ENERGY & ENVIRONMENT AWARDS

Skills for a greener world

EEA Level 2 End-point Assessment for Gas Network Operative

# Specification

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

# Specification for

## EEA Level 2 End-point Assessment for Gas Network Operative

**QAN 610/6016/1**

## Updates to this specification

Since the first publication of Energy & Environment Awards Gas Network Operative (GNO) specification, the following updates have been made.

| Version | Date first published | Section updated | Page(s) |
|---|---|---|---|
| v8.0 | August 2025 | Rebranded | All |
| v7.0 | November 2024 | The words ;Installs pressure regulating equipment on gas services, in line with work instructions,' removed.<br>Reference to AP04 removed and replaced with V1.3 | 52<br>4 |
| v6.0 | August 2024 | Multiple-choice Test Grade Boundaries Edited | 58 |
| v5.0 | May 2023 | Rebranded Specification | All |
| v4.0 | November 2022 | Revised using new Energy & Environment Awards specification template | All |
| v3.1 | March 2022 | Updated title in Section 4 | All |
| v3.0 | March 2022 | Amendments made in accordance to revised version of GNO EPA plan published V1.2 | All |
| v2.0 | October 2021 | Amendments made in accordance to revised version of GNO EPA plan published V1.1 | All |
| v1.0 | May 2021 | First published | All |

## Section 1: At a Glance EPA Summary

| | |
|---|---|
| Qualification name | EEA Level 2 End-point Assessment for Gas Network Operative |
| Ofqual qualification number | 610/6016/1 |
| Standard reference | ST0204 |
| Assessment plan | V1.3 |
| Standard title | Gas Network Operative |
| Pathways | n/a |
| Level | 2 |
| Gateway pre-requisites submitted to Energy & Environment Awards | Apprentice has:<br>• achieved English and mathematics at level 1<br>• compiled a portfolio of evidence, which will underpin the interview<br>• achieved Network Construction Operations (Gas) level 1 certificate, as a minimum |
| On-programme duration | Typically 24 months |
| Gateway readiness | Apprentice has met all Gateway pre-requisites. Lead provider completes, signs and submits GER form to Energy & Environment Awards |
| End-point assessment duration | Typically 3 months after the gateway |
| Order of end-point assessment methods | Can be delivered in any order<br>The result of one assessment method does not have to be known before an apprentice starts the next one |
| End-point assessment methods and component grading | Practical Assessment with questioning: Fail, Pass or Distinction<br>Interview based on portfolio of evidence: Fail or Pass<br>Multiple Choice Test: Fail or Pass |
| Overall Grading | Fail, Pass or Distinction |

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| Certification | Energy & Environment Awards request Apprenticeship completion certificates from the ESFA |

## Objective

The purpose of the Gas Network Operative (GNO) end-point assessment (EPA) is to test that an apprentice is fully capable of doing their job before they receive their apprenticeship certificate. It also helps to demonstrate that what an apprentice has learned can be applied in the real world.

Once the apprentice has completed the GNO end-point assessment requirements successfully and has been certified they could take on the following job roles:

- Gas network team leader
- Gas repair ream leader
- Repair and maintenance operative
- Service layer
- Main layer

## Gateway Readiness

The Employer must be satisfied that the apprentice is consistently working at, or above, the level of the occupational standard. Gateway pre-requisites are listed in the summary table above.

## Recognition of prior learning (RPL)

Energy & Environment Awards does not recognise any apprentice prior learning or prior achievement for the purpose of amending the assessment requirements of any end-point assessments.

Please refer to Energy & Environment Awards RPL and RPA policy at https://energyenvironmentawards.co.uk/policies-and-fees/

In order for Energy & Environment Awards to award an end-point assessment qualification, the apprentice must successfully complete all required assessment components with Energy & Environment Awards. This means that:

- each of the EPA components must be completed in full with Energy & Environment Awards
- where an apprentice transfers to Energy & Environment Awards from another EPAO they have to undertake the entire EPA with Energy & Environment Awards
- components of the EPA cannot be certificated in isolation
- evidence produced for the portfolio must be related to the time the apprentice is on their apprenticeship programme to demonstrate current practice
- examples used by the apprentice, during the interview, must relate to the time they were on their apprenticeship programme

This does not affect the Gateway requirements which must be met in order for an apprentice to be eligible for end-point assessment.

This does not affect any reasonable adjustments that may be granted.

# Section 2: End-point Assessment Components

## Component 1: Practical Assessment with Questioning

### Overview

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

### Step-by-Step Guide

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

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| Practical structure | The total assessment time is 12 hours – 11 hours for completing the practical assessment and one hour for the questioning.<br><br>2 apprentices may be assessed at the same time if it is possible for the assessor to see both apprentices, and an apprentice cannot gain advantage from seeing what the other apprentice is doing or hearing the questions being asked.<br><br>Questioning will take place after the practical assessment.<br><br>The assessment may be split into discrete sections held over a maximum of 2 working days. The length of a working day is typically considered to be 7.5 hours.<br><br>There may be breaks during the practical assessment to allow the apprentice to move from one location to another and for meal/comfort breaks.<br><br>During these breaks, the clock will be stopped and then restarted to ensure that the assessment duration is not reduced. |
| Where will the assessment take place? | Practical assessment with questioning must be conducted in one of the following locations:<br>• an employer's premises |

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| | • a suitable venue selected by the EPAO, for example, a training provider's premises or another employer's premises<br><br>Questioning must take place in a quiet room, free from distractions and influence.<br><br>The practical will take place under controlled conditions. |
| What are the tasks that will be covered? | The apprentice will:<br><br>**Undertake health and safety/risk and waste management**<br>• complete a risk assessment<br>• dispose of waste materials<br>• making the site safe, removing plant and equipment.<br><br>**Determine action/organise tasks**<br>• interpret work instructions as defined in the job task sheet<br>• prepare for tasks, including selecting a minimum of 6 tools/equipment, resources, and personal protective equipment (PPE).<br><br>**Check and operate tools and equipment**<br><br>**Locate utility network assets**<br><br>**Communicate**<br>• with at least one other person for example a co-worker.<br><br>**Construct, repair, commission, decommission gas network assets / test and purge, gas network assets**<br>• service laying techniques 16mm – 63mm diameter<br>• mains laying techniques - install mains of diameter >90mm:<br>• safe working practices for cutting metallic and polyethylene (PE) pipework to minimise the risk of sparks<br>• 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 |

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| | 90mm PE and 100mm (4”) metallic, positioning and connection of service entry points<br>• test, purge, and commission a new service pipe at both low and medium pressure<br>• complete the butt fusion and electro-fusion of PE pipe of diameter range - 90mm to 180mm<br>• use both PE and Metallic (Squeeze off and Bag Stop) flow stopping techniques on a pressurised system <75mb<br>• 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<br>• decommission of a low pressure (LP) gas main through direct purging methods.<br><br>**Demonstrate emergency procedures**<br>• use of breathing apparatus<br>• apply gas emergency procedures.<br><br>These activities provide the apprentice with the opportunity to demonstrate the KSBs mapped to this assessment component.<br><br>**For further details refer to ‘Knowledge, Skills and Behaviours (KSBs) Coverage’ below.** |
| Who sets the task(s)? | Energy & Environment Awards will work with the employer and/or training provider to review the practical assessment briefs/job task sheets which are based on the tasks described above.<br><br>The apprentice must be provided with both written and verbal instructions on the tasks they must complete during the practical assessment by the independent assessor, appointed by Energy & Environment Awards, including the timescales they are working to. Such instruction time is exclusive of the practical assessment with questioning assessment time. |
| What resources can the apprentice use? | Apprentices must have access to work instructions/manuals relating to the equipment/service for reference purposes. These can be electronic and/or hard copy.<br><br>Where practical demonstrations take place on the employer’s site, it is anticipated that the employer will make the necessary equipment and tools available. |

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| What sort of tools and equipment is the apprentice expected to use? | Electrofusion boxes, alignment clamps, squeeze offs, hand shovels, road breakers, mechanical plant, hacksaws, pipe scrapers, torque wrench, socket sets, spanners and Stillson (pipe) wrench. |
| What happens if the task requires the apprentice to work with another person? | Energy & Environment Awards will work with the employer and/or training provider to arrange a competent person. The competent person can be from the employer but cannot be someone who worked with the apprentice during the on-programme period, cannot be another apprentice and must be working at or above the level of the occupational standard. The competent person must be briefed by the independent assessor, appointed by Energy & Environment Awards and cannot influence the assessment outcome. All of the tasks must be attributable to the apprentice. |
| How many questions will the apprentice be asked? | The independent assessor:<br>• will ask a minimum of 6 questions<br>• may ask questions to follow up in order to seek clarification. |
| What will the questions focus on? | Underpinning knowledge and/or skills and behaviours where an opportunity to observe them has not occurred. |
| Who will assess the apprentice? | An independent assessor, appointed by Energy & Environment Awards. |
| Grading | Fail, Pass or Distinction. |

## Knowledge, Skills and Behaviours (KSBs) coverage

The practical assessment with questioning covers:

| Practical Assessment with Questioning Elements: Knowledge | Amplification and Guidance |
|---|---|
| **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. | Identification of hazards and risks associated with a task, identification and implementation of control measures, purpose of a risk assessment<br><br>The purpose of a Permit to Work, understanding of content, need for compliance<br><br>Hazards and risks associated with a confined space, control measures, safe working practices<br><br>Understanding of the purpose and correct use of various items of personal protective equipment, limitations, know not to modify<br><br>Risks and safe working practices for associated with manual handling, ways of minimising risk |
| **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 | Hazards and risks associated with power tools and equipment<br><br>Selection and safe use and operation of power tools and equipment, limitations<br><br>Requirement for pre-use checks<br><br>Requirements for maintenance and calibration |

| Practical Assessment with Questioning Elements: Knowledge | Amplification and Guidance |
|---|---|
| | Action to take if faulty equipment is identified<br><br>Action to take if faulty equipment is identified |
| **K8** Procedures for the construction, testing, purging, repair commissioning and decommissioning of gas network assets | Procedures for the construction, testing, purging, commissioning, and decommissioning of gas services (at low pressure and medium pressure), including transfers, mains connection, house entry, service termination, methods of construction (open cut, dead insertion, live insertion, moling), hazards and risks<br><br>Procedures for the construction, testing, purging, commissioning, and decommissioning of gas mains (at low pressure and medium pressure), including jointing methods, connections, methods of construction (open cut, dead insertion, live insertion), hazards and risks<br><br>Procedures for flow stopping mains at low pressure and medium pressure, including squeeze off, bag stop, hazards and risks |
| **K12** Communication techniques – written, verbal; customer service techniques | Effective means of communications, written, verbal<br><br>Requirements for documented records<br><br>Effective customer service |

| Practical Assessment with Questioning Elements: Skills | Amplification and Guidance |
|---|---|
| **S1** Identify hazards and implement controls to reduce risks | Identify risks and hazards in the workplace and control measures<br><br>Conduct a dynamic risk assessment and implement control measures |
| **S2** Interpret work instructions, engineering instructions and determine actions | Identify applicable work instructions and engineering instructions as defined in the job task sheet:<br><br>• **Work instructions** (also referred to as job instructions provided in the job task sheet) tell the operative what needs to be undertaken on site:<br><br>  • Example: Lay a new service at Plot 6<br><br>  • Example: Relay a Service to 36 Acacia Avenue<br><br>• **Engineering instructions** are usually amendments or clarification procedures, giving updated directions on how work is to be done. Often, they arise from accidents or incidents which lead to changes in working practices. These may be incorporated into procedures at a later date:<br><br>  • Example: Changes to requirements for trench support<br><br>  • Example: Changes in how to work on the highway close to pedestrian crossings |

| Practical Assessment with Questioning Elements: Skills | Amplification and Guidance |
|---|---|
| | Both work instructions and engineering instructions are issued in writing (paper copy or via an online system). They are formal documents issued by the company or asset owner not by Energy & Environment Awards.<br><br>**Work instructions** may be issued to the operative by a manager or supervisor, or they may be sent directly to the apprentice through online systems or the control centre.<br><br>**Engineering instructions** will usually be given to the operative by a supervisor or manager, usually with a briefing on the changed requirements. This may be via a one-to-one toolbox talk or may be via a team briefing.<br><br>It is important that the operative understand the work instruction and any applicable engineering instruction before commencing work:<br><br>• Identify the applicable procedures to follow<br><br>• Decide how to carry out the practical task |
| **S3** Identify and organise resources to undertake activities | Identify and obtain the tools and equipment required for the task<br><br>Identify and obtain the materials required for the task<br><br>Prepare tools, equipment and materials for use |
| **S4** Comply with workplace health, safety & environmental policy, and practice, including use | Wear PPE appropriate for the task<br><br>Demonstrate the correct use of PPE |

| Practical Assessment with Questioning Elements: Skills | Amplification and Guidance |
|---|---|
| of Personal Protective Equipment (PPE) and safety equipment | Apply safe working practices, including the safety of self and others<br><br>Demonstrate care for the environment<br><br>Demonstrate the correct use of safety equipment, including volt stick, breathing apparatus, personal atmosphere monitor and gas detection equipment |
| **S7** Monitor and maintain site conditions, including good housekeeping | Organise and maintain the site in a safe and tidy manner<br><br>Put away tools and equipment when not in use<br><br>Collect and safely dispose of any waste produced |
| **S9.i** Check and operate equipment and tools; report faults if required | Undertake appropriate pre-use checks on tools and equipment to ensure fitness for purpose<br><br>Identify any faulty equipment<br><br>Apply appropriate procedures for the reporting of faulty equipment<br><br>Correctly use items of tools and equipment, demonstrating safe working practices |
| **S10** Communicate with colleagues and or stakeholders, for example, statutory agencies and members of the public, customers | Communicate effectively with others, as required by the task<br><br>Demonstrate polite and courteous interaction with others whilst being clear and concise about the message given. |

| Practical Assessment with Questioning Elements: Skills | Amplification and Guidance |
|---|---|
| | Confirm the understanding of others about any message given.<br><br>Demonstrate good customer service |
| **S11** Use breathing apparatus | Correctly prepare breathing apparatus prior ready for use<br><br>Correctly apply and test breathing apparatus<br><br>Demonstrate the use of breathing apparatus whilst undertaking a task<br><br>Remove breathing apparatus after use, clean and store |
| **S15** Construct new and replacement gas services to internal and external service termination positions using a range of techniques | Check PE pipe for damage prior to use<br><br>Demonstrate the correct installation of new and replacement service pipework through a range of techniques (e.g., open cut, dead insertion, live insertion, moling)<br><br>Demonstrate the drilling and tapping of a metallic main<br><br>Demonstrate the connection of a service to a metallic main<br><br>Demonstrate the fusion of a top tee to a PE main through the correct use of equipment<br><br>Demonstrate the connection of a service to a PE main through the correct use of equipment<br><br>Ensure that electrofusion joints have been successful |

| Practical Assessment with Questioning Elements: Skills | Amplification and Guidance |
|---|---|
| | Demonstrate the connection of service pipework to internal and external meter positions<br><br>Demonstrate the correct termination of a service through the installation and labelling of the Emergency Control Valve (ECV) |
| **S16** Carry out squeeze off activities on gas services (low and medium pressure) | Demonstrate the squeeze-off of a low pressure service<br><br>Demonstrate the squeeze-off of a medium pressure service |
| **S17** Construct new and replacement gas mains using a range of techniques | Check PE pipe for damage prior to use<br><br>Demonstrate the correct installation of new and replacement mains pipework through a range of techniques (e.g., open cut, dead insertion, live insertion)<br><br>Undertake a branch connection of a PE main to another PE main<br><br>Undertake a branch connection of a PE main to a metallic main<br><br>Connect a PE main to a metallic flange |
| **S18** Carry out flow stopping on gas mains by use of squeeze off and bag stop | Correctly apply squeeze-off equipment on a low pressure PE main, with bypass and pressure points<br><br>Undertake a flowstopping operation using squeeze-off, applying correct sequences and in accordance with procedures<br><br>Correctly remove squeeze-off equipment |

| Practical Assessment with Questioning Elements: Skills | Amplification and Guidance |
|---|---|
| | Undertake appropriate checks of bagstop equipment<br><br>Correctly install bagstop equipment on a low pressure metallic main, with bypass and pressure points<br><br>Undertake a flowstopping operation using bagstop, applying correct sequences and in accordance with procedures<br><br>Correctly remove bagstop equipment and plug holes in main |
| **S19** Disconnect gas meters | Correctly apply procedures for the disconnection of a meter, applying safe working practices<br><br>Demonstrate care for the removed meter |
| **S20** Repair gas assets including valves and fittings using a range of techniques | Apply safe working practices when working with escaping gas<br><br>Apply a temporary repair to a leaking gas service<br><br>Replace a section of damaged PE service pipe<br><br>Undertake the repair of a leaking lead yarn joint on allow pressure main<br><br>Undertake the repair of a bolted or flanged joint on a metallic main<br><br>Apply a repair clamp to a metallic main<br><br>Apply a temporary repair to a fitting on a metallic main |

| Practical Assessment with Questioning Elements: Skills | Amplification and Guidance |
|---|---|
| | Remove and replace a leaking metallic fitting on a main<br><br>Demonstrate understanding of how a leaking valve may be repaired |
| **S21** Join materials by electro-fusion | Prepare pipes for jointing by electrofusion<br><br>Demonstrate mains jointing by electrofusion using appropriate equipment<br><br>Carry out checks to ensure the quality of electrofusion joints |
| **S22** Join materials by butt fusion processes | Prepare pipes for jointing by butt fusion<br><br>Demonstrate mains jointing by butt fusion using appropriate equipment<br><br>Carry out checks to ensure the quality of butt fused joints |
| **S23** Exchange emergency control valve | Correctly apply procedures for the exchange of an emergency control valve, applying safe working practices |
| **S24** Test gas network assets at low and medium pressure | Demonstrate safe working practices when applying pressure tests<br><br>Correctly apply a pressure test to a new low pressure service and make appropriate records<br><br>Correctly apply a pressure test to a new medium pressure service and make appropriate records<br><br>Correctly apply a pressure test to a new low pressure main and make appropriate records |

| Practical Assessment with Questioning Elements: Skills | Amplification and Guidance |
|---|---|
| | Correctly apply a pressure test to a new medium pressure main and make appropriate records |
| **S25** Purge, commission and decommission gas network assets | Demonstrate procedures to purge a service to gas<br><br>Demonstrate procedures to directly purge a main to gas<br><br>Demonstrate procedures to decommission a service, purging from air to gas<br><br>Demonstrate procedures to decommission a main, directly purging from air to gas |
| **S26** Apply gas network emergency procedures, including the analysis of gas readings | Apply procedures following a public reported gas escape<br><br>Prioritise actions on site<br><br>Undertake a site survey in accordance with procedures to identify the source of an escape<br><br>Undertake checks inside and outside of properties<br><br>Apply evacuation criteria as appropriate<br><br>Make appropriate records of the site search inside and outside of properties |

| Practical Assessment with Questioning Elements: Behaviours | Amplification and Guidance |
|---|---|
| **B1** Prioritises health, safety and environment when undertaking work to safeguard life and property | Demonstrates the application of knowledge to promote safety, health and care for the environment<br><br>Demonstrates the need to safeguard life and property when undertaking operations, particularly when attending gas escapes |
| **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 | Demonstrate professionalism when undertaking operations and when representing the Company<br><br>Demonstrate understanding of the need to be punctual, trustworthy, polite, courteous, presentable<br><br>Demonstrate understanding of the need to maintain the security of business specific and personal data<br><br>Demonstrate understanding of equality and diversity in interactions with others |
| **B5** Self-motivated, for example manages own time effectively, takes responsibility to complete the job | Demonstrate self-motivation when undertaking work<br><br>Demonstrate the effective use of own time<br><br>Take responsibility for work undertaken on site |
| **B6** Pride in work, for example works to agreed quality targets and standards | Demonstrate pride in own work<br><br>Demonstrate understanding of the need to work to quality standards<br><br>Demonstrate understanding of the need to work to agreed targets |

## Practical Assessment with Questioning Roles and Responsibilities

| Role | Responsibility |
|---|---|
| Independent Assessor, appointed by Energy & Environment Awards | Record and report assessment outcome decisions for each apprentice, following instructions and using assessment recording documentation provided by Energy & Environment Awards. |
| Employer/Training Provider | Provide the venue for the practical assessment with questioning which must be suitably equipped to allow the apprentice to attempt all aspects of the practical assessment with questioning.<br><br>Provide all necessary tools and equipment for the apprentice.<br><br>Ensure the apprentice has access to the resources used on a daily basis. |
| Competent Person | Where the practical assessment requires the apprentice to work with an additional person Energy & Environment Awards will work with the employer or provider to arrange a competent person. The competent person can be from the employer but cannot be someone who worked with the apprentice during the on-programme period, cannot be another apprentice and must be working at or above the level of the occupational standard.<br><br>The competent person will be briefed by the independent assessor, appointed by Energy & Environment Awards and cannot influence the assessment outcome. All of the tasks must be attributable to the |

| Role | Responsibility |
| --- | --- |
| | apprentice and the competent person will provide a written statement to confirm this. |
| Energy & Environment Awards | Arrange for the practical assessment to take place, in consultation with the employer/training provider and independent assessor. |

## Component 2: Interview based on a Portfolio of Evidence

### Overview

The interview is based on the apprentice's portfolio of evidence. The interview allows for testing of responses where there are a range of potential answers that cannot be tested through the multiple-choice test. The portfolio of evidence is a pre-requisite Gateway requirement.

### 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:

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| Assessors | **Number of assessors**: 1 independent assessor, appointed by Energy & Environment Awards. |
| Interview structure | **Number of questions:** A minimum of 11 open questions. Additional follow up questions are allowed, to seek clarification.<br><br>**Location:** A quiet room on the employer's premises or a suitable venue for example a training provider's premises or another employer's premises.<br><br>**Time:** 1 hour - The independent assessor has the discretion to increase the time of the interview by up to 10%, to allow the apprentice to complete their last answer.<br><br>**The interview will be:**<br>• face to face or remote, as agreed<br>• recorded in writing by the independent assessor<br>• audio recorded using the relevant technology such as Microsoft Teams or an audio recording device. |
| What topics will be covered? | Questions will cover the following topics, a minimum of one question per topic will be asked:<br>• signing, lighting, and guarding (K2.iii, S5)<br>• tools and equipment – maintenance and storage (K5ii, S9ii)<br>• reporting channels; limits of authority (K13)<br>• information technology and recording information (K16, S14)<br>• gas detection (S12)<br>• excavation and trench installation (K7, S6, S13)<br>• identify, locate, and avoid utility supplies (S8)<br>• water extraction (S27) |

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| | • adaptability and customer focus (B2, B7)<br>• team player (B3)<br>• continued professional development (CPD) (B8)<br>**For further details refer to 'Knowledge, Skills and Behaviours (KSBs) Coverage' below.** |
| How many questions will the apprentice be asked? | **The independent assessor**:<br>• will ask a minimum of 11 questions<br>• will use set questions which maybe contextualised to the contents of the portfolio<br>• may ask follow-up questions in order to seek clarification |
| When must the portfolio of evidence be submitted and referred to? | **The portfolio of evidence**:<br>• must be submitted to Energy & Environment Awards at the same time as the other Gateway pre-requisites<br>• will be reviewed by the independent assessor before the interview<br>• can be referred to by the apprentice to illustrate their answers<br>• must only contain evidence mapped to the KSBs assessed in the interview<br><br>**Note:** The portfolio of evidence is not directly assessed. |
| Who will assess the apprentice? | An independent assessor will assess the apprentice on a one-to-one basis.<br><br>The interview will be conducted under examination conditions. |
| Provisional Grading | A provisional grade will be awarded by the independent assessor. This is not shared with the apprentice, provider or employer at the time of the assessment. All pass criteria must be achieved in order to achieve a pass. |

## Portfolio of Evidence Requirements

The requirements are as follows:

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| **Portfolio Mapping Document**<br>The apprentice must map their portfolio of evidence to the KSBs as this evidence will be used by the independent assessor to assess the apprentice during the technical interview. The portfolio mapping document must be clearly referenced and included at the front of the portfolio.<br><br>For further guidance on mapping refer to:<br>• Section 6 Practice Guidance on portfolio of evidence and apprentice mapping<br>• GEO Supporting Documents, Appendix G for the 'Portfolio Mapping Document.' |
| **How will the lead provider submit the apprentice's portfolio to Energy & Environment Awards?**<br><br>As part of the pre-requisite Gateway requirements the apprentice must have complied and submitted a portfolio of evidence that includes a portfolio mapping document (placed at the front of the portfolio), which the technical interview will be based on.<br>The training provider must submit to Energy & Environment Awards the portfolio of evidence, either in an electronic or paper format, at the same time as the other Gateway pre-requisites. |

## Knowledge, Skills and Behaviours (KSBs) coverage

The interview based on portfolio of evidence covers:

| Interview Elements: Knowledge | Amplification and guidance |
|---|---|
| **K2.iii**: New Roads and Street Works Act | • Knowledge of the main provisions for the legislation |
| **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 | • Describe the principles and processes followed to locate and avoid supply apparatus and sub structures avoiding danger in accordance with HSG47 (avoiding danger from underground services) |
| **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 | • Requirements for equipment to be effectively maintained, importance of calibration<br>• Hazards and risks associated with tools and equipment that is not properly maintained or calibrated<br>• Ways to store tools and equipment safely, and promoting care<br>• Requirement for effective records of tools and equipment |
| **K7:** Excavation techniques, for example, open cut, moling, vacuum extraction. Trench support for example, proprietary systems, sheeting and mechanical | • Appropriate use of different excavation techniques (e.g., open cut, moiling, vacuum excavation), benefits and downsides<br>• Operational application of different excavation techniques, hazards, and risks<br>• Risks of excavating different soil types and at increasing depths |

| Interview Elements: Knowledge | Amplification and guidance |
|---|---|
| | • Requirements and procedures for the installation and removal of trench support systems, hazards, and risks |
| **K13:** Reporting channels; limits of authority | • Management and reporting structure, supervision<br>• How to report accident, incidents, near misses<br>• Limits of authority |
| **K16:** Information technology, for example to support an accurate audit trail using electronic equipment including handheld and mobile devices | • How to receive job or work instructions for service laying, main laying or gas escapes using IT systems<br>• How to provide or update job or work records for service laying, main laying or gas escapes using IT systems<br>• Types of data to be received and reported and their importance<br>• The importance of accurate site and job records<br>• Protecting the security of information<br>• Situations where the use of IT systems and communications methods may not be appropriate<br>• Awareness of Business Continuity Management (BCM) processes to use if IT systems fail |

| Interview Elements: Skills | Amplification and guidance |
|---|---|
| **S5:** Set out signing, lighting and guarding | • Describes how they set out signing, lighting and guarding to meet task requirements in line the Red Book 'Safety at Street Works and Road Works – A Code of Practice' |
| **S6:** Excavate holes for gas utility network services | • Describes how they excavate holes for gas utility network services in line with work instructions using different excavation techniques, for example:<br>○ open cute<br>○ moling<br>○ vacuum extraction |
| **S8:** Identify, locate and avoid utility supply apparatus and sub-structures | • Describe the principles and processes they follow to identify, locate and avoid utility supply apparatus and sub structures avoiding danger in accordance with HSG47 (avoiding danger from underground services) and damage to underground utility services**.** For example, to illustrate:<br>○ the use and understanding of utility plans<br>○ a comprehensive site survey with plant location<br>○ equipment<br>○ marked indications that were traced |
| **S9.ii:** Maintain and store equipment and tools | • Provide an example of how they have correctly completed maintenance checks for equipment/tool |

| Interview Elements: Skills | Amplification and guidance |
|---|---|
| | • Provide two examples of how they have correctly stored equipment and tools |
| **S12:** Use gas detection equipment | • Provides an example of when and how they correctly used gas detection equipment |
| **S13:** Carry out trench installation for example, sheeting, lightweight and proprietary systems | • Provide at least two examples of when and how they have correctly carried out trench installation using different methods for example:<br>○ sheeting<br>○ lightweight<br>○ proprietary systems |
| **S14:** Record information, for example job reports, time sheets | • Provides two full, accurate examples of completed work documentation required for a task using IT or handheld<br>• devices and explains the data requirements |
| **S27:** Apply water extraction techniques for gas mains and services | • Describe how they apply water extraction techniques for<br>• gas mains and services, in line with work instructions |

| Interview Elements: Behaviours | Amplication and Guidance |
|---|---|
| **B2:** Adaptable, for example willing to accept changing priorities and working requirements | • Recognise when changing conditions can impact on site operations |
| **B3:** Team player, for example keeps others informed, recognises personal and professional limitations, and seeks advice when necessary | • Recognise the benefits of teamwork<br>• Recognise and acknowledge personal limitations and limits of authority<br>• Recognise the need to seek advice from others when necessary |
| **B7:** Customer focus, for example keeps customers informed | • Demonstrate effective interaction with customers, recognising customers' needs<br>• Agree with customers the work to be undertaken and then carry out work as agreed<br>• Recognise the need to keep customers informed of progress |
| **B8:** Committed to Continued Professional Development (CPD) | • Outlines at least two different types of CPD. For example:<br>  ○ Attending and participating at:<br>  ▪ team meetings / briefings<br>  ▪ toolbox talks<br>  ▪ refresher training sessions<br>  ○ Maintenance of required qualifications and registrations (e.g., Streetworks) |

| Interview Elements: Behaviours | Amplication and Guidance |
| --- | --- |
| | ○ Attending formal training sessions on new equipment or materials<br>• Provides a detailed example of CPD activity they have completed |

## Interview Roles and Responsibilities

| Role | Responsibility |
|---|---|
| Independent Assessor, appointed by Energy & Environment Awards | Record and report assessment outcome decisions for each apprentice, following instructions and using assessment recording documentation provided by Energy & Environment Awards. |
| Employer/Lead Provider | Ensure that the portfolio of evidence with the mapping document has been submitted to Energy & Environment Awards at Gateway.<br><br>Ensure the interview based on the portfolio is scheduled with Energy & Environment Awards for a date and time which allow the apprentice to be well prepared.<br><br>Ensure the apprentice has access to their portfolio before and on the day of the interview. |
| Energy & Environment Awards | Arrange for the interview to take place, in consultation with the employer/training provider and independent assessor. |

## Component 3: Multiple-choice Test

### Overview

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

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

Apprentices must take the test in a quiet space, free from distractions and influence, in the presence of an invigilator approved by Energy & Environment Awards.

## Multiple-choice coverage

The multiple-choice test consists of 9 core knowledge elements.

The table below lists each of the knowledge elements, assessed in the knowledge test, with additional amplification and guidance, where appropriate, from Energy & Environment Awards on the range and depth expected. Energy & Environment Awards has worked with employers and subject matter experts to develop the amplification and guidance.

| Number of Questions | Knowledge | Amplification and Guidance |
|---|---|---|
| 1 - 3 | **K1:** Utility industry structure and regulatory requirements, including the Gas Act and regulatory surveys. | • The difference between gas transmission and gas distribution networks<br>• The role of Gas Distribution Networks (GDNs)<br>• The role of Independent Gas Transporters (IGTs)<br>• The role of gas transporters, shippers, suppliers<br>• The role of primary organisations within the Gas Industry (including the Office of Gas and Electricity Markets (Ofgem), Gas Safe Register, the Institution of Gas Engineers and Managers (IGEM))<br>• The difference between legislation, regulations, codes of practice<br>• Broad topic areas covered by the Gas Act 1986<br>• Broad topics areas covered by gas legislation and regulations (including the Gas Safety Management Regulations, Gas Safety (Installation & Use) |

| Number of Questions | Knowledge | Amplification and Guidance |
|---|---|---|
| | | • Regulations, Pressure Systems Safety Regulations, Pipelines Safety Regulations<br>• Provision and installation of an emergency control valve (ECV)<br>• Potential consequence of not complying with legislation or regulations |
| 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. | • Health and Safety at Work Act<br>• Working at Height Regulations, risks and safe working practices<br>• Provision and Use of Work Equipment Regulations (PUWER), risks and safe working practices<br>• Control of Substances Hazardous to Health (COSHH) Regulations, risks and safe working practices<br>• Lifting Operations and Lifting Equipment Regulations, risks and safe working practices<br>• Noise at Work Regulations, risks and safe working practices, risk of dust and safe working practices<br>• Risks and safe working practices associated with Manual Handling<br>• Basic emergency first aid principles and practice, including the use of first aid kits<br>• Principles of fire safety, the fire triangle, fire extinguishers and their use, fires on the gas network, risks and safe working practices |

| Number of Questions | Knowledge | Amplification and Guidance |
|---|---|---|
| | | • Principles of the Control of Asbestos at Work Regulations, risks and safe working practices<br>• Hazards and risks associated with working on the gas network, principles of risk assessment, control and mitigation measures<br>• Correct use of personal protection equipment (PPE)<br>• Safety warning signs and their meaning<br>• Potential consequence of not complying with legislation or regulations |
| 2 - 4 | **K3:** Environmental regulatory requirements: Environment Protection Act, disposal of waste and recycling. | • Broad topic areas covered by the Environmental Protection Act<br>• Types of pollution on land, water, air<br>• Potential consequences of pollution<br>• Operational practices required to protect the environment<br>• Principles of waste disposal, minimising waste, types of waste, segregation of waste, recycling<br>• Potential consequence of not complying with legislation or regulation |
| 5 - 7 | **K6:** Principles of traffic management and control. | • Safe practices for working on the highway<br>• Requirements of the 'Red Book' (Safety at Street Works and Road Works - A Code of Practice) |

| Number of Questions | Knowledge | Amplification and Guidance |
|---|---|---|
| 5 - 7 | **K9:** Procedures for gas network emergencies. | • Priority of actions on gas escapes<br>• Advice for customers on gas escapes<br>• Controlled and Uncontrolled gas escapes<br>• Requirements for Internal and External gas escapes<br>• Standards to be met for public reported gas escapes<br>• Explosive range for natural gas<br>• Principles of dealing with liquid petroleum gas (LPG)<br>• Principles of dealing with reports of poor pressure<br>• Interpretation of gas readings, lower exposure limit (LEL), Gas in Air (GIA), relationship between LEL and GIA readings<br>• Risks posed by escaping gas and safe working practices<br>• Use of gas detection equipment, principles of use<br>• Practices for undertaking site surveys on the highway, in private land, inside properties<br>• Evacuation and reoccupation criteria<br>• Fires on the gas network<br>• Use of breathing apparatus, requirements for use<br>• Use of personal atmosphere monitors, principles of use<br>• Practices for dealing with gas in ducts |

| Number of Questions | Knowledge | Amplification and Guidance |
|---|---|---|
| 4 - 6 | **K10:** Electrical safety, including equipotential bonding. | • Hazards and risks posed by electricity<br>• Safe working practices for dealing with safe digging practices and cables exposed in the highway<br>• Use of electrical safety equipment, including volt stick, cat and genny, continuity bonds, insulation joints<br>• Safe working practices for cutting metallic and polyethylene (PE) pipework to minimise the risk of sparks<br>• Principles and practices of 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. | • Highways authorities<br>• Local authorities<br>• Environment Agency, potential sanctions<br>• Health & Safety Executive, potential sanctions<br>• Emergency services (Fire, Ambulance, Police) and interactions on gas emergencies |
| 1 - 3 | **K14:** Equality & diversity considerations in the workplace. | • Meaning of equality, diversity and how both are applicable to you in your workplace |

| Number of Questions | Knowledge | Amplification and Guidance |
|---|---|---|
| 2 - 4 | **K15:** Data – purpose and protection, for example asset records. | |

## Multiple-choice Test Roles and Responsibilities

| Role | Responsibility |
|---|---|
| Invigilator | Is typically provided by the employer or training provider.<br><br>Attend induction training as directed by Energy & Environment Awards. |
| Employer/Training Provider | Ensure that the knowledge test is scheduled with Energy & Environment Awards for a date and time which allow the apprentice to be well prepared. |
| Energy & Environment Awards | Arrange for the knowledge test to take place, in consultation with the employer/training provider.<br>Mark multiple-choice test answers accurately according to the mark scheme and procedures. |

## Section 3: Grading and Grading Criteria

### Component 1: Practical assessment with questioning

| Practical assessment with questioning KSBs | Pass<br>Apprentices must meet all of the following pass descriptor statements | Distinction<br>Apprentices must meet all the pass descriptors and all of the following distinction descriptor statements |
|---|---|---|
| **Undertake Health and safety/Risk and waste management**<br>K2.i S1 S4 S7 S11 B1 | Wears correct personal protective equipment (PPE) for the task, including breathing apparatus and gas detection equipment<br>Identifies correct reasons why the PPE that they are using is needed<br>Identifies risks and hazards in the workplace and control measures; conducts dynamic risk assessment<br>Conducts work in line with safe systems of work (method statement), for example uses safety equipment, correct storage of materials<br>Monitors and maintains site conditions, keeps work environment tidy and | |

| Practical assessment with questioning KSBs | Pass<br>Apprentices must meet all of the following pass descriptor statements | Distinction<br>Apprentices must meet all the pass descriptors and all of the following distinction descriptor statements |
|---|---|---|
| | organised, for example storage of tools when not in use, no litter, no hazards<br>Explains the implications of non-compliance with relevant health and safety standards, regulations and practice<br>Provides an example of how they have prioritised health and safety in the task<br>Uses breathing apparatus at appropriate times and in line with instructions for use and safety guidelines | |
| **Determine action/organise tasks**<br>S2 S3 B5 | Identifies job task requirements; seeks clarification where necessary<br>Plans tasks: there is a rationale for sequence of work followed<br>Identifies and organises the correct resources, including tools and equipment for tasks | Preparation optimises use of time, for example grouping tasks for efficiency, multi-tasking<br>Justifies their choice of equipment and tools over alternative choices to meet the job task requirements |

| Practical assessment with questioning KSBs | Pass<br>Apprentices must meet all of the following pass descriptor statements | Distinction<br>Apprentices must meet all the pass descriptors and all of the following distinction descriptor statements |
|---|---|---|
| | Completes tasks in allocated time<br><br>Takes responsibility to complete the tasks, for example completes action within limits of authority without direction | |
| **Check and operate tools and equipment**<br><br>K5.i S9.i | Confirms the suitability of equipment to be used and conducts equipment/tool set-up/checks correctly<br><br>Uses equipment and tools in line with manufacturers' instructions and company specific method statement<br><br>Outlines equipment/tool checks and operator requirements required for a piece of equipment/tool as identified by the independent assessor, appointed by Energy & Environment Awards | Analyses and explains the potential consequences of not undertaking equipment/tool checks and not following manufacturers and company specific method statement, for piece of equipment/tool as identified by the independent assessor, appointed by Energy & Environment Awards |
| **Communicate**<br>K12 S10 | Communicates with co-workers to explain the task for example, communication is clear and can be understood by the | Explains how and why they would adapt the communication methods used when presented with a different |

| Practical assessment with questioning KSBs | Pass<br>Apprentices must meet all of the following pass descriptor statements | Distinction<br>Apprentices must meet all the pass descriptors and all of the following distinction descriptor statements |
|---|---|---|
| | audience; industry terminology used accurately and appropriately | audience as identified by the independent assessor, appointed by Energy & Environment Awards |
| **Demonstrate professionalism**<br>B4 | Wears work attire according to company specific requirements<br><br>Polite and respectful, for example uses appropriate language, adapts communication to the needs of the audience | |

| Practical assessment with questioning KSBs | Pass<br>Apprentices must meet all of the following pass descriptor statements | Distinction<br>Apprentices must meet all the pass descriptors and all of the following distinction descriptor statements |
|---|---|---|
| **Construct, repair, commission, decommission of gas network assets**<br>K8 S15 S16 S17 S18 S19 S20 S21<br>S22 S23 | Outlines procedures followed and correctly identifies their importance/purpose in relation to at least one activity completed in the practical assessment, as identified by the independent assessor, appointed by Energy & Environment Awards<br><br>Constructs new and replacement gas services to internal and external service termination positions using a range of techniques, in line with work instructions<br><br>Carries out squeeze off activities on gas services (low and medium pressure), in line with work instructions<br><br>Construct new and replacement gas mains using a range of techniques, in line with work instructions | Completed tasks are of high quality, for example, right first time; balances safety with the need to work effectively and efficiently, mitigating inconvenience to members of the public/stakeholders<br><br>Evaluates completed work and suggest how improvements could have been made, for example in terms of efficiency, effectiveness, safety etc |

| Practical assessment with questioning KSBs | Pass<br>Apprentices must meet all of the following pass descriptor statements | Distinction<br>Apprentices must meet all the pass descriptors and all of the following distinction descriptor statements |
|---|---|---|
| | Carries out flow stopping on gas mains by use of squeeze off and bag stop in line with work instructions<br><br>Disconnects gas meters in line with work instructions<br><br>Repairs gas assets including valves and fittings using a range of techniques, in line with work instructions<br><br>Joins materials by electro-fusion, in line with work instructions<br><br>Joins materials by butt fusion processes, in line with work instructions<br><br>Exchanges emergency control valve, in line with work instructions | |
| **Test and purge, gas network assets**<br>S24 S25 B6 | Tests and purge and commission gas network assets, in line with specifications and company specific work instructions | |

| Practical assessment with questioning KSBs | Pass<br>Apprentices must meet all of the following pass descriptor statements | Distinction<br>Apprentices must meet all the pass descriptors and all of the following distinction descriptor statements |
|---|---|---|
| | Interprets results from data to inform actions | |
| **Demonstrate emergency procedures**<br>S26 | Applies gas network emergency procedures, including correct analysis of gas readings | |

## Component 2: Interview based on a portfolio of evidence

The following criteria are indicative of the pass criteria the independent assessor, appointed by Energy & Environment Awards will be looking for when the apprentice carries out the interview.

| Interview KSBs | Indicative Pass Criteria |
|---|---|
| **Signing, lighting, and guarding**<br>K2.iii S5 | Describes how they set out signing, lighting, and guarding to meet task requirements in line with New Roads and Street Works Act. |
| **Tool and Equipment**<br>K5.ii S9.ii | Provides an example of how they have correctly completed maintenance checks for equipment/tool, as identified by the independent assessor, appointed by Energy & Environment Awards<br>Provides two examples of how they have correctly stored equipment/tools, as identified by the independent assessor, appointed by Energy & Environment Awards |
| **Reporting channels**<br>K13 | Describes their own limits of autonomy, when to escalate tasks and issues and to whom.<br>Provides an example of how and to whom they report the outcome of their work. |
| **Information technology and recording information**<br>K16 S14 | Provides two full, accurate examples of work documentation they have completed required for a task using IT or handheld devices and explains the data requirements |
| **Gas detection**<br>S12 | Provides an example of when and how they correctly used gas detection equipment |
| **Excavation and trench installation**<br>K7 S6 S13 | Describes how they excavate holes for gas utility network services in line with work instructions using different excavation techniques, for example open cut, moling, vacuum extraction |

| Interview KSBs | Indicative Pass Criteria |
|---|---|
| | Provides at least two examples of when and how they have correctly carried out trench installation using different methods for example, sheeting, lightweight and proprietary systems as directed by the independent assessor, appointed by Energy & Environment Awards |
| **Identify, locate and avoid utility assets**<br>K4 S8 | Describes the principles and processes they follow to identify, locate and avoid utility supply apparatus and sub-structures avoiding danger in accordance with HSG47 (avoiding danger from underground services) and damage |
| **Water extraction**<br>S27 | Describes how they apply water extraction techniques for gas mains and services, in line with work instructions |
| **Adaptable and customer focused**<br>B2 B7 | Provides an example of where they have been adaptable and customer focused, due to changing priorities and/or working requirements |
| **Team player**<br>B3 | Provides an example of being a team player in the workplace, outlining the situation and the role they played |
| **Continued Professional Development (CPD)**<br>B8 | Outlines at least two different types of CPD<br>Provides a detailed example of CPD activity they have completed |

## Component 3: Multiple-choice Test

The following grade boundaries apply to the multiple-choice test:

| Grade | Minimum mark | Maximum mark |
|---|---|---|
| Fail | 0 | 27 |
| Pass | 28 | 40 |

### Overall grading

All assessment methods are weighted equally in their contribution to the overall EPA grade.
following way to determine the grade of the overall EPA as a whole.

| Practical Observation with questions | Interview based on a portfolio of evidence | Knowledge 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

## Section 4: Resits and retakes

Apprentices who fail one or more EPA component can re-sit or a re-take the failed component at the employer's discretion. The apprentice's 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. Apprentices should have a supportive action plan to prepare for a re-sit or a re-take.

The employer and Energy & Environment Awards agree the timescale for a 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 the apprentice or their employer.

There are no restrictions on overall EPA grading where apprentices need to 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, apprentices can still get an overall distinction if they achieved a distinction in their practical assessment with questioning on first attempt even if they need to re-sit or re-take one of the other assessment methods. Apprentices who need to re-sit/re-take the practical assessment with questioning will only be able to achieve a pass for this assessment method and will only be able to achieve an overall EPA pass, subject to gaining a pass in the other two assessment methods.

Re-sits and re-takes are not offered to apprentices wishing to move from pass to a higher grade.

An apprentice will get a maximum EPA grade of pass for a re-sit or re-take.

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

# Section 5: Practice Guidance and the Practical Assessment Review Service

Energy & Environment Awards recommend that apprentices have a practice or 'mock' assessment covering all components of the EPA in the weeks running up to the live EPA.
Energy & Environment Awards also recommends that providers use Energy & Environment Awards Practical Assessment Review Service to help ensure the tasks prepared for the live practical assessment are appropriate.

## Practical Assessment Review Service

Energy & Environment Awards provide an optional Practical task(s) review service to assist with planning for all customers with apprentices registered on this standard. To access the service, refer to **Supporting Documents Appendix D** 'Practical Assessment Planning Form.'

The purpose of the planning service is to provide support in ensuring that the practical task(s), test facilities, necessary equipment, tools and controlled conditions are in place to allow the practical task(s) to take place. The review helps ensure the proposed practical task(s) are sufficiently complex to allow the apprentice to demonstrate the required knowledge, skills and behaviours, as described in section 2 of this Specification.

Tasks should be designed to allow variation to be introduced, reducing predictability. Practical Assessment must be conducted in a simulated environment which is closely related to the natural working environment.

The employer/training provider must ensure:

- the practical assessment is conducted in a realistic work situation under normal conditions
- it makes use of existing test facilities, which will be familiar to the apprentice and therefore allow them to perform at their best
- the following equipment and tools are available:

| | |
|---|---|
| Equipment and Tools | Electrofusion boxes; alignment clamps; squeeze offs; hand shovels; road breakers; mechanical plant; hacksaws; pipe scrapers; torque wrench; socket sets; spanners and Stillson wrench. |

The employer/training provider must ensure that the practical task is developed to allow the independent assessor to observe the apprentice undertaking a set task or a series of set tasks in a simulated environment. The simulated environment must closely relate to their natural working environment.

### Submitting the form to Energy & Environment Awards

The employer/training provider should complete and submit the 'Practical Assessment with Planning Form' to Energy & Environment Awards Service Delivery Team for approval 1 month before the start of the end-point assessment. The form should be accompanied by photographs and or video(s) of the plant/equipment/network areas, including practical task(s) and brief(s) which the apprentice will be working on.

### Energy & Environment Awards Review Process

Energy & Environment Awards review process will be conducted by an independent assessor. The outcomes will be shared with the employer/training provider no later than 5 working days following the review.

**Please be aware:**

- Practical task(s) review does not guarantee that the apprentice will pass the practical task
- No health and safety risk assessment has been carried out by Energy & Environment Awards
- Energy & Environment Awards review does not remove any of the training provider obligations to ensure full coverage of the standard, and full compliance with relevant legislation
- Energy & Environment Awards review is based only on information supplied and is not a guarantee that the task and plant/equipment on the day of the practical will be sufficient for an EPA practical task

- The information provided in this Practical Assessment Planning Form must not be shared with the apprentice

## Preparing for the Practical Assessment with Questioning

Where possible, the employer/training provider should provide the apprentice with the opportunity to carry out a practice practical assessment as close to the real assessment described in Section 2 of this Specification (Component 1).

The employer/training provider should prepare a practical task similar to (but not identical to) the tasks being used for the live assessment. A suitable person should be chosen to play the part of the independent assessor.

**A template is provided in Supporting Documents Appendix E** 'Practice Practical Assessment with Questioning Template', to help ensure that the activities assessed during the practical assessment with questioning will give complete coverage of the standard.

## Preparing for the Interview

A practice interview should take place between the apprentice and the person acting the role of an independent assessor. The apprentice should draw on evidence in their portfolio during the discussion.

## Guidance on Portfolio of Evidence

The portfolio is not assessed. It serves two purposes:

- The independent assessor reviews the portfolio before the interview to help focus and contextualise their questions
- A carefully prepared mapped portfolio supports the apprentice during the interview

## Quality vs quantity

The apprentice should be supported in selecting and mapping evidence for their portfolio.

In theory one comprehensive job-write up could cover all the required KSBs. In practice, this is more likely to be in several job write-ups plus a few smaller pieces of evidence targeting specific elements of the standard.
Choose the best pieces of evidence that have been mapped for each KSB covered by the interview. An independent assessor will look for one suitable piece of evidence for each KSB. To be confident of meeting the standard, apprentices should aim to have two 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. The apprentice can include other relevant evidence sources. The portfolio must not contain any methods of self-assessment.

Evidence must be:

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

### What to include in the portfolio?

The portfolio of evidence:

- must contain a mapping document where evidence is mapped against the KSBs. A template has been produced to help the apprentices with collecting and mapping their evidence. A copy of the template is included in the **Supporting Documents Appendix G** 'Portfolio Mapping Document'
- must contain evidence related to the KSBs that will be assessed by the interview
- will typically contain ten quality discrete pieces of evidence
- will be available, during the interview, allowing the apprentice to refer to it

### What can the apprentice do?

The apprentice should:

- be familiar with the structure of their portfolio
- know the KSBs covered by the interview
- know the grading criteria
- ensure there is evidence and to cover every KSB in the interview
- practise mapping evidence and completing the evidence mapping grid

### The role of the training provider

Training providers are expected to support the apprentice in preparing their portfolio by:

- clarifying responsibility for supporting the apprentice to select and map evidence for the portfolio, including employer coaches/mentors where applicable
- advising on which pieces of evidence to select to ensure that when looked at as a whole, they provide coverage of all the required elements of the standard assessed in the interview
- supporting the mapping of evidence and production of a mapping document
- authenticating evidence as valid
- signing off the portfolio
- submitting the portfolio to Energy & Environment Awards as part of Gateway

### What to expect in the practice interview?

The practice interview provides the apprentice with the opportunity to practice discussing their KSBs gained throughout their on-programme and by referring to the evidence from the apprentice's portfolio using the mapping document. A suitable person should be chosen to play the part of the independent assessor. **A practice interview template is provided in Appendix F Supporting Documents** to use to prepare the appropriate questions to ask and to record the apprentices' performance in the practice interview.

As part of the practice exercise, apprentices should have access to their portfolios to support their responses.

## Preparing for the Multiple-choice Test

While on-programme, the employer and/or training provider should brief the apprentice on the areas to be assessed by the multiple-choice test, as detailed in Section 5.1. It is good practice to identify the areas within the learning programme where the relevant knowledge is delivered, ensuring that apprentices are aware that elements of these might come up in the test.

The multiple-choice test is aligned to the Standard rather than a specific job role that the apprentice may be doing. 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.

In readiness for end-point assessment, the apprentice should complete a practice multiple-choice test, which is included in the **Supporting Documents Appendix C**. This should be undertaken in advance of the live multiple-choice test, with enough time to mark the test, and provide feedback to the apprentices.
For maximum effect, ensure the test is taken in exam conditions similar to those that will be experienced in a live test.

## Section 7: Authenticity and security of apprentice work

The apprentices must be advised by their training provider and employer that copying of any work (whether it is from another apprentice or from internal, external documents or source) and presenting it as their own will be deemed as malpractice and will lead to their work being disqualified. Apprentices must not share their work or allow any person to copy their work as this is not allowed and would also be deemed as malpractice.

In signing off the portfolio, training providers and employers must be satisfied that the evidence in the portfolio is:

- **adequate**: evidence must cover all relevant KSBs within the assessment plan. Adequate does not mean a large quantity of evidence. The evidence should focus on quality rather than quantity
- **authentic**: apprentices must be able to confirm and talk about the evidence that they submit with the independent assessor, appointed by Energy & Environment Awards. It is vitally important apprentices only submit evidence relating to them
- **appropriate**: all evidence must be relevant to the KSBs assessed during the interview
- **recent and up to date**: all evidence linked to KSBs must be recent and current which demonstrate the apprentice's competence. The Independent Assessor, appointed by Energy & Environment Awards will assess current competencies, and the apprentice must map the evidence to demonstrate the relevant work to the KSB. Apprentices must gather the evidence during their on-programme training.