Electrical Power Network Engineer - Planning Engineer

Technical Interview Assessment Checklist

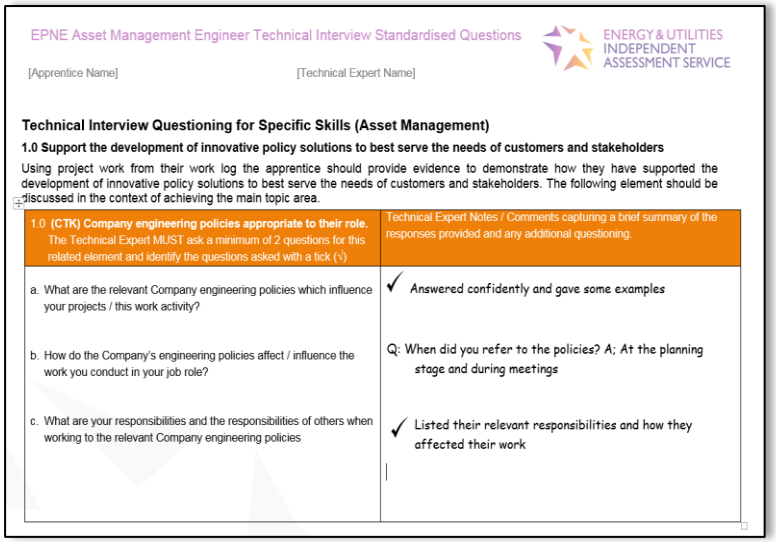
During the Technical Interview process each apprentice will be interviewed on the content of their work log which will contain evidence from a minimum of 5 of the more complex work activities which they have undertaken during their on-programme work period. The work log should contain written accounts of activities that have been completed and referenced against the relevant skills, knowledge and behaviours of their job role as identified in Annex A of the Assessment Plan. The work log should be supported by relevant supporting evidence, such as photographs, work instructions, safety documentation, project plans and reports. In addition, progress review documentation demonstrating the apprentice's development and progression through their apprenticeship should be included.

The interview discussion should be conducted in the context of each apprentice's specific job role using the Specific Skill (SS) topic areas identified in Annex A of the Assessment Plan. The interview discussion should encompass the relevant supporting Core Technical Knowledge (CTK), Core Skills (CS) and supporting behaviours through the use of the standardised questions provided for each of the relevant elements which support the scenario being discussed. Where necessary, additional questioning should be conducted by the Technical Expert to probe further into the detail of the topic area and activities being discussed. Wherever possible the interviewers questioning should be contextualised to the apprentice's job role and the specific work activities they are presenting from their work log.

Specific Skill (SS) Scenario Questioning – Planning Engineer

The interview should be framed around the 5 scenario job specific question areas shown below. Using each scenario in turn as the basis for the interview, the apprentice should present evidence to demonstrate how they have developed their skills, knowledge and behaviours for each scenario being discussed. The interviewer should use this document to confirm and record the apprentice's achievement against the requirements of the criteria for each element.

1. Build and be accountable for a rolling and dynamic plan, including managing conflicts and changes, for all operational and capital works
2. Ensure area plans are built optimally, utilising resource skill sets appropriately and plan the outages, negotiating and confirming them by utilising the switching matrix
3. Ensure all risk assessments are initiated in a timely manner, that any constraints are assessed and managed and any mitigating actions are determined
4. Ensure assets are compliant with statutory requirements, company policy obligations and optimal/limit dates and assess asset condition data against maintenance policy risk & criticality criteria
5. Be accountable for both resource and outage planning ownership and authority of work to be included or removed from the plan



EPNE Asset Management Engineer Technical Interview Standardised Questions

ENERGY & UTILITIES INDEPENDENT ASSESSMENT SERVICE

[Apprentice Name] [Technical Expert Name]

Technical Interview Questioning for Specific Skills (Asset Management)

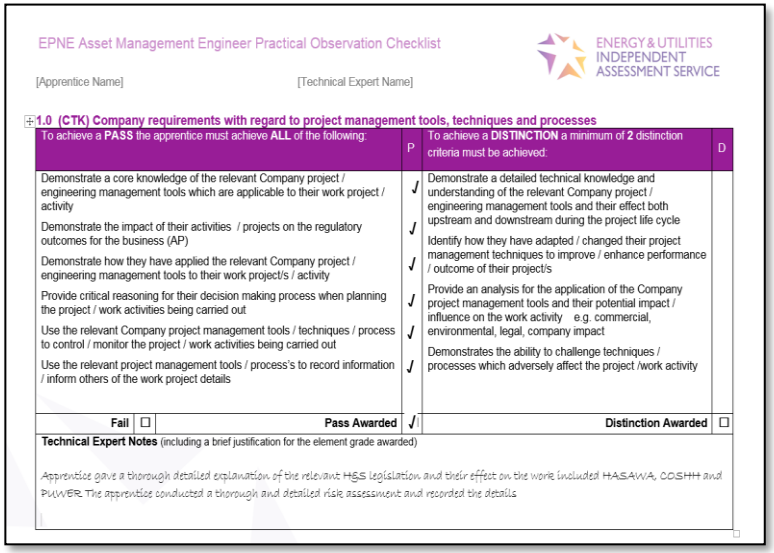
1.0 Support the development of innovative policy solutions to best serve the needs of customers and stakeholders

Using project work from their work log the apprentice should provide evidence to demonstrate how they have supported the development of innovative policy solutions to best serve the needs of customers and stakeholders. The following element should be discussed in the context of achieving the main topic area.

1.0 **(CTK) Company engineering policies appropriate to their role.** The Technical Expert MUST ask a minimum of 2 questions for this related element and identify the questions asked with a tick (√)	Technical Expert Notes / Comments capturing a brief summary of the responses provided and any additional questioning.
a. What are the relevant Company engineering policies which influence your projects / this work activity?	✓ Answered confidently and gave some examples
b. How do the Company's engineering policies affect / influence the work you conduct in your job role?	Q: When did you refer to the policies? A; At the planning stage and during meetings
c. What are your responsibilities and the responsibilities of others when working to the relevant Company engineering policies	✓ Listed their relevant responsibilities and how they affected their work

Technical Expert Guidance

The Technical Expert should ask the apprentice to provide evidence from their work log to support each of the main topic areas included in their interview. The relevant elements which support the main topic area are provided and contain three standardised questions for each element. The Technical Expert should use each element to support the discussion of how the main topic area was achieved. The Technical Expert should select a minimum of **TWO** of the element questions and ask these in the context of the main topic area in addition to any of their own specific questioning of the discussed activity. The Technical Expert should annotate the assessment document to identify which questions were asked and provide a brief summary of the response given.



EPNE Asset Management Engineer Practical Observation Checklist

ENERGY & UTILITIES INDEPENDENT ASSESSMENT SERVICE

[Apprentice Name] [Technical Expert Name]

1.0 (CTK) Company requirements with regard to project management tools, techniques and processes

To achieve a **PASS** the apprentice must achieve **ALL** of the following:	P	To achieve a **DISTINCTION** a minimum of **2** distinction criteria must be achieved:	D
Demonstrate a core knowledge of the relevant Company project / engineering management tools which are applicable to their work project / activity	√	Demonstrate a detailed technical knowledge and understanding of the relevant Company project / engineering management tools and their effect both upstream and downstream during the project life cycle	
Demonstrate the impact of their activities / projects on the regulatory outcomes for the business (AP)	√	Identify how they have adapted / changed their project management techniques to improve / enhance performance / outcome of their project/s	
Demonstrate how they have applied the relevant Company project / engineering management tools to their work project/s / activity	√	Provide an analysis for the application of the Company project management tools and their potential impact / influence on the work activity e.g. commercial, environmental, legal, company impact	
Provide critical reasoning for their decision making process when planning the project / work activities being carried out	√	Demonstrates the ability to challenge techniques / processes which adversely affect the project /work activity	
Use the relevant Company project management tools / techniques / process to control / monitor the project / work activities being carried out	√		
Use the relevant project management tools / process's to record information / inform others of the work project details	√		
Fail ☐	**Pass Awarded** √	**Distinction Awarded** ☐	

Technical Expert Notes (including a brief justification for the element grade awarded)

Apprentice gave a thorough detailed explanation of the relevant H&S legislation and their effect on the work included HASAWA, COSHH and PUWER. The apprentice conducted a thorough and detailed risk assessment and recorded the details

Rules of Element Achievement

During the interview the Technical Expert should use the Technical Interview Checklist to check the apprentice's responses against each elements criteria which will help the Technical Expert to make an assessment decision for the element being discussed which will contribute to their final grade. To achieve a **PASS** in an element, the apprentice must provide sufficient evidence to achieve **ALL** of the given **PASS** criteria and give satisfactory responses to a minimum of **2** of the standardised questions provided. To achieve a **DISTINCTION** in an element the apprentice must first achieve a **PASS** and demonstrate further sufficient evidence to achieve a minimum of **2** of the given **DISTINCTION** criteria. The Technical Expert should provide brief comments on the assessment paperwork of the factors which influenced their element grade decision of either a Fail, Pass or Distinction.

[Apprentice Name] [Technical Expert Name]

Technical Interview Criteria for Specific Skills (Asset Management)

1.0 (CTK) Company engineering policies appropriate to their role

To achieve a **PASS** the apprentice must achieve **ALL** of the following criteria during their interview by providing evidence which demonstrates:	P	To achieve a **DISTINCTION** a minimum of **2** distinction criteria must be achieved during the interview process:	D
A working knowledge of the relevant Company engineering policies which are applicable to their work projects / job role and the importance of complying with them Their ability to link their work to Company strategies and policies ensuring compliance with technical specifications (AP) How they have applied the relevant Company engineering policies to their work practices / projects How they have used their knowledge of the relevant Company engineering policies to support the work planning / decisions they have made in their job role		A detailed knowledge and thorough understanding of the relevant Company engineering policies which are applicable to their work projects / job role and the effect they have How they have used their knowledge to ensure that other parties involved in their work project/s comply with the relevant Company engineering policies during their work projects How they have appropriately challenged / reported incidents of non-compliance with the relevant Company engineering policies when identified How they have used their knowledge of relevant engineering policies to make suggestions which have influenced or led to an improved performance	
Fail ☐	**Pass Awarded** ☐	**Distinction Awarded** ☐	
Technical Expert Notes (including a brief justification for the element grade awarded)			

[Apprentice Name] [Technical Expert Name]

2.0 (CTK) Engineering problems including how to identify the problem, gather and analyse all relevant information, provide and implement a workable solution and monitoring its effectiveness

To achieve a **PASS** the apprentice must achieve **ALL** of the following criteria during their interview by providing evidence which demonstrates:	P	To achieve a **DISTINCTION** a minimum of **2** distinction criteria must be achieved during the interview process:	D
How they have identified and defined a technical engineering problem/s in their job role / range of work How they have taken responsibility for solving problems by identifying and analysing the issues and drawing logical, sound solutions that benefit customers and the business (B) How they have developed a plan/s to deal effectively with engineering problems in a step by step logical way (AP) How they have gathered and effectively analysed relevant information to implement solutions to resolve engineering problems (AP) How they have monitored the effectiveness of the solution they have provided to gauge its effectiveness		How they have assessed the effect and impact of differing approaches to solve the engineering problems they have resolved (AP) How they have conducted detailed analysis to support their determined course of action to resolve the engineering problem (AP) How they have played a pro-active, leading role in providing a solution to an engineering problem which has provided a tangible benefit to customers and / or the business How they have conducted analysis to monitor and measure the effect / impact of the solution they have provided to an engineering problem	
Fail ☐ **Pass Awarded**	☐	**Distinction Awarded**	☐
Technical Expert Notes (including a brief justification for the element grade awarded)			

[Apprentice Name] [Technical Expert Name]

3.0 (CTK) Company business planning and resource control measures

To achieve a **PASS** the apprentice must achieve **ALL** of the following criteria during their interview by providing evidence which demonstrates:	P	To achieve a **DISTINCTION** a minimum of **2** distinction criteria must be achieved during the interview process:	D
A working knowledge of the Company's business engineering planning policy / processes A working knowledge of the Company's processes / method/s for controlling engineering resources How they have used the business planning processes to plan and deliver engineering solutions in their job role How they have effectively used resource control measures to support / implement their planned work activities How they have taken a forward looking perspective when considering the delivery of decisions, activities and projects (B) How they have ensured plans are in place to manage anticipated issues, considers contingency planning (B) How they have monitored / confirmed the effect of their planning and resource control has met with their planned objectives		A detailed knowledge and understanding of the Company's business engineering planning policy / processes and their impact on planning work A detailed knowledge and understanding of the Company's processes / method/s for controlling engineering resources and their impact How they have used their knowledge to deliver or propose an improvement to the way the business implement their engineering planning and / or resource control methods How they have used their knowledge to identify and taken action to resolve a problem with the business planning or resource control process which has provided additional benefit to the business or its clients	
Fail ☐ **Pass Awarded**	☐	**Distinction Awarded**	☐
Technical Expert Notes (including a brief justification for the element grade awarded)			

[Apprentice Name] [Technical Expert Name]

1.0 (CS) Apply asset management, design, planning, control, electrical project, or operational engineering principles as appropriate to their role to maintain and improve the integrity, safety and longevity of the transmission/distribution electrical network

To achieve a **PASS** the apprentice must achieve **ALL** of the following criteria during their interview by providing evidence which demonstrates:	P	To achieve a **DISTINCTION** a minimum of **2** distinction criteria must be achieved during the interview process:	D
They have applied a working knowledge of the engineering principles / processes which support their work on the electrical network They have applied relevant engineering principles to conduct work which has maintained and / or improved network integrity, safety and longevity of the electrical network (AP) They are able to link their work to Company strategies and policies and ensure compliance with technical specifications. They have gathered and analysed relevant information in order to implement and monitor the effectiveness of workable solutions to issues (AP) They have taken a forward looking perspective when considering the delivery of decisions, activities and projects (B) They have ensured that plans were in place to manage anticipated issues and considered necessary contingencies (B)		They have a thorough and detailed knowledge of the engineering principles / processes and have applied it in their work / project/s They are able to confidently discuss and justify the application of sound engineering principles to improve the integrity, safety and longevity of the electrical network (AP) They have assessed the impact of using different approaches to gather and analyse information to support their course of action and have made suggestions for improvement (AP) They have applied consideration and inclusion of new technologies, innovation developments or additional network interfaces in their activities/project decisions (AP)	
Fail ☐	**Pass Awarded** ☐	**Distinction Awarded** ☐	
Technical Expert Notes (including a brief justification for the element grade awarded)			

[Apprentice Name] [Technical Expert Name]

2.0 (CS) Read, understand and interpret technical information relative to their role, identified in company strategies and policies and work in compliance with technical specifications

To achieve a **PASS** the apprentice must achieve **ALL** of the following criteria during their interview by providing evidence which demonstrates:	P	To achieve a **DISTINCTION** a minimum of **2** distinction criteria must be achieved during the interview process:	D
They have applied a working knowledge of the range and type of technical information / specifications available to support their job role / work activities They have used / consulted Company technical information and specifications to conduct / support their work activities They are able to identify how their work links to Company strategies and policies (AP) Their ability to use and work in compliance with technical specifications (AP) They have gathered and analysed relevant information in order to implement and monitor the effectiveness of workable solutions (AP)		They have taken a lead in interpreting / relaying technical information to progress work or support others understanding They have questioned / clarified information which was unclear or incorrect They have reported / updated information which was not technically correct / accurate They have assessed the impact of using different approaches to gather and analyse information to support their course of action and has made suggestions for improvement (AP)	
Fail ☐ **Pass Awarded**	☐	**Distinction Awarded**	☐
Technical Expert Notes (including a brief justification for the element grade awarded)			

[Apprentice Name] [Technical Expert Name]

3.0 (CS)) Produce clear and precise reports in relation to their activities to line management, other business departments and/or to external stakeholders

To achieve a **PASS** the apprentice must achieve **ALL** of the following criteria during their interview by providing evidence which demonstrates:	P	To achieve a DISTINCTION a minimum of 2 distinction criteria must be achieved during the interview process:	D
A working knowledge of the purpose and benefits of producing clear and precise reports They have produced clear technical reports to support their work projects / job role They have been proactive in identifying their stakeholders and managing their expectations, presenting appropriate information to them clearly and concisely (B) They have used their reports to influence / inform their line management, other departments and/or external stakeholders		They have applied their detailed produced thorough and detailed technical reports to support their work projects / job role They have the ability to explain in detail how the reports they have produced support the business engineering strategy They have used their reports to identify network problems / issues and made suggestions / proposals to resolve them They have applied learning from project monitoring and evaluation records to inform their future actions (AP)	
Fail ☐ **Pass Awarded**	☐	**Distinction Awarded**	☐
Technical Expert Notes (including a brief justification for the element grade awarded)			

[Apprentice Name] [Technical Expert Name]

4.0 (CS) Develop and agree project plans to undertake their activities. These plans will contain clear objectives, budgets, desired outcomes and timescales. Also included will be implementation criteria, monitoring process controls and evaluation records

To achieve a **PASS** the apprentice must achieve **ALL** of the following criteria during their interview by providing evidence which demonstrates:	P	To achieve a DISTINCTION a minimum of 2 distinction criteria must be achieved during the interview process:	D
A working knowledge of the purpose and benefits of producing and maintaining detailed project plans They have developed project plans that contain objectives, budgets, desired outcomes, timescales and evaluation records (AP) They have the ability to plan and take a forward looking perspective when considering the delivery of decisions, activities and projects (B) They have successfully agreed and implemented project criteria and monitored project progress They have developed plans which manage anticipated issues and take into account contingency planning (B) They have taken responsibility for solving problems by identifying and analysing issues and drawing logical, sound solutions that benefit customers and the business (B) They have proactively identified stakeholders and managed their expectations, presenting appropriate information to them clearly and concisely (B)		Their ability to analyse the impact of their project plans, identify issues and adjust / modify plans to provide solutions to problems and make suggestions for improvement They have applied consideration and inclusion of new technologies, innovation developments or additional network interfaces in their activities / project decisions (AP) They have utilised the learning from project monitoring and evaluation records to inform their future actions / decisions (AP) They have the ability to assess the impact in different approaches and gather and analyse information to support their courses of action (AP)	
Fail ☐	**Pass Awarded** ☐	**Distinction Awarded** ☐	
Technical Expert Notes (including a brief justification for the element grade awarded)			

[Apprentice Name] [Technical Expert Name]

5.0 (CS) Demonstrate that their work activities support the business to achieve its regulatory incentive mechanisms

To achieve a **PASS** the apprentice must achieve **ALL** of the following criteria during their interview by providing evidence which demonstrates:	P	To achieve a DISTINCTION a minimum of 2 distinction criteria must be achieved during the interview process:	D
A working knowledge of the business's regulatory obligations and the mechanisms used for measuring performance They have planned their work activities to support the business / client to achieve regulatory incentive mechanisms (AP) How the work they have conducted / implemented link / support the business's regulatory obligations They have gathered and analysed relevant information in order to implement and monitor the effectiveness of workable solutions to support / meet regulatory incentive mechanisms (AP)		A detailed and thorough knowledge of the business's regulatory obligations and the impact they have on the strategic planning They have taken a pro-active leading role to ensure achievement of Company regulatory incentive mechanisms They have pro-actively dealt with problems and implemented solutions to ensure achievement of Company regulatory incentive mechanisms Demonstrates consideration and inclusion of new technologies, innovation developments or additional network interfaces to support the business to achieve its regulatory incentive mechanisms	
Fail ☐	**Pass Awarded** ☐	**Distinction Awarded** ☐	
Technical Expert Notes (including a brief justification for the element grade awarded)			

[Apprentice Name] [Technical Expert Name]

6.0 (CS) Provide information to support business planning processes in relation to their role activities

To achieve a **PASS** the apprentice must achieve **ALL** of the following criteria during their interview by providing evidence which demonstrates:	P	It is not possible to gain a **DISTINCTION** grade in this element.	D
A working knowledge of the business's planning processes which are relevant to their job role They have gathered and analysed relevant information in order to support the business planning processes (AP) They have proactively identified the relevant stakeholders and provided appropriate information to them clearly and concisely to support the business planning process (B) They have monitored / measured the effect of the information they have provided to the business planning process relevant to their job role			
Fail ☐	**Pass Awarded**	☐	**Distinction Awarded** ☐
Technical Expert Notes (including a brief justification for the element grade awarded)			