

EPA Specification Utilities Engineering Technician



EPA Specification Section 3 – Service Delivery and Gateway Eligibility

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- How to prepare for gateway
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- 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 713 8310

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 straightforward 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 Utilities Engineering Technician 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 period for the UET standard will be typically three 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 Multiple-Choice Test.

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.

The assessments can be delivered in any order, and the result of one does not need to be known before starting the next.

Service Level Agreement (SLA) and Cohort Registration Form

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

- Service Level Agreement form – signed by provider
- Cohort Registration form – signed by provider; this form identifies the apprentices in the cohort

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

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 number of apprentices in the cohort
- Any Reasonable Adjustments you want to apply for
- The relevant specialist pathway: it is very important that this apprenticeship, and the pathway within it, is the right one for your requirements. The apprentice will be assessed against the requirements of the standard and not what they actually do within their job role
- The expected date(s) of EPA
- The employer or lead provider for each apprentice
- Completion of the Service Level Agreement
- The Multiple-Choice Test – where it will take place and who will invigilate
- The Interview – where it will take place and how the portfolios will be shared with EUIAS
- Compiling the portfolio of evidence that is reviewed during the Interview – what to put in the portfolio and how to signpost it

Further details of the assessment methods are in Section 5 of this EPA Specification.

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.

During the initial engagement, we will also cover the support that is available for the employers and 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 and 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 Cohort Registration Form, officially appointing EUIAS as the EPAO for this cohort. The form contains all the following:

- 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 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.

Scheduling the end-point assessment

The EPA for UET is very resource intensive, both in terms of availability of specialist settings for the Practical observation and in terms of availability of the specialist assessors 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.

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 be contacting 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 OK so long as the apprentice(s) has been on programme for at least a year.

We cannot confirm any EPA arrangements until we have confirmation of Gateway Eligibility Report, 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 Report 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 Report 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.

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 also ensuring that we have evidence of the pre-requisites, in particular level 2 English and mathematics.

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 6-month window, to allow time for any 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 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 standard during the on-programme:

Before the meeting, apprentices must have achieved:

- Level 2 English
- 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.

Employers must satisfy themselves that apprentices are ready for their end-point assessment, which is evidenced by the apprentice consistently working at, or above, the level set out in the occupational standard.

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. It should be attended by the apprentice and the relevant people who have worked with the apprentice on-programme, such as the line manager/employer or mentor and the on-programme trainer/training provider.

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 latest version assessment plan (ST0159/AP03) should be available at the meeting. This can be accessed via the link below:

https://www.instituteforapprenticeships.org/media/4226/st0159_utilities-engineering-technician_l3_ap-for-publication_170420.pdf

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 www.euias.co.uk :

- appeals policy
- complaints policy

A full list of EUIAS policies can be accessed via the link below:

<https://www.euias.co.uk/end-point-assessment/policies/>

At the meeting, the apprentice should be informed that they are required to have proof of their identity with them for each end-point assessment element. 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) 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 entered 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 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 www.euias.co.uk. This can also be directly accessed via link below

<https://www.euias.co.uk/wp-content/uploads/2020/07/Reasonable-Adjustments-Policy-and-Application-v5.0.pdf>

Re-sits and Re-takes

Apprentices who fail one or more assessment method will be offered the opportunity to take a resit or a re-take at the employer's discretion.

The apprentice's employer will need to agree that either a resit or re-take is an appropriate course of action. A resit does not require further learning, whereas a re-take does.

Apprentices should have a supportive action plan to prepare for a resit or a re-take.

An apprentice who fails one or more assessment methods, and therefore the EPA in the first instance, will be required to resit or re-take the failed assessment method(s) only.

The timescales for a resit/re-take is agreed between the employer and EPAO. A resit is typically taken within two months of the EPA outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within four months of the EPA outcome notification.

All assessment methods must be taken within a six month period, otherwise the entire EPA will need to be resat/re-taken.

Resits and re-takes are not offered to apprentices wishing to move from pass to a higher grade.

Where any assessment method has to be resat or re-taken, the apprentice will be awarded a maximum EPA grade of pass, unless the EPAO determines there are exceptional circumstances requiring a resit or re-take.

EUIAS resit and re-take policy can be found at www.euias.co.uk. This can also be directly accessed via link below

<https://www.euias.co.uk/wp-content/uploads/2020/02/Re-sit-and-Re-take-Policy-v5.0.pdf>

Timeline

Typical timeline in months, before and after the Gateway.

Initial engagement - 48 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
- The relevant specialist pathways
- Expected location(s) for the Observation with questions
- The expected date(s) of EPA
- The Training Provider (TP)
- The payment schedule
- Completion of Service Level Agreement (employer AND lead provider)

Registration - 48 months before Gateway to 6 months before Gateway

The apprentice is on-programme, and compiling their portfolio of evidence to support the 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 and training provider:

- 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
- 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 practical Observation to EUIAS i.e. venue, type of plant/equipment, which specialist skills to be covered by each apprentice

3 months before Gateway to Gateway

- Employer or training provider to compile evidence of meeting eligibility requirements (Level 2 English and maths)
- Employer or training provider should also be arranging practice assessments for apprentices
- Complete the Cohort Registration form, signed jointly by employer and TP, with:
- Confirmation of learner numbers and specialist pathways

Gateway

Employer and 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 typically 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 assessments can be undertaken in any order, but we strongly recommend the Multiple-Choice Test is carried out first. Our pricing is based on being able to test every apprentice in the cohort at the same time (Multiple-Choice Test).

EUIAS:

- Schedule the assessments, in discussion with the employer/training provider
- Provides assessors for all assessment activities (unless otherwise agreed)
- Provides invigilator for Multiple-Choice Test (if agreed in the price)
- Arranges re-sits within 6 months of the start of EPA activity, 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 Multiple-Choice Test (and re-sits if required)
- Provides access and details of venue for practical observation, as previously agreed with EUIAS
- Provide EUIAS with the completed apprentice portfolios to support the interview

NB. A re-take will be arranged, with the agreement of all parties, for apprentices who have failed a element or elements 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

