

**Standard: Gas Network Team Leader**

**Pathway: Main Layer**

**End-point Assessment: Work Log**

Version 1.0 – 29 September 2019

## Work Log Guidance

This is your Evidence and Assessment work log guide. It contains summaries of the evidence requirements for each of the elements in your award. It also contains support documents and guidance notes to help you achieve your apprenticeship qualification.

The work log provides you with the opportunity to demonstrate skills, knowledge and behaviours across the standard - core and specific requirements. This will form the basis of your end point portfolio that will be marked by an assessor, using standardised criteria and documentation; recording coverage against the standard, highlighting any performance above or below and awarding a preliminary grade.

The necessary underpinning and specific knowledge that you will be expected to understand can be found in the Gas Network Team Leader' scheme handbook and will be discussed with you by your assessor for each of your units.

Your assessor will agree an action plan with you and give you guidance on the kind of evidence that is required for the units selected.

This work log contains evidence and assessment check sheets for each unit, on these you will record and cross-reference your evidence making it simple for anyone who examines your portfolio to find your evidence. Evidence can include; copies of training certificates, certificates of qualification units, practical assessments, written assessments or assignments and witness testimony.

When sufficient evidence to satisfy the performance criteria & evidence requirements has been gathered and assessed, your assessor will 'sign off' the necessary sheets and complete your candidate record of achievement. This will then be mapped back to the apprenticeship standard to log your progression.

## What you need to do:

1. In order to achieve the units you will have to demonstrate to an accredited Assessor that you are competent in performing the required activities/tasks in the work place or in a realistic working environment where deemed appropriate.
2. You will be required to demonstrate to the assessor both underpinning knowledge and understanding and specific knowledge and understanding.
3. You will need to compile a portfolio containing the evidence that proves you are competent to do your role.
4. Your assessor will plan the assessments with you advising on the types of evidence suitable for each element.
5. The assessor will assess the evidence and if satisfied that it meets the requirements of the qualification, sign off each element in the portfolio and award it a preliminary grade.
6. Your employer will hold a standardisation meeting to internally review your portfolio score, with the decision verified by a technical expert who is not involved in the marking of the trade test or portfolio summative assessment. In the event that there is no agreement on the score, the portfolio will be reviewed by an additional technical expert where a majority decision will be determined.
7. The portfolio is moderated by a final decision panel, who will approve the issue of your award

## Key End-point assessment documentation

EUIAS and employers are committed to providing a high quality learning experience for all their apprentices and undertake to treat each apprentice fairly and consistently.

The following policies have been developed and can be found on the EUIAS website:

<http://www.euias.co.uk/end-point-assessment/policies/>

## Candidate Declaration

This portfolio of Assessments & Evidence is the property of and has been produced for the  
**Gas Network Team Leader Level 2 Apprenticeship Main layer**

I declare that this portfolio is an original and authentic piece of work and that unless otherwise stated, all references cited, have been consulted.

Apprentice Full Name:

Apprentice Signature:

Date:

Assessor's Full Name:

Assessor Signature:

Date:

## Personal Profile / CV

The information given is purely to show supporting competence towards being a Gas Network Team Leader – Main layer

### CAREER

Date from - to	Employers

### EDUCATION - SCHOOL

Date	Qualification	Grade

### FURTHER EDUCATION

Date	Qualification	Grade

### TRAINING

Date	Type	Certification

## SUPPORTING INFORMATION