

Level 3 EPA Gas Engineering Operative

EPA Specification Section 3 – Service Delivery and Gateway Eligibility

- EUIAS Service Delivery
- How to prepare for gateway
- The Gateway meeting
- Timeline

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

EUIAS Service Delivery

Whether you are an employer or a training provider (or both) your initial engagement will probably be with a business development manager who will introduce you to this document and take you through the EPA service that we offer. Our aim is to make the experience as straight-forward and easy to engage with as possible.

The key to a successful EPA experience is early identification of requirements to enable proper planning to take place and this section explains the requirements for preparing for the GEO EPA.

All the requirements discussed below are important, but some of them are critical, in particular the Gateway Eligibility Requirements. It is important to note that the end-point assessments cannot proceed without the Gateway Eligibility requirements being met. A completed Gateway Eligibility Report with supporting documents is required for each apprentice before EPA.

The EPA Window

All end-point assessments have a 'window' during which the end-point assessment must be completed, to avoid apprentices 'timing out'. The EPA window for the GEO standard is 3 months. The EPA window for each apprentice commences on the date they take the first element of their EPA, for example, the day of the Knowledge Assessment. All EPA activities must be completed within this 3-month window and EUIAS will work with you to schedule the EPA as close to the beginning of the window as possible to allow for re-sits if necessary.

Service Level Agreement (SLA) and Cohort Registration Form

EUIAS uses three documents to capture the details of the end-point assessment agreement:

- Service Level Agreement form – signed by employer and provider
- Cohort Registration Form – signed by employer and provider; this form identifies the apprentices in the cohort
- Learner submission form (spreadsheet of learner names with Unique Learner Number (ULN))

The Cohort Registration Form includes a section where the employer formally appoints the EUIAS as their end-point assessment organisation for the named apprentices.

In some cases, it may not be possible to have the employer and the lead-provider together at the same time. In this case, EUIAS will work initially with the lead provider then circulate copies of the two forms to the employer(s) to allow them to add their signatures.

Initial Engagement

Initial engagement with EUIAS will usually take place well before the EPA is due to take place and sometimes before the apprentices start their programme. The initial engagement meeting will cover:

- The numbers of apprentices in the cohort
- Any Reasonable Adjustments you want to apply for
- Whether the assessment is in a domestic or non-domestic setting. The apprentice will be assessed against the requirements of the standard rather than what they actually do within their job role
- The expected date(s) of EPA
- The employer or lead provider for each apprentice

- The EUIAS operates a two-stage payment schedule:
- Stage One applies at the registration stage when the initial registration fee is due.
- Stage Two applies at Gateway, when the balance of the agreed fee is due.
- The Gas Engineering Operative standard allows employers to provide Technical Experts for the competency test, work log review and work log interview. If employers have a preference for this route, then it should be flagged at this stage as it affects pricing, and assessors must be standardised and approved by EUIAS before they can carry out any assessments
- Completion of the Service Level Agreement
- Arrangements for 'site review' to confirm that the proposed location and appliances for the competency test provides all of the required opportunities for the apprentice to cover the standard. Where possible, all assessment site(s) should be identified at this stage. The competency test normally takes several hours per apprentice, and must involve working across a range of tasks; the location and the tasks must be appropriate
- The Technical Interview – to last typically one hour; where they will take place and how the portfolios will be shared with EUIAS
- Compiling the portfolio of evidence that is reviewed during the Technical Interview – what to put in the portfolio and how to signpost it
- The Knowledge Assessment – where it will take place. Please note: EUIAS will provide invigilation for the knowledge assessment. Further details of the assessment methods are contained within Section 5 of this EPA Specification

During the initial engagement, we will also cover support that is available for employers or training providers. We are confident that most, if not all the answers you need are contained within this Specification, but we are always available to provide answers to specific queries using the Help Desk email enquiries@euias.co.uk.

Appointment/Registration

The appointment stage is the first formal stage of working with EUIAS. This stage must involve both the employer and the training provider (if applicable).

Successful appointment involves the completion of all the following:

- Completion of the Cohort Registration Form, officially appointing EUIAS as the EPAO for this cohort. The form contains
- Details of the training provider (if applicable)
- Confirmation of learner numbers and specialist pathways
- Confirmation of expected EPA dates
- Confirmation of the level of service agreed with EUIAS, with pricing
- Confirmation that you will give a minimum of three months' notice of apprentices being ready for EPA (especially important if you bring forward the completion date)
- Signatures from both the employer and the training provider (if applicable)
- Completion of the Learner Submission form listing each learner in the cohort
- A purchase order from the lead-provider to EUIAS to the value agreed

If it has not already taken place, the details of the EPA will be discussed (as described in the Initial Engagement Section above) with the employer and training provider (if applicable) to agree roles and responsibilities.

On programme

It is the responsibility of the training provider to create and deliver the apprentice training programme, ensuring you comply with the relevant ESFA rules. The EUIAS has no formal involvement in the 'on-programme' aspect of the apprenticeship. However, we DO provide guidance on how to put together the portfolio that is required for the Work Log Interview. This can be found in Section 5.

We do appreciate that circumstances change so please notify us if:

- Expected end-dates change, giving at least three months' notice of readiness for end-point assessment
- Any cohort details change, especially if an apprentice drops off the programme
- Any anticipated changes in venues for the end-point assessments

Standardisation of employer-assessors

The employer may opt to nominate their own Technical Experts to carry out the competency test. This will be covered during the Initial Engagement meeting. Names will be requested nearer the time of the EPA so that they can be approved and standardised by EUIAS before they carry out any assessments. They will be required to provide up to date CVs including details of their continuing professional development and must not be involved in the training or line management of any apprentices they assess. This information can be sent in to enquiries@euias.co.uk.

Scheduling the end-point assessment

The EPA for Gas Engineering Operative is resource intensive, both in terms of availability of the required space for specialist settings for the competency test and Technical Experts that are required. The apprentices must be available for all assessments. Employer, training provider and EUIAS must keep in touch and notify each other of any changes as soon as they occur.

If it has not already occurred, arrangements will be made for a site review where the location and the appliances that you plan to use for the competency test are approved by EUIAS. This can be done remotely by completing a Practical Observation Approval Form, submitting it to EUIAS with photographs of the appliances, and then undertaking a short call with EUIAS to talk through the proposed competency test tasks.

To help things run smoothly, you must inform EUIAS between 3 and 6 months before you expect to have your Gateway meetings with the cohort. The EUIAS Service Delivery team will contact you during this time, to facilitate two-way communication. Your proposed EPA date may be sooner than was originally anticipated at the time of registration, which is acceptable provided the apprentice(s) has been on programme for at least the eighteen-month period specified by the apprenticeship standard.

We cannot confirm any EPA arrangements until we have confirmation of Gateway Eligibility, as discussed in the next section, but we will put together a provisional plan and share it with you. As a customer, you probably want to confirm gateway Eligibility on one day and have the first end-point assessments the next day. The reality is that scheduling takes time and can take varying periods of time. The early notification helps us put together a provisional schedule, but we can only confirm it after Gateway Eligibility requirements are all met. The fewer changes you make to the information you give us three months before Gateway, the sooner it will be before we can start the EPA. We too commit to making last-minute changes as rare as possible.

For employers using their own EUIAS-approved assessors, we can assist with scheduling to ensure that competency tests and work log Interviews run in an efficient manner.

We always aim to accommodate your requirements when scheduling, taking account of availability of apprentices, location and availability of assessment venues, availability of assessors and ensuring that we have evidence of the gateway requirements.

As soon as possible after Gateway, EUIAS will confirm with you the end-point assessment arrangements for each apprentice in the cohort.

We will always try to schedule as soon as possible within the 3-month window, to allow time for re-sits before the window closes.

How to prepare for gateway

On completion of their on-programme learning apprentices should be ready to pass through 'gateway' to their end-point assessment.

At this point, the employer, training provider and apprentice should hold a Gateway Eligibility meeting. The purpose of this meeting is to confirm that all parties agree that the apprentice has met the requirements of the apprenticeship standard and is ready for end-point assessment. Note that the EUIAS is **NOT** present at this meeting. It is your sole responsibility to assure yourself, along with the training provider (if applicable) that the apprentice is ready for end-point assessment.

You are advised that the apprentice should prepare for this meeting by bringing along work-based evidence, including:

- portfolio of evidence
- mid and end-of-year performance reviews
- feedback to show how they have met the apprenticeship standards while on-programme Before the meeting, apprentices must have:
- achieved Level 2 English
- achieved Level 2 maths

Apprentices should be advised by employers and providers to gather this evidence throughout their on-programme training, **copies or scans of certificates WILL be required by EUIAS** before the apprentice can start EPA. Typically, these will be functional skills qualifications at Level 2 or GCSEs at grade C or above, or grade 4 and above.

It is recommended that employers and providers complete regular checks and reviews of this evidence to ensure the apprentice is progressing and achieving the standards before the gateway meeting is arranged.

The Gateway meeting

To comply with end-point assessment rules, EUIAS is not present at the Gateway meeting. Ideally it would be conducted with the apprentice, training provider and the employer present. Gateway meetings last about an hour and are completed on or after the apprenticeship on-programme end date.

During the meeting, the apprentice, employer and training provider will discuss the different aspects of the apprenticeship standard and confirm that the apprentice has met the full criteria of the apprenticeship standard during their on-programme training. A copy of standard and the assessment plan (ST0155/AP02) should be available at the meeting. In addition, the apprentice should be informed that EUIAS will be conducting the end-point assessment, and that copies of the following policies are available on the EUIAS web site at euias.co.uk

- Appeals Policy
- Complaints Policy

At the meeting, the apprentice should be informed that they are required to have proof of their identity with them for each end-point activity. EUIAS will accept the following as proof of identity:

- a valid passport
- a UK driving licence
- a valid warrant card issued by HM forces or uniformed services
- other photographic ID card such as an employee ID card or travel card

At the meeting, the Gateway Eligibility Report (GER) below must be completed, agreed and signed by all 3 parties* and submitted to EUIAS at enquiries@euias.co.uk with the subject line “GER – apprentice name – provider name”.

A completed GER form is required for every apprentice you want to enter for end-point assessment.

*Where possible. We recognise that some meetings will take place at distance in which case an email agreement from the apprentice should be appended to the GER form.

The current Gas Engineering Operative assessment plan (ST0155/AP02) does not prescribe the Gateway meeting, although it is good practice. The Gateway Eligibility Report is a requirement of EUIAS. If it is not possible to have the employer present at the time, the Gateway Eligibility Form is completed by the apprentice and training provider, EUIAS will contact the employer to gain their signature.

Reasonable adjustments

If you wish to apply for reasonable adjustments on behalf of any of your apprentices, please do so at the same time as submitting the GER form, using the EUIAS Reasonable Adjustment Policy and Application that can be found at euias.co.uk

Re-sits and Re-takes

Any failed component can be retaken within the EPA window. If an apprentice is not successful, they can undertake a period of further training and re-take the failed components within a new EPA assessment window.

Timeline

Typical timeline in months, before and after the Gateway.

Initial engagement - 18 months before Gateway

Initial engagement, informal meeting between EUIAS and to agree:

- The numbers of apprentices in the cohort
- Any Reasonable Adjustments you want to apply for
- Domestic or non-domestic assessment
- Expected location(s) for the Competency Test
- The expected date(s) of EPA
- The Training Provider
- The payment schedule
- Completion of Service Level Agreement (employer AND lead provider)

Registration - 18 months before Gateway to 6 months before Gateway

The apprentice is on-programme, and compiling their portfolio of evidence to support the Work log review and interview

Formal Appointment/registration using the Cohort Registration form (Triggers Stage 1 payment)

EUIAS:

- EUIAS will issue the Privacy Notice which must be shared with every apprentice in the cohort

Employer/training provider:

- Complete the Cohort Registration form, signed jointly by employer and TP, with:
- Confirmation of learner numbers
- Confirmation of expected EPA dates
- Confirmation of the level of service agreed with EUIAS, with pricing
- Confirmation that you will give three months' notice of apprentices being ready for EPA
- Completion of the Learner Submission form including each learner in the cohort
- A purchase order from the lead provider to EUIAS to the value agreed

18 months before Gateway to 6 months before Gateway

Update calls (as agreed)

- EUIAS will periodically call designated contact to enquire about progress towards EPA
- EUIAS provides on-going support via enquiries@euias.co.uk
- Employer or training provider will give at least 6 months' notice of any proposed change to EPA dates

6 months before Gateway to Gateway

- Employer or training provider provides details of competency test to EUIAS i.e. venue, type of appliance and equipment; which appliance categories will be covered by each apprentice

3 months before Gateway to Gateway

- If applicable, employer supplies names and details of employer assessors to EUIAS, who will arrange their standardisation
- Employer or training provider to compile evidence of meeting eligibility requirements (English and maths)
- Employer or training provider should also be arranging practice assessments for apprentices
- Site review to confirm suitability of tasks and appliances for the competency test

Gateway

- Employer or training provider:
- Provide completed Gateway Eligibility Report for each apprentice
- Ensure ALL eligibility requirements are met for each apprentice going forward to EPA
- Purchase order for Stage 2 payments

Gateway, and the 3 month EPA window

End-point Assessment window (nb; 3 month window for each apprentice commences on the date of their first EPA activity)

The knowledge assessment will be undertaken first, followed by the competency test. Our pricing is based on being able to test every apprentice in the cohort at the same time (knowledge test). The Technical Interview must be the final assessment component.

EUIAS:

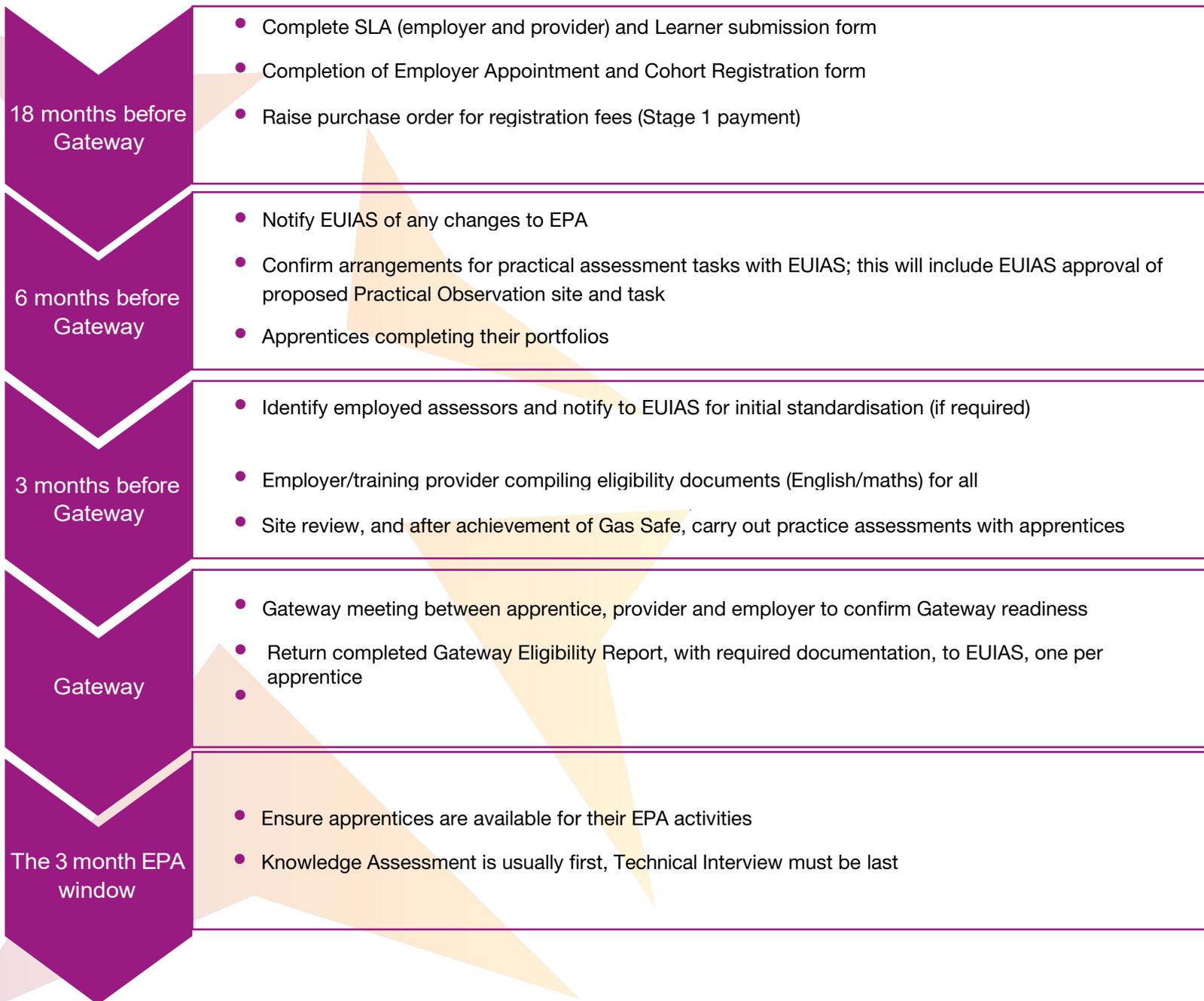
- Schedule the assessments, in discussion with the employer/training provider
- Provides assessors for all assessment activities (unless otherwise agreed)
- Provides invigilator for Knowledge Assessment (if agreed in the price)
- Arranges re-sits within the 3 month EPA window, if required
- Carries out a final moderation to confirm grading decisions
- Will provide results of EPA with 11 days of final moderation

Employer or training provider:

- Ensures apprentices are briefed and prepared for EPA, including location and timings of assessments
- Provides venue for the knowledge assessment (and re-sits if required)
- Provides access and details of venue for competency test as previously agreed with EUIAS

Nb. A re-take will be arranged, with the agreement of all parties, for apprentices who have failed a component or components and are deemed to require further training before being ready for end-point assessment.

Time-line summary for Employers and training provider; refer to previous section for details



EUIAS Level 3 End-point Assessment for Gas Engineering Operative

Gateway Eligibility Report

(Standard Version: ST0155 version 1, 2016; Assessment Plan Version: ST0155/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 for GEO

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 2		
Achieved maths level 2		

Gateway Eligibility Declaration

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 18 months
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:	