**Water Network Technician: Work Log Mapping**

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| **Apprentice Name/Employer:** |  |
| **Coverage checked by (provider)** |  |
| **Please ensure this mapping document signposts valid evidence in the Work Log that has been correctly cross-referenced and submit to EUIAS along with the Work Log.** | |

| Section | Grade | Portfolio Evidence Requirement from **Work Log**  **Circle evidence type(s) and enter location in next colum** | Evidence Location (eg. job number/page number) |
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| 1. Knowledge and application of relevant health and safety, environmental and industry standards and regulations, policies and procedures  **K1, K3, S7, S8, S9** | **Pass** | Minimum requirement to evidence at least 2 ‘Pass’ examples, such as   1. Training / certificates / attendance at training courses relating to H&S, environmental, regulatory and HR requirements (e.g. Toolbox talks, induction) 2. Knowledge of where to access H&S, environmental and industry information 3. Reporting any faults, loss or issues with equipment 4. Suggesting and implementing appropriate control measures 5. Identifying changing situations in the workplace and taking the appropriate action   Other) |  |
| **Distinction** | 1. Voluntarily engaging with employer to make contributions to health and safety improvements and initiatives 2. Understanding of the wider ranging consequences of not following standards, regulations, policies and procedures 3. Continuously updating knowledge regarding health, safety, environmental and industry standards and procedures 4. Understanding of wider ranging consequences of not working safely and carrying out risk assessments 5. Explaining the need to maintain and store PPE and other safety equipment 6. Explaining the wider ranging consequences of not working appropriately with (including storage and disposal of) chemicals 7. Monitoring safety equipment use and compliance in others 8. Voluntarily taking an active role in completing safety compliance checks for others |  |
| 2. Knowledge and application of water industry operations and maintenance practices, processes and procedures in water network operations  **K2, K4, S10** | **Pass** | Minimum requirement to evidence at least 2 ‘Pass’ examples, such as   1. Knowledge of company operations and maintenance policies and procedures and where to find them e.g. sampling procedures, flow monitoring 2. Training / certificates / attendance at training courses relating to operations and maintenance practices, processes and procedures   Other) |  |
| 3.Use theory and principles to undertake fault finding, testing and analysis on specific equipment, instruments and IT systems and interpret the results to implement effective solutions  **K5, K6, S7, S12, S13** | **Pass** | Minimum requirement to evidence at least 2 ‘Pass’ examples, such as   1. Training / certificates / attendance at courses relating to specific equipment, instruments and IT systems 2. Testing and maintaining H&S equipment 3. Knowledge and use of the operation of flow monitoring equipment 4. Identifying faults and alarms 5. Understanding alarms, priorities, consequences and responses 6. Consulting and working with others to investigate, identify and resolve the root cause of problems 7. Verifying IT systems are working correctly   Other) |  |
| **Distinction** | 1. Independently conducting fault or route cause analysis to successful conclusion without guidance 2. Presenting and sharing findings in a logical and consistent manner 3. Technical understanding of process equipment options and practical assessment and application of their suitability for use 4. Suggesting improvements in alarm management |  |
| 4. Drive vehicles equipped with tools and materials to other sites as required  **S15** | **Pass** | Minimum requirement to evidence at least 1 example, such as   1. Full driving licence 2. Additional driving category training as required 3. Complying with company driving policies and procedures on a regular basis e.g. vehicle checks completed 4. Safe loading of vehicles 5. Keeping company vehicles maintained and cleaned to a high standard   Other) |  |
| 5. Complete reports and ensure records are maintained for audit and reporting purposes  **S17** | **Pass** | Completion of 4 different types of company records, specific to pathway, as required |  |
| 6. Work with focus and clear purpose in all weather conditions, covering 24/7 operations, sometimes working alone and safely adapt working methods to reflect changes in working environments  **S14, S18, SB6** | **Pass** | Minimum requirement to evidence at least 2 ‘Pass’ examples, such as   1. Completing planned work activities accurately and on time in all weather conditions 2. Completion of tasks when on their own 3. Completion of tasks out of hours 4. Compliance with company working time directives   Other) |  |
| **Distinction** | 1. Consistent dynamic risk assessments on a variety of jobs 2. Willingly assisting in emergency situations outside of normal working hours |  |
| 7. Analyse and assess network performance measures e.g. water pressure, flows and leakage  **WNT1** | **Pass** | Minimum requirement to evidence at least 2 ‘Pass’ examples, such as   1. Knowledge and application of target operating regimes for different networks 2. Identifying trends and faults and solving potential network problems based on monitoring 3. Implementing process changes and monitoring these for effectiveness 4. Work with others to identify the root cause of problems and resolve issues   Other) |  |
| **Dist.** | 1. Independent optimisation of processes showing opex savings or process efficiencies 2. Independently solving problems via root cause analysis and resolving issues 3. Use of innovative solutions to solve problems |  |
| 8. Use hydraulic theories and principles to investigate, carry out fault diagnosis and identify resolutions to network performance issues  **WNT2, WNT7** | **Pass** | Minimum requirement to evidence at least 2 ‘Pass’ examples, such as   1. Knowledge of hydraulic theories and principles used in the water distribution network 2. Identifying trends and potential faults and network issues based on monitoring 3. Completion of risk assessments and method statements relating to networks tasks 4. Work with others to identify the root cause of problems and resolve issues   Other) |  |
| **Distinction** | 1. Independently solving problems via root cause analysis and resolving issues 2. Identifying and communicating additional and relevant information pertaining to faults identified e.g. part numbers, accessibility issues 3. Independent optimisation of processes showing opex savings or process efficiencies |  |
| 9. Apply procedures and their control measures to the network to minimise the risk of supply interruptions to customers  **WNT3** | **Pass** | Minimum requirement to evidence at least 2 ‘Pass’ examples, such as   1. Knowledge of company operations and maintenance policies and procedures relating to the water distribution network 2. Knowledge of where to access company policies and procedures 3. Completion of risk assessments and method statements relating to networks tasks   Other) |  |
| **Distinction** | 1. Sharing techniques and imparting knowledge to others outside of direct team e.g. presentations 2. Developing techniques further to provide useful solutions to supply problems 3. Positive customer feedback and exceeding customer expectations 4. The use of innovative techniques to manage and mitigate interruption to supply |  |
| 10. Maintain network, equipment and systems including pumps and control valves  **WNT4** | **Pass** | Minimum requirement to evidence at least 3 ‘Pass’ examples, such as   1. Understanding of network schematics and the interdependencies of the system 2. Identifying, raising and prioritising work requests correctly based on known information 3. Monitoring, maintaining and controlling systems to maintain optimum performance distribution networks including analysing data to identify trends 4. Taking appropriate action to maintain network equipment, pumps and control valves 5. Isolation and preparation of equipment for maintenance activities   Other) |  |
| **Dist** | 1. Identifying and communicating additional and relevant information pertaining to work priorities and faults identified e.g. GIS, part numbers, accessibility issues 2. Independent optimisation of processes showing opex savings or process efficiencies |  |
| 11. Ensure the safety of pedestrians, vehicles and site staff and where required act as supervisor of Street Works  **WNT5** | **Pass** | Minimum requirement to evidence at least 2 ‘Pass’ examples, such as   1. Training / certificates / attendance and successful completion of training courses relating to Street Works or Street Works Supervision where required 2. Arranging permits as required 3. Planning, setting out and removing signing lighting and guarding correctly in various situations and scenarios   Other) |  |
| 12. Use technical knowledge to operate electronic location equipment to identify and locate underground cables and services  **WNT6** | **Pass** | Minimum requirement to evidence at least 3 ‘Pass’ examples, such as   1. Training / certificates / attendance at courses relating to electronic location equipment 2. Checking, maintaining and storing the locating equipment in line with company and manufacturer’s instructions 3. Demonstrating the understanding of the abilities and limitations of available equipment 4. Using locating equipment in the different modes available 5. Identifying mains and services correctly 6. Recording mains and services in line with company procedures 7. Communicating the types and positions of mains and services to other personnel as required   Other) |  |
| 13. Plan network operations ensuring water mains and water service pipe couplings and methods are suitable for use  **WNT8** | **Pass** | Minimum requirement to evidence at least 2 ‘Pass’ examples, such as   1. Demonstration of knowledge of how to find out if fittings are approved for use under Regulation 31 2. Demonstration of knowledge of high pressure and low-pressure fittings 3. Trench inspections 4. Company recording and reporting procedures being followed   Other) |  |
| 14. Authorise and carry out valve operations on water networks in accordance with operations and maintenance strategies and procedures and giving due consideration to the impact on customers, ensuring continuity of supply and minimising water quality problems  **WNT9, WNT10** | **Pass** | Minimum requirement to evidence at least 3 ‘Pass’ examples, such as   1. Knowledge of where to access company policies and procedures 2. Knowledge and application of company operations and maintenance policies and procedures relating to valving operations in the water distribution network 3. Knowledge and application of DG3 reporting 4. Applying company policies and procedures in the water distribution network to minimise the risks to water supply 5. Completion of risk assessments and method statements relating to networks tasks 6. Authorisation of valving operations 7. Following mains recharging processes and procedures 8. Use of innovative techniques to manage and mitigate interruption to supply |  |

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| **15.** Ownership,responsibility and customer focus. Accepts ownership and responsibility for own work to accomplish, an activity safely and on time, whilst   * maintaining self-discipline * working well with others * delivering a polite, courteous, professional service   **B1, B2, B3** | **Pass** | Minimum requirement to evidence at least 1 ‘Pass’ example, such as  a) Accomplishes an activity safely, correctly and on time  b) Interacts well with customers, colleagues and members of the public  c) Maintains self-discipline, motivation and always works in a professional manner |  |
| **Dist.** | d) Consistently takes responsibility for own performance and strives to go beyond expectations |  |

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| **16.** Health and safety/risk awareness. Takes responsibility for own and others health and safety, following procedures and policy to think things through whilst being aware of potential consequences, hazards, distractions and changing circumstances for an activity.  **B4** | **Pass** | Minimum requirement to evidence at least 1 ‘Pass’ example, such as  a) Demonstrates strict compliance with operational procedures and processes  b) Shows an awareness of the impact of changing circumstances on an activity  c) Able to identify and deal appropriately with distractions to enable tasks to be achieved |  |
| **Dist.** | d) Consistently monitors and checks information to see if changes to plans are required for an activity |  |

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| **17.** Task management. Possesses and enhances appropriate knowledge, skills and experience to perform the duties of the job. Accomplishes goals by   * accepting and following instructions given by supervisor * responding to training * allocating and supervising technical and other required tasks   **B5, B8** | **Pass** | Minimum requirement to evidence at least 1 ‘Pass’ example, such as  a) Enhances competency through seeking guidance to help accomplish a task.  e.g. Guidance may be provided via operational handbook, digital resources or asking someone.  b) Allocates and supervises technical and other required tasks to efficiently accomplish goals |  |

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| --- | --- | --- | --- |
| **18.** Results driven.  Identifies, organises and effectively uses resources to complete tasks in a timely fashion, considering cost, quality, safety, security and environmental impact.  **B7** | **Pass** | Minimum requirement to evidence at least 1 ‘Pass’ example, such as  a) Identifies, organises and uses resources effectively to complete tasks,  b) Considers cost, quality, safety, security  c) Considers environmental impact |  |

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| **19.** Sustainability and ethical behaviour.  Thinks and behaves ethically and undertakes work in a way that contributes to a positive corporate social responsibility.  **B9, B10, B11** | **Pass** | Minimum requirement to evidence at least 1 ‘Pass’ example, such as  a) Attitude is respectful and positive, concerning the needs or concerns of others.  b) Awareness of the needs and concerns of others especially where related to diversity and equality  c) Maintains a positive approach to ethical requirements and undertakes work in a way that contributes to sustainable development. |  |