

# UET Electrical Technician Portfolio and Grading Guidance



Full Name of Apprentice		Full Name of Technical Expert	
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To achieve a <b>PASS</b> score the apprentice must achieve <b>ALL</b> of the following:		No distinction criteria or score are allocated to this section	
6	<input type="checkbox"/>	N/A	
Evidence relating to the UET Standard			
<b>K1</b> Relevant industry health and safety standards and regulations, and environmental and regulatory requirements <b>S2</b> Follow and comply with industry health and safety and environmental working practices and regulations <b>S10</b> Adhere to safe working practices and procedures and carry out risk assessments			
To achieve a <b>PASS</b> the apprentice must have evidence of: <ul style="list-style-type: none"> <li>• Knowledge of where to access and how to apply industry Health, Safety &amp; Environmental standards and regulations in relation to company practices and quality procedures</li> <li>• Conform to risk assessment process in relation to company practices and procedures</li> <li>• Knowledge of and compliance with company standards and procedures as applicable e.g. COSHH, PPE, confined spaces, working at height, isolation of plant and equipment etc</li> <li>• Compliance with environmental regulations and standards e.g. correct disposal of wastes</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	

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**ENERGY & UTILITIES  
INDEPENDENT  
ASSESSMENT SERVICE**

To achieve a <b>PASS</b> score the apprentice must achieve <b>ALL</b> of the following:		To achieve a <b>DISTINCTION</b> score the apprentice must achieve <b>ALL</b> of the following:	
6	<input type="checkbox"/>	3	<input type="checkbox"/>
Evidence relating to the UET Standard			
<p><b>K2</b> Maintenance practices, processes and procedures covering a range of waste and water systems, plant and equipment</p> <p><b>K5</b> Planned, reactive, and predictive maintenance processes, practices and procedures</p> <p><b>S4</b> Carry out maintenance activities on a range of waste and water systems, plant and equipment</p> <p><b>S6</b> Carry out and follow planned, reactive, and predictive plant and equipment maintenance procedures</p>			
<p>To achieve a <b>PASS</b> the apprentice must have evidence of:</p> <ul style="list-style-type: none"> <li>• Knowledge of where to access company information on maintenance practices, processes and procedures <input type="checkbox"/></li> <li>• Applying company maintenance practices, policies and procedures when carrying out tasks <input type="checkbox"/></li> <li>• Completion of maintenance tasks in a timely manner across the whole range of work processes, systems and equipment. <input type="checkbox"/></li> <li>• Understanding of relevant parameters of equipment and how the equipment works <input type="checkbox"/></li> <li>• Record &amp; report outcomes of maintenance activities <input type="checkbox"/></li> </ul>		<p>To achieve <b>DISTINCTION</b> the apprentice must achieve the pass criteria and <b>ALL</b> of the following:</p> <ul style="list-style-type: none"> <li>• Able to reflect critically of performance achieved and lessons learnt. <input type="checkbox"/></li> <li>• Detailed explanation of the underpinning theories of how the equipment works <input type="checkbox"/></li> <li>• Able to prioritise work to ensure that downtime is minimised and give explanations of the rationale for their choice(s) <input type="checkbox"/></li> <li>• . This could be achieved by applying 2 of the following: -                         <ul style="list-style-type: none"> <li>○ Solving problems <input type="checkbox"/></li> <li>○ Making suggestions <input type="checkbox"/></li> <li>○ Dealing with conflict <input type="checkbox"/></li> </ul> </li> </ul>	





To achieve a <b>PASS</b> score the apprentice must achieve <b>ALL</b> of the following:		To achieve a <b>DISTINCTION</b> score the apprentice must achieve <b>ALL</b> of the following:	
4	<input type="checkbox"/>	2	<input type="checkbox"/>
Evidence relating to the UET Standard			
<b>S5</b> Use workshop machinery and equipment to create, repair and modify component and apparatus			
<p>To achieve a <b>PASS</b> the apprentice must have evidence of:</p> <ul style="list-style-type: none"> <li>• Using workshop machinery to create, repair and modify components. This could include:                             <ul style="list-style-type: none"> <li>• Drills <input type="checkbox"/></li> <li>• Grinders <input type="checkbox"/></li> <li>• Bearing heaters and/or pullers <input type="checkbox"/></li> <li>• Hydraulic press <input type="checkbox"/></li> <li>• Test bench <input type="checkbox"/></li> <li>• Other <input type="checkbox"/></li> </ul> </li> <li>• Understanding of relevant parameters of equipment and how the equipment works. <input type="checkbox"/></li> </ul>	<input type="checkbox"/>	<p>To achieve <b>DISTINCTION</b> the apprentice must achieve the pass criteria plus the following:</p> <ul style="list-style-type: none"> <li>• Provide evidence of a piece of equipment that you have created, repaired and modified and returned to operational condition. This could include but is not limited to:                             <ul style="list-style-type: none"> <li>• Cable tray fabrication/replacement <input type="checkbox"/></li> <li>• Bearing replacement <input type="checkbox"/></li> <li>• Support brackets <input type="checkbox"/></li> <li>• Other <input type="checkbox"/></li> </ul> </li> </ul>	<input type="checkbox"/>

To achieve a <b>PASS</b> score the apprentice must achieve ALL of the following:		To achieve a <b>DISTINCTION</b> score the apprentice must achieve the following:	
6	<input type="checkbox"/>	4	<input type="checkbox"/>
Evidence relating to the UET Standard			
<b>S11</b> Carry out safe isolation of equipment, using permit and lock-off systems as required			
To achieve a <b>PASS</b> the apprentice must have evidence of: <ul style="list-style-type: none"> <li>• Identifying hazards and risks and apply control measures.</li> <li>• Safely isolate equipment from all sources of energy.</li> <li>• Test to confirm equipment has been isolated.</li> <li>• Follow company isolation procedures.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	To achieve <b>DISTINCTION</b> the apprentice must achieve the pass criteria plus the following: <ul style="list-style-type: none"> <li>• Take a leading role in the application of isolations.</li> </ul>	<input type="checkbox"/>



To achieve a <b>PASS</b> score the apprentice must achieve <b>ALL</b> of the following:		No distinction criteria or score are allocated to this section
3	<input type="checkbox"/>	N/A
Evidence relating to the UET Standard		
<b>S12</b> Drive vehicles equipped with tools and materials to job sites		
To achieve a <b>PASS</b> the apprentice must have evidence of: <ul style="list-style-type: none"> <li>• Full driving licence or demonstrate progress to working towards achieving a full driving licence.</li> <li>• Complying with company driving procedures.</li> <li>• Carry out vehicle checks.</li> <li>• Safely load vehicles.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

To achieve a <b>PASS</b> score the apprentice must achieve <b>ALL</b> of the following:		To achieve a <b>DISTINCTION</b> score the apprentice must achieve the following:	
5	<input type="checkbox"/>	2	<input type="checkbox"/>
Evidence relating to the UET Standard			
<p><b>S13</b> Install, maintain, replace and commission equipment and components as required</p> <p><b>E8</b> Install and connect electrical cables, switchgear, circuit breakers, motors, transformers and other associated equipment</p> <p><b>S8</b> Handover and confirm completion of engineering activities</p> <p><b>E6</b> Interpret electrical drawings to install, position or re-locate electrical equipment and cabling</p>			
<p>To achieve a <b>PASS</b> the apprentice must have evidence of:</p> <ul style="list-style-type: none"> <li>• Complete dynamic risk assessments (where applicable)</li> <li>• Install, maintain, replace and commission equipment</li> <li>• Complete engineering activities and handing over equipment</li> <li>• Follow company completion and handover procedures</li> <li>• Communicate completion and handover information to colleagues</li> <li>• Refer to technical drawings to confirm specification</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>To achieve <b>DISTINCTION</b> the apprentice must achieve the pass criteria plus the following:</p> <ul style="list-style-type: none"> <li>• Provide evidence of an action you have applied that improved the performance and reliability of plant and equipment</li> </ul>	<input type="checkbox"/>







To achieve a <b>PASS</b> score the apprentice must achieve <b>ALL</b> of the following:		To achieve a <b>DISTINCTION</b> score the apprentice must achieve <b>THREE</b> of the following:	
5	<input type="checkbox"/>	3	<input type="checkbox"/>
<b>Evidence relating to the UET Standard</b>			
<p><b>E1</b> Inspect and monitor electrical systems, and inspect, monitor, maintain and repair electrical equipment</p> <p><b>E3</b> Access a range of sites to install, maintain, test, repair and dismantle electrical equipment.</p> <p><b>S1</b> Apply technical knowledge to carry out inspections, condition monitoring and reporting</p>			
<p>To achieve a <b>PASS</b> the apprentice must have evidence of:</p> <ul style="list-style-type: none"> <li>• Maintenance of electrical equipment and circuits</li> <li>• Repairing of electrical equipment</li> <li>• Identify any defects and their causes</li> <li>• Ensure equipment is calibrated and in date where identified</li> <li>• Use company recording and reporting procedures</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>To achieve distinction the apprentice must achieve the pass criteria plus <b>THREE</b> of the following:</p> <ul style="list-style-type: none"> <li>• Raising appropriate follow on work requests based on data from inspections / data monitoring</li> <li>• Identify non-compliances and take actions to rectify problems not specified in scope of work</li> <li>• Identify root cause of a defect and provide recommendations for solutions</li> <li>• Identification of spares</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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To achieve a <b>PASS</b> score the apprentice must achieve <b>ALL</b> of the following:		To achieve a <b>DISTINCTION</b> score the apprentice must achieve <b>ALL</b> of the following:	
5	<input type="checkbox"/>	3	<input type="checkbox"/>
Evidence relating to the UET Standard			
<b>E2</b> Test electrical equipment and systems and assist in installing electrical systems and equipment <b>E7</b> Test service and repair electrical equipment as part of planned preventative maintenance and / or reactive maintenance programmes			
To achieve a <b>PASS</b> the apprentice must have evidence of: <ul style="list-style-type: none"> <li>• Examples of testing, calibration and validation methods</li> <li>• Identification of correct materials for the task</li> <li>• Follow installation procedures for installing electrical equipment</li> <li>• Install new electrical equipment and systems to specification</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	To achieve <b>DISTINCTION</b> the apprentice must achieve the pass criteria plus <b>ALL</b> of the following: <ul style="list-style-type: none"> <li>• Understand the impact the unavailability of equipment would have on production</li> <li>• Analyse and evaluate defects and their causes</li> <li>• Make recommendations to improve reliability</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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To achieve a <b>PASS</b> score the apprentice must achieve <b>ALL</b> of the following:		To achieve a <b>DISTINCTION</b> score the apprentice must achieve <b>ALL</b> of the following:	
5	<input type="checkbox"/>	2	<input type="checkbox"/>
Evidence relating to the UET Standard			
<b>E9</b> Carry out electrical procedures on industrial low voltage systems (up to 1000v AC) operating switchgear, fuses, motor control centres, transformers, manual & automatically controlled drives and motors			
To achieve a <b>PASS</b> the apprentice must have evidence of: <ul style="list-style-type: none"> <li>• Demonstrate and apply the appropriate techniques when working on electrical equipment</li> <li>• Used appropriate tools and equipment to work on the electrical equipment</li> <li>• Followed defined procedures when working on electrical equipment and systems</li> <li>• Reference technical information to carry out electrical task</li> </ul>	<input type="checkbox"/>          <input type="checkbox"/>	To achieve <b>DISTINCTION</b> the apprentice must achieve the pass criteria plus <b>ALL</b> of the following: <ul style="list-style-type: none"> <li>• Demonstrate a detailed skill and understanding in the principals of electrical equipment</li> <li>• Demonstrate an in-depth knowledge of the level of inspection to be applied to electrical equipment</li> </ul>	<input type="checkbox"/>          <input type="checkbox"/>







To achieve a <b>PASS</b> score the apprentice must achieve <b>ALL</b> of the following:		No distinction criteria or score are allocated to this section
3	<input type="checkbox"/>	N/A
<b>Evidence relating to the UET Standard</b>		
<b>S14</b> As required, undertake standby duties to provide 24 hour cover to remedy fault situations requiring diagnostic testing procedures		
To achieve a <b>PASS</b> the apprentice must have evidence of: <ul style="list-style-type: none"> <li>• If required, demonstrates a willingness to undertake priority out of hours work activities</li> <li>• Provide an explanation of the hazards of working alone out of hours in line with the company procedures</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

To achieve a <b>PASS</b> score the apprentice must achieve <b>ALL</b> of the following:		To achieve a <b>DISTINCTION</b> score the apprentice must achieve <b>ALL</b> of the following:	
6	<input type="checkbox"/>	3	<input type="checkbox"/>
Evidence relating to the UET Standard			
<p><b>The 12 behaviours from the UET standard are:</b></p> <ul style="list-style-type: none"> <li>• Display a self-disciplined, self-motivated approach whilst recognising personal limitations and seeking advice from fact holders and specialists when required</li> <li>• Accept responsibility for work of self or others</li> <li>• Deliver a polite, courteous professional service to customers and members of the public</li> <li>• Work effectively and safely when undertaking tasks to approved standards and safe working practices as part of a team, working alone or with appropriate supervision</li> <li>• Undertake and complete work in a way that contributes to sustainable development</li> <li>• Be risk aware and minimise risks to life, property and the environment when undertaking work activities</li> <li>• Be quality focussed and professional in work and in personal standards</li> <li>• Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact</li> <li>• Accept, allocate and supervise technical and other tasks</li> <li>• Be aware of the needs and concerns of others, especially where related to diversity and equality</li> <li>• Carry out and record CPD necessary to maintain and enhance competence</li> <li>• Exercise responsibilities in an ethical manner</li> </ul>			
<p>To achieve a <b>PASS</b> the apprentice must have evidence of:</p> <ul style="list-style-type: none"> <li>• Achieving tasks within personal area of responsibility</li> <li>• Willingly accepting ownership and responsibility for own work and that of others</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	<p>To achieve <b>DISTINCTION</b> the apprentice must achieve the pass criteria plus <b>ALL</b> of the following:</p> <ul style="list-style-type: none"> <li>• Establishing and continuously maintaining effective working relationship</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>



<ul style="list-style-type: none"> <li>• Responding to all customer requests promptly and interacting with them in a courteous and co-operative manner <input type="checkbox"/></li> <li>• Consistently following policies and procedures, taking personal responsibility for their own health, safety &amp; security and that of anyone who may be affected by their actions <input type="checkbox"/></li> <li>• Appreciating how the role can impact the environment <input type="checkbox"/></li> <li>• Complying with standard operating practices and being aware of the impact of changing circumstances on an activity <input type="checkbox"/></li> <li>• Taking responsibility for own performance achieving required standards <input type="checkbox"/></li> <li>• Ensuring tasks are understood and the outline plan is clear to follow <input type="checkbox"/></li> <li>• Establishing and maintaining rapport with others <input type="checkbox"/></li> <li>• Understanding the importance of maintaining personal competence and recording progress <input type="checkbox"/></li> <li>• Acting in a fair and honest manner and trying 'to do the right thing' most of the time <input type="checkbox"/></li> </ul>		<ul style="list-style-type: none"> <li>• Effectively adapting communication style and methods to suit the situation <input type="checkbox"/></li> <li>• Always being tactful, considerate, fair and respectful in dealing with others</li> </ul>	<input type="checkbox"/>
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Total Points (maximum 100)	Minimum points score required to achieve a Pass	Minimum points score required to achieve Distinction
100	70	85

Total Points (maximum 100)	Actual points achieve for a Pass	Actual points achieve for Distinction

You are required to provide details of how you arrived at the assessment decision recorded above based on the evidence provided by the apprentice in the Portfolio/Work Log

Fail	<input type="checkbox"/>	Pass	<input type="checkbox"/>	Distinction	<input type="checkbox"/>

Full Name of Technical Expert	Signature of Technical Expert	Date

