ENERGY & ENVIRONMENT AWARDS

Skills for a greener world

EEA Level 2 End-point Assessment for Groundworker

Supporting Documents

QAN 610/6026/4
ST0513 V1.2

Supporting Documents for

EEA Level 2 End-point Assessment for Groundworker

QAN 610/6026/4

Updates to the supporting documents

Since the first publication of the Energy & Environment Awards Groundworker Supporting Documents – the following updates have been made.

Version	Date first published	Section updated	Page(s)
v1.0	May 2025	First published	All

Appendix A: Glossary

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

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

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

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

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

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

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

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

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

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

Appendix B: Gateway Eligibility Form

(Standard and Assessment Plan Version: ST0513 V1.2)

Apprentice's name:	Apprentice's job title:
Apprentice's ULN:	
Name of Employer:	Name of Training provider:
Employer representatives present:	Training provider representatives present:
Apprenticeship start date:	Apprenticeship on-programme end date:
Was the apprentice aged 19 or over start of programme?	Y / N
Employer Decision: We require the apprentice to attempt the Level 2 English and Mathematics before they can achieve the apprenticeship	Y / N
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:

Where applicable, the apprentice must confirm their achievement of the following
Note: 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 or ILR MUST be included)
Achieved an English qualification in line with the apprenticeship funding rules		
Achieved a mathematics qualification in line with the apprenticeship funding rules		

The apprentice must confirm the following:

Eligibility requirement	Achieved by the apprentice? Y / N	Evidence available in ACE360 Y / N
Compiled and submitted an EPA portfolio that meets the specification requirements, for the professional discussion based on an EPA portfolio		

Gateway Eligibility Declaration

1. The apprentice, the employer and the training provider must sign this form to confirm that they understand and agree to the following:
2. The apprentice has completed the required on-programme elements of the apprenticeship and is ready for end-point assessment with Energy & Environment Awards.
3. Energy & Environment Awards has been informed about any reasonable adjustment and/or special considerations requests.
4. The apprentice will only submit their own work as part of end-point assessment.
5. All parties agree that end-point assessment evidence may be recorded and stored by Energy & Environment Awards for quality assurance purposes.
6. The apprentice has been on-programme for a minimum duration of 365 days.
7. The apprentice has achieved English and mathematics qualifications in line with the apprenticeship funding rules.
8. The apprentice has compiled and submitted an EPA portfolio for the professional discussion based on an EPA portfolio.
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 the Energy & Environment Awards Appeals Policy and Complaints Policy.
11. The employer/training provider has given the 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 Knowledge Test

Level: 2

Groundworker

Paper Code: Series Practice

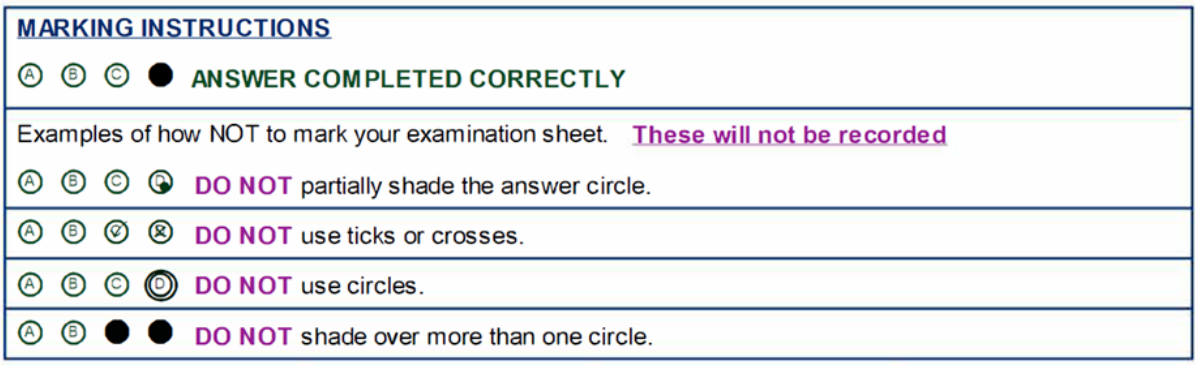
This examination consists of 50 multiple-choice questions.
The Pass mark is 30 correct answers.
A mark of 42 or more is a Distinction.
The duration of this examination is 1 hour 30 minutes.
You are NOT allowed any assistance to complete the answers.
You must use a pencil to complete the answer sheet - 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:



Question 1	
What is a health and safety hazard?	
Possible Answers	
a)	The same as a near miss
b)	Something with potential to cause harm
c)	Another way to describe an accident
d)	An incident

Question 2	
Which ONE of the following regulations requires workers to have access to on-site welfare facilities?	
Possible Answers	
a)	Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022)
b)	Provision and Use of Work Equipment Regulations 1998 (PUWER 1998)
c)	Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR 2013)
d)	Construction (Design and Management) Regulations 2015 (CDM 2015)

Question 3	
The site-specific process for controlling the likelihood of injury, from the presence of hazards is known as:	
Possible Answers	
a)	training and communication
b)	incident investigation
c)	risk assessment
d)	monitoring and review

Question 4	
The first action in the HSE (Health and Safety Executive) risk hierarchy is:	
Possible Answers	
a)	providing Personal Protective Equipment (PPE)
b)	replacing the process with a less dangerous one
c)	implementing training to reduce exposure to hazards
d)	eliminating the hazard from the workplace

Question 5	
What is the best option when needing to lift and move a heavy item a short distance at work?	
Possible Answers	
a)	Drag it to where it needs to go
b)	Attempt to lift it without help
c)	Use a mechanical lifting aid
d)	Bend down and push it

Question 6	
Identify the primary health risk associated with asbestos exposure.	
Possible Answers	
a)	Skin irritation
b)	Respiratory diseases
c)	Hearing loss
d)	Eye strain

Question 7	
What is Japanese knotweed?	
Possible Answers	
a)	A tree that gives off harmful chemicals
b)	A type of grass with serrated edges
c)	A type of flower with a foul odour
d)	An invasive plant species

Question 8	
Which ONE of the following is a common indicator of contaminated soil?	
Possible Answers	
a)	Presence of unusual odours
b)	Abundant plant growth
c)	Clear water sources
d)	Smooth, even ground

Question 9	
What is the first step in gathering information about potential soil contamination at a construction site?	
Possible Answers	
a)	Perform a detailed risk assessment
b)	Collect soil samples from various locations
c)	Determine the potential source of contamination
d)	Review existing information such as historical data

Question 10	
What Personal Protective Equipment (PPE) is essential when working on contaminated ground?	
Possible Answers	
a)	Hard hat and gloves
b)	Safety glasses and earplugs
c)	Respirator and protective clothing
d)	Steel-toed boots and high-visibility vest

Question 11	
Which ONE of the following is the most reliable method for confirming groundwater contamination?	
Possible Answers	
a)	Laboratory analysis of water samples
b)	Visual inspection of water colour
c)	Smelling the water for strong odours
d)	Observing dying vegetation nearby

Question 12	
Which ONE of the following is the primary reason for using Building Information Modelling (BIM) in construction projects?	
Possible Answers	
a)	Creating 2D drawings
b)	Generating 3D models
c)	Estimating project costs
d)	Scheduling work shifts

Question 13	
Which ONE of the following is typically included in a construction drawing?	
Possible Answers	
a)	Project budget
b)	Material specifications
c)	Work schedules
d)	Marketing strategy

Question 14	
What is the primary purpose of a method statement?	
Possible Answers	
a)	To ensure tasks are carried out safely and efficiently
b)	To list construction materials
c)	To list measures for minimising the impact on the environment
d)	To ensure the project meets specified quality standards

Question 15	
How can smart helmets improve safety on a construction site?	
Possible Answers	
a)	They are lighter and more comfortable
b)	They allow workers to carry more tools safely on their heads
c)	They make workers look more professional while still protecting their heads
d)	They can detect falls and impacts, and automatically call for help if necessary

Question 16	
Which ONE of the following is the primary benefit and reason for using Building Information Modelling (BIM) on a construction project?	
Possible Answers	
a)	Reduces costly rework as potential issues can be identified before construction begins
b)	More sustainable as paper-based plans are replaced
c)	Speeds up the construction process as manufacturers information is automatically updated
d)	Improves safety training as it can provides an immersive experience

Question 17	
How does labour compare between modern and traditional construction methods?	
Possible Answers	
a)	Modern methods generally require less manual labour as many components are manufactured off-site
b)	Modern methods often require a less skilled workforce because they use advanced machinery and robotics
c)	Traditional methods use fewer workers because they involve simple materials
d)	Traditional methods rely heavily on less skilled labourers thereby reducing labour costs

Question 18	
Which of the following is a key cost difference between modern and traditional construction methods?	
Possible Answers	
a)	Traditional construction methods can lead to cost savings through efficient use of resources
b)	Traditional construction methods can lead to cost savings through sustainable practices and materials
c)	Modern construction methods usually have higher initial setup costs
d)	Modern construction methods often involve sequential processes that can increase labour costs

Question 19	
Why is it important to assess soil type before starting construction work?	
Possible Answers	
a)	To determine if the site is suitable for heavy equipment use
b)	To ensure the soil will not interfere with underground utilities
c)	To evaluate the soil's strength and stability for foundations
d)	To check if the soil will affect the appearance of the structure

Question 20	
How does sloped land impact construction work?	
Possible Answers	
a)	It makes drainage easier, reducing flood risks
b)	It increases the need for excavation and retaining walls
c)	It allows for quicker project completion
d)	It makes it easier to move materials and equipment

Question 21	
What is an effective measure to control noise pollution on a construction site?	
Possible Answers	
a)	Scheduling noisy activities simultaneously to reduce the duration of the noise
b)	Using well-maintained equipment with noise-reducing attachments
c)	Provide local residents with ear protection to reduce the impact of the noise
d)	Remove physical barriers around the site to allow noise to dissipate naturally

Question 22	
Identify ONE effective way to protect local wildlife during construction projects.	
Possible Answers	
a)	Educate the local community about the impact of construction on wildlife
b)	Schedule work to avoid sensitive periods such as the breeding season
c)	Encourage wildlife to remain on-site to observe natural behaviours
d)	Use bright lights to deter animals from the area

Question 23	
A Permit to Work in confined spaces is:	
Possible Answers	
a)	a formal check of the implementation of a safe system of work
b)	the initial part of a risk assessment
c)	a replacement for RAMS (Risk Assessment Method Statement)
d)	a formal replacement for a safe system of work

Question 24	
According to the Confined Spaces Regulations 1997, persons controlling entry into confined spaces must:	
Possible Answers	
a)	be trained and competent
b)	have a current Site Supervisors Safety Training Scheme card
c)	have a minimum of three years' experience
d)	have a current Site Managers Safety Training Scheme Card

Question 25	
Which ONE of the following could be considered working in a confined space?	
Possible Answers	
a)	An open excavation with good throughflow of clean air
b)	An excavation that is enclosed on all sides
c)	A trench that is battered back to a safe angle on all sides
d)	A trench that is stepped back to a safe angle on all sides

Question 26	
When working in a confined space, 10-minute Escape Breathing Apparatus (EBA) is designed for wearing:	
Possible Answers	
a)	during long duration tasks when the air quality is compromised
b)	to enter and rescue colleagues in an emergency
c)	in an emergency situation for self-rescue
d)	during short duration working when the air is breathable but contains harmful particles

Question 27	
What is the first action when erecting an access platform?	
Possible Answers	
a)	Assembling the guardrails
b)	Inspecting the site and ground conditions
c)	Installing the platform deck
d)	Setting up the ladder

Question 28	
Identify ONE common method for securing an access platform to a building.	
Possible Answers	
a)	Tie-ins
b)	Ropes
c)	Adhesive
d)	Nails

Question 29	
Which ONE of the following is a key action when preparing to dismantle an access platform?	
Possible Answers	
a)	Remove the guardrails first
b)	Ensure the area below is clear of people
c)	Check the platform's load capacity
d)	Inspect the platform for any damage or defects

Question 30	
Which ONE of the following is a common hazard when dismantling a scaffold?	
Possible Answers	
a)	Number of components
b)	Excessive noise
c)	Falling objects
d)	Poor lighting

Question 31	
Which guidance document outlines the potential dangers of working near underground services?	
Possible Answers	
a)	HSG 47
b)	BS 2486
c)	HSG L8
d)	HAUC England

Question 32	
What is the **primary** purpose of using a Cable Avoidance Tool (CAT) during excavation?	
Possible Answers	
a)	To test the strength of concrete
b)	To comply with safety regulations
c)	To detect and locate underground utilities
d)	To provide accurate visual inspection of non-metallic utilities

Question 33	
The UK has a national colour coding system for underground services. What colour indicates the pipe contains drinking water?	
Possible Answers	
a)	Blue
b)	Yellow
c)	Black
d)	Grey

Question 34	
Where should a spotter be on a site using heavy excavation equipment?	
Possible Answers	
a)	At the site entrance
b)	Near the equipment or vehicle
c)	In the site office
d)	In the excavation

Question 35	
What is the first action to take if an excavation support structure shows signs of collapse?	
Possible Answers	
a)	Try to fix the problem immediately
b)	Immediately evacuate the area
c)	Determine the cause of the instability
d)	Continue working carefully while monitoring the situation

Question 36	
Why is it crucial to regularly monitor and maintain temporary excavation supports?	
Possible Answers	
a)	To ensure the supports are kept clean at all times and are clearly visible
b)	To identify any signs of movement or damage that could endanger workers
c)	To support compliance and accountability activities
d)	To check that safe access points are available and properly positioned

Question 37	
What is the primary purpose of a temporary bridge on a construction site?	
Possible Answers	
a)	To prevent soil erosion and other environmental impacts
b)	To ensure compliance with industry safety standards, avoiding legal penalties
c)	To provide safe access for workers and vehicles over obstacles
d)	To ensure that nearby buildings are not adversely affected by the construction activities

Question 38	
Which pipe material is most commonly used for internal drainage systems in modern residential buildings?	
Possible Answers	
a)	Polyvinyl Chloride (PVC)
b)	Cast iron
c)	Copper
d)	Lead

Question 39	
What could happen if the slope (gradient) of a drainage pipe is too shallow?	
Possible Answers	
a)	The drainage system will create excessive noise
b)	Water will flow too quickly, leaving solid waste in the pipe
c)	The pipe will be prone to freezing in colder climates
d)	The pipe will become blocked due to slow drainage

Question 40	
Which ONE of the following is a reason for using granular bedding material when laying external drainage pipes?	
Possible Answers	
a)	To separate soil layers and prevent contamination of bedding material
b)	To prevent soil erosion
c)	To allow good water flow around the pipes
d)	To provide a firm but flexible base that supports the pipe

Question 41	
Which ONE of the following features is typically included in a Sustainable Urban Drainage System?	
Possible Answers	
a)	Soakaway
b)	Pumping Station
c)	Foul Sewer
d)	Combined Sewer

Question 42	
Which ONE of the following types of drainage systems should **NEVER** be connected to the public sewer?	
Possible Answers	
a)	Roof drainage
b)	Road drainage
c)	Foul sewage
d)	Garden drainage

Question 43	
Which ONE of the following factors is most likely to cause long-term damage to a geo membrane?	
Possible Answers	
a)	UV exposure
b)	The natural flexibility of the material
c)	Too much overlap between membrane sections
d)	Keeping the membrane completely dry

Question 44	
One key step in inspecting a newly installed geo membrane for defects is to:	
Possible Answers	
a)	pour water over the membrane to test permeability
b)	spray chemicals to see if they penetrate the material
c)	walk across the membrane to test its durability
d)	visually check for wrinkles, tears, or punctures

Question 45	
The correct ratio for C40 concrete mix is:	
Possible Answers	
a)	1.5 part cement:1.5 part sand: 3 parts aggregate
b)	1 part cement: 2 parts sand:3 parts aggregate
c)	1 part cement: 1.5 part sand:3 parts aggregate
d)	1 part cement:1 part sand:3 parts aggregate

Question 46	
A concrete edging trowel provides which ONE of the following finishes?	
Possible Answers	
a)	Exposed aggregate edge finish
b)	Brushed edge finish
c)	Rounded edge finish
d)	Stamped edge finish

Question 47	
Why is backfilling of an excavation done in layers rather than all at once?	
Possible Answers	
a)	To slow down the process and reduce costs
b)	To ensure proper compaction and prevent future settlement
c)	To make it easier to remove if needed later
d)	To improve the appearance of the reinstated area

Question 48	
When reinstating a valve box, why is it important to ensure the surrounding surface is level with the box?	
Possible Answers	
a)	To prevent water from entering the valve chamber
b)	To allow easy removal of the box in the future
c)	To prevent a trip hazard and damage from traffic
d)	To improve visibility for maintenance workers

Question 49	
What is the primary purpose of a dump truck on a construction site?	
Possible Answers	
a)	Mixing concrete
b)	Moving heavy machinery
c)	Transporting construction workers
d)	Moving bulk materials such as soil

Question 50	
What makes a skid steer loader useful in tight spaces?	
Possible Answers	
a)	Its long, extendable arm
b)	Its tracks minimise the risk of sinking in soft ground
c)	Its high-speed capability for quick movement
d)	Its ability to turn within its own footprint

End of Questions

Answers

Question	Answer	Question	Answer	Question	Answer
1	B	18	C	35	B
2	D	19	C	36	B
3	C	20	B	37	C
4	D	21	B	38	A
5	C	22	B	39	D
6	B	23	A	40	D
7	D	24	A	41	A
8	A	25	B	42	D
9	D	26	C	43	A
10	C	27	B	44	D
11	A	28	A	45	C
12	B	29	B	46	C
13	B	30	C	47	B
14	A	31	A	48	C
15	D	32	B	49	D
16	A	33	A	50	D
17	A	34	B		

Appendix D Skills Test Centre Guidance

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Skills Test Centre Guidance

The skills test must be carried out over an assessment time period of 3 x 6 hour days +/- 10%. One 30 minute lunch break is allowed for each day. There may also be breaks during the skills test to allow the apprentice to move from one location to another and for comfort breaks.

The maximum ratio for assessor to apprentice is 1:3. This is subject to approval by Energy & Environment Awards. Each apprentice must have their own area to work in and must be able to do so without interfering or gaining advantage from another apprentice. Apprentices will not be allowed to communicate with each other during breaks or at any time during the Skills Test. Each apprentice must be in sight of the assessor.

Each apprentice completes three tasks in a simulated environment that reflects a realistic work environment, situation and conditions.

The tasks are set by Energy & Environment Awards and comprise

- Laying paving using slabs (guide time 6 hours)
- Concreting (guide time 6 hours)
- Drainage/installing iron works

All required tools and materials, including any replacement components must be provided by the employer/training provider and be in good and safe working condition.

Preparation for the assignment

The employer/training provider is responsible for the provision of all suitable components and materials to carry out the task. The apprentice must be provided with appropriate manufactured components for each task. The setting out should be shown to the Assessor before the apprentice installs the relevant system.

Resources, equipment and materials list

Due to the physical nature of the tasks requiring two persons to lift certain materials, a person not being assessed should be made available by the employer. This person must not direct any activity and must take instruction from the apprentice.

Task 1: Laying paving using slabs

The area for Task 1 should have the concrete edging/kerb or timber /shuttering available and have a sub-base in place and be of a size, 1800mm x 1350mm, which will support the plan area as determined within the selected Energy & Environment Awards set task.

Tools & Equipment

Laser levels.
Spirit levels.
Tapes / Lines
Brushes
Vibrating poker and ancillary equipment
Hand tools
Wheel barrow
Vibrating compactor plate
Barriers / Signage
Paving mauls
Block / Slab cutter

Materials

Coarse / Kiln dried sand
Concrete: Lean mix
Paviours: 9 x 450mm x 450mm x 50mm slabs; 6 x 600mm x 600mm x 50mm slabs
Concrete Edges: 6 x concrete square top path edging (915mm x 150mm x 50mm)
Cement
Water
Aggregate

Storage Areas
Secure, dry and ventilated stores for bagged materials e.g. cement, lime, additives, shovels, hand tools etc.

Waste Disposal
Designated area for skips, bags or other means of waste disposal

Task 2: Concreting

Place and finish reinforced concrete
The area for Task 2 should have the metal or timber /shuttering available and have a sub-base in place and be of a size, 2000mm x 1100mm, which will support the plan area as determined within the selected Energy & Environment Awards set task.

Consideration should be given to the use of reusable materials such as hydraulic lime concrete.

Tools & Equipment
Laser levels
Spirit levels
Concrete mixing facilities
Metal / timber forms
Trowels including multigroove Frenso trowel / floats / brush
Vibrating poker and ancillary equipment
Steel fixing nips / bolt crops / bar cutters
Hand tools
Wheel barrow

Materials
Cement, aggregates (premix/preprepared hydraulic lime mix for re-use)
PVC membrane
A393 steel mesh reinforcement, spacers, tying wire

Storage Areas
Secure, dry and ventilated stores for bagged materials e.g. cement, lime, additives, shovels, hand tools etc.

Waste Disposal
Designated area for skips, bags or other means of waste disposal

Task 3: Drainage/install ironworks

The area for Task 3 should have an existing chamber, drainage run and utility duct and a sufficient area to enable the installation of drainage over a plan area of 6 metres x 8 metres.

Consideration should be given to the use of reusable materials such as hydraulic lime concrete.

Tools & Equipment
Cable detection / location equipment
Insulated hand tools
Wheel barrow
Laser level
Tapes / lines
Saw
Water pressure test equipment
Vibrating plate / hand compactors

Materials
Drainage (100 mm dia) / Fittings / Inspection chamber (450 mm)
2 x Rain Water Gully's (RWG)
Rodding eye
Jointing compounds
Sand bedding

Storage Areas
Secure, dry and ventilated stores for bagged materials e.g. cement, lime, additives, shovels, hand tools etc.

Waste Disposal

Designated area for skips, bags or other means of waste disposal

Appendix E Skills Test Approval and Planning Form

Instructions

This form has two purposes:

1. To help you plan a practical assessment with questions for your apprentices
2. To inform Energy & Environment Awards of the proposed task(s) for the live assessment

Important information

- The apprentice is assessed in a simulated environment, approved by Energy & Environment Awards, which reflects a realistic work environment, situation and conditions
- The skills test must be carried out over an assessment time period of 3 x 6 hour days +/- 10%
- 30 minutes for lunch breaks is allowed for each day. There may also be breaks during the skills test to allow the apprentice to move from one location to another and for comfort breaks. During these breaks, the clock will be stopped and then restarted to ensure that the assessment duration is not reduced
- The skills test is assessed by an Energy & Environment Awards approved independent assessor
- The ratio of assessor to apprentice may be 1:3
- The employer/training provider representative must be present or immediately contactable for the duration of the assessment
- During the assessment, the independent assessor will be asking questions which are part of the assessment

The tasks are set by Energy & Environment Awards. Energy & Environment Awards will review and the simulated environment and resources being provided by the employer/training provider.

If approved by Energy & Environment Awards, and more than one apprentice is being assessed, apprentices will be given different tasks to complete.

Complete the 'Level 2 Groundworker Skills Test Planning and Approval Form' and submit it to the Service Delivery team via enquiries@energyenvironmentawards.co.uk , for **review at least 2 months before**

the start of the end-point assessment. Further details can be found in the GW EPA Specification.

Level 2 Groundworker Skills Test Planning and Approval Form

Employers/training providers are recommended to arrange for apprentices to carry out a practice practical assessment prior to end-point assessment. The form below is for the use of the training provider setting up the practical assessment. Task briefs are available for Energy & Environment Awards registered customers to assist with completing this form, please contact the Service Delivery Team via enquiries@energyenvironmentawards.co.uk

Employer name and site address	
Training provider (if applicable)	
Contact details of Employer/training provider representative, email address and contact number overseeing the setup of the skills test (documents and site).	

Skills Test Checklist

This checklist will assist the employer and/or training provider with planning and discussing the activity with Energy & Environment Awards. **Please confirm all required elements are covered**:

All Tasks

The venue reflects a realistic work environment, situation and conditions	☐
A person not being assessed is available to help where two persons are required to lift materials	☐
There are secure, dry and ventilated stores for bagged materials	☐
There is a means for waste disposal	☐

Task 1: Laying paving using slabs (Guide time 6 hours)

The apprentice will be given an Energy & Environment Awards written set task detailing xxx Please check the boxes below to confirm and provide additional information where necessary:	
A sub-base of size 1800mm x 1350mm is available	☐
The following tools and equipment are available: Laser levels Spirit levels Tapes/lines Brushes Hand tools Block/slab cutter vibrating poker and ancillary equipment Wheel barrow Vibrating compactor plate Barriers/signage Paving mauls	☐
The following materials and equipment are available: Paviours: 9 x 450mm x 450mm x 50mm slabs; 6 x 600mm x 600mm x 50mm slabs Concrete Edges: 6 x concrete square top path edging (915mm x 150mm x 50mm) Coarse/Kiln dried sand Concrete: Lean mix Cement Water Aggregate	☐

Task 2: Concreting (Guide time 6 hours)

The apprentice will be given an Energy & Environment Awards written set task detailing xxx Please check the boxes below to confirm and provide additional information where necessary:	
A sub-base of size 2000mm x 1100mm is available	☐
The following tools and equipment are available: Laser levels — Vibrating poker and ancillary equipment Spirit levels — Steel fixing nips/bolt crops/bar cutters Concrete mixing facilities — Hand tools Metal/Timber forms — Wheel barrow Trowels including multigroove Frenso trowel/Floats/Brush	☐
The following materials and equipment are available: Cement Aggregates (Premix/preprepared hydraulic lime mix for re-use) PVC membrane A393 steel mesh reinforcement, spacers, tying wire	☐

Task 3: Drainage/install ironworks

The apprentice will be given an Energy & Environment Awards written set task detailing xxx Please check the boxes below to confirm and provide additional information where necessary:	
The area for Task 3 should have an existing chamber, drainage run and utility duct and a sufficient area to enable the installation of drainage over a plan area of 6m x 8m.	☐
The following tools and equipment are available: Cable detection/location equipment — Tapes / Lines Insulated hand tools — Saw Wheel barrow — Water pressure test equipment Laser level — Vibrating plate / Hand compactors	☐
The following materials and equipment are available: Drainage (100mm dia)/fittings/inspection chamber (450mm) 2 x Rain Water Gullies (RWG) Rodding eye Jointing compounds Sand bedding	☐

Assessment Centre Setup Confirmation – Subject to Energy & Environment Awards Approval:	
Please state the number of apprentices that the Independent assessor will observe during the practical (maximum of 3 at any one time)	
Layout confirmation: Please provide evidence that the simulated environment layout allows for the assessment of more than one apprentice at the same time E.g. attach relevant photos	
Privacy Confirmation: Please confirm that the simulated environment layout ensures apprentices cannot see each other or gain advantage by hearing what the assessor is asking and what the apprentice is answering	
Resource Availability Confirmation: Please confirm that there is sufficient equipment tools, manuals, and other necessary resources for each apprentice to use during the assessment without sharing resources	
Safety Measures Confirmation: Please confirm that all necessary safety measures are in place to protect apprentices during the assessment	
Equipment Functionality Confirmation: Please provide evidence that all equipment and tools are in good working condition and regularly maintained	
Space Adequacy Confirmation: Please confirm that there is adequate space for each apprentice to work comfortably without interference from others	
Emergency Procedures Confirmation: Please confirm that emergency procedures are in place and that all apprentices are aware of them	
Accessibility Confirmation: Please confirm that the assessment area is accessible to all apprentices, including those with disabilities	

Energy & Environment Awards Office use only

Date received	
Date signed off	

Appendix F Practice Skills Test Briefs

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Task 1: Laying paving using slabs (guide time: 6 hours)

Task Brief : A section of foot path requires laying. You are required to lay a foot path using 450mm x 450mm x 50mm slabs, laid on a 30mm coarse sand bed, with kiln dried sand filled joints. The finished path will be 1800mm x 900mm with a fall of 20 mm.

In addition two new lengths of flat top path edging (50 x 150 x 915mm) will be constructed, bedded on lean mix concrete, to match level and alignment of one side along the length of the footpath.

Tolerances to be applied : +/- 30mm in length, +/- 15mm in width, level +/- 40mm in the length of the path, fall +/- 15mm, and there should be no excessive movement within the slabs.

You must :

- work safely and securely using all legislative and regulatory requirements for the task, including PPE (Personal Protective Equipment), RPE (Respiratory Protective Equipment), COSHH (Control of Substances Hazardous to Health) , Manual Handling, etc. (S1,B5,B7,B10)
- conform with productive working practices and complete an approximate programme and sequence for the task to ensure the task is completed within the guided time. (S2,B5,B6,B8)
- identify, install, maintain and remove temporary protection and safety arrangements for the works area, implementing any changes necessary to reflect the developing nature of the task, for the duration of the activity. (S10,B5,B9)
- using the specifications provided, identify and calculate the materials, tools and equipment necessary for the completion of the task. (S3,S4,S5,B5)
- select and use basic setting out equipment to accurately determine the area and position for the foot path, ensuring as laid tolerances are achieved. (S9, B5)
- establish alignment and levels, construct, compact, level the bedding layer. (S6,S13,B5)
- measure, cut and install, compact/bed and paviours. (S7,S13,S14,B5)

- set out and lay flags, paviours and edges to form paths. (S13,S14,B5,B7,B8)

Due to the physical nature of the tasks requiring two persons to lift certain materials, a person not being assessed should be made available by your employer/training provider. This person must not direct any activity and must take instruction from you.

Additional guidance for trainers

Establish work area protection and safety

Where a second person is required, it must be stressed that they are not to assist the apprentice other than for lifting and handling purposes.

Lay Paving to form a Foot Path

The area for Task 1 should have the concrete edging/kerb or timber /shuttering available and have a sub-base in place and be of a sufficient size to support the 1.8 metre x 0.9 metre plan area.

Task 2: Construct a concrete base/path (guide time: 6 hours)

Task Brief : A new path is required. You are required to form, lay, compact and finish a reinforced concrete base, the base dimensions, as shown, are 2000 mm x 900mm x 100 mm, using formwork as appropriate. The concrete should be a ratio of 1:2:4 mix. The concrete base should have a brush finish with trowelled edge.

You must :

- calculate volume of concrete required assuming 2200 kg per m^3
- work safely and securely using all legislative and regulatory requirements for the task, including PPE (Personal Protective Equipment), RPE (Respiratory Protective Equipment), COSHH (Control of Substances Hazardous to Health) , Manual Handling, etc. (S1,B5,B7,B10)
- conform with productive working practices and complete an approximate programme and sequence for the task to ensure the task is completed within the guided time. (S2,B5,B6,B8)
- identify, install, maintain and remove temporary protection and safety arrangements for the works area, implementing any changes necessary to reflect the developing nature of the task, for the duration of the activity. (S10,B5,B9)
- using the specifications provided, identify and calculate the materials, tools and equipment necessary for the completion of the task. (S3,S4,S5,B5)
- select and use basic setting out equipment to accurately determine the area and position for the concrete forms and height of reinforcement to maintain a minimum cover of 50mm. (S9,B5)
- establish alignment and levels, construct and secure formwork for placing the concrete. (S6,S13,S17,B5)
- measure, cut and install suitable damp proof membrane and steel reinforcement. (S6,S7,S13,B5)
- select, mix, place and compact concrete to form the base. (S6,S7,S8,S13,B5)
- apply appropriate finish and appropriate curing methods. (S6,S7,S13,B5)

Due to the physical nature of the tasks requiring two persons to lift certain materials, a person not being assessed should be made available by your employer/training provider. This person must not direct any activity and must take instruction from you.

Additional guidance for trainers

Establish work area protection and safety

Where a second person is required, it must be stressed that they are not to assist the apprentice other than for lifting and handling purposes.

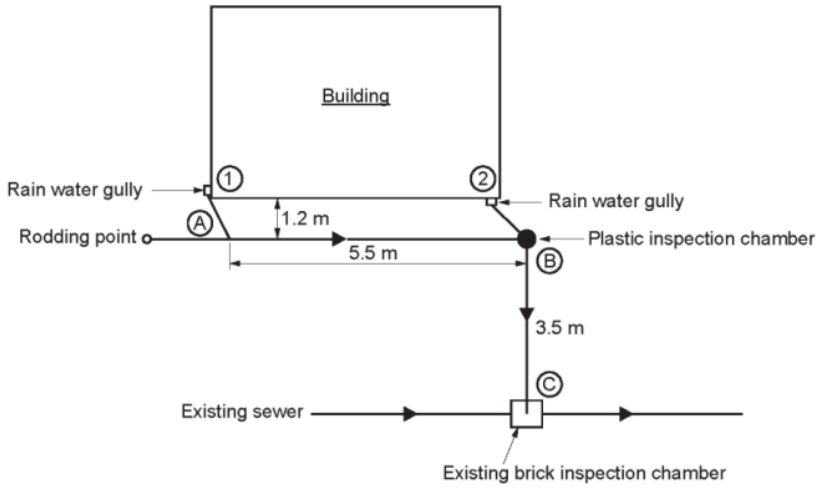
Place and finish reinforced concrete

The area for Task 2 should have the metal or timber /shuttering available and have a sub-base in place and be of a sufficient size to support the 2 metre x 0.9 metre plan area.

Consideration should be given to the use of reusable materials such as hydraulic lime concrete.

Task 3: Domestic drainage (guide time: 6 hours)

Task Brief : As part of a new housing development, you are required to set out, lay, joint and test a new drainage system, as shown on drawing DWG 1. This will require the installation of two Rain Water Gully's, a Rodding Eye as well as 450mm Inspection Chamber as well as a connection to an existing Brick Inspection Chamber. All new drainage should be 100mm dia. and laid to a gradient of 1:40. All inverts are as detailed within the drawing.



Specification	
Plastic or clay drainage to be used	
Gradient of new drain to be 1-40	
100 mm diameter drainage pipes	
Point	Invert level
A	10.000 m
B	10.088 m
C	10.226 m

DWG 1

In addition, you are required to locate, excavate and appropriately support a suspected cable duct which crosses the existing sewer, approximately 1 metre from the existing chamber.

You must :

- work safely and securely using all legislative and regulatory requirements for the task, including PPE (Personal Protective Equipment), RPE (Respiratory Protective Equipment), COSHH (Control of Substances Hazardous to Health) , Manual Handling, etc. (S1,B5,B7,B10)
- conform with productive working practices and complete an approximate programme and sequence for the task to ensure the task is completed within the guided time. (S2,B5,B6,B8)

- identify, install, maintain and remove temporary protection and safety arrangements for the works area, implementing any changes necessary to reflect the developing nature of the task, for the duration of the activity. (S10, B5,B9)
- using the drawing and specifications provided, identify and calculate the materials, tools and equipment necessary for the completion of the task. (S3,S4,S5,B5)
- select and use basic setting out equipment to accurately determine the levels and gradients for the new drain run and inspection chamber and lay bedding material to support pipe run. (S6,S9,S13,S17,B5)
- lay new pipe work to required line and levels, work to also include connection to existing main drainage system. (S5,S6,S7,S11,B5,B6,B7,B8)
- install plastic inspection chamber including cover and frame. (S15)
- carry out testing of completed drainage system. (S11)
- using cable location equipment, locate, excavate and support the utility duct. (S16,S18)

Due to the physical nature of the tasks requiring two persons to lift certain materials, a person not being assessed should be made available by your employer/training provider. This person must not direct any activity and must take instruction from you.

Additional guidance for trainers

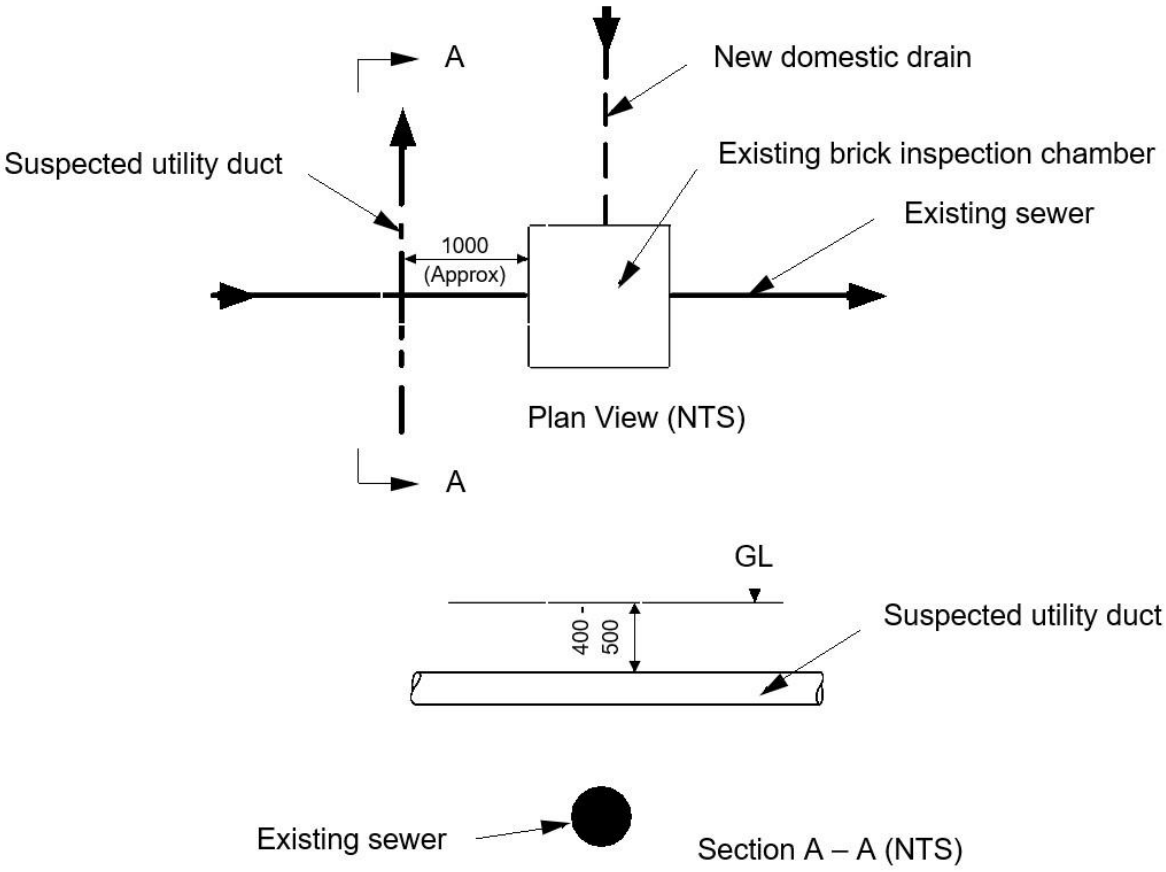
Establish work area protection and safety

Where a second person is required, it must be stressed that they are not to assist the apprentice other than for lifting and handling purposes.

Lay and Test Domestic Drainage

The area for Task 3 should have an existing chamber, drainage run and cable duct which crosses the existing sewer, approximately 1 metre from the existing chamber. See drawing DWG 2.

The area made available should be sufficient to enable the installation of drainage over a plan area of 6 metres x 8 metres.



DWG 2

Consideration should be given to the use of reusable materials such as hydraulic lime concrete.

Appendix G: Practice Skills Test Template

Employers/training providers are recommended to arrange for apprentices to carry out a practice skills test prior to end-point assessment. The form below is for use by the person playing the part of the independent assessor.

Instructions

This should be read in conjunction with the GW Specification.

This template has been designed to help the suitable person playing part of the independent assessor and has three purposes:

1. To prepare for a practice skills test
2. Designed to holistically assess a broad range of the skills, knowledge and behaviours developed over the period of the apprenticeship by the apprentice
3. To provide feedback to the apprentice in preparation for the live assessment

The assessor should:

- complete the form below which has two parts to assess the apprentice's skills test.

Quick Tip – How to complete the form below:

Full Name of Apprentice	
Apprentice ID checked	☐
Employer	
Location of End-point Assessment	
Full Name of Independent Assessor	
Date of Task 1: Laying paving using slabs	
Start Time	
End Time	
Date of Task 2: Construct a concrete base/path	
Start Time	
End Time	
Date of Task 3: Domestic drainage	
Start Time	
End Time	

Are reasonable adjustments required?	Yes ☐	No ☐
Resit	Yes ☐	No ☐

Preliminary Grade Awarded (check the box)	Pass ☐	Fail ☐
Overall assessor summary and justification of grade awarded		

It is important to ensure that the page illustrated is completed by the assessor.

The assessor should write additional comments to support the practice skills test grade decision

Theme 1: Health and Safety

To achieve a Pass apprentice must demonstrate **all** of the Pass descriptors.	P	**Details to justify evidence seen and outcomes achieved:** (Does the evidence meet the requirements. If the evidence is lacking, please provide details or if the apprentice fails a KSB, please state which KSB including reasons).
Work safely, following health and safety regulations and site policies and procedures. (K10, S1)	☐	**Task 1: Laying paving using slabs**
		Task 2: Construct a concrete base/path
		Task 3: Domestic drainage

Question(s) asked Develop some open-ended questions to help evidence the Pass descriptors above
Summary of response to question(s): Box will expand to take all comments

Fail	☐
Pass	☐

Check the box for each descriptor the apprentice achieves.

Assessor to include comments to justify the evidence seen that meets the descriptors for the outcomes achieved.

Summarise the responses that the apprentice provided.

Develop some open ended questions in relation to the KSBs.

Check the relevant box if fail or pass is achieved.

Groundworker

Skills Test

Instructions for the assessor
Delivery • The skills test comprises three tasks: laying paving using slabs, concreting and drainage/installing ironworks • The skills test must be carried out over an assessment time period of 3 x 6 hour days. The days may be consecutive or non-consecutive. 30 minutes for lunch breaks should be allowed each day. There may also be breaks to allow the apprentice to move from one location to another and for comfort breaks • Due to the physical nature of the tasks requiring tow persons to lift certain materials, a person not being assessed should be made available. This person must not direct any activity and must take instructions from the apprentice • Apprentices must not communicate with other apprentices during these breaks or at any time during the skills test • Apprentices must be provided with both verbal and written instructions on the tasks they must complete including the timescales • After the tasks completion you must ask 6 open questions to assess underpinning knowledge. You may ask follow up questions where clarification is required. Questioning must be completed within the total time allowed for the skills test. Answers to questions, must be documented

Skills Test

Full Name of Apprentice	
Apprentice ID checked	☐
Employer	
Location of End-point Assessment	
Full Name of Independent Assessor	
Date of Task 1: Laying paving using slabs	
Start Time	
End Time	
Date of Task 2: Construct a concrete base/path	
Start Time	
End Time	
Date of Task 3: Domestic drainage	
Start Time	
End Time	

Are reasonable adjustments required?	Yes ☐	No ☐
Resit	Yes ☐	No ☐

Preliminary Grade Awarded (check the box)	Pass ☐	Fail ☐
Overall assessor summary and justification of grade awarded		

Please Note:
To achieve a Pass, the Apprentice must achieve all the pass descriptors.
Fail: the apprentice does not demonstrate the pass descriptors.

Important points
The apprentice is observed completing three tasks: Task 1: Laying paving using slabs Task 2: Construct a concrete base/path Task 3: Domestic drainage The tasks may be completed in any order and concurrently. Equipment and resources needed for the skills test must be provided by the employer and be in good and safe working condition. The skills test and responses to questions must be assessed holistically by you when deciding the grade for the skills test. For all tasks the apprentice will be responsible for: ☐ Interpreting available information and the skills test brief ☐ Selecting materials, tools and equipment ☐ Safe use of resources, tools and equipment ☐ Snagging/correcting any faults ☐ Clearing up You must ask questions about KSBs that were not observed to gather assessment evidence. These questions are in addition to the set number of questions for the skills test and should be kept to a minimum.

Introduction			
At the start of the skills test you will: • Introduce yourself • Confirm your role • Provide the apprentice with information on the format of the skills test, including the timescales they will be working to. You can share the grading guidance with the apprentice as this appears in the assessment plan . The apprentice will: • Give their full name and date of birth • Give their employer name • Confirm they are prepared for the skills test; and confirm they can continue with the skills test The apprentice will be asked to show their identification to you prior to beginning the assessment			
Important points to inform the apprentice			
Please do not judge anything by me taking notes and you should not infer anything positive or negative from how long the skills test lasts Ensure that your mobile is turned off or somewhere where you will not be interrupted during the skills test			
Name of person delivering the introduction:		Date	
I confirm that I have received the skills test introduction	(Apprentice signature):		

Assessor Guidance
Delivery • The skills test comprises three tasks: slabbing, concreting and drainage/installing ironworks • The skills test must be carried out over an assessment time period of 3 x 6 hour days. The days may be consecutive or non-consecutive. 30 minutes for lunch breaks should be allowed each day. There may also be breaks to allow the apprentice to move from one location to another and for comfort breaks • You must manage invigilation of the apprentice during breaks to maintain security of the assessment • Due to the physical nature of the tasks requiring two persons to lift certain materials, a person not being assessed should be made available. This person must not direct any activity and must take instructions from the apprentice • Apprentices must not communicate with other apprentices during these breaks or at any time during the skills test • Apprentices must be provided with both verbal and written instructions on the tasks they must complete including the timescales • After the tasks completion you must ask **six** open questions to assess underpinning knowledge • Adapt the questions to the apprentice's circumstances • Additional follow-up questions are allowed to seek clarification and to make a judgement against grading descriptors • The text of additional questions must be recorded on this document • You must ask questions about KSBs that were not observed to gather assessment evidence. These questions are in addition to the set number of questions for the skills test and should be kept to a minimum • Questioning must be completed within the total time allowed for the skills test. • Supply brief written notes where each descriptor has been met • If the apprentice does not achieve a descriptor, provide written notes that you can feed back to the apprentice to help the apprentice prepare

Theme 1: Health and Safety

To achieve a Pass apprentice must demonstrate **all** of the Pass descriptors.	P	**Details to justify evidence seen and outcomes achieved:** (Does the evidence meet the requirements. If the evidence is lacking, please provide details or if the apprentice fails a KSB, please state which KSB including reasons).
Work safely, following health and safety regulations and site policies and procedures. (K10, S1)	☐	**Task 1: Laying paving using slabs**
		Task 2: Construct a concrete base/path
		Task 3: Domestic drainage

Question(s) asked Develop some open-ended questions to help evidence the Pass descriptors above
Summary of response to question(s): **Box will expand to take all comments**

Fail	☐
Pass	☐

K10 Establishing work area protection
S1 Work safely and securely in compliance with given information, organisational policies and procedures, and current health, safety and welfare legislation including following the procedures for working in contaminated ground

Theme 2: Interpreting available information and the skills test brief

To achieve a Pass apprentice must demonstrate **all** of the Pass descriptors.	P	**Details to justify evidence seen and outcomes achieved:** (Does the evidence meet the requirements. If the evidence is lacking, please provide details or if the apprentice fails a KSB, please state which KSB including reasons).
Interpret drawings and written instructions accurately, follow verbal instructions and select the correct resources for the task (S3, S4, S5, S9)	☐	**Task 1: Laying paving using slabs**
		Task 2: Construct a concrete base/path
		Task 3: Domestic drainage
Gauge and mix mortars according to drawings and specification. (S8)	☐	**Task 1: Laying paving using slabs**
		Task 2: Construct a concrete base/path
		Task 3: Domestic drainage
Install drainage equipment in accordance with drawings and specifications. (S11)	☐	**Task 1: Laying paving using slabs**
		Task 2: Construct a concrete base/path

To achieve a Pass apprentice must demonstrate **all** of the Pass descriptors.	P	**Details to justify evidence seen and outcomes achieved:** (Does the evidence meet the requirements. If the evidence is lacking, please provide details or if the apprentice fails a KSB, please state which KSB including reasons).
		Task 3: Domestic drainage
Transport and place, then compact and finish concrete to slabs/bases to specification and drawings. (S13)	☐	**Task 1: Laying paving using slabs**
		Task 2: Construct a concrete base/path
		Task 3: Domestic drainage
Set out and lay flags, paviours and edging according to specification and drawings. (S14)	☐	**Task 1: Laying paving using slabs**
		Task 2: Construct a concrete base/path
		Task 3: Domestic drainage
Install ironworks in accordance with specification and drawings. (S15)	☐	**Task 1: Laying paving using slabs**

To achieve a Pass apprentice must demonstrate **all** of the Pass descriptors.	P	**Details to justify evidence seen and outcomes achieved:** (Does the evidence meet the requirements. If the evidence is lacking, please provide details or if the apprentice fails a KSB, please state which KSB including reasons).
		Task 2: Construct a concrete base/path
		Task 3: Domestic drainage

Question(s) asked Develop some open-ended questions to help evidence the Pass descriptors above
Summary of response to question(s): **Box will expand to take all comments**

Fail	☐
Pass	☐

S3 Interpret and follow verbal and written work instructions from supervisors and site managers

S4 Access, interpret and use drawings and specifications
S5 Select the required resources including tools and fixtures
S8 Gauge and mix mortars and concrete by hand and by mixer
S9 Select and use basic setting out equipment including tape measures, levels, straight edges, lines and pins, boning rods and laser equipment under guidance of the supervisor
S11 Install and test basic drainage and ducting
S13 Transport and place, then compact and finish concrete to slabs/bases, footing oversites, paths, form slab edgings including positioning reinforcement and kerbs
S14 Set out and lay flags, paviours and edging to paths, driveways and other areas
S15 Install ironworks relating to access covers and frames, and gully grates and frames including preparatory brickwork.

Theme 3: Select and safe use of resources, tools and equipment

To achieve a Pass apprentice must demonstrate **all** of the Pass descriptors.	P	**Details to justify evidence seen and outcomes achieved:** (Does the evidence meet the requirements. If the evidence is lacking, please provide details or if the apprentice fails a KSB, please state which KSB including reasons).
Move, handle and store resources safely and correctly in accordance with legislation and site safety procedures. (S6)	☐	**Task 1: Laying paving using slabs**
		Task 2: Construct a concrete base/path
		Task 3: Domestic drainage
Use and maintain tools and equipment in-line the specification and manufacturer's instructions (S7, S9)	☐	**Task 1: Laying paving using slabs**
		Task 2: Construct a concrete base/path
		Task 3: Domestic drainage
Locate and excavate to expose buried utility services according to current regulation (e.g. HSG47) (S16)	☐	**Task 3: Domestic drainage**

Question(s) asked Develop some open-ended questions to help evidence the Pass descriptors above
Summary of response to question(s): **Box will expand to take all comments**

Fail	☐
Pass	☐

S6 Move, handle and store resources complying with relevant legislation & guidance
S7 Use and maintain power tools and equipment (including: compactor plates, boning rods, portable power tools, levels, straight edges, lines, pins and laser equipment)
S9 Select and use basic setting out equipment including tape measures, levels, straight edges, lines and pins, boning rods and laser equipment under guidance of the supervisor
S16 Locate and excavate to expose buried utility services using electronic location instruments

Theme 4: Fault finding and problem solving

To achieve a Pass apprentice must demonstrate **all** of the Pass descriptors.	P	**Details to justify evidence seen and outcomes achieved:** (Does the evidence meet the requirements. If the evidence is lacking, please provide details or if the apprentice fails a KSB, please state which KSB including reasons).
Solve problems effectively (B6)	☐	**Task 1: Laying paving using slabs**
		Task 2: Construct a concrete base/path
		Task 3: Domestic drainage

Question(s) asked Develop some open-ended questions to help evidence the Pass descriptors above
Summary of response to question(s): **Box will expand to take all comments**

Fail	☐
Pass	☐

B6 Logical thinking

Theme 5: Work organisation

To achieve a Pass apprentice must demonstrate **all** of the Pass descriptors.	P	**Details to justify evidence seen and outcomes achieved:** (Does the evidence meet the requirements. If the evidence is lacking, please provide details or if the apprentice fails a KSB, please state which KSB including reasons).
Completes the tasks as independently as far as the role allows, producing outcomes to the required standard. (B7)	☐	**Task 1: Laying paving using slabs**
		Task 2: Construct a concrete base/path
		Task 3: Domestic drainage
Complete the task within the time allocated without direction from others (B5, B8)	☐	**Task 1: Laying paving using slabs**
		Task 2: Construct a concrete base/path
		Task 3: Domestic drainage

Question(s) asked Develop some open-ended questions to help evidence the Pass descriptors above
Summary of response to question(s): **Box will expand to take all comments**

Fail	☐
Pass	☐

B5 Independent working
B7 Working effectively
B8 Time management

Appendix H: Practice Professional Discussion Template

Employers/training providers are recommended to arrange for apprentices to carry out a practice professional discussion based on an EPA portfolio prior to end-point assessment.

Instructions

This should be read in conjunction with the GW Specification.

This template has been designed to help the suitable person playing part of the independent assessor and has three purposes:

1. To prepare for a practice professional discussion based on an EPA portfolio
2. Designed to holistically assess a broad range of the skills, knowledge and behaviours developed over the period of the apprenticeship by the apprentice
3. To provide feedback to the apprentice in preparation for the live assessment

The assessor should:

- complete the form below which has two parts to assess the apprentice's professional discussion
- review the apprentice's EPA portfolio before the practice assessment

Quick Tip – How to complete the form below:

Full Name of Apprentice	
Apprentice ID checked	☐
Location of End-point Assessment	
Full Name of assessor	
Date of professional discussion	
Start time	
End time	
Resit (check the box)	☐

	Overall grade
Please indicate the apprentice's preliminary overall grade (F/P/D):	
Independent assessor justification for preliminary grade awarded:	

It is important to ensure that the page illustrated is completed by the assessor

The assessor should write additional comments to support the preliminary grade decision

To achieve a Pass apprentice must demonstrate all of the Pass descriptors To achieve a Distinction apprentice must demonstrate all of the Pass descriptors and all of the distinction descriptors	P/D	Details to justify evidence seen and outcomes achieved: (Does the evidence meet the requirements. If the evidence is lacking, please provide details or if the apprentice fails a KSB, please state which KSB including reasons).
Pass: Demonstrates when they have used a range of communication methods to effectively communicate with customers and colleagues and explain the importance of positive body language and presentation (B1)	☐	
Pass: Demonstrate how they develop respectful and positive relationships with customers and colleagues and work effectively as part of a team (B2, B3, B4)	☐	
Distinction: Can provide examples of where they have exceeded a) customer and b) colleague expectations and the positive outcome their actions created (B1, B2, B3, B4)	☐	
Pass Standardised Question (B1) : ☐ **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**		

Pass Standardised Question (B2, B3, B4) : ☐ **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**	
Distinction Standardised Question (B1, B2, B3, B4) : ☐ **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**	
Time of questioning	
Fail	☐
Pass	☐
Distinction	☐

Check the pass box, and distinction box, if the apprentice achieved the descriptors.

Include the page number(s) of where in the portfolio of evidence has been seen that meets the descriptor above.

Develop some open ended questions in relation to the KSBs.

If follow up questions are asked include them here.

Check the fail, pass or distinction box to confirm the grade for this group.

Groundworker

Professional discussion

Full Name of Apprentice	
Apprentice ID checked	☐
Location of Professional Discussion	
Full Name of Independent Assessor	
Date of Professional Discussion	
Start Time	
End Time	
Assessor: Additional comments	

Any reasonable adjustments required?	Yes ☐	No ☐
Resit (check the box, capped at a pass)	Yes ☐	No ☐

Preliminary Grade Awarded (check the box)	Distinction ☐	Pass ☐	Fail ☐

Please Note:
To achieve a Pass, the Apprentice must achieve all the pass descriptors.

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

Fail: the apprentice does not demonstrate the pass descriptors.

Assessor questions: during the live assessment, the assessor will ask **at least 15** open questions.

The professional discussion will last **75 minutes**

Introduction

At the start of the professional discussion the assessor will:

- Introduce themselves and state their role
- State the date of the professional discussion
- Request and confirm ID from the apprentice prior to beginning the assessment
- Provide apprentice with information on the format of the professional discussion, including timescales they will be working to

The apprentice will:

- Confirm their full name and date of birth
- Give their employer's name
- Confirm their location and that no one else is present in the room, if remote apprentice to pan camera 360º
- Confirm they are prepared for the professional discussion; and confirm they can continue with the professional discussion
- Confirm that the evidence within the portfolio relates to the KSB's that will be assessed during the professional discussion

Important points to inform the apprentice

- Please don't judge anything by the notes being taken, nor infer anything positive or negative from how long the professional discussion lasts
- Please don't consider me rude if I tell you that we need to move onto the next question. This will ensure that you get the opportunity to fully demonstrate your competencies within the time allowed
- Ensure the apprentice has a drink of water to hand
- Please ensure that your mobile is switched off or placed somewhere where you will not be interrupted during the professional discussion
- Confirm that a sign is placed on the door of the professional discussion room. Professional discussion in progress 'Do not disturb'

Note: The live professional discussion will be fully recorded for the purpose of audit and quality assurance

Assessor Guidance
Delivery • The professional discussion will last **75 minutes**. An additional 10% is allowed for the apprentice to complete their last answer • You must be in full control. Time management is key! If the apprentice veers off track, they need to be reined back in • You must ask **15** open questions • Additional follow-up questions are allowed to seek clarification and to make a judgement against grading descriptors • The purpose of the questions is to cover the following topics: Communication and working with others; Health and safety; Carrying out work • Please work through the sections in the order they appear within this document • The text of additional questions must be recorded on this document • Adapt the questions to the apprentice's circumstances following your review of their portfolio evidence • Supply brief written notes where each descriptor has been met • If the apprentice does not achieve a descriptor, provide written notes that you can feed back to the apprentice to help the apprentice prepare for the live assessment At the end of the professional discussion - thank the apprentice for their time

Task 1: Communication and working with others

To achieve a Pass apprentice must demonstrate **all** of the Pass descriptors To achieve a Distinction apprentice must demonstrate **all** of the Pass descriptors and **all** of the distinction descriptors	P/D	**Details to justify evidence seen and outcomes achieved:** (Does the evidence meet the requirements. If the evidence is lacking, please provide details or if the apprentice fails a KSB, please state which KSB including reasons).
Pass: Demonstrates when they have used a range of communication methods to effectively communicate with customers and colleagues and explain the importance of positive body language and presentation (B1)	☐	
Pass: Demonstrate how they develop respectful and positive relationships with customers and colleagues and work effectively as part of a team (B2, B3, B4)	☐	
Distinction: Can provide examples of where they have exceeded: a) customer and b) colleague expectations and the positive outcome their actions created (B1, B2, B3, B4)	☐	
Pass Standardised Question (B1) : ☐ **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**		

Pass Standardised Question (B2, B3, B4) : **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**	☐
Distinction Standardised Question (B1, B2, B3, B4) : **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**	☐

Time of questioning	
Fail	☐
Pass	☐
Distinction	☐

B1 Effective communication
B2 Customer service
B3 Respect
B4 Teamwork

Task 2: Health and safety

To achieve a Pass apprentice must demonstrate **all** of the Pass descriptors To achieve a Distinction apprentice must demonstrate **all** of the Pass descriptors and **all** of the distinction descriptors	P/D	**Details to justify evidence seen and outcomes achieved:** (Does the evidence meet the requirements. If the evidence is lacking, please provide details or if the apprentice fails a KSB, please state which KSB including reasons).
Pass: Challenges unsafe working practices (B10)	☐	
Pass: Provide examples of where they have directed and guided the movement of vehicles, plant or machinery according to site safety rules (S19)	☐	
Pass: Correctly describe the techniques to handle and move loads (K6)	☐	
Pass: Correctly describe why, when and how health and safety control equipment should be used (K7)	☐	
Distinction: Can provide examples of where they have taken the lead in challenging unsafe working practices and how they did it (B10)	☐	
Distinction: Can explain the consequences of not following site safety rules and procedures when moving and handling loads and guiding the movement of vehicles (K6, K7, S19)	☐	

Pass Standardised Question (B10) : **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**	☐
Pass Standardised Question (S19) : **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**	☐
Pass Standardised Question (K6) : **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**	☐
Pass Standardised Question (K7) : **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**	☐

Distinction Standardised Question (B10) : ☐ **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**	
Distinction Standardised Question (K6, K7, S19) : ☐ **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**	
Time of questioning	
Fail	☐
Pass	☐
Distinction	☐

K6 The techniques to handle and move loads manually and with mechanical aids including guiding the movement of articulated vehicles, plant and machinery using hand signals, hand signalling equipment and verbal/electronic communication equipment and storing resources safely and securely
K7 Why, when and how health and safety control equipment should be used when undertaking groundworks
S19 Prepare to, then direct and guide the movement of vehicles, plant or machinery (types of vehicles, plant & machinery only)
B10 Risk Management

Task 3: Carrying out work

To achieve a Pass apprentice must demonstrate **all** of the Pass descriptors To achieve a Distinction apprentice must demonstrate **all** of the Pass descriptors and **all** of the distinction descriptors	P/D	**Details to justify evidence seen and outcomes achieved:** (Does the evidence meet the requirements. If the evidence is lacking, please provide details or if the apprentice fails a KSB, please state which KSB including reasons).
Pass: Demonstrate and describe how they would complete the work in accordance with the programme of work and work instructions (S2)	☐	
Pass: Describe how to select the correct procedure and equipment to respond to unexpected situations (B9)	☐	
Pass: Correctly describe how to install, maintain and remove temporary protection and safety arrangements for the work area (S10)	☐	
Pass: Provide examples of and correctly describe the procedure to provide and remove temporary works including shallow excavation support (S17)	☐	
Pass: List the procedural steps to measure, mark, cut and install geo-membranes (S12)	☐	
Pass: Provide examples of and outline how to form and reinstate excavations and surfaces to sub-grades, sub-bases and road bases (S18)	☐	
Distinction: Demonstrate an evaluation of actions taken to complete work in accordance with the work programme and explain the contingency and problems solving steps used (S2, B9)	☐	

Distinction: Can explain the consequences of not utilising temporary protection or making safety arrangements including shallow excavation support (S10, S17)	☐	
Distinction: Provide alternative suggestions for how to achieve the end results given different job parameters such as time and cost for the customer and organisation (S12, S18)	☐	
Pass Standardised Question (S2) : ☐ **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**		
Pass Standardised Question (B9) : ☐ **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**		
Pass Standardised Question (S10) : ☐ **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**		

Pass Standardised Question (S17) : **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**	☐
Pass Standardised Question (S12) : **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**	☐
Pass Standardised Question (S18) : **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**	☐
Distinction Standardised Question (S2, B9**) :** **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**	☐

Distinction Standardised Question (S10, S17) **:** ☐ **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**	
Distinction Standardised Question (S12, S18**) :** ☐ **Portfolio reference(s):** Develop some open-ended questions **Apprentice response:**	
Time of questioning	
Fail	☐
Pass	☐
Distinction	☐

S2 Conform with productive working practices and completing the work in accordance with the programme of work
S10 Install, maintain and remove temporary protection and safety arrangements for the work area relating to barriers and temporary structures, including protection, safety notices and safety lighting
S12 Measure, mark, cut and install geomembranes to stabilise soil for reinstatement and excavations
S17 Provide and remove temporary works including shallow excavation support (up to 1.2 metres)
S18 Form and reinstate excavations and surfaces to sub-grades, sub-bases and road bases
B9 Adaptability