

Dual Fuel Smart Meter Installer Apprentice Guide

Some background about your apprenticeship

Level	2
Duration	Typically 14 months
Entry Requirements	Employers will set their own selection criteria but will typically be 2-4 GCSEs at grade C (including maths and English), or equivalent qualifications / experience

About end-point assessment

End-point assessment is a new way of assuring the quality of apprenticeships and will assess you based on your knowledge skills and behaviour to be competent in the job role for which you have been trained.

Your employer will select an independent organisation to carry out your end-point assessment. In some cases, your employer will also be involved in the end-point assessment activities, but you will never be assessed by someone that has trained you. For your apprenticeship your employer has selected the Energy and Utilities Independent Assessment Service as their chosen independent end-point assessment organisation.

When you reach the end of your training, your employer and training provider will decide if you are ready to enter end-point assessment or if you need more time to practice and learn. This is often called the “gateway” to end-point assessment.

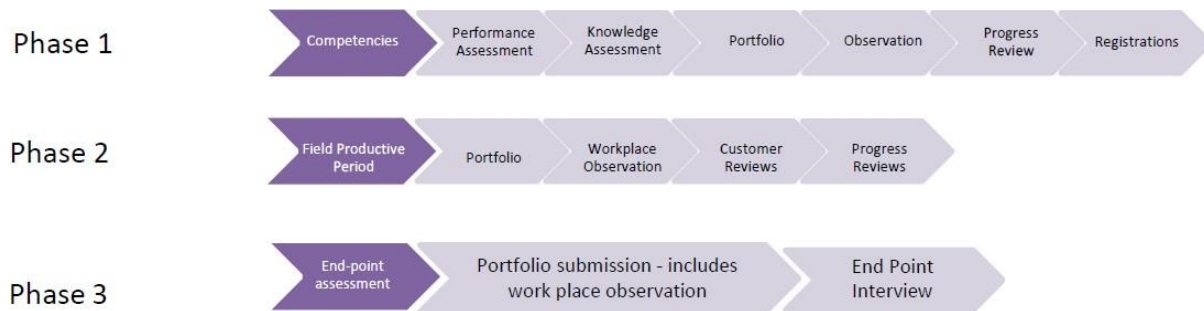
For your apprenticeship you will not be able to enter end-point assessment until you have

1. Completed all your learning
2. Achieved Gas Safe ®
3. Achieved MOCOPA
4. Achieved maths and English at level 1

We will work with your employer and training provider to ensure that you have met the gateway requirements.

You will not be able to enter end-point assessment if you are subject to a company disciplinary.

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



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

You cannot complete and achieve your apprenticeship without passing all your end-point assessment activities.

What is involved in my end-point assessment?

There are 5 elements to the assessment, which must be completed within 3 months. The first 3 will be assessments of your knowledge skills and behaviours. The final 2 will be standardisation and final grade awards:

1. Work Observation to demonstrate your core and specific skills, knowledge and behaviours – the results are added to your portfolio
2. Portfolio Assessment and preliminary grade (summative assessment of your work log and work observation) – 80% weighting towards the final grade (awarded a Fail, Pass, or Distinction)
3. End-point Interview – 20% weighting towards the final grade (awarded a Fail, Pass or Distinction)
4. Employer quality assurance meeting to review your portfolio and interview assessments and scores (independent of those that carried out the trade test or portfolio assessment) and recommend a preliminary final grade to us.
5. Assessment Organisation Quality Assurance, we will moderate the end-point assessments and confirm your final grade

What are my rights during end-point assessment?

Both your employer and your end-point assessment organisation have a range of policies and procedures in place to safeguard you throughout your end-point assessment. These include:

- Data Sharing and Protection Policy – “To meet legal responsibilities under the Apprenticeship, Skills, Children and Learning Act 2009, your details will be shared with the organisation funding and delivering your apprenticeship training, assessment and certification. For training it will be either the Education Skills Funding Agency (ESFA) or

the Department for Education (DfE). For assessment it will be the approved apprentice end-point assessment organisation, Energy and Utility Skills Limited, and for certification it will be the Education Skills Funding Agency (ESFA), and the Institute for Apprenticeships (IfATE). At no time will your personal information be passed to organisations for marketing or sales purposes”

- Reasonable Adjustments Policy. If you have required support during your apprenticeship and you may require support or alternative assessment arrangements during your end-point assessment, your employer can apply to us for reasonable adjustments to be made. These will be based on your needs and will be confirmed with you before you enter end-point assessment
- Appeals. If you fail an element of your end-point assessment you have a right to appeal. We have a policy which explains your right to appeal
- Complaints. If you have concerns about how your end-point assessment has been delivered, you have the right to make a complaint. We have a policy which explains how you can make a complaint. Depending on the circumstance’s or the type of complaint, this may be via your employer

How will my assessment activities be scored and graded?

Each of your end-point assessment activities will be assessed individually. Some will be scored and graded, others will be a Pass or Fail. You must pass all elements of end-point assessment in order to pass your apprenticeship. If you fail one of your end-point assessment activities your employer will work with you to produce an action plan. They may arrange a re-sit or they may arrange further training and you will need to agree the action plan with your employer so that they can let us know so that the future assessment arrangements can be made.

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

You must pass all end-point assessment activities in order to pass your apprenticeship, and you cannot retake an end-point assessment activity to move from a Pass to Distinction.

Portfolio %	Points	Grade
Counts towards 80% of your overall grade		
<64	0	Fail
65	1	Pass
66-69	2	Pass
70-74	3	Pass
75-79	4	Pass
80-84	5	Pass
84-89	6	Distinction
90-94	7	Distinction
95-100	8	Distinction

End Point Interview %	Points	Grade
Counts towards 20% of your overall grade		
<80	0	Fail
81-89	1	Pass
90-100	2	Distinction

Your portfolio will include the results of your work observation. Your work observation will be graded as a Pass or Fail.

Pass – Minimum 1 Point Portfolio + 1 Point Competency Interview (maximum 7 points)

Distinction – minimum 8 points in the following combination: 6 points portfolio + 2 Points End Point Interview, or, 7 points portfolio + 1 Point End Point Interview

How and when will I find out the result of my end-point assessment activity?

Your employer will let you know if you have passed each of your end-point assessment activities, but they will not be able to tell you whether you have achieved a Pass or Distinction at that stage because your scores and grades will need to be combined and quality assured by an industry expert appointed by us before your final grade is confirmed, known as the external examiner.

When will I receive my apprenticeship certificate?

Your employer will ask you to complete a 'consent form' giving your permission for your details to be sent to the Education and Skills Funding Agency and the Institute for Apprenticeships to be verified and your apprenticeship certificate issued.

We will collate the results of all your assessment activities and your final grade and submit a report to the Education and Skills Funding Agency. They will carry out an automated check of the data we have provided, such as your name, gender and date of birth. Once those checks have been made and your details verified, they will print an official certificate with your name, apprenticeship title and level, date of achievement and final grade. The Certificate will include the Institute for Apprenticeships logo and will be sent to your employer.