



ENERGY & UTILITIES
INDEPENDENT
ASSESSMENT SERVICE

EPA Specification Gas Network Craftsperson

Network Maintenance Craftsperson
- Electrical and Instrumentation



Contents

Section 1 – Introduction	3
Section 2 – Mapping the Standard	11
Section 3 – Service Delivery and Gateway Eligibility.....	17
Section 4 – The GNC Standard with Amplification and Guidance.....	31
Section 5 – Assessment	49
Section 5.1 Knowledge and Skills Assessment	55
Section 5.2 Practical Task(s).....	58
Section 5.3 Technical Interview underpinned by logbook	71
Section 6 – Practice Assessments and Guidance	94
Section 7 – Supporting Documents and Guidance	99

Level 3 End-Point Assessment for Gas Network Craftsperson – Electrical and Instrumentation



EPA Specification Section 1 – Introduction

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

About the Energy and Utilities Independent Assessment Service (EUIAS)

The EUIAS is an independent end-point assessment organisation (EPAO) approved by the Education and Skills Funding Agency (ESFA) (number EPA0009) to offer and carry out the end-point assessments (EPA) for the Level 3 Gas Network Craftsperson Apprenticeship Standard (ST0205). This specification relates to Assessment Plan ST0205/AP03.

The EUIAS was established in 2014 and is part of Energy & Utility Skills Limited. The EUIAS delivers rigorous and robust apprenticeship end-point assessment services for the energy and utilities sector, and for technical and safety-critical sectors. In May 2016, The EUIAS became the first end-point assessment provider to have achievers on the English Trailblazer apprenticeship standards.

About end-point assessment

End-point assessment is the term given to the assessments taken by apprentices at the end of their apprenticeship, and which must be passed in order for the apprentice to be awarded a certificate of achievement. Apprentices must be trained by training providers approved by the ESFA and their end-point assessments must be carried out by an end-point assessment organisation approved by the ESFA. The assessment is designed, delivered, assessed and quality assured by the EPAO, with further external quality assurance provided by an external quality assurance (EQA) provider.

The EPA typically consists of three assessment components each of which must be passed in order to achieve an overall pass. For the Gas Network Craftsperson Standard, the assessments are a knowledge and skills assessment and two technical interviews. The first interview is based on the practical task undertaken during the EPA period and the second interview is based on the on-programme evidence gathered by the apprentice in the last 12 months of their on-programme training.

End-point assessment is based on two documents that have been written by an employer group – the Apprenticeship Standard and the End-Point Assessment Plan, both of which can be found on the website of the Institute for Apprenticeships and Technical Education, www.instituteforapprenticeships.org

The EPAO designs the assessments to cover the standard, while complying with the assessment plan.

It is important for training providers supporting apprenticeships:

- to ensure their training programmes cover all the elements required by the apprenticeship standard
- to have access to suitable premises, plant, machinery and equipment for the Practical Task

How to Use This EPA Specification for The Gas Network Craftsperson Apprenticeship

Welcome to the EUIAS EPA Specification for the Gas Network Craftsperson (GNC) Apprenticeship Standard.

The EUIAS internally quality assures all end-point assessments in accordance with its IQA process and IfATE requirements. This Standard is externally quality assured by Ofqual QAN: 603/7293/X.

This Specification is available from the EUIAS website (www.euias.co.uk) as a complete document, and also in its individual sections to allow customers to download what they require. **Important: the web site will always contain the latest version of this document so please check back to ensure you are using the latest version.**

This Specification outlines what you need to know about the end-point assessments for this Standard and provides details of the on-programme delivery requirements. It provides advice and guidance for trainers and training organisations on how to prepare apprentices for the end-point assessment.

The Specification provides end-to-end details of the how the EUIAS works with customers, from initial engagement to the completion of end-point assessment.

Audience:

Section 2 will be of interest mainly to the external quality assurance body to ensure the assessment methods cover the standard.

Section 3 will be of interest mainly to administrators and those responsible for planning and scheduling end point assessments.

Section 4 will be of interest to those ensuring that apprentices have covered all the required elements of the standard during their apprenticeship, and to apprentices themselves.

Sections 5 and 6 will be of interest to those who support apprentices in preparing for the end-point assessments, and to apprentices themselves.

At a glance

Apprenticeship standard: Gas Network Craftsperson

Assessment Plan: ST0205/AP03

Ofqual QAN: 603/7293/X

Level: 3

On-programme duration: Typically 48 months

Grading: Pass or Distinction

End-point assessment duration: Typically 6 months

End-point assessment methods:

- Knowledge and Skills Assessment
- Technical interview underpinned by logbook

Quality Assurance:

Quality assurance of the end-point assessment is designed in accordance with the Assessment Plan.

The main features of EUIAS quality assurance are:

- Assessments carried out by assessors standardised by EUIAS
- Ongoing internal quality assurance
- Moderation and final grading by EUIAS

External quality assurance is provided by Ofqual.

In this guide, you will find:

- Detailed Amplification and Guidance of the Standard and guidance on how to prepare the apprentice for gateway
- Detailed information on which part of the Standard is assessed by which assessment method
- A section focused on the end-point assessment method where the assessment criteria are presented in a format suitable for carrying out 'mock' assessments
- Suggestions on how to prepare the apprentice for each part of the end-point assessment
- A knowledge and skills practice test that you can use with apprentices

Is this the right standard for you?

The Gas Network Craftsperson Standard has been designed by the trailblazer group of employers for Gas Network Craftsperson's who are typically employed by organisations authorised to transport gas throughout the United Kingdom. A substantial part of the assessment activity is the practical task where the apprentice carries out various tasks on complex equipment or machinery and it is important that such a setting provides the opportunity to cover all the requirements of the Standard. It is really important that the employer and training provider check that they have the right site with the right opportunities for the apprentice to cover all the requirements. The apprentice will not be assessed on the job that they do but on the requirements of the Standard.

Standard overview

Gas Network Craftsperson has four pathways covering four different roles:

- Emergency Response
- Electrical and Instrumentation
- Pressure Management
- Pipelines Maintenance

This specification covers the network maintenance craftsperson for the **electrical and instrumentation role**

Gas Network Craftsperson's are engaged in the safe operation, control and maintenance of the United Kingdom gas networks. They will respond to and manage emergency situations to ensure safety and to avert major loss or interruption to gas supply. The requirements of the Electrical and Instrumentation specialist role is as follows:

Responsible for maintaining the controls and systems that measure, monitor, analyse and control the performance of the gas network. This forms part of a control system architecture that uses computers, networked data communications and graphical user interfaces for high-level process supervisory management associated with the gas transportation network. This may include the following:

- Installing instrumentation and communications technology associated with the control of gas within the gas transportation network
- Testing and maintaining instrumentation and communications systems associated with the control of gas within the gas transportation network
- Responding to faults and taking action to restore operating systems
- Monitoring and reporting on the performance of electrical and instrumentation control systems

All Gas Network Craftsperson's will be responsible for the quality of their own work and possibly others' and ensure work is completed safely, meeting stakeholder quality requirements, on time and to budget whilst maintaining the safe and efficient operation of the gas network.

On-programme requirements

The employer and or training provider should ensure that they have and can deliver a programme of training and learning that will enable the apprentice to develop the knowledge, skills and behaviours that will be assessed as part of this standard. The programme **must** cover all the knowledge, skills and behaviours as required of the Standard.

The planning, organisation and delivery of the on-programme element of the apprenticeship is the responsibility of the employer and or training provider and it is their responsibility to ensure they are compliant with all applicable regulations.

The programme of training for the electrical and instrumentation craftsperson **must** be completed before entering gateway and **must** include:

- Achievement Certificates for Level 2 English and Mathematics
- Those with an education, health and care plan or a legacy statement the apprenticeships English and mathematics minimum requirement is Entry Level 3 and British Sign Language qualification are an alternative to English qualifications for whom this is their primary language

For all roles it is recommended that throughout the period of learning and development, and at least monthly the apprentice should meet with their training provider and or employer to record their progress against the Standard.

At these reviews, the employer should:

- set learning and development goals
- track the apprentice's progress
- coordinate 20% of the apprentice's time being spent in off-the-job training

Once the apprentice is deemed competent, the relevant section(s) of the standard should be signed off by the on-programme training provider and employer.

Readiness for end-point assessment

The apprentice **must** satisfy all requirements of the final gateway before entering end-point assessment:

- Achievement of Level 2 English and mathematics. The apprentice must provide evidence of achievement for both. The EUIAS will require copies of the certificates before any end-point assessment can take place
- Those with an education, health and care plan or a legacy statement the apprenticeships English and mathematics minimum requirement is Entry Level 3 and British Sign Language qualification are an

alternative to English qualifications for whom this is their primary language

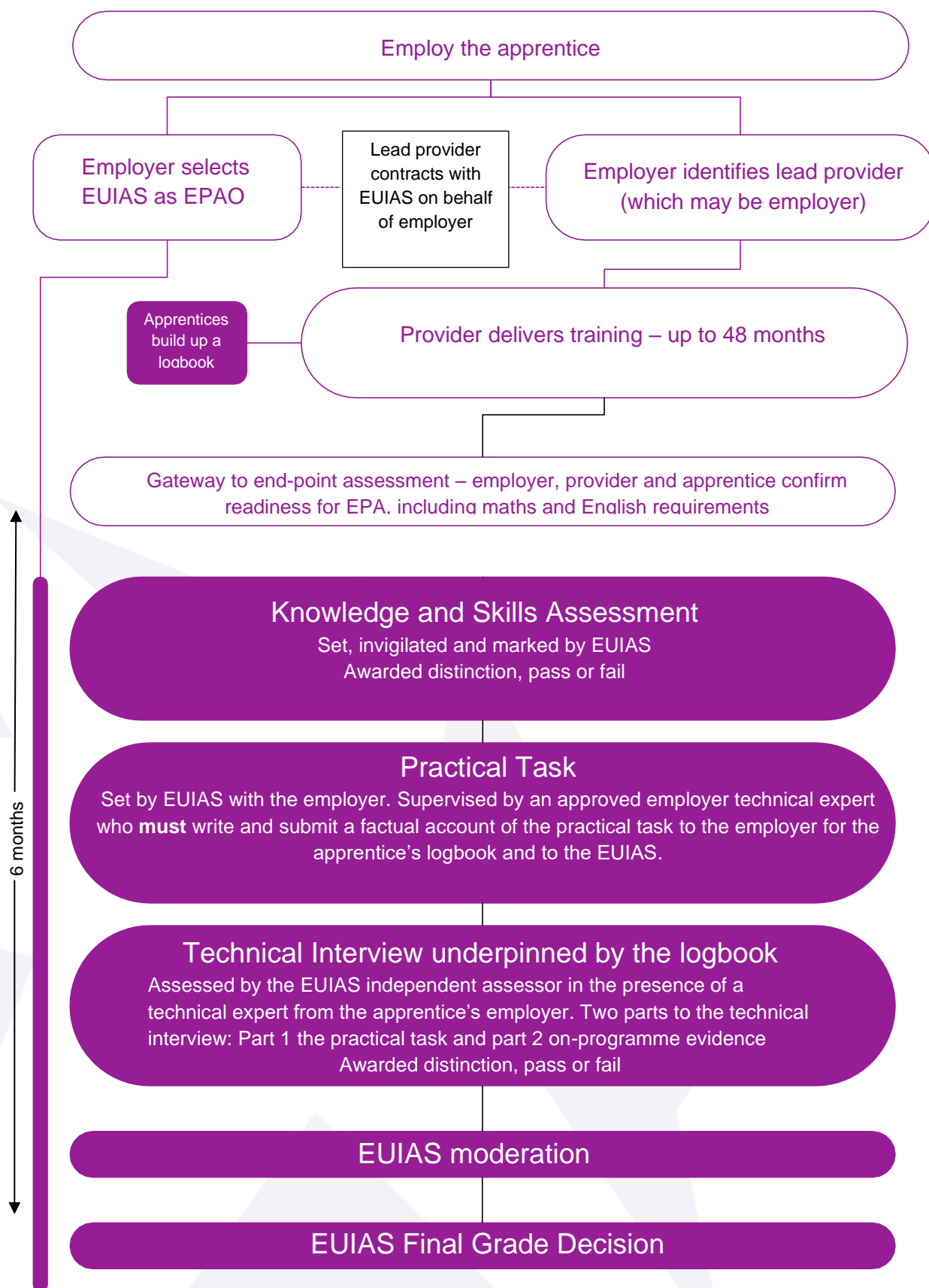
- Apprentice has compiled a logbook, which will underpin the interview
- The employer, training provider and apprentice must be confident that the apprentice has developed all the knowledge, skills and behaviours defined in the Apprenticeship Standard. To ensure this, the apprentice must attend a formal meeting with their employer to complete the Gateway Eligibility Report
- The employer and or lead provider **must** engage with the Service Delivery team at EUIAS to agree a schedule for each assessment activity for the apprentice and ensure all components can be completed within a 6-month assessment window. Further information about the gateway process is covered later in Section 3
- The Practical Task, Brief(s) and Site Approval Form **must** be completed and submitted to the EUIAS
- The on-programme evidence and practical task technical expert factual account **must** all be completed and evidenced in the logbook, and made available for the technical interview which is underpinned by the logbook

Order of end-point assessments

The successful completion of the knowledge and skills assessment, practical task, **must** precede the technical interview underpinned by the logbook.

The knowledge and skills assessment and practical task may take place in any order, although the EUIAS will usually schedule the knowledge and skills assessment first to allow time for any re-takes that may be needed. The practical task will be conducted by the employer technical expert. The employer technical expert **must** supervise the apprentice and write a factual account of the practical task. The factual account **must** be submitted to the EUIAS within **3 working days** of completing the practical task.

The final component is the technical interview underpinned by the logbook assessment which **must** be the final component. This will take place face to face and it will be recorded. The technical interview underpinned by the logbook will be conducted by an independent assessor (IA) in the presence of an employer technical expert. The employer technical expert's role is to provide context for the independent assessor with clarifications around specific company policies and procedures only and this may be the same person that supervises and writes the factual account for the practical task. The technical expert **must not** provide information on behalf of the apprentice, ask the apprentice questions, or influence the apprentice in any way during the technical interview.



Overview of the EPA process – EPA-related activities in purple