Level 3 End-Point Assessment for Gas Engineering Operative

EPA Specification Section 6 – Practice Assessments and guidance

- Knowledge Assessment
- Competency Test
- Guidance for setting up a competency test
- Work Log Interview following the Work Log Review

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

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The Knowledge Test

Guidance – preparation for the knowledge tests

While on-programme, the employer and or training provider should brief the apprentice on the areas to be assessed by the knowledge test, as detailed in Section 5.1. Further details in section 4 of this specification. These are the selected knowledge elements of the standard: CK1; CK3; CK4; CK7; TK1; TK2; TK3; TK4; TK5; TK8; TK9; TK10; TK11; TK12. It is good practice to identify the areas within the learning programme where the relevant knowledge is delivered and ensuring that apprentices are aware that elements from each of these criteria might come up in the test.

The knowledge assessment is aligned to the Standard and the specific job role that the apprentice will be doing. The questions have been written to reflect the Gas Engineering Operative role as a whole and are not focussed on specific plant, machinery, or employer-specific processes.

In readiness for end-point assessment, the apprentice should complete a practice knowledge assessment, which is included in section 7 of this Specification. This should be undertaken in advance of the knowledge assessment, with enough time to mark the assessment, and provide feedback to the apprentices.

For maximum effect, ensure the test is taken in exam conditions similar to those that will be experienced in a live test.

Please note that if the apprentice fails the knowledge test **only one re-si**t opportunity is allowed.

Competency Test (Practical Assessment)

Guidance for setting up a practice competency test

The competency test (practical assessment) focuses on a minimum of four appliances in different realistic working environments. The employer and or training provider should produce practice competency tests for the apprentices to carry out under controlled conditions and assess them on a range that could include the safe gas and electrical installation, commissioning, decommissioning and/or ongoing service and repair on a minimum of four appliances.

For example, the apprentice could be assigned a task to diagnose and rectify fault(s). The apprentice will need to apply the appropriate principles, procedures and knowledge and explain what and why they are undertaking a particular approach. They will be expected to select and use the appropriate equipment and tools, protect themselves and others from potential harm that can arise from their work, while ensuring other processes on site continue to function; effectively and efficiently maintaining production.

Below we have provided guidance on the tasks that will be undertaken during the competency test. The tutor, supervisor or technical expert from the employer or training provider should use the information to produce practice tests.

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The tasks that will be undertaken within the end-point assessment competency test:

Task 1: Install and commission a gas appliance:

- Appliance category's utilised will be dependent on the apprentice Gas Safe® certifications and shall be stated on the assessment route plans approved by EUIAS

- This task will involve the installation of a pipe system – a minimum of 1m in length to connect an appliance to the gas supply. The installation will require a pipe system to be installed and should also include the apprentice having to use soldered and threaded joints as part of the installation

- Once pipe systems and associated checks and tests are complete, the apprentice shall commission the appliance or system as per manufacturer's instructions

Nb. This task does not include a requirement for wall-mounting any appliance.

Task 2: Carry out a service on a gas appliance or system:

- Apprentices shall carry out a service on an appliance in accordance with manufacturer's instructions

- It shall be permissible to utilise the appliances that were installed in Task 1 through the use of a rotation system so that no apprentice works on the appliance they installed

Task 3: Repair a faulty gas appliance or system:

- Technical Experts shall set faults on appliance categories

- Faults that will be used should be listed for each appliance and held on a register that will be made available for audit

Task 4: Decommission a gas appliance or system:

- Appliances or systems shall be decommissioned as per manufacturer's instructions

- The appliance pipe installation installed as part of Task 1 should be removed and all supply pipes capped or sealed

- Gas systems shall be left in a safe condition

The area designated for practice assessments **must** have a suite of appliances and equipment matching the categories for which apprentices gained certification during their Gas Safe process, i.e., if apprentices gained certification for central heating boilers, space heaters, cookers, and laundry devices, then these will be the appliance types required for the competency test and which will be required for the practice assessments.

Appliances for practice assessments **must** have a range of faulty components available.

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Practice competency tests must be assessed against the following high level competency areas:

- Application of company policy and procedures
- Operates in a manner to ensure the safety of all
- Maintains technical and safety standards at all times (behaviours)
- Communication skills and customer interaction
- Has focus and clear purpose in all conditions and locations, covering business requirements
- Work on customer premises / property shows proper care and respect
- Quality of work – skills
- Safe gas and electrical working practices
- Pipework skills
- Relays energy efficiency advice and product knowledge

The competency test brief should provide specification instructions for the apprentice to be able to:

- plan the job
- select the appropriate tools and materials
- focus on the skill
- work safely

The apprentice will be expected to work to the standards set in relevant industry and company procedures.

Note: that the expectation is that all the tasks will take up to half a day to complete and therefore must be sufficiently complex to match this duration.

The live competency test also includes questioning from the independent technical expert. The questioning is designed to confirm the apprentice's understanding of the rationale for actions taken and choices made to complete the task. To prepare the apprentice for this aspect of the practice competency test, we recommend developing some open-ended questions which focus on the rationale for each part of the task.

The tutor or supervisor supervising the competency test should assess the apprentice, write a report verifying whether the tasks was completed appropriately and mark the tasks out of 20. Feedback should be provided to the apprentice and the apprentice should be able to identify from the report where their strengths and weaknesses are in relation to the KSBs. The competency test must test the following KSBs:

- Selected Core Knowledge (CK2; CK5; CK6; CK8)
- PLUS Selected Core Skills (CS1; CS2; CS4; CS5; CS6; CS7; CS8; CS11; CS12)
- PLUS All behaviours (B1; B2; B3; B4; B5; B6; B7; B8)
- PLUS ALL Technical Skills (TS1; TS2; TS3; TS4; TS5; TS6; TS7; TS8; TS9; TS10; TS11; TS12; TS13)

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The apprentice should be aware of the criteria listed above and additional support and guidance can be found in 'Section 5' of this Specification including 'Section 7' which includes further guidance.

Work Log Review including interview

Preparing for the Work Log Review

The work log review is a significant part of the end-point assessment and therefore, the work log has the potential to become very large. It is important to understand that the assessor needs to view and assess the work log prior to the work log interview. The work log **must** include **quality pieces of evidence rather than quantity** and submitted to the EUIAS one month before the interview.

The purpose of the work log is to support the apprentice in providing evidence of their achievements when asked about them in the work log interview. It is particularly useful in supporting apprentices in achieving distinction. For example, the distinction grading criteria (see Section 5) makes reference to 'taking a lead in accepting additional responsibility'– the work log may contain witness testimony describing the circumstances, and the apprentice would be able to refer to this testimony when answering questions during the technical interview.

It is also important to index the logbook and cross reference it to the skills within the Standard. It is strongly recommended that you use the same referencing system as used within this Specification document.

Preparing and carrying out a practice Work Log Interview

When the work log is complete, towards the end of the formal training period is a good time to schedule a practice interview. It must be done with enough time to provide feedback to the apprentice that they can learn from before the live end-point assessment. A period of two weeks or more is recommended, depending on the circumstances. The key is that the apprentice has time to act on the feedback they get at the end of the practice.

Practice interviews are valuable to apprentices in order to effectively prepare them for the EPA work log interviews. Apprentices should appreciate that the work log interview forms a significant part of their EPA and it is not just a 'bolt on' to the knowledge assessment, but forms part of the portfolio assessment. Apprentices should be encouraged to volunteer information willingly in a full descriptive and explanatory manner. If the apprentice does not provide information during the work log interview the apprentice will not be allocated any marks. The tutor or supervisor carrying out the role of the technical expert must use various questioning techniques to be able to receive adequate responses.

A period of 1 hour should be set aside for the practice work log interview, and a set of open-ended questions prepared to cover each of the areas of the Standard covered by the work log interview.

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A tutor or supervisor should play the part of the technical expert carrying out the technical interview, asking the questions in a 'live test environment'. They should record their assessment of the apprentice performance, using the grading descriptions in Section 5 as a guide, and provide the apprentice with feedback, focussing on areas of improvement.

The work log interview questioning should synoptically examine the knowledge, skills and behaviours by the apprentice through their on-programme experience. The questioning should be contextualised to the apprentice's specific job role. The tutor or supervisor must:

- prepare some interview questions around each of the topic areas outlined in section 5
- use various questioning techniques to confirm the depth of knowledge and or range of skills – take account of the fact that part of the assessor role is to ensure that the apprentice remains calm so that they can provide their best performance
- for feedback purposes, record the interview or provide a clear narrative if the interview was not recorded. The narrative must describe the apprentices' responses to each of the questions asked. The narrative must capture the depth and breadth of the apprentice's response
- ensure the apprentice has provided evidence in their responses to cover all the relevant elements of the standard
- provide feedback to the apprentice focussing on any areas of the standard missed, or where appropriate, to give guidance on achieving the pass or distinction grades

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