

Electrical Power Network Engineer - Electrical Project Engineer Technical Interview Assessment Checklist

During the Technical Interview process each apprentice will be interviewed on the content of their work log which will contain evidence from a minimum of 5 of the more complex work activities which they have undertaken during their on-programme work period. The work log should contain written accounts of activities that have been completed and referenced against the relevant skills, knowledge and behaviours of their job role as identified in Annex A of the Assessment Plan. The work log should be supported by relevant supporting evidence, such as photographs, work instructions, safety documentation, project plans and reports. In addition, progress review documentation demonstrating the apprentice's development and progression through their apprenticeship should be included.

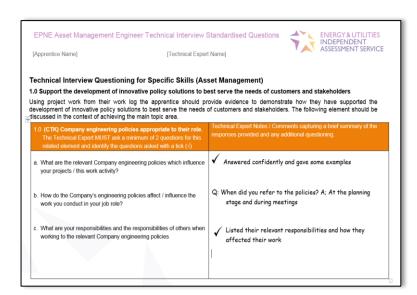
The interview discussion should be conducted in the context of each apprentice's specific job role using the Specific Skill (SS) topic areas identified in Annex A of the Assessment Plan. The interview discussion should encompass the relevant supporting Core Technical Knowledge (CTK), Core Skills (CS) and supporting behaviours through the use of the standardised questions provided for each of the relevant elements which support the scenario being discussed. Where necessary, additional questioning should be conducted by the Technical Expert to probe further into the detail of the topic area and activities being discussed. Wherever possible the interviewers questioning should be contextualised to the apprentice's job role and the specific work activities they are presenting from their work log.

Specific Skill (SS) Scenario Questioning – Electrical Project Engineer

The interview should be framed around the 3 scenario job specific question areas shown below. Using each scenario in turn as the basis for the interview, the apprentice should present evidence to demonstrate how they have developed their skills, knowledge and behaviours for each scenario being discussed. The interviewer should use this document to confirm and record the apprentice's achievement against the requirements of the criteria for each element.

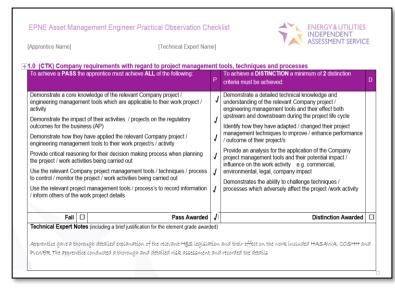
- 1. Develop project plans to ensure project design requirements are delivered on time to meet stakeholder and budget requirements
- 2. Delivered project plans to manage internal, external resources to meet agreed work specifications and any variations as required
- 3. Produce final construction plans of work completed and evaluate the outcome to improve future performance





Technical Expert Guidance

The Technical Expert should ask the apprentice to provide evidence from their work log to support each of the main topic areas included in their interview. The relevant elements which support the main topic area are provided and contain three standardised questions for each element. The Technical Expert should use each element to support the discussion of how the main topic area was achieved. The Technical Expert should select a minimum of **TWO** of the element questions and ask these in the context of the main topic area in addition to any of their own specific questioning of the discussed activity. The Technical Expert should annotate the assessment document to identify which questions were asked and provide a brief summary of the response given.



Rules of Element Achievement

During the interview the Technical Expert should use the Technical Interview Checklist to check the apprentice's responses against each elements criteria which will help the Technical Expert to make an assessment decision for the element being discussed which will contribute to their final grade. To achieve a PASS in an element, the apprentice must provide sufficient evidence to achieve ALL of the given PASS criteria and give satisfactory responses to a minimum of 2 of the standardised questions provided. To achieve a DISTINCTION in an element the apprentice must first achieve a PASS and demonstrate further sufficient evidence to achieve a minimum of 2 of the given DISTINCTION criteria. The Technical Expert should provide brief comments on the assessment paperwork of the factors which influenced their element grade decision of either a Fail, Pass or Distinction.

ENERGY & UTILITIES INDEPENDENT ASSESSMENT SERVICE

[Apprentice Name]

[Technical Expert Name]

Technical Interview Criteria for Specific Skills (Asset Management)

1.0 (CTK) Company engineering policies appropriate to their role

To achieve a PASS the apprentice must achieve ALL of the following criteria during their interview by providing evidence which demonstrates:	Р	To achieve a DISTINCTION a minimum of 2 distinction criteria must be achieved during the interview process:	D
A working knowledge of the relevant Company engineering policies which are applicable to their work projects and job role and the importance of complying with them		A detailed knowledge and thorough understanding of the relevant Company engineering policies which are applicable to their work projects, job role and the effect they	
Their ability to link their work to Company strategies and policies ensuring compliance with technical specifications (AP)		have How they have used their knowledge to ensure that other	
How they have applied the relevant Company engineering policies to their work practices and projects How they have used their knowledge of the relevant Company engineering policies to support the work planning and decisions they have made in their ob role		parties involved in their work project/s comply with the relevant Company engineering policies during their work projects	
		How they have appropriately challenged and reported incidents of non-compliance with the relevant Company engineering policies when identified	
		How they have used their knowledge of relevant	
		engineering policies to make suggestions which have influenced or led to an improved performance	
Fail Pass Awarded		Distinction Awarded	
Technical Expert Notes (including a brief justification for the element grade award	ded)		



[Apprentice Name]

[Technical Expert Name]

2.0 (CTK) Engineering problems including how to identify the problem, gather and analyse all relevant information, provide and implement a workable solution and monitoring its effectiveness

To achieve a PASS the apprentice must achieve ALL of the following criteria during their interview by providing evidence which demonstrates:	Р	To achieve a DISTINCTION a minimum of 2 distinction criteria must be achieved during the interview process:	D
How they have identified and defined a technical engineering problem/s in their job role and range of work		How they have assessed the effect and impact of differing approaches to solve the engineering problems they have resolved (AP)	
How they have taken responsibility for solving problems by identifying and analysing the issues and drawing logical, sound solutions that benefit customers and the business (B)		How they have conducted detailed analysis to support their determined course of action to resolve the engineering	
How they have developed a plan/s to deal effectively with engineering		problem (AP)	
problems in a step by step logical way (AP)		How they have played a pro-active, leading role in providing	
How they have gathered and effectively analysed relevant information to implement solutions to resolve engineering problems (AP)		a solution to an engineering problem which has provided a tangible benefit to customers and or the business	
How they have monitored the effectiveness of the solution they have provided to gauge its effectiveness		How they have conducted analysis to monitor and measure the effect and impact of the solution they have provided to an engineering problem	
Fail		Distinction Awarded	
Technical Expert Notes (including a brief justification for the element grade award	led)		



[Apprentice Name]

[Technical Expert Name]

3.0 (CTK) Company business planning and resource control measures

		apprentice must achieve ALL of the following riew by providing evidence which demonstrates:	Р	To achieve a DISTINCTION a minimum of 2 distinction criteria must be achieved during the interview process:	D
policy and processe A working knowledg engineering resource How they have used engineering solution How they have effect implement their plan How they have take delivery of decisions How they have ensu considers contingen How they have mon	e of es I the s in ctivel ined n a fo , act ired cy p	y used resource control measures to support / work activities prward looking perspective when considering the ivities and projects (B) plans are in place to manage anticipated issues,		A detailed knowledge and understanding of the Company's business engineering planning policy and processes and their impact on planning work A detailed knowledge and understanding of the Company's processes, method/s for controlling engineering resources and their impact How they have used their knowledge to deliver or propose an improvement to the way the business implement their engineering planning and / or resource control methods How they have used their knowledge to identify and taken action to resolve a problem with the business planning or resource control process which has provided additional benefit to the business or its clients	
Fail		Pass Awarded		Distinction Awarded	
Technical Expert N	lotes	(including a brief justification for the element grade award	ded)	,	ı

EPNE Electrical Project Engineer Technical Interview Checklist



[Apprentice Name]

[Technical Expert Name]

1.0 (CS) Apply asset management, design, planning, control, electrical project, or operational engineering principles as appropriate to their role to maintain and improve the integrity, safety and longevity of the transmission/distribution electrical network

To achieve a PASS the apprentice must achieve ALL of the following criteria during their interview by providing evidence which demonstrates:	Р	To achieve a DISTINCTION a minimum of 2 distinction criteria must be achieved during the interview process:	D
They have applied a working knowledge of the engineering principles and processes which support their work on the electrical network		They have a thorough and detailed knowledge of the engineering principles, processes and have applied it in	
They have applied relevant engineering principles to conduct work which has maintained and / or improved network integrity, safety and longevity of the electrical network (AP)		their work and project/s They are able to confidently discuss and justify the application of sound engineering principles to improve the integrity and large with a fight and provide (AD)	
They are able to link their work to Company strategies and policies and ensure compliance with technical specifications.		integrity, safety and longevity of the electrical network (AP) They have assessed the impact of using different	
They have gathered and analysed relevant information in order to implement and monitor the effectiveness of workable solutions to issues (AP)		approaches to gather and analyse information to support their course of action and have made suggestions for improvement (AP)	
They have taken a forward looking perspective when considering the delivery of decisions, activities and projects (B)		They have applied consideration and inclusion of new technologies, innovation developments or additional	
They have ensured that plans were in place to manage anticipated issues and considered necessary contingencies (B)		network interfaces in their activities and project decisions (AP)	
Fail Pass Awarded		Distinction Awarded	
Technical Expert Notes (including a brief justification for the element grade awar	ded)		



[Apprentice Name]

[Technical Expert Name]

2.0 (CS) Read, understand and interpret technical information relative to their role, identified in company strategies and policies and work in compliance with technical specifications

To achieve a PASS the apprentice must achieve ALL of the following criteria during their interview by providing evidence which demonstrates		Р	To achieve a DISTINCTION a minimum of 2 distinction criteria must be achieved during the interview process:	D
They have applied a working knowledge of the range and type of technical information, specifications available to support their job role and work activities			They have taken a lead in interpreting and relaying technical information to progress work or support others understanding	
They have used / consulted Company technical information and specifications to conduct / support their work activities			They have questioned and clarified information which was unclear or incorrect	
They are able to identify how their work links to Company strategies and policies (AP)			They have reported, updated information which was not technically correct and accurate	
Their ability to use and work in compliance with technical specification	ons (AP)		They have assessed the impact of using different	
They have gathered and analysed relevant information in order to implement and monitor the effectiveness of workable solutions (AP)			approaches to gather and analyse information to support their course of action and has made suggestions for improvement (AP)	
Fail Pass A	Awarded		Distinction Awarded	
Technical Expert Notes (including a brief justification for the element gr	rade award	ed)		



[Apprentice Name]

[Technical Expert Name]

3.0 (CS)) Produce clear and precise reports in relation to their activities to line management, other business departments and/or to external stakeholders

	apprentice must achieve ALL of the following iew by providing evidence which demonstrates:	Р	To achieve a DISTINCTION a minimum of 2 distinction criteria must be achieved during the interview process:	D
precise reports They have produced clear job role They have been proactive their expectations, prese concisely (B)	the purpose and benefits of producing clear and ar technical reports to support their work projects / e in identifying their stakeholders and managing nting appropriate information to them clearly and ports to influence / inform their line management, r external stakeholders		They have applied their detailed produced thorough and detailed technical reports to support their work projects / job role They have the ability to explain in detail how the reports they have produced support the business engineering strategy They have used their reports to identify network problems / issues and made suggestions / proposals to resolve them They have applied learning from project monitoring and evaluation records to inform their future actions (AP)	
Fail Technical Expert Notes	Pass Awarded (including a brief justification for the element grade award		Distinction Awarded	

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[Apprentice Name]

[Technical Expert Name]

4.0 (CS) Develop and agree project plans to undertake their activities. These plans will contain clear objectives, budgets, desired outcomes and timescales. Also included will be implementation criteria, monitoring process controls and evaluation records

		apprentice must achieve ALL of the following iew by providing evidence which demonstrates:	Р	To achieve a DISTINCTION a minimum of 2 distinction criteria must be achieved during the interview process:	D
maintaining detailed	proje	•		Their ability to analyse the impact of their project plans, identify issues and adjust / modify plans to provide solutions to problems and make suggestions for improvement	
		pject plans that contain objectives, budgets, desired d evaluation records (AP)		They have applied consideration and inclusion of new	
		lan and take a forward looking perspective when of decisions, activities and projects (B)		technologies, innovation developments or additional network interfaces in their activities / project decisions (AP)	
They have successf monitored project pr	-	greed and implemented project criteria and ss		They have utilised the learning from project monitoring and evaluation records to inform their future actions / decisions (AP)	
They have develope account contingency		ns which manage anticipated issues and take into ning (B)		They have the ability to assess the impact in different approaches and gather and analyse information to suppo	
	They have taken responsibility for solving problems by identifying and analysing issues and drawing logical, sound solutions that benefit customers			their courses of action (AP)	
	-	entified stakeholders and managed their appropriate information to them clearly and			
Fail		Pass Awarded		Distinction Awarded	
Technical Expert N	otes	(including a brief justification for the element grade award	ded)		

ENERGY & UTILITIES INDEPENDENT ASSESSMENT SERVICE

[Apprentice Name]

[Technical Expert Name]

5.0 (CS) Demonstrate that their work activities support the business to achieve its regulatory incentive mechanisms

		apprentice must achieve ALL of the following view by providing evidence which demonstrates:	Р	To achieve a DISTINCTION a minimum of 2 distinction criteria must be achieved during the interview process:	D
mechanisms used for They have planned achieve regulatory in How the work they housiness's regulator They have gathered implement and mon	or mothernation the transfer of the transfer o	the business's regulatory obligations and the easuring performance work activities to support the business / client to tive mechanisms (AP) conducted, implemented link and support the ligations analysed relevant information in order to the effectiveness of workable solutions to support entive mechanisms (AP)		A detailed and thorough knowledge of the business's regulatory obligations and the impact they have on the strategic planning They have taken a pro-active leading role to ensure achievement of Company regulatory incentive mechanisms They have pro-actively dealt with problems and implemented solutions to ensure achievement of Company regulatory incentive mechanisms Demonstrates consideration and inclusion of new technologies, innovation developments or additional network interfaces to support the business to achieve its regulatory incentive mechanisms	
Fail		Pass Awarded		Distinction Awarded	
Technical Expert N	ote	(including a brief justification for the element grade awar	ded)		

ENERGY & UTILITIES INDEPENDENT ASSESSMENT SERVICE

[Apprentice Name]

[Technical Expert Name]

6.0 (CS) Provide information to support business planning processes in relation to their role activities

Р	It is not possible to gain a DISTINCTION grade in this element.	D
ed 🗆	Distinction Awarded	
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)	ed 🗆	P element. Distinction Awarded