

Utilities Engineering Technician

End-point Assessment Internal Standardisation

In order to meet the requirements of the published [Assessment Plan](#), the employer must hold a standardisation meeting. The Standardisation meeting is a method of internal quality assurance that will ensure consistency, sufficiency, reliability and validity of portfolio¹ assessment practice across all apprentices within the employer's organisation.

The meeting will review the initial portfolio assessment judgements to ensure consistency across technical experts, and assessment practice, and to check for completeness of assessment paperwork. The meeting must also review and verify the portfolio score. The portfolio score must be verified by a technical expert who is not involved in the marking of the trade test or initial portfolio review. In the event that there is no agreement on the score, the portfolio must be reviewed by an additional technical expert for a majority decision.

This template may be used to capture the decisions of the internal standardisation meeting, recording the score and the rationale for the judgement for submission to the final decision panel.

Details

Employer Name	
Apprenticeship Title	
Apprenticeship Level	
Date of meeting	
Time of meeting	
Location of meeting	

Attendees

Name	Job title	Have they been approved as a technical expert by the EUIAS? *	Have they been involved in the marking of the trade test or initial portfolio review? **

* if no, they cannot verify the portfolio score, but can be involved in the meeting

** if yes, they cannot verify the portfolio score, but can be involved in the meeting

¹ The portfolio includes a work log summative assessment, the results of the trade test and will be assessed using standardised criteria and documentation provided by the EUIAS

Decision

Apprentice Name	Technical expert that assessed the portfolio	Initial Portfolio score	Standardisation meeting comments. Please refer to the annex for further detail per apprentice	Was the score agreed at the meeting? * <i>If no, please complete the next section 'additional review'</i>	Agreed and Verified score

* In the event that there is no agreement on the score, the portfolio will be reviewed by an additional technical expert for a majority decision.

Additional review

Apprentice Name	Initial Portfolio score	Standardisation Meeting Score	Additional technical expert name	Additional technical expert score	Majority decision

Declaration

Name of Verifier*	
Signature of Verifier	
Date	

* must not have been involved the marking of the trade test or initial portfolio assessment

Annex – Standardisation Record per Apprentice

Please complete one chart per apprentice, adding additional boxes where required

Name of Apprentice						
Name of Assessor						
Apprenticeship title and pathway						
Evidence Number sampled	Evidence type e.g. RPL, Critical reflection, Photos, witness testimony, Job Record, observation, product evidence etc.	Is the Evidence:				Comments
		Valid?	Consistent?	Reliable?	Sufficient?	
Please add additional rows where required						
Comments relating to the structure and standard of the portfolio overall plus any feedback for the apprentice						

Name of Apprentice						
Name of Assessor						
Apprenticeship title and pathway						
Evidence Number sampled	Evidence type e.g. RPL, Critical reflection, Photos, witness testimony, Job Record, observation, product evidence etc.	Is the Evidence:				Comments
		Valid?	Consistent?	Reliable?	Sufficient?	
Please add additional rows where required						
Comments relating to the structure and standard of the portfolio overall plus any feedback for the apprentice						



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		Valid?	Consistent?	Reliable?	Sufficient?	
Please add additional rows where required						
Comments relating to the structure and standard of the portfolio overall plus any feedback for the apprentice						

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		Valid?	Consistent?	Reliable?	Sufficient?	
Please add additional rows where required						
Comments relating to the structure and standard of the portfolio overall plus any feedback for the apprentice						

Please copy and add additional boxes from above as required