

# Level 3 End-Point Assessment for Gas Engineering Operative



## EPA Specification Section 6 – Practice Assessments and guidance

- Knowledge Assessment
- Guidance
- Practice Test (in the Annex)
- Practical Observation
- Guidance for setting up a practice Observation
- Technical Interview

### 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](mailto:enquiries@euias.co.uk)

Help Desk telephone: 0121 0779922 option 2

# The Knowledge Test

## Guidance – preparation for the knowledge test

While on-programme, the employer/training provider should brief the apprentice on the areas to be assessed by the knowledge test, as detailed in Section 5.1. These are the Selected Core Knowledge elements of the standard, CK1, CK3, CK4 and CK7 as well as all of the TK criteria – TK1 through to TK12. It is good practice to identify the areas within the learning programme where the relevant knowledge is delivered and to ensure that apprentices are aware that elements from these areas shall be included in the Knowledge Assessment.

Be aware that the knowledge test relates to the standard, as opposed to the specific job role that the apprentice carries out. The questions have been written to reflect the gas engineering operative role as a whole and cannot be focussed on specific appliances, equipment, or employer-specific processes.

In readiness for end-point assessment, the apprentice should complete a sample test, which is included as an Annex to this specification. This should be undertaken in advance of the Knowledge Test, with enough time to mark the assessment, and provide feedback to learners.

For maximum effect, ensure the test is taken in exam conditions aligned to those that will be experienced in a live test.

## Portfolio Assessment

### Guidance for setting up a practice Competency Test

The tasks that will be undertaken within the Competency Test are:

#### **Task 1: Install and commission a gas appliance:**

Appliance category's utilised will be dependent on the apprentice Gas Safe® certifications and shall be stated on the assessment route plans approved by EUIAS. This task will involve the installation of a pipe system – a minimum of 1m in length to connect an appliance to the gas supply. The installation will require a pipe system to be installed and should also include the apprentice having to use soldered and threaded joints as part of the installation. Once pipe systems and associated checks and tests are complete, the apprentice shall commission the appliance or system as per manufacturer's instructions.

NB. This task does not include a requirement for wall-mounting any appliance.

#### **Task 2: Carry out a service on a gas appliance or system:**

Apprentices shall carry out a service on an appliance in accordance with manufacturer's instructions. It shall be permissible to utilise the appliances that were installed in Task 1 through the use of a rotation system so that no apprentice works on the appliance they installed.

#### **Task 3: Repair a faulty gas appliance or system:**

Technical Experts shall set faults on appliance categories. Faults that will be used should be listed for each appliance and held on a register that will be made available for audit.

#### **Task 4: Decommission a gas appliance or system:**

Appliances or systems shall be decommissioned as per manufacturer's instructions. The appliance pipe installation installed as part of Task 1 should be removed and all supply pipes capped or sealed. Gas systems shall be left in a safe condition

- The area designated for practice assessments must have a suite of appliances and equipment matching the categories for which apprentices gained certification during their Gas Safe process, i.e. if apprentices gained certification for central heating boilers, space heaters, cookers and laundry devices, then these will be the appliance types required for the competency test and which will be required for practice assessments.
- Appliances for practice assessments must have a range of faulty components available,

## Practice Competency Tests must be assessed against the following high level competency areas:

- Application of company policy and procedures
- Operates in a manner to ensure the safety of all
- Maintains technical and safety standards at all times (behaviours)
- Communication skills and customer interaction
- Has focus and clear purpose in all conditions and locations, covering business requirements
- Work on customer premises / property shows proper care and respect
- Quality of work – skills
- Safe gas and electrical working practices
- Pipework skills
- Relays energy efficiency advice and product knowledge

Those conducting practice assessments must adhere to the guidance listed within the apprenticeship standard for 'Technical Experts'. Verbal questioning should be used throughout the practice assessment to allow the apprentice to demonstrate underpinning knowledge.

The apprentice should be aware of the criteria listed in the table in Section 5 of this document which outlines the elements that would constitute a Distinction level performance.

# Work Log Interview

## Preparing for the Work Log Interview

The Work Log Review is a significant part of the end point assessment and therefore, the work log has the potential to become very large. It is important to understand that the assessor needs to view and assess the work log prior to the Work Log Interview.

The work log will support the apprentice in providing evidence of their achievements and outcomes when questioned as part of the Work Log Interview. It is particularly useful in supporting apprentices in achieving a distinction. For example, the work log may make reference to “taking a lead in accepting additional responsibility” – the portfolio may contain witness testimony describing the circumstances, and the apprentice would be able to elaborate on this testimony when answering questions during the Technical Interview.

It is important to index the portfolio and cross reference it to the skills within the standard. A well referenced, well organised work log displays the types of behaviours and outcomes that could lead to higher gradings

## Preparing and carrying out a practice Work Log Interview

Apprentices may feel nervous about undertaking a professional interview and it is good practice to build up this skill throughout the learning programme, in preparation for end point assessment. A good time to schedule a full practice interview would be when the Work Log is complete, towards the end of the formal training period. It must be done with enough time to provide feedback to the apprentice in order that they can learn from their performance, before the live end-point assessment. A period of two weeks or more is recommended, depending on the circumstances. The key is that the apprentice has time to act on the feedback from the practice interview.

A period of one hour should be set aside for each practice interview, and a set of open-ended questions prepared to cover each of the areas of the standard covered by the Work Log Interview and listed within Section 5 of this document

A tutor or supervisor should play the part of the assessor carrying out the Work Log Interview, asking the questions in a live test environment. They should record their assessment of the apprentice performance, using the grading descriptions in Section 5 as a guide, and provide the apprentice with feedback, focussing on areas of improvement. With the apprentice’s permission, it is good practice to make an audio recording of the practice interview so that feedback can be more specific.

The Work Log Interview questioning should synoptically examine the knowledge, skills and behaviours by the apprentice through their on-programme experience. The questioning should be contextualised to the apprentice’s specific job role. The tutor or supervisor must:

- prepare some interview questions around each of the topic areas outlined in section 5
- use various questioning techniques to confirm the depth of knowledge and or range of skills – take account of the fact that part of the assessor role is to ensure that the apprentice remains calm so that they can provide their best performance.
- for feedback purposes, record the interview or provide a clear narrative if the interview was not recorded. The narrative must describe the apprentices’ responses to each of the questions asked. The narrative must capture the depth and breadth of the apprentice’s response
- ensure the apprentice has provided evidence in their responses to cover all the relevant elements of the standard
- provide feedback to the apprentice focussing on any areas of the standard missed, or where appropriate, to give guidance on achieving the pass or distinction grades