EPA Specification Utilities Engineering Technician

EPA Specification Section 5.1 – Observation with Questions

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Contacts

This specification has been designed to provide all the advice and guidance you need to prepare yourself and your apprentices for endpoint 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

Introduction

An observation with questions involves an Independent Assessor observing and questioning an apprentice undertaking work as part of their normal duties, in the workplace. It allows for a demonstration of the KSBs through naturally occurring evidence. The observation will be of an apprentice completing their usual work. Simulation is not permitted. The observation with questions will take place in the apprentice's workplace.

The Independent Assessor will ask questions in relation to underpinning knowledge or where an opportunity to observe an activity has not naturally occurred.

The observation with questions will take four hours. It cannot be split, other than to allow comfort breaks as necessary or to allow the apprentice to move from one location to another as required. Where breaks occur, they will not count towards the total assessment time.

The Independent Assessor has the discretion to increase the time of the observation with questions by up to 10% to allow the apprentice to complete a task or respond to a question. Each Independent Assessor will only observe one apprentice at any one time, to ensure quality and rigour.

The employer will need to inform EUIAS of the task that the apprentice will carry out under observation. This information will be submitted to EUIAS using the Observation task – Employer form. This form will be used by the Independent Assessor to inform the apprentice on the day of the Observation.

Before the start of the observation with questions, apprentices will be provided with information on the format, including the timescales they will be working to. The time taken to give this information is exclusive of the assessment time.

The following activities must be observed during the observation:

- plan and prepare for work activities
- complete risk assessment and identify control measures
- communicate with a stakeholder/colleague for example, to outline work required/completed
- complete task documentation
- conduct planned, preventative or reactive specialist maintenance clean water/wastewater equipment, covering
    - two-three different types of maintenance tasks
    - two different types of equipment; equipment must have multiple parts/elements
    - use of at least three different tools and equipment, including 'test equipment'
    - equipment isolation.

It is sufficient for the maintenance activity to be completed on clean water or wastewater equipment

The specialism is determined by the option taken by the apprentice: electrical, mechanical or instrumentation control & automation.

The Independent Assessor will ask a minimum of five questions, across the tasks. As only

naturally-occurring work is observed, those KSBs that the apprentice did not have the opportunity to demonstrate can be assessed via questioning. The time for questioning is included in the overall assessment time.

The following KSBs are assessed during the Observation with questions:

- Knowledge (K2, K5)
- Skills (S2, S4, S6, S7i, S8, S9ii, S10, S11, S13i)
- Behaviours (B1, B2, B4i, B5, B6, B7i, B8)

See Section 4 for the references to the standard.

The apprentices should be made aware and should confirm their understanding of the requirements of the grading criteria in order to achieve their full potential in achieving a pass or distinction. If the apprentice does not achieve a 'pass' the apprentice will need to retake this EPA element, further information can be found in Section 5 'Retake and Resit Information'.

The EUIAS Service Delivery team will work with the employer or training provider to schedule the Observation with questions.

Observation Grading

The Observation is graded by the Independent Assessor appointed by EUIAS. The following tables explain the criteria that are applied in order to achieve each grade for the Observation.

To achieve a **Pass** for the Observation, a Pass is required in **ALL** relevant criteria:

To achieve a **Distinction** for the Observation, the apprentice must achieve a Pass PLUS **ALL** the Distinction criteria for the specialism.

Fail – Apprentices will fail where they do not demonstrate all the Pass criteria.

Theme KSBs	Pass Criteria	Distinction Criteria
Core - Health, safety and environment S2 S10 B4i B5 B6 B8	Completes risk assessment to identify risks and hazards in the workplace and applies suitable control measures to minimise risks to life, property and the environment. Conducts work in line with health and safety and environment practices, procedures and regulations. Monitors and maintains safe working conditions and practices. Conducts work in a way that contributes to sustainable development for example, considers use of resources, recycles waste materials, disposes of waste material following safe practice	
Core - Communication	Communicates with colleagues as required by the task; communication style is appropriate to the	Takes responsibility to explain the added benefits of the task completion and checks understanding with

Theme KSBs	Pass Criteria	Distinction Criteria
S7i S8	audience Provides technically correct information and guidance Handovers and confirms completion of engineering activities to the appropriate person Uses industry terminology accurately and appropriately Completes task documentation in full, accurately and legibly	contractor, supplier or colleague answering any outstanding queries accurately.
Core - Maintenance task K2 K5 S4 S6 S9ii S11 S13i B1 B2 B4i B7i B8	Identifies and organises required resource from information provided, including tools, equipment, materials for tasks. Considers the implications of cost, quality and security when making their choices Conducts maintenance tasks to specification and in-line with company processes, practices and procedures. Carries out safe isolation of equipment using permit and lock-off systems as required Asks for specialist advice when required	Justifies choice and use of resources, based on balancing the impact of cost, quality, safety, security and environment impact Considers options and choses the most efficient and effective approach for example, plans tasks, multi-tasks, reducing the need for self-correction after the task has commenced. Analyses and explains the potential consequences of not undertaking the maintenance Identifies and explains the potential issues that could arise during the work and how they mitigate against them

Theme KSBs	Pass Criteria	Distinction Criteria
Electrical option – Maintenance E4 E9	Uses electrical theories, principles and procedures to use test equipment as part of a planned preventative and/or reactive maintenance programme Carries out electrical procedures on industrial low voltage systems (up to 1000V AC; operates switchgear, fuses, motor control centres, transformers, manual & automatically controlled drives and motors to ensure they are electrically safe.	
Mechanical option – Maintenance M8i M2i	Tests and services mechanical equipment as part of a planned preventative and/or reactive maintenance programme	
ICA option – Maintenance I2i I4i I7 I8i I11	Tests, maintains, calibrates and validates fixed and portable analogue and digital instrumentation as part of a planned preventative and/or reactive maintenance programme	