

Level 4 End-Point Assessment for Electrical Power Networks Engineer – Design Engineer



EPA Specification Section 3 – Service Delivery and Gateway Eligibility

- EUIAS Service Delivery
- How to prepare for gateway
- The Gateway meeting
- Timeline

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

EUIAS Service Delivery

Whether you are an employer or a training provider (or both) your initial engagement will probably be with a business development manager who will introduce you to this document and take you through the EPA service that we offer. Our aim is to make the experience as straight-forward and easy to engage with as possible.

The key to a successful EPA experience is early identification of requirements to enable proper planning to take place and this section explains the requirements for preparing for the Electrical Power Networks Engineer – Design Engineer EPA.

All the requirements discussed below are important, but some of them are critical, in particular the Gateway Eligibility Requirements. It is important to note that the end-point assessments cannot proceed without the Gateway Eligibility requirements being met. A completed Gateway Eligibility Report with supporting documents is required for each apprentice before EPA.

The EPA Window

All end-point assessments have a ‘window’ during which the end-point assessment must be completed, to avoid apprentices ‘timing out’. The EPA window for the Electrical Power Networks Engineer Standard is 6 months. The EPA window for each apprentice commences on the date they successfully complete the first element of their EPA, for example, the day of the knowledge test. All EPA activities are typically completed within this 6-month window and EUIAS will work with you to schedule the EPA as close to the beginning of the window as possible to allow for re-sits if necessary.

Service Level Agreement (SLA) and Cohort Registration Form

EUIAS uses four documents to capture the details of the end-point assessment agreement:

- Service Level Agreement form – signed by the lead provider
- Cohort Registration form – signed by lead provider; this form identifies the apprentices in the cohort
- Learner Data Form – signed by the lead provider (to be used with the Cohort Registration Form)
- EPAO Appointment Form – signed by the employer; this confirms that the employer has selected Energy & Utilities Independent Assessment Service (EUIAS) as their end-point assessment service for this apprenticeship programme

Initial Engagement

Initial engagement with EUIAS will usually take place well before the EPA is due to take place and sometimes before the apprentices start their programme. The initial engagement meeting will cover:

- The numbers of apprentices in the cohort
- Any Reasonable Adjustments you want to apply for
- The relevant specialist pathways: it is very important that this apprenticeship, and the pathway within it, is the right one for your requirements. The apprentice will be assessed against the requirements of the Standard and not what they actually do within their job role
- The expected date(s) of EPA
- The employer and or lead provider for each apprentice
- The assessment methods and the order in which they must be undertaken including confirming arrangements with the Service Delivery team:
 - Stage 1 - Knowledge Test – location details of where it will take place, invigilation arrangements (who will invigilate) are usually made by the employer
 - Stage 2 – Practical Observation – location details of where it will take place and employer technical expert details
 - Stage 3 - Technical Interview, based on a work log compiled during the apprenticeship – The work log must be compiled by the apprentice throughout the apprenticeship and completed by gateway. The work log must be submitted 3 weeks before the interview and reviewed by the technical experts before the technical interview and arrangements must be made with the Service Delivery team. The location details of where the interview will take place including employer technical expert details
- If there is risk of supplying technical experts the employer must state the risk at this stage as it affects pricing, and technical experts must be standardised and approved by the EUIAS before they can carry out any assessments
- Arrangements for 'site review' to confirm that the proposed location for the practical observation provides all of the required opportunities for the apprentice to cover the Standard should be clearly identified by completing the 'Practical Assessment Review Form' and submitted to the EUIAS for a review, this form is included in Section 7 'Supporting documents and Guidance', in this Specification
- Completion of the Service Level Agreement
- The payment schedule
- The EUIAS operates a two-stage payment schedule:
 - Stage One applies at the registration stage when the initial registration fee is due
 - Stage Two applies at Gateway, when the balance of the agreed fee is due

Further details of the assessment methods are in Section 5 of this EPA Specification.

During the initial engagement, we will also cover the support that is available employers and or training providers. We are confident that most, if not all the answers you need are contained within this Specification, but we are always available to provide answers to specific queries using the Help Desk

email enquiries@euias.co.uk.

Appointment/Registration

The appointment stage is the first formal stage of working with the EUIAS. This stage must involve both the employer and the training provider (if applicable).

Successful appointment involves the completion of the Cohort Registration Form, officially appointing EUIAS as the EPAO for this cohort. The form contains:

- Details of the employer and lead provider this may be the training provider (if applicable)
- Confirmation of learner numbers, names and specialist pathways
- Confirmation of expected EPA dates
- Confirmation of the level of service agreed with EUIAS, with pricing
- Confirmation that you will give a minimum of three months' notice of apprentices being ready for EPA (especially important if you bring forward the completion date)
- Signatures from the lead provider
- Completion of the Learner Submission form listing each learner in the cohort
- A purchase order from the lead-provider to EUIAS to the value agreed

If it has not already taken place, the details of the EPA will be discussed (as described in the Initial Engagement Section above) with the employer and training provider (if applicable) to agree roles and responsibilities.

On-programme

It is the responsibility of the lead provider to create and deliver the apprentice training programme, ensuring you comply with the relevant ESFA rules. The EUIAS has no formal involvement in the 'on-programme' aspect of the apprenticeship. However, we DO provide guidance on the work log requirements for the technical interview. This can be found in Section 5 of this Specification.

We do appreciate that circumstances change so please notify us if:

- expected end-dates change, giving at least three months' notice of readiness for end-point assessment
- any cohort details change, especially if an apprentice drops off the programme
- any anticipated changes in venues for the end-point assessments

Scheduling the end-point assessment

The EPA for Electrical Power Networks Engineer – Design Engineer is very resource intensive, both in terms of availability of specialist settings for the practical observation and also in terms of availability of the specialist independent industry technical experts and employer technical experts that are required. It is imperative that the apprentices **must** be available for all assessments, which seems obvious, but can prove problematic if communications are not as clear as they should be. Employer, lead provider and EUIAS **must** keep in touch and notify each other of any changes as soon as they occur.

To help things run smoothly, you **must** inform EUIAS between 3 and 6 months before you expect to have your Gateway meetings with the cohort. The EUIAS Service Delivery team will be contacting you during this time, to facilitate two-way communication. Your proposed EPA date may be sooner than was originally anticipated at the time of registration, which is OK so long as the apprentice(s) has been on programme for at least a year.

We cannot confirm any EPA arrangements until we have confirmation of Gateway Eligibility, as discussed in the next section, but we will put together a provisional plan and share it with you. As a customer, you probably want to confirm gateway Eligibility on one day and have the first end-point assessments the next day. The reality is that scheduling takes time and can take varying periods of time. The early notification helps us put together a provisional schedule, but we can only confirm it after Gateway Eligibility requirements are all met. The fewer changes you make to the information you give us three months before Gateway, the sooner it will be before we can start the EPA. We too commit to making last-minute changes as rare as possible.

We always aim to accommodate your requirements when scheduling, taking account of availability of apprentices, location and availability of assessment venues, availability of employer technical experts and independent industry technical experts and also ensuring that we have evidence of the pre-requisites, in particular the apprentice:

- has achieved L2 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
- should be advised by the employer and training provider (if training provider has been appointed) to gather evidence throughout their on-programme training
- has compiled and submitted a work log to EUIAS **3 weeks** prior to the interview as the work log will be reviewed by the independent industry technical expert in preparation for the interview. Details of work log requirements can be found in Section 5.3 of the Specification
- mid and end-of-year performance reviews
- feedback from the employer and or training provider to show how they have met the Apprenticeship Standard during the on-programme

The employer and or training provider **must** be confident that the apprentice has developed all the knowledge, skills and behaviours defined in the apprenticeship standard. To ensure this, the EUIAS

recommend that the apprentice attends a formal meeting with their employer to complete the Gateway Eligibility Report. As soon as possible after Gateway, EUIAS will confirm with you the end-point assessment arrangements for each apprentice in the cohort.

We will always try to schedule as soon as possible within the 6-month window, to allow time for any re-sits before the window closes.

How to prepare for gateway

On completion of their on-programme learning apprentices should be ready to pass through 'gateway' to their end-point assessment.

At this point, the EUIAS recommend that the employer, training provider and apprentice hold a Gateway Eligibility meeting. The purpose of this meeting is to confirm that all parties agree the apprentice has met the requirements of the Apprenticeship Standard and is ready for end-point assessment. **Note** that the EUIAS is **NOT** present at this meeting. It is your sole responsibility to assure yourself, along with the training provider (if applicable) that the apprentice is ready for end-point assessment.

You are advised that the apprentice should prepare for this meeting by bringing along sufficient evidence, including:

- Sufficient evidence in the form of a work log of evidence to demonstrate that they have consistently applied the knowledge, skills and behaviours as described in the Standard
- Mid and end-of-year performance reviews
- Feedback to show how they have met the Apprenticeship Standard while on-programme

Before the meeting, apprentices must have:

- achieved Level 2 English
- achieved Level 2 maths
- completed a satisfactory formal training plan that was agreed with the apprentice by the employer
- complete their work log evidence which should demonstrate that they have consistently applied the knowledge, skills and behaviours

Apprentices should be advised by employers and providers to gather this evidence throughout their on-programme training, **copies or scans of certificates WILL be required by EUIAS** before the apprentice can start EPA. Typically, these will be functional skills qualifications at Level 2 or GCSEs at grade C or above, or grade 4 and above.

It is recommended that the lead provider completes regular checks and reviews of this evidence to ensure the apprentice is progressing and achieving the Standard before the gateway meeting is arranged.

The Gateway meeting

Employers must confirm that apprentices are ready for their end-point assessment (EPA). The EUIAS recommend that the employer and lead provider hold a meeting with the apprentice to confirm that the apprentice is ready for their end-point assessment. To comply with end-point assessment rules, EUIAS is **not** present at the Gateway meeting. Ideally it would be conducted with the apprentice, training provider and the employer present. Gateway meetings last about an hour and are completed on or after the apprenticeship on-programme end date.

During the meeting, the apprentice, employer and training provider will discuss the different aspects of the apprenticeship standard and confirm that the apprentice has met the full criteria of the Apprenticeship Standard during their on-programme training. A copy of the Standard and the Assessment Plan (ST0475/AP01) should be available at the meeting. This can be accessed via the link below:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/electrical-power-networks-engineer-v1-0>

In addition, the apprentice should be informed that EUIAS will be conducting the end-point assessment and that copies of the following policies are available on the EUIAS web site at [euias.co.uk](https://www.euias.co.uk)

- Appeals Policy
- Complaints Policy

A full list of EUIAS policies can be accessed via the link below:

<https://www.euias.co.uk/end-point-assessment/policies/>

At the meeting, the apprentice should be informed that they are required to have proof of their identity with them for each end-point assessment activity. The EUIAS will accept the following as proof of identity:

- a valid passport
- a UK driving licence
- a valid warrant card issued by HM forces or uniformed services
- Other photographic ID card such as an employee ID card or travel card

At the meeting, the Gateway Eligibility Report (GER) below must be completed, agreed and signed by all 3 parties* and submitted to EUIAS at enquiries@euias.co.uk with the subject line 'GER – apprentice name – provider name'.

A completed GER form is required for every apprentice you want to enter for end-point assessment.

*Where possible. We recognise that some meetings will take place at distance in which case an email agreement from the apprentice should be appended to the GER form.

The current Electrical Power Networks Engineer Assessment Plan (ST0475/AP01) mandates that the EPA should only start once the EPA gateway requirements have been met and evidence must be submitted to the EUIAS. As gateway requirements, the employer must meet with the apprentice and be satisfied that the apprentice is consistently working at, or above Level set out in the occupational standard and apprentices without English and mathematics at level 2 must achieve this level as a minimum prior to taking the EPA. The Gateway Eligibility Report is a requirement of the EUIAS. If it is not possible to have the employer present at the time the Gateway Eligibility Form is completed by the apprentice and training provider, EUIAS will contact the employer to gain their signature.

Reasonable adjustments

If you wish to apply for reasonable adjustments on behalf of any of your apprentices, please do so at the same time as submitting the GER form, using the EUIAS Reasonable Adjustment Policy and Application that can be found at www.euias.co.uk

Re-sits and Re-takes

Any component that is failed can be re-sat within the EPA window. It is not possible to re-sit outside of the EPA window. Where any assessment method has to be re-sat or re-taken, the apprentice will be awarded a maximum EPA grade of pass, unless the EUIAS determines there are exceptional circumstances requiring a re-sit or re-take. If an apprentice is not successful, they can undertake a period of further training and re-take the failed components within a new EPA assessment window.

The EUIAS resit and re-take policy can be found at www.euias.co.uk This can also be accessed via the link below:
<https://www.euias.co.uk/wp-content/uploads/2020/02/Re-sit-and-Re-take-Policy-v5.0.pdf>

Timeline

Typical timeline in months, before and after the Gateway.

Initial engagement - Up to 30 - 36 months before Gateway

Initial engagement, informal meeting between EUIAS and to agree:

- The number of apprentices in the cohort
- Any Reasonable Adjustments you want to apply for
- The relevant specialist pathways
- Expected location(s) for the knowledge test, practical task and the technical interview underpinned by the work log
- The training provider (if one has been appointed)
- The expected date(s) of EPA
- The payment schedule
- Completion of Service Level Agreement (lead provider) and at this stage the EUIAS must be informed if the lead provider has a risk in relation to technical expert requirements. If the EUIAS are to supply independent technical experts the EUIAS will provide a price at this stage

Registration - 30 – 36 months before Gateway to 6
months before Gateway

The apprentice is on-programme and compiling their work log of evidence to support the technical interview.

Formal Appointment/registration using the Cohort Registration form (Triggers Stage 1 payment)

- EUIAS will issue the Privacy Notice which must be shared with every apprentice in the cohort

Employer/training provider:

- Confirmation of expected EPA dates
- Confirmation of the level of service agreed with EUIAS, with pricing
- Confirmation that you will give three months' notice of apprentices being ready for EPA
- Completion of the Learner Submission form including each learner in the cohort
- A purchase order from the lead provider to EUIAS to the value agreed

30 - 36 months before Gateway to 6 months before
Gateway

Update calls (as agreed)

- EUIAS will periodically call designated contact to enquire about progress towards EPA
- EUIAS provides on-going support via enquiries@euias.co.uk

- Lead provider will give at least 6 months' notice of any proposed change to EPA dates

6 months before Gateway to Gateway

- Lead provider completes the 'EPNE Practical Assessment Review Form', and submits the form to the EUIAS this form will include details about the practical task, see Section 7 'Supporting Documents', for further details

3 months before Gateway to Gateway

- Employer or training provider to compile evidence of meeting Gateway eligibility requirements (Level 2 or higher in English and maths)
- Employer or training provider should also be arranging practice assessments for apprentices

Gateway

Employer/training provider:

- Provide completed Gateway Eligibility Report for each apprentice
- Ensure ALL eligibility requirements are met for each apprentice going forward to EPA
- Purchase order for Stage 2 payments

Gateway, and the maximum 6 month EPA window

End-point assessment window (NB. 6 month window for each assessment commences on the date of their first EPA activity, work log to be submitted 3 weeks before the Technical Interview)

The assessment methods must be undertaken in the following order:

1. Knowledge test - Our pricing is based on being able to test every apprentice in the cohort at the same time (Knowledge test).
2. An observation of practical work activities practical observation work activities
3. Technical interview, based on a work log compiled during the apprenticeship and must be the final assessment component

Responsibilities of EUIAS:

- Schedule the assessments, in discussion with the employer and or training provider
- Will provide the independent industry technical expert(s) for the practical observation for this pathway – design engineer. The independent industry technical expert will be approved by the EUIAS and initially standardised. The independent industry technical expert will be expected to carry out the practical observation, assess the practical activities, provide a preliminary grade, complete and submit the formal assessment documentation to the EUIAS and will be involved in the technical interview

- Provides the independent industry technical expert(s) for the technical interview
- Provides the invigilator for the knowledge test (if agreed in the price)
- Arranges re-sits within the 6 month EPA window, if required
- Carries out a final moderation to confirm grading decisions
- Will provide results of EPA with 11 working days of final moderation

Responsibilities of Employer and / or training provider

- Ensures apprentices are briefed and prepared for EPA, including location and timings of assessments
- Provides venue for the knowledge test (and re-sits if required)
- Provides an employer technical expert to accompany the independent industry technical expert during the practical observation
- Provides an employer technical expert to support the interview process, which must be the technical expert who conducted the practical observation
- Provides access and details of venue for the practical activities, as previously agreed with EUIAS

Nb. A re-take will be arranged, with the agreement of all parties, for apprentices who have failed a component or components and are deemed to require further training before being ready for end-point assessment.

Time-line summary for Employers and training provider; refer to previous section for details

