Registration for End-point Assessment

Gas engineering

About the Apprenticeship

|  |  |
| --- | --- |
| Level | 3 |
| Specialisms | * Domestic * Non-domestic |
| Duration | Typically 18 months |
| Entry Requirements | Employers will set their selection criteria but will typically include background checks, equivalent to Criminal Record Bureau / Disclosure Barring Service and 3 to 5 GCSEs grade A to C, preferably English and maths |
| On-Programme Journey | * Induction and Core Skills training * Knowledge training * Workplace training |
| Pricing | The price is determined by the level of the involvement of the employer; for example, within gas engineering the employer nominates technical experts, or if they are a small employer they may ask the end-point assessment organisation to provide them.  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 and a work log * Achieved maths and English at Level 2 |
| 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, and must be undertaken in order. All tools are provided by the EUIAS:   * Achieve Gas Safe ® – maximum of 10 marks * Competency test to demonstrate core and specific skills, knowledge and behaviours in a ‘real world’ environment – maximum of 20 marks * Work log review, which includes an interview (10 questions under examination conditions)  – maximum of 70 marks * Portfolio assessment and preliminary grade (summative assessment of the gas safe ®, competency test, work log review and work log interview) – 70% weighting towards the final grade (awarded a pass, fail or distinction) * Knowledge assessment (40 multiple choice questions under examination conditions for 1 hour) – 30% weighting towards the final grade (awarded a pass, fail or distinction) awarded a pass, fail or distinction * Final grade decision made by the end-point assessment organisation |

The published standard and assessment plan:

* <https://www.instituteforapprenticeships.org/apprenticeship-standards/gas-engineering/>

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 | | Gas engineering | | |
| How many people do you intend to put on the Domestic Gas engineering specialism? (No / N/A) | | |  | |
| How many people do you intend to put on the non-Domestic Gas engineering specialism? (No / N/A) | | |  | |
| Intended start date of apprenticeship | |  | | |
| Intended completion date of apprenticeship | |  | | |
| Proposed entry into end-point assessment date (max 3 months before planned completion date) | |  | | |
| Will apprentices be recruited with a Level 2 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 2 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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## Section 3 Technical Expert Details

Technical experts are nominated by the apprentice’s employer and will be involved in portfolio assessment, undertake a summative assessment of the work log, and assess the competency test.

They must not have worked directly with the apprentice or participated in their learning and training. They must be able to demonstrate competency, i.e., training and experience to undertake the role and hold 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 Internal Quality Assurance of assessment decisions within organisation: |  | |
| Area they will be involved in assessing, such as portfolio assessment, trade test |  | |
| 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 / Assessor: |  | |
| Area they will be involved in assessing, such as portfolio assessment, trade test |  | |
| Assessment qualifications held |  | |
| Assessment qualification certificate attached? | Yes | No |
| CV attached? | Yes | No |
| Length of assessment experience (years and / or months) |  | |

|  |  |  |
| --- | --- | --- |
| Name of TechnicalExpert / Assessor: |  | |
| Area they will be involved in assessing, such as portfolio assessment, trade test |  | |
| Assessment qualifications held |  | |
| Assessment qualification certificate attached? | Yes | No |
| CV attached? | Yes | No |
| Length of assessment experience (years and / or months) |  | |

|  |  |  |
| --- | --- | --- |
| Name of TechnicalExpert / Assessor: |  | |
| Area they will be involved in assessing, such as portfolio assessment, trade test |  | |
| Assessment qualifications held |  | |
| Assessment qualification certificate attached? | Yes | No |
| CV attached? | Yes | No |
| Length of assessment experience (years and / or months) |  | |

|  |  |  |
| --- | --- | --- |
| Name of TechnicalExpert / Assessor: |  | |
| Area they will be involved in assessing, such as portfolio assessment, trade test |  | |
| Assessment qualifications held |  | |
| Assessment qualification certificate attached? | Yes | No |
| CV attached? | Yes | No |
| Length of assessment experience (years and / or months) |  | |

|  |  |  |
| --- | --- | --- |
| Name of TechnicalExpert / Assessor: |  | |
| Area they will be involved in assessing, such as portfolio assessment, trade test |  | |
| 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 Gas engineering 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: |  |