



ENERGY & UTILITIES
INDEPENDENT
ASSESSMENT SERVICE

EPA Specification Gas Network Operative



Contents

Section 1 - Introduction	3
Section 2 – Mapping the Standard	12
Section 3 – Service Delivery and Gateway Eligibility	17
Section 4 – The GNO Standard with Amplification and Guidance ..	26
Section 5 – Assessment.....	58
Section 5.1 Multiple Choice Test	62
Section 5.2 The Practical Assessment with Questions	65
Section 5.3 Interview Underpinned by Portfolio	81
Section 6 – Practice Assessments and Guidance	89
Section 7 – Supporting Documents and Guidance	94

Level 2 End-Point Assessment for Gas Network Operative



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

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 2 Gas Network Operative Apprenticeship Standard (ST0204). This Specification relates to Assessment Plan ST0204/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 Gas Network Operative Standard, the assessments are a multiple choice test, a practical assessment with questioning and an interview underpinned by portfolio of evidence.

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.

The EPAO 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 assessment

How to Use this EPA Specification for Gas Network Operative

Welcome to the EUIAS EPA Specification for the Gas Network Operative (GNO) 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 IfATE.

This Specification is available from the EUIAS website (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: Gas Network Operative

Assessment Plan: ST0204/AP03

Level: 2

On-programme duration: Typically 24 months

Grading: Pass or Distinction

End-point assessment duration: Typically 6 months

End-point assessment methods:

- Multiple Choice Test
- Practical Assessment with questioning
- Interview underpinned by portfolio of evidence

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 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 test that you can use with apprentices

Is this the right standard for you?

The Gas Network Operative standard has been designed by the trailblazer group of employers and this occupation is found in the utilities sector, in the gas transportation industry.

A substantial part of the assessment activity is the practical assessment with questioning where the apprentice competently demonstrates their skills required to perform their job role. It is important that the setting provides the opportunity to cover all the requirements of the standard. It is essential that the employer and provider check that they have the right site with the right opportunities for the apprentice to cover all the requirements of the assessment. The apprentice will not be assessed on the job that they do but on the requirements of the standard.

Standard overview

The purpose of the Gas Network Operative occupation is to construct, maintain and repair gas network infrastructure to provide a reliable supply and service to domestic, commercial, and industrial users. The infrastructure for gas transportations includes mains and services operating at below 7 bar pressure, including excess flow valves emergency control valves, pipes, network valves, top tee and encirclement fittings and branch saddles.

The Gas Network Operative would be expected in their job role to be expected to:

- Ensure the site is safe for work and members of the public, which may include traffic management and control
- Complete site excavation and on job completion, restore the site to a safe condition
- Must use a range of powered equipment, hand tools and plant on-site, for example diggers, rollers and forklifts
- Must respond to gas network infrastructure emergencies, for example gas escapes, in line with procedures and escalating as appropriate is all part of the role
- Must record and report on work completed is important, which may include completion of paperwork or computerised records, drawings and providing site photographs
- Depending on the work required, the operative may spend the day at one site or work across a number of sites. Work locations may include new build sites, public highways, and domestic, industrial and commercial properties
- Work in all weather conditions. They may need to work shifts, standby and unsociable hours.
- Company procedures are a major part of how the operative will operate. All activities are governed by specific company procedures. The operative must follow company procedures, which is a major part of how the apprentice will operate. Each organisation will have their own company procedures

In their daily work the gas network operative is expected to:

- Interact with colleagues, such as managers, network technicians and engineers, delivery drivers, reinstatement teams and administration staff
- Work in a small team - typically with one or two other operatives, responsible for their own work, reporting to managers but not under direct supervision
- On site interact with site agents and other trades
- Communicate with clients and or customers regarding work that is being undertaken and, in some situations, the general public.
- Liaise with personnel from statutory authorities, such as the Highways Authority, local authorities and the Environment Agency
- In emergency situations liaise with emergency services personnel

An employee in this occupation will be responsible and expected to:

- Complete work to the required standard, following procedures, ensuring Health & Safety and regulatory compliance with OFGEM (Office of Gas and Electricity Markets), Institution of Gas Engineers and Managers (IGEM) standards and Environment Agency and others failure to do so could have serious consequences for self, public health and the environment.
- Present a professional image of the company
- Be responsible for ensuring their tools and equipment are fit for use and inspected prior to use, correctly stored, and maintained
- Lead a team but this will depend on their level of experience

Gas network operatives need to be:

- Qualified and on the Street Works Register
- Hold a valid driving license which is typically required, as operatives may be expected to drive to their place of work, using a company vehicle

Some gas network operatives may require:

- A CSCS (Construction Skills Certification Scheme) Card and or SHEA (Safety, Health and Environmental Awareness) Gas Passport Card
- A Disclosure and Barring Service (DBS) check

On-programme requirements

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 gas network operative must be completed before being entering gateway and must include:

- Achieved Level 1 English and Mathematics
- Network Construction Operations (Gas) Level 1 qualification, as a minimum

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 gas network operative

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

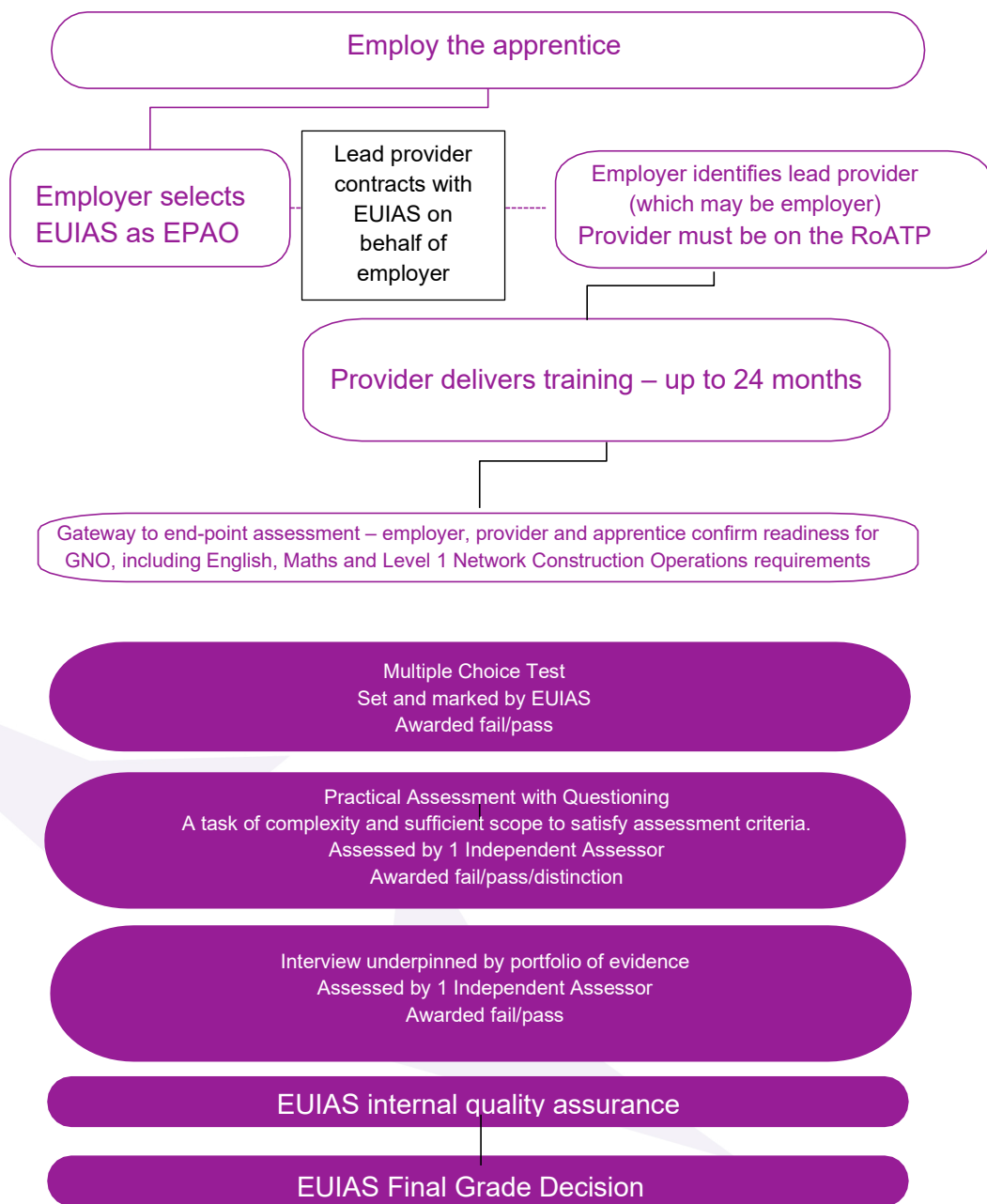
The apprentice must satisfy all requirements of the final gateway before entering end-point assessment:

- Achievement of Level 1 English and Mathematics
- Those with an education, health and care plan or a legacy statement the apprenticeships English and mathematics minimum requirement is Entry Level 3 and British Sign Language qualification are an alternative to English qualifications for whom this is their primary language
- Apprentice has compiled a portfolio of evidence, which will underpin the interview
- 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
- Network Construction Operations (Gas) Level 1 qualification, as a minimum

Order of end-point assessments

The successful completion of the multiple choice test, practical assessment with questioning, **must** precede the interview underpinned by portfolio of evidence. The multiple choice test and practical assessment with questioning may take place in any order, although the EUIAS will usually schedule the multiple choice test first to allow time for any re-takes that may be needed. The final component is the interview underpinned by portfolio of evidence. This will take place face to face and it will be recorded. Both the practical assessment with questioning and the Interview underpinned by the portfolio of evidence will be conducted by the Independent Assessor (IA).



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