Registration for End-point Assessment

Dual Fuel Smart Meter Installer (Electricity and Gas)

About the Apprenticeship

|  |  |
| --- | --- |
| Level | 2 |
| Duration | Typically 14 months |
| Entry Requirements | Employers will set their own selection criteria but will typically be 2-4 GCSEs at grade C (including maths and English), or equivalent qualifications / experience |
| On-Programme Journey | * Competencies (the first 6 months) – building electrical knowledge, gas knowledge and smart communication knowledge * Field Productive Period (the next 6-9 months) |
| Pricing | The price is determined by the level of the involvement of the employer; for example, within dual fuel smart meter installer the employer is able to nominate technical experts, or they may ask another employer or the end-point assessment organisation to provide them if a specific specialism is required.  The end-point assessment price is split into two payments. The first stage is at the point of registration and covers registration, end-point assessment training, handbooks and supporting resources. The second stage is prior to commencement of the end-point assessment and covers end-point assessment activities, further training, final grading decisions, certification, and internal and external quality assurance. |
| Gateway to End-point Assessment | Before they can enter end-point assessment, the apprentice must have:   * Completed all their learning * Achieved Gas Safe ® * Achieved MOCoPA * Achieved maths and English at Level 1 |
| End-point Assessment Tools | There are 6 elements to the assessment in this standard, which can be taken over up to a 3 month period. All tools are provided by the EUIAS:   * Work observation (in a live working situation). * Final review. * Portfolio assessment and preliminary grade (contains the evidence of experience gained in the workplace and simulated environments, witness statements, reflective journals, the final progress review and the work observation) – 80% weighting towards the final grade (awarded a pass, fail or distinction). *Please note that the portfolio assessment cannot be assessed until after the work observation has taken place.* * End-point interview and preliminary grade (designed to question the apprentice based on their portfolio evidence) – 20% weighting towards the final grade (awarded a pass, fail or distinction). *Please note that the interview will be based upon their portfolio evidence.* * The employer must hold a quality assurance meeting to review the preliminary grades and examine evidence.   Final Grading:   * The final grade decision will be made by the end-point assessment organisation at moderation |

The published standard and assessment plan:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/dual-fuel-smart-meter-installer/>

Please turn over for the registration template

Section 1 – Main contact details

Section 2 – Apprenticeship details

Section 3 – Technical Expert details

Section 4 – Account registration for finance and invoicing

Section 5 – Employer and main provider declaration

## Registration

## Section 1 Main Contact Details

|  |  |
| --- | --- |
| Employer Name |  |
| Main Provider Name\* |  |

\* the organisation drawing down the public funding, approved on the Register of Apprenticeship Training Providers (RoATP) and completing the individualised learner record (this may be the employer).

|  |  |
| --- | --- |
| Employer Contact Name |  |
| Employer Contact Details (address, phone and email) |  |
| Employer Reference Number (ERN) |  |
| Main Provider Contact Name |  |
| Main Provider Contact Details (address, phone and email) |  |
| Main Provider Reference Number (UKPRN) |  |

Please turn over for section 2

## Section 2 Apprenticeship Details

The following information is required in order to set your apprenticeship up on the system.

|  |  |  |  |
| --- | --- | --- | --- |
| Apprenticeship Title | | Dual Fuel Smart Meter Installer | |
| Volume of Apprentices | |  | |
| Intended start date of apprenticeship | |  | |
| Intended completion date of apprenticeship | |  | |
| Proposed entry into end-point assessment date, if known (max 3 months before planned completion date) | |  | |
| Will apprentices be recruited with a Level 1 qualification in English Language already achieved? \* | Yes (if yes evidence, of the achievement will be required before entering end-point assessment) | |  |
| No (if no, it must be achieved before the apprentice can enter end-point assessment) | |  |
| Will apprentices be recruited with a Level 1 qualification in mathematics already achieved? \* | Yes (if yes evidence, of the achievement will be required before entering end-point assessment) | |  |
| No (if no, it must be achieved before the apprentice can enter end-point assessment) | |  |

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\* please note that apprentice will need continue to study and take the test for Level 2 English and maths before they complete their apprenticeship but they do not have to achieve English and maths Level 2 to complete their apprenticeship.

## Section 3 Technical Expert Details

Technical experts will be nominated by the apprentice’s employer for the marking of the portfolio and conducting the end-point interview. They may come from their own organisation or bought in if required from other employers or an assessment organisation.

They will not have worked directly with the apprentice or participated in their learning and training. They must be able to demonstrate an appropriate level of competence, i.e., training and experience to undertake the role and / or hold or be working towards an assessor qualification. They must be approved by the EUIAS for the purposes of conducting elements of the end-point assessment.

|  |  |  |
| --- | --- | --- |
| Name of person/s with responsibility for employer Internal QualityAssurance of assessment decisions within organisation: |  | |
| Assessment qualifications held |  | |
| Assessment qualification certificate attached? | Yes | No |
| CV attached? | Yes | No |
| Length of assessment experience (years and / or months) |  | |

|  |  |  |
| --- | --- | --- |
| Name of Lead Technical Expert: |  | |
| Area they will be involved in assessing |  | |
| Assessment qualifications held |  | |
| Assessment qualification certificate attached? | Yes | No |
| CV attached? | Yes | No |
| Length of assessment experience (years and / or months) |  | |

|  |  |  |
| --- | --- | --- |
| Name of Technical Expert: |  | |
| Area they will be involved in assessing, for example, portfolio, interview employer quality assurance |  | |
| Assessment qualifications held |  | |
| Assessment qualification certificate attached? | Yes | No |
| CV attached? | Yes | No |
| Length of assessment experience (years and / or months) |  | |

|  |  |  |
| --- | --- | --- |
| Name of Technical Expert: |  | |
| Area they will be involved in assessing, for example, portfolio, interview, employer quality assurance |  | |
| Assessment qualifications held |  | |
| Assessment qualification certificate attached? | Yes | No |
| CV attached? | Yes | No |
| Length of assessment experience (years and / or months) |  | |

|  |  |  |
| --- | --- | --- |
| Name of Technical Expert: |  | |
| Area they will be involved in assessing, for example, portfolio, interview, employer quality assurance |  | |
| Assessment qualifications held |  | |
| Assessment qualification certificate attached? | Yes | No |
| CV attached? | Yes | No |
| Length of assessment experience (years and / or months) |  | |

|  |  |  |
| --- | --- | --- |
| Name of Technical Expert: |  | |
| Area they will be involved in assessing, for example, portfolio, interview, employer quality assurance |  | |
| Assessment qualifications held |  | |
| Assessment qualification certificate attached? | Yes | No |
| CV attached? | Yes | No |
| Length of assessment experience (years and / or months) |  | |

Please add additional boxes where required.

# Section 4 - Account Registration for Finance and Invoicing

# To be completed by the main provider (the organisation on the Register of Apprenticeship Training Providers [RoATP], that will be contracting with the EUIAS on the employer’s behalf)

|  |  |  |  |
| --- | --- | --- | --- |
| Main Provider Name |  | | |
| Address and Postcode |  | | |
| Contact Name |  | Telephone No. |  |
| Email Address |  | Company No |  |
| Email Address for Statement |  | VAT no. |  |

Invoice Details – if different to company details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contact Name |  | | Telephone No. |  |
| Invoice Address and Postcode | |  | | |

Account Payable Details – if different to invoice details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contact Name |  | | Telephone No. |  |
| Invoice Address and Postcode | |  | | |

Company Signatory

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name |  | | |
| Position |  | Telephone No. |  |
| Signature |  | Date |  |

Completed forms, along with a letter head and Purchase Order, should be returned to: **Energy and Utility Skills, Finance Department, Friars Gate, 1011 Stratford Road, Shirley, Solihull, B90 4BN**. *If you have returned this form to EUIAS as part of apprenticeship standards end-point assessment registration, your form will be passed to the finance department on your behalf.*

## Section 5 - Declarations

|  |  |
| --- | --- |
| Employer Declaration | |
| This is to confirm that the [inset employer name] has selected Energy & Utilities Independent Assessment Service (EUIAS) as their end-point assessment service provider for the Dual Fuel Smart Meter Installer apprenticeship standard. | |
| Employer Name |  |
| Contact Name: |  |
| Job Title: |  |
| Signature: |  |
| Date: |  |

|  |  |
| --- | --- |
| Main Provider Declaration (this may be the employer) | |
| This is to confirm that the [insert main provider name] is approved on the Register of Apprenticeship Training Providers and will contract with and pay the Energy and Utilities Independent Assessment Service (legal name Energy and Utility Skills Limited) on behalf of the employer for the delivery of end-point assessment. | |
| Main Provider Name |  |
| Contact Name: |  |
| Job Title: |  |
| Signature: |  |
| Date: |  |