EPA Specification Utilities Engineering Technician

EPA Specification Section 5.2 – The Interview

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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 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

Introduction

The interview consists of an Independent Assessor asking an apprentice a series of questions to assess their competence against the KSBs. It allows for assessment of KSBs that do not occur on predicable or regular basis. The Independent Assessor leads this process to obtain information from the apprentice to enable a structured assessment decision-making process.

The interview will last for 60 minutes. The independent assessor has the discretion to increase the time of the interview by up to 10% to allow the apprentice to complete their last answer. The interview will have a minimum of nine questions. The purpose of the questions will be to cover the following topics:

- make components (S5)
- work allocation/supervision (B9 B4ii)
- professionalism (B3 B7ii)
- diversity and equality (B10)
- continued professional development (B11)
- ethical manner (B12)
- specialist duties (S1 S12 S14 plus Electrical: E1 E3 E7; Mechanical: M2ii M5 M8ii M9 M10; ICA: I5 I6 I9 I10 I11 I12 I13)
- specialist installation and commission of clean/wastewater equipment; decommission (S13ii plus Electrical: E2 E6 E8; Mechanical: M3 M4 M7; ICA: I3 I4ii)
- specialist fault finding and repairs (K4 S3 plus Electrical: E5 E10; Mechanical: M1 M6; ICA: I1 I2ii I8ii)

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

In advance of the interview the apprentice will be required to collate a portfolio of evidence. Details of the requirements for the portfolio are given below. The Independent Assessor should have a minimum of five working days to review the portfolio of evidence. Apprentices will have access to their portfolio of evidence during the interview. Apprentices can refer to and illustrate their answers with evidence from their portfolio, however the portfolio evidence is not directly assessed. Evidence from the interview underpinned by portfolio of evidence will be assessed holistically using the grading criteria (see below).

EUIAS will make arrangements for the interview with the apprentice's employer. Apprentices will be given at least two-weeks' notice of the date and time of the interview.

The Independent Assessors will conduct and assess the interview. The interview should take place in a quiet room, free from distractions and influence. Video conferencing can also be used to conduct the interview. The interview can take place in the employer's premises or a suitable venue selected by the EPAO, for example a training provider's premises.

Portfolio of Evidence Requirements

Apprentices must compile a portfolio of evidence during the on-programme period of the apprenticeship. The portfolio must contain evidence related to the KSBs that will be assessed by

the interview. It **will typically contain eighteen discrete pieces of evidence mapped against the KSBs**. The evidence may be used to demonstrate more than one KSB; a qualitative as opposed to quantitative approach is suggested.

Evidence sources may include:

- workplace documentation, for example workplace policies/procedures, records
- witness statements
- annotated photographs
- video clips (cumulative duration 60 minutes). The clip must be succinct to provide the evidence described. The apprentice must be in view and identifiable. The clip must be timestamped to pinpoint the exact evidence to be considered.

This is not a definitive list; other evidence sources are possible.

The portfolio should not include any methods of self-assessment. Any employer contributions should focus on direct observation of performance (for example witness statements) rather than opinions. The evidence provided must be valid and attributable to the apprentice. The portfolio of evidence must contain a statement from the employer and apprentice confirming this.

The portfolio of evidence must be submitted to the EPAO at the gateway

The portfolio is not directly assessed. It underpins the interview and will not be marked by the EUIAS. The Independent Assessor will review the portfolio in preparation for the interview but is not required to provide feedback after the review of the portfolio.

Interview Grading

The Interview 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 Interview.

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

To achieve a **Distinction** for the Interview, 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 B4ii	Describes how they have monitored and maintained safe working conditions and practices when working as part of a team or when supervised. Explains the implications of non-compliance with relevant health and safety standards, regulations and practice	
Core – Make components S5	Describes how they have used workshop machinery and equipment to create, repair and modify component and apparatus appropriately	
Core – Communicate S7ii	Describes how they communicate with contractors and suppliers and provide information and guidance in line with personal role and responsibilities	
Core - Work allocation/	Describes how they have managed tasks, including	

Theme KSBs	Pass Criteria	Distinction Criteria
supervision B4ii B9	delegation and supervision Describes how their contributions to a team project made a difference, whilst working to approved standards and safe working practices	
Core - Professionalism B3 B7ii	Describes how they have delivered a polite, courteous and professional service to customers and members of the public	
Core - Diversity and equality B10	Describes how they have taken account of the needs and concerns of others in relation to diversity and equality	
Core - Continued professional development B11	Describes the CPD activities they have completed and explains how it enhanced their competence	
Core –Ethical manner B12	Describes how they exercise responsibilities in an ethical manner	
Electrical option - Duties S1 S12 S14 E1 E3 E7	Describes how they have applied technical knowledge in their electrical duties: inspecting, condition monitoring and reporting; and testing servicing/maintaining and repairing electrical equipment	

Theme KSBs	Pass Criteria	Distinction Criteria
	Describes the different contexts/settings in which they have installed, maintained and tested electrical equipment If appropriate to the apprentice's workplace, describes their role in driving vehicles equipped with tools and materials to job sites If appropriate to the apprentice's workplace, describes how they provide 24 hour cover to remedy fault situations requiring diagnostic testing procedures	
Electrical option - Electrical installation and commission of clean/wastewater equipment S13ii E2 E6 E8	Explains how they have installed or replaced and commissioned equipment and components (electrical cables, switchgear, circuit breakers, motors, transformers and other associated equipment), including interpretation of electrical drawings and testing	Identifies and explains the potential issues that could arise during the work and how they mitigate against them
Electrical option - Electrical fault finding and repair K4 S3 E5 E10	Describes how they have located, diagnosed and rectified faults on Programmable Logic Controllers (PLC) and Supervisory Control & Data Acquisition (SCADA) systems or similar Explains how they consulted design specifications to analyse and calculate electrical system parameters and rectification procedures	Describes different fault-finding methods they have used, justifying their choices

Theme KSBs	Pass Criteria	Distinction Criteria
Mechanical option –Duties S1 S12 S14 M2ii M5 M8ii M9 M10	Describes how they have applied technical knowledge in their mechanical duties: inspecting, condition monitoring and reporting, testing, installing, dismantling, repairing mechanical equipment and components Describes different types of complex plant, machinery and components they have worked on including motors, pumps and gear boxes If appropriate to the apprentice's workplace, describes their role in driving vehicles equipped with tools and materials to job sites If appropriate to the apprentice's workplace, describes how they provide 24 hour cover to remedy fault situations requiring diagnostic testing procedures	
Mechanical option – Mechanical installation and commission of clean/ wastewater equipment S13ii M3 M4 M7	Explains how they have installed/repositioned, replaced, and commissioned equipment and components, including interpretation of plans and testing Describes use of fabrication and welding appropriate to the task	Identifies and explains the potential issues that could arise during the work and how they mitigate against them
Mechanical option -	Describes how they have located, diagnosed and	Describes different fault-finding methods they have

Theme KSBs	Pass Criteria	Distinction Criteria
Mechanical fault finding and repair K4 S3 M1 M6	rectified faults Explains how they consulted design specifications to analyse and calculate mechanical system parameters and rectification procedures Describes different fault finding methods they have used, justifying their choices	used, justifying their choices
ICA option – Duties S1 S12 S14 I5 I6 I9 I10 I12 I13	Describes how they have applied technical knowledge in their ICA duties: inspecting, condition monitoring and reporting, testing telemetry outstation and internal system configuration, inspecting and maintaining security equipment, telecommunication devices and alarm systems, supporting day-to-day users of instrumentation and control systems. If appropriate to the apprentice's workplace, describes their role in driving vehicles equipped with tools and materials to job sites If appropriate to the apprentice's workplace, describes how they provide 24 hour cover to remedy fault situations requiring diagnostic testing procedures Explains how they identify and resolve data quality and calibration issues, use standards and specifications to improve information gathered by telemetry data and complete data cleansing to	

Theme KSBs	Pass Criteria	Distinction Criteria
	ensure consistent and valid data is available for business and regulation purposes	
ICA option – ICA installation and commission of clean/waste water equipment S13ii I3 I4ii	Explains how they have installed, tested, replaced, calibrated and dismantled ICT equipment and components (controllers, probes, attachments, cabling, meters and display units)	Identifies and explains the potential issues that could arise during the work and how they mitigate against them
ICA option - ICA fault finding and repair K4 S3 I1 I2ii I8ii	Describes how they have located, diagnosed and rectified faults. Describes how they have repaired instrumentation and control equipment and configured and calibrated field instrumentation, communication devices and associated equipment used in system and process control, such as Programmable Logic Controllers (PLC) and Supervisory Control & Data Acquisition (SCADA) systems	Describes different fault-finding methods they have used, justifying their choices