Gas Network Team Leader

Level 2 - Apprenticeship Standard

Resource Pack for Employers and Training Providers

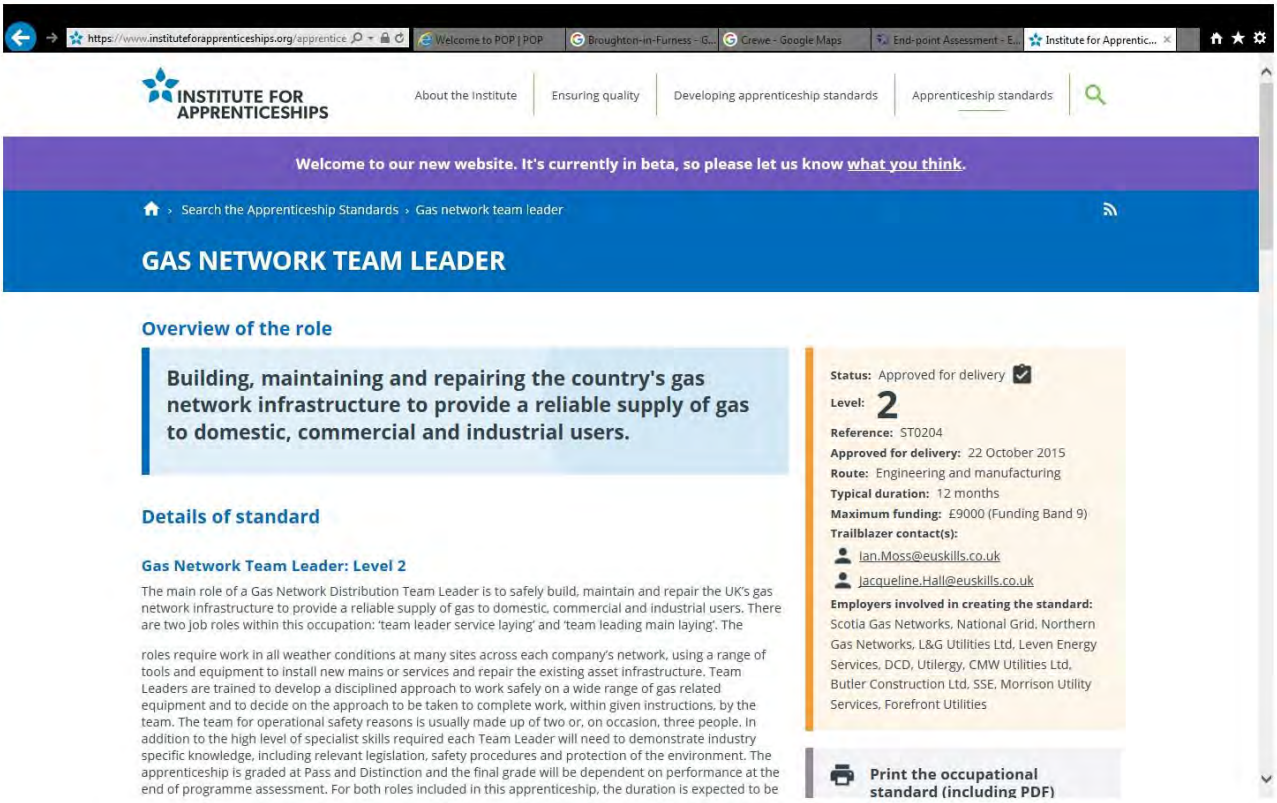
Version 1.3

Contents

About the Apprenticeship

There are 3 key documents applicable to all apprenticeship standards:

1. Apprenticeship Standard – detailing the knowledge, Skills and Behaviours (KSBs) of the apprenticeship standard https://www.instituteforapprenticeships.org/apprenticeship-standards/gas-network-team-leader/



2. Apprenticeship Assessment Plan – detailing the requirements of the end-point assessment https://www.instituteforapprenticeships.org/media/1105/gas_network_team_leader.pdf

3. Education and Skills Funding Agency Funding rules – detailing the rules for the public funding of apprenticeships in England https://www.gov.uk/guidance/sfa-funding-rules

Within the Gas Network team Leader Apprenticeship Standard, there are two pathways / specialisms to choose from– Mains Layer and Service Layer. The employer must choose which specialism to deliver. If an employer wishes to train to both specialisms, only one can receive government funding, and the apprenticeship can only be certificated once.

The apprenticeship is typically 12 to 18 months long. Many employers set the entry requirements as typically 4 GCSEs at grade A to C to include maths and English.

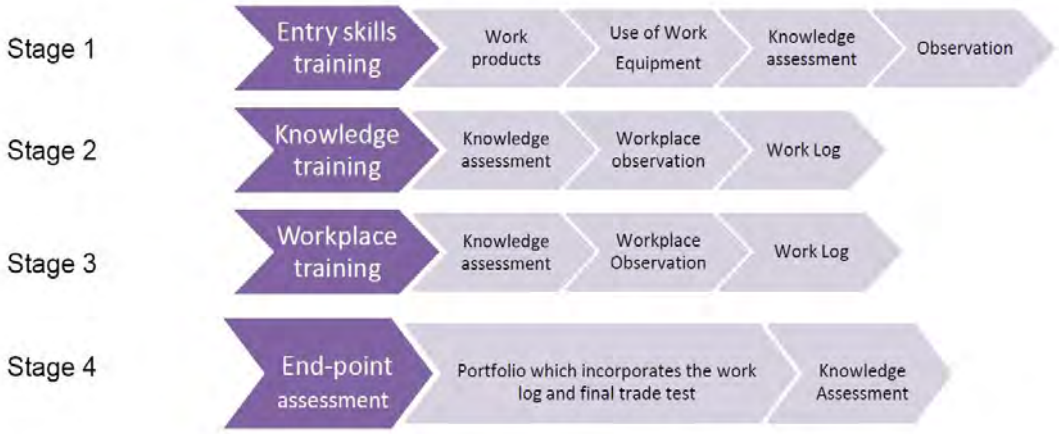
About End-point Assessment

End-point assessment is a new way of assuring the quality of apprenticeships and will assess an apprentice based on their knowledge skills and behaviour (linked back to the published apprenticeship standard) to be competent in the job role for which they have been trained.

The employer must select an independent end-point assessment organisation to carry out the end-point assessment. In some cases, the employer will also be involved in the end-point assessment activities, but an apprentice on GNTL will never be assessed by someone that has trained them.

The Journey to End-point Assessment

The following chart summarises the journey to end-point Assessment:



Stage 1

The induction phase of the apprenticeship establishes the core skills, knowledge and understanding of each apprentice before their on-programme experience. The induction is delivered during the early stages of the programme to provide an initial foundation of gas industry-related skills and knowledge on which all subsequent modules of training are built. The end-of-module assessments are important for facilitating progress through the programme and must be included as part of each apprentice's portfolio.

A key aim of this stage is to ensure all apprentices are trained to work safely at all times. It will underline employer and co-worker expectations and explain how and where the apprentice can seek guidance and support. The acquisition of these key skills provides a vital foundation for the apprenticeship. Training modules may include Utility Safety Health and Environmental Awareness (Gas) Scheme (SHEA), which is externally tested and standardised.

Stage 2

To ensure development of the full range of knowledge required for this apprenticeship, it is suggested that the employers develop a technical knowledge solution. Training should include engineering and mathematics relevant to the gas industry and set in that context, and provide the

range of underpinning knowledge required to accelerate skills development and successfully tackle the end-point assessment. There are various routes to knowledge attainment, such as pre-existing Level 2 engineering qualifications. If the employer chooses to use pre-existing qualification public finding cannot be used for the registration and certification of those qualifications. This is because there are no mandatory qualifications for this apprenticeship.

Stage 3

Stage 3 should be when greater technical skill and knowledge is acquired. As the apprentice progresses through their training, it is suggested that they are assessed on particular tasks or procedures or items of equipment. This will enable apprentices to build up the full range of skills, knowledge and behaviours required to successfully complete the end-point assessment.

Suggested workplace training and development - assessment activities may consist of:
• Work log – write-up of practical activities, of skills and competences • Observation – practical observation of work activity in terms of quality and behaviour • Knowledge assessments – set, marked and graded against the specific core modules and specific requirements

Entry to End-point Assessment

When an apprentice reaches the end of their training, their employer and training provider will decide if they are ready to enter end-point assessment or if they need more time to practice and learn. This is often called the “gateway” to end-point assessment. For GNTL apprentices they will not be able to enter end-point assessment until they have

1. Completed all their learning and a work log (responsibility of the employer and provider)
2. Achieved maths and English at level 1 (responsibility of the provider) or equivalent.

We will work with the employer and training provider to confirm that apprentices have met the gateway requirements. A gateway review template is included within **Annex A.**

It is not recommended that an apprentice enters end-point assessment if they are subject to a company disciplinary.

End-point Assessment Activities

An apprentice cannot complete and achieve their apprenticeship without passing all their end-point assessment activities.

The end-point assessment can take up to 3 months, but it does not have to take that long, and can be much shorter. The employer and training provider will work closely with us to schedule the end-point assessment activities and the employer and provider will need to keep apprentices informed of the assessment activities that will take place and the timescales.

There are 5 activities / elements to the assessment in this Standard, which can be taken over the 3-month end point assessment period, and must be undertaken in order. All assessment materials are provided by us:

1. Trade test to demonstrate core and specific skills, knowledge and behaviours – the results are added to the apprentice portfolio (awarded a Pass or Fail)
2. Work log summative assessment (this includes an interview) – the results are added to the apprentice portfolio (awarded a Pass or Fail)
3. Portfolio Assessment and preliminary grade (summative assessment of the work log, trade test, and interview) – 70% weighting towards the final grade (awarded a Fail, Pass or Distinction)
4. Knowledge Assessment (multiple choice and short answer questions under examination conditions) – 30% weighting towards the final grade (awarded a Fail, Pass or Distinction)
5. Final Decision Panel made up of independent experts and the nominated employer expert to award the final grade.

Assessment Scoring and Grading

Each of the end-point assessment activities will be assessed individually. Some will be scored and graded, others will be a Pass or Fail. If an apprentice fails one of their end-point assessment activities their employer must work with the apprentice to produce an action plan. They may arrange a re-sit or they may arrange further training and the apprentice will need to agree the action plan with their employer and inform us of the action plan so that future assessment arrangements can be made.

The number of re-assessments is at the discretion of the employer but cannot be more than the 3 months allowed for the completion of all end-point assessment activities.

An apprentice must pass all end-point assessment activities in order to pass their apprenticeship, and they cannot retake an end-point assessment activity to move from a Pass to a Distinction.

This is how end-point assessment activities are be scored and graded:

Pass – 5 Points (3.5 Points Portfolio + 1.5 Points Knowledge Assessment)
Distinction – 10 Points (7.0 Points portfolio + 3 Points Knowledge Assessment).

Portfolio %	Points	Grade
<69	0	Fail
70 – 84	3.5	Pass
85-100	7.0	Distinction

Knowledge Assessment %	Points	Grade
<69	0	Fail
70 - 89	1.5	Pass
90 - 100	3.0	Distinction

Assessment of the KSBs

The following charts detail how each of the apprenticeship knowledge, skills and behaviours will be assessed via the end-point assessment elements. KT refers to the knowledge test, TT refers to the Trade Test, CBI refers to competency based interview, and WL refers to the Work Log (portfolio).

Technical knowledge	EPA activity
Legislation and Codes of Practice involved in the practical installation and maintenance of gas network assets	KT
Current industry health and safety standards and regulations, and environmental and regulatory requirements associate with gas network activities	KT
Company policies, procedures and engineering instructions associated with gas network systems and equipment as defined by the employer	KT
Relevant level of theory and principles that underpin the installation and design parameters of assets, components and associated systems and equipment	KT
Installation, testing, and commissioning procedures needed to install assets, equipment, network infrastructure leaving them in an operational condition	KT & WL
Testing and decommissioning procedures needed to abandon assets, equipment, network infrastructure leaving them in a safe condition	KT & WL
The use and application of the Safe Control of Operation procedures to support work activities	KT & WL
Creating and maintaining safe, secure, efficient and effective environments when working on gas network activities	KT & WL
When to use appropriate risk assessment documentation and other safe systems of work	KT & WL
The requirements for the generation of accurate records to support activities undertaken on the gas networks	KT & WL
The operation, maintenance and use of gas industry safety equipment and tools	KT, WL & TT
Skills	**End-point assessment**
Undertake and document all appropriate risk assessments	WL
Comply with workplace health, safety and environmental practices, maintaining a safe and secure working environment	WL
Follow engineering instructions and company procedures including Safe Control of Operations procedures where required	WL
Install gas engineering assets, components and associated equipment	WL
Restore gas network infrastructure assets to operational condition	WL
Install, test, purge and commission gas assets	WL
Replace emergency control valves	WL
Communicate instructions to co-workers within the team	WL
Operate powered tools and equipment for network operations	WL
Locate and avoid supply apparatus and sub-structures	WL

Comply with the New Roads and Street Works Act requirements for signing, lighting and guarding	WL
Use approved gas detection equipment to ensure safe environment and confirm the satisfactory commissioning of gas network assets	WL
Use Personal Protective Equipment (PPE) and safety equipment in accordance with manufacturer's instructions and employer policy	WL
Excavate and maintain holes and trenches associated with gas network operations	WL
Liaise appropriately with gas consumers, members of the public and statutory agencies as required	WL
Obtain and analyse information to facilitate decision making	WL
Communicate instructions to co-workers within the team	WL
Liaise appropriately with gas consumers, members of the public and statutory agencies as required	WL
Obtain and analyse information to facilitate decision making	WL
Communicate instructions to co-workers within the team	WL
Liaise with emergency services and other statutory authorities as necessary	WL
Organise additional resources to facilitate repairs as required	WL
Create and maintain records and information, complete job reports and process the information through the appropriate channels	WL
Behaviours	**End-point assessment**
Display a self-disciplined, self-motivated approach Deliver a polite, courteous professional service to customers and members of the public Work effectively when undertaking individual and team tasks and objectives Work with appropriate supervision, and when required under own initiative, to approved standards and safe work practices Undertake and complete work in a way that contributes to sustainable development Be risk aware and minimise risks to life, property and the environment when undertaking work activities Be quality focussed and professional in work and in personal standards Work safely with others and when working alone on site Recognise personal limitations and seek advice from fact holders and specialists when required Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact Accept responsibility for work of self and others Accept, allocate and supervise technical and other tasks Be aware of the needs and concerns of others, especially where related to safety, diversity and equality Exercise responsibilities in an ethical manner	CBI , WL & KT

Apprentices work in an environment where their safety, the safety of those around them and the equipment they work on are of paramount importance. Therefore, observation of behaviours and approach are an integral and developing part of the apprentice's progression throughout the apprenticeship and should be assessed using existing supervisory practice and as part of the on-going assessment.
It is suggested that training and assessment is agreed and documented in a personal training/development plan, together with a behavioural review. These review meetings should be programmed to ensure training/development needs are met and supported. This could include additional training, or ways of accelerating learning, as required by the apprentice. This will typically be an interview with their line manager, but may include colleagues from Human Resources. Feedback from mentors and team members may be included to contribute towards individual personalised training/development plans.

End-point assessment – technical evidence – Service Laying	
Install gas services up to 63mm diameter to domestic or commercial or industrial premises using open cut or impact moleing or dead insertion or live insertion techniques	WL
Connect services from a PE main using electro-fusion techniques	TT
Connect services from a metallic main including the drilling of a top tee	TT
Decommission gas services and gas meters	TT
Lay gas services to a selection of service entry points to include meter boxes and house entry tees	TT
Install emergency control valves in accordance with procedures	TT
Conduct low pressure testing, purging and commissioning of a service	TT
Conduct medium pressure testing, purging and commissioning of a service	TT

End-point assessment – technical evidence – Mains Laying	
Install gas mains in the range of 90mm to 180mm diameter including open cut or insertion techniques	WL & TT
Carry out work in deep excavations (low risk confined spaces)	WL
Carry jointing of gas mains using electro-fusion techniques (90mm – 180mm)	WL & TT
Carry jointing of gas mains using butt fusion techniques	WL & TT
Flow stop pressurised PE mains using squeeze offs techniques	TT
Flow stop pressurised metallic mains using bag stop techniques	TT
Decommission low pressure gas mains through direct purging methods	TT
Connect new mains to the existing supply/network infrastructure	WL & TT
Pressure test new and existing gas mains in accordance with procedures	WL & TT
Apply mains repair techniques and test components used	TT

Work Log Guidance

As the apprentice progresses through their training, they should build up evidence on the full range of skills, knowledge and behaviours required by the standard, and should be assessed on particular tasks, procedures or items of equipment. These are recorded in a work log. The work log must be sufficient to evidence the apprentice can apply skills, knowledge and behaviours required in a variety of tasks. Progress review and critical reflection documentation should also be included.

The apprentice's supervisor will typically support the development of the work log in accordance with company policy and procedures, although the assessment organisation will provide guidance on the content of the work log. A summative assessment of the work log will form part of the end-point assessment portfolio assessment.

The work log provides the apprentice with the opportunity to demonstrate skills, knowledge and behaviours across the standard - core and specific requirements. This will form the basis of the 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 work log will need to include copies of training certificates, certificates of qualification units, practical assessments, written assessments or assignments and witness testimony achieved and capturing during the apprenticeship.

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

Critical Reflection and Reflective Learning

We can learn and reflect upon almost any working experience. However, the difference with critical reflection is that it provides new insights that bring about a change to how you go about doing that same task in the future. Reflection is generally driven by a problem, issue, challenging situation or dilemma, which encourages the apprentice to question their actions, analyse and build positive outcomes.

The apprentice should have submitted pieces of reflective learning, as part of their work log, throughout their apprenticeship and each piece MUST be verified that it relates to work they have personally carried out, and that it is a true reflection of that piece of work – i.e. either by their mentor, line manager, other acceptable witness testimony or assessor. An example of the reflective learning log can be found in the apprentice's work log guide.

Reflection on learning during the apprenticeship is important because it:

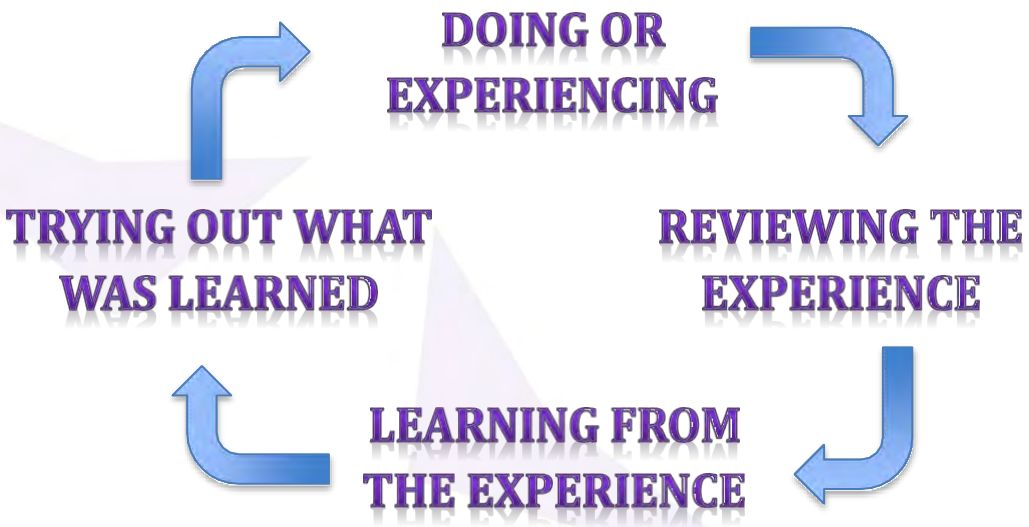
a) Develops critical evaluation skills

b) Ensure apprentices take responsibility for their own development and learning
c) Identifies the links between the work activities and the development benefits acquired
d) Builds additional value from the assimilation of knowledge, skill and competency development
e) Moves the apprentice towards professional registration

We all learn through experience but having that experience and describing it does not necessarily mean that the apprentice fully understands. Gradual assimilation of learning during the apprenticeship means they do develop skills – but may not always understand them or acknowledge when and where they use them or when they may need improvement or updating.

When we think reflectively, we are moving beyond describing experiences to understanding and making sense of events and consequences and learning from them.

(Kolb 1983)



Questioning and considering our learning experiences is an extremely powerful tool to use to develop future strategies, approaches and tactics in order to build skills to tackle similar situations in the future, as well as further enhancing the skills and continuous professional development.

This guide isn't prescriptive but there are certain elements you can use when recording reflective thinking and it will help you learn the elements of reflection, how it is applied and what the apprentice can expect from reflection.

There is no prescription for "doing" reflection as it will be the learner's own experience of thinking about and analysing something they have done. The apprentice should be able to describe the following:

a) An example of work you did that went well, the choices you made and the outcome
b) Or something in your work that you were involved in which didn't quite work and explain why
c) Or a technique, procedure or method you improved upon and explain why

As a supervisor / mentor of the apprentice, you will be asking them to complete reflections of their apprenticeship relative to the jobs / activities carried out in their daily work. This will typically be recorded in their reflective learning log which should be an activity they routinely write down or record electronically.

The reflective learning log whilst asking the apprentice to consider:

a) What did you do? (you should expect to see specifics of what they did)
b) Why did that happen? (what went well and not so well and why?)
c) What (if anything) would they do differently as a result of their experience?
d) Implications and planning (short and long term) - what they must do now
e) Any future learning requirements

The reflective learning log also asks them to reflect back to the skills and knowledge and behavioural requirements as prescribed in the gas network team leader standard, the concept being that most apprentices when asked what they did in any given day would provide a task driven answer i.e. “I installed a replacement gas service” or situation specific i.e. ‘a customer was really angry”. By reflecting back to the skills and knowledge and behavioural requirements, the apprentice should begin to identify the behaviours involved when dealing with an angry customer or the skills and knowledge required when replacing a gas service and from this determine their strengths and weaknesses.

It is envisaged that the reflective learning log will form the basis of discussion at the apprentice’s regular progress reviews.

We recommend during the induction period, that the apprentice is introduced to the concept and allowed time to practice this activity.

An example of the reflective learning log is contained in **Annex B**

Apprentice guide to reflective learning

Be specific – Make sure that you are specific in the wording you use. It is not sufficient to write that you felt worried or nervous during a particular work activity. You should be clear about which aspects of the work activity or learning activity concerned you and why. If you were worried or nervous you should describe how you dealt with that and what, if any, support you requested. If you found certain activities very easy you should also consider why you felt that way, and could you improve even more. Always try to write about the ways that specific elements of your work experience or training were useful to your skill development or were helping you to understand the theoretical content of the training you have received.

Be critical – A reflective learning log is a serious and important part of your apprenticeship. You should focus on an analysis of what you have done rather than a description. Although you need to state what activities were undertaken, these should be brief and to the point. Use the emergency response knowledge and skills and behavioural standards to reflect back upon and analyse your descriptions. Record the skills and knowledge and the behavioural codes on your log.

Be thorough –You should include details of the planning stages, the work activity themselves, the outcome of the work activity and your critical reflection on these. Always consider a subsequent plan for your further development.

Use evidence – Your reflective learning log should also include evidence to support your reflective claims. You can refer to concrete examples of your actions or experiences i.e. dates locations and additional person's present. Rather than stating that you competently or indeed confidently completed a work activity or training task, you should describe precisely what actions you undertook and what elements of that action helped you to become competent or confident in performing a specific skill.

Assessing Behaviours

The apprentice's progress should be measured, through observation and feedback, from the beginning of the apprenticeship. The progress review should be carried out at the end of each training module and should cover Induction, Common Core, Mandatory and Optional Units.

As many people as possible should carry out observation of the apprentice's behaviour and provide feedback from both the training environment and real work place situations. Those who will typically observe and feedback on behaviours could include:

- Trainers
- Assessors
- Line managers
- HR
- Mentor
- Peers in the appropriate operational area

The feedback supplied should indicate the appropriate level of behaviour displayed by the apprentice against the set criteria (where actually observed) and the feedback provided to the apprentice, which should then be summarised in writing. The apprentice should be given the opportunity to comment on the feedback of their performance. Feedback should be gathered throughout the apprenticeship to inform each review.

The levels of behaviour are as follows:

- Exceeds Standard
- Meets Standard
- Further Development Required

It is anticipated that the descriptor "Further Development Required" will primarily be used, where appropriate, when reviewing behaviours at the beginning of the apprenticeship. The discussion with the apprentice should explain this so that they are not demotivated. As the apprentice learns and develops throughout the apprenticeship, it is expected that their behaviours will normally be rated "Meets Standard" into "Exceeds Standard". The progress review discussions allow for the apprentice to self-assess and to facilitate the discussion.

"Exceeds Standard" will only be used in exceptional circumstances in-line with the descriptors in the behaviours document and the vast majority of behaviours displayed need to be in this category. Any behaviour displayed in this category should be praised. There should be no "Further Development" behaviours identified.

"Meets Standard" should be described as good performance, the apprentice is meeting what is required of them. In order to receive this rating, the behaviours displayed are predominantly at this level. There may be a limited number in "Further Development Required" and / or "Exceeds Standard".

"Further Development Required" will probably be used predominantly at the beginning of the apprenticeship for some behaviours as described above. However, if the apprentice persistently displays these behaviours it is expected that company performance measures will commence.

The following provides details of the agreed behaviours for the gas network team leader trailblazer apprenticeship and describes typical behaviours that may be displayed, allowing apprentices to be rated as "Exceeds Standard", "Meets Standard" or "Further Development Required". The actual level of displayed behaviours should be indicated on the individual apprentice progress review form.

1. Quality of work

- Work effectively when undertaking individual and team tasks and objectives
- Displays a self-disciplined, self-motivated approach
- Accept, allocate and supervise technical and other tasks
- Be quality focussed and professional in work and personal standards

Level	Typical Behavioural Examples
Exceeds Standard	• Always seeks solutions as opposed to seeing problems • Produces practical works to high and exacting standards • Takes personal pride in the work they produce • Accurately interprets and applies company policies and procedures • Always seeks feedback from others to improve own performance • Provides technical advice and guidance to others
Meets Standard	• Consistently works to the required standard • Follows and adheres to work instructions • Installs assets to the required specification • Tests and commissions assets in line with procedures • Maintains the work area in a safe, tidy and ordered manner • Works within the limits of their authority • Seeks technical advice and guidance from others when necessary • Accepts feedback from others on how to improve performance

Further Development Required	• Working practices fail to meet the required standard • Does not refer to work instructions • Has a shoddy approach to the installation of assets • Causes damage to the work area and assets • Does not test and commissions assets in line with procedures • The work area is not in a safe, tidy and ordered manner • Works below the limits of their authority • Deems work activities as problematic • Constantly seeks technical advice and guidance from others • Ignores feedback from others on how to improve performance

2. Working safely

- Works safely with others and when working alone
- Work with appropriate supervision, and when required under own initiative, to approved standards and safe work practices
- Be risk aware and minimise risks to life, property and the environment when undertaking activities

Level	Typical Behavioural Examples
Exceeds Standard	• Identifies health & safety deficiency and provides solution that was implemented • Serves as safety resource for peers • Excels in acquiring additional safety knowledge
Meets Standard	• Consistently follows policies, procedures and standard operating practices as directed • Consistently applies health & safety knowledge to work activities and has an awareness of the impact of changing circumstances • Takes personal responsibility for their own and others health, safety and security and assesses risks • Seeks guidance on health and safety issues when not confident
Further Development Required	• Does not consistently follow policies and procedures as directed • Does not consistently apply health & safety knowledge in work activities • Ignores impact of changing circumstances, carries on with plan without review • Views health and safety as someone else's problem • Has difficulty adjusting to changes in workload or assignment, loses composure with change

3. Customer focus / service

- Deliver a polite, courteous professional service to customers and members of the public

- Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact

Level	Typical Behavioural Examples
Exceeds Standard	• Provides excellent service to all customers, clients and peers, frequently going beyond what is required, taking into consideration vulnerability and equality and diversity • Anticipates the needs of customers, clients and peers • Responds to the requests of customers, clients and peers with sensitivity, equality and diversity • Builds collaborative relationships with customers, clients and peers • Motivates others to provide an excellent service and leads by example • Identifies and recommends changes to processes to improve services provided • Independently handles sensitive situations
Meets Standard	• Treats all customers, clients and peers fairly • Responds to all requests promptly and politely • Checks information and makes sure it is compliant with regulations relating to their work • Maintains personal accountability and ownership to resolve issues • Interacts with all persons in a courteous manner • Handles complaints and any confrontation in a calm and sensitive manner
Further Development Required	• Lacks knowledge of internal customer concept • Views customers, clients and peers negatively, as an irritation and / or a problem • Resists changes to services and practices • Waits to be prompted before responding to the needs of customers, clients and peers • Is slow to respond to requests • Responds inadequately to requests made • Often communicates incorrect information to others • Needs constant assistance when dealing with requests for information

4. Responsibility for work, self and others

- Accepts responsibility for work of self and others
- Recognise personal limitations and seek advice from fact holders and specialists when required

Level	Typical Behavioural Examples
Exceeds Standard	• Provides information and support to others to increase their knowledge or skills

	• Proactively takes on increasing levels of accountability • Seeks assignments in addition to expected work • Anticipates problems and develops alternatives in advance • Reflects on own work and plans for own development • Actively seeks feedback from others to improve own performance • Encourages and motivates peer development • Continuously sets and meets personal and professional targets • Seeks innovative ways to improve operations
Meets Standard	• Willingly accepts ownership and responsibility for own work • Maintains self-discipline and motivation to achieve required outputs • Is eager to learn new skills and knowledge in order to maintain and / or enhance competence • Takes responsibility for personal and professional development • Plans how to achieve personal goals • Consistently reaches personal development plans set by line manager and self • Carries out all work tasks consistently on time • Works well within a team or on own
Further Development Required	• Does not accept personal responsibility or ownership of work or decisions • Needs frequent guidance and assistance to plan for their own development • Does not use initiative requires direction or approval • Has no interest in maintaining / improving knowledge and skills • Has no personal development plan • Has difficulty meeting deadlines • Struggles to maintain control in a professional environment • Ineffective in work tasks and team working • Has difficulty in prioritising, monitoring or adjusting work activities of self and / or others

5. Sustainability & ethical behaviour

- Exercises responsibilities in an ethical manner
- Be aware of the needs and concerns of others, especially where related to diversity and equality
- Undertake and complete work in a way that contributes to sustainable development

Level	Typical Behavioural Examples
Exceeds Standard	• Can describe the company and personal responsibilities regarding environmental policies and procedures • Understand the typical impact that the role can have on the environment and how to reduce this • Identifies areas for improvement

	• Acts in a fair and honest manner when interacting with others and understands the impact of ethical behaviours • Understands the social responsibility that working for a gas company brings to individual employees • Carries out commitments to others and accepts responsibility for their own behaviour • Consistently considers others' views and feelings. • Respects diversity and values difference, treating everyone fairly and equally
Meets Standard	• Understands why policies and procedures are required and consistently applies them • Acts in a fair and honest manner when interacting with others • Appreciates the social responsibility that working for a gas company brings to individual employees • Recognises regulatory standards and legal requirements and applies them. • Is polite, treating everyone fairly and equally
Further Development Required	• Does not consistently follow policies and procedures • Doesn't understand the environmental impact that work activities may have • Has no awareness of social responsibility of a gas company • Works to their own agenda with little or no consideration for others or legal / regulatory requirements • Makes assumptions about people based on stereotypes which leads to inequality • Treats people unfairly • Discriminates against minority groups • Imposes own views on others

A sample review template is contained in **Annex E**

Trade Test

Apprentices will complete a practical assessment known as the 'Trade Test' in their last three months, providing the opportunity to synoptically demonstrate core and specific skills, knowledge and behaviours. For example, the apprentice could be assigned a task to diagnose and rectify fault(s). The apprentice will need to apply the appropriate principles, procedures and knowledge and explain why they are undertaking a particular approach. They will be expected to select and use the appropriate equipment and tools, and protect themselves and others from potential harm that can arise from their work, while ensuring other processes on site continue to function; effectively and efficiently maintaining production. The apprentice will be awarded a pass or fail.

- Gas Network Team Leader: Service Layer should expect to be assessed on the installation of gas services utilising electro-fusion pipe jointing techniques, the connection of gas services to gas mains, the testing and commissioning of gas services

- Gas Network Team Leader: Mains Layer should expect to be assessed on the installation of gas mains utilising butt-fusion and electro fusion jointing techniques, the use of flow stopping equipment to facilitate work on pressurised mains, the connection of new mains to existing (metallic) mains, repair techniques and the testing, commissioning and de-commissioning of gas mains.

A Technical Expert Will Administer and Mark the Trade Test

A record of the Trade test must be added to the portfolio, an example of the record is included in work log guidance **Annex C**

Assessment Environments:

- Assessment in the workplace – by assessing an apprentice's performance through observation of them undertaking complex, multi-dimensional tasks as part of their normal work activities. It is intended that assessments be carried out in such a way as not to interfere with the work that is taking place. Where apprentices are on-site solely for the purposes of completing the assessment the Technical Expert/Assessor should develop an appropriate work package and set the apprentices to work in an appropriate manner.
- Assessment in the testing centre where realistic equipment and workplace conditions are simulated and where the Trade Test is authentic and based on criteria approved by the EUIAS. The assessment of the apprentice's performance must be conducted as though the situation is real, within a gas environment.

Approaches to assessment and the evidence arising from the end-point assessment process will vary according to the employer/provider approaches deployed and according to which of the Gas Network Team Leader pathways are followed. Only assessment approaches and their associated instruments that have been approved by the EUIAS can be used to collect evidence on behaviours, knowledge, skills and understanding. Where flexible approaches are envisaged, it is the responsibility of the provider and their nominated Assessor(s) to identify whether the assessment processes remain reliable, rigorous, robust and valid.

Records of assessment, including practical observation, records of verbal questioning, witness testimonies and any written knowledge papers used must be maintained and available for inspection at audit for a minimum of ten years from the date of assessment. Ideally assessment should be maintained using a suitable electronic document management system although the EUIAS will accept records that are appropriately archived in an accessible paper format.

Where assessments are conducted in the workplace, risk assessments and method statements will need to be in place to cater for the competency assessment of all apprentices. Where the provider and their Technical Expert(s)/Assessor(s) are not the asset owner, it is their responsibility

to liaise with the appropriate authorities in order to gain the necessary permissions for assessments to be conducted. It is expected that competency assessments will need to be conducted under the supervision of someone appropriately authorised according to the particular asset owner's safety rules.

Although the assessment processes and procedures required to monitor, measure and record Gas Network Team Leader competencies are broadly similar, it is important to note that some operating procedures and associated systems may vary by asset owner, as well as site specific conditions. It is the responsibility of the provider, their Assessor(s) and their internal quality assurance processes and procedures to ensure equity and parity for all apprentices during the assessment process. Where there are areas of concern or uncertainty, it is the responsibility of the provider to record these instances and draw them to the attention of the EUIAS representative(s) during the audit and standardisation processes.

Where assessment is taking place in a real work environment and where the provider and their Technical Experts/Assessors are not the employer whose site is being used for the assessment the Technical Experts/ Assessors are required to plan assessments appropriately and ensure that they have the required authorisations and documentation in place.

Prior to on-site assessment taking place the Technical Expert/ Assessor needs to make arrangements with the asset owner and needs to have seen and understood the risk assessment, method statement and work instruction for the company and/ or site. If applicable the Technical Expert/Assessor will need to contact the company and person responsible for the person/ team, work area and the safety documentation.

The Technical Expert/Assessor may also require plans of the site, the designated work area (DWA), knowledge of other services in the area and any other documentation related to the specific work-package being followed and the activity and associated competences being assessed.

Realistic Work Environment Requirements

Centres are responsible for ensuring that the RWE assessment is suitably controlled to ensure that assessment decisions are valid and reliable, and that work submitted for assessment by the apprentice is prepared and produced by them independently, without assistance from others, and free of plagiarism.

The practical assessments must be designed following the guidance and requirements given in this document. The assessor checklist must be adhered to and cannot be altered without prior written consent from EUIAS.

Centres may deliver any number of assessments together in combined assessment of their own design, but this must be in with the prior agreement with EUIAS.

Where the combined option is used the performance and knowledge criteria of each unit assessment must be satisfied and the respective assessor checklists must be completed.

The necessary operational procedures should be made available to the apprentice throughout the assessment process.

Assessment Centre Requirements

Service Layer	Main Layer
The core assessment requirements are in the following areas: • SLOCEPA Service Laying Open Cut • SLDIEPA Service Laying Dead Insertion • LFSEPEPA Service Entry Points • SLTCLPEPA Testing and Commissioning LP • SLTCMPEPA Testing and Commissioning MP • SLMMCEPA Metallic Mains Connection • SLPMCEPA PE Mains Connection Optional • MSLOEPA1 Dealing with Reported Gas Escapes	The core assessment requirements are in the following areas: • MLPJEPA Pipe Work Jointing (PE) • MLFSSOEPA Flow Stopping – Squeeze Off • MLFSBSEPA Flow Stopping – Bag Stop • MLTCEPA Testing and Commissioning • MLDEPA Decommissioning Optional • MSLOEPA1 Dealing with Reported Gas Escapes • MSLOEPA2 Repair Techniques

The assessments must be assessed by a technically competent assessor who is independent of the apprentice. Please refer to the gas network team leader scheme handbook for further details.

The assessment area must be designed to allow the apprentice to demonstrate the skills as prescribed in the performance criteria. Evidence for the practical aspects must be observed in the realistic working environment. The pipe used in the service layer assessment must be of a diameter equal to or above 20mm and for the main layer must be of a diameter equal to or above 90mm. A sketch of the proposed task must be made available to the apprentice.

Centres may create workbooks which will allow the apprentice to demonstrate their underpinning knowledge on method statements, testing and purging calculations etc. The same examples must not have been utilised as part of the apprentices training

The scenario used for this exercise must be for assessment purposes only and the apprentice must not have had prior access to this.

Assessment Duration- Service Layer

The following are indicative durations for the completion of each assessment area:

SLOCEPA	Service Laying Open Cut	2 hours
SLDIEPA	Service Laying Dead Insertion	2 hours
LFSEPEPA	Service Entry Points	1 hour
SLTCLPEPA	Testing and Commissioning LP	1.5 hours
SLTCMPEPA	Testing and Commissioning MP	1.5 hours

SLMMCEPA	Metallic Mains Connection	1.5 hours
SLPMCEPA	PE Mains Connection	1 hour

Where delivered the following additional end-point assessment suggested durations are:

MSLOEPA1	Dealing with Reported Gas Escapes	2 hours

Assessment Duration - Main Layer

The following are indicative durations for the completion of each assessment area:

MLPJEPA	Pipe Work Jointing (PE)	2 hours
MLFSSOEPA	Flow Stopping Squeeze -off	1.5 hours
MLFSBSEPA	Flow Stopping Bag - Stop	2.5 hours
MLTCEPA	Testing and Commissioning	1.5 hours
MLDEPA	Decommissioning	1.0 hours

Where delivered the following additional end-point assessment suggested durations are:

MSLOEPA1	Dealing with Reported Gas Escapes	2 hours
MSLOEPA2	Repair Techniques	1.5 hours

The code of conduct for trade tests is contained within **Annex F**

Assessment Grading

The trade tests are a pass or fail. To achieve a Pass in these assessments the apprentice must complete all of the following:

- Ensure all health and safety requirements are observed throughout the assessment
- Complete a site specific risk assessment
- Select method statements appropriate for the activity
- Use company specific procedures
- Complete any calculations regarding testing, commissioning and decommissioning of the service
- Make joints using electro-fusion techniques (service Layer)
- Pressure test, purge and commission a new service - low pressure (service Layer)
- Pressure test, purge and commission a new service - medium pressure (service Layer)
- Connect the new service to a metallic main – including drilling (service Layer)
- Connect the new service to a PE main (service Layer)
- Connect the service to a suitable house entry point (service Layer)
- Make joints using butt fusion techniques (Main Layer)
- Make joints using electro-fusion techniques (Main Layer)
- Complete a PE single squeeze-off operation (90 - 355mm) at low pressure (Main Layer)
- Complete a metallic flow stopping 100mm (4") or above at low pressure (Main Layer)
- Remove a section of main (Main Layer)
- Pressure test a new main - low pressure (Main Layer)
- Connect the new main to the existing supply and commissioning (LP) (Main Layer)
- Decommissioning of a LP gas main through direct purging methods (Main Layer)

Service Layer - Where the apprentice has been trained on dealing with reported gas escapes and repair techniques they should in addition to the above, complete the following:

- Minimise risk to life and property when attending a reported gas escape

Main Layer - Where the apprentice has been trained on dealing with reported gas escapes and repair techniques they should in addition to the above, complete the following:

- Apply and test mains repair techniques
- Minimise risk to life and property when attending a reported gas escape

Portfolio Assessment

It is a requirement of the gas network team leader apprenticeship that each apprentice compiles a portfolio of evidence during the on-programme period of his or her apprenticeship. The apprentice will submit a portfolio consisting of a work log typically developed during the apprenticeship, together with documentation from a trade test and competency based interview completed in the final three months. The portfolio provides the opportunity to demonstrate skills, knowledge and behaviours across the standard - core and specific requirements.

The portfolio will be marked by a technical expert, using standardised criteria and documentation recording coverage against the standard, highlighting any performance above or below and awarding a preliminary mark out of 100.

The portfolio, which may be in a paper and / or electronic format, will contain a work log of evidence covering the range of experience and work carried out by the apprentice in the workplace and typically compiled during the last two years of their apprenticeship.

The evidence collectively must demonstrate competence against all aspects of the apprenticeship standard in terms of the required skills, knowledge and behaviours. Suitable and sufficient evidence must be gathered during the on-programme period to evidence the knowledge, skills and behaviours required to meet the published standard.

The portfolio assessment must meet the following requirements:

1. The portfolio carries a weighting of 70% of the total apprenticeship
2. The portfolio's summative assessment must be carried out by a technical expert *(see definition below)* who has not directly worked with the apprentice or participated in their learning and training
3. Technical experts must be approved by the EUIAS
4. The technical expert will use the standardised assessment criteria and documentation provided by the EUIAS to award a preliminary mark out of 100 and record the outcome of the portfolio assessment
5. The portfolio will be attributed points as defined in the published assessment plan and outlined in the overview

6. An apprentice who achieves a portfolio assessment mark of 69 or below, or fails the trade test must not be allowed to proceed to the end-point assessment knowledge test, but must receive a remedial action plan clearly indicating the work to be undertaken before being considered for re-assessment
7. Only the final decision panel appointed by the EUIAS can confirm the final grade
8. Once a final grade has been confirmed by the final decision panel, the EUIAS will then apply for the final apprentice certificate

The term technical expert is defined in the published assessment plan as:
"Nominated by the apprentice's employer; they may come from within their own organisation or brought in if required from other employers or an assessment organisation. They will not have directly worked with the apprentice or participated in their learning and training. Technical experts must be able to demonstrate an appropriate level of competence i.e. training and experience to undertake the role and / or hold or be working towards an assessor qualification. They must be approved by the assessment organisation for the purposes of conducting the end-point assessment."

To achieve a 'Pass' the apprentice will demonstrate complete competence across the whole standard. To achieve 'Distinction' the apprentice will demonstrate exemplary performance that provides evidence of performance over and above the standard. The following table outlines the scoring criteria that must be applied; detailed guidance is as developed by the assessment organisations (**Annex C**).

Fail Criteria	Pass Criteria	Distinction Criteria
Fail ≤69% Portfolio lacks sufficient evidence and structure to demonstrate knowledge, skills and competency through the work log and progress reviews Portfolio records a Fail in the final trade test Portfolio records a Fail in the competency based interview Poor application of knowledge in the workplace Poor reasoning skills displayed on practical tasks Negative team working and interpersonal skills Subject to a company disciplinary procedure	**Pass (70%-84%)** Portfolio well- structured and contains sufficient and robust evidence to demonstrate knowledge, skills and competency across the standard through the work log and progress reviews Portfolio records a Pass in the final trade test Portfolio records a Pass in the competency based interview Good application of knowledge in the workplace Good critical reasoning skills displayed on practical tasks Good team working and interpersonal skills and ability to respect the opinion of others	**Distinction (85%-100%)** The portfolio demonstrates evidence which is over and above the requirements of the standard through the work log and progress review Portfolio records a Pass in the final trade test Portfolio records outstanding rationale for decisions within the competency based interview Outstanding application of knowledge in the work place High level of critical reasoning skills displayed on practical tasks Outstanding team working and interpersonal skills and ability to respect the opinion of others

Interview Assessment

The final stage of the gas network team leader apprenticeship is an end-point interview. This will be conducted by a technical expert / assessor who will review the content of the apprentice's portfolio as a basis for the interview. The interview will be marked using the standardised end-point interview documentation and grading criteria (**Annex D**). Information on the end-point interview can be located in the published assessment plan.

The technical assessor(s) conducting the end-point interview must be independent of the apprentice they are assessing and not have conducted any on-programme training or assessment for the apprentice being assessed. It is the responsibility of the technical assessor to ensure that the apprentice's on-programme evidence is valid and sufficient to establish competence in relation to the knowledge skills and behaviours as defined in the published standard.

The interview should be held in a quiet location under examination conditions to provide the opportunity and privacy for the apprentice to respond to questions. The apprentice should have been given a minimum of 5 days notification that the interview will be taking place to allow them to prepare themselves and present their portfolio.

The interview should ideally be conducted using a conversational approach that is both friendly and professional, for example related to a particular work task / job to provide maximum opportunity for the apprentice to demonstrate the application of knowledge, skills and behaviours.

The interview should typically last one hour allowing the interviewer to adequately cover all of the assessment criteria.

The technical assessor conducting the interview will highlight any areas of the interview where the apprentice's performance was above or below the required standard before awarding a Pass or Fail grade. It is encouraged that assessor(s) record(s) evidence of performance above the required standard as this could be used to support other evidence and may assist the apprentice towards achieving Distinction. There is however no facility to grade the interview as Distinction.

Fail Criteria	Pass Criteria	Distinction Evidence
Poor reasoning in dealing with exceptions Poor application of knowledge to different scenarios	Good critical reasoning in dealing with exceptions Good application of knowledge to different scenarios	High level of critical reasoning in dealing with exceptions Outstanding application of knowledge to different scenarios

Final Decision Panel

The EUIAS will appoint and be responsible for the operation of the final decision panel.

Decision panels will consist of three people:

- Technical expert from apprentice's employer
- Technical expert from another employer who is therefore independent of the apprentice, their employer and training provider and
- Another technical expert from another employer or from a relevant professional body, who is therefore independent of the apprentice, their employer and training provider.

One of the independent panel members will act as chair of the panel. The decision panel will check all available evidence and discuss to enable the independent chair to make the final decision of whether to award an overall fail, pass or distinction. Therefore, someone independent of the apprentice and their employer will always determine the grade awarded. The EUIAS will co-ordinate the final decision panels and observe and intervene where necessary to ensure they are operated in accordance with the guidance, ensuring comparable decisions consistently and comparably across panels and over-time

Annex A EUIAS End-point Assessment for Gas Networks Team Leader

Gateway Eligibility Report

(Standard Version: ST0204 version 1; Assessment Plan Version: ST0204/AP02)

Apprentice's details

Apprentice's name:	Apprentice's job title:
Name of Employer:	Name of Training provider:
Employer representatives present:	Training provider representatives present:
Apprenticeship start date:	Apprenticeship on-programme end date:
Gateway meeting date:	
Has the apprentice taken any part of the end-point assessment for this apprenticeship standard with any other End Point Assessment Organisation?	Y / N
If "Yes" please give details:	

Eligibility requirements:

The apprentice must confirm their achievement of the following:

Eligibility requirement	Achieved by the apprentice? Y/N	Evidence (scans of certificates MUST be included)
Achieved English level 1		
Achieved maths level 1		

The apprentice, the employer and the training provider must sign this form to confirm that they understand and agree to the following:

1. The apprentice has completed the required on-programme elements of the apprenticeship and is ready for end-point assessment with EUIAS
2. The apprentice will only submit their own work as part of end-point assessment
3. All parties agree that end-point assessment evidence may be recorded and stored by EUIAS for quality assurance purposes
4. The apprentice has been on-programme for a minimum duration of 365 days
5. The apprentice has achieved the mathematics and English requirements as detailed in this document
6. The apprentice, if successful, gives permission for EUIAS to request the apprenticeship certificate from the ESFA who issue the certificate on behalf of the Secretary of State
7. The apprentice has been directed to the EUIAS Appeals Policy and Complaints Policy
8. The employer/training provider has given the EUIAS at least three months' notice of requesting this EPA for this apprentice
9. If the Gateway Eligibility Report is not completed in full, meeting all requirements, and submitted to EUIAS, the end-point assessment cannot take place

Signed on behalf of the employer (print name):	Signature:	Date:
Signed on behalf of the training provider (print name):	Signature:	Date:
Apprentice's name (print):	Signature:	Date:

EUIAS use only:	
EUIAS Sign off:	
Comments/actions:	

Annex B – Sample Work Log

Declaration	
This portfolio of Assessments & Evidence is the property of:	Apprentice name
and has been produced for the:	Gas Network Team Leader Level 2 Apprenticeship
Specialism:	Main / service layer (delete as appropriate)
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 Name:	
Apprentice Signature:	
Date:	
Assessor Name:	
Assessor Signature:	
Date:	

Involved Persons Persons whose name and signature appear within this log:-			
Name	Role, position & contact number	Status *	Signature
	Apprentice (candidate)		
	Primary Assessor	A	
	Internal Quality Assurer	A	
	External Quality Assurer	A	
	Witness		
	Assessment Centre Co-ordinator		
	Workplace Mentor	A or B	

* Status of the persons relates to their occupational knowledge and understanding of the tasks and the assessment process.

A. Occupational expert, qualified assessor, familiar with standards
B. Occupational expert, not a qualified assessor, familiar with standards
C. Occupational expert, not a qualified assessor, not familiar with standards
D. Non-occupational expert, qualified assessor, familiar with standards
E. Non-occupational expert, not a qualified assessor, familiar with standards
F. Non-occupational expert, not a qualified assessor, not familiar with standards

Assessment Methods	
Items to be assessed	• As per the gas network team leader Standard • Published standard and assessment plan can be found on the following link: team leader standard • Target end date for completion
Progression and evidence gathering	The items listed will be progressively undertaken and assessed over the duration of the apprentice's personal time frame The apprentice will undertake appropriate training and gain relevant on-site experience prior to any assessment being undertaken Assessment plans will be produced to identify the specific elements being undertaken at any point in time Evidence will be gathered via the assessment methods and will be the apprentice's own work
Assessment methods	Assessment methods will be undertaken using one or all of the following techniques: - • Direct observation in the work place • Professional discussion with examination of work products / records (documentation) e.g. witness statements, log book entries, job cards, certificates, photos, videos, • Questions (written / oral / voice recording) • Critical reflection, case studies, assignments, projects
Date and place of assessments	• Assessment time and dates will be arranged between the apprentice and assessor when the apprentice feels competent to undertake relevant elements and units • Assessments should take place at: - 1. Relevant on-site work locations or realistic working environments that provide the candidate with all relevant resources to carry out an assessment 2. Suitable sites for the use of professional discussions when reviewing witness statements and undertaking written questioning
Feedback and reviews	• Feedback will be given to the apprentice as part of the assessment process and will identify the outcome, quality of evidence and further actions required by the apprentice • Appropriate reviews will take place as part of the assessment plans and the outcome of these reviews will be recorded

Gas Network Team Leader – Standard

	Standard Requirements	Date Completed		Comments
Code	Skills and Knowledge	Knowledge	Performance	
SK1	Undertake and document risk assessments			
SK2	Comply with workplace health, safety & environmental practices, maintaining a safe and secure working environment			
SK3	Follow engineering instructions and company procedures			
SK4	Install gas engineering assets, components and associated equipment			
SK5	The use and application of Safe Controls of Operations procedures			
SK6	Restore gas network infrastructure assets to operational condition			
SK7	Install, pressure test, purge, commission and decommission gas assets			
SK8	Replace emergency control valves			
SK9	Communicate instructions to co-workers within the team			
SK10	Safely operate powered tools and tools equipment for network operations			
SK11	Locate and avoid supply apparatus and sub-structures			
SK12	Comply with the New Roads and Street Works Act requirements for signing, lighting and guarding			
SK13	Use approved gas detection equipment to ensure safe environment			
SK14	Use personal protective equipment (PPE) and safety equipment in accordance with manufacturers' instructions and employer policy			

SK15	Liaise with gas consumers, statutory agencies and members of the public			
SK16	Obtain and analyse information to facilitate decision making			
SK17	Communicate instructions to co-workers within the team			
SK18	Liaise with emergency services and other statutory authorities as necessary			
SK19	Organise additional resources to facilitate repairs as required			
SK20	Record information, complete job reports and process			
SK21	**Main Layer** - Install gas mains in the range 90mm – 355mm using a range of techniques including open cut and insertion **Service Layer** - Install gas services up to and including 63mm to a range of domestic, commercial and industrial premises using a range of techniques including open cut, moleing and insertion			
SK22	**Main Layer** - Join gas mains using electro-fusion techniques (90mm – 180mm) **Service Layer -** Carry out appropriate squeeze off and electro-fusion pipe jointing techniques			
SK23	**Main Layer -** Carry out butt fusion jointing of gas mains (180mm-355mm) **Service Layer -** Connect services to gas mains using a range of methods			
SK24	Excavate and maintain holes and trenches associated with gas network operations			
SK25	Carry out work in deep excavations (low risk confined spaces)			
SK26	**Main Layer** - Connect new mains to the existing network infrastructure			

	Service Layer - Install a range of gas meter housings			
SK27	**Service Layer -** Decommission services and gas meters			
SK28	**Service Layer -** Reposition electrical equipotential bonding apparatus when removing a meter			

	Standard Requirements	Date Completed		Comments
Code	Behaviours	Knowledge	Performance	
SB1	Display a self-disciplined, self-motivated approach			
SB2	Deliver a polite, courteous professional service to customers and members of the public			
SB3	Work effectively when undertaking individual and team tasks and objectives			
SB4	Work with appropriate supervision, and when required under own initiative, to approved standards and safe work practices			
SB5	Undertake and complete work in a way that contributes to sustainable development			
SB6	Be risk aware and minimise risks to life, property and the environment when undertaking work activities			
SB7	Be quality focussed and professional in work and in personal standards			
SB8	Work safely with others and when working alone on site			
SB9	Recognise personal limitations and seek advice from fact holders and specialists when required			
SB10	Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact			
SB11	Accept responsibility for work of self and others			

SB12	Accept, allocate and supervise technical and other tasks			
SB13	Be aware of the needs and concerns of others, especially where related to diversity and equality			
SB14	Exercise responsibilities in an ethical manner			

	Signature	Date
Work Log Completed		
Assessor Signature		
Internal Quality Assurer Signature		

The EUIAS, in conjunction with industry employers has produced additional documentation that could be used to assist in the on-programme journey for gas network team leader. The details of the units can be found on the Energy and Utility Skills website: http://www.euskills.co.uk/about/our-work/apprenticeship-services/industry-standards/

If using the units, the following training and assessment log could be used as a personal training plan to record whether a unit is required and when it was completed.

Training and Assessment Log

Induction Modules – Gas Network Team Leader – Mains / Service – all 18 must be completed				
Unit No.	Description	Date Criteria Completed		Comments
		Knowledge	Performance	
IND01.	Health, Safety and the Environment			
IND02.	Personal Safety			
IND03.	Asbestos Awareness			
IND04.	Emergency First Aid			
IND05.	Operational Procedures			
IND06.	Fire Control			
IND07.	Drug and Alcohol Awareness			
IND08.	Equality and Diversity			
IND09.	Customer Focus and Working with Others			
IND10.	Security Asset (including IT) Protection			
IND11.	Gas Industry Regulation			

IND12.	Gas Industry Overview and Appreciation			
IND13.	Work at Height			
IND14.	Working in Low Risk Confined Spaces			
IND15.	Excavation Support Systems up to 2.5 Metres Deep			
IND16.	Appreciation of Anchorage of Metallic Mains Operating at >2 bar			
IND17.	Breathing Apparatus			
IND18.	Gas Industry Specific Tools and Equipment			

Common Core Mandatory Units – Gas Network – Team Leader – Mains / Service all 7 must be completed				
Unit No.	Description	Date Criteria Completed		Comments
		Knowledge	Performance	
SMLM01	Create an Efficient and Effective Environment in Utilities Network Construction			
SMLM02	Maintain a Safe and Secure Working Environment in Utilities Network Construction			
SMLM03	Establish and Maintain Effective Working Relationships in Utilities Network Construction			
SMLM04	Locate and Avoid Supply Apparatus for Utilities Network Construction			
SMLM05	Excavate and Maintain Holes and Trenches for Utilities Network Construction			
SMLM06	Operate Powered Tools and Equipment for Routine and Predictable Requirements on Utilities Network Construction			
SMLM07	Joint Materials by Electro-fusion Processes on Utilities Network Construction			

Specialist Mandatory Units – Gas Network – Team Leader – **Mains** all 8 must be completed				
Unit No.	Description	Date Criteria Completed		Comments
		Knowledge	Performance	
MLM01	Joint Materials by Butt Fusion Processes on Utilities Network			

	Construction up to 180mm Diameter			
MLM02	Install Gas Engineering Products or Assets from 90mm up to 180mm Diameter			
MLM03	Conduct Specified Testing of Gas Network Engineering Products or Assets – Mains			
MLM04	Conduct Specified Connections to Gas Network Mains and Commissioning			
MLM05	Safe Control of Operations 1 & 2 Competent Person			
MLM06	Safe Control of Operations 5 Routine Operations			
MLM07	Location and Avoidance of Underground Apparatus			
MLM08	Signing, Lighting and Guarding			
MLM09	Excavation in the Road / Highway			
In addition, the apprentice **MUST** take a minimum of one of the following units				
Unit No.	Description	Date Criteria Completed		Comments
		Knowledge	Performance	
SMLO01	Install Equipment for Safe Working on Sites for Utilities Network Construction			
SMLO02	Install Equipment for Safe Working on the Highway for Utilities Network Construction			

Specialist Mandatory Units – Gas Network – Team Leader – **Services** all 6 must be completed				
Unit No.	Description	Date Criteria Completed		Comments
		Knowledge	Performance	
SLM01	Install Gas Services up to and including 63mm Diameter			
SLM02	Conduct Specified Testing of Gas Services			
SLM03	Safe Control of Operations 1 & 2 Competent Person			
SLM04	Location and Avoidance of Underground Apparatus			
SLM05	Signing, Lighting and Guarding			
SLM06	Excavation in the Road / Highway			
In addition the apprentice **MUST** take a minimum of one of the following units				
Unit No.	Description	Date Criteria Completed		Comments
		Knowledge	Performance	

SMLO01	Install Equipment for Safe Working on Sites for Utilities Network Construction			
SMLO02	Install Equipment for Safe Working on the Highway for Utilities Network Construction			

Additional Optional Units - in addition the apprentice may also take any of the optional units below if required by the employer				
Unit No.	Description	Date Criteria Completed		Comments
		Knowledge	Performance	
SMLMAO01	Restore Gas Network Components to Operational Condition by Repair			
SMLMAO02	Minimise Risk to Life, Property and the Environment during Gas Escapes			
SMLMAO03	Conduct Specified Testing of Gas Networks Associated with Leakage Location			
SMLMAO04	Analyse and Interpret the Results of Gas Leakage Surveys to Determine the Location of Gas Escapes			
SMLMAO05	Safety, Health & Environmental Awareness (GAS SHEA)			
SMLMAO06	Reinstate Excavation and Pavement Surfaces after Utility Network Construction Operations			
SMLMAO07	Reinstatement and Compaction of Backfill Materials			
SMLMAO08	Reinstatement of Sub-base and Road-base on Non-bituminous Materials			
SMLMAO09	Reinstatement of Cold-lay Bituminous Materials			
SMLMAO10	Reinstatement of Hot-lay Bituminous Materials			
SMLMAO11	Reinstatement of Concrete Slabs			
SMLMAO12	Reinstatement of Modular Surfaces and Concrete Footways			
Main Laying - MLMAO01	Joint Materials by Butt Fusion Processes on Utilities Network Construction 180mm - 355mm Diameter			
Main Laying - MLMAO02	Install Gas Engineering Products or Assets above 180mm - 355mm Diameter			
Main Laying - MLMAO03	Decommissioning and Abandonment of Mains and Services 63mm and above			

Main Laying - MLMAO04	Safe Control of Operations Non-Routine Operations			
Service Laying - SLMAO01	Install or Replace External Gas Service Risers			
Service Laying - SLMAO02	Disconnection of Gas Meters			

Trade Test Record

End Point Assessment – Trade Test – Gas Network Team Leader - **Mains**				
Unit No.	Description	Date Criteria Completed		Comments
		Knowledge	Performance	
MLPJEPA	Pipe Work Jointing (PE)			
MLFSEPA	Flow Stopping			
MLTCEPA	Testing and Commissioning			
MLDEPA	Decommissioning			
MLOEPA1	Dealing with Reported Gas Escapes			
MLOEPA2	Repair Techniques			

End Point Assessment – Trade Test – Gas Network Team Leader **- Services**				
Unit No.	Description	Date Criteria Completed		Comments
		Knowledge	Performance	
SLOCEPA	Service Laying Open Cut			
SLDIEPA	Service Laying Dead Insertion			
LFSEPEPA	Service Entry Points			
SLTCLPEPA	Testing and Commissioning LP			
SLTCMPEPA	Testing and Commissioning MP			
SLMMCEPA	Metallic Mains Connection			
SLPMCEPA	PE Mains Connection			
MLOEPA1	Dealing with Reported Gas Escapes			

Reflective Learning Log			
Apprentice Name:		Date:	
Description of the activities completed:			
Referring to the knowledge and skills standard analyse the activities you undertook and enter the code(s) for the standard requirement(s) covered e.g. SK1			
Referring to the behavioural standard analyse the activities you undertook and enter the code(s) for the standard requirement(s) covered e.g. SB1			
Describe below what went **well** with the activities you undertook:			
Describe below what went **not so well** with the activities you undertook:			
Describe below how you could improve and what support you need to help improve:			
Declaration			
I confirm that this is a true and accurate reflection of my own work activities			
Apprentice Signature		Date	
Mentor / assessor feedback and comments:			
I confirm that this is a true and accurate reflection of the apprentice's work activities			
Apprentice Signature		Date	

Annex C – Portfolio Guidance

Assessment Criteria	Pass	Distinction
1. Knowledge and application of relevant health and safety, environmental and industry standards and regulations, policies and procedures	**To achieve a Pass the assessor must determine that the apprentice has evidence of the following:** • Training / certificates / attendance at training courses relating to health and safety relevant to their role • Knowledge of where to access H&S, environmental and industry information • Being responsible for their own H&S and that of others • Knowledge and compliance with company standards and procedures as applicable. • Compliance with environmental regulations and standards e.g. correct disposal of wastes • Ensuring safety equipment is maintained, checked and available to use and keeping records • Using, and storing safety equipment correctly at all times including PPE • Understanding how to report any faults, loss or issues with equipment • Identifying hazards and risks and completing risk assessments • Suggesting and implementing appropriate control measures • Identifying changing situations in the workplace and taking the appropriate action • Completion of performance criteria including IND01 - IND18	**To achieve Distinction the assessor must determine that the apprentice has achieved the Pass criteria and also has evidence of the following:** • Evidence of critical reflection and learning • Voluntarily engaging with employer to make contributions to health and safety improvements and initiatives • Understanding of the wider ranging consequences of not following standards, regulations, policies and procedures • Continuously updating knowledge regarding health, safety, environmental and industry standards and procedures • Understanding of wider ranging consequences of not working safely and carrying out risk assessments • Ability to explain the need to maintain and store PPE and other safety equipment • Ability to explain the wider ranging consequences of not working appropriately
2. Knowledge and application of installing, replacing and decommissioning gas assets and components up to and including 63mm diameter	**To achieve a Pass the assessor must determine that the apprentice has evidence of the following:** • Training / certificates / attendance at training courses relating to the installation, replacement and de-commissioning of gas services • Knowledge of company operations and maintenance policies and procedures • Knowledge of where to access company policies and procedures	**To achieve Distinction the assessor must determine that the apprentice has achieved the Pass criteria and also has evidence of the following:** • Exceptional knowledge of company operations and maintenance policies and procedures • Examples of performing outstanding working practices • Consistent high achiever at training courses

	• Examples of satisfactorily completing the installation of gas services at diameters up to and including 63mm (**Service Layer**) OR Examples of satisfactorily completing the installation of gas mains at diameters 90mm – 355mm (**Main Layer**) • Examples of installing and replacing emergency control valves (**Service Layer**) • Examples of the safe operation of powered tools and equipment • Working safely with due consideration to others and the environment • Satisfactory completion of the competency trade test	• Completion of the competency test to a high standard • Critical reflection and learning regarding this activity
3. Use theory and principles to undertake the testing, purging, commissioning and de-commissioning of gas services up to 63mm diameter	**To achieve a Pass the assessor must determine that the apprentice has evidence of the following:** • Training / certificates / attendance at courses relating to testing, purging and commissioning activities for gas services • Examples of completing testing activities to services operating at low pressure • Examples of completing testing activities to services operating at medium pressure • Examples of purging and commissioning gas services at both low and medium pressure • Examples of reporting and recording information accurately in line with company procedures • Examples of using gas detection instrumentation	**To achieve Distinction the assessor must determine that the apprentice has achieved the Pass criteria and also has evidence of the following:** • Independently completing testing, purging and commissioning activities to a successful conclusion without guidance • Critical reflection and learning regarding these activities • Consistently presents and shares outcomes in a logical and consistent manner • Demonstrates a comprehensive technical understanding of the process, equipment used and where applicable, other options available
4. Location and avoidance of underground apparatus and signing, lighting and guarding of excavations and other street work activities	**To achieve a Pass the assessor must determine that the apprentice has evidence of the following:** • Training / certificates / attendance at courses relating to the location of underground apparatus • Training / certificates / attendance at courses relating to signing, lighting and guarding • Completion of the performance criteria as required by the New Roads and Street-works Act	**To achieve Distinction the assessor must determine that the apprentice has achieved the Pass criteria and also has evidence of the following:** As Pass criteria

5. Carry out repairs to gas network infrastructure assets	• Training / certificates / attendance at courses relating to the repairs to gas services up to 63mm in diameter **(Service Layer**) OR courses relating to the repairs to gas mains in the diameter range 90mm – 355mm (**Main Layer**) • Knowledge of company policies and procedures relating to dealing with gas escapes and repair techniques • Examples of repairing gas services • Examples of restoring gas services to operational condition following a repair • Examples of reporting and recording information accurately in line with company procedures	• Exceptional knowledge of company policies and procedures relative to repair techniques • Examples of completing service repairs to a successful conclusion without guidance • Consistent high achiever at training courses and on knowledge tests • Critical reflection and learning regarding this activity

Behaviours

The levels of behaviour are as follows:

- Exceeds Standard - Distinction
- Meets Standard - Pass
- Further Development Required – Fail

➢ Distinction should only be used in exceptional circumstances in line with the descriptors detailed below and the vast majority of behaviours listed need to be evidenced for this grade to be awarded. There must be no failing behaviours identified. There must be clear, documented evidence within the portfolio that demonstrates that the apprentice is consistently performing at this level. This level of performance must be clearly recorded by the person who assesses the portfolio.

➢ 'Pass' should be used for good performance i.e. the apprentice is achieving what is required of them. In order to receive this rating, the behaviours displayed will predominantly be at this level. There may be a small number in 'Fail' and / or 'Distinction'.

➢ 'Fail' may have been observed at the beginning of the apprenticeship for some behaviour; however, if the apprentice persistently displays these behaviours, it is expected that company performance measures will have commenced and the apprentice should not be put forward for end-point assessment.

The areas to be assessed are:

- Personal wellbeing and safety of customers including risk awareness
- Customer focus
- Undertakes continuous professional development and is self-motivated and self-disciplined
- Sustainability and ethical behaviour

Behaviours		
Personal wellbeing and safety of customers including risk awareness. Takes responsibility for own and others' health and safety, following procedures and policy to think things through whilst being aware of potential consequences and hazards. Displays risk awareness showing the desire to reduce risks through systematic monitoring and checking information and the strict compliance with appropriate rules. Develop situational awareness by assessing the impact of changing circumstances on an activity.		
Fail	**Pass**	**Distinction**
• Does not consistently follow policies and procedures as directed • Does not consistently apply health and safety knowledge in work activities • Ignores impact of changing circumstances; carries on with plan without review • Views health and safety as someone else's problem • Has difficulty adjusting to changes in workload or assignment; loses composure if there is a change	• Consistently follows policies, procedures and standard operating practices as directed • Consistently applies health and safety knowledge to work activities and has an awareness of the impact of changing circumstances • Takes personal responsibility for own and others' health, safety and security, and assesses risks • Seeks guidance on health and safety issues when not confident	To achieve Distinction the Pass criteria must be fully satisfied and the apprentice must meet the criteria below: • Identifies health and safety deficiency and provides a solution that was implemented • Serves as safety resource for peers • Excels in acquiring additional safety knowledge
Behaviours		
Customer focus. Confidently delivers a polite, courteous, professional service to all customers, colleagues and members of the public. Systematically checks information and monitors to ensure compliance with appropriate regulations and normative documents. Is aware of how the work impacts on others. Demonstrates knowledge of internal and external customers; is sensitive to customer needs and requirements; anticipates needs and responds promptly and willingly to provide information, services and / or products as needed.		
Fail	**Pass**	**Distinction**
• Lacks knowledge of internal customer concept • Views customers negatively, as an irritation and / or a problem • Resists changes to services and practices	• Treats all customers fairly • Responds to all customer requests promptly and politely • Checks information and makes sure is compliant with regulations relating to their work	To achieve Distinction the Pass criteria must be fully satisfied and the apprentice must meet the criteria below: • Provides excellent service to all customers, frequently going beyond what is required, taking into consideration vulnerability, and equality and diversity

• Waits to be prompted before responding to customers' needs • Is slow to respond to requests • Responds inadequately to customers • Often communicates incorrect information to the public • Needs constant assistance when dealing with requests for information	• Maintains personal accountability and ownership to resolve issues • Interacts with the public in a courteous manner • Handles complaints and angry customers calmly and sensitively	• Anticipates customers' needs • Responds to customer requests with sensitivity, equality and diversity • Builds collaborative relationships with customers • Motivates others to provide excellent customer service and leads by example • Identifies and recommends changes to processes to improve customer service • Independently handles sensitive situations
Behaviours		
Sustainability and ethical behaviour. Thinks and behaves ethically and undertakes work in a way that contributes to positive corporate social responsibility. Appreciates the impact the work can have on the environment.		
Fail	Pass	Distinction
• Does not consistently follow policies and procedures • Does not understand the environmental impact that work activities may have • Has no awareness of social responsibility of a gas company • Works to their own agenda with little or no consideration for others or legal / regulatory requirements • Makes assumptions about people based on stereotypes which leads to inequality • Treats people unfairly • Imposes own views on others	• Understands why policies and procedures are required and consistently applies them • Acts in a fair and honest manner when interacting with others • Appreciates the social responsibility that working for a gas company brings to individual employees • Recognises regulatory standards and legal requirements and applies them • Is polite, treating everyone fairly and equally	To achieve Distinction the Pass criteria must be fully satisfied and the apprentice must meet the criteria below: • Can describe the company's and personal responsibilities regarding environmental policies and procedures • Understands the typical impact that the role can have on the environment and how to reduce this • Identifies areas for improvement • Acts in a fair and honest manner when interacting with others and understands the impact of ethical behaviours

		• Understands the social responsibility that working for a gas company brings to individual employees • Carries out commitments to others and accepts responsibility for their own behaviour • Consistently considers others' views and feelings • Respects diversity and values difference, treating everyone fairly and equally

Annex D – Interview Guidance

Question areas	Below Criteria	Meets Criteria - Pass
BC1		
Quality of Work	• Unable to provide or gives poor examples of displaying a self-disciplined and self-motivated approach to work • Unable to provide or gives poor examples of working effectively when undertaking both team and individual tasks to meet work objectives • No evidence of being quality and professionally focused and their work and the personal standards they adopt • Provides examples of where they have accepted tasks, no evidence provided as acting in the capacity of a team leader	• Provides examples of displaying a self-disciplined and self-motivated approach to work • Provides evidence of working effectively when undertaking both team and individual tasks to meet work objectives • Provides examples of being both quality and professionally focused and their work and the personal standards they adopt • Provides examples of where they have accepted tasks, allocated tasks and supervised tasks
BC2		
Working Safely	• Does not understand the legal or safety requirements for the completion of risk assessment • Provides examples of being risk aware, but has no evidence of implementing controls to minimise the risks to life property and the environment • Unable to provide examples of working safely with others and when working alone on site • Only provides examples of where they have worked under supervision to approved standards and safe working practices • Unable to provide examples of where they have worked under their own initiative to approved standards and safe working practices	• Understands the requirements for risk assessment • Provides examples of being risk aware and when they have implemented controls to minimise the risks to life property and the environment • Provides examples of working safely with others and when working alone on site • Provides examples of where they have worked under supervision to approved standards and safe working practices • Provides examples of where they have worked under their own initiative to approved standards and safe working practices

Question areas	Below Criteria	Meets Criteria - Pass
BC3		
Customer Focus / Service	• Unable to provide examples of responding to customer requests promptly and politely • Presents views that presents customers, clients and peers as an irritation and / or a problem • Details a complaint and displays a confrontational approach to how it was dealt with • Unable to provide examples of where they have identified, organised and utilised resources effectively to satisfactorily complete a task • Is unaware of the implications that cost, quality, safety, security and environmental impact have at work	• Provides examples or evidence of responding to customer requests promptly and politely • Shows personal accountability and ownership to resolve issues and has evidence to support this • Details a complaint and any confrontation, explaining how and the manner in which this was resolved • Details a situation when they have identified, organised and utilised resources effectively to satisfactorily complete a task • Details a task where they gave consideration towards, cost, quality, safety, security and environmental impact
BC4		
Responsibility for Work, Self and Others	• Does not accept personal responsibility for work or decisions • Does not use own initiative and requires considerable direction or approval • Has difficulty meeting deadlines • Ineffective leading team work, adopts a blame culture when task fail • Fails to seek advice from others	• Provides examples of where they have willingly accepted ownership and responsibility for their own work • Provides examples of where they have willingly accepted ownership and responsibility for the work of others • Provides evidence of meeting deadlines • Recognises their personal and professional limitations and provides examples where they have sought advice from others
BC5		
Sustainability & Ethical Behaviour	• Believes work activities have no environmental impact • Has no awareness of their or their company's social responsibility	• Describes environmental policies and evidence of applying them • Provides examples of acting in a fair and honest manner when interacting with others

Question areas	Below Criteria	Meets Criteria - Pass
	• Works to their own agenda with little or no consideration for others or legal / regulatory requirements • Makes assumptions about people based on stereotypes which leads to inequality and discrimination	• Recognises their own and their company's social responsibilities • Recognises the equality standards and legal requirements that apply • Is polite, treating everyone fairly and equally

Annex E – Sample Behaviour Review

Apprentice Name		
Current Location		
Review Period / Date of Review		
Reviewer Name / Position		
Activities undertaken during the review period:		

Please indicate the level of behaviour displayed by the apprentice against each behaviour. The apprentice is also encourage to self-assess and provide examples at each review to help form the discussion.				
	Apprentice Self-Assessment (ES) (MS) (FDR)	Exceeds Standard (ES)	Meets Standard (MS)	Further Development Required (FDR)
1. Quality of Work				
2. Working Safely				
3. Customer Focus / Service				
4. Responsibility for Work / Self and Others				
5. Sustainability & Ethical Behaviour				

Feedback given & action plan agreed with apprentice:	
On-programme Assessor /Mentor Signature	
Date	
Apprentice Comments regarding review:	
Apprentice Signature	
Date	

Annex F – Trade Test Code of Conduct

Introduction

Trade testing has been set up in order to assess individuals who have acquired the skills and knowledge throughout the duration of their apprenticeship. The trade test should be carried out during end-point assessment as one of the mechanisms to validate their competence.

Upon application apprentices will be allocated a trade test. Prior to the test apprentices will be briefed on how the test will be conducted and the types of areas they could be tested on. The technical expert (assessor) will be provided with the trade test and detailed guidance highlighting aspects that should be observed when the apprentice is carrying out the task. Apprentices must not be informed of the actual Trade Test they will be undertaking until the day of the test.

Apprentices to be trade tested for the full apprenticeship certificate should be in possession of the majority of the following knowledge and skills:

- Technical report writing both on daily basis and full report writing with respect to more intensive interventions
- The ability to communicate with others with particular reference to technical fault description and situations
- General fault finding of plant equipment and systems
- Routine operation and / or maintenance of typical engineering plant including individual equipment and systems
- Compiling of routine operations or maintenance procedures for new and existing plant machinery and systems
- Use of calculations and drawings to solve simple problems
- The proper use of tools and testing apparatus
- Day to day filling in of relevant paper work such as job cards and job reports
- Finding information from technical manuals and literature and identifying components which may need to be procured
- General and specific health and safety practices and principles
- Selection and use of the proper personal protective equipment (PPE) needed in each particular situation

The technical expert (assessor) must have experience in the standard they are assessing. For details on the experience required, please refer to the relevant scheme handbook and published Assessment Plan.

The Trade Test

Apprentices carrying out the trade test will be observed by an EUIAS approved technical expert (assessor). The trade test will comprise of several common situations found in the industry.

The technical expert (assessor) will also question the apprentice as they are carrying out the practical trade test. Questions may cover the following areas:

- Practical experience and knowledge gained through work experience
- Technical questioning related to mechanical or electrical plant maintenance and engineering or operational equipment and procedures
- A variety of “what if” scenarios to determine problem solving skills
- Comprehension of basic operations or engineering principles related to plant and equipment
- Ability of apprentice to elaborate in their field of expertise
- General attitude and enthusiasm of the apprentice (behaviours)

Apprentices should answer the questions in a detailed technical manner confidently, showing a depth of knowledge and understanding of the practical principles of the systems they are working on.

When an apprentice takes a trade test, unless they complete the work perfectly, the technical expert (assessor) will award a series of infringements. For the purposes of the trade test a minor infringement is an improvement point which the apprentice will be informed of during the test. It’s normal to have a few infringements during the trade test but the key is to make sure that the apprentice doesn’t do anything that may compromise their safety or the safety of others. Any such action will, result in the technical expert (assessor) stopping the test and an automatic failure for the apprentice. There are three categories:

a) **Permissible allowance** – where no fault is called

b) **Minor infringement** – not potentially dangerous but if the apprentice keeps making the same fault over and over this could result in a major infringement being recorded. Infringements may be recorded against both technical issues and/or lack of knowledge or correct behaviours. It is allowable for the apprentice to accrue a maximum of 10 infringements in total and still pass. However, they may not accrue more than a maximum of 5 technical infringements and/or a maximum of 5 knowledge or behaviour infringements. Of the 5 technical minor infringements no more than 3 can be relating to Health and Safety issues (either 3 of the same issue or 3 separate items). Any more than this would mean automatic failure. If the apprentice makes the same mistake more than 3 times this should also result in an immediate failure.

c) **Major infringement** – immediate failure – usually caused by doing something that may compromise their safety or the safety of others.

Permissible allowances

- Apprentices should ensure that the tasks are completed safely. It is permissible not to have identified all tools and safety equipment prior to the task starting but the additional requirements must be identified and acted upon appropriately as the task progresses
- Apprentices may not be able to return the equipment to service or check its operation at the end of the task due to other issues identified during the course of the work. If this occurs an assessment of the apprentices' competence in those areas can be made via technical questioning and professional discussion
- Any occurrence which is outside the control of the apprentice

Minor infringement

- Anything the apprentice does that falls below the required standard will be classed as a minor infringement unless it becomes unsafe or does not achieve the required outcome
- Apprentices do not have to carry out the task in a prescribed sequence but must cover all of the assessment criteria required, provided health and safety is not compromised
- Apprentices may not be able to identify and assemble all their tools and equipment prior to starting the task but the additional requirements **MUST** be identified and acted upon appropriately as the task progresses. Failure to do so will result in a minor infringement
- If apprentices fails to use a tool in the correct prescribed manner a minor infringement will be awarded
- Incorrect choice of hand tools for the task (i.e. using a spanner instead of a hammer)
- Changing blade on hacksaw and put blade in wrong way round
- Incorrect choice of replacement equipment
- Deviation from best practice guidelines
- Not using footpaths provided and taking short cuts across grass / other land
- Not cleaning up minor spillages correctly or not using the correct spill kit materials
- Not storing tools and equipment correctly after use (including in vehicles if applicable)

Note: This is not an exhaustive list, merely examples of what could be classed as a minor infringement. The technical expert (assessor) should use their own knowledge and expertise in order to make judgements on the day as long as there is no potential to cause harm to themselves, others and/or property. Further guidance can be sought from the EUIAS.

Major Infringement

Apprentices will fail immediately if they:

- Do not select and wear the correct PPE for the task where there is an serious Health and Safety risk
- Do not follow control measures as set out in the risk assessment
- Put themselves or anyone else at risk – i.e. by failing to safely isolate plant and equipment.
- Fail to follow correct isolation procedures
- Fail to use safety equipment correctly and for the prescribed task in the prescribed manner
- Use a piece of tooling or equipment that may lead to serious health and safety implications (for example using non-certified tools when working on live equipment)
- Consistently fail to maintain good housekeeping

Failure to complete the Trade Test

If the apprentice fails, the trade test or the trade test is stopped due to a number of minor infringements a remedial action plan must be put in place to address the points of failure. A minimum period of 7 days should elapse prior to the trade test being retaken, thereby allowing the remedial requirements to be acknowledged and understood by the apprentice

If the trade test failure was due to a major infringement, then a remedial action plan must be put in place to address the points of failure. A minimum period of 14 days should elapse prior to the trade test being retaken, thereby allowing the remedial requirements to be acknowledged and understood by the apprentice. In any event of a major infringement being recorded, the technical expert (assessor) must question the Apprentice to confirm their understanding of their previous points of failure prior to any subsequent trade test commencing. Where the apprentice's understanding of their previous failure is not apparent then the trade test must not commence.