ENERGY & ENVIRONMENT AWARDS

Skills for a greener world

EEA Level 2 End-point Assessment for Gas Network Operative

Apprentice Guide

QAN 610/6016/1
ST0204 V1.1 V1.2 V1.3

Apprentice Guide for

EEA Level 2 End-point Assessment for Gas Network Operative

QAN 610/6016/1

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Updates to this Guide

Since the first publication of Energy & Environment Awards Gas Network Operative Apprentice Guide, the following updates have been made.

Version	Date first published	Section updated	Page(s)
v3.0	April 2025	Rebranded	All
v2.0	January 2023	Rebranded and revised content using new template	All
v1.0	30 May 2021	First published	All

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At A Glance Component 1: Practical Assessment with Questioning

Dates:	
Time:	
Location:	
Examination Conditions:	With an Energy & Environment Awards assessor in your place of work or training environment.
Additional Requirements:	
Assessed and marked by:	Independent assessor/Energy & Environment Awards

At A Glance Component 2: Interview based on a portfolio of evidence

Dates:	
Time:	
Location:	
Examination Conditions:	With an Energy & Environment Awards assessor in your place of work or training environment.
Additional Requirements:	
Assessed and marked by:	Independent assessor/Energy & Environment Awards

At A Glance Component 3: Multiple-choice Test

Dates:	
Time:	
Location:	
Examination Conditions:	Controlled by an invigilator.
Additional Requirements:	
Assessed and marked by:	Energy & Environment Awards

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Introduction

Energy & Environment Awards has been selected by your employer to carry out end-point assessment (EPA) and it is our job to ensure that you are assessed fairly.

How This Apprentice Guide Is Organised

- ✓ Section 1:

  What is in the Apprentice Guide?

- ✓ Section 2:

  An Apprentice's End-point Assessment Journey

- ✓ Section 3:

  End-point Assessment Components

How to Use This Guide

This guide has been split into 3 sections. You can dip into each section that you are working on where you will find useful information, practical advice, tips you need and useful dates to successfully complete your EPA.

Throughout we have used headings and cross referenced to our EPA Gas Network Operative (GNO) Specification and/or Supporting Documents which provides details of the EPA components.

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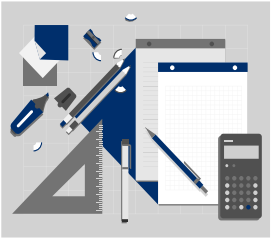
Section 1: The Basics

What is an Apprenticeship Standard?



An apprenticeship standard is a description of your apprenticeship and it is based on the gas network operative standard, which was written by employers. It contains the gas network operative's job profile, and describes the knowledge, skills and behaviours (KSBs):

- Knowledge: (as part of KSBs) – specific information, technical detail, and 'know-how' identified as part of the apprenticeship standard that must be evidenced during your end-point assessment
- 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
- Behaviours (as part of KSBs) – specific mindsets, attitudes or approaches identified as part of the apprenticeship standard that must be evidenced during end-point assessment

The standard can be accessed via the link below:
https://skillsengland.education.gov.uk/apprenticeship-standards/st0204-v1-2

What is an Assessment Plan?

An Assessment Plan is also written by employers and provides details of what is required for you to pass your end-point assessment. It includes details of what you will be assessed on, how each assessment will take place, what methods will be used and who will assess you.

Energy & Environment Awards designed the end-point assessment (EPA) to meet the requirements of the Assessment Plan. The Assessment Plan can be accessed via the link below:
https://skillsengland.education.gov.uk/media/5763/st0204_gas_network_operative_l2_ap_05012022.pdf

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What is an end-point assessment (EPA)?

The end-point assessment is the assessments you take at the end of your apprenticeship. You will typically spend 24 months on-programme working towards your standard with a minimum of 20% off-the-job training. You are required to spend a minimum of 12 months on-programme. After this you have a Gateway meeting with your employer or training provider to confirm you are ready for the end-point assessments. The words end-point means that you will be assessed at the end of your on-programme (training) to confirm you have met the standard. The end-point assessments consist of 3 components:

- Practical Assessment with Questioning
- Interview based on your portfolio of evidence
- Multiple-choice Test

Each component has a provisional grade and each grade is carried forward to award a final grade. You must pass all 3 components to pass your apprenticeship.

The final grade can be a Pass or Distinction.

What are the Gateway Requirements?

Gateway is a meeting where your employer, training provider and you ensure that you are confident that you can demonstrate all the KSBs defined in the apprenticeship standard and you are ready for EPA. After the meeting, your training provider will confirm the outcomes of the Gateway meeting by sending a signed document to Energy & Environment Awards. The document confirms that you have met the following Gateway requirements:

- achieved English and maths at level 1
- achieved the Network Construction Operations (Gas) Level 1 qualification
- compiled a portfolio of evidence, which will underpin the interview

Your training provider will send copies of these documents to Energy & Environment Awards.

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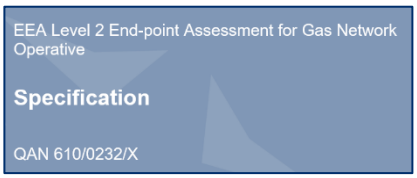
What is the EPA Specification?



The end-point assessment specification provides details of the assessment methods used in your EPA, which:

- KSBs that are covered by each assessment
- KSBs amplification and guidance

The Specification can be accessed via the link below:
https://energyenvironmentawards.co.uk/epa/gas-network-operative/

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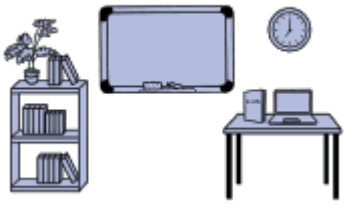
Section 2: Apprentice EPA Journey



Let us Begin Your EPA Journey.

Find a quiet place and read on….

Your EPA journey consists of 3 elements:

- A training programme with on the job, off the job elements, typically 24 months
- Gateway meeting window
- End-point Assessment (EPA) typically 3 months

Your journey begins with the training program. Your employer and training provider are responsible for this part. This is where you will gain the required Knowledge, Skills and Behaviours (KSBs).

How will you be assessed in the end-point assessment?

You will be assessed on the following components, which can be taken in any order:

1. **Practical Assessment with Questioning**
2. **Interview based on your portfolio of evidence**
3. **Multiple-choice Test**

It is important for you to keep a record of when your 3 components are scheduled. We suggest you use the 'At a Glance' tables on page 5.

You must pass all 3 components to achieve this qualification. For further guidance refer to Section 3 End-point Assessment Components.

Reasonable adjustments

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places you at a substantial disadvantage during assessments. If this applies to you make sure you tell your training provider who can make an application for a reasonable adjustment to Energy & Environment Awards on your behalf.

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Your EPA Journey in a Diagram

The diagram below illustrates the order of your EPA **journey** from the day you register to your final certification:

Training	Gateway and scheduling 3 components	Multiple-choice test	Practical assessment with questioning	Interview based on the portfolio	Quality assurance and final grading (By Energy & Environment Awards)	Apprenticeship Certificate (Claimed by Energy & Environment Awards)
Typically, 24 months	You have: Attended a Gateway meeting with your employer/provider. Achieved English and maths at level 1. Compiled a portfolio of evidence, which your interview will be based on. Achieved Network construction Operations (Gas) level 1 certificate, as a minimum.	60 Minutes. Multiple-choice 40 questions. Under exam conditions supervised by an invigilator. Face to face. Closed book.	Minimum of 1 day Maximum 2. Assessment time is 12 hours with 1 hour allocated for questioning. Under examination conditions. Face to face or remote as agreed. Independent assessor For further practical task details refer to *see below.	1 hour. Time may increase by up to 10%, to allow you to complete your last answer. Under examination conditions. Face to face or remote as agreed and recorded using relevant technology. Independent assessor. For further interview details that will be covered refer to * see below.	Awarded Final Grading: Distinction, Pass or Fail.	ESFA will send your Certificate to your training provider or employer. Contact your training provider or employer if you do not receive your certificate.

*For further details refer to Section 2 of the Specification and Section 3 of the Apprentice Guide.

Section 3: End-point Assessment Components

Now let us continue your journey through EPA. There are 3 components that you must pass to be awarded a certificate.

Component 1: Practical Assessment with Questioning

Overview

A practical assessment with questions involves an independent assessor, appointed by Energy & Environment Awards observing and questioning you undertaking a set task or a series of set tasks in a simulated environment. The simulated environment must closely relate to your natural working environment. The task(s) must be capable of being completed by a competent gas network operative.

Step-by-Step Guide

The table below provides a step-by-step guide on how the practical assessment with questioning will be carried out:

Structure of your practical assessment	The total assessment time is 12 hours – 11 hours for completing the set tasks and one hour for questioning. • Breaks may be taken during the practical assessment to allow you to move from one location to another and for meal/comfort breaks • The clock will be stopped. The assessment time is not reduced.
Where will the assessment take place?	• Your employer's premises OR • A training venue • The questioning must take place in a quiet room
What knowledge, skills and behaviours (KSBs) do I have to demonstrate	**Core Knowledge**: **K2.i** Health and safety standards, regulations, and practice, including risk assessments and safe systems of work, permits to work, working in confined spaces, personal protective equipment (PPE), manual handling.

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during the practical assessment with questioning?	**K5.i** Checks and operation requirements for commonly used gas utility network operations equipment and tools, for example utility location equipment/tools, pneumatic gun, hand/power tools – power disc cutter, chain saw, drills **K8** Procedures for the construction, testing, purging, repair commissioning and decommissioning of gas network assets **K12** Communication techniques – written, verbal; customer service techniques **Core Skills**: **S1** Identify hazards and implement controls to reduce risks **S2** Interpret work instructions, engineering instructions and determine actions **S3** Identify and organise resources to undertake activities **S4** Comply with workplace health, safety & environmental policy, and practice, including use of Personal Protective Equipment (PPE) and safety equipment **S7** Monitor and maintain site conditions, including good housekeeping **S9.i** Check and operate equipment and tools; report faults if required **S10** Communicate with colleagues and or stakeholders, for example, statutory agencies and members of the public, customers **S11** Use breathing apparatus **S15** Construct new and replacement gas services to internal and external service termination positions using a range of techniques **S16** Carry out squeeze off activities on gas services (low and medium pressure) **S17** Construct new and replacement gas mains using a range of techniques

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S18 Carry out flow stopping on gas mains by use of squeeze off and bag stop

S19 Disconnect gas meters

S20 Repair gas assets including valves and fittings using a range of techniques

S21 Join materials by electro-fusion

S22 Join materials by butt fusion processes

S23 Exchange emergency control valve

S24 Test gas network assets at low and medium pressure

S25 Purge, commission and decommission gas network assets

S26 Apply gas network emergency procedures, including the analysis of gas readings

Core Behaviours:

B1 Prioritises health, safety and environment when undertaking work to safeguard life and property

B4 Professional, for example punctual, trustworthy, polite, courteous, presentable, maintains security of business specific and personal data, takes account of equality and diversity in interactions

B5 Self-motivated, for example manages own time effectively, takes responsibility to complete the job

B6 Pride in work, for example works to agreed quality targets and standards

For amplification and guidance refer to the GNO Specification:

https://energyenvironmentawards.co.uk/epa/gas-network-operative/

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What tasks will I have to cover?	**You will undertake health and safety/risk and waste management:** • complete a risk assessment • dispose of waste materials • making the site safe, removing plant and equipment **You will have to determine actions/organise tasks to:** • interpret work instructions as defined in the job task sheet • prepare for tasks, including selecting a minimum of 6 tools/equipment, resources, and personal protective equipment (PPE) **You will have to check and operate tools and equipment.** **You will have to locate utility network assets.** **You will have to communicate:** • with at least one other person for example a co-worker **You will have to construct, repair, commission, decommission gas network assets/test and purge, gas network assets:** • service laying techniques 16mm – 63mm diameter • mains laying techniques - install mains of diameter >90mm: • complete the installation of gas service pipes from the mains to a property using a variety of techniques. Techniques will include laying services through both 'open cut' and 'insertion' methods, electro-fusion of Polyethylene (PE) pipe of diameter range 16mm to 63mm, mains to service connection for both polyethylene (PE) and metallic mains supply, mains diameters must be a minimum of 90mm PE and 100mm (4") metallic, positioning and connection of service entry points • test, purge, and commission a new service pipe at both low and medium pressure • complete the butt fusion and electro-fusion of PE pipe of diameter range - 90mm to 180mm • use both PE and Metallic (Squeeze off and Bag Stop) flow stopping techniques on a pressurised system <75mb

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	• connect, test and commission of a new low pressure (LP) PE main of diameter range - 90mm to 180mm utilising at least one metallic to plastic (PECAT adapter) connection • decommission of a low pressure (LP) gas main through direct purging methods. **You will have to demonstrate emergency procedures:** • use of breathing apparatus • apply gas emergency procedures
What resources can I use?	You are expected to use the following equipment: Electrofusion boxes, alignment clamps, squeeze offs, hand shovels, road breakers, mechanical plant, hacksaws, pipe scrapers, torque wrench, socket sets, spanners and Stillson (pipe) wrench.
How many questions will I be asked?	The independent assessor: • will ask a minimum of 6 questions • may ask questions to follow up in order to seek clarification from you
Who will assess me?	An independent assessor, appointed by Energy & Environment Awards.
Provisional Grading	The independent assessor will award a provisional grade. You must pass **ALL** the pass criteria in order to achieve a pass.
Overall grading for this component	Fail, Pass or Distinction.

Practice Component 1: Practical Assessment with Questioning

You should have an opportunity to have a practice practical assessment which mirrors the real assessment. A practice practical would be set up for you using the structure in the table above by your employer or training provider.

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Component 2: Interview based on Portfolio of Evidence

Overview

The interview is based on your portfolio of evidence. It is to allow you to demonstrate how you have met the KSBs in order to carry out your occupational role as a Gas Network Operative effectively and safely. The interview allows for testing of responses where there are a range of potential answers that cannot be tested through the multiple-choice test.

Step-by-Step Guide

The table below provides a step-by-step guide on how the interview based on the portfolio of evidence will be carried out:

Who will assess me?	1 independent assessor, appointed by Energy & Environment Awards will assess you under examination conditions.
How will the interview be organised?	**Locations:** Your interview will take place at your employer's premises or a suitable venue. **Time:** Your interview will be 1 hour – However, the independent assessor has the option to increase the time of your interview by up to 10%, to allow you to complete your last answer. **Your interview will be:** • a discussion between you and the independent assessor • face to face or remote, as agreed • assessed and outcomes will be recorded by the assessor on official Energy & Environment Awards interview documents • recorded using the relevant technology such as Microsoft Teams or an audio recording device
What topics will I have to cover?	The questions you will be asked will cover the following topics, a minimum of one question per topic will be asked: • signing, lighting, and guarding (K2.iii, S5) • tools and equipment – maintenance and storage (K5ii, S9ii) • reporting channels; limits of authority (K13)

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	• information technology and recording information (K16, S14) • gas detection (S12) • excavation and trench installation (K7, S6, S13) • identify, locate, and avoid utility supplies (S8) • water extraction (S27) • adaptability and customer focus (B2, B7) • team player (B3) • continued professional development (CPD) (B8) **For amplification and guidance refer to the GNO Specification:** https://energyenvironmentawards.co.uk/epa/gas-network-operative/
How many questions will I be asked?	• A minimum of 11 questions (based on the above topics) • Set questions which maybe contextualised to the contents of your portfolio • Follow-up questions in order to seek clarification
Provisional Grading	The independent assessor will award a provisional grade. You must pass **ALL** the pass criteria in order to achieve a pass.
Overall grading for this component	Fail or Pass.

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Portfolio of Evidence Requirements

The requirements are as follows:

Portfolio Mapping Document

You must map your portfolio of evidence to the KSBs covered by the interview.

You must include a mapping document at the front of your portfolio that clearly references the location of the evidence in your portfolio.

For further guidance on how to map refer to:

- Section below 'How do I organise my portfolio of evidence and map it to the mapping document?'
- GNO Specification Section 6: Guidance on portfolio of evidence and apprentice mapping
- Apprentice Guide Supporting Documents Appendix B
- Specification Supporting Documents Appendix G for the portfolio mapping document

How do I organise my portfolio of evidence and map it to the mapping document?

Step-by-Step Guide

You must include a portfolio mapping document and place it at the front of your portfolio, see table above for guidance and where to locate the portfolio mapping document.

Your portfolio is not assessed. It serves two purposes:

- The independent assessor reviews your portfolio before the interview to help focus and contextualise their questions
- You should carefully prepare, index and map your portfolio as this will further support you during your interview. Your organised portfolio will allow you with ease to refer to examples and discuss the evidence with the independent assessor

What should I include in my portfolio?

Quality vs quantity

You should be supported in selecting and mapping evidence for your portfolio by your employer or training provider.

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We would advise you to choose the best pieces of evidence and map them to each KSB which will be covered during your interview. To be confident of meeting the KSB, you should aim to have two/three pieces of evidence mapped to each KSB.

Examples of acceptable evidence:

- that is mapped against the relevant KSBs that will be assessed by the interview
- workplace documentation/records, for example job task sheets/job card/times sheets, equipment maintenance /service records related to the apprentice
- witness statements signed and dated by coaches/trainers
- any employer contributions should focus only on direct observation of evidence (for example witness statements) rather than opinions
- annotated photographs/diagrams
- video clips (maximum total duration 10-minutes); the apprentices must be in a view and identifiable

The above is not a definitive list. You can include other relevant evidence sources.

You **must not** include in your portfolio any methods of self-assessment.

Evidence must be:

- produced by you (authentic)
- relevant to the standard (K, S or B) that it is mapped to
- produced during the time you were carrying out your on-programme training

What can I do to prepare for the interview?

You should:

- be familiar with the structure of your portfolio
- know the KSBs covered by the interview
- know where you have mapped your KSBs by referring to your portfolio mapping document
- ensure there is quality evidence to cover every KSB in the interview
- practise mapping evidence and completing the evidence mapping grid
- know how you will be graded

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The role of your employer or training provider

Employers or training providers are expected to support you in preparing your portfolio by:

- clarifying responsibility for supporting you in selecting and mapping evidence for your portfolio, including the role of employer coaches/mentors where applicable
- advising you on which pieces of evidence you should select to ensure that when it is looked at as a whole, your evidence provides coverage of all the required elements of the standard (KSBs) assessed in the interview
- supporting the mapping of your evidence and production of your mapping document
- authenticating evidence you provide is valid
- signing off your portfolio
- submitting your portfolio to Energy & Environment Awards as part of Gateway

Practice Component 2: Interview based on Portfolio of Evidence

You should have an opportunity to have a practice interview which mirrors the real assessment. The practice interview based on your portfolio of evidence would be set up using the structure in the table above by your employer or training provider.

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Component 3: Multiple-choice Test

Overview

The multiple-choice test is paper based. You will have 60 minutes to complete the test. The test consists of 40 questions.

The multiple-choice questions will have four possible answers of which one will be correct.

Step-by-Step Guide

The table below provides a step-by-step guide on how the multiple-choice test will be carried out:

<table>
<tr><td>Who will start and finish your multiple-choice test?</td><td>You will sit your multiple-choice test in the presence of an invigilator.</td></tr>
<tr><td>How will the question appear?</td><td>Here is an example of how the question will appear:
<table>
<tr><th colspan="2">Question 1</th></tr>
<tr><td colspan="2">In a workplace, who is responsible for maintaining health and safety?</td></tr>
<tr><th colspan="2">Possible answers</th></tr>
<tr><td>a)</td><td>Employers</td></tr>
<tr><td>b)</td><td>Safety managers</td></tr>
<tr><td>c)</td><td>Most senior person on-site</td></tr>
<tr><td>d)</td><td>Everyone</td></tr>
</table>
You must select one answer that you think is correct. You will be provided with an answer sheet where you will be expected to shade in the answer you have selected. Here is an example:</td></tr>
</table>

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	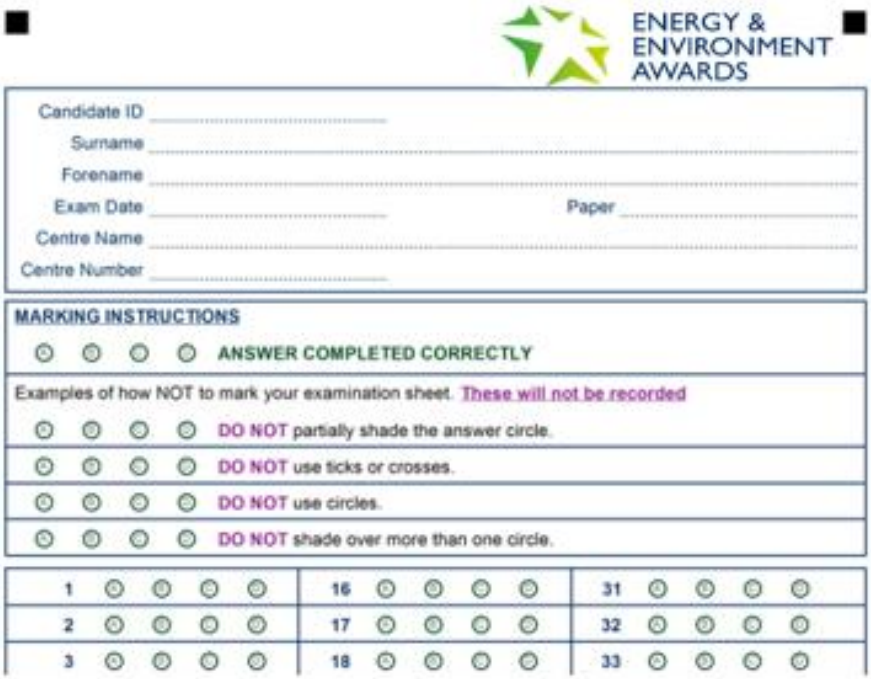 ENERGY & ENVIRONMENT AWARDS Candidate ID Surname Forename Exam Date Paper Centre Name Centre Number MARKING INSTRUCTIONS ANSWER COMPLETED CORRECTLY Examples of how NOT to mark your examination sheet. These will not be recorded DO NOT partially shade the answer circle. DO NOT use ticks or crosses. DO NOT use circles. DO NOT shade over more than one circle. 1 2 3 16 17 18 31 32 33 **Always have a go even if you are not sure that it is the correct answer.**
Can I take any resources into the exam room?	The test is closed which means that you cannot refer to reference books or any other materials. You will be provided with stationery on the day.
Can I have access to the internet?	No access to the internet is allowed and this means you must not take your SMART watch into the exam room.
How will the multiple-choice test be organised for me?	**Locations:** Your multiple-choice test will take place at your employer's or training provider's premises or a suitable venue. • You will take the test in a quiet space and in the presence of an invigilator • Your test will be scheduled by your employer or training provider with Energy & Environment Awards • If you fail the multiple-choice test, you can re-sit or re-take the failed test at your employer's discretion. There are no limits to the number of re-sits or re-takes you can take but it is important to revise and ensure that you are confident with the knowledge you are being tested on
What criteria will I have to learn?	The multiple-choice test questions are knowledge based and sample the 9 core knowledge criteria. Below is a list of the

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AND How many questions will be asked on each criteria?	knowledge criteria, assessed in the multiple-choice test along with the range of questions that will be allocated to a multiple-choice test paper:

Number of Questions	Knowledge
1 - 3	**K1:** Utility industry structure and regulatory requirements, including the Gas Act and regulatory surveys.
12 -16	**K2.ii:** Health and Safety at Work Act, working at heights, Provision and Use of Work Equipment Regulations (PUWER), Control of Substances Hazardous to Health (COSHH), Lifting Operations Lifting Equipment Regulations (LOLER), first aid, fire safety, asbestos awareness.
2 - 4	**K3:** Environmental regulatory requirements: Environment Protection Act, disposal of waste and recycling.
5 - 7	**K6:** Principles of traffic management and control.
5 - 7	**K9:** Procedures for gas network emergencies.
4 - 6	**K10:** Electrical safety, including equipotential bonding.
1 - 3	**K11:** Emergency services and statutory authorities – local authorities, highway authorities and Environment Agency; who they are, what they do; escalation procedures.
1 - 3	**K14:** Equality & diversity considerations in the workplace.
2 - 4	**K15:** Data – purpose and protection, for example asset records.

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	Remember the questions have been written to reflect the gas network operative role as a whole and are not focussed on specific plant, machinery, or employer-specific processes. For amplification and guidance refer to Section 3 of the GNO Specification.
What should I do to prepare for the multiple-choice test?	**You should be prepared to**: • revise the knowledge criteria listed above (K1, K2.ii, K3, K6, K9, K10, K11, K14 and K15) • ask your employer or training provider for additional questions that they have prepared to support you • attend the multiple-choice test which will last 1 hour While on-programme, the employer or training provider must ensure you are: • familiar with all areas assessed by the multiple-choice test as listed above • supported in completing a practice test and provide you with constructive feedback to enable you to identify areas you need to carry out further revision in

Practice Component 3: Multiple-Choice test

You should have an opportunity to have a practice multiple-choice test which mirrors the real assessment. The practice multiple-choice test would be set up using the structure in the table above by your employer or training provider. The feedback provided will assist you with preparing for the actual multiple-choice test.

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Overall grading

All assessment components contribute equally to your overall EPA grade.

Grades from individual assessment components will be combined in the following way to determine your overall EPA grade as a whole.

Observation with questions	Interview based on a portfolio of evidence	Multiple-choice test	Overall grading
Fail	Any grade	Any grade	**Fail**
Any grade	Fail	Any grade	**Fail**
Any grade	Any grade	Fail	**Fail**
Pass	Pass	Pass	**Pass**
Distinction	Pass	Pass	**Distinction**

Any grade = fail, pass or distinction

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Section 4: Resits and retakes

If you fail one or more EPA components you can re-sit or a re-take the failed component at your employer's discretion. Your employer needs to agree that a re-sit or re-take is appropriate. A re-sit does not need further learning, but a re-take does. You should have a supportive action plan to prepare for your re-sit or re-take.

Your employer and Energy & Environment Awards will agree the timescale for your re-sit or re-take. Failed EPA component(s) must be re-sat or re-taken within the 3 months of the fail notification, otherwise the entire EPA will need to be re-sat or re-taken in full, unless in the opinion of Energy & Environment Awards exceptional circumstances apply outside the control of you or your employer.

There are no restrictions on your overall EPA grade when you re-sit/re-take the multiple-choice test or interview based on the portfolio of evidence but do not need to re-sit/retake the practical assessment with questioning. That means, you can still get an overall distinction if you achieved a distinction in your practical assessment with questioning on your first attempt even if you need to re-sit or re-take one of the other assessment components. If you need to re-sit/re-take the practical assessment with questioning you will only be able to achieve a pass for this assessment component and will only be able to achieve an overall EPA pass as long as you gain a pass in the other two assessment components.

Re-sits and re-takes will not be offered to you if you wish to move from pass to a higher grade.

Energy & Environment Awards resit and re-take policy can be found at: https://energyenvironmentaward.co.uk/policies-and-fees/

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Section 5: Appendices

Appendix A: Glossary

Appendix B: Portfolio Mapping Document

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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 –mindsets, attitudes or approaches needed for competence. Whilst these can be innate or instinctive, they can also be learnt. Behaviours tend to be very transferable. They may be more similar across occupations than knowledge and skills. For example, team worker, adaptable and professional

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

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

Gateway – the stage of the apprenticeship where the apprentice, employer and trainer determine whether the apprentice is ready to undertake the End-Point Assessment

Independent Assessor – Will holistically assess the knowledge, skills and behaviours (KSBs) that you have been learnt throughout the apprenticeship. Their role as an Independent Assessor would involve assessing components 1 (practical assessment with questioning) and 2 (interview based on your portfolio of evidence)

Knowledge – the information, technical detail, and 'know-how' that someone needs to have and understand to successfully carry out the duties. Some knowledge will be occupation-specific, whereas some may be more generic

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

Skills – the practical application of knowledge needed to successfully undertake the duties. They are learnt through on and/or off-the-job training or experience

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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. The occupational standards are developed by employers for occupations that meet the Institute for Apprenticeships & Technical Education current criteria. For further details refer to:
https://skillsengland.education.gov.uk/apprenticeship-standards/st0204-v1-2

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

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Appendix B: Portfolio Mapping Document

Introduction

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

The independent assessor will use the mapping document to review the evidence in your portfolio in preparation for the interview. The independent assessor will not assess your portfolio.

The portfolio mapping document below consists of the core requirements.

Your next steps

- Complete all the details on the first page and include employer details of where relevant competencies from your experience at work was gained
- Ensure each piece of evidence is signed off by your tutor/supervisor/mentor and lead provider (employer or training provider). You can use a number of different types of evidence to demonstrate your competence as described in Section 6 of the Specification – 'What to include in the portfolio?'. For further guidance, you must seek advice from your tutor/supervisor/mentor and lead provider
- Map evidence to the criteria in the following pages using a referencing system indicating where the evidence for the criteria is located in your portfolio e.g., work based evidence Job 1 (J1) page 5 paragraph 2. This will allow the independent assessor to locate the section or specific piece of evidence being discussed with you during the interview
- Place the portfolio mapping document at the front of the portfolio of evidence
- Your lead provider must make arrangements for Energy & Environment Awards to have access to your portfolio including the portfolio mapping document at Gateway

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Portfolio Mapping Document

Mapping Sign off on Portfolio Completion:

Place this portfolio mapping document at the front of your portfolio of evidence.

Apprentice Full Name (Print)	Apprentice Signature	Training Provider (Company)	Training Provider Signatory	Date of Sign Off

GROUP 1: Signing, lighting, and guarding

Ref.	Apprenticeship Standard Criteria	PORTFOLIO EVIDENCE REFERENCE (Apprentice Input)		
		1	2	3
K2.iii	New Roads and Street Works Act			
S5	Set out signing, lighting and guarding			
Assessor Comments:				

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GROUP 2: Tools and equipment

Ref.	Apprenticeship Standard Criteria	PORTFOLIO EVIDENCE REFERENCE (Apprentice Input)		
		1	2	3
K5.ii	Maintenance and storage requirements for commonly used gas utility network operations equipment and tools, for example utility location equipment/tools, pneumatic gun, hand/power tools – power disc cutter, chain saw, drills			
S9.ii	Maintain and store equipment and tools			
Assessor Comments:				

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GROUP 3: Reporting channels

Ref.	Apprenticeship Standard Criteria	PORTFOLIO EVIDENCE REFERENCE (Apprentice Input)		
		1	2	3
K13	Reporting channels; limits of authority			
Assessor Comments:				

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GROUP 4: Reporting channels

Ref.	Apprenticeship Standard Criteria	PORTFOLIO EVIDENCE REFERENCE (Apprentice Input)		
		1	2	3
K16	Information technology and recording information			
S14	Record information for example job reports, time sheets			
Assessor Comments:				

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GROUP 5: Gas detection

Ref.	Apprenticeship Standard Criteria	PORTFOLIO EVIDENCE REFERENCE (Apprentice Input)		
		1	2	3
S12	Use gas detection equipment			
Assessor Comments:				

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GROUP 6: Excavation and trench installation

Ref.	Apprenticeship Standard Criteria	PORTFOLIO EVIDENCE REFERENCE (Apprentice Input)		
		1	2	3
K7	Excavation techniques, for example, open cut, moling, vacuum extraction. Trench support for example, proprietary systems, sheeting and mechanical			
S6	Excavate holes for gas utility network services			
S13	Carry out trench installation for example, sheeting, lightweight and proprietary systems			
Assessor Comments:				

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GROUP 7: Identify, locate and avoid utility assets

Ref.	Apprenticeship Standard Criteria	PORTFOLIO EVIDENCE REFERENCE (Apprentice Input)		
		1	2	3
K4	Principles and processes that underpin the location of gas utility network assets, including health and safety guidance on avoiding damage to underground utility services			
S8	Identify, locate and avoid utility supply apparatus and sub-structures			
Assessor Comments:				

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GROUP 8: Water extraction

Ref.	Apprenticeship Standard Criteria	PORTFOLIO EVIDENCE REFERENCE (Apprentice Input)		
		1	2	3
S27	Apply water extraction techniques for gas mains and services			
Assessor Comments:				

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GROUP 9: Behaviours – Adaptable and customer focused, due to changing priorities and/or working requirements

Ref.	Apprenticeship Standard Criteria	PORTFOLIO EVIDENCE REFERENCE (Apprentice Input)		
		1	2	3
B2	Adaptable, for example willing to accept changing priorities and working requirements			
B7	Customer focus, for example keeps customers informed			
Assessor Comments:				

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GROUP 10: Behaviours – Team Player

Ref.	Apprenticeship Standard Criteria	PORTFOLIO EVIDENCE REFERENCE (Apprentice Input)		
		1	2	3
B3	Team player, for example keeps others informed, recognises personal and professional limitations, and seeks advice when necessary			
Assessor Comments:				

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GROUP 11: Behaviours – Continued Professional Development

Ref.	Apprenticeship Standard Criteria	PORTFOLIO EVIDENCE REFERENCE (Apprentice Input)		
		1	2	3
B8	Committed to Continued Professional Development (CPD			
Assessor Comments:				

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