

Level 2 End-Point Assessment for Gas Network Operative



EPA Specification Section 5.3 – Interview underpinned by portfolio of evidence

- Introduction
- Preparing the Evidence Portfolio
- Preparing for the Technical Interview
- Criteria and Grading

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

Help Desk telephone: 0121 713 8310

Introduction

The Interview is the final stage of the end-point assessment. It is assessed via a discussion with an independent assessor. Representatives from the apprentice's employer or training provider are **not allowed** to be present in the room whilst the Interview is being conducted.

The discussion will focus on each of the elements of the standard listed below. It is important that the apprentice is completely familiar with each of them.

- Core Knowledge (K5. ii, K7, K13 and K16)
- Core Skills (S9. ii, S12, S13 and S14)
- Core Behaviours (B2, B3, B7 and B8)

See Section 4 for the references to the standard.

In advance of the Interview the apprentice will receive information about how the interview will work and the apprentice can refer to and illustrate their answers with evidence from their portfolio of evidence, however the portfolio evidence is not directly assessed.

The interview will last 45 minutes. The independent assessor has the discretion to increase the time of the interview by up to 10%, to allow the apprentice to complete their last answer.

The interview will:

- take place after successful completion of the multiple choice test and practical assessment
- be face to face or remote, as agreed
- be recorded on an interview record
- be recorded with the use of relevant technology
- evidence the above KSBs

The apprentice can achieve a pass or fail. If the apprentice fails, this element the apprentice must with immediate effect be withdrawn from the EPA process. Further information can be found in Section 5 'Retake and Resit Information'.

Portfolio of Evidence

The apprentice must compile a portfolio of evidence during the on-programme period of their apprenticeship. The portfolio **must**:

- contain evidence that has been clearly mapped by the apprentice to demonstrate the knowledge, skills, and behaviours (KSBs) as this evidence will be used by the independent assessor to assess the apprentice during the interview
- contain typically **ten quality** discrete pieces of evidence, mapped to the standard
- have evidence which may be used to demonstrate more than one KSB; a qualitative as opposed to quantitative approach is required
- include the following evidence sources:

- workplace documentation/records, for example job task sheets/job cards/time sheets, equipment maintenance/service records
- witness statements
- annotated photographs
- video clips (maximum duration in total 10-minutes)

This **not** a definitive list. The apprentice can include other evidence sources.

- **not** include any methods of self-assessment
- only include employer contributions that focus on **direct observation** of evidence (for example witness statements) rather than opinions
- include evidence that is valid and attributable to the apprentice; the portfolio of evidence must contain a statement from the employer confirming this
- be **submitted to the EUIAS** at the gateway point; the portfolio is **not** assessed; it informs the questioning for the interview and it will allow the apprentice to refer to it to demonstrate competence to the independent assessor
- include evidence of reviews that have been completed and recorded to determine progression towards competence across the entire occupational standard

Grading the Interview

The grading criteria are described in the following pages.

All pass criteria must be achieved in order to achieve a pass.

Interview Underpinned by Portfolio of Evidence Grading

The interview underpinned by portfolio of evidence is graded by the independent assessor appointed by EUIAS. The following tables explain the criteria that are applied in order to achieve each grade for the Interview.

To achieve a **PASS** for the Interview, a Pass is required in **ALL** relevant criteria:

Knowledge	K5.ii	K7	K13	K16
All Pass criteria must be achieved	✓	✓	✓	✓

Skills	S9.ii	S12	S13	S14
All Pass criteria must be achieved	✓	✓	✓	✓

Behaviours	B2	B3	B7	B8
All Pass criteria must be achieved	✓	✓	✓	✓

Achieving all these elements represents a total score of a pass or fail in the interview underpinned by portfolio of evidence assessment.

Interview underpinned by portfolio Grade	Minimum Criteria Achieved
Pass	All Pass criteria

Note: It is **ONLY** possible to achieve a pass in the interview.

Indicative 'pass' criteria for the Interview Underpinned by Portfolio of Evidence Assessment

The following criteria are indicative of the **Pass** criteria the independent assessor will be looking for when the apprentice carries out the interview underpinned by portfolio of evidence assessment.

Knowledge, Skills and Behaviours	Indicative Pass, apprentice must meet all of the following:
Tools and equipment (O) K5.ii S9.ii	<ul style="list-style-type: none"> • Provide an example of how they have correctly completed maintenance checks for equipment/tool, as identified by the independent assessor • Provide two examples of how they have correctly stored equipment/tools, as identified by the independent assessor
Reporting channels K13	<ul style="list-style-type: none"> • Describes their own limits of autonomy, when to escalate tasks and issues and to whom • Provides an example of how and to whom they report the outcome of their work
Information Technology and Reporting K16 S14	<ul style="list-style-type: none"> • Provides two full, accurate examples of completed work documentation required for a task using IT or handheld devices and explains the data requirements • Outlines the potential consequences of poor communication, in relation to a situation as identified by the independent assessor

Knowledge, Skills and Behaviours	Indicative Pass, apprentice must meet all of the following:
Gas detection S12	<ul style="list-style-type: none"> Provides an example of when and how they correctly used gas detection equipment
Excavation and trench installation K7 S13	<ul style="list-style-type: none"> Describes different excavation techniques, for example open cut, moling, vacuum extraction. Provides at least two examples of when and how they have correctly carried out trench installation using different methods for example, sheeting, lightweight and proprietary systems as directed by the independent assessor
Adaptable and Customer focused B2 B7	<ul style="list-style-type: none"> Provide an example of where they have been adaptable and customer focused, due to changing priorities and/or working requirements
Team player B3	<ul style="list-style-type: none"> Provides an example of being a team player in the workplace, outlining the situation and the role they played
Continued Professional Development) B8	<ul style="list-style-type: none"> Outlines at least two different types of CPD Provides a detailed example of CPD activity they have completed