

Skills for a greener world

# **EPA Supporting Documents for**

Level 3 Maintenance and Operations Engineering Technician (Electrical System and Process Control) QAN 603/7266/7













# **EPA Supporting Documents for**

# Level 3 Maintenance and Operations Engineering Technician (Electrical System and Process Control)

| QAN 603/7266/7  |    |
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## Updates to the supporting documents

Since the first publication of the EUIAS Maintenance and Operations Engineering Technician Supporting Documents Electrical System and Process Control, the following updates have been made.

| Version | Date first<br>published | Section updated | Page(s) |
|---------|-------------------------|-----------------|---------|
| V1.0    | October 2024            | First published | All     |



## Appendix A: Glossary

**Amplification** – provides more detail on how individual knowledge, skills or behaviours statements should be interpreted. Where the KSB statements, themselves are deemed self-explanatory, no amplification is provided. Assessment may include questions on anything identified in the amplification

**Behaviours (as part of KSBs)** – specific mindsets, attitudes or approaches identified as part of the apprenticeship standard that must be evidenced during endpoint assessment

**Elements** – are the knowledge, skills and behaviours and what is needed to competently undertake the duties required for an occupational standard

**Gateway** - the stage of the apprenticeship where the apprentice, employer and training provider determine whether the apprentice is ready to undertake end-point assessment

**Guidance** – is only provided where it is required to support interpretation of the KSB statements

**Knowledge (as part of KSBs)** – specific information, technical detail, and 'knowhow' identified as part of the apprenticeship standard that must be evidenced during end-point assessment

**Pathways** – a specialist route within an apprenticeship standard that builds on the occupational competence for a new entrant to the occupation

**Skills (as part of KSBs)** – the practical application of knowledge identified as part of the apprenticeship standard that must be evidenced during end-point assessment

**Standard** – An occupational standard is a description of an occupation. It contains occupational profile, and describes KSBs needed for someone to be competent in the occupation's duties. Occupational standards are developed by employers for occupations that meet the Institute for Apprenticeships and Technical Education current occupation criteria

Topic - is a collection of elements grouped into a theme e.g. Health and Safety



# Appendix B: Gateway Eligibility Form

(Standard and Assessment Plan Version: ST0154/1.4)

| Apprentice's name:   | Apprentice's job title:                    |
|--|--|
|  |  |
| Name of Employer:  | Name of Training provider:                 |
|  |  |
| Employer representatives present:  | Training provider representatives present: |
|  |  |
| Apprenticeship start date:   | Apprenticeship on-programme end date:      |
|  |  |
| Gateway meeting date:  |  |
| Has the apprentice taken any part of<br>the end-point assessment for this<br>apprenticeship standard with any<br>other End Point Assessment<br>Organisation? | Y/N  |
| If "Yes" please give details:  |  |
|  |  |
|  |  |



#### Apprentice's details

Eligibility requirements:

The apprentice must confirm their achievement of the following:

| Eligibility requirement  | Achieved by the apprentice? Y/N | Evidence<br>(Scans of certificates<br>MUST be included) |
|--|---------------------------------|---|
| Achieved Level 2 English   |                                 |   |
| Achieved Level 2 Maths   |                                 |   |
| Satisfactory completion of<br>the formal training plan<br>agreed with apprentice by<br>the employer        |                                 |   |
| Compiled and submitted a<br>portfolio of evidence, on<br>which the technical<br>interview will be based on |                                 |   |

#### Gateway Eligibility Declaration

The apprentice, the employer and the training provider must sign this form to confirm that they understand and agree to the following:

- 1. The apprentice has completed the required on-programme elements of the apprenticeship and is ready for end-point assessment with EUIAS.
- 2. The apprentice will only submit their own work as part of end-point assessment.
- 3. All parties agree that end-point assessment evidence may be recorded and stored by EUIAS for quality assurance purposes.
- 4. The apprentice has been on-programme for a minimum duration of 365 days.
- 5. The apprentice has achieved English and maths Level 2 as detailed in this document.
- 6. The apprentice satisfactorily completed a formal training plan agreed by the employer.
- 7. The apprentice has produced compiled and submitted a portfolio of evidence, on which the technical interview will be based on.
- 8. The apprentice, if successful, gives permission for EUIAS to request the apprenticeship. certificate from the ESFA who issue the certificate on behalf of the Secretary of State.
- 9. The apprentice has been directed to the EUIAS Appeals Policy and Complaints Policy.



- 10. The employer/training provider has given the EUIAS at least three months' notice of requesting this EPA for this apprentice.
- 11. If the Gateway Eligibility Report is not completed in full, meeting all requirements, and submitted to EUIAS, the end-point assessment cannot take place.

| Signed on behalf of the employer (print name):          | Signature: | Date: |
|---|------------|-------|
|   |            |       |
| Signed on behalf of the training provider (print name): | Signature: | Date: |
|   |            |       |
| Apprentice's name (print):                              | Signature: | Date: |
|   |            |       |

| EUIAS use only:   |  |
|-------------------|--|
| EUIAS Sign off:   |  |
| Comments/actions: |  |



# Appendix C: Practice Knowledge Assessments: Electrical System and Process Control



# Level: 3

#### Maintenance and Operations Engineering Technician

#### Pathway: Electrical System and Process Control

#### Paper Code: Practice Paper

This examination consists of 30 multiple-choice questions.

The Pass mark is 18 correct answers.

The Merit mark is 23 correct answers.

A merk of 26 or more is a Distinction.

The duration of this examination is 45 minutes.

You must use a **pencil** to complete the answer sheet - pens must NOT be used. When completed, please leave the examination answer sheet and question paper on the desk.

For this paper the use of a scientific calculator (non-programmable) is permitted.

For each question, fill in ONE answer ONLY.

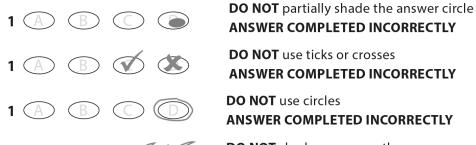
If you make a mistake, ensure you erase it thoroughly.

You must mark your choice of answer by shading in ONE answer circle only. Please mark each choice like this:

1 (A) (B)

#### **ANSWER COMPLETED CORRECTLY**

Examples of how NOT to mark your examination answer sheet. These will not be recorded.



**ANSWER COMPLETED INCORRECTLY DO NOT** use circles

ANSWER COMPLETED INCORRECTLY

**DO NOT** shade over more than one answer circle **ANSWER COMPLETED INCORRECTLY** 

#### This paper must be returned to EUIAS with the apprentice answer sheets.

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You may use this page for rough work.

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On what type of installation would a technician fit this design of washer?

| Possible answers |                  |  |
|------------------|------------------|--|
| a)               | High corrosion   |  |
| b)               | High temperature |  |
| c)               | High vibration   |  |
| d)               | High pressure    |  |



| Questio   | on 2  |  |  |  |
|-----------|---|--|--|--|
| When cl   | When checking the pressure of a system the maintenance schedule stipulates that     |  |  |  |
| the syste | the system pressure should be 10 bar with a tolerance of +/- 0.05 bar, what are the |  |  |  |
| minimun   | minimum and maximum acceptable pressures?   |  |  |  |
| Possibl   | Possible answers  |  |  |  |
| a)        | 9.95 to 10.05 bar   |  |  |  |

| b) | 9.5 to 10.5 bar     |  |
|----|---------------------|--|
| c) | 9.05 to 10.5 bar    |  |
| d) | 9.005 to 10.005 bar |  |

| Question 3                                      |   |  |  |
|---|---|--|--|
| Safety critical equipment should be maintained: |   |  |  |
| Possible answers                                |   |  |  |
| a)  | every twelve months                                 |  |  |
| b)  | more frequently than non-safety critical equipment  |  |  |
| c)  | less frequently than non-safety critical equipment  |  |  |
| d)  | at the same period as safety non-critical equipment |  |  |



Which statement best describes what is meant by the terminology "specification"?

| Possible answers |   |  |
|------------------|---|--|
| a)               | The capacity to endure continuous force                             |  |
| b)               | The standard when measured against another object of similar design |  |
| c)               | Detailed description of the design and materials of an object       |  |
| d)               | The specified point beyond which certification is invalid           |  |

| Question 5       |   |  |  |
|------------------|---|--|--|
| What typ         | What type of maintenance is applied when something stops working? |  |  |
| Possible answers |   |  |  |
| a)               | Planned   |  |  |
| b)               | Preventative  |  |  |
| c)               | Corrective  |  |  |
| d)               | Shutdown  |  |  |

#### **Question 6**

What do the initials IP followed by 2 numbers refer to when seen on a piece of equipment?

| Possible answers |                      |  |
|------------------|----------------------|--|
| a)               | Internal pressure    |  |
| b)               | Integrity protection |  |
| c)               | Ingress protection   |  |
| d)               | Increased pressure   |  |



# Question 7Which of the following is commonly classed as safety critical?Possible answersa)Control valveb)Fusec)Steam trapd)Drain valve

| Question 8   |                      |  |
|--|----------------------|--|
| What does the coloured tag on a piece of rigging equipment mean? |                      |  |
| Possible answers   |                      |  |
| a)   | Certification period |  |
| b)   | Safe working load    |  |
| c)   | Maximum working load |  |
| d)   | Safe to use          |  |

| Question 9  |             |  |
|---|-------------|--|
| When seen on site, what does a green safety sign signify? |             |  |
| Possible answers  |             |  |
| a)  | Mandatory   |  |
| b)  | Prohibited  |  |
| c)  | Information |  |
| d)  | Warning     |  |



| Question 10  |                    |  |
|--|--------------------|--|
| What document should be fixed to a scaffold before a technician uses it? |                    |  |
| Possible answers   |                    |  |
| a)   | Risk assessment    |  |
| b)   | Safety certificate |  |
| c)   | Approved Scafftag  |  |
| d)   | Permit to work     |  |

Looking at the image provided and taking into consideration risk, which task would a technician say is low probability and low in impact?

| Possibl | e answers | A.        | B.<br>●            |
|---------|-----------|-----------|--------------------|
| a)      | A         | <b>×</b>  |                    |
| b)      | В         | С.        | <u>AAA AAA AAA</u> |
| c)      | С         | <u>نگ</u> | <u>×</u>           |
| d)      | D         |           | ΔΔΛ                |

[Turn to the next page for question 12]



| Question 12  |                      |  |
|--|----------------------|--|
| When personal protection equipment is identified on the work control document, |                      |  |
| which of the following statements is correct? Possible answers                 |                      |  |
| a)   | PPE is recommended   |  |
| b)   | PPE is available     |  |
| c)   | PPE is good practice |  |
| d)   | PPE is mandatory     |  |

| Question 13   |   |  |
|---|---|--|
| In accordance with HSE regulations, how would a technician know if a substance was regarded as hazardous? |   |  |
| Possible answers  |   |  |
| a)  | The container will be coloured red          |  |
| b)  | It will be contained in a glass receptacle  |  |
| c)  | It will have a label identifying the hazard |  |
| d)  | It will give off a strong odour             |  |

| Questio   | Question 14         |  |  |
|---|---------------------|--|--|
| According to the Confined Space Regulations 1997, which of the following locations is not regarded as a confined space? |                     |  |  |
| Possible answers  |                     |  |  |
| a)  | Storage tank        |  |  |
| b)  | Termination cabinet |  |  |
| c)  | Floor void          |  |  |
| d)  | Pipe trench         |  |  |



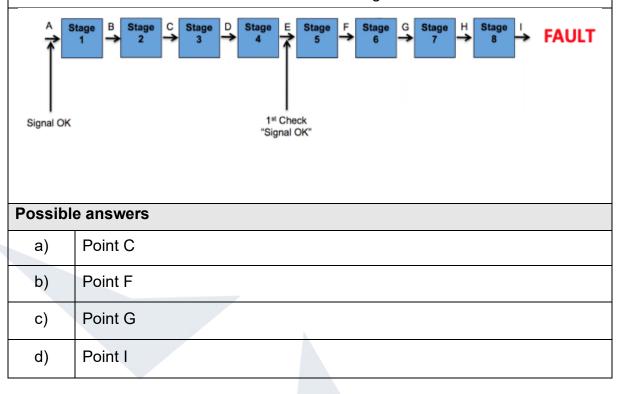
# Question 15In accordance with HSE guidelines, isolations can only be applied by:Possible answersa)competent peopleb)training and authorised peoplec)skilled peopled)experienced people

| Question 16                              |   |  |
|--|---|--|
| Which manual handling statement is true? |   |  |
| Possible answers                         |   |  |
| a)                                       | Correct manual handling prevents all accidents                  |  |
| b)                                       | Correct manual handling prevents damage to equipment            |  |
| c)                                       | Correct manual handling reduces the risk of human injury        |  |
| d)                                       | Correct manual handling should only be applied in the workplace |  |

[Turn to the next page for question 17]



Using the half split principle and referring to image below, at which position should a technician make the next check when fault finding?



| Question 18   |       |  |
|---|-------|--|
| What regulation provides guidance on the use of handheld tools? |       |  |
| Possible answers  |       |  |
| a)  | PUWER |  |
| b)  | COMAR |  |
| c)  | LOLER |  |
| d)  | COSHH |  |



What is being measured in this image?

| Possible | e answers   |  |
|----------|-------------|--|
| a)       | Temperature |  |
| b)       | Vibration   |  |
| c)       | Pressure    |  |
| d)       | Speed       |  |

| Question 20            |   |                          |  |
|------------------------|---|--------------------------|--|
| When se                | When seen on a British Standard Piping and Instrumentation drawing, what does |                          |  |
| this symbol represent? |   |                          |  |
| Possible               | e answers   |                          |  |
| a)                     | Electrical signal   |                          |  |
| b)                     | Pneumatic signal  | <del>- // // // //</del> |  |
| c)                     | Hydraulic signal  |                          |  |
| d)                     | Instrument signal   |                          |  |



| Question 21                   |           |  |
|-------------------------------|-----------|--|
| Ohms law can be expressed as: |           |  |
| Possible answers              |           |  |
| a)                            | V = I + R |  |
| b)                            | V = I ÷ R |  |
| c)                            | V = I × R |  |
| d)                            | V = I - R |  |

|  | Question 22 |   |  |  |
|--|-------------|---|--|--|
|  |             |   |  |  |
|  | What typ    | be of sensing device is used on this flow installation? |  |  |
|  |             |   |  |  |
|  | Possible    | e answers   |  |  |
|  | a)          | RF probe  |  |  |
|  | b)          | Orifice plate   |  |  |
|  | c)          | Venturi tube  |  |  |
|  | d)          | Turbine meter   |  |  |



What effect would a loose connection have on a 3 wire Resistance Temperature Device temperature loop?

#### Possible answers

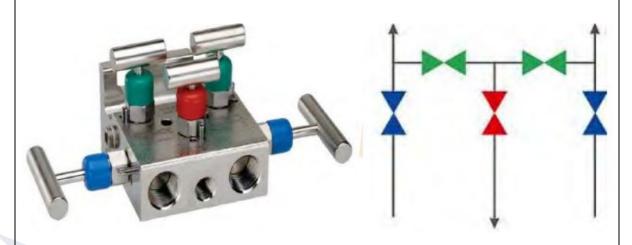
| a) | Fluctuating signal |
|----|--------------------|
| b) | Low reading        |
| c) | Static signal      |
| d) | No effect          |



| Question 24   |                         |  |
|---|-------------------------|--|
| Which ONE of the following hazardous conditions would arise if a loose electrical connection existed on the terminal? |                         |  |
| Possible answers  |                         |  |
| a)  | Decrease in temperature |  |
| b)  | Increase in corrosion   |  |
| c)  | Increase in temperature |  |
| d)  | Increase in noise       |  |



On this differential pressure manifold, what is the purpose of the red handle valve?



| Possible answers |                                   |  |
|------------------|-----------------------------------|--|
| a)               | Isolating pressure to transmitter |  |
| b)               | Isolating mains pressure          |  |
| c)               | Venting pressure                  |  |
| d)               | Equalising pressure               |  |

[Turn to the next page for question 26]



Assuming a signal range of 4-20 mA. A pressure transmitter with a range of 0-200 mbar is showing a feedback signal of 16mA.

Assuming that the transmitter is calibrated correctly what is the actual line pressure?

| Possible answers |          |  |
|------------------|----------|--|
| a)               | 100 mbar |  |
| b)               | 120 mbar |  |
| c)               | 150 mbar |  |
| d)               | 160 mbar |  |

| Question 27  |                       |  |
|--|-----------------------|--|
| What is the name given to the process of routinely inspecting electrical appliances? |                       |  |
| Possible answers   |                       |  |
| a)   | Resistance testing    |  |
| b)   | PAT testing           |  |
| c)   | Planned maintenance   |  |
| d)   | Breakdown maintenance |  |

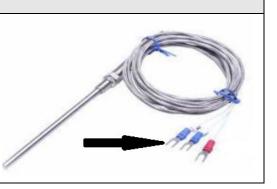
[Turn to the next page for question 28]



What does the third wire on a 3 wire Resistance Temperature Device do?

#### Possible answers

| a) | Compensates field wire resistance |
|----|-----------------------------------|
| b) | It acts as a spare sensor wire    |
| c) | It is the power supply wire       |
| d) | Increases lifespan of device      |



# Question 29What is the normal output range of a pneumatic transmitter?Possible answersa)1 to 1.9 barb)0 to 15 barc)2 to 20 bard)0.2 to 1.0 bar

| Questio   | Question 30  |  |  |
|---|--|--|--|
| Following maintenance on a distribution board, how should you re-instate the circuit? |  |  |  |
| Possible answers  |  |  |  |
| a)  | By leaving all outgoing circuits on                            |  |  |
| b)  | Leave all outgoing circuits off until asked to re-instate them |  |  |
| c)  | By switching all outgoing circuits back on at the same time    |  |  |
| d)  | By switching all outgoing circuits back on one at a time       |  |  |

#### End of Questions



# Practice Knowledge Assessment

# Electrical System and Process Control- Answer scheme

| Question | Answer |
|----------|--------|
| 1        | С      |
| 2        | A      |
| 3        | В      |
| 4        | С      |
| 5        | С      |
| 6        | С      |
| 7        | В      |
| 8        | А      |
| 9        | С      |
| 10       | С      |
| 11       | A      |
| 12       | D      |
| 13       | С      |
| 14       | В      |
| 15       | В      |

| Question | Answer |
|----------|--------|
| 16       | С      |
| 17       | С      |
| 18       | A      |
| 19       | В      |
| 20       | В      |
| 21       | С      |
| 22       | В      |
| 23       | A      |
| 24       | С      |
| 25       | С      |
| 26       | С      |
| 27       | В      |
| 28       | A      |
| 29       | D      |
| 30       | D      |
|          |        |



#### SAMPLE ANSWER SHEET



| Candidate ID                     | Atter                               | npt         |  |  |
|----------------------------------|-------------------------------------|-------------|--|--|
| Last Name                        | Last Name                           |             |  |  |
|                                  |                                     |             |  |  |
| Exam Date                        |                                     | per         |  |  |
|                                  |                                     |             |  |  |
| Centre Number                    |                                     |             |  |  |
| MARKING INSTRUCTIONS             |                                     |             |  |  |
| Answers should be completed us   | ing a HB pencil.                    |             |  |  |
| O O O ● ANSWER COMPL             | ETED CORRECTLY                      |             |  |  |
| Examples of how NOT to mark your | examination sheet. These will not t | be recorded |  |  |
| O O O O DO NOT partially s       | hade the answer circle.             |             |  |  |
| 🕙 💿 🥥 🛞 DO NOT use ticks         | or crosses.                         |             |  |  |
| 💿 💿 💿 DO NOT use circle          | s.                                  |             |  |  |
| O ● ● DO NOT shade ov            | er more than one circle.            |             |  |  |
| 10000                            | 21 0 0 0 0                          |             |  |  |
| 20000                            | 22 0 0 0 0                          |             |  |  |
| 30000                            | 23 0 0 0 0                          |             |  |  |
| 40000                            | 24 0 0 0 0                          |             |  |  |
| 50000                            | 25 0 0 0 0                          |             |  |  |
| 60000                            | 26 0 0 0 0                          |             |  |  |
| 70000                            | 27 0 0 0 0                          |             |  |  |
| 80000                            | 28 0 0 0 0                          |             |  |  |
| 90000                            | 29 0 0 0 0                          |             |  |  |
| 10 0 0 0 0                       | 30 0 0 0 0                          |             |  |  |
| 11 0 0 0 0                       |                                     |             |  |  |
| 12 0 0 0 0                       |                                     |             |  |  |
| 13 0 0 0 0                       |                                     |             |  |  |
| 14 0 0 0 0                       |                                     |             |  |  |
| 15 0 0 0 0                       |                                     |             |  |  |
| 16 0 0 0 0                       |                                     |             |  |  |
| 17 0 0 0 0                       |                                     |             |  |  |
| 18 0 0 0 0                       |                                     |             |  |  |
| 19 0 0 0 0                       |                                     |             |  |  |
| 20 0 0 0 0                       |                                     |             |  |  |



# Appendix D - Practical Observation and Planning Form

The practical observation must be designed to meet the requirements of the Maintenance and Operations Engineering Technician standard.

- The apprentice will complete a practical observation during which they will be asked questions by the assessor to confirm their understanding of the rationale for actions taken and choices made during the practical observation
- The content of this practical observation will relate to the specific role they are working towards
- The duration of this activity will typically be no longer than one day and the actual time allowed will be based on the comparable time that an industry competent worker would take to achieve successful task(s) completion
- The employer/training provider must devise a practical observation task(s) sufficiently complex to allow the apprentice to demonstrate the required knowledge and skills

Note that the apprentice is only required to demonstrate the main specialist specific skill covered by the practical, and the observation task must be chosen carefully to ensure that the apprentice has opportunity to cover all aspects of the skill.

The activities will need to be able to provide the evidence identified in the checklist in the form below.

The EUIAS offer an optional service to review the employer/training provider's practical assessment design. To do this complete the 'Level 3 Practical Observation and Planning Form' and submit to the Service Delivery team, for review 1 month before the start of the end-point assessment.



#### Level 3 Practical Observation and Planning Form

| Employer name and site<br>address<br>Training provider (if<br>applicable) |  |
|---|--|
| Standard  | Maintenance and Operations Engineering<br>Technician |
| Pathway   | Electrical System and Process Control                |
| Level   | 3  |
| Location of practical   |  |
| Contact Details:  |  |
| Employer/training provider  |  |
| representative, email address and   |  |
| contact number overseeing the   |  |
| setup of the practical (documents   |  |
| and site).  |  |
| EUIAS Date of review:   |  |

Description of the proposed complex task(s):

Special requirements (for example: access arrangements/PPE):

| Equipment/tools required: | Resources required: |
|---------------------------|---------------------|
|                           |                     |
|                           |                     |
|                           |                     |
|                           |                     |
|                           |                     |

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#### **Practical Observation Checklist**

This checklist will assist the employer and/or training provider with planning the activity. Please confirm all required elements are covered:

| Core Skills   | Covered on activity |
|---|---------------------|
| <b>S1</b> Comply with industry health, safety and environmental working practices and regulations   |                     |
| <b>S2</b> Communicate with and provide information to stakeholders in line with personal role and responsibilities  |                     |
| <b>S3</b> Prepare work areas to undertake work related activities and reinstate those areas after the completion of the work-related activities   |                     |
| <b>S4</b> Assess and test the performance and condition of plant and equipment  |                     |
| <b>S5</b> Locate, and rectify faults on plant and equipment   |                     |
| <b>S6</b> Read, understand and interpret information and work in compliance with technical specifications and supporting documentation  |                     |
| <b>S7</b> Inspect and maintain appropriate plant and equipment to meet operational requirements   |                     |
| <b>S8</b> Communicate, handover and confirm that the appropriate engineering process has been completed to specification  |                     |
| Core Behaviours   | Covered on activity |
| <b>B1 Health and Safety</b> - Follows health and safety policies<br>and procedures and be prepared to challenge unsafe<br>behaviour using appropriate techniques to ensure the<br>protection of people and property when working alone and/or<br>with appropriate supervision |                     |
| <b>B2 Quality focused -</b> Ensures that work achieves quality standard both occupationally and personally  |                     |
| <b>B3 Working with others -</b> Has the ability to work well with people from different disciplines, backgrounds and expertise to accomplish an activity safely and on time   |                     |
| <b>B4 Interpersonal skills</b> - Gets along well with others and takes into account their needs and concerns  |                     |



| <b>B6 Sustainability and ethical behaviour</b> - Behaves ethically and undertakes work in a way that contributes to sustainable development   |                     |
|---|---------------------|
| <b>B7 Risk awareness -</b> Demonstrates high concentration, the desire to reduce risks, ability to be compliant and awareness of change, through regular monitoring and checking of information |                     |
| PLUS <b>select the MAIN</b> Specialist Skill covered by the practical   | Covered on activity |
| Pathway: Electrical System and Process Control Specialis  | t Skills            |
| <b>EP1</b> Position, assemble, install and dismantle integrated electrical apparatus, systems and process control equipment   |                     |
| <b>EP2</b> Carry out planned, unplanned and preventative maintenance procedures on integrated plant and equipment   |                     |
| <b>EP3</b> Replace, repair and/or remove components within integrated plant and equipment and ensure its return to operational condition  |                     |
| <b>EP4</b> Diagnose determine the cause of faults within integrated plant and equipment   |                     |
| <b>EP5</b> Calibrate and configure integrated electrical apparatus, systems and process control equipment   |                     |
| Estimated total duration of practical<br>(must be a minimum of 4 hours)   |                     |

#### Remember:

- The specific detail of the tasks to be undertaken should be **kept confidential from the apprentices**
- You will require differing tasks where you have more than one apprentice to be assessed

#### Practical Task: Include relevant photographs to illustrate task(s)



#### EUIAS Office use only

Date received

Date signed off



# Appendix E: Practice Practical Observation Template

This document is for use by the person from the employer/training provider playing the role of the assessor during the practice practical observation. It is designed to help replicate the live assessment experience and to enable feedback to be provided to the apprentice.

| Full Name of Apprentice                          |  |
|--|--|
| Location(s) of Practice Practical<br>Observation |  |
| Full Name of Assessor                            |  |
| Date of Practice Practical<br>Observation        |  |
| Start Time                                       |  |
| End Time   |  |
| Assessor - Additional comments:                  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|   | Orac |
|---|------|
| Please indicate the apprentice's practice practical observation |      |
| grade (F/P/M/D):  |      |
|   |      |

#### **Please Note:**

Pass: Each criteria must be met to achieve a pass.

Merit or Distinction: All Pass criteria must be achieved PLUS a minimum number of merit and distinction as described in Section 3 in this specification.

Fail: The apprentice does not demonstrate the pass criteria.



| Pass Criteria – All to be met   | Merit Criteria – Minimum two to<br>met | Distinction Criteria – Minimum two to be met   |  |  |  |
|---|--|--|--|--|--|
| <ul> <li>Demonstrate a clear<br/>understanding of their own<br/>health, safety and<br/>environmental responsibilities<br/>and that of others</li> <li>Comply with the required<br/>health, safety and<br/>environmental working<br/>practices and regulations</li> <li>Conduct a suitable risk<br/>assessment and proactively<br/>identify workplace hazards</li> <li>Inspect and wear the correct<br/>personal protective</li> </ul> |  | <ul> <li>Demonstrate a deeper<br/>understanding of the<br/>health, safety and<br/>environmental implications<br/>of the work e.g. potential<br/>effect of failure to comply,<br/>environmental, social,<br/>financial, company impact</li> <li>Take a lead role in<br/>managing the site safety of<br/>self and others</li> <li>Consistently demonstrate<br/>compliance with safety<br/>requirements and make</li> </ul> |  | <ul> <li>Demonstrate exemplary<br/>health, safety and<br/>environmental knowledge<br/>and performance<br/>throughout the activity</li> <li>Identify health, safety and<br/>environmental deficiencies<br/>and implement<br/>appropriate solutions</li> <li>Challenge unsafe<br/>behaviour/ practices using<br/>appropriate techniques</li> <li>Pre-empt risks prior to<br/>task commencement and<br/>puts actions in place to</li> </ul> |  |
| <ul> <li>equipment (PPE) required to carry out the activity</li> <li>Inform other relevant parties of matters affecting them where required</li> </ul>  |  | <ul> <li>suggestions to reduce<br/>risks</li> <li>Identify poor/bad practice in<br/>relation to work activities and<br/>address the situation</li> </ul>   |  | <ul> <li>Demonstrate the ability to<br/>take a lead in accepting<br/>additional responsibility and<br/>autonomy to improve safety<br/>standards</li> </ul>   |  |





| S2 Communicate with and provide information to stakeholders in line with personal role and responsibilities |  |   |   |  |  |  |  |
|---|--|---|---|--|--|--|--|
|   | Pass Criteria – All to be met  | Merit Criteria – Minimum two to be<br>met | e   | Distinction Criteria – Minimum two to be met |  |  |  |
|   | <ul> <li>Read and correctly interpret<br/>a range of technical<br/>information provided to plan<br/>and conduct the work</li> </ul>  |   | Demonstrate a detailed<br>knowledge of the range and<br>purpose of the technical<br>information available   |  | <ul> <li>Demonstrate their ability to<br/>effectively communicate<br/>technical information across a<br/>wide range of stakeholders e.g.</li> </ul>                    |  |  |
|   | <ul> <li>Demonstrate a clear<br/>understanding of the purpose<br/>and use of the technical<br/>information provided for the<br/>work</li> </ul>                                      |   | <ul> <li>Identify<br/>inaccuracies/deficiencies in<br/>the technical information<br/>provided and resolve/report<br/>the situation</li> </ul>   |  | <ul> <li>colleagues, management,<br/>briefings/meetings, external<br/>clients</li> <li>Consult and involve team<br/>members and/or other relevant</li> </ul>           |  |  |
|   | <ul> <li>Use and refer to the technical<br/>information provided to<br/>check/confirm the work<br/>conducted meets the<br/>required company<br/>standards/specifications</li> </ul>  |   | <ul> <li>Challenge in a professional<br/>manner any areas of<br/>concern to clarify<br/>understanding</li> <li>Identify/suggest methods of<br/>improving the system/use of</li> </ul> |  | <ul> <li>persons to achieve greater<br/>understanding and improved<br/>performance</li> <li>Demonstrate the ability to build<br/>positive relationships and</li> </ul> |  |  |
|   | <ul> <li>Where necessary,<br/>question/clarify any<br/>information which is not<br/>clearly understood</li> <li>Complete any technical or<br/>supporting documentation in</li> </ul> |   | information   |  | actively address conflict with positive outcomes   |  |  |



| line with company<br>policies/procedures                |  |      |              |                     |                 |  |
|---|--|------|--------------|---------------------|-----------------|--|
| Assessor must ask the following standardised questions. | Assessor must record all additior<br>asked for clarification and the res<br>by the apprentice including exam | pons | ses provided | Recording timeline. | Mark<br>awarded |  |
| Questions   |  |      |              |                     |                 |  |
| Develop some open ended questions                       |  |      |              |                     |                 |  |

| Pass Criteria – All to be met | Merit Criteria – Minimum two to be |  | Distinction Criteria – Minimum two to be |                                      |  |
|-------------------------------|------------------------------------|--|--|--------------------------------------|--|
|                               |                                    | met  |  | met                                  |  |
| Demonstrate an                |                                    | Take a lead role in the                          |  | Demonstrate a deeper                 |  |
| understanding of the          |                                    | preparation of the work area                     |  | understanding of the implications of |  |
| importance of good            |                                    | proactively informing others on                  |  | good and poor work preparation.      |  |
| preparation and the potential |                                    | matters which affect them                        |  | e.g. In terms of cost, time, value,  |  |
| outcomes of poor preparation  |                                    | • Produce a detailed work plan to                |  | company reputation etc               |  |
| Inspect and prepare the work  |                                    | support the organisation of the                  |  | Demonstrate the ability to take a    |  |
| area and equipment to be      |                                    | work, including measures to                      |  | lead in accepting additional         |  |
| worked on in line with        |                                    | deal with contingencies                          |  | responsibility and autonomy to       |  |
| company policies/procedures   |                                    | <ul> <li>Demonstrate their ability to</li> </ul> |  | achieve/improve the work being       |  |
|                               |                                    | develop positive professional                    |  | undertaken                           |  |



| ſ   | Identify and implement any      |   | relationships with individuals to |                     |            |     |  |
|---|---------------------------------|---|-----------------------------------|---------------------|------------|-----|--|
|   | special precautions required    |   | support the work activity         |                     |            |     |  |
|   | by the work activity or         |   | Make valid suggestions/           |                     |            |     |  |
|   | environment, where required     |   | recommendations to improve        |                     |            |     |  |
|   | Maintain good housekeeping      |   | the planning/preparation of the   |                     |            |     |  |
|   | practices and a safe working    |   | work activity                     |                     |            |     |  |
|   | environment throughout the      |   |                                   |                     |            |     |  |
|   | activity                        |   |                                   |                     |            |     |  |
|   | • Store tools, equipment,       |   |                                   |                     |            |     |  |
|   | materials in a suitable/secure  |   |                                   |                     |            |     |  |
|   | position and dispose of waste   |   |                                   |                     |            |     |  |
|   | products in line with company   |   |                                   |                     |            |     |  |
|   | policies and Health Safety      |   |                                   |                     |            |     |  |
|   | and Environmental               |   |                                   |                     |            |     |  |
|   | regulations                     |   |                                   |                     |            |     |  |
|   | Reinstate the work area to      |   |                                   |                     |            |     |  |
|   | ensure it is left in a safe and |   |                                   |                     |            |     |  |
|   | secure condition e.g. locks,    |   |                                   |                     |            |     |  |
|   | notices, documentation          |   |                                   |                     |            |     |  |
| Assessor must ask the following standardised questions. |                                 | Assessor must record all additional que<br>clarification and the responses provide<br>including examples. |                                   | Recording timeline. | Mark award | ed. |  |



| Questions                         |
|-----------------------------------|
| Develop some open ended questions |
|                                   |
|                                   |

| Pass Criteria – All to be met   | Merit Criteria – Minimum two to be<br>met   |  |   |
|---|---|--|---|
| Demonstrate a clear<br>understanding of the company<br>polices/procedures for the<br>assessment and testing of plant<br>and equipment to be worked on<br>Demonstrate a clear<br>understanding of the types and<br>purpose of testing procedures for<br>the plant and equipment to be<br>worked on<br>Assess and test the plant/ | Demonstrate a detailed technical<br>knowledge of the range of tests<br>available and their specific purpose<br>Take a pro-active, leading role in the<br>testing activity providing clear<br>guidance on the results obtained<br>Make recommendations/<br>suggestions to improve testing<br>efficiencies<br>Demonstrate a detailed technical<br>knowledge of the outcome of testing |  | <ul> <li>Demonstrate a deeper technical understanding of testing procedures and the analysis of results. e.g. testing parameters, performance indicators etc.</li> <li>Demonstrate the ability to take a lead in accepting additional responsibility and autonomy to achieve/improve the work being undertaken</li> </ul> |
| equipment to be worked on in line<br>with company procedures<br>Use the correct tools, equipment<br>and techniques to conduct testing<br>in line with company procedures  | procedures and the implications of results obtained   |  |   |



| Questions<br>Develop some open ended question                            | IS | apprentice including examples.   |                        |              |  |
|--|----|--|------------------------|--------------|--|
| Questions  |    |  |                        |              |  |
|  |    | apprentice including examples.   |                        |              |  |
| Assessor must ask the following standardised questions.                  |    | Assessor must record all additional questions asked for clarification and the responses provided by the apprentice including examples. | Recording<br>timeline. | Mark<br>awar |  |
| Record/report the results of the testing in line with company procedures |    |  |                        |              |  |
| the tests conducted  |    |  |                        |              |  |
| Accurately interpret the results of                                      |    |  |                        |              |  |



| S5 Locate, and rectify faults on plant and equipment |   |   |  |                                       |                |  |  |
|--|---|---|--|---------------------------------------|----------------|--|--|
| Pass Criteria – All to be met                        |   | Merit Criteria – Minimum two to be Distinction Criteria – M |  |                                       | linimum two to |  |  |
|  |   | met   |  | be met                                |                |  |  |
| Demonstrate a clear                                  |   | Demonstrate a detailed                                      |  | Demonstrate deeper technical          |                |  |  |
| understanding of their role                          |   | understanding of the theory and                             |  | knowledge of fault location and fault |                |  |  |
| and responsibilities for the                         |   | principles of fault location and                            |  | prevention e.g. costs, lost time,     |                |  |  |
| fault location and rectification                     |   | rectification operations                                    |  | sustainability of equipment, company  |                |  |  |
| activity to be undertaken                            |   | Demonstrate a detailed                                      |  | reputation                            |                |  |  |
| Provide an accurate                                  |   | understanding of cause and effect of                        |  | Identify and implement tangible       |                |  |  |
| technical explanation of the                         |   | faults and preventative measures                            |  | changes that improve the efficiency   |                |  |  |
| company's fault location                             |   | Pro-actively works with others to                           |  | of the work being conducted           |                |  |  |
| methods, processes and/or                            |   | identify areas for improvement and                          |  | Identify and take action to report or |                |  |  |
| procedures   |   | follows through on agreed                                   |  | deal with issues of                   |                |  |  |
| Competently use the correct                          |   | implementation  |  | nonconformity/compliance              |                |  |  |
| tools, equipment and                                 |   | Make recommendations/                                       |  | Demonstrate the ability to take a     |                |  |  |
| methods to locate the rectify                        |   | suggestions to improve the                                  |  | lead in accepting additional          |                |  |  |
| the fault/s in a timely manner                       |   | location/rectification work activity                        |  | responsibility and autonomy to        |                |  |  |
| Conduct the work in                                  |   |   |  | achieve/improve the work being        | $\boxtimes$    |  |  |
| compliance with all relevant                         |   |   |  | undertaken                            |                |  |  |
| regulatory requirements and                          |   |   |  |                                       |                |  |  |
| company policies and                                 | _ |   |  |                                       |                |  |  |
| procedures   |   |   |  |                                       |                |  |  |
| Complete the required                                |   |   |  |                                       |                |  |  |
| tests/checks to confirm the                          |   |   |  |                                       |                |  |  |



| fault rectification has been successful   |    |  |                     |              |  |
|---|----|--|---------------------|--------------|--|
| Record the results/outcomes     of rectification work in line     with company requirements |    |  |                     |              |  |
| Assessor must ask the following standardised questions.                                     |    | Assessor must record all additional questions asked for clarification and the responses provided by the apprentice including examples. | Recording timeline. | Mark<br>awar |  |
| Questions   |    |  |                     |              |  |
| Develop some open ended question  | าร |  |                     |              |  |

**S6** Read, understand and interpret information and work in compliance with technical specifications and supporting documentation

| Pass Criteria –                            | All to be met   | Merit Criteria – Minimum two to be<br>met   | Distinction Criteria – Minimum two to<br>be met |
|--|-----------------|---|---|
| a range of te                              | rovided to plan | <ul> <li>Demonstrate a detailed<br/>knowledge of the range and<br/>purpose of the technical<br/>information available</li> </ul>          |   |
| Demonstrate<br>understandin<br>purpose and | g of the        | <ul> <li>Identify<br/>inaccuracies/deficiencies in the<br/>technical information provided<br/>and resolve/report the situation</li> </ul> |   |



| • | technical information<br>provided to check/confirm<br>the work conducted meets<br>the required company<br>standards/specifications |   | <ul> <li>Challenge in a professional manner any areas of concern to clarify understanding</li> <li>Identify/suggest methods of improving the system/use of information</li> </ul> |   |                     |                  |
|---|--|---|---|---|---------------------|------------------|
| • | Complete any technical or<br>supporting documentation in<br>line with company<br>policies/procedures                               |   |   |   |                     |                  |
|   | Assessor must ask the following<br>tandardised questions.  |   | Assessor must record all additiona clarification and the responses pro-<br>apprentice including examples.   | - | Recording timeline. | Mark<br>awarded. |
|   | Questions<br>Develop some open ended question  | S |   |   |                     |                  |



| S7 Inspect and maintain appropriate plant and equipment to meet operational requirements  |  |  |   |   |  |  |  |
|---|--|--|---|---|--|--|--|
| Pass Criteria – All to be met   |  | Merit Criteria – Minimum two to be met   | ) | Distinction Criteria – Minimum two to be met  |  |  |  |
| <ul> <li>Demonstrate a clear<br/>understanding of the<br/>company<br/>polices/procedures for the<br/>inspection of plant and<br/>equipment to be worked on</li> <li>Demonstrate a clear<br/>understanding of the<br/>company<br/>polices/procedures in<br/>relation to achieving the<br/>safe isolation of equipment<br/>from relevant sources of<br/>energy</li> </ul> |  | <ul> <li>Demonstrate a detailed<br/>technical knowledge of the<br/>range of required inspections<br/>and maintenance procedures<br/>and their specific purpose</li> <li>Pro-actively works with others<br/>to identify areas for<br/>improvement and follows<br/>through on agreed<br/>implementation</li> <li>Demonstrate the ability to<br/>develop positive professional<br/>relationships with individuals<br/>to support the work activity</li> </ul> |   | <ul> <li>Demonstrate a deeper technical understanding of inspection/maintenance operations. e.g. In terms of cost, time, environmental impact, sustainability etc</li> <li>Demonstrate the ability to take a lead in accepting additional responsibility and autonomy to achieve/improve the work being undertaken</li> </ul> |  |  |  |
| <ul> <li>Identify and inspect the<br/>plant/equipment to be<br/>worked on in line with<br/>company procedures</li> </ul>  |  | <ul> <li>Identify areas for work<br/>improvement and implement<br/>actions to improve work<br/>efficiencies</li> </ul>   |   |   |  |  |  |
| <ul> <li>Correctly use tools,<br/>equipment and techniques<br/>to achieve the quality<br/>standards required by</li> </ul>  |  |  |   |   |  |  |  |



|     | company<br>policies/procedures                     |     |                                       |      |                |           |       |      |
|-----|--|-----|---------------------------------------|------|----------------|-----------|-------|------|
| •   | Demonstrate consistent application of policies and |     |                                       |      |                |           |       |      |
|     | procedures during the work activity                |     |                                       |      |                |           |       |      |
| •   | Record/report the results of                       |     |                                       |      |                |           |       |      |
|     | the inspection in line with                        |     |                                       |      |                |           |       |      |
|     | company procedures                                 |     |                                       |      |                |           |       |      |
| As  | ssessor must ask the following                     | J   | Assessor must record all additional   | l qu | lestions asked | Recording | Mark  |      |
| sta | andardised questions.                              |     | for clarification and the responses p | pro  | vided by the   | timeline. | awaro | ded. |
|     |  |     | apprentice including examples.        |      |                |           |       |      |
| Qı  | uestions   |     |                                       |      |                |           |       |      |
| De  | evelop some open ended questic                     | ons |                                       |      |                |           |       |      |



| ass Criteria – All to be met  | Merit Criteria – Minimum two to be<br>met  | Distinction Criteria – Minimum two to<br>be met |   |   |
|---|--|---|---|---|
| Demonstrate a clear<br>understanding of their role<br>and responsibilities in<br>returning the<br>system/equipment back to<br>operational service | Demonstrate a detailed<br>understanding of the factors<br>which can support and<br>influence a smooth handover<br>of equipment   |   | Demonstrate the ability to take<br>a lead in accepting additional<br>responsibility and autonomy to<br>achieve/improve the handover<br>process                    |   |
| Provide an accurate<br>technical explanation of the<br>company's handover<br>procedure  | <ul> <li>Take a pro-active lead in<br/>effectively communicating the<br/>detail of handover<br/>arrangements with<br/>stakeholders</li> </ul>  |   | <ul> <li>Consult and involve team<br/>members and/or other relevant<br/>persons to achieve greater<br/>understanding and improved<br/>performance</li> </ul>      | [ |
| Complete the required<br>checks/tests to confirm the<br>equipment meets the<br>company operational<br>requirements for handover                   | <ul> <li>Demonstrate their ability to<br/>develop positive professional<br/>relationships with individuals to<br/>support handover process</li> <li>Confidently lead the handover</li> </ul> |   | <ul> <li>Demonstrate the ability to build<br/>positive relationships and<br/>actively address<br/>conflict/resolve problems with<br/>positive outcomes</li> </ul> |   |
| Conduct the handover in<br>compliance with all relevant<br>policies and procedures<br>Clearly communicate the                                     | process taking charge of the<br>operation and resolving any<br>issues within their role<br>responsibility  |   | <ul> <li>Demonstrate their ability to<br/>effectively communicate<br/>technical information across a<br/>wide range of stakeholders</li> </ul>                    |   |



| including any additional<br>requirements to the relevant<br>parties  |    | Adapts the method and style of<br>communications to changing<br>circumstances and need                   |   | briefings/mee<br>clients | tings, external     |              |  |
|--|----|--|---|--------------------------|---------------------|--------------|--|
| <ul> <li>Complete all relevant<br/>reporting/recording<br/>documentation in line with<br/>company procedures</li> <li>Leave the work area in a<br/>safe/secure condition for<br/>others</li> </ul> |    |  |   |                          |                     |              |  |
| Assessor must ask the following standardised questions.  |    | Assessor must record all additional for clarification and the responses p apprentice including examples. | - |                          | Recording timeline. | Mark<br>awar |  |
| <b>Questions</b><br>Develop some open ended question   | าร |  |   |                          |                     |              |  |



| B1 Health and Safety  |   |   |   |                     |                  |
|---|---|---|---|---------------------|------------------|
| Pass Criteria – All to be met   |   | Merit Criteria – Minimum two to be<br>met   | Distinction Criteria – Minimum two to<br>be met |                     |                  |
| • Follows health and safety<br>policies and procedures and<br>be prepared to challenge<br>unsafe behaviour using<br>appropriate techniques to<br>ensure the protection of<br>people and property when<br>working alone and/or with<br>appropriate supervision |   |   |   |                     |                  |
| Assessor must ask the following standardised questions.   |   | Assessor must record all additional qu<br>for clarification and the responses pro<br>apprentice including examples. |   | Recording timeline. | Mark<br>awarded. |
| <b>Questions</b><br>Develop some open ended question  | S |   |   |                     |                  |



| B2 Quality focused   |    |   |  |                     |                  |
|--|----|---|--|---------------------|------------------|
| Pass Criteria – All to be met  |    | Merit Criteria – Minimum two to be<br>metDistinction Criteria – Minim<br>be met                                     |  |                     | m two to         |
| <ul> <li>Ensures that work achieves<br/>quality standard both<br/>occupationally and<br/>personally</li> </ul> |    |   |  |                     |                  |
| Assessor must ask the following standardised questions.  |    | Assessor must record all additional qu<br>for clarification and the responses pro<br>apprentice including examples. |  | Recording timeline. | Mark<br>awarded. |
| Questions  |    |   |  |                     |                  |
| Develop some open ended questio  | ns |   |  |                     |                  |

| B3 Working with others   |  |   |  |  |  |  |
|--|--|---|--|--|--|--|
| Pass Criteria – All to be met  |  | Merit Criteria – Minimum two to be<br>met | Distinction Criteria – Minimum two to be met |  |  |  |
| <ul> <li>Has the ability to work well<br/>with people from different<br/>disciplines, backgrounds<br/>and expertise to accomplish</li> </ul> |  |   |  |  |  |  |



| an activity safely and on time                          |  |                     |                  |
|---|--|---------------------|------------------|
| Assessor must ask the following standardised questions. | Assessor must record all additional questions asked for clarification and the responses provided by the apprentice including examples. | Recording timeline. | Mark<br>awarded. |
| Questions   |  |                     |                  |
| Develop some open ended question                        |  |                     |                  |

| B4 Interpersonal skills   |  |   |   |                     |                  |
|---|--|---|---|---------------------|------------------|
| Pass Criteria – All to be met   |  | Merit Criteria – Minimum two to be met  | Distinction Criteria – Minimum two to<br>be met |                     |                  |
| • Gets along well with others and takes into account their needs and concerns |  |   |   |                     |                  |
| Assessor must ask the following standardised questions.                       |  | Assessor must record all additional questions a<br>and the responses provided by the apprentice i |   | Recording timeline. | Mark<br>awarded. |
| Questions   |  |   |   |                     |                  |
| Develop some open ended questions   |  |   |   |                     |                  |



| B6 Sustainability and ethical behaviour  |    |   |  |                     |                  |  |
|--|----|---|--|---------------------|------------------|--|
| Pass Criteria – All to be met  |    | Merit Criteria – Minimum two to be<br>metDistinction Criteria – Mi<br>be met  |  |                     | m two to         |  |
| <ul> <li>Behaves ethically and<br/>undertakes work in a way<br/>that contributes to<br/>sustainable development</li> </ul> |    |   |  |                     |                  |  |
| Assessor must ask the following standardised questions.  |    | Assessor must record all additional qu<br>for clarification and the responses pro<br>apprentice including examples. |  | Recording timeline. | Mark<br>awarded. |  |
| Questions<br>Develop some open ended question  | ns |   |  |                     |                  |  |

| B7 Risk awareness   |  |   |  |  |  |  |
|---|--|---|--|--|--|--|
| Pass Criteria – All to be met   |  | Merit Criteria – Minimum two to be<br>met | Distinction Criteria – Minimum two to be met |  |  |  |
| <ul> <li>Demonstrates high<br/>concentration, the desire to<br/>reduce risks, ability to be<br/>compliant and awareness of<br/>change, through regular</li> </ul> |  |   |  |  |  |  |



| monitoring and checking of<br>information               |  | _                   |                  |
|---|--|---------------------|------------------|
| Assessor must ask the following standardised questions. | Assessor must record all additional questions asked for clarification and the responses provided by the apprentice including examples. | Recording timeline. | Mark<br>awarded. |
| Questions   |  |                     |                  |
| Develop some open ended questions                       |  |                     |                  |

## Pathway: Electrical System and Process Control Role Specialist Skills

| Pass Criteria – All to be met   |  |  | Distinction Criteria – Minimum two to be met |  |  |
|---|--|--|--|--|--|
| <ul> <li>Demonstrate a clear<br/>understanding of their role<br/>and responsibilities in<br/>relation to the work to be<br/>conducted</li> <li>Provide an accurate<br/>technical explanation for the</li> </ul> |  | <ul> <li>Demonstrate a detailed<br/>technical knowledge of the<br/>methods and processes used<br/>to conduct the work</li> <li>Pro-actively works with others<br/>to identify areas for<br/>improvement and follows</li> </ul> |  | Demonstrate deeper<br>technical/commercial<br>knowledge of the<br>equipment/operation e.g.<br>installation costs, technical<br>requirements planning,<br>sustainability of equipment etc |  |
| <ul> <li>purpose of the work activity</li> <li>Demonstrate a clear plan for<br/>the work to be undertaken<br/>and an understanding of any</li> </ul>  |  | <ul><li>through on agreed</li><li>implementation</li><li>Make recommendations</li></ul>  |  | <ul> <li>Identify and implement<br/>tangible changes that improve<br/>the efficiency of the work<br/>being conducted</li> </ul>  |  |

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safety/technical information Identify and take action to /suggestions to improve work ٠ given efficiencies report or deal with issues of  $\square$ nonconformity/compliance Use tools and equipment to Produce a detailed work plan ٠ competently achieve the to support the work delivery Demonstrate the ability to take quality standards required including measures to deal a lead in accepting additional by the company in a timely with contingencies responsibility and autonomy to achieve/improve the work manner being undertaken Conduct the work in compliance with all relevant regulatory requirements and company policies and procedures Deal effectively with any issues within their role responsibilities, where necessary Complete the required ٠ checks and tests to confirm the work meets the accuracy, finish and quality standards required Assessor must ask the following Assessor must record all additional questions asked Recording Mark for clarification and the responses provided by the timeline. standardised questions. awarded. apprentice including examples.



| Questions                         |
|-----------------------------------|
| Develop some open ended questions |
|                                   |





| ass Criteria – All to be met   | Merit Criteria – Minimum two to be<br>met   | Distinction Criteria – Minimum two<br>be met   | to |
|--|---|--|----|
| Demonstrate a clear<br>understanding of their role<br>and responsibilities in<br>relation to the work to be<br>conducted<br>Provide an accurate<br>technical explanation for the<br>purpose of the maintenance<br>work | <ul> <li>Demonstrate a detailed<br/>understanding of the process<br/>and principles of preventative<br/>maintenance</li> <li>Pro-actively works with others<br/>to identify areas for<br/>improvement and follows<br/>through on agreed<br/>implementation</li> </ul> | <ul> <li>Demonstrate deeper<br/>technical/commercial<br/>knowledge of the maintenance<br/>operation being undertaken<br/>e.g. installation costs,<br/>technical requirements,<br/>planning,<br/>corrective/preventative</li> <li>Identify and implement</li> </ul> |    |
| Demonstrate a clear plan for<br>the work to be undertaken<br>and an understanding of any<br>safety/ technical information<br>given<br>Use tools and equipment to   | <ul> <li>Make recommendations/<br/>suggestions to improve work<br/>efficiencies</li> <li>Produce a detailed work plan<br/>to support the maintenance<br/>operation including measures</li> </ul>  | <ul> <li>tangible changes that improve<br/>the efficiency of the work<br/>being conducted</li> <li>Identify and take action to<br/>report or deal with issues of<br/>nonconformity/compliance</li> </ul>   | C  |
| competently achieve the<br>quality standards required<br>by the company in a timely<br>manner  | to deal with contingencies  | <ul> <li>Demonstrate the ability to take<br/>a lead in accepting additional<br/>responsibility and autonomy to<br/>achieve/improve the work<br/>being undertaken</li> </ul>  | C  |



| •   | Conduct the work in<br>compliance with all relevant<br>regulatory requirements and<br>company policies and<br>procedures  |   |   |                     |              |  |  |
|---|---|---|---|---------------------|--------------|--|--|
| •   | Deal effectively with any<br>issues within their role<br>responsibilities, where<br>necessary<br>Complete the required<br>checks and tests to confirm<br>the work meets the<br>accuracy, finish and quality<br>standards required |   |   |                     |              |  |  |
| Assessor must ask the following standardised questions. |   | Assessor must record all additiona for clarification and the responses apprentice including examples. | - | Recording timeline. | Mark<br>awar |  |  |
|   | uestions<br>evelop some open ended question   | ns  |   |                     |              |  |  |



| <b>EP3</b> Replace, repair and/or remove components within integrated plant and equipment and ensure its return to operational condition            |   |  |  |   |  |  |  |
|---|---|--|--|---|--|--|--|
| Pass Criteria – All to be met   | Merit Criteria – Minimum two to be<br>met |  | Distinction Criteria – Minimum two to be met |   |  |  |  |
| • Demonstrate a clear<br>understanding of their role<br>and responsibilities in<br>relation to the work to be<br>conducted                          |   | <ul> <li>Demonstrate a detailed<br/>understanding of the causes<br/>and principles of component<br/>degradation</li> <li>Demonstrate a detailed</li> </ul>       |  | <ul> <li>Demonstrate deeper technical/<br/>commercial knowledge of the<br/>repair/replacement work being<br/>undertaken e.g. costs, effect on<br/>maintenance periods,</li> </ul> |  |  |  |
| • Provide an accurate technical explanation for the purpose of the maintenance work   |   | understanding of the<br>limits/restrictions of<br>component replacement or<br>repair e.g. In terms of  |  | <ul> <li>equipment sustainability</li> <li>Identify and implement tangible<br/>changes that improve the<br/>efficiency of the work being<br/>conducted</li> </ul>                 |  |  |  |
| <ul> <li>Demonstrate a clear plan<br/>for the work to be<br/>undertaken and an<br/>understanding of any<br/>safety/technical information</li> </ul> |   | <ul> <li>reliability, certification of instruments/systems etc.</li> <li>Pro-actively works with others to identify areas for improvement and follows</li> </ul> |  |   |  |  |  |
| <ul> <li>given</li> <li>Use tools and equipment to competently carry out the</li> </ul>   |   | <ul><li>through on agreed</li><li>implementation</li><li>Make</li></ul>  |  | a lead in accepting additional responsibility and autonomy to achieve/improve the work  |  |  |  |
| removal/replacement of<br>components in a logical<br>sequence and timely<br>manner  |   | <ul> <li>recommendations/suggestions<br/>to improve work efficiencies</li> <li>Produce a detailed work plan<br/>to support the maintenance</li> </ul>            |  | being undertaken  |  |  |  |



| Develop some open ended questio   | ns |  |                     |               |      |
|---|----|--|---------------------|---------------|------|
| Questions   |    |  |                     |               |      |
| Assessor must ask the following standardised questions.   |    | Assessor must record all additional questions asked for clarification and the responses provided by the apprentice including examples. | Recording timeline. | Mark<br>award | led. |
| <ul> <li>responsibilities, where necessary</li> <li>Complete the required checks and tests to confirm the work meets the accuracy, finish and quality standards required</li> </ul> |    |  |                     |               |      |
| <ul> <li>compliance with all relevant<br/>regulatory requirements<br/>and company procedures</li> <li>Deal effectively with any<br/>issues within their role</li> </ul>             |    | to deal with contingencies   |                     |               |      |
| Conduct the work in   |    | operation including measures   |                     |               |      |



| Pass Criteria – All to be met  | Merit Criteria – Minimum two to be met  | Distinction Criteria – Minimum two to<br>be met   |
|--|---|---|
| <ul> <li>Demonstrate a clear<br/>understanding of their role<br/>and responsibilities in<br/>relation to the fault diagnosis<br/>to be conducted</li> <li>Provide an accurate<br/>technical explanation for the<br/>purpose and process of the<br/>fault's activity</li> <li>Demonstrate a clear plan for<br/>the diagnosis to be<br/>undertaken and an<br/>understanding of any<br/>safety/technical information<br/>given</li> <li>Competently use the correct<br/>tools, equipment, technical<br/>data and diagnostic<br/>techniques to identify, locate</li> </ul> | <ul> <li>Demonstrate a detailed<br/>understanding of the<br/>theory/principles of relevant<br/>diagnostic techniques</li> <li>Able to identify the root cause<br/>of the fault and preventative<br/>measures</li> <li>Pro-actively works with others<br/>to identify areas for<br/>improvement and follows<br/>through on agreed<br/>implementation</li> <li>Make recommendations/<br/>suggestions to improve work<br/>efficiencies</li> <li>Produce a detailed work plan<br/>to support the maintenance<br/>operation including measures<br/>to deal with contingencies</li> </ul> | <ul> <li>Demonstrate deeper<br/>technical/commercial<br/>knowledge of the effect of fault<br/>diagnosis and repair e.g. fault<br/>analysis, costs, prevention,<br/>lost time</li> <li>Identify and implement<br/>tangible changes that improve<br/>the efficiency of the work<br/>being conducted</li> <li>Identify and take action to<br/>report or deal with issues of<br/>nonconformity/compliance</li> <li>Demonstrate the ability to take<br/>a lead in accepting additional<br/>responsibility and autonomy to<br/>achieve/improve the work<br/>being undertaken</li> </ul> |



Recording

timeline.

Mark

awarded.

and diagnose fault/s in a timely manner

- Correctly analyse and interpret the results of the fault-finding techniques conducted
- Conduct the work in compliance with all relevant regulatory requirements and company policies and procedures
- Complete the required checks and tests to confirm the work meets the accuracy, finish and quality standards required

Assessor must ask the following standardised questions.

Questions

Develop some open ended questions

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Assessor must record all additional questions asked

for clarification and the responses provided by the

apprentice including examples.



| EP5 Calibrate and configure integra  | ated e | electrical apparatus, systems and proce  | ess c | control equipment  |   |  |  |
|--|--------|--|-------|--|---|--|--|
| Pass Criteria – All to be met  |        | Merit Criteria – Minimum two to be   |       | Distinction Criteria – Minimum two to  | ) |  |  |
|  | n      | met  |       | be met   |   |  |  |
| <ul> <li>Demonstrate a clear<br/>understanding of their role<br/>and responsibilities for the<br/>calibration/configuration<br/>activity to be undertaken</li> </ul>     |        | <ul> <li>Demonstrate a detailed<br/>understanding of the<br/>theory/principles of<br/>system/equipment calibration</li> <li>Demonstrate a detailed</li> </ul>                                    |       | <ul> <li>Demonstrate deeper technical<br/>knowledge of equipment<br/>calibration and configuration<br/>e.g. system / equipment<br/>parameters, tolerances,</li> </ul>  |   |  |  |
| <ul> <li>Provide an accurate<br/>technical explanation for the<br/>purpose and process of the<br/>calibration work</li> </ul>  |        | understanding of methods to<br>prevent unplanned shutdown<br>of interacting equipment when<br>conducting calibration   |       | <ul> <li>settings</li> <li>Identify and implement<br/>tangible changes that improve<br/>the efficiency of the work</li> </ul>  |   |  |  |
| <ul> <li>Demonstrate a clear plan<br/>which takes into<br/>consideration the effects of<br/>calibration on the operation<br/>of interacting systems</li> </ul>           |        | <ul> <li>Pro-actively works with others<br/>to identify areas for<br/>improvement and follows<br/>through on agreed<br/>implementation</li> </ul>  |       | <ul> <li>being conducted</li> <li>Identify and take action to report or deal with issues of nonconformity/compliance</li> </ul>  |   |  |  |
| • Competently use the correct<br>tools, equipment and<br>technical data technical data<br>to calibrate and configure<br>instruments and/or systems<br>in a timely manner |        | <ul> <li>Make recommendations/<br/>suggestions to improve work<br/>efficiencies</li> <li>Produce a detailed work plan<br/>to support the maintenance<br/>operation including measures</li> </ul> |       | <ul> <li>Demonstrate the ability to take<br/>a lead in accepting added<br/>responsibility and autonomy to<br/>achieve/improve the work<br/>being undertaken</li> </ul> |   |  |  |
| Conduct the required     tests/checks to confirm the   |        | to deal with contingencies   |       |  |   |  |  |

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| with company requirements Assessor must ask the following standardised questions. | Assessor must record all additional questions asked<br>for clarification and the responses provided by the<br>apprentice including examples. | Recording<br>timeline. | Mark<br>awarded. |
|---|--|------------------------|------------------|
|   | for clarification and the responses provided by the  | •                      | -                |



## Appendix F: Practice Technical Interview Template

This document is for use by the employer/provider person playing the role of the assessor during a practice technical interview. It is designed to help replicate the live assessment experience and to enable feedback to be provided to the apprentice. The practice technical interview must be conducted under examination conditions and recorded. The apprentice must be asked questions.

There are a maximum of **100 marks** for the interview.

To achieve a Pass for the technical interview, a Pass is required in ALL relevant elements, including all skills from the specialist pathway.

To achieve a Merit or Distinction for the technical interview, all Pass criteria must be achieved PLUS a minimum number of merit and distinction marks as described in Section 3 in the Specification 'Grading and Grading Criteria – Component 3: Technical Interview.'

| Apprentice Full<br>Name: |                |                 |  |
|--------------------------|----------------|-----------------|--|
| Employer and location:   |                |                 |  |
| Assessor Full<br>Name:   |                |                 |  |
| Date of<br>Interview:    | Start<br>time: | Finish<br>time: |  |



| K1 First principles relating to the operation and maintenance of appropriate plant and equipment   |  |  |  |   |   |  |
|--|--|--|--|---|---|--|
| Pass Criteria – All to be met  |  | Merit Criteria – Minimum two to be met   |  | Distinction Criteria – Minimum two to<br>be met   | 0 |  |
| <ul> <li>A working knowledge of the principles of operation for the range of plant/equipment they are responsible for</li> <li>The primary purpose of the range of plant/equipment worked on e.g. what the plant /</li> </ul>  |  | <ul> <li>A detailed understanding by<br/>explaining additional technical<br/>detail of the operating principles<br/>of the plant/equipment they are<br/>responsible for e.g. operating<br/>limits, tolerances, restrictions,<br/>effects on system</li> </ul>  |  | <ul> <li>An excellent knowledge and<br/>thorough understanding of the<br/>relevant engineering principles<br/>relative to the operation and<br/>maintenance of plant and<br/>equipment encountered in their<br/>job role</li> </ul>   |   |  |
| <ul> <li>equipment worked on does</li> <li>How the plant/equipment<br/>interacts within the overall<br/>system</li> <li>The typical characteristics of<br/>healthy and unhealthy<br/>operation for the range of<br/>plant/equipment worked on<br/>and how to identify the<br/>difference</li> <li>How they have used their<br/>knowledge of plant and<br/>equipment<br/>operating/maintenance</li> </ul> |  | <ul> <li>A detailed understanding by explaining additional technical detail of the function / interaction of the plant/equipment within the overall system e.g. synchronisation, effects on system</li> <li>How they have used their knowledge of plant and equipment operating/maintenance principles to improve or enhance operational activities</li> </ul> |  | <ul> <li>Evidence of conducting<br/>supporting technical analysis to<br/>gain a greater understanding of (a<br/>or b) a) the operating principles of<br/>plant/equipment worked on b) the<br/>function/effect of the plant/<br/>equipment within the overall<br/>system</li> <li>Conducting technical research<br/>into the effects of new<br/>technologies on current/future<br/>maintenance<br/>requirements/methodologies</li> </ul> |   |  |



| principles to support their work decisions/activities   |  |                     |               |      |
|---|--|---------------------|---------------|------|
| Assessor must ask the following standardised questions. | Assessor must record all additional questions asked for clarification and the responses provided by the apprentice including examples. | Recording timeline. | Mark<br>award | ded. |
| Questions   |  |                     |               |      |
| Develop some open ended questions                       |  |                     |               |      |

| Pa | ass Criteria – All to be met  | e met Merit Criteria – Minimum two to be met |  |  | Distinction Criteria – Minimum two to be met   |  |  |  |
|----|---|--|--|--|--|--|--|--|
| •  | A working knowledge of the<br>relevant health, safety and<br>environmental regulations and<br>standards and how they<br>impact the overall operation<br>A clear understanding of their<br>responsibilities and those of |  | • A detailed understanding of the relevant health, safety and environmental regulations and standards by explaining additional technical detail e.g. how they influence how the work is planned and/or conducted |  | • Excellent and thorough health,<br>safety and environmental<br>knowledge and understanding in<br>relation to the wider impact of<br>relevant industry working<br>practices and regulations for their<br>work activities |  |  |  |
|    | others under the relevant<br>company policies and<br>procedures which apply to the<br>range of work undertaken and<br>describe why they are<br>required   |  | • Conducting reviews of work<br>health, safety and environmental<br>arrangements and their<br>applicability and adapting them for<br>changing circumstances whilst still<br>maintaining safety                   |  | • How they have taken a leading<br>role in identifying health, safety<br>and environmental deficiencies<br>and then implementing the<br>appropriate solution/s in line with  |  |  |  |



| • | A knowledge of the company<br>process/s and/or procedures<br>for achieving and maintaining<br>safety when working on<br>systems within their work role<br>and how they impact the work<br>e.g. safe systems of work,<br>documentation<br>A clear understanding of the<br>purpose of conducting risk<br>assessments and the factors<br>which affect the critical<br>reasoning when making risk<br>assessment decisions<br>A knowledge of the Company<br>procedure/s for reporting<br>safety concerns and<br>emergencies |    | <ul> <li>How they have readily accepted<br/>additional health, safety and<br/>environmental<br/>responsibility/autonomy to<br/>maintain/improve work safety<br/>standards</li> </ul> | <ul> <li>Company polic</li> <li>How they have<br/>behaviour/prac<br/>appropriate tec</li> </ul> | challenged u        |               |  |
|---|--|----|--|---|---------------------|---------------|--|
|   | ssessor must ask the following<br>andardised questions.  |    | Assessor must record all additional<br>clarification and the response provi<br>apprentice including examples.  |   | Recording timeline. | Mark<br>awaro |  |
|   | uestions<br>evelop some open ended questio   | ns |  |   |                     |               |  |



| Pass Criteria – All to be met  | Merit Criteria – Minimum two to be met  | Distinction Criteria - Minimum two to be met  |
|--|---|---|
| the range of plant/ equipment<br>worked on within their job role<br>A working knowledge of the<br>company's operational<br>processes and procedures<br>and how these have<br>affected/influenced their<br>maintenance work<br>Their planning process for<br>conducting maintenance<br>operations and the factors<br>which have influenced their<br>critical reasoning/decision<br>making when planning their<br>work | <ul> <li>A detailed knowledge of the company maintenance practices by explaining additional technical detail for maintenance procedures on plant/equipment</li> <li>A detailed knowledge of the company operational processes and procedures which affect maintenance operations by explaining additional operational detail</li> <li>A detailed knowledge of the range of testing procedures and the implications of the results obtained</li> </ul> | <ul> <li>An excellent and thorough<br/>knowledge and understanding of<br/>relevant maintenance and<br/>operational practices/procedures<br/>for their job role</li> <li>An ability to analyse and provide<br/>valid justification for the company's<br/>maintenance procedures and/or<br/>operational practices for<br/>maintenance work on plant and<br/>equipment</li> <li>A detailed technical/commercial<br/>understanding of the effects of<br/>conducting maintenance<br/>procedures on</li> <li>Company plant/equipment e.g.<br/>cost, reliability, availability,</li> </ul> |
| A working knowledge of the<br>range and type of test<br>procedures which they have<br>used to confirm their work has<br>met with company operational<br>requirements and standards   |   | sustainability  |



| A knowledge of how their<br>maintenance activities have<br>impacted<br>plant/equipment/others |   |                     |               |      |
|---|---|---------------------|---------------|------|
| Assessor must ask the following standardised questions.                                       | Assessor must record all additional questions asked for clarification and the response provided by the apprentice including examples. | Recording timeline. | Mark<br>awaro | ded. |
| Questions   |   |                     |               |      |
| Develop some open ended questions   |   |                     |               |      |
|   |   |                     | •             |      |

| K4 The relevant engineering theorie  | s anc | d pri | inciples relative to their occupatio   | n                                     |   |  |
|--|-------|-------|--|---------------------------------------|---|--|
| Pass Criteria – All to be met  |       |       |  | Distinction Criteria – Minimum two to |   |  |
|  |       | m     | let  | -                                     | be met  |  |
| <ul> <li>A working knowledge of the<br/>range of relevant operational<br/>theories and principles which<br/>underpin their work</li> </ul>           |       | •     | A detailed knowledge of the<br>relevant operational theories<br>and principles which have<br>supported and/or influenced |                                       | <ul> <li>An excellent and thorough<br/>knowledge and understanding of<br/>the relevant operational theories<br/>and principles relative to plant</li> </ul> |  |
| <ul> <li>A working knowledge of the<br/>basic effect/influence of the<br/>relevant operational theories<br/>and principles which directly</li> </ul> |       | •     | their work activities<br>How they have used relevant<br>operational theories and<br>principles to support / influence    |                                       | <ul> <li>and equipment in their job role</li> <li>How they have used their<br/>understanding of relevant<br/>operational theories and</li> </ul>            |  |
| <ul> <li>underpin their work activities</li> <li>The benefits of being able to<br/>identify and apply the differing</li> </ul>                       |       | •     | their work decisions/activities<br>Their inclusion of operational<br>formulae/theories/principles to                     |                                       | principles to make suggestions<br>which have influenced or led to<br>an improved performance  |  |



| <ul> <li>operational theories and<br/>principles in relation to their job<br/>role e.g. maintenance<br/>inspections, fault finding</li> <li>A working knowledge of how to<br/>apply the relevant operational<br/>formulae which can be used to<br/>support their work activities</li> </ul> |   | support their technical<br>explanations in relation to their<br>work activities                     | • | How they have<br>technical resea<br>on relevant ope<br>and principles<br>effects of curre<br>technologies | arch which is l<br>erational theo<br>to support the | based<br>ries |            |
|---|---|---|---|---|---|---------------|------------|
| Assessor must ask the following standardised questions.   |   | Assessor must record all addition for clarification and the response apprentice including examples. |   |   | Recording timeline.                                 | Marl<br>awa   | ۲<br>rded. |
| Questions   |   |   |   |   |   |               |            |
| Develop some open ended questions   | ; |   |   |   |   |               |            |



| S5 Locate, and rectify faults on plant and equipment   |  |   |     |   |  |
|--|--|---|-----|---|--|
| Pass Criteria – All to be met  |  | Merit Criteria – Minimum two to be n  | net | Distinction Criteria – Minimum two to be met  |  |
| <ul> <li>A working knowledge of the company policies and procedures for the location of faults on plant and equipment worked on</li> <li>A clear understanding of the company policies and procedures in relation to achieving the safe isolation of equipment from relevant sources of energy and maintaining safety from the system</li> <li>How they have used tools/ equipment/techniques to inspect and identify faults on plant/equipment and develop sound solutions while recognising and defining problems</li> </ul> |  | <ul> <li>A detailed knowledge of the company processes and procedures by explaining additional technical detail for the fault location methods/procedures conducted on plant/ equipment/systems</li> <li>A detailed understanding of the tools and equipment that can be used to identify and locate faults on plant/equipment/systems</li> <li>Their ability to take a lead in fault finding/rectification activities and accept additional responsibility/autonomy for the fault work undertaken</li> </ul> |     | <ul> <li>An excellent<br/>knowledge/understanding in<br/>relation to fault<br/>location/rectification procedures<br/>within their job role</li> <li>How they have used a range of<br/>methods to locate, and rectify<br/>faults on plant and equipment,<br/>with a detailed<br/>explanation/justification of their<br/>chosen methods</li> <li>How they have used their<br/>knowledge of fault<br/>location/rectification to<br/>improve/influence work outcomes</li> </ul> |  |
| <ul> <li>How they have used<br/>tools/equipment/techniques<br/>to repair faults and confirm</li> </ul>   |  |   |     |   |  |



| the rectification to the quality<br>standards required by<br>company policies/procedures                              |     |   |                     |                 |    |
|---|-----|---|---------------------|-----------------|----|
| • How they have recorded /<br>reported the results of fault-<br>finding activities in line with<br>Company procedures |     |   |                     |                 |    |
| Assessor must ask the following standardised questions.   | g   | Assessor must record all additional questions asked for clarification and the response provided by the apprentice including examples. | Recording timeline. | Mark<br>awardeo | d. |
| <b>Questions</b><br>Develop some open ended question  | ons |   |                     |                 |    |

| num two to |
|------------|
|            |
|            |
|            |
|            |



| <ul> <li>A working knowledge of the range and type of technical information/specifications available and how they are used to support work activities</li> <li>How they have used company work information and technical specifications to conduct/support their work activities</li> </ul> | <ul> <li>How they have<br/>questioned/clarified information<br/>which was unclear or incorrect</li> <li>How they have reported/updated<br/>information which was not<br/>technically correct/accurate</li> </ul> |  |
|---|--|--|
| <ul> <li>Describe how they have used<br/>Company information to<br/>record/report the results of<br/>work carried out in line with<br/>company procedures</li> </ul>  |  |  |

| Pass Criteria – All to be met   | Merit Criteria – Minimum two to b   | е | Distinction Criteria – Minimum two  | to |
|---|---|---|---|----|
|   | met   |   | be met  |    |
| <ul> <li>How they have planned<br/>inspection and maintenance<br/>operations and the factors<br/>which influenced their critical</li> </ul> | • Their ability to explain in detail<br>the range of skills, knowledge<br>and behaviours they have used<br>to support their conducted |   | <ul> <li>An excellent<br/>knowledge/understanding in<br/>relation to inspection/maintenance<br/>procedures within their job role</li> </ul> |    |



reasoning/decisions during their planning process

- How they have implemented/complied with company operational processes and procedures during their conducted inspection and maintenance work
- How they have used tools/techniques/equipment to conduct maintenance inspection and maintenance procedures on a range of plant/equipment to meet company standards
- How they have used test equipment/procedures on plant/equipment to confirm that the work completed met with Company operational requirements
- How they have reported/recorded the outcome of their inspection and maintenance operations

inspection/maintenance operations

 $\square$ 

- How they have pro-actively worked with others to resolve problems during inspection/maintenance operations which supported work progression/performance
- How they have taken action to report or deal with issues of nonconformity or noncompliance during inspection/maintenance work operations

 Their ability to explain/justify the Company inspection and maintenance procedures used for a range of plant and equipment

 How they have taken a lead in accepting additional responsibility/autonomy to improve the outcome of inspection/maintenance operations

EUIAS Level 3 End-point Assessment for Maintenance and Operations Engineering Technician (Electrical System and Process Control) Supporting Documents QAN; 603/7266/7 – ST0154/V1.4 v1.0 © 2024 Energy & Utility Skills

 $\square$ 



| Assessor must ask the following standardised questions. | Assessor must record all additional questions asked for clarification and the response provided by the apprentice including examples. | Recording<br>timeline. | Mark<br>awarded. |
|---|---|------------------------|------------------|
| Questions   |   |                        |                  |
| Develop some open ended questions                       |   |                        |                  |

| Pass Criteria – All to be met   | Merit Criteria – Minimum two to b<br>met   | e | Distinction Criteria – Minimum two t<br>be met  | to |
|---|--|---|---|----|
| <ul> <li>A working knowledge of their<br/>role and responsibilities in the<br/>handover of the<br/>system/equipment/plant back<br/>to operational service</li> </ul>            | <ul> <li>How they have taken a pro-<br/>active lead in the handover<br/>process by effectively<br/>communicating the detail of<br/>handover arrangements with</li> </ul>                                 |   | <ul> <li>How they have consulted/involved<br/>team members/other relevant<br/>persons to achieve greater<br/>understanding and improved<br/>performance</li> </ul>                    |    |
| <ul> <li>A working knowledge of the<br/>Company process for the<br/>handover of plant/equipment<br/>which has been worked on</li> </ul>   | <ul> <li>stakeholders</li> <li>Their ability to develop positive professional relationships with individuals to support the</li> </ul>   |   | <ul> <li>Their ability to actively address<br/>conflict/ resolve problems with<br/>positive outcomes to build positive<br/>relationships and</li> </ul>                               |    |
| <ul> <li>How they have completed the<br/>required checks/tests to<br/>confirm the<br/>plant/equipment/system<br/>worked on meets operational<br/>requirements before</li> </ul> | <ul> <li>handover process and resolve<br/>any issues within their role<br/>responsibility</li> <li>How they have adapted their<br/>communication method/style to<br/>better suit the changing</li> </ul> |   | • Their ability to effectively<br>communicate technical<br>information across a wide range<br>of stakeholders e.g. colleagues,<br>management, briefings/meetings,<br>external clients |    |



|   | conducting the handover   |    | circumstances/needs of the   |   |                     |              |       |
|---|---|----|--|---|---------------------|--------------|-------|
|   | process   |    | work   |   |                     |              |       |
| • | How they have completed the<br>handover of plant/equipment in<br>line with relevant company<br>policies and procedures  |    |  |   |                     |              |       |
| • | How they have confirmed the<br>recipient/s of the handover<br>process fully understand any<br>critical information given  |    |  |   |                     |              |       |
| • | How they have completed the<br>company process for reporting/<br>recording the handover of<br>plant/equipment back into<br>service in line with company<br>procedures |    |  |   |                     |              |       |
|   | ssessor must ask the following<br>andardised questions.   |    | Assessor must record all additio<br>for clarification and the response<br>apprentice including examples. | - | Recording timeline. | Mark<br>awai | rded. |
| Q | uestions  |    |  |   |                     |              |       |
| D | evelop some open ended question   | าร |  |   |                     |              |       |



### Pathway: Electrical System and Process Control Role Specialist Skills

| equipment   |   |    |  |     |
|---|---|----|--|-----|
| Pass Criteria – All to be met   | Merit Criteria – Minimum two<br>be met  | to | Distinction Criteria – Minimum two to<br>met   | o b |
| • A working knowledge of their responsibilities for the range of work activities within their job role  | A detailed understanding of<br>the range and technical<br>requirements of the plant<br>and equipment worked on  |    | <ul> <li>An excellent knowledge and<br/>understanding in relation to the<br/>range and technical requirements<br/>of the plant and equipment worked</li> </ul>   | [   |
| <ul> <li>How they have used company policies/procedures/specifications to conduct a range of position, assemble, install and dismantle work activities</li> <li>How they have used tools and equipment to conduct a range of</li> </ul> | <ul> <li>and equipment worked on</li> <li>A detailed technical<br/>understanding for the<br/>range of<br/>methods/techniques used<br/>for their position, assemble,<br/>install and dismantle work</li> </ul> |    | <ul> <li>of the plant and equipment worked<br/>on</li> <li>Their ability to explain/justify the<br/>Company methods<br/>/processes/procedures used for the<br/>range of plant and equipment<br/>worked on</li> </ul> |     |
| position, assemble, install and<br>dismantle activities in compliance<br>with specifications and regulatory<br>requirements<br>How they have conducted the<br>required checks/test procedures<br>to confirm the completed work          | <ul> <li>A detailed technical<br/>understanding for the<br/>factors which can affect<br/>their critical reasoning<br/>when making decisions to<br/>resolve technical problems</li> </ul>                      |    | How they have taken a lead in<br>accepting additional<br>responsibility/autonomy to improve<br>the outcome of their<br>position/assemble/install/dismantle<br>work activities  |     |
| meets company/operational<br>requirements   | <ul> <li>How they have taken a<br/>proactive lead in<br/>organising/controlling their<br/>conducted work activities</li> </ul>  |    |  |     |



| How they have used critical<br>reasoning to identify and resolve<br>technical problems within their<br>control effectively during their   | which has led to a successful completion   |       |                |                        |              |      |
|---|--|-------|----------------|------------------------|--------------|------|
| <ul> <li>range of work activities</li> <li>How they have reported/recorded<br/>the work conducted and returned<br/>the work area to a safe condition<br/>in line with company procedures</li> </ul> |  |       |                |                        |              |      |
| Assessor must ask the following standardised questions.   | Assessor must record all ad<br>asked for clarification and th<br>by the apprentice including o | e res | ponse provided | Recording<br>timeline. | Mark<br>awar | ded. |
| <b>Questions</b><br>Develop some open ended questions   |  |       |                |                        |              |      |

| E | EP2 Carry out planned, unplanned and preventative maintenance procedures on integrated plant and equipment |  |  |   |   |  |  |  |  |
|---|--|--|--|---|---|--|--|--|--|
| F | Pass Criteria – All to be met  | Merit Criteria – Minimum two to<br>be metDistinction Criteria – I<br>met |  | Distinction Criteria – Minimum two t<br>met | Minimum two to be   |  |  |  |  |
|   | A working knowledge of their<br>responsibilities for the range of<br>work activities within their job role |  | A detailed understanding of<br>the range and technical<br>requirements of the plant                    |   | An excellent knowledge and<br>understanding in relation to the<br>range and technical maintenance |  |  |  |  |
|   | How they have used company policies/procedures/specifications to conduct a range of                        |  | <ul><li>and equipment worked on</li><li>A detailed technical<br/>understanding for the range</li></ul> |   | requirements of the plant and equipment worked on   |  |  |  |  |



maintenance procedures work activities

- How they have used tools and equipment to conduct a range of maintenance procedures in compliance with all company health, safety and environmental processes, policies and regulatory requirements
- How they have conducted the required checks/test procedures to confirm the completed maintenance work meets company requirements
- How they have used critical reasoning to identify and resolve technical problems within their control effectively during their range of work activities
- How they have reported/recorded the work conducted and returned the work area to a safe condition in line with company procedures

of methods/techniques used Their ability to explain/justify the for maintenance work company maintenance undertaken methods/processes/procedures used for the range of plant and • A detailed technical equipment worked on understanding for the factors which can affect their How they have taken a lead in • critical reasoning when accepting additional making decisions to resolve responsibility/autonomy to improve technical problems the outcome of their maintenance work activities How they have taken a proactive lead in organising/controlling their conducted work activities which has led to a successful completion 



| Assessor must ask the following standardised questions. | Assessor must record all additional questions asked for clarification and the response provided by the apprentice including examples. | Recording<br>timeline. | Mark<br>awarded. |
|---|---|------------------------|------------------|
| <b>Questions</b><br>Develop some open ended questions   |   |                        |                  |



**EP3** Replace, repair and/or remove components within integrated plant and equipment and ensure its return to operational condition

### AND

### **EP4** Diagnose and determine the cause of faults within integrated plant and equipment

| Pass Criteria – All to be met  |   |  |  | Distinction Criteria – Minimum two to  | imum two to |  |
|--|---|--|--|--|-------------|--|
| <ul> <li>A working knowledge of their<br/>responsibilities for the range of<br/>replace/repair activities<br/>undertaken</li> <li>How they have used company<br/>policies/<br/>procedures/specifications to</li> </ul>   |   | <ul> <li>Met</li> <li>A detailed understanding of the methods and technical requirements for the range of plant and equipment replaced/ repaired</li> <li>A detailed technical understanding for the range of</li> </ul>   |  | <ul> <li>be met</li> <li>An excellent knowledge and<br/>understanding in relation to the<br/>range and technical requirements<br/>of the plant and equipment<br/>replaced/repaired</li> <li>Their ability to explain/justify the<br/>company methods/processes/</li> </ul> |             |  |
| <ul> <li>conduct a range of<br/>replace/repair work procedures</li> <li>How they have used tools and<br/>equipment to conduct a range<br/>of replace/repair procedures in<br/>compliance with all company<br/>health, safety and<br/>environmental processes,<br/>policies and regulatory</li> </ul> |   | <ul> <li>causes and effects which lead<br/>to plant and equipment being<br/>replaced/repaired</li> <li>A detailed technical<br/>understanding for the factors<br/>which can affect their critical<br/>reasoning when making<br/>decisions to resolve technical<br/>problems</li> </ul> |  | <ul> <li>procedures used for the range of<br/>plant and equipment<br/>replaced/repaired</li> <li>How they have taken a lead in<br/>accepting additional<br/>responsibility/autonomy to<br/>improve the outcome of their<br/>replace/repair work activities</li> </ul>      |             |  |
| requirements   | _ | <ul> <li>How they have taken a pro-<br/>active lead in</li> </ul>  |  |  |             |  |



| • | How they have conducted the<br>required checks/test<br>procedures to confirm the<br>plant/equipment worked on<br>can be returned to operational<br>service |    | organising/controlling their<br>conducted replace/repair work<br>activities which has led to a<br>successful completion |   |                     |             |       |
|---|--|----|---|---|---------------------|-------------|-------|
| • | How they have used critical<br>reasoning to identify and<br>resolve technical problems<br>within their control   |    |   |   |                     |             |       |
| • | How they have returned<br>plant/equipment worked on to<br>operational service in line with<br>company procedures   |    |   |   |                     |             |       |
|   | ssessor must ask the following<br>andardised questions.  |    | Assessor must record all additic for clarification and the respons apprentice including examples.                       | • | Recording timeline. | Marl<br>awa | rded. |
|   | uestions<br>evelop some open ended question  | าร |   |   |                     |             |       |



| Е  | EP5 Calibrate and configure integrated electrical apparatus, systems and process control equipment  |  |  |  |   |   |  |  |  |
|----|---|--|--|--|---|---|--|--|--|
| Pa | ass Criteria – All to be met  |  |  | Merit Criteria – Minimum two to be Distinction Criteria – Minimu |   | 0 |  |  |  |
| •  | A working knowledge of their<br>responsibilities for the range of<br>diagnostic activities<br>undertaken<br>How they calibrated<br>instruments to a given<br>specification<br>How they planned calibration<br>activities to minimise<br>operational conditions<br>How they selected the<br>appropriate tools and<br>equipment for specific<br>calibration and/or configuration<br>activities<br>A working knowledge of the<br>company procedures and<br>regulatory requirements that<br>must be followed when<br>calibrating and/ or configuring<br>instruments |  | <ul> <li>Met</li> <li>A detailed knowledge of the principles of calibration and/or configuration of plant and equipment</li> <li>Detailed knowledge of the ways to minimise risk of all planned shutdowns during calibration and/or configuration activities</li> <li>How they would work with in a team to identify improvements on calibration and/or configuration activities</li> <li>How they would report any potential improvements associated with calibration and/or configuration and/or configuration activities</li> </ul> |  | <ul> <li>be met</li> <li>How they would identify and implement potential changes to improve the efficiency of calibration and/or configuration activities</li> <li>How they reported or dealt with instruments that failed to meet calibration and/or configuration compliance</li> <li>How they took an autonomous role during calibration and/or configuration and/or configuration activities</li> </ul> |   |  |  |  |



| • | How they applied a calibration<br>that was both accurate and<br>consistent    |   |                     |             |            |
|---|---|---|---------------------|-------------|------------|
| • | How they recorded the outcomes of calibration and/or configuration activities |   |                     |             |            |
|   | ssessor must ask the following<br>andardised questions.                       | Assessor must record all additional questions asked for clarification and the response provided by the apprentice including examples. | Recording timeline. | Mark<br>awa | ۲<br>rded. |
| - | uestions<br>evelop some open ended questions                                  |   |                     |             |            |
|   | velop some open ended questions   |   |                     |             |            |



# Appendix G: Portfolio Mapping Document

## Introduction

Throughout the on-programme part of the apprenticeship, the apprentice will need to compile a portfolio of evidence to support the requirements of the technical interview which is based on the portfolio. The evidence within the portfolio will need to be mapped by the apprentice to the KSB requirements using the portfolio mapping document below.

The independent assessor will use the portfolio mapping document to review the evidence in the apprentice's portfolio in preparation for the technical interview.

The portfolio mapping document below consists of the core requirements and specialist skills.

### Apprentices next steps

- 1. Complete all the details on the first page and include employer details of where relevant competencies from their experience at work was gained.
- Ensure each piece of evidence is signed off by their tutor/supervisor/mentor and training provider. The apprentice can use a number of different types of evidence to demonstrate their competence as described in Section 5 of the Specification – 'What to include in the portfolio of evidence'. For further guidance, the apprentice must seek advice from their tutor/supervisor/mentor and training provider.
- 3. Map evidence to the criteria in the following pages using a referencing system indicating where the evidence for the criteria is located in the portfolio e.g., work based evidence Job 1 (J1) page 5 paragraph 2. This will allow the independent assessor, appointed by the EUIAS to locate the section or specific piece of evidence being discussed and referred to during the interview.
- 4. Place the portfolio mapping document at the front of the portfolio of evidence.

The apprentice's training provider must make arrangements for EUIAS to have access to the apprentice's portfolio including the portfolio mapping document at Gateway. For those using e-portfolios such as ONEFILE or SMARTASSESSOR the reference used must simply be the file or folder name you used when uploading the evidence to such systems.



### Portfolio Mapping Document

This document must be placed at the front of the Portfolio and submitted to EUIAS with the Portfolio.

Mapping Sign off on Completion:

| Apprentice Full Name<br>(Print) | Apprentice<br>Signature | Training<br>Provider<br>(Company) | Training<br>Provider Full<br>Name of<br>Signatory | Date of<br>Sign Off |
|---------------------------------|-------------------------|-----------------------------------|---|---------------------|
|                                 |                         |                                   |   |                     |

### Core Knowledge

| Ref. | Apprenticeship Standard Criteria   | PORTFOLIO<br>REVIEW<br>(Apprentice Input) |   |   |  |  |  |
|------|--|---|---|---|--|--|--|
|      |  | (Appi<br>1                                | 2 | 3 |  |  |  |
| K1   | First principles relating to operation and maintenance of plant and equipment                                  |   |   |   |  |  |  |
| K2   | Relevant industry health and safety standards,<br>regulations and environmental and regulatory<br>requirements |   |   |   |  |  |  |
| K3   | Maintenance and operational practices, processes and procedures  |   |   |   |  |  |  |
| K4   | Relevant engineering theories and principles   |   |   |   |  |  |  |
| Asse | essor Comments:  |   |   |   |  |  |  |
|      |  |   |   |   |  |  |  |



### **Core Skills**

| Ref. | Apprenticeship Standard Criteria  | PORTFOLIO<br>REVIEW<br>(Apprentice Input) |   |   |  |  |  |
|------|---|---|---|---|--|--|--|
|      |   | 1   | 2 | 3 |  |  |  |
| S5   | Locate, and rectify faults on plant and equipment   |   |   |   |  |  |  |
| S6   | Read, understand, interpret and work to technical information                                 |   |   |   |  |  |  |
| S7   | Inspect and maintain plant and equipment  |   |   |   |  |  |  |
| S8   | Communicate, handover and confirm that the appropriate engineering process has been completed |   |   |   |  |  |  |
| Asse | essor Comments:   |   |   |   |  |  |  |
|      |   |   |   |   |  |  |  |



#### **Core Behaviours**

| Ref.               | Apprenticeship Standard Criteria | PORTFOLIO          |   |   |  |  |  |
|--------------------|----------------------------------|--------------------|---|---|--|--|--|
|                    |                                  | REVIEW             |   |   |  |  |  |
|                    |                                  | (Apprentice Input) |   |   |  |  |  |
|                    |                                  | 1                  | 2 | 3 |  |  |  |
| B5                 | Critical reasoning               |                    |   |   |  |  |  |
| Assessor Comments: |                                  |                    |   |   |  |  |  |
|                    |                                  |                    |   |   |  |  |  |
|                    |                                  |                    |   |   |  |  |  |



### Pathway: Electrical System and Process Control Specific Skills

| Ref. | Apprenticeship Standard Criteria  | PORTFOLIO<br>REVIEW<br>(Apprentice Input) |   |   |
|------|---|---|---|---|
|      |   | 1   | 2 | 3 |
| EP1  | Position, assemble, install and dismantle integrated electrical apparatus, systems and process control equipment                    |   |   |   |
| EP2  | Carry out planned, unplanned and preventative<br>maintenance procedures on integrated plant and<br>equipment                        |   |   |   |
| EP3  | Replace, repair and/or remove components within<br>integrated plant and equipment and ensure its return to<br>operational condition |   |   |   |
| EP4  | Diagnose and determine the cause of faults within integrated plant and equipment  |   |   |   |
| EP5  | Calibrate and configure integrated electrical apparatus, systems and process control equipment                                      |   |   |   |
| Asse | ssor Comments:  |   |   |   |



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