

Gas Network Craftsperson Level 3 Emergency Response On Programme Evidence Requirements - Logbook Review

This completion of this document is a requirement to confirm the apprentice's eligibility to undertake the Gas Network Craftsperson Technical Interview - end point assessment method 2, which is based upon the on-Programme Evidence (pre-gateway).

The document should be populated by the Apprentice throughout their apprenticeship journey and submitted along with their logbook to their nominated Technical Expert before undertaking the practical tasks end-point assessment.

The document once submitted will be verified by the Technical Expert to confirm this is a factual representation and that the content of the logbook meets the requirement of the apprenticeship standard.

The apprentice is required, **for all** of the Knowledge Skills and Behaviours (KSB's), to provide a reference indicating where the evidence for the criteria is contained in their logbook e.g. work based evidence Job 1 (J1), Training record 1 (TR1). The referencing must match that used in the logbook in order to allow the Technical Expert to locate the section or specific piece of evidence being referred to. For those using e-portfolios such as ONEFILE or SMARTASSESSOR, the reference used could simply be the file or folder name you used when uploading evidence to such systems.

Accurate and specific referencing is essential to allow the Technical Expert to complete their assessment of your work.

The evidence of training should be on a minimum of one occasion and could include certificates of training or other evidence of courses attended etc. The evidence for practical application must have a minimum of two work-based activities, this could include direct observations, formative assessment, reviews, apprentice produced narratives / journal entries, completed job cards / work records, maintenance records, risk assessments and appropriate photographs of work place activities. Evidence generated within a training centre / assessment centre environment may be included but it must also be supported with a minimum of two work-based applications. Please note that one piece of evidence may meet the requirements of more than one of the KSB's and could be referenced on a number of occasions.

The evidence referenced cannot include any methods of self-assessment.

Gas Network Craftsperson L3– Emergency Response Logbook Review

Apprentice and Technical Expert details:

Apprentice - Full Name	
Apprentice Signature	
Date of Submission	

Technical Expert – Full Name	
Technical Interviewer Signature	
Date of Review	



Knowledge and skills requirements	Definition	Training Evidence	Practical Application Criteria 1	Practical Application Criteria 2	Practical Application Criteria 3	Practical Application Criteria 4	Technical Expert Confirmation (Initials and date)
CK1	Company testing, and commissioning procedures needed to establish the condition of gas assets, equipment, network infrastructure and the actions needed as a result of the tests. This includes both practical applications and the use of diagnostic techniques and IT systems.						
CK4	Company maintenance practices, processes and procedures associated with gas network systems, controls and equipment.						
CK6	Company policies, procedures and engineering instructions as specified by the employer						
CS1	Undertake and document risk assessments in accordance with company procedures						
CS2	Comply with workplace health, safety & environmental practices and regulations, maintaining a safe and secure working environment						
CS3	Follow engineering instructions and company procedures to complete tasks safely and on-time						



Knowledge and skills requirements	Definition	Training Evidence	Practical Application Criteria 1	Practical Application Criteria 2	Practical Application Criteria 3	Practical Application Criteria 4	Technical Expert Confirmation (Initials and date)
CS4	Undertake inspection and examination of network assets in order to maintain the safe and compliant operation of the network to ensure the integrity, safety and security of supply						
CS5	Maintain and/or install gas engineering assets, components and associated equipment						
CS14	Liaise with gas consumers, statutory agencies and members of the public in order to ensure their safety						
CS15	Accurately update company systems with details of work undertaken						
CB2	Deliver a polite, courteous professional service to all customers, stakeholders and members of the public as appropriate						
CB4	Accept accountability when undertaking individual and team tasks						
CB7	Recognise personal limitations and seek advice from managers, experts and specialists when required						



Knowledge and skills requirements	Definition	Training Evidence	Practical Application Criteria 1	Practical Application Criteria 2	Practical Application Criteria 3	Practical Application Criteria 4	Technical Expert Confirmation (Initials and date)
CB9	Receptive to the needs and concerns of others, especially where related to diversity and equality						
CB10	Committed to carrying out and recording Continued Professional Development necessary to maintain and enhance competence						
CB11	Exercises responsibilities in an ethical manner						
CB12	Interacts with people and approaches work activities in a way that contributes to continuous self-improvement						
NERC8	Install and exchange gas meters and pressure regulators						
NERC9	Install domestic pipework						
NERC10	Tightness test, purge, commission and de-commission domestic gas pipework						
NERC14	Organise additional resources to facilitate repairs as required						
NERC18	Understand how to identify gas appliances and installations that are not compliant with industry standards and may be deemed as unsafe						



Knowledge and skills requirements	Definition	Training Evidence	Practical Application Criteria 1	Practical Application Criteria 2	Practical Application Criteria 3	Practical Application Criteria 4	Technical Expert Confirmation (Initials and date)
NERC19	Understand how to comply with the requirements of the Gas Industry Unsafe Situations Procedure, including RIDDOR reporting requirements						
NERC21	Describe the requirements for the application of gas tightness testing procedures						
NERC24	Understand when to liaise with emergency services and other statutory authorities as necessary						

As the Technical Expert Internal Quality Assurance: I verify that the information provided in this document is a true and accurate reflection of the Logbook and demonstrates the Core Knowledge Skills and Behaviours required for this apprenticeship pathway which have been met by the above-named apprentice.

Technical Expert Internal Quality Assurance – Full Name

Signature

Date