



ENERGY &
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Skills for a greener world

EEA Level 2 End-point Assessment for Water Network
Operative

Apprentice Guide

QAN 610/6029/X
ST0898 V1.2

Apprentice Guide for

EEA Level 2 End-point Assessment for Water Network Operative

QAN 610/6029/X

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Updates to this Guide

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

Version	Date first published	Section updated	Page(s)
v3.0	May 2025	Rebranded	All
v2.0	Oct 2024	Assessment Plan and Methods Updated	All
v1.0	Feb 2022	First published	All



At A Glance Component 1: Practical assessment

Date(s):	
Time:	
Location:	
Examination Conditions:	With an Energy & Environment Awards assessor in a realistic working environment
Additional Requirements:	
Assessed and marked by:	Independent assessor/Energy & Environment Awards



At A Glance Component 2: Question and answer session based on an EPA portfolio

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



At A Glance Component 3: Multiple-choice test

Date(s):	
Time:	
Location:	
Examination Conditions:	Controlled by an invigilator
Additional Requirements:	
Assessed and marked by:	Energy & Environment Awards

Introduction



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

How this apprentice guide is organised

✓ Section 1:

What is in the Apprentice Guide?

✓ Section 2:

An Apprentice's End-point Assessment Journey

✓ Section 3:

End-point Assessment Components

How to use this guide

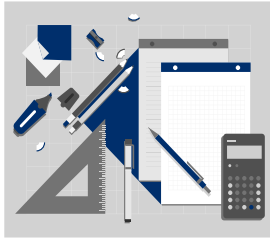


This guide has been split into 3 sections. You can dip into each section that you are working on where you will find useful information, practical advice, tips you need and useful dates to successfully complete your EPA.

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

Section 1: The Basics

What is an apprenticeship standard?



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

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

The standard can be accessed via the link below:

<https://skillsengland.education.gov.uk/apprenticeships/st0898-v1-2?view=standard>

Select the occupational standard tab.

What is an assessment plan?

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

Energy & Environment Awards designed the end-point assessment (EPA) to meet the requirements of the Assessment Plan. The Assessment Plan can be accessed via the link below:

<https://skillsengland.education.gov.uk/apprenticeships/st0898-v1-2?view=standard>

Select the EPA plan tab.

What is an end-point assessment (EPA)?

The end-point assessment is the assessments you take at the end of your apprenticeship. You will typically spend 18 months on-programme working towards your standard. You are required to spend a minimum of 12 months on-programme. After this you have a Gateway meeting with your employer or training provider to confirm you are ready for the end-point assessments. The words end-point means that you will be assessed at the end of your on-programme (training) to confirm you have met the standard. Your EPA period will typically last 3 months. The end-point assessments consist of 3 components:

- Practical assessment
- Question and answer session based on your EPA portfolio
- Multiple-choice test

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

The final grade can be a Fail, Pass or Distinction.

What are the gateway requirements?

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

- achieved English and mathematics qualifications in line with the apprenticeship funding rules
- compiled an EPA portfolio, which your question and answer session will be based on

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

What is the EPA Specification?

EEA Level 2 End-point Assessment for Water Network Operative
(Clean Water Network Operative; Waste Water Network Operative)

Specification

QAN 610/0213/6

The end-point assessment specification provides details of:

- the assessment methods used in your EPA
- KSBs that are covered by each assessment
- KSBs amplification and guidance

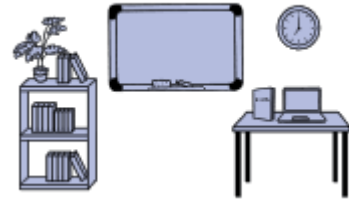
The Specification can be accessed via the link below:

<https://energyenvironmentawards.co.uk/epa/water-network-operative/>

Section 2: Apprentice EPA Journey

Let us begin your EPA journey

Find a quiet place and read on....



Water Network Operative is a core and options apprenticeship standard. You must be trained and assessed against the core and one of the following specialisms:

- Clean Water
- Waste Water

Your EPA journey consists of 3 elements:

- A training programme with on the job, off the job elements, typically 18 months
- Gateway meeting window
- End-point Assessment (EPA) typically 3 months

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

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

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

- 1. Practical assessment**
- 2. Question and answer session based on your EPA portfolio**
- 3. Multiple-choice test**

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

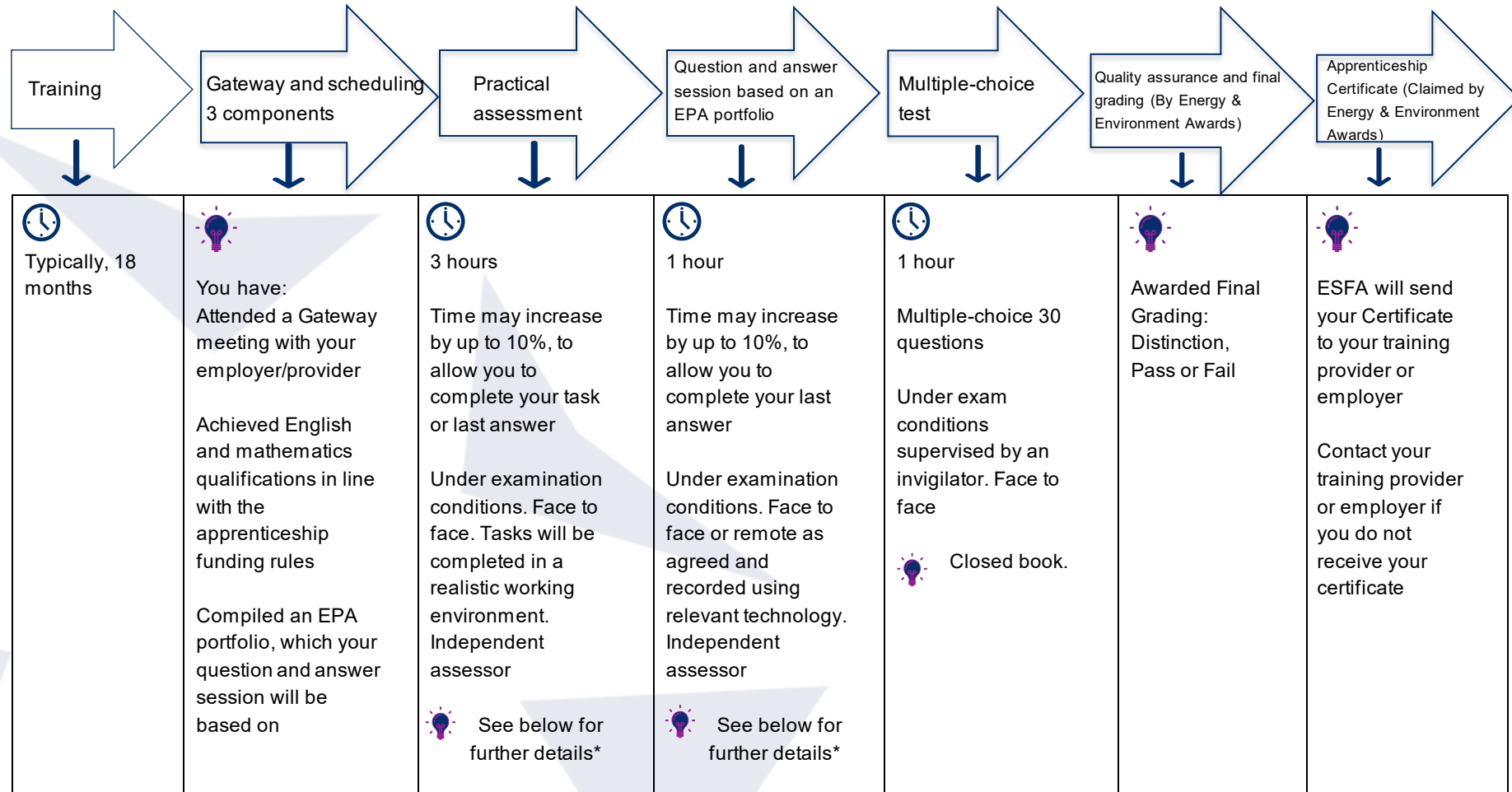
You must pass all 3 components to achieve this qualification. For further guidance refer to Section 3 End-point Assessment Components.

Reasonable adjustments

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

Your EPA journey in a diagram

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



*For further details refer to Section 3 in this Apprentice Guide or Section 2 of the Specification.

Section 3: End-point Assessment Components

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

Component 1: Practical assessment


Overview

A practical assessment involves an independent assessor, appointed by Energy & Environment Awards observing and questioning you undertaking tasks in a realistic working environment. The task(s) must be capable of being completed by a competent water network operative.

Step-by-Step Guide



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

Structure of your observation	 <p>The total assessment time is 3 hours for completing tasks in a realistic working environment and answering questions.</p> <ul style="list-style-type: none"> The practical assessment, may not be split other than to allow you to move from one location to another and for meal/comfort breaks Where breaks occur, the clock will be paused. The assessment time is not reduced
Where will the assessment take place?	<ul style="list-style-type: none"> In a realistic working environment The questioning must take place in a quiet room
What knowledge, skills and behaviours (KSBs) do I have to demonstrate	<hr/> <p>Core knowledge</p> <hr/> <p>K8 Principles and processes that underpin the locating of utility network assets; health and safety guidance on avoiding damage to underground utility services</p>

during the
practical
assessment?

K9 Pre and post use checks, operation, maintenance, and storage requirements, for utility network operations

equipment and tools including utility location equipment

K10 Gas detection equipment

K15 Pipe cutting techniques

K20 Verbal communication techniques – giving and receiving information using industry terminology. Matching style to audience

K21 Written communication techniques and documentation requirements including job sheets

K24 Work organisation and time management techniques

K26 Standard operating procedures (SOP)

Clean water network operative knowledge

K28 National Water Hygiene (water quality as a food source and product)

K29 Procedures for the construction and connection of clean water network mains and services

K31 Procedures for the repair of clean water network assets

K32 Principles to assess and test the integrity of the repair on the water asset

K39 Disinfection procedures for clean water mains and services

Waste water network operative knowledge

K42 Procedures for the construction and connection of waste water network assets, including sewers, drains, and combined sewer overflows

K43 Procedures for repairs in waste water

K46 Personal hygiene measures

K50 Principles of wastewater flows

Core skills

S1 Identify hazards and implement controls to reduce risks to people and the environment

S2 Comply with a safe system of work, including permits, work and engineering instructions

S3 Identify and organise resources

S4 Comply with workplace health, safety and environmental policy and practice; use of Personal Protective Equipment (PPE) and safety equipment

S5 Follow procedures for signing, lighting and guarding as well as public and pedestrian segregation and escalate issues if required

S6 Identify, locate and avoid damage to underground utility services.

S8 Monitor and maintain site conditions; good housekeeping

S9 Select, check and operate equipment and tools; report faults if required

S10 Maintain and store equipment and tools, for example charge batteries, clean equipment, grease machines, re-fuel

S11 Communicate with others verbally for example, internal and external customers, colleagues and managers

S12 Use gas detection equipment

S13 Communicate in writing with others and record task information, for example, job sheets

S14 Follow standard operating procedures (SOP)

S17 Organise and prioritise own work

S20 Carry out pipe cutting

Clean water option skills

S23 Join materials by mechanical means on clean water assets

S25 Install clean water assets

S26 Conduct disinfection procedures for clean water mains and services

S27 Check the performance of the asset and escalate issues if necessary

S29 Repair water network asset

S32 Follow hygiene procedures

Waste water option skills

S33 Install or replace waste water assets

S37 Repair waste water network assets

	<p>S38 Use mitigation methods to maintain flow, for example using pumps, stopping or diverting</p> <p>S40 Decontaminate equipment, tooling and PPE</p> <hr/> <p>Core behaviours</p> <hr/> <p>B1 Put health and safety first</p> <p>B2 Take ownership of given work</p> <p>For amplification and guidance refer to the WNO Specification: https://energyenvironmentawards.co.uk/epa/water-network-operative/</p>
What tasks will I have to cover?	The task(s) must allow you to undertake the activities required for a practical assessment. For further details refer to 'Knowledge, Skills and Behaviours (KSBs) Coverage' in Section 2 of the WNO Specification. Refer to link above.
What resources can I use?	<p>Equipment and resources needed for the practical assessment will be:</p> <ul style="list-style-type: none"> provided by your employer the tools, equipment and PPE required for the job in good and safe working condition <p>Relevant work instructions/manuals must be available in hard copy or electronically.</p>
How many questions will I be asked?	<p>The independent assessor:</p> <ul style="list-style-type: none"> will ask a minimum of 6 questions may ask follow-up questions in order to seek clarification from you
Who will assess me?	An independent assessor, appointed by Energy & Environment Awards.
Provisional Grading	The independent assessor will award a provisional grade. You must pass ALL the pass criteria in order to achieve a pass.
Overall grading for this component	Fail or Pass

Practice component 1: Practical assessment

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

Component 2: Question and answer session based on an EPA portfolio


Overview

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



Step-by-Step Guide

The table below provides a step-by-step guide on how the question and answer session based on an EPA portfolio will be carried out:

Who will assess me?	1 independent assessor, appointed by Energy & Environment Awards will assess you under examination conditions.
How will the question and answer session be organised?	<p>Locations: Your question and answer session will take place at your employer's premises or a suitable venue.</p> <p> Time: Your question and answer session will be 1 hour – However, the independent assessor has the option to increase the time of your question and answer session by up to 10%, to allow you to complete your last answer.</p> <p>Your question and answer session will be:</p> <ul style="list-style-type: none"> • a discussion between you and the independent assessor • face to face or remote, as agreed • assessed and outcomes will be recorded by the assessor on official Energy & Environment Awards question and answer session documents • recorded using the relevant technology such as Microsoft Teams or an audio recording device <p>You will have access to your EPA portfolio throughout the question and answer session.</p>

What topics will I have to cover?	<p>The question and answer session focuses on the five tasks in your EPA portfolio:</p> <ol style="list-style-type: none"> 1. Communication and working with others <ul style="list-style-type: none"> • Team working • Communication • Equity, diversity and inclusion 2. ICT and digital 3. Excavation, repairing and installing clean/waste water network assets <ul style="list-style-type: none"> • Excavation • Repairing and installing clean/waste water network assets 4. Clean water / waste water fault-finding, problem solving and environment and sustainability <ul style="list-style-type: none"> • Fault-finding and problem solving • Environment and sustainability 5. Learning and development <p>For further details refer to 'Knowledge, Skills and Behaviours (KSBs) coverage in the WNO Specification on pages 35-47. A link to the WNO Specification is available on page 16.</p>
How many questions will I be asked?	<ul style="list-style-type: none"> • A minimum of 5 questions • Set questions which may be contextualised to the contents of your portfolio • Follow-up questions in order to seek clarification
Provisional Grading	The independent assessor will award a provisional grade. You must pass ALL the pass criteria in order to achieve a pass.
Overall grading for this component	Fail, Pass or Distinction.

EPA portfolio requirements

The requirements are as follows:

EPA Portfolio Template

Throughout the on-programme part of your apprenticeship you must compile an EPA portfolio to support you in your question and answer session. During the question and answer session the independent assessor will ask questions based on the evidence contained in your EPA portfolio.

For further guidance refer to:

- Section below 'How do I organise my portfolio of evidence?'
- WNO Specification Section 5: Guidance on EPA portfolio

How do I organise my EPA portfolio?

Step-by-Step Guide

You must complete an EPA Portfolio Template. You should request the EPA Portfolio Template from your provider.

The EPA portfolio template comprises five tasks to support the compilation of the portfolio. Each task should help you focus on the specific knowledge, skills and behaviours that will be assessed in the question and answer session.

For each task there is:

- a series of questions to be answered
- a text box following each question for you to provide your response. These boxes will expand to take more text; however, quality of answer is more important than quantity. You will be able to use your answers as prompts in the interview
- tables for you to record evidence that supports the examples provided in response to the questions. A copy of the tables can be found in Appendix B

Your EPA portfolio is **not assessed**. It serves the following purposes:

- A carefully prepared EPA portfolio will support you during the question and answer session

- Your organised EPA portfolio will allow you to refer to examples and discuss the evidence with the independent assessor
- It allows the assessor to review it before the question and answer session to help focus and contextualise the questions that you will be asked



What should I include in my EPA portfolio?

Quality vs quantity

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

We would advise you to choose the best pieces of evidence to support the answer to each question in the EPA portfolio template. The completed EPA portfolio should contain the five tasks with your responses and at least one piece of evidence backing up each of the questions. A piece of evidence may cover more than one question. No other evidence should be included.

Examples of acceptable evidence:

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

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



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

Evidence must be:

- produced by you (authentic)
- relevant to the task
- cross referenced and easily accessible in the portfolio
- produced during the time you were carrying out your on-programme training

What can I do to prepare for the question and answer session?

You should:

- ensure there is quality evidence to cover the answer to each question in the EPA portfolio template
- be familiar with the structure of your EPA portfolio
- know the tasks/KSBs covered by the question and answer session
- know where you have referenced your evidence by referring to your EPA portfolio
- know how you will be graded

The role of your employer or training provider

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

- providing clear instruction and deadlines to allow you to plan and compile your portfolio in preparation for the Gateway meeting
- advising on which pieces of evidence to select
- authenticating evidence as valid
- signing off the EPA portfolio
- submitting the portfolio to Energy & Environment Awards as part of Gateway requirements

Practice component 2: Question and answer session based on an EPA portfolio

You should have an opportunity to have a practice question and answer session which mirrors the real assessment. The practice question and answer session would be set up by your employer or training provider using the structure in the table above.

Component 3: Multiple-choice test

Overview

Your multiple-choice test maybe computer-based or paper based. You will have 60 minutes to complete the test. The test consists of 30 questions.

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



Step-by-Step Guide

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


Who will start and finish my multiple-choice test?	You will sit your multiple-choice test in the presence of an invigilator.
What format will my test take?	<p>The test may be paper-based or taken online. Your training provider will let you know what the format of your test is.</p> <p>All other aspects of the test are exactly the same, including:</p> <ul style="list-style-type: none"> • content • timings • question types • scoring

How will the question appear in a paper-based test?

Here is an example of how the question will appear:

Question 1	
In a workplace, who is responsible for maintaining health and safety?	
Possible answers	
a)	Employers
b)	Safety managers
c)	Most senior person on-site
d)	Everyone

You must **select one answer** that you think is correct. You will be provided with an answer sheet where you will be expected to shade in the answer you have selected. Here is an example:


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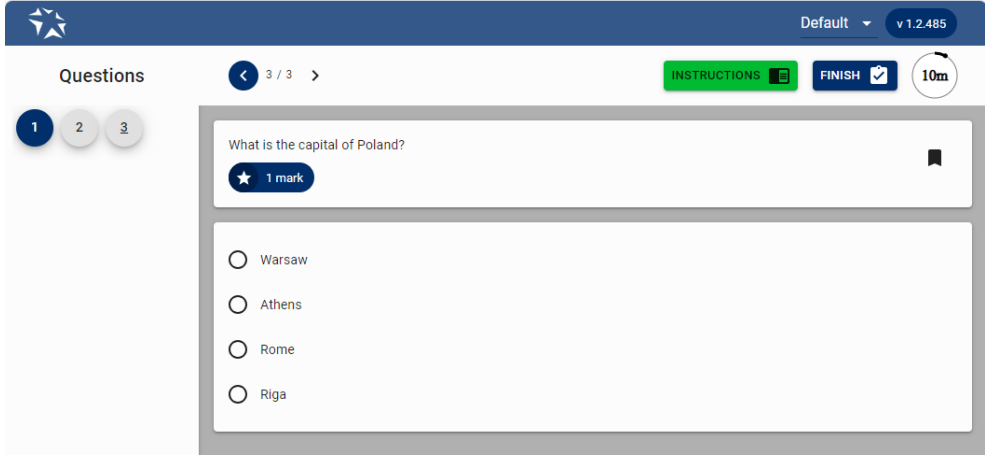
Candidate ID _____	
Surname _____	
Forename _____	
Exam Date _____	Paper _____
Centre Name _____	
Centre Number _____	

MARKING INSTRUCTIONS
☒ ☐ ☐ ☐ **ANSWER COMPLETED CORRECTLY**
 Examples of how NOT to mark your examination sheet. *These will not be recorded*
☐ ☐ ☐ ☐ **DO NOT** partially shade the answer circle.
☐ ☐ ☐ ☐ **DO NOT** use ticks or crosses.
☐ ☐ ☐ ☐ **DO NOT** use circles.
☐ ☐ ☐ ☐ **DO NOT** shade over more than one circle.

1	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	16	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	31	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	17	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	32	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
3	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	18	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	33	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>



Always have a go even if you are not sure that it is the correct answer.

<p>How will the question appear in an online test?</p>	<p>Here is an example of how the question will appear in an online version of the test:</p>  <p>You must select one answer that you think is correct.</p>
<p>Can I take any resources into the exam room?</p>	<p>The test is closed which means you cannot refer to reference books or any other materials. You will be provided with appropriate stationery on the day.</p>
<p>Can I have internet access?</p>	<p>No access to the internet is allowed and this means you must not take your SMART watch into the exam room.</p>
<p>How will the multiple-choice test be organised for me?</p>	<p>Locations: Your multiple-choice test will take place at your employer's or training provider's premises or a suitable venue.</p> <ul style="list-style-type: none"> • You will take the test in a quiet space and in the presence of an invigilator • Your test will be scheduled by your employer or training provider with Energy & Environment Awards • If you fail the multiple-choice test, you can re-sit or re-take the failed test at your employer's discretion. There are no limits to the number of re-sits or re-takes you can take but it is important to revise and ensure that you are confident with the knowledge you are being tested on


What criteria will I have to learn?

AND

How many questions will be asked on each criterion?

The multiple-choice test questions are based on the core and option-specific knowledge criteria for this component. Below is a list of the knowledge criteria, assessed in the multiple-choice test along with an indication of the number of questions, targeting that criterion, that will be asked in a multiple-choice test paper:

Number of Questions	Knowledge
Core	
2 - 5	K1 Health and safety practice: risk assessments and safe systems of work, permits to work, working in confined spaces, Personal Protective Equipment (PPE), manual handling
5 - 8	K2 Health and safety regulations and procedures: Health and Safety at Work Act 1974, New Roads and Street Works Act 1991, Working at Heights, Provision and Use of Work Equipment Regulations (PUWER), Control of Substances Hazardous to Health (COSHH), Lifting Operations Lifting Equipment Regulations (LOLER), first aid, fire safety
2 - 4	K3 Types and uses of asbestos and where they may come into contact; safe work practices, control measures, and protective equipment needed to undertake asbestos mains work
1 - 3	K7 Identify utility assets on maps or drawings
1 - 3	K11 Principles of traffic management control and safe working practices when working on the highway and on site
2 - 4	K12 Trench support systems and when to use them. Including sheeting, mechanical sheeting, lightweight and proprietary systems
1 - 2	K13 Requirements for the backfill and reinstatement of road and pavement surfaces after water network construction or repair

	3 - 5	K17 Roles and responsibilities of industry stakeholders, including: Drinking Water Inspectorate, The Water Services Regulation Authority (OFWAT), Consumer Council for Water, Environment Agency, and DEFRA
	2 - 4	K18 Ethical business practices, including Customer Experience Measure (CMEX), Regulatory and Legislative Performance Measures, Guaranteed Standards Scheme (GSS) and Director General (DG) in response to written complaints (DG7)
	Clean water network operative	
	1 - 2	K27 Regulation 31 of the Water Supply (Water Quality) Regulations
	1 - 2	K30 Principles of working with asbestos in the clean water network
	1 - 2	K40 Principles and reasons for taking water samples
	Waste water network operative	
	1 - 2	K45 Principles of working with asbestos in the waste water network
		Remember the questions have been written to reflect the water network operative role as a whole and are not focussed on specific plant, machinery, or employer-specific processes. For amplification and guidance refer to Section 3 of the WNO Specification.
What should I do to prepare for the multiple-choice test?	You should be prepared to: <ul style="list-style-type: none"> • revise the core knowledge criteria listed above (K1, K2, K3, K7, K11, K12, K13, K17 and K18) • revise the relevant pathway knowledge criteria listed above: Clean Water (K27, K30, K40) or Waste Water (K45) • ask your employer or training provider for additional questions that they have prepared to support you 	

- attend the multiple-choice test which will last 1 hour



While on-programme, the employer or training provider must ensure you are:

- familiar with all areas assessed by the multiple-choice test as listed above
- supported in completing a practice test and provide you with constructive feedback to enable you to identify areas you need to carry out further revision in

Practice component 3: Multiple-choice test



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

Overall grading

All assessment components contribute equally to your overall EPA grade.

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

Practical assessment	Question and answer session based on an EPA portfolio	Multiple-choice test	Overall grading
Fail in any component			Fail
Pass	Pass	Pass	Pass
Pass	Distinction	Pass	Distinction

Section 4: Resits and Retakes

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

Your employer and Energy & Environment Awards will agree the timescale for your re-sit or re-take. Failed EPA component(s) must be re-sat or re-taken within the 6 months of the fail notification, otherwise the entire EPA will need to be re-sat or re-taken in full, unless in the opinion of Energy & Environment Awards exceptional circumstances apply outside the control of you or your employer.

Where any assessment method has to be re-sat or re-taken, you will be awarded a maximum EPA grade of pass, unless Energy & Environment Awards determines there are exceptional circumstances which required a re-sit or re-take.

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

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

Section 5: Appendices

Appendix A: Glossary

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

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

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

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

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

Independent Assessor – Will holistically assess the knowledge, skills and behaviours (KSBs) that you have been taught throughout the apprenticeship. Their role as an Independent Assessor would involve assessing components 1 (practical assessment) and 2 (question and answer session based on your EPA portfolio)

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 & Technical Education current criteria. For further details refer to:

<https://skillsengland.education.gov.uk/apprenticeships/st0898-v1-2?view=standard>

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

Appendix B: EPA Portfolio Evidence Log

Employer Name	
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Full Name of Apprentice	
The work submitted in this EPA portfolio is my own	<input type="checkbox"/>
Date	

Supervisor/Mentor Name	
The work submitted in this EPA portfolio is the apprentice's own	<input type="checkbox"/>
Date	

Task 1: Communication and working with others		
Supporting evidence provided (please check box)		<input type="checkbox"/>
Date of activity	Description of evidence	Reference

Please add additional lines if needed

Task 2: ICT and digital		
Supporting evidence provided (please check box)		<input type="checkbox"/>
Date of activity	Description of evidence	Reference

Please add additional lines if needed

Task 3: Excavation, repairing and installing clean water network assets
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Supporting evidence provided (please check box)		<input type="checkbox"/>
Date of activity	Description of evidence	Reference

Please add additional lines if needed

Task 4: Fault-finding, problem solving and the environment and sustainability		
Supporting evidence provided (please check box)		<input type="checkbox"/>
Date of activity	Description of evidence	Reference

Please add additional lines if needed

Task 5: Learning and development		
Supporting evidence provided (please check box)		<input type="checkbox"/>
Date of activity	Description of evidence	Reference

Please add additional lines if needed

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