



ENERGY & UTILITIES
INDEPENDENT
ASSESSMENT SERVICE

EPA Specification Gas Engineering Operative



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Level 3 EPA Gas Engineering Operative



EPA Specification Section 1 – Introduction

Contacts

This specification has been designed to provide all the advice and guidance you need to prepare yourself and your apprentices for end-point assessment. However, if you have any further questions please contact the EUIAS Help Desk using one of the following:

Help Desk email: enquiries@euias.co.uk

Help Desk telephone: 0121 0779922 option 2

About the Energy and Utilities Independent Assessment Service (EUIAS)

The EUIAS is an independent end-point assessment organisation (EPAO) approved by the Education and Skills Funding Agency (ESFA) (number EPA0009) to offer and carry out the end-point assessments (EPA) for the Level 3 Gas Engineering Operative Apprenticeship Standard (ST0155). This specification relates to assessment plan ST0155/AP02.

The EUIAS was established in 2014 and is part of Energy & Utility Skills Limited. The EUIAS delivers rigorous and robust apprenticeship end-point assessment services for the energy and utilities sector, and for technical and safety-critical sectors. In May 2016, The EUIAS became the first end-point assessment provider to have achievers on the English Trailblazer apprenticeship standards.

About end-point assessment

End-point assessment is the term given to the assessments taken by apprentices at the end of their apprenticeship, and which must be passed in order for the apprentice to be awarded a certificate of achievement. Apprentices must be trained by training providers approved by the ESFA and their end-point assessments must be carried out by an end-point assessment organisation approved by the ESFA. The assessment is designed, delivered, assessed and quality assured by the EPAO, with further external quality assurance provided by an external quality assurance (EQA) provider.

The EPA typically consists of three assessment components each of which must be passed in order to achieve an overall pass. For the Gas Engineering Operative standard, the assessments are a knowledge test, a practical assessment which include the Gas Safe® registration, competency test, work log review and a technical interview.

End-point assessment is based on two documents that have been written by an employer group – the Standard and the Assessment Plan, both of which can be found on the website of the Institute for Apprenticeships and Technical Education, www.instituteforapprenticeships.org.

The EPAO designs the assessments to cover the standard, while complying with the assessment plan.

It is important for training providers supporting apprenticeships:

- to ensure their training programmes cover all the elements required by the standard
- to have access to suitable premises, plant, machinery and equipment for the practical observation

How to Use This EPA Specification for Gas Engineering Operative Technician

Welcome to the EUIAS EPA Specification for the Gas Engineering Operative Technician (GEO) Apprenticeship Standard.

The EUIAS internally quality assures all end-point assessments in accordance with its IQA process and IfATE requirements. This standard is externally quality assured by Open Awards on behalf of the IfATE.

This Specification is available from the EUIAS website (www.euias.co.uk) as a complete document, and also in its individual sections to allow customers to download what they require. **Important: the web site will always contain the latest version of this document so please check back to ensure you are using the latest version.**

This Specification outlines what you need to know about the end-point assessments for this standard and provides details of the on-programme delivery requirements. It provides advice and guidance for trainers on how to prepare apprentices for the end-point assessment.

The Specification provides end-to-end details of the how the EUIAS works with customers, from initial engagement to the completion of end-point assessment.

Audience:

Section 2 will be of interest mainly to the external quality assurance body to ensure the assessment methods cover the standard.

Section 3 will be of interest mainly to administrators and those responsible for planning and scheduling end point assessments.

Section 4 will be of interest to those ensuring that apprentices have covered all the required elements of the standard during their apprenticeship, and to apprentices themselves.

Sections 5 and 6 will be of interest to those who support apprentices in preparing for the end-point assessments, and to apprentices themselves.

At a glance

Apprenticeship standard: Gas Engineering Operative

Assessment Plan: ST0155/AP02

Level: 3

On-programme duration: Typically 18 months

Grading: Pass/distinction

End-point assessment duration: Typically 3 months

End-point assessment methods:

- Knowledge assessment
- Portfolio Assessment, including Gas Safe® Registration, Competency Test, Worklog Review and Worklog Work Log Interview

Quality Assurance:

This standard does allow an option to use employer-nominated assessors for the practical observation.

Quality assurance of the end-point assessment is designed in accordance with the Assessment Plan. The main features of EUIAS quality assurance are:

- Assessments carried out by assessors standardised by EUIAS
- Ongoing internal quality assurance
- Moderation and final grading by EUIAS

External quality assurance is provided by Open Awards on behalf of the IfATE.

In this guide, you will find:

- Detailed Amplification and Guidance of the standard and guidance on how to prepare the apprentice for gateway
- detailed information on which part of the standard is assessed by which assessment method
- a section focused on the end-point assessment method where the assessment criteria are presented in a format suitable for carrying out 'mock' assessments
- suggestions on how to prepare the apprentice for each part of the end-point assessment
- a practice test that you can use with apprentices

Is this the right standard for you?

The Gas Engineering Operative standard has been designed by the trailblazer group of employers specifically for gas engineers involved in the safe installation, commission, decommission and the ongoing service and repair of a range of gas appliance types. A substantial part of the assessment activity is through practical observation where the apprentice carries out a set of tasks across a specified range of appliances or systems. It is important that the setting provides the opportunity to cover all the requirements of the standard. It is essential that the employer and provider check that they can provide a site or setting that is suitably equipped to enable the apprentice to undertake the requirements of the assessment. The apprentice will be assessed on the requirements of the standard.

Standard overview

Gas Engineering Operative standard requires the apprentice to safely install, commission, decommission and provide continuous service by repairing gas appliances in either a domestic or non-domestic setting. The apprentice would be expected in their job role to:

- explain how installations and appliances work;
- provide energy efficiency advice
- ensure customer service excellence at all times;
- operate strictly within the requirements of health and safety legislation;
- achieve Gas Safe® registration for each appliance category for which they will be required to carry out work. Apprentices are required to gain certification on four appliance categories to meet the requirements of the Gas Engineering Operative apprenticeship standard.

On-programme requirements

The employer or training provider should ensure that they have developed and can deliver a programme of training and learning that will enable the apprentice to develop the knowledge, skills and behaviours that will be assessed as part of this standard. The programme must cover all the knowledge, skills and behaviours of the standard.

The planning, organisation and delivery of the on-programme element of the apprenticeship is the responsibility of the employer or training provider and it is their responsibility to ensure they are compliant with all applicable regulations.

The programme of training for the Gas Engineering Operative must meet the requirements IGEM/IG/1 standards of training in gas work. This provides the criteria and guidance for the development and delivery of training programmes in gas work that lead to Gas Safe® registration.

For all roles it is recommended that throughout the period of learning and development, and at least monthly, the apprentice should meet with their training provider or employer to record their progress against the standard. At these reviews, the employer should:

- set learning and development goals
- track the apprentice's progress
- coordinate 20% of the apprentice's time being spent in off-the-job training

Once the apprentice is deemed competent, the relevant section(s) of the standard should be signed off by the on-programme assessor and employer.

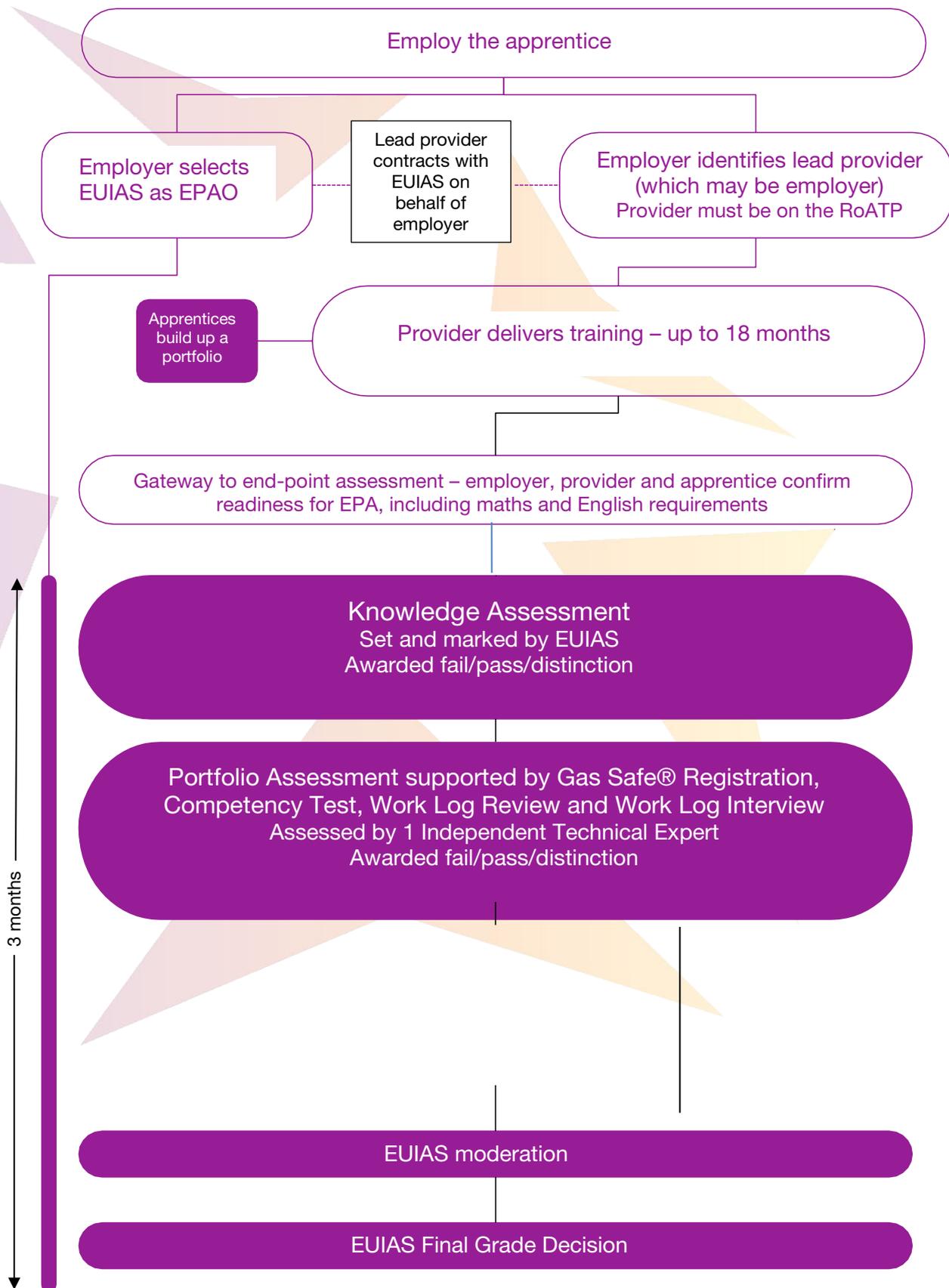
Readiness for end-point assessment

For an apprentice to be ready for the end-point assessments:

- the Level 2 English and maths components of the apprenticeship must be successfully completed by the apprentice; the EUIAS requires copies of the certificates before end-point assessment can take place
- the employer, training provider and apprentice must be confident that the apprentice has developed all the knowledge, skills and behaviours defined in the apprenticeship standard. To ensure this, the apprentice must attend a formal meeting with their employer to complete the Gateway Eligibility Report
- the apprentice and the employer must engage with the Service Delivery team at EUIAS to agree a schedule for each assessment activity to ensure all components can be completed within a 3-month assessment window. Further information about the gateway process is covered later in this guide
- the on-programme work log must be signed off by the provider as being complete, and made available for the work log review and the Technical Interview
- the competency test approval form must be completed and submitted to EUIAS

Order of end-point assessments

The successful completion of the knowledge assessment must precede the practical tasks. The apprentice must submit their work log to EUIAS within one-week of completing the competency test and the work log interview must be undertaken within three weeks of competency test completion. The Work Log Interview must be the final component.



Overview of the EPA process – EPA-related activities in purple