



ENERGY & UTILITIES  
INDEPENDENT  
ASSESSMENT SERVICE

EPA Specification  
Utilities Engineering  
Technician (AP03)



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# EPA Specification Utilities Engineering Technician



## EPA Specification Section 1 – Introduction

### Contacts

This specification has been designed to provide all the advice and guidance you need to prepare yourself and your apprentices for end-point assessment. However, if you have any further questions please contact the EUIAS Help Desk using one of the following:

Help Desk email: [enquiries@euias.co.uk](mailto:enquiries@euias.co.uk)

Help Desk telephone: 0121 713 8310

## About the Energy and Utilities Independent Assessment Service (EUIAS)

The EUIAS is an independent end-point assessment organisation (EPAO) approved by the Education and Skills Funding Agency (ESFA) (number EPA0009) to offer and carry out the end-point assessments (EPA) for the Level 3 Utilities Engineering Technician Apprenticeship Standard (ST0159). This specification relates to assessment plan ST0159/AP03.

The EUIAS was established in 2014 and is part of Energy & Utility Skills Limited. The EUIAS delivers rigorous and robust apprenticeship end-point assessment services for the energy and utilities sector, and for technical and safety-critical sectors. In May 2016, The EUIAS became the first end-point assessment provider to have achievers on the English Trailblazer apprenticeship standards.

## About End-point Assessment

End-point assessment is the term given to the assessments taken by apprentices at the end of their apprenticeship, and which must be passed in order for the apprentice to be awarded a certificate of achievement. Apprentices must be trained by training providers approved by the ESFA and their end-point assessments must be carried out by an EPAO approved by the ESFA. The assessment is designed, delivered, assessed and quality assured by the EPAO, with further external quality assurance provided by an external quality assurance (EQA) provider.

The EPA typically consists of three assessment components each of which must be passed in order to achieve an overall pass. For the Utilities Engineering Technician standard, the assessments are a multiple-choice test, a practical observation and an interview.

End-point assessment is based on two documents that have been written by an employer group – the Standard and the Assessment Plan, both of which can be found on the website of the Institute for Apprenticeships and Technical Education, [www.instituteforapprenticeships.org](http://www.instituteforapprenticeships.org).

EUIAS designs the assessments to cover the standard, while complying with the assessment plan. It is important for training providers supporting apprenticeships:

- to ensure their training programmes cover all the elements required by the standard
- to have access to suitable premises, plant, machinery and equipment for the practical observation.

## How to Use this EPA Specification for Utilities Engineering Technician

Welcome to the EUIAS EPA Specification for the Utilities Engineering Technician (UET) Apprenticeship Standard.

The EUIAS internally quality assures all end-point assessments in accordance with its IQA process and IfATE requirements. This standard is externally quality assured by Ofqual on behalf of the IfATE.

This Specification is available from the EUIAS website ([www.euias.co.uk](http://www.euias.co.uk)) as a complete document, and also in its individual sections to allow customers to download what they require.

**Important: the web site will always contain the latest version of this document so please check back to ensure you are using the latest version.**

This Specification outlines what you need to know about the end-point assessments for this standard and provides details of the on-programme delivery requirements. It provides advice and guidance for trainers on how to prepare apprentices for the end-point assessment.

The Specification provides end-to-end details of the how the EUIAS works with customers, from initial engagement to the completion of end-point assessment.

### **Audience:**

Section 2 will be of interest mainly to the external quality assurance body to ensure the assessment methods cover the standard.

Section 3 will be of interest mainly to administrators and those responsible for planning and scheduling end-point assessments.

Section 4 will be of interest to those ensuring that apprentices have covered all the required elements of the standard during their apprenticeship, and to apprentices themselves.

Sections 5 and 6 will be of interest to those who support apprentices in preparing for the end-point assessments, and to apprentices themselves.

## At a glance

**Apprenticeship standard:** Utilities Engineering Technician

Assessment Plan: ST0159/AP03

QAN: 603/7317/9

Level: 3

**On-programme duration:** Typically, 48 months

**Grading:** Fail/pass/distinction

End-point Assessment methods:

- Multiple-Choice Test
- Practical Observation
- Interview supported by a portfolio of evidence which is not directly assessed.

### Quality Assurance:

Quality assurance of the end-point assessment is designed in accordance with the Assessment Plan. The main features of EUIAS quality assurance are:

- Assessments carried out by assessors standardised by EUIAS
- Ongoing internal quality assurance
- Moderation and final grading by EUIAS.

External quality assurance is provided by Ofqual on behalf of the IfATE.

### In this guide, you will find:

- Detailed amplification and guidance of the standard and guidance on how to prepare the apprentice for gateway
- Detailed information on which part of the standard is assessed by which assessment method
- A section focused on the end-point assessment method where the assessment criteria are presented in a format suitable for carrying out practice assessments
- Suggestions on how to prepare the apprentice for each part of the end-point assessment
- A practice Multiple-Choice Test that you can use with apprentices.

## Is this the right standard for you?

The Utilities Engineering Technician standard has been designed by the trailblazer group of employers for technicians carrying out reactive and routine maintenance on equipment to ensure safety and efficiency. Utilities engineering technicians focus on equipment used for **producing and maintaining water supplies**, supporting other disciplines as necessary.

Demonstration of practical skills will be undertaken as work as part of their normal duties which will allow demonstration of Knowledge, Skills and Behaviours through naturally occurring activities rather than simulation.

## Purpose

This Utilities Engineering Technician End-point Assessment provides evidence that can be used to show and secure the confidence of others that the apprentice has acquired, the skills, knowledge and understanding which confirms their ability to perform functions of an occupational role to the standards required. It provides evidence of apprenticeship competence, for example, to clients/customers or to their employer to allow them to progress within their career

## Standard overview

Utilities Engineering Technicians perform reactive and routine maintenance on equipment to ensure safe and efficient running of the sites, supporting other disciplines as necessary. There are three main roles within the occupation:

- Electrical Technician
- Mechanical Technician
- Instrumentation Control and Automation (ICA) Technician.

All apprentices would be expected in their job role to:

- apply technical knowledge to carry out inspections, condition monitoring and reporting
- follow and comply with industry health and safety and environmental working practices and regulations
- locate, diagnose and rectify faults on plant and equipment
- carry out maintenance activities on a range of waste and water systems, plant and equipment
- use workshop machinery and equipment to create, repair and modify component and apparatus
- carry out and follow planned, reactive, and predictive plant and equipment maintenance procedures
- communicate with and provide information and guidance to contractors, suppliers and colleagues in line with personal role and responsibilities
- handover and confirm completion of engineering activities
- read, understand and interpret computer data and displays, and work to technical specifications and supporting documentation

- adhere to safe working practices and procedures and carry out risk assessments
- carry out safe isolation of equipment, using permit and lock-off systems as required
- drive vehicles equipped with tools and materials to job sites
- install, maintain, replace and commission equipment and components as required
- as required, undertake standby duties to provide 24 hour cover to remedy fault situations requiring diagnostic testing procedures.

Each apprentice would then have additional requirements relating to their particular role (Electrical, Mechanical, ICA). For detail, see Section 3.

### **On-programme requirements**

Apprenticeship candidates will normally have 3 to 5 GCSEs at grades A to C (including mathematics, English), or equivalent qualifications. For Electrical and for Instrumentation, Control and Automation roles a good pass (B or above) in Maths GCSE (or equivalent) is desirable.

The employer or training provider should ensure that they have developed and can deliver a programme of training and learning that will enable the apprentice to develop the knowledge, skills and behaviours that will be assessed as part of this standard. The programme must cover all the knowledge, skills and behaviours of the standard.

The planning, organisation and delivery of the on-programme element of the apprenticeship is the responsibility of the employer or training provider and it is their responsibility to ensure they are compliant with all applicable regulations.

The programme of training for the Utilities Engineering Technician must be completed before being entering gateway and must include English and Maths at Level 2 (or equivalent). If not already held.

For all roles it is recommended that throughout the period of learning and development, and at least monthly' the apprentice should meet with their training provider or employer to record their progress against the standard. At these reviews, the employer should:

- set learning and development goals
- track the apprentice's progress
- coordinate 20% of the apprentice's time being spent in off-the-job training.

The employer must satisfy themselves that the apprentice:

- has developed and demonstrated the knowledge, skills and behaviours as specified in the standard
- can successfully demonstrate their ability to work safely and competently as a Utilities Engineering Technician.

Once the apprentice is deemed competent, the relevant section(s) of the standard should be signed off by the on-programme assessor and employer.

### **Readiness for end-point assessment**

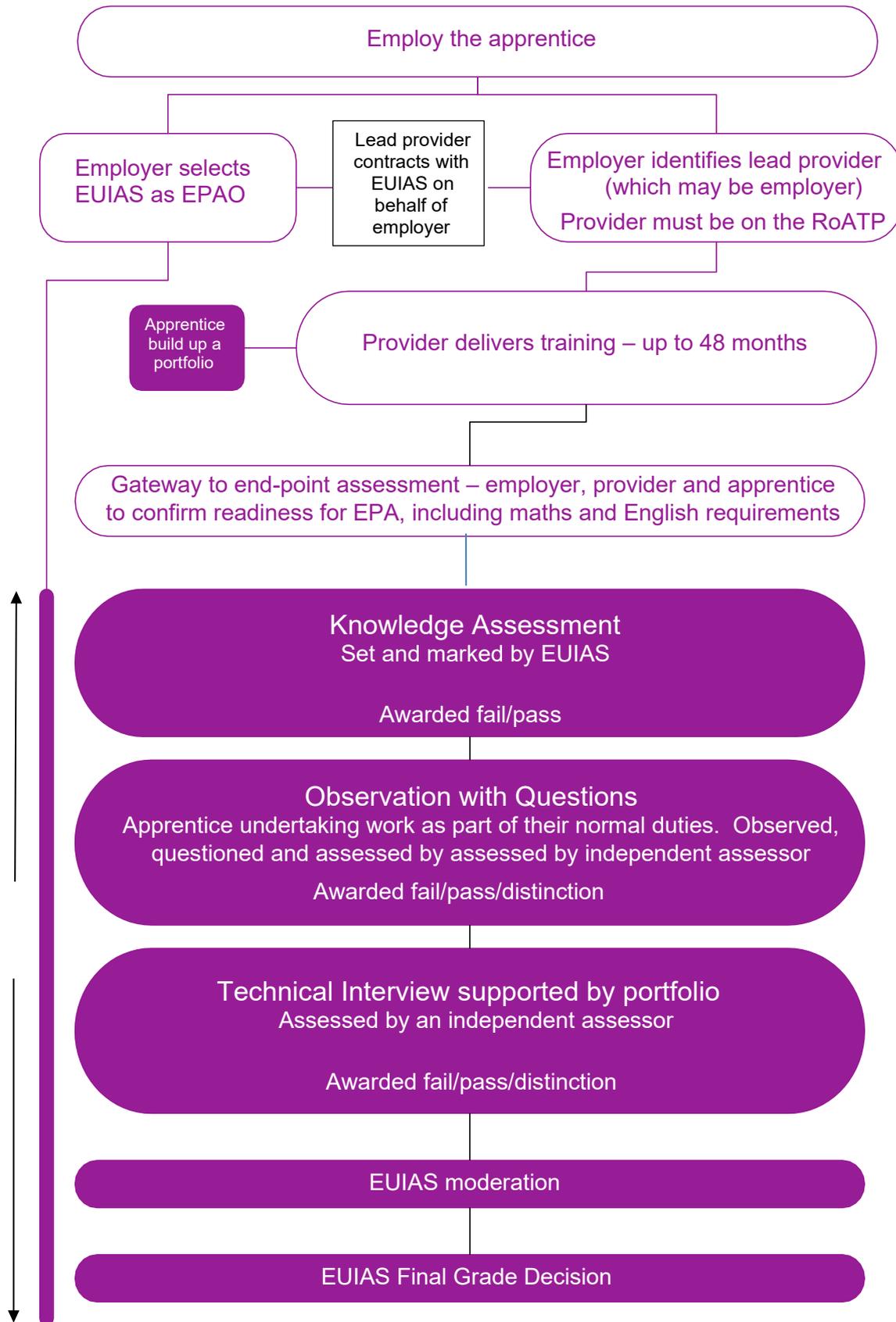
The apprentice must satisfy all requirements of the final gateway before entering end-point

assessment:

- Achievement of Level 2 English and maths; EUIAS requires copies of the certificates before end-point assessment can take place
- The employer, training provider and apprentice must be confident that the apprentice has developed all the knowledge, skills and behaviours defined in the apprenticeship standard. To ensure this, the apprentice must attend a formal meeting with their employer to complete the Gateway Eligibility Report
- The apprentice and the employer must engage with the Service Delivery team at EUIAS to agree a schedule for each assessment activity to ensure all components can be completed within a 6-month assessment window. Further information about the gateway process in Section 3
- The employer, training provider and apprentice must be confident in ensuring that all EPA assessment completed documentation is uploaded to the EUIAS system as instructed by the Service Delivery Team
- The evidence portfolio must be completed and available for review at the Interview; it should be made available to EUIAS for review 2 weeks before the interview

### **Order of end-point assessments**

There is no prescribed order in which the assessments must take place. EUIAS recommend that the Multiple-Choice Test is completed first and the Interview completed last.



**Overview of the EPA process – EPA related activities in purple**