Registration for End-point Assessment

Maintenance and Operations Engineering Technician

About the Apprenticeship

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| --- | --- |
| Level | 3 |
| Specialisms | * Electrical Technician * Mechanical Technician * Control and Instrumentation Technician * Wind Turbine Technician * Electrical System and Process Control Technician * Electromechanical Technician * Plant Operations Technician |
| Duration | Typically 36 - 42 months |
| Entry Requirements | Typically 3 GCSEs at grade C or higher including maths, English and science, or equivalent and / or relevant experience |
| Pricing | The price is determined by the level of the involvement of the employer; for example, within maintenance and operations engineering technician the employer may be able to provide technical experts as a result of exemptions stated within the assessment plan.  The end-point assessment price is split into two payments. The first stage is at 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, final decision panel, certification, and internal and external quality assurance. |
| Gateway to End-point Assessment | Before they can enter end-point assessment, the apprentice must have.   * Completed their formal training plan * Completed a portfolio * Achieved maths and English at Level 2 |
| End-point Assessment Tools | There are 4 elements to the assessment in this standard, which can be taken over up to a 6 month period, and must be undertaken in order. All tools are provided by the EUIAS:   * Knowledge assessment  (30 multiple choice questions under examination conditions for 45 minutes) – 100 marks available, awarded a fail, pass, merit or distinction - 20% weighting towards the final grade * Practical observation (duration one day) – 100 marks available, awarded a fail, pass, merit or distinction - 40% weighting towards final grade * Technical interview (duration 2-2 ½ hours under controlled conditions), based on a work log compiled during the apprenticeship – 100 marks available, awarded a fail, pass, merit or distinction -  40% weighting towards the final grade * Final grade decision by the end-point assessment organisation (external examiner), awarded a fail, pass, merit or distinction |

## Published standard and assessment plan:

* <https://www.instituteforapprenticeships.org/apprenticeship-standards/maintenance-and-operations-engineering-technician/>

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 | | | Maintenance and Operations Engineering Technician | | | |
| Volume of apprentices | Electrical Technician | | | |  | |
| Mechanical Technician | | | |  | |
| Control and Instrumentation Technician | | | |  | |
| Wind Turbine Technician | | | |  | |
| Electrical System and Process Control Technician | | | |  | |
| Electromechanical Technician | | | |  | |
| Plant Operations Technician | | | |  | |
| Intended start date of apprenticeship | | | |  | | |
| Are you planning to deliver any qualifications as part of this apprenticeship?  If yes, please be aware that there are no mandated qualifications within this apprenticeship which means that registration and examination (including certification) costs cannot be publicly funded | | | | Yes  *Please provide details* | | |
| No | | |
| Intended completion date of apprenticeship | | | |  | | |
| Proposed entry into end-point assessment date, if known (max 6 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) | | | |  |

## Section 3 Technical Expert Details

Within Maintenance and Operations Engineering Technician, the end-point assessment organisation provides the experts and assessors. However, an exception to this is permitted where industry requirements restrict this i.e. nuclear and power generation. In these sectors each site is unique, with technical experts holding specific knowledge about the site, security permissions and operating procedures to comply with for example the Nuclear Legislation Act – License Condition Number 9, Health and Safety at Work Act and Electricity at Work Act.

In these cases the technical expert undertaking the observation may be recruited from the employer; however, they must not have been involved in their training or line management and their assessment decisions must be countersigned by an independent assessor; in the case of disagreement the independent assessor has the casting vote. If the employer has technical experts that they wish to put forward for the role of technical expert at interview and practical observation, please include details within this section.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Technical Expert: |  | | | |
| Area they may be able to be involved in (technical interview or practical observation) |  | | | |
| Are they qualified to a minimum of Level 3? | Yes |  | No |  |
| Are they currently working in the industry? | Yes |  | No |  |
| Do they have a minimum of 3 years post qualification experience? | Yes |  | No |  |
| Do they hold any assessor qualifications?  If yes, please specify (EUIAS may request a copy of the certificate) | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Technical Expert: |  | | | |
| Area they may be able to be involved in (technical interview or practical observation) |  | | | |
| Are they qualified to a minimum of Level 3? | Yes |  | No |  |
| Are they currently working in the industry? | Yes |  | No |  |
| Do they have a minimum of 3 years post qualification experience? | Yes |  | No |  |
| Do they hold any assessor qualifications?  If yes, please specify (EUIAS may request a copy of the certificate) | Yes |  | No |  |

# 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 (legal name Energy and Utility Skills Limited) as their end-point assessment service provider for the Maintenance and Operations Engineering Technician 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: |  |