



ENERGY & UTILITIES
INDEPENDENT
ASSESSMENT SERVICE

EPA Specification Gas Engineering Operative



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Level 3 End-Point Assessment Gas Engineering Operative



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) recognised by Ofqual and 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 Engineering Operative Apprenticeship Standard (ST0155). This specification relates to Assessment Plan ST0155/AP02.

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 consists of two assessment components each of which must be passed in order to achieve an overall pass. For the Gas Engineering Operative Standard there are two assessment methods the knowledge assessment and the portfolio assessment which include the Gas Safe® registration for a minimum of four appliances, competency test, work log review and an interview.

End-point assessment is based on two documents that have been written by an employer group – the Standard and the 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, appliances and equipment for the competency test

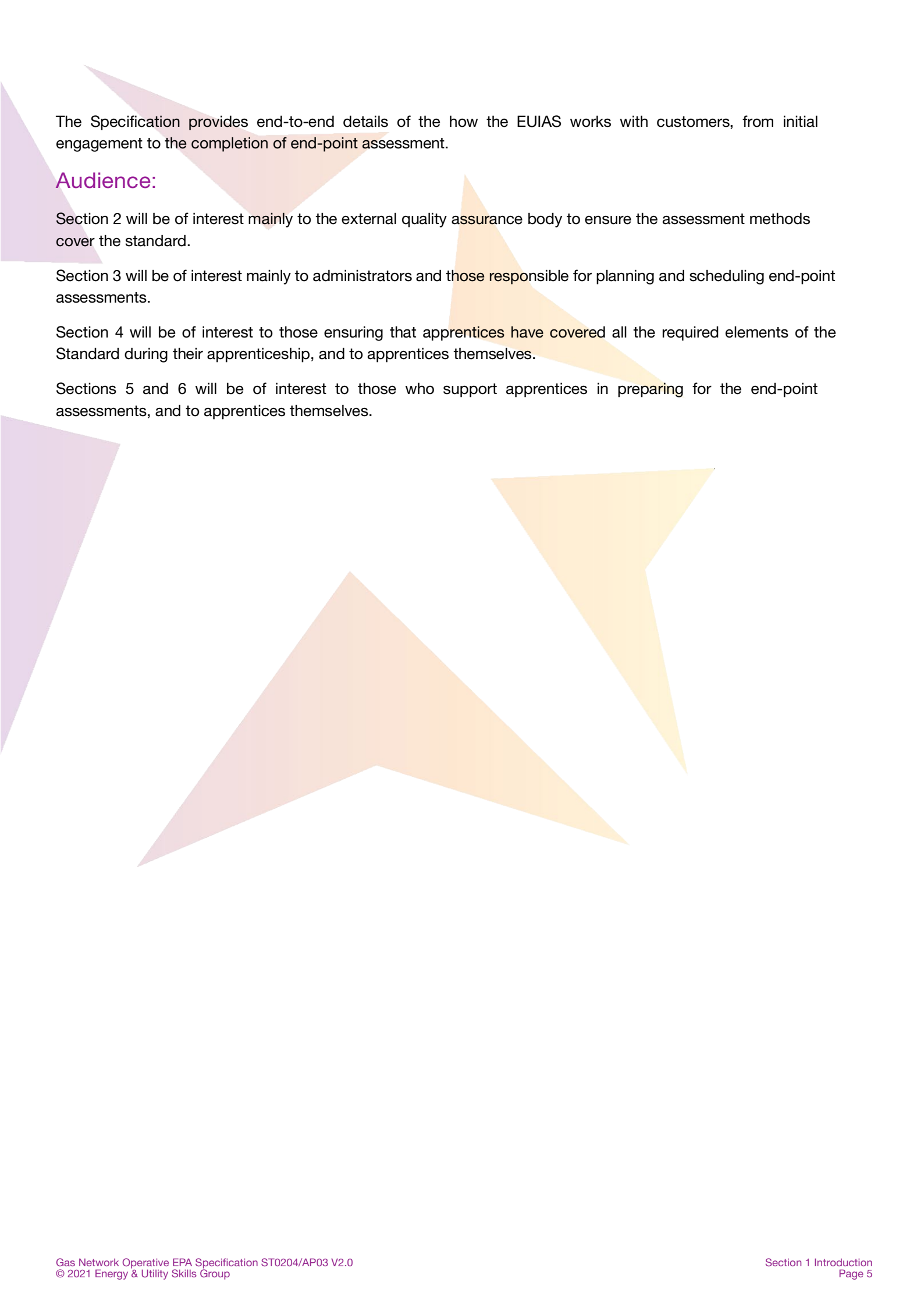
How to Use This EPA Specification for Gas Engineering Operative Technician

Welcome to the EUIAS EPA Specification for the Gas Engineering Operative Technician (GEO) 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 Open Awards on behalf of the IfATE.

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 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 Engineering Operative

Assessment Plan: ST0155/AP02

Level: 3

On-programme duration: Typically 18 months

Grading: Pass or Distinction

End-point assessment duration: Typically 3 months

End-point assessment methods:

- Knowledge Assessment
- Portfolio Assessment (Gas Safe® registration for a minimum of four appliances, competency test, work log review which includes an interview)

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 Open Awards on behalf of the IfATE.

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 practice knowledge test that you can use with the apprentices

Is this the right standard for you?

The Gas Engineering Operative Standard has been designed by the trailblazer group of employers specifically for gas engineers involved in the safe installation, commission, decommission and the ongoing service and repair of a range of gas appliance types in either a domestic or non-domestic setting. Appliances can include, but are not limited to, a range of work categories such as central heating boilers, unvented hot water storage, ducted air heaters, cookers, space heaters, meters, alternative fuel, boosters, testing and purging for industrial pipework. A substantial part of the assessment activity is through practical observation where the apprentice carries out a set of tasks across a specified range of appliances or systems. It is important that the setting provides the opportunity to cover all the requirements of the Standard. It is essential that the employer and provider check that they can provide a site or setting that is suitably equipped to enable the apprentice to undertake the requirements of the assessment. The apprentice will be assessed on the requirements of the Standard.

Standard overview

Gas Engineering Operative Standard requires the apprentice to safely install, commission, decommission and provide continuous service by repairing gas appliances in either a domestic or non-domestic setting. The apprentice would be expected in their job role to:

- explain how installations and appliances work
- provide energy efficiency advice
- ensure customer service excellence at all times
- operate strictly within the requirements of health and safety legislation
- achieve Gas Safe® registration for a minimum of four appliances (each appliance category for which they will be required to carry out work). The apprentices are required to gain certification on four appliance categories to meet the requirements of the Gas Engineering Operative Apprenticeship Standard

Roles in gas engineering are physical in nature, and may involve lifting and moving of equipment, working at heights, and working in confined spaces. All gas engineers must be registered on the Gas Safe® Register for a minimum of four appliances for each appliance in which they are competent to undertake work on.

On-programme requirements

The lead provider should ensure that they have developed 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 of required of the Standard.

The planning, organisation and delivery of the on-programme element of the apprenticeship is the responsibility of the employer or training provider and it is their responsibility to ensure they are compliant with all applicable regulations. The employer group has also developed a suggested training plan that employers and training providers may use to develop skills, knowledge and behaviours. This can be found on page 2 – 4 of the Assessment Plan.

The programme of training for the Gas Engineering Operative must be completed before entering gateway and **must** include:

- Achievement certificates for Level 2 (or higher) in English and mathematics
- Proof of their registration on the Gas Safe® register for a minimum of four appliances

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 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 assessor and employer.

Readiness for end-point assessment

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

- Achievement of Level 2 (or higher) in 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
- Achievement and proof of their registration on the Gas Safe® register for a minimum of four appliances
- 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, it is suggested that training and assessment:
 - is agreed and documented in a personal training / development plan
 - review meetings are regularly held and should be programmed to ensure training/development needs are met and supported
 - could include additional training, or ways of accelerating learning, as required by the apprentice
 - interview is held (typically) with the apprentice's line manager but may include colleagues from Human Resources. Feedback from mentors and team members may be included to contribute towards individual personalised training/development plans. The review documentation should be included in the apprentice's work log
- The EUIAS recommend the employer and training provider hold a formal meeting with the apprentice 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 end-point assessment activity for the apprentice and ensure all components can be completed within a 3-month assessment window. Further information about the gateway process is covered in Section 3 Service Delivery and Gateway Eligibility
- The Practical Assessment Review Form must be completed and submitted to the EUIAS
- The apprentice is required to produce and submit a work log. A summative assessment of the work log will form part of the end-point assessment. The work log should only contain evidence required to cover the relevant elements of the standard – see Section 5. As the apprentice progresses through their training, they are required to:
 - gather evidence on the full range of skills, knowledge and behaviours as required by the Standard
 - be assessed on particular tasks or procedures or items of equipment during the 'competency

assessments.' Safe isolation of operational equipment for maintenance is one example of this type of competency assessment, applicable to those working in gas engineering

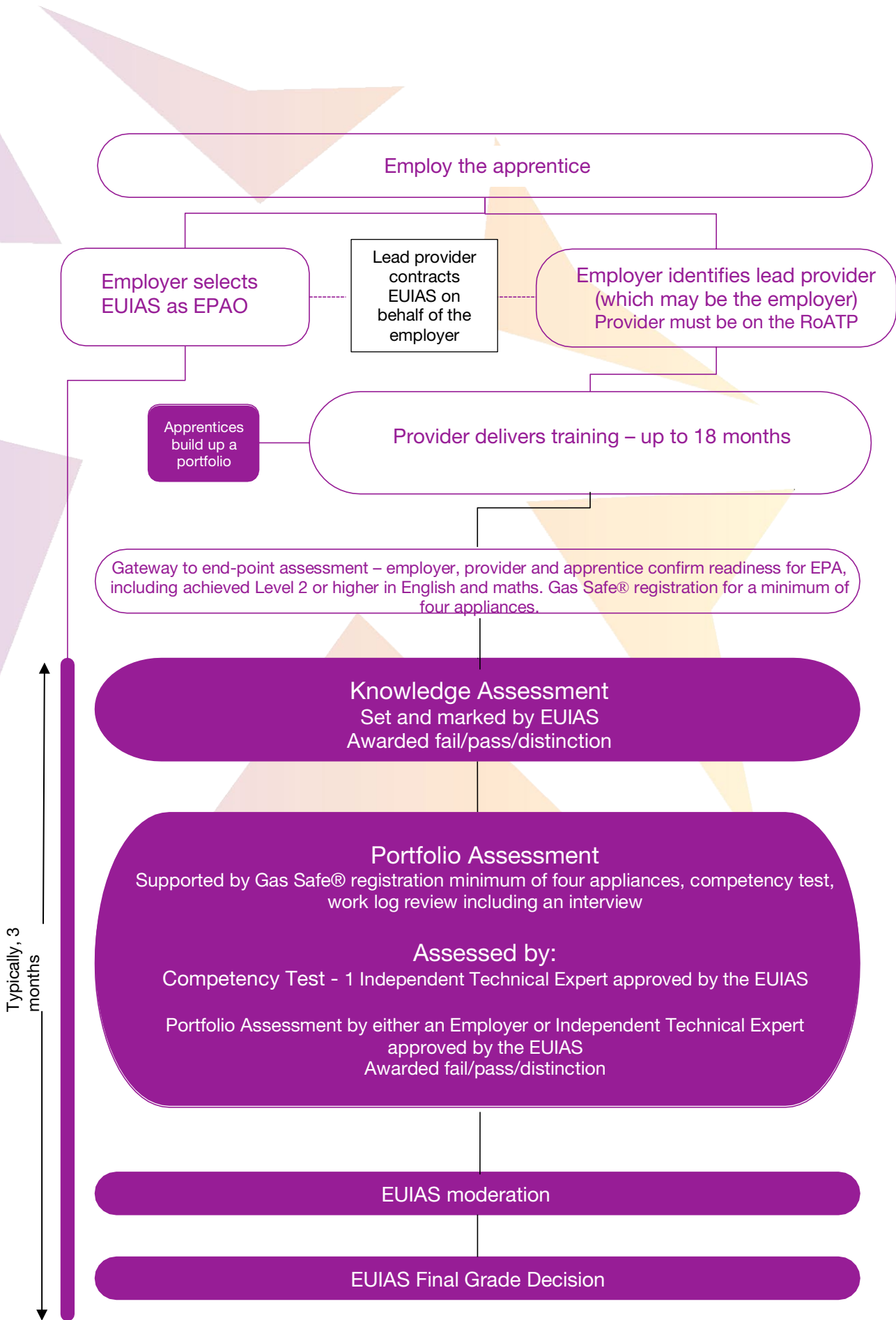
- record assessments in a work log as it is industry practice. The work log must be sufficient to evidence the apprentice can apply skills, knowledge and behaviours required in a variety of tasks. Progress review documentation should also be included. The apprentice's supervisor will typically support the development of the work log in accordance with company policy and procedures, the EUIAS have provided guidance on the content of the work log in Section 5 in this Specification.
- It is recommended by the EUIAS that the on-programme work log should be signed off by the lead provider as being complete, and made available for the work log review and the interview
- The employer or lead provider must submit to the EUIAS a complete portfolio of evidence for the apprentice which **must** include the Gas Safe® registration certificate for a minimum of four appliances, competency test and work log

Order of end-point assessments

The knowledge assessment and portfolio of assessment may take place in any order, although the EUIAS will recommend scheduling in the knowledge assessment first to allow time for a re-sit that may be needed.

The portfolio assessment, incorporating Gas Safe® registration, competency test and work log, must be submitted to the EUIAS by the employer or training provider within one-week of completing the competency test.

The work log review and interview must be undertaken within three weeks of completing the competency test. The work log review and interview will be carried out by technical experts who have been approved by the EUIAS. The technical experts may be nominated from within the apprentice's own organisations or external if required, to respond to the needs of smaller employers and they will be expected to go through the EUIAS approval process. If the technical expert is successful and approved to carry out assessments the EUIAS will inform the technical expert of the area of work, they have been approved to assess. The approved technical expert will combine the scores for each portfolio element to award the final overall preliminary mark for the portfolio and submit to the EUIAS.



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