# Practical Observation Review Form -Guidance

The purpose of the Practical Observation Review Form is to provide support in ensuring that the activity proposed for the apprentice to complete during the MOET Practical Observation Assessment is sufficiently complex to allow the apprentice to demonstrate the widest range of knowledge, skills and behaviours against the mandatory elements of the MOET assessment plan.

Details of the mandatory elements are included in Section 4 of the MOET EPA Specification.

The Practical Observation Review is an optional service and if you would like to take advantage of this service, you need to complete the Review Form and submit to EUIAS a minimum of 6 weeks before the start of the end-point assessment. The form should be accompanied by photographs of the plant/ machinery which the apprentice will be working on.

A “complex” activity is defined as one that is completed in a number of individual stages in order to complete the activity. As an example, these stages could be broken down into the following sequence:

* Comply with industry health, safety and environmental working practices and regulations
* Prepare work areas to undertake work related activities and reinstate those areas after the completion of the work-related activities
* Communicate with and provide information to stakeholders in line with personal role and responsibilities
* Read, understand and interpret information and work in compliance with technical specifications and supporting documentation
* Inspect and maintain appropriate plant and equipment to meet operational requirements
* Locate, and rectify faults on plant and equipment
* Assess and test the performance and condition of plant and equipment
* Communicate, handover and confirm that the appropriate engineering process has been completed to specification

The above sequence comprises of the Core Skills elements of the MOET EPA, which closely reflects the practices and processes of facilitating work activities in the industry sectors, which are identified in the MOET Assessment Plan.

In addition to the Core Skill elements detailed above, the proposed activity must also allow the apprentice to demonstrate their knowledge, skills and behaviours against **one** of the Specific Skill elements detailed in Section 4 of the Specification ad page 14 of the MOET assessment plan.

It is important to note that if, during the assessment, any aspect of the performance that needs to be assessed does not occur naturally, the Independent Assessor will ask the apprentice questions to give them the opportunity to cover the area of the standard.

The time taken to complete the proposed activity(s) should typically take no longer than one day. However, the actual time allowed should be based on the comparable time that an industry competent worker would take to successfully complete the activity(s).

As a rule of thumb, an activity(s) that would take only 2 hours to complete would be considered to be insufficiently complex and would likely restrict the opportunity for the apprentice to demonstrate their full range of knowledge, skills and behaviours.

Please be aware that:

* Practical observation review does not guarantee that the apprentice will pass the practical observation
* No health and safety risk assessment has been carried out by EUIAS
* EUIAS review does not remove any of the provider’s obligations to ensure full coverage of the standard, and full compliance with relevant legislation
* EUIAS review is based only on information supplied and is not a guarantee that the task and plant/equipment on the day of the practical will be sufficient for an EPA practical observation
* The information provided in this Practical Observation Review Form must not be shared with the apprentice

**MOET Practical Observation Approval Form**

Return completed form to enquiries@euias.co.uk

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| --- | --- |
| Apprentice’s Full Name(s) |  |
| MOET Pathway |  |
| Specialist skill element of the MOET standard is to be covered during the practical observation (as described in Section 4 of the EPA Specification) |  |
| Employer name, provider name and site address |  |
| Contact name and details for the Practical Observation |  |
| PPE Required for the Assessor |  |
| Site-specific access and/or induction arrangements |  |
| Description of the proposed task(s) |  |

Please remember to include photographs of the site and plant/equipment that the apprentice will be working on.

**Remember: tasks should be kept confidential from the apprentices, and you will require several tasks where you have more than one apprentice so that the apprentice cannot predict which task they will be given.**