Level 2 End-Point Assessment for Gas Network Operative



EPA Specification Section 6 – Practice Assessments and guidance

- Multiple Choice Test Guidance
- Practice Multiple Choice Test (in Section 7)
- Guidance for setting up a Practice Practical Assessment with Questioning
- Sample brief for a Practical Assessment with Questioning Brief (in section 7)

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

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The Multiple Choice Test

Guidance – preparation for the multiple choice test

While on-programme, the employer and or training provider should brief the apprentice on the areas to be assessed by the multiple choice test, as detailed in Section 5.1. These are the selected knowledge elements of the standard: K1, K2.ii, K3, K6, K9, K10, K11, K14 and K15. It is good practice to identify the areas within the learning programme where the relevant knowledge is delivered and ensuring that apprentices are aware that elements from each of these criteria might come up in the test.

The multiple choice test is aligned to the standard rather than a specific job role that the apprentice may be doing. The questions have been written to reflect the gas network operative role as a whole and are not focussed on specific plant, machinery, or employer-specific processes.

In readiness for end-point assessment, the apprentice should complete a sample test, which is included as an Annex to this specification. This should be undertaken in advance of the multiple choice test, with enough time to mark the assessment, and provide feedback to learners.

For maximum effect, ensure the test is taken in exam conditions similar to those that will be experienced in a live test.

Practical Assessment with Questioning

Guidance for setting up a Practical Assessment with Questioning

The practical assessment with questioning involves an independent assessor observing and questioning an apprentice undertaking a set task or a series of set tasks in a simulated environment. The simulated environment must closely relate to their natural working environment. A set of task briefs which are of comparable complexity have been developed by EUIAS. The briefs can be adapted to suit more specific requirements of the apprentice's role. One of the briefs must be chosen and adapted within guidelines.

While it is not permitted to brief the apprentice on the actual specification that will be selected for the test during the live practical assessment and questioning, it is permitted to set up specifications of similar complexity and duration and ask the apprentice to carry them out under live assessment conditions. To make the practice more realistic, a tutor or supervisor should adopt the role of assessor and use the appropriate grading criteria from Section 5 to 'assess' the apprentice. An example brief for a practical assessment and questioning is included in Section 7.

3 months before the practical assessment is scheduled for the apprentice the employer must submit the following documentation to the EUIAS for approval:

- Produce the practice task brief which should provide specification instructions for the apprentice to be able to:
    - Undertake health and safety/risk and waste management
    - Check and operate tools and equipment
    - Locate utility network assets
    - Excavate
    - Communicate

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- Demonstrate Professionalism
- Construct, repair, commission, decommission of gas network assets / test and purge, gas network assets
- Demonstrate emergency procedures
- plan the job
- select the appropriate tools and materials
- focus on the skill
- work safely

- Photographs and or videos of the real working environment where the practical task(s) will be conducted

For example, the apprentice will be expected and must work to the tolerance and specifications as stated above consistent with a realistic working task. Note that the expectation is that the practical assessment with questioning must be carried out over a total assessment time of 12 hours. 11 hours for completing the practical assessment and therefore must be sufficiently complex to match this duration and 1 hour allocated for questioning.

The live practical assessment also includes questioning from the independent Assessor. The questioning is designed to confirm the apprentice's understanding of the rationale for actions taken and choices made to complete the task. To prepare the apprentice for this aspect of the practice Practical Assessment, we recommend developing some open-ended questions which focus on the rationale for each part of the task.

The tutor or supervisor carrying out the practice assessment should record their assessment of how the apprentice performed and provide feedback to the assessor with guidance on what to do to improve their performance, taking note of the grading descriptors for pass and distinction in Section 5.

Interview underpinned by evidence of portfolio

Preparing for the Interview underpinned by evidence of portfolio

The purpose of the interview underpinned by the portfolio of evidence is to allow the apprentice to demonstrate how they have met their knowledge, skills, and behaviours in order to carry out their occupational role as a gas network operative effectively and safely. The discussion will take place between the apprentice and the independent assessor. The apprentice should draw on evidence in their portfolio during the discussion. The interview is an effective way of assessing complex topics and will allow the apprentice to showcase the depth and breadth of their understanding.

The practice interview should be scheduled before the live end-point assessment and with enough time to provide feedback for the apprentice to learn from. A period of two weeks or more is recommended, depending on the circumstances. The key is that the apprentice has time to act on the feedback they get at the end of the practice session. We would recommend scheduling another practice interview after the apprentice has had time to review and act upon the feedback. There are no limits to the number of practice interviews that should be scheduled.

A period of 45 minutes should be set aside for the practice interview, and a set of open-ended questions prepared to cover each of the areas of the standard covered by the review.

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They should record their assessment of the apprentice's performance, using the grading descriptions in Section 5 as a guide, and provide the apprentice with feedback, focussing on areas of improvement.

The Interview questioning should synoptically examine the knowledge, skills, and behaviours by the apprentice through their on-programme experience. The questioning should be contextualised to the apprentice's specific job role. The tutor or supervisor must:

- prepare some interview questions around the work that the apprentice has been doing. This should be based as much as possible on evidence that has been collated in the portfolio. The independent assessor during the live interview will ask a minimum of 9 nine questions along with additional follow up questions to seek clarity if required
- use various questioning techniques to confirm the depth of knowledge and or range of skills
- record the Interview or provide a clear narrative if the interview was not recorded. The narrative must describe the apprentices' responses to the questions. The narrative must capture the depth and breadth of the apprentice's response
- ensure the apprentice has provided evidence in their responses to cover all the relevant elements of the standard
- provide feedback to the apprentice focussing on any areas of the standard missed, or where appropriate, to give guidance on achieving a pass

The apprentice should be prepared to:

- identify and expand on examples of the application of KSBs in completed set tasks in the workplace considering the GNO standard
- demonstrate how they have met the KSBs to carry out the occupational role effectively and safely
- discuss evidence of their work as recorded in the portfolio. The portfolio should have examples of job-related tasks so the independent assessor can determine the role the apprentice had taken on to complete the work and understand if and how they overcame any challenges or barriers that were faced to complete the set tasks
- attend the interview which will be expected to last 45 minutes
- provide background information about their current job role, workplace, responsibilities and discuss their apprenticeship portfolio with the assessor
- are expected to understand and use relevant industry language that would be expected of a competent gas network operative
- refer to and illustrate their answers with evidence from their portfolio of evidence, however the portfolio evidence in not directly assessed
- answer questions that cover the following topics, a minimum of one question per topic:

  - **Tools and equipment (K5. ii and S9. ii)**
  - Provides an example of how they have correctly completed maintenance checks for equipment/tool, as identified by the independent assessor

  - Provides two examples of how they have correctly stored equipment/tools, as identified by the independent assessor

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- **Reporting channels (K13):**
  - 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 and S14):**
  - 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

- **Gas detection (S12):**
  - Provides an example of when and how they correctly used gas detection equipment

- **Excavation and trench Installation (K7 and S13):**
  - 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 support using different methods for example, sheeting, lightweight and proprietary systems as directed by the independent assessor

- **Adaptable and Customer focused (B2 and B7):**
  - Provides an example of where they have been adaptable and customer focused, due to changing priorities and/or working requirements

- **Team Player (B3):**
  - Provides an example of being a team player in the workplace, outlining the situation and the role they played

- **Continued Professional Development:**
  - Outlines at least two different types of CPD
  - Provides a detailed example of CPD activity they have completed

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