

# Gas Network Team Leader Service Layer Portfolio Grading Record

## Overview

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 as contained in the portfolio grading guidance 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.

End-point assessment will take place during the final three months of their apprenticeship.

This evidence is essential in confirming that an apprentice is eligible to enter end-point assessment.

In addition, to be eligible to enter end-point assessment, the apprentice must:

- a) Achieve as a minimum Functional Skills Level 1 English and mathematics or equivalent
- b) Produce a portfolio of work based evidence
- c) Not be subject to a company disciplinary procedure

## Overall Grading

The grading is determined within the published assessment plan and can be viewed at:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/574237/Gas\\_Team\\_leader.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/574237/Gas_Team_leader.pdf)

Grading should be standardised to ensure consistency across the sector. The apprenticeship will be graded Fail, Pass and Distinction. The final grade will be determined by collective performance in the end-point assessment's two assessment tools. The **weighting** of the apprenticeship is 70% on the portfolio which incorporates the work log, the competency based interview and final trade test and 30% to the independent knowledge assessment. A points system will determine if the apprentice has achieved a Pass or Distinction and is described below:

- **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	Knowledge Assessment %	Points	Grade
<69	0	Fail	<69	0	Fail
70 - 84	3.5	Pass	70 - 89	1.5	Pass
85 - 100	7.0	Distinction	90 - 100	3.0	Distinction

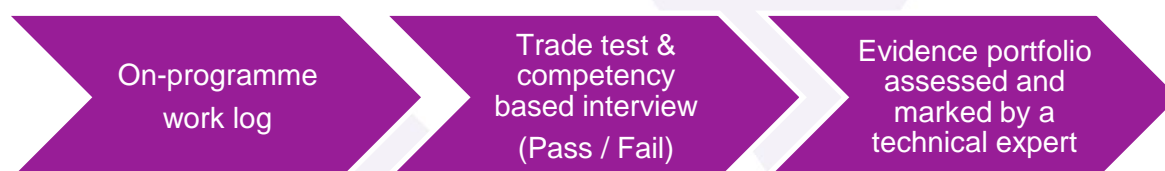
To achieve a 'Pass' the apprentice will be demonstrating competence across the standard. To achieve 'Distinction' the apprentice will be demonstrating performance over and above the standard. The table in Annex 1 below outlines the scoring criteria that must be applied. Detailed scoring criteria is as provided in the Service Layer portfolio grading guidance document.

## Portfolio Requirements

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:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/411797/ENERGY\\_UTILITIES\\_-\\_Gas\\_Network\\_Team\\_Leader.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/411797/ENERGY_UTILITIES_-_Gas_Network_Team_Leader.pdf)

## Summary of Evidence Portfolio Process



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 recording document is provided in Annex 2 of this document.
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 competency-based interview or fails the trade test must not be allowed to proceed to the final decision panel, the apprentice 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

## Technical Expert

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."*

## Technical Expert Approval

The EUIAS will conduct a desktop evaluation of the proposed technical expert CV and assign a risk rating of low, medium and high. This risk rating will determine the EUIAS approach to audit during the end-point period, with 20% of technical experts subject to an EUIAS observation of end-point assessment in action by a particular expert. Experts will be notified by the EUIAS if they are selected for audit. Any assessment infringements will be subject to automatic audit in subsequent cohorts. (For more information, please view the EUIAS "Risk Rating of Technical Experts and Assessors").

## Internal Standardisation

It is good practice that the employer holds a standardisation meeting to internally review the portfolio score, with the decision verified by a technical expert who is not involved in the marking of the trade test or initial portfolio review.

Following the assessment and preliminary grading of the apprentice's portfolio, the portfolio and grading record will be made available to the final decision panel along with the outcome from the competency based interview, the trade test & knowledge assessment.

## Annex 1

### Portfolio Grading Criteria within the Published Assessment Plan

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 contained within the Service Layer portfolio grading guidance document.

End-point Element	Fail Criteria	Pass Criteria	Distinction Criteria
<b>Portfolio</b>	<b>Fail ≤69%</b> 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	<b>Pass (70%-84%)</b> 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	<b>Distinction (85%-100%)</b> 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

	disciplinary procedure	and interpersonal skills and ability to respect the opinion of others	working and interpersonal skills and ability to respect the opinion of others
Knowledge Assessment	Score <69%	Score 70-89%	Score 90% and above

## Annex 2

### End-point Assessment – Portfolio Grading Record

Apprentice Name	
Apprentice's Employer	
Portfolio Assessment Date	
Portfolio Assessment Location	
Portfolio Assessor's Details (Name, Employer, job role, and contact details)	

Portfolio Assessment Outcome (fail / pass / distinction)	
Assessor summary	
Action Plan if the apprentice does not achieve a pass or distinction	

Apprentice Signature	
Date	
Portfolio Assessor Signature	
Date	

Portfolio Evidence	Maximum points per section (Total 100)	Minimum points required to achieve a Pass	Minimum points required to achieve Distinction
Core Requirements – Knowledge and Skills			
1. Knowledge and application of relevant health and safety, environmental and industry standards and regulations, policies and procedures	Maximum of 17 points for this section	Minimum points to achieve a Pass = 12	Minimum points to achieve Distinction = 15

2. Knowledge and application of installing, replacing and decommissioning gas assets and components up to and including 63mm diameter	Maximum of 16 points for this section	Minimum points to achieve a Pass = 11	Minimum points to achieve Distinction= 14

3. Use theory and principles to undertake the testing, purging, commissioning and de-commissioning of gas services up to 63mm diameter	Maximum of 17 points for this section	Minimum points to achieve a Pass = 12	Minimum points to achieve Distinction = 15

<p>4. Location and avoidance of underground apparatus and signing, lighting and guarding of excavations and other street work activities</p>	<p>Maximum of 11 points for this section</p>
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5. Carry out repairs to gas network infrastructure assets	Maximum of 19 points for this section	Minimum points to achieve a Pass = 14	Minimum points to achieve Distinction = 16

## 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 behavior; 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 behavior

## Behaviours

Maximum of 7 points for this section

**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 = 0 points

Minimum points to achieve a Pass = 4

Minimum points to achieve a Distinction = 5

## Behaviours

Maximum of 7 points for this section	<b>Customer focus.</b> 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 = 0 points	Minimum points to achieve a Pass = 3	Minimum points to achieve a Distinction = 5	

Behaviours			
Maximum of 6 points for this section	<b>Sustainability and ethical behaviour.</b> 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 = 0 points	Minimum points to achieve a Pass = 3		Minimum points to achieve a Distinction = 5
TOTAL POINTS (maximum 100)		Minimum of 70 points required to achieve a Pass	Minimum of 85 points required to achieve Distinction