



ENERGY &
ENVIRONMENT
AWARDS

Skills for a greener world

EEA Level 2 End-point Assessment for Gas Network
Operative

Supporting Documents

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

Supporting Documents for

EEA Level 2 End-point Assessment for Gas Network Operative

QAN 610/6016/1

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Updates to the supporting documents

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

Version	Date first published	Section updated	Page(s)
v7.0	August 2025	Rebranded	All
v6.0	November 2024	The words ;Installs pressure regulating equipment on gas services, in line with work instructions,' removed.	37 48
		Reference to AP04 removed and replaced with V1.3	5
v5.0	July 2023	Rebranded supporting documents	All
		Revised Practice Paper	8 - 24
v4.0	November 2022	Revised using new Energy & Environment Awards supporting documents template	All
v3.1	March 2022	No changes	N/A
v3.0	March 2022	Amendments made in accordance to revised version of GNO EPA published V1.2	All
v2.0	November 2022	Revised supporting documents	All
v1.0	May 2021	First published	All

Appendix A: Glossary

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

Behaviours – 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 training provider determine whether the apprentice is ready to undertake End-Point Assessment

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

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 and Technical Education’s current occupation criteria

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

Appendix B: Gateway Eligibility Form

(Standard Version: ST0204 version 1.1; Assessment Plan Version: ST0204/V1.3)

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

Apprentice's details

Eligibility requirements:

The apprentice must confirm their achievement of the following:

Note: For apprentices aged 19+, if maths and/or English have been attempted but not achieved evidence of the attempt should be submitted.

Eligibility requirement	Achieved by the apprentice? Y/N	Evidence (Scans of certificates MUST be included)
Achieved English Level 1		
Achieved maths Level 1		
Achieved Network Construction Operations (Gas) level 1 as a minimum.		
Submit any policies and procedures as requested by Energy & Environment Awards.		
Submit a portfolio of evidence to support the interview with a mapping document.		

Gateway Eligibility Declaration

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

1. The apprentice has completed the required on-programme elements of the apprenticeship and is ready for end-point assessment with Energy & Environment Awards.
2. The apprentice will only submit their own work as part of end-point assessment.
3. All parties agree that end-point assessment evidence may be recorded and stored by Energy & Environment Awards for quality assurance purposes.
4. The apprentice has been on-programme for a minimum duration of 365 days.
5. The apprentice has achieved the mathematics and English requirements as detailed in this document.
6. The apprentice has achieved the Network Construction Operations (Gas) level 1

qualification.

7. The apprentice has submitted any policies and procedures as requested by Energy & Environment Awards.
8. The apprentice has submitted a portfolio of evidence to support the interview with a mapping document.
9. The apprentice, if successful, gives permission for Energy & Environment Awards to request the apprenticeship certificate from the ESFA who issue the certificate on behalf of the Secretary of State.
10. The apprentice has been directed to Energy & Environment Awards Appeals Policy and Complaints Policy.
11. The employer/training provider has given Energy & Environment Awards at least three months' notice of requesting this EPA for this apprentice.
12. If the Gateway Eligibility Report is not completed in full, meeting all requirements, and submitted to Energy & Environment Awards, the end-point assessment cannot take place.

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

Energy & Environment Awards use only:	
Energy & Environment Awards Sign off:	
Comments/actions:	

Appendix C: Practice Multiple-choice Test

Level: 3

Gas Network Operative

Paper Code: Practice Paper

This examination consists of 40 multiple-choice questions.

The Pass mark is 28 correct answers.

The duration of this examination is 1 hour 15 minutes.

You must use a **pencil** to complete the answer sheet - pens must NOT be used.

When completed, please leave the examination answer sheet and question paper on the desk.

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

For each question, fill in ONE answer ONLY.

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

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

MARKING INSTRUCTIONS	
<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input checked="" type="radio"/>	ANSWER COMPLETED CORRECTLY
Examples of how NOT to mark your examination sheet. These will not be recorded	
<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/>	DO NOT partially shade the answer circle.
<input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input checked="" type="radio"/>	DO NOT use ticks or crosses.
<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/>	DO NOT use circles.
<input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input checked="" type="radio"/>	DO NOT shade over more than one circle.

This paper must be returned to Energy & Environment Awards with the apprentice answer sheets.

You may use this page for rough work. This page must not be removed.

Question 1

Which organisation produces standards for gas service laying and main laying activities?

Possible answers

a)	The Institution of Gas Engineers and Managers (IGEM)
b)	Energy & Utility Skills (EU Skills)
c)	The Health and Safety Executive (HSE)
d)	Gas Safe Register

Question 2

At what pressure does low pressure mains operate?

Possible answers

a)	Up to 75 mbar
b)	At 75 mbar
c)	Over 75 mbar
d)	Over 75 mbar when controlled by a regulator

Question 3

Which ONE of the following actions is a requirement of the Gas Act 1986?

Possible answers

a)	Companies transporting gas must be licensed
b)	Equipment used on the gas network must be regularly maintained
c)	Gas pressures in a low pressure network must not exceed 75 mbar
d)	Metallic pipework within the gas supply network must be replaced with polyethylene

Question 4

Which ONE of the following statements is correct about safety?

Possible answers

a)	The only potential harm from electricity is burns
b)	An individual's behaviour is a major contributory factor
c)	Hazardous substances are the most common causes of injury
d)	Personal protective equipment (PPE) will protect individuals from any level of harm

Question 5

Which statement correctly reflects the requirements of the Health and Safety at Work Act 1974?

Possible answers

a)	Employers have duties towards employees and members of the public
b)	Employers have duties towards employees and their families
c)	Employees have duties to undertake work to the productivity standards specified by their employer
d)	Employers have duties to report all incidents and accidents to the Health and Safety Executive

Question 6

According to legislation, non-compliance with a health and safety regulation is:

Possible answers

a)	not an offence
b)	a civil offence
c)	a criminal offence
d)	a disciplinary offence

Question 7

The main risk from asbestos comes from:

Possible answer

a)	breathing in fibres
b)	fibres on the skin
c)	fibres in the eyes
d)	fibres on clothing

Question 8

According to the Control of Substances Hazardous to Health (COSHH) Regulations, any work involving substances which are hazardous to health must be:

Possible answers

a)	assessed and any necessary precautions communicated to the workforce
b)	monitored and reported to the Health and Safety Executive (HSE)
c)	undertaken wearing specialist personal protective equipment
d)	undertaken with a minimum of two people present

Question 9

What action must be taken before using any equipment?

Possible answers

a)	Ensure the equipment is suitable for the job
b)	Any damaged equipment is reported before it is used
c)	All necessary guards are available within the tool box
d)	Check that someone on-site is familiar with the controls

Question 10

How often should lifting equipment be inspected?

Possible answers

a)	Every 6 months
b)	Every 12 months
c)	Every 24 months
d)	Every 36 months

Question 11

A fire extinguisher coded with a black colour panel contains:

Possible answers

a)	foam
b)	water
c)	dry powder
d)	carbon dioxide

Question 12

Identify the statement that is applicable to first aid kits?

Possible answers

a)	The content of a first aid kit should be checked annually
b)	All the contents of a first aid kit will have expiry dates
c)	Plasters, dressings, and bandages should be sterile
d)	The law requires first aid kits to meet British Standard (BS) 8599

Question 13

For the purpose of spill control, what is meant by a 'spill'?

Possible answers

a)	Any unintentional release of liquid over 1 litre
b)	Any release of solids, fluids, or gas into the environment
c)	Any release, deliberate or accidental from a contained source
d)	The deliberate or unintentional release of fluid on to the ground

Question 14

Which statement reflects the 'precautionary area' that must be observed when working close to trees?

Possible answers

a)	The precautionary area only applies to trees with a Tree Preservation Order
b)	The precautionary area is calculated by drawing a circle around the tree with diameter four times the circumference of the trunk
c)	The precautionary area is anywhere where tree roots are found underneath the span of the tree canopy
d)	The precautionary area is a protected area around a tree in which no excavation should take place

Question 15

Water pumped from an excavation should be discharged:

Possible answers

a)	on to any grassed area where available
b)	into a storm water drain where available
c)	into a foul sewer where available
d)	on to a public grass verge where available

Question 16

Minimising waste:

Possible answers

a)	reduces costs and helps to protect the environment
b)	ensures that materials are always available
c)	is a legal requirement for setting and achieving targets
d)	is monitored by The Health and Safety Executive (HSE)

Question 17

An example of a hazardous waste is:

Possible answers

a)	soft plastics
b)	cured foam-off kits
c)	spent anaerobic tubes
d)	part-used anaerobic sealant cartridges

Question 18

Which statement applies to the storage of waste in depot yards?

Possible answers

a)	Waste containers must be labelled
b)	Waste must be segregated and stored in containers sited on unmade ground
c)	Waste containers must have built-in drainage to permit rainwater to escape
d)	Waste bins located in company depots may be used to dispose of domestic waste

Question 19

When working in the public highway, high visibility clothing must be worn and:

Possible answers

a)	can be taken off during periods of hot weather
b)	may be required when working in a workspace
c)	may be required when setting out the signs and barriers
d)	must be correctly fastened, be clean and in usable condition

Question 20

An operative is setting out a site on the highway.

What is the first sign to be seen by approaching traffic?

Possible answers

a)	Road narrows ahead
b)	Road works ahead
c)	Traffic control ahead
d)	A directional arrow

Question 21

The angle of the exit taper at the end of the works site should be:

Possible answers

a)	30°
b)	45°
c)	70°
d)	90°

Question 22

The purpose of the safety zone around street works is to:

Possible answers

a)	separate the work area from vehicular traffic and pedestrians
b)	separate pedestrians from the work area and traffic
c)	protect the workforce from traffic and to protect traffic from the work
d)	protect pedestrians and traffic from the works being undertaken

Question 23

The “Red Book” (Safety at Street Works and Road Works) states that the basic safety zone is made up of:

Possible answers

a)	the area covered by the lead-in taper through to the exit taper and displays an information board
b)	the work area and the space given for safe passage of pedestrians to the exit taper
c)	the information board, longways clearance, sideways clearance and the exit taper
d)	the lead-in taper, the longways clearance, the sideways clearance, and the exit taper

Question 24

What is the typical low alarm level for methane on a personal atmosphere monitor?

Possible answers

a)	20 ppm (parts per million)
b)	2% LEL (lower explosive limit)
c)	20% LEL
d)	50% LEL

Question 25

What is the maximum concentration of gas that is permitted above or below a light switch so that the switch can be used?

Possible answers

a)	2% gas in air
b)	20% of the upper explosive limit
c)	70% of the lower explosive limit
d)	100% of the lower explosive limit

Question 26

For natural gas, a reading of 100% LEL (lower explosive limit) is equivalent to what GIA (gas in air) reading?

Possible answers

a)	1% GIA
b)	5% GIA
c)	10% GIA
d)	15% GIA

Question 27

For the purpose of investigating gas escapes, which ONE of the following is included within the definition of 'ducts'?

Possible answers

a)	Abandoned underground plant and surface water drainage systems
b)	Live gas and water mains, foul sewers, and surface water drainage
c)	Only conduits or channels that contain utility apparatus
d)	Valve boxes and valve chambers

Question 28

What actions must be taken after a property has been evacuated?

Possible answers

a)	Check gas readings in the property at 15 minute intervals and implement further control measures if the situation becomes worse
b)	Continually re-assess site conditions and take appropriate action if the situations becomes worse
c)	Monitor gas readings and allow customers to reoccupy the property when readings fall below 20% LEL
d)	Regularly re-assess site conditions and relax control measures if gas readings in the property reduce

Question 29

Work is being carried out to locate the source of an external gas escape.
Under what conditions is it permissible for the site to be left unattended?

Possible answers

a)	When gas is no longer present within 750 mm of a building
b)	When gas readings in ducts have fallen to below 70% LEL
c)	When escaping gas can no longer be seen, heard, or felt
d)	When arrangements have been made for another team to attend

Question 30

When can a team leader release a First Call Operative (FCO) from the site of a gas escape?

Possible answers

a)	After the supply has been turned off and properties have been evacuated
b)	When the FCO is needed somewhere else to assist with evacuation
c)	When the supply has been turned off at the ECV (Emergency Control Valve)
d)	When it has been confirmed that properties are not affected by escaping gas

Question 31

What must be checked with a Volt Stick?

Possible answers

a)	Internal pipework
b)	Metallic mains pipework
c)	Metallic service pipework
d)	All exposed metallic surfaces

Question 32

When should plant avoidance equipment be used?

Possible answers

a)	Once the excavation has started
b)	Before completion of works on site
c)	Before any excavation work is undertaken
d)	When there are visible signs of plant in the ground

Question 33

On metallic pipework where will equipotential bonding wiring normally be located?

Possible answers

a)	Under the kitchen sink
b)	Within 600 mm of pipework entering the property
c)	On metallic pipework within 300 mm of the gas meter
d)	Immediately adjacent to the ECV (Emergency Control Valve)

Question 34

Select the action that the Health and Safety Executive (HSE) would take if an Inspector finds a company is breaking health and safety laws?

Possible answers

a)	Fine the company
b)	Fine the individual
c)	Issue an improvement notice
d)	Take disciplinary action

Question 35

Who is protected by the discrimination legislation?

Possible answers

a)	Everyone
b)	Only adults
c)	Only females
d)	Only black and minority ethnic groups

Question 36

How many measurements should ideally be recorded to accurately pinpoint mains locations?

Possible answers

a)	No limit
b)	1
c)	2
d)	3

Question 37

When should the depth of cover be recorded for a new main?

Possible answers

a)	At the exact point where the main is deep
b)	At the exact point where the main is shallow
c)	At the point where main has been laid under sewer pipes
d)	At every point where measurements are taken for the main

Question 38

Where should a service information label be attached?

Possible answers

a)	On the pipework on the inlet side of the ECV (Emergency Control Valve)
b)	On pipework on the outlet side of the ECV (Emergency Control Valve)
c)	On the handle of the ECV (Emergency Control Valve)
d)	Anywhere within 500 mm of the ECV (Emergency Control Valve)

Question 39

Identify the statement that reflects the correct requirements for taking records of any pressure test or gas service.

Possible answers

a)	The record should include images of failed tests and actions to be taken
b)	Records must be made immediately after a service has been commissioned
c)	There are different record requirements depending on whether the service is new, diverted, renewed, or transferred
d)	Records should include the date of the test, times at which the test was applied and removed

Question 40

Data recorded on-site for asset record purposes must be:

Possible answers

a)	accurate
b)	approximate
c)	calculated
d)	estimated

End of Questions

Practice Multiple-choice Test

Answer scheme

Question	Answer
1	A
2	A
3	C
4	B
5	A
6	C
7	A
8	A
9	A
10	B
11	D
12	C
13	C
14	B
15	D
16	A
17	D
18	A
19	D
20	B

Question	Answer
21	B
22	C
23	D
24	C
25	C
26	B
27	A
28	B
29	C
30	D
31	D
32	C
33	B
34	C
35	A
36	C
37	D
38	A
39	D
40	A

Appendix D: Practical Assessment with Questioning Planning Form

The practical assessment with questioning must be designed to meet the requirements of the Gas Network Operative standard.

- The apprentice is assessed undertaking a set task or a series of set tasks in a simulated environment. The simulated environment must closely relate to the apprentice's natural working environment
- A total of 12 hours is permitted for the practical assessment with questioning, 11 hours for the completion of all the 'hands on' practical tasks, and 1 hour for questioning
- Equipment and resources needed for the assessment must be in good and safe working condition

The activities should be designed to assess a broad range of the skills, knowledge and behaviours developed over the period of the apprenticeship. However, as a minimum the practical assessment will need to cover the activities listed overleaf. The activities will need to be able to provide the evidence identified in the checklist in the form below.

Energy & Environment Awards must review the employer/training provider's practical assessment design. To do this complete the 'Practical Assessment with Questioning Planning Form' and submit to the Service Delivery team, for review 1 month before the start of the end-point assessment.

Examples of practical assessment with questioning activities:

- **Service laying assessment activities:**
 - Laying of service using open cut, dead insertion or live insertion
 - Connection of a PE service to a PE main
 - Drilling of a metallic main for a service connection
 - Connection of a PE service to a metallic main
 - Electrofusion of a PE service
 - Service termination at an external meter box
 - Service termination at an internal meter position

- Pressure test of a service at low pressure and medium pressure
- Purging and commissioning of a service
- Disconnection of a gas meter
- Exchange of an emergency control valve

- **Main laying assessment activities:**
 - Laying of PE main using open cut, dead insertion or live insertion
 - Jointing of a PE main using electrofusion
 - Jointing of a PE main by butt fusion
 - Jointing of PE main to a metallic main using a bolted connection
 - Flow stopping of a PE main using squeeze off
 - Flow stopping of a metallic main by bagging off
 - Pressure test of a main at low pressure
 - Purging and commissioning of a main

- **Repair assessment activities:**
 - Use of breathing apparatus
 - Installation of a repair clamp
 - Joint repair using anaerobics

- **Emergency assessment activities:**
 - Response to a public reported external gas escape
 - Use of gas detection equipment and interpretation of results
 - Prioritisation of actions
 - Recording of data

- **New Low Pressure Main and Make Connection Using Squeeze-Off:**
 - Lay a section of PE main with at least one electrofusion joint. (Joint to include measures to ensure alignment and successful fusion)

- Pressure test the main to low pressure standards and complete test documentation
 - Install a squeeze-off operation on a section of pressurised low pressure main, ensuring security of supply
 - Cut out a section of the existing main and tie in the new section of main
 - Purge and commission the new section of main
 - Remove squeeze-off equipment
- **Make a Butt Fusion Joint:**
 - Prepare butt fusion equipment for use.
 - Install pipe in the butt fusion machine and prepare ends for jointing
 - Fuse pipe sections together
 - Allow joint to cool
 - Check the bead for quality
 - **Lay a New Service from a Low Pressure Metallic Main:**
 - Install drilling equipment on pressurise low pressure metallic main
 - Drill and tap a hole of the correct size and insert a service tee
 - Lay service pipe of the required size
 - Connect the service pipe to an external meter box, terminating with an emergency control valve
 - Pressure test the low pressure service and complete test documentation
 - Connect the service to the service tee
 - Purge and commission the service
 - Check for leakage

- **Public Reported Gas Escape:**

- Apprentice arrives on site having been given limited information about the report
- Apprentice introduces him/herself and speaks with customer to obtain more information
- Apprentice issues customer with safety advice
- The independent assessor supplies the apprentice with site information throughout the assessment, as appropriate
- Apprentice undertakes internal monitoring using gas detection equipment, recording information
- Apprentice applies evacuation criteria as appropriate
- Apprentice isolates internal installation and applies a tightness test
- Apprentice undertakes and external site search using gas detection equipment, recording information
- Apprentice determines the source of the escape and takes appropriate action

- **Mains Repair:**

- There is gas escaping from a pressurised low pressure metallic main
- Ensure the safety of self and others, and deploy fire extinguishers
- Put on breathing apparatus, conducting the necessary checks for safe operation
- Install a leakage clamp on the main and tighten.
- Check for leakage
- Remove and stow breathing apparatus

Examples of possible assessment scenarios:

a) Service laying:

Drill and tap a metallic main, install a service tee, lay a service by dead insertion to an external meter box, apply a pressure test, purge and commission.

b) Main laying:

Lay a section of dead main and pressure test, Set up a squeeze off on a pressurised PE main, apply squeeze off, cut out a section and install a tee to connect the new main, purge, release squeeze off, test for leakage.

c) Emergency:

Using a simulated row of properties, respond to a report of an outside smell of gas using information provided by the assessor. Undertake site search. Interpret gas readings. Take action to safeguard life and property. Determine actions required.

d) Repair:

Wearing breathing apparatus, apply a repair clamp over a leaking (pressurised) metallic main. Test for leakage.

The acting technically qualified independent assessor will ask questions and follow up with supplementary questions if required to test the apprentice's underpinning knowledge and/or skills and behaviours where an opportunity to demonstrate them has not occurred during the practical task(s).

Questioning must take place after the practical assessment has been completed, so as not to interrupt the apprentices work and to enable sufficiently deep questioning to take place. The independent assessor **must** ask a minimum of six questions to test related underpinning knowledge and behaviours. Additional follow up questions are allowed, to seek clarification and to make an assessment against the grading criteria.

Sample questions

Below are example questions to assist the employer/training provider develop questions that underpin the apprentice's knowledge and/or skills and behaviours:

Question 1: How could you tell if an electrofusion and butt fusion joint was made to the required quality?

Supplementary question: What would you do if the joint was of poor quality?

Question 2: What steps would you take to pressure test a low pressure main?

Supplementary question: How would this differ for a medium pressure main?

Question 3: How would you identify if there was any water inside a gas service pipe?

Supplementary question: Explain how you would remove and dispose of water from a gas service?

Question 4: What are the steps for evacuating a property in the event of a gas escape?

Supplementary question: What are the steps for re-occupation after the escape has been repaired?

Question 5:

Justify why it is important to prioritise health, safety and the environment when you were undertaking work to safeguard life and property.

Supplementary question: Provide 2 examples of how you prioritised health, safety and the environment when you were undertaking work to safeguard life and or property.

Question 6: Describe the different types of joints found on metallic mains

Supplementary question: Explain how you would repair leaks from each type of joint

Level 2 Gas Network Operative Practical Assessment with Questioning Planning Form

Employer name and site address:	
Training provider (if applicable) name and site address:	
Standard:	Gas Network Operative
Level:	2
Practical Task Title(s) Submission: (Typically this will be covered within one task but may be covered over two separate tasks if required).	
Name of apprentice's place of work or an in-centre practical assessment for review: (Include full address).	
Contact Details: Employer/training provider representative, email address and contact number overseeing the setup of the practical task (documents and site).	
Energy & Environment Awards Date of review:	

Brief task(s) description:
Proposed method and reasoning:
Estimated time for a Gas Network Operative to complete the task(s):

Special requirements (for example: provide site-specific details including access and or induction arrangements for the independent assessor; permissions; equipment; PPE; specific calculations include others that are applicable):

Equipment required:

Resources required:

Tools required:

Consumables required:

The following activities should be assessed:

Planned Activity	Description of planned activity	Estimated time for a Gas Engineering Operative to compete the activity
Core activities		
A. Undertake health and safety and/or risk and waste management: <ul style="list-style-type: none"> • Complete a risk assessment • Dispose of waste materials • Making the site safe, removing plant and equipment 		

Planned Activity	Description of planned activity	Estimated time for a Gas Engineering Operative to compete the activity
B. Determine action and/or organise tasks: <ul style="list-style-type: none"> Interpret work instructions as defined in the job task sheet Prepare for tasks, including selecting a minimum of six tools and/or equipment, resources, and personal protective equipment (PPE) 		
C. Check and operate tools and equipment		
D. Locate utility network assets		
E. Communicate: <ul style="list-style-type: none"> With at least one other person for example a co-worker 		
F. Construct, repair, commission, decommission of gas network assets / Test and purge, gas network assets <ul style="list-style-type: none"> service laying techniques 16 mm – 63 mm diameter mains laying techniques - install mains of diameter >90 mm complete the 		

Planned Activity	Description of planned activity	Estimated time for a Gas Engineering Operative to compete the activity
<p>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 16 mm to 63 mm, mains to service connection for both polyethylene (PE) and metallic mains supply, mains diameters must be a minimum of 90 mm PE and 100 mm (4") metallic, positioning and connection of service entry points</p> <ul style="list-style-type: none"> • 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 – 90 mm to 180 mm • use both PE and Metallic (Squeeze off and Bag Stop) flow stopping techniques on a pressurised 		

Planned Activity	Description of planned activity	Estimated time for a Gas Engineering Operative to compete the activity
<p>system <75 mb</p> <ul style="list-style-type: none"> connect, test and commission of a new low pressure (LP) PE main of diameter range - 90 mm to 180 mm utilising at least one metallic to plastic (PECAT adapter) connection decommission of a low pressure (LP) gas main through direct purging methods 		
<p>G. Demonstrate emergency procedures</p> <ul style="list-style-type: none"> use of breathing apparatus apply of gas emergency procedures 		

Core

KSBs	Coverage check list: tick to confirm the planned activities provide the required coverage	Activity (A,B,C,D,E,F,G)
Undertake Health and safety/ Risk and waste management K2.i S1 S4 S7 S11 B1	<input type="checkbox"/> Wears correct personal protective equipment (PPE) for the task, including breathing apparatus and gas detection equipment <input type="checkbox"/> Identifies correct reasons why the PPE that they are using is needed Identifies risks and hazards in the workplace and control measures; conducts dynamic risk assessment <input type="checkbox"/> Conducts work in line with safe systems of work (method statement), for example uses safety equipment, correct storage of materials <input type="checkbox"/> Monitors and maintains site conditions, keeps work environment tidy and organised, for example storage of tools when not in use, no litter, no hazards <input type="checkbox"/> Explains the implications of non-compliance with relevant health and safety standards, regulations and practice <input type="checkbox"/> Provides an example of how they have prioritised health and safety in the task <input type="checkbox"/> Uses breathing apparatus at appropriate times and in line with instructions for use and safety guidelines	
Determine action/organize tasks S2 S3 B5	<input type="checkbox"/> Identifies job task requirements; seeks clarification where necessary <input type="checkbox"/> Plans tasks: there is a rationale for sequence of work followed <input type="checkbox"/> Identifies and organises the correct resources, including tools and equipment for tasks <input type="checkbox"/> Completes tasks in allocated time <input type="checkbox"/> Takes responsibility to complete the tasks, for example completes action within limits of authority without direction	

KSBs	Coverage check list: tick to confirm the planned activities provide the required coverage		Activity (A,B,C,D,E,F,G)
Check and operate tools and equipment K5.i S9.i	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Confirms the suitability of equipment to be used and conducts equipment/tool setup/checks correctly</p> <p>Uses equipment and tools in line with manufacturers' instructions and company specific method statement</p> <p>Outlines equipment/tool checks and operator requirements required for a piece of equipment/tool as identified by the independent assessor</p>	
Communicate K12 S10	<input type="checkbox"/>	<p>Communicates with co-workers to explain the task for example, communication is clear and can be understood by the audience; industry terminology used accurately and appropriately</p>	
Demonstrate professionalism B4	<input type="checkbox"/>	<p>Wears work attire according to company specific requirements Polite and respectful, for example uses appropriate language, adapts communication to the needs of the audience</p>	
Construct, repair, commission, decommission of gas network assets K8 S15 S16 S17 S18 S19 S20 S21 S22 S23	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>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</p> <p>Constructs new and replacement gas services to internal and external service termination positions using a range of techniques, in line with work instructions</p> <p>Carries out squeeze off activities on gas services (low and medium pressure), in line with work instructions</p> <p>Construct new and replacement gas mains using a range of techniques, in line with work instructions</p>	

KSBs	Coverage check list: tick to confirm the planned activities provide the required coverage		Activity (A,B,C,D,E,F,G)
	<input type="checkbox"/> Carries out flow stopping on gas mains by use of squeeze off and bag stop in line with work instructions <input type="checkbox"/> Disconnects gas meters in line with work instructions <input type="checkbox"/> Repairs gas assets including valves and fittings using a range of techniques, in line with work instructions <input type="checkbox"/> Joins materials by electrofusion, in line with work instructions <input type="checkbox"/> Joins materials by butt fusion processes, in line with work instructions <input type="checkbox"/> Exchanges emergency control valve, in line with work instructions		
Test and purge, gas network assets S24 S25 B6	<input type="checkbox"/> Tests and purge and commission gas network assets, in line with specifications and company specific work instructions <input type="checkbox"/> Interprets results from data to inform actions		
Demonstrate emergency procedures S26	<input type="checkbox"/> Applies gas network emergency procedures, including correct analysis of gas readings		

IMPORTANT INFORMATION TO Remember: The specific detail of the tasks to be undertaken should be **kept confidential from the apprentices**, and you will require differing tasks where you have more than one apprentice to be assessed so that each apprentice cannot predict which task they will be given.

Practical Task: Photographic and/or Video Evidence Submitted for Review

Photograph and or Video 1: Insert Title of Activity (A, B, C, D, E, F, G)
Insert photograph
Photograph and or Video 2: Insert Title of Activity (A, B, C, D, E, F, G)
Insert photograph
Photograph and or Video 3: Insert Title of Activity (A, B, C, D, E, F, G)
Insert photograph
Photograph and or Video 4: Insert Title of Activity (A, B, C, D, E, F, G)
Insert photograph

Photograph and or Video 5: Insert Title of Activity (A, B, C, D, E, F, G)
Insert photograph
Photograph and or Video 6: Insert Title of Activity (A, B, C, D, E, F, G)
Insert photograph
<i>Please add more rows as required...</i>

Energy & Environment Awards Office use only

Practical task scenario(s) / briefs reviewed	
Mandatory KSBs reviewed	
Workplace reviewed	
Realistic work situation reviewed	
Timings reviewed	

Appendix E: Practice Practical Assessment with Questioning Template

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

Name of Apprentice	
Location(s) of Practice Practical Assessment	
Name of Assessor	
Date of Practice Practical Assessment	
Start Time	
End Time	
Assessor additional comments	

Please indicate the apprentice's practice practical assessment grade (F/P/D):	Grade

Please Note:

To achieve a Pass, the Apprentice must achieve all the pass criteria.

To achieve a Distinction, the Apprentice must achieve all the pass criteria plus all the distinction criteria.

Fail: the apprentice does not demonstrate the pass criteria.

Undertaking Health and safety/Risk and waste management

To achieve a PASS the apprentice must demonstrate ALL the following pass criteria	Achieved Check box	To achieve a DISTINCTION the apprentice must achieve ALL the pass criteria and all of the following distinction criteria	Achieved Check box
Wears correct personal protective equipment (PPE) for the task, including breathing apparatus and gas detection equipment.	<input type="checkbox"/>	N/A	
Identifies correct reasons why the PPE that they are using is needed.	<input type="checkbox"/>		
Identifies risks and hazards in the workplace and control measures; conducts dynamic risk assessment.	<input type="checkbox"/>		
Conducts work in line with safe systems of work (method statement), for example uses safety equipment, correct storage of materials.	<input type="checkbox"/>		
Monitors and maintains site conditions, keeps work environment tidy and organised, for example storage of tools when not in use, no litter, no hazards.	<input type="checkbox"/>		
Explains the implications of non-compliance with relevant health and safety standards, regulations and practice.	<input type="checkbox"/>		
Provides an example of how they have prioritised health and safety in the task.	<input type="checkbox"/>		

Uses breathing apparatus at appropriate times and in line with instructions for use and safety guidelines.	<input type="checkbox"/>		
Questions <i>Develop some open ended questions</i>			
Comments: (what was observed)		Summary of response to question(s):	
		Audio recording reference/timeline	

K2.1 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.

S1 Identify hazards and implement controls to reduce risks.

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.

S11 Use breathing apparatus.

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

Determine action/organize tasks

To achieve a PASS the apprentice must demonstrate ALL the following pass criteria	Achieved Check box	To achieve a DISTINCTION the apprentice must achieve ALL the pass criteria and all of the following distinction criteria	Achieved Check box
Identifies job task requirements; seeks clarification where necessary	<input type="checkbox"/>	Preparation optimises use of time, for example grouping tasks for efficiency, multi-tasking	<input type="checkbox"/>
Plans tasks: there is a rationale for sequence of work followed	<input type="checkbox"/>	Justifies their choice of equipment and tools over alternative choices to meet the job task requirements	<input type="checkbox"/>
Identifies and organises the correct resources, including tools and equipment for tasks	<input type="checkbox"/>		
Completes tasks in allocated time	<input type="checkbox"/>		
Takes responsibility to complete the tasks, for example completes action within limits of authority without direction	<input type="checkbox"/>		
Questions <i>Develop some open ended questions</i>			
Comments: (what was observed)		Summary of response to question(s):	
		Audio recording reference/timeline	

S2 Interpret work instructions, engineering instructions and determine actions.

S3 Identify and organise resources to undertake activities.

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

Check and operate tools and equipment

To achieve a PASS the apprentice must demonstrate ALL the following pass criteria	Achieved Check box	To achieve a DISTINCTION the apprentice must achieve ALL the pass criteria and all of the following distinction criteria	Achieved Check box
Confirms the suitability of equipment to be used and conducts equipment/tool setup/checks correctly	<input type="checkbox"/>	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	<input type="checkbox"/>
Uses equipment and tools in line with manufacturers' instructions and company specific method statement	<input type="checkbox"/>		
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	<input type="checkbox"/>		
Questions <i>Develop some open ended questions</i>			
Comments: (what was observed)		Summary of response to question(s):	
		Audio recording reference/timeline	

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.

S9.i Check and operate equipment and tools; report faults if required.

Communicate

To achieve a PASS the apprentice must demonstrate ALL the following pass criteria	Achieved Check box	To achieve a DISTINCTION the apprentice must achieve ALL the pass criteria and all of the following distinction criteria	Achieved Check box
Communicates with co-workers to explain the task for example, communication is clear and can be understood by the audience; industry terminology used accurately and appropriately.	<input type="checkbox"/>	Explains how and why they would adapt the communication methods used when presented with a different audience as identified by the independent assessor, appointed by Energy & Environment Awards.	<input type="checkbox"/>
Questions <i>Develop some open ended questions</i>			
Comments: (what was observed)		Summary of response to question(s):	
		Audio recording reference/timeline	

K12 Communication techniques – written, verbal; customer service techniques.

S10 Communicate with colleagues and/or stakeholders, for example, statutory agencies and members of the public, customers.

Demonstrate professionalism

To achieve a PASS the apprentice must demonstrate ALL the following pass criteria	Achieved Check box	To achieve a DISTINCTION the apprentice must achieve ALL the pass criteria and all of the following distinction criteria	Achieved Check box
Wears work attire according to company specific requirements	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Polite and respectful, for example uses appropriate language, adapts communication to the needs of the audience	<input type="checkbox"/>		
Questions <i>Develop some open ended questions</i>			
Comments: (what was observed)		Summary of response to question(s):	
		Audio recording reference/timeline	

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.

Construct, repair commission, decommission of gas network assets

To achieve a PASS the apprentice must demonstrate ALL the following pass criteria	Achieved Check box	To achieve a DISTINCTION the apprentice must achieve ALL the pass criteria and all of the following distinction criteria	Achieved Check box
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	<input type="checkbox"/>	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	<input type="checkbox"/>
Constructs new and replacement gas services to internal and external service termination positions using a range of techniques, in line with work instructions	<input type="checkbox"/>	Evaluates completed work and suggest how improvements could have been made, for example in terms of efficiency, effectiveness, safety along with others.	<input type="checkbox"/>
Carries out squeeze off activities on gas services (low and medium pressure), in line with work instructions	<input type="checkbox"/>		
Construct new and replacement gas mains using a range of techniques, in line with work instructions	<input type="checkbox"/>		
Carries out flow stopping on gas mains by use of squeeze off and bag stop in line with work instructions	<input type="checkbox"/>		
Disconnects gas meters in line with work instructions	<input type="checkbox"/>		

Repairs gas assets including valves and fittings using a range of techniques, in line with work instructions	<input type="checkbox"/>		
Joins materials by electrofusion, in line with work instructions	<input type="checkbox"/>		
Joins materials by butt fusion processes, in line with work instructions	<input type="checkbox"/>		
Exchanges emergency control valve, in line with work instructions	<input type="checkbox"/>		
Questions <i>Develop some open ended questions</i>			
Comments: (what was observed)		Summary of response to question(s):	
		Audio recording reference/timeline	

K8 Procedures for the construction, testing, purging, repair commissioning and decommissioning of gas network assets.

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

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

Test and purge, gas network assets

To achieve a PASS the apprentice must demonstrate ALL the following pass criteria	Achieved Check box	To achieve a DISTINCTION the apprentice must achieve ALL the pass criteria and all of the following distinction criteria	Achieved Check box
Tests and purge and commission gas network assets, in line with specifications and? company specific work instructions Interprets results from data to inform actions	<input type="checkbox"/> <input type="checkbox"/>	N/A	N/A
Questions <i>Develop some open ended questions</i>			
Comments: (what was observed)		Summary of response to question(s):	
		Audio recording reference/timeline	

S24 Test gas network assets at low and medium pressure

S25 Purge, commission and decommission gas network assets

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

Demonstrate emergency procedures

To achieve a PASS the apprentice must demonstrate ALL the following pass criteria	Achieved Check box	To achieve a DISTINCTION the apprentice must achieve ALL the pass criteria and all of the following distinction criteria	Achieved Check box
Applies gas network emergency procedures, including correct analysis of gas readings.	<input type="checkbox"/>	N/A	N/A
Questions <i>Develop some open ended questions</i>			
Comments: (what was observed)		Summary of response to question(s):	
		Audio recording reference/timeline	

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

Appendix F: Practice Interview Template

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

Name of Apprentice	
Location(s) of Practice Interview	
Name of Assessor	
Date of Practice Interview	
Start Time	
End Time	
Assessor additional comments	

	Grade
Please indicate the apprentice's practice interview grade (F/P):	

Please Note:

To achieve a Pass, the Apprentice must achieve all the pass criteria.

Fail: the apprentice does not demonstrate the pass criteria

Signing, lighting, and guarding (K2.iii and S5)

Pass Apprentices must achieve the following pass criteria		Achieved Check box	
Describes how they set out signing, lighting, and guarding to meet task requirements in line with New Roads and Street Works Act.		<input type="checkbox"/>	
Questions <i>Develop some open ended questions</i>			
Timeline reference:		Portfolio reference:	
Comments			

K2.iii New Roads and Street Works Act
S5 Set out signing, lighting, and guarding

Tools and Equipment (K5.ii and S9.ii)

Pass Apprentices must achieve ALL of the following pass criteria		Achieved Check box	
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.		<input type="checkbox"/>	
Provides two examples of how they have correctly stored equipment/tools, as identified by the independent assessor, appointed by Energy & Environment Awards.		<input type="checkbox"/>	
Questions <i>Develop some open ended questions</i>			
Timeline reference:		Portfolio reference:	
Comments			

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

Reporting channels (K13)

Pass Apprentices must achieve ALL of the following pass criteria		Achieved Check box
Describes their own limits of autonomy, when to escalate tasks and issues and to whom.		<input type="checkbox"/>
Provides an example of how and to whom they report the outcome of their work.		<input type="checkbox"/>
Questions <i>Develop some open ended questions</i>		
Timeline reference:		Portfolio reference:
Comments		

K13 Reporting channels; limits of authority.

Information Technology and recording information (K16 and S14)

Pass Apprentices must achieve the following pass criteria		Achieved Check box	
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.		<input type="checkbox"/>	
Questions <i>Develop some open ended questions</i>			
Timeline reference:		Portfolio reference:	
Comments			

K16 Information technology, for example to support an accurate audit trail using electronic equipment including handheld and mobile devices

S14 Record information, for example job reports, time sheets

Gas detection (S12)

Pass Apprentices must achieve the following pass criteria		Achieved Check box	
Provides an example of when and how they correctly used gas detection equipment.		<input type="checkbox"/>	
Questions <i>Develop some open ended questions</i>			
Timeline reference:		Portfolio reference:	
Comments			

S12 Use gas detection equipment

Excavation and trench installation (K7; S6 and S13)

Pass Apprentices must achieve ALL of the following pass criteria		Achieved Check box	
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.		<input type="checkbox"/>	
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.		<input type="checkbox"/>	
Questions <i>Develop some open ended questions</i>			
Timeline reference:		Portfolio reference:	
Comments			

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

Identify, locate and avoid utility assets (K4 and S8)

Pass Apprentices must achieve the following pass criteria		Achieved Check box	
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 to underground utility services.		<input type="checkbox"/>	
Questions <i>Develop some open ended questions</i>			
Timeline reference:		Portfolio reference:	
Comments			

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

Water extraction (S27)

Pass Apprentices must achieve the following pass criteria		Achieved Check box	
Describes how they apply water extraction techniques for gas mains and services, in line with work instructions.		<input type="checkbox"/>	
Questions <i>Develop some open ended questions</i>			
Timeline reference:		Portfolio reference:	
Comments			

S27 Apply water extraction techniques for gas mains and services

Adaptable and customer focused (B2 and B7)

Pass Apprentices must achieve the following pass criteria		Achieved Check box	
Provides an example of where they have been adaptable and customer focused, due to changing priorities and/or working requirements.		<input type="checkbox"/>	
Questions <i>Develop some open ended questions</i>			
Timeline reference:		Portfolio reference:	
Comments			

B2 Adaptable, for example willing to accept changing priorities and working requirements

B7 Customer focus, for example keeps customers informed.

Team player (B3)

Pass Apprentices must achieve the following pass criteria		Achieved Check box	
Provides an example of being a team player in the workplace, outlining the situation and the role they played.		<input type="checkbox"/>	
Questions <i>Develop some open ended questions</i>			
Timeline reference:		Portfolio reference:	
Comments			

B3 Team player, for example keeps others informed, recognises personal and professional limitations, and seeks advice when necessary

Continued Professional Development (CPD) (B8)

Pass Apprentices must achieve ALL of the following pass criteria		Achieved Check box	
Outlines at least two different types of CPD.		<input type="checkbox"/>	
Provides a detailed example of CPD activity they have completed.		<input type="checkbox"/>	
Questions <i>Develop some open ended questions</i>			
Timeline reference:		Portfolio reference:	
Comments			

B8 Committed to continued professional development.

Appendix G: Portfolio Mapping Document

Introduction

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

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

The portfolio mapping document below consists of the core requirements.

Apprentices next steps

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

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

Portfolio Mapping Document

Mapping Sign off on Portfolio Completion:

Apprentice 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			

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			

GROUP 3: Reporting channels

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

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			

GROUP 5: Gas detection

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

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			

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			

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			

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			

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			

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)			

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