



ENERGY &
ENVIRONMENT
AWARDS

Skills for a greener world

EEA Level 3 End-point Assessment for Gas Engineering
Operative

Apprentice Guide

QAN 610/6035/5
ST0155 V1.2

Apprentice Guide for

EEA Level 3 End-point Assessment for Gas Engineering Operative V1.2

QAN 610/6035/5

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Updates to this Guide

Since the first publication of Energy & Environment Awards Gas Engineering Operative (GEO) V1.2 Apprentice Guide, the following updates have been made.

Version	Date first published	Section updated	Page(s)
v2.0	April 2025	Rebranded	All
v1.0	August 2024	First published	All



At A Glance Component 1: Practical assessment with questions

Date(s):	
Time:	
Location:	
Examination Conditions:	With an Energy & Environment Awards Independent assessor in a simulated environment, which relates to your natural work environment
Additional Requirements:	
Assessed and marked by:	Independent assessor/Energy & Environment Awards



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

Date(s):	
Time:	
Location:	
Examination Conditions:	With an Energy & Environment Awards Independent assessor at your employer's premises or a suitable venue for example a training provider's premises.
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 Apprenticeship Guide Is Organised

✓ Section 1:

What is in the Apprenticeship Guide?

✓ Section 2:

An Apprenticeship's End-point Assessment Journey

✓ Section 3:

End-point Assessment Components

How to Use This Guide

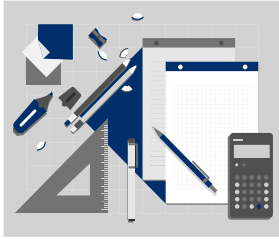


This guide has been split into 3 sections. You can dip into each section that you are working on where you will find useful information, practical advice, tips you need and useful dates to successfully complete your EPA.

Throughout we have used headings and cross referenced to our EPA Gas Engineering Operative (GEO) V1.2 Specification 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 Gas Engineering Operative Standard, which was written by employers. It contains the gas engineering operative's job profile, and describes the knowledge, skills and behaviours (KSBs):

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

The standard can be accessed via the link below:

<https://skillsengland.education.gov.uk/apprenticeship-standards/st0155-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/apprenticeship-standards/st0155-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. 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.

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:

- confirmed that you are ready to take the EPA
- achieved English and mathematics qualifications in line with the apprenticeship funding rules
- IGEM IG/1 supplement 2 Certificate (Natural Gas) or IGEM IG/1 supplement 4 certification (LPG)
- achieved Matters of Gas Safety Competency Accreditation
- compiled an EPA portfolio, which your will interview will be based on

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

What is the EPA Specification?

The end-point assessment specification provides details of:

EEA Level 3 End-point Assessment for Gas Engineering
Operative

Specification

QAN 610/4674/7

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

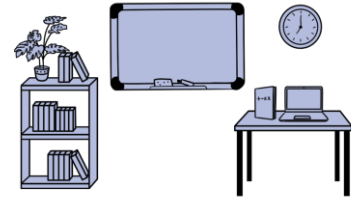
The Specification can be accessed via the link below:

<https://energyenvironmentawards.co.uk/epa/gas-engineering-operative-end-point-assessment/>

Section 2: Apprentice EPA Journey

Let us Begin Your EPA Journey.

Find a quiet place and read on....



Your EPA journey consists of 3 elements:

- A training programme with on the job, off the job elements, typically 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 with questions**
- 2. Interview based on your portfolio of evidence**
- 3. Multiple-choice test**

Each component has a preliminary grade and each grade is carried forward to award a final grade. You must pass all components to achieve this qualification. For further guidance refer to Section 3 End-point Assessment Components.

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

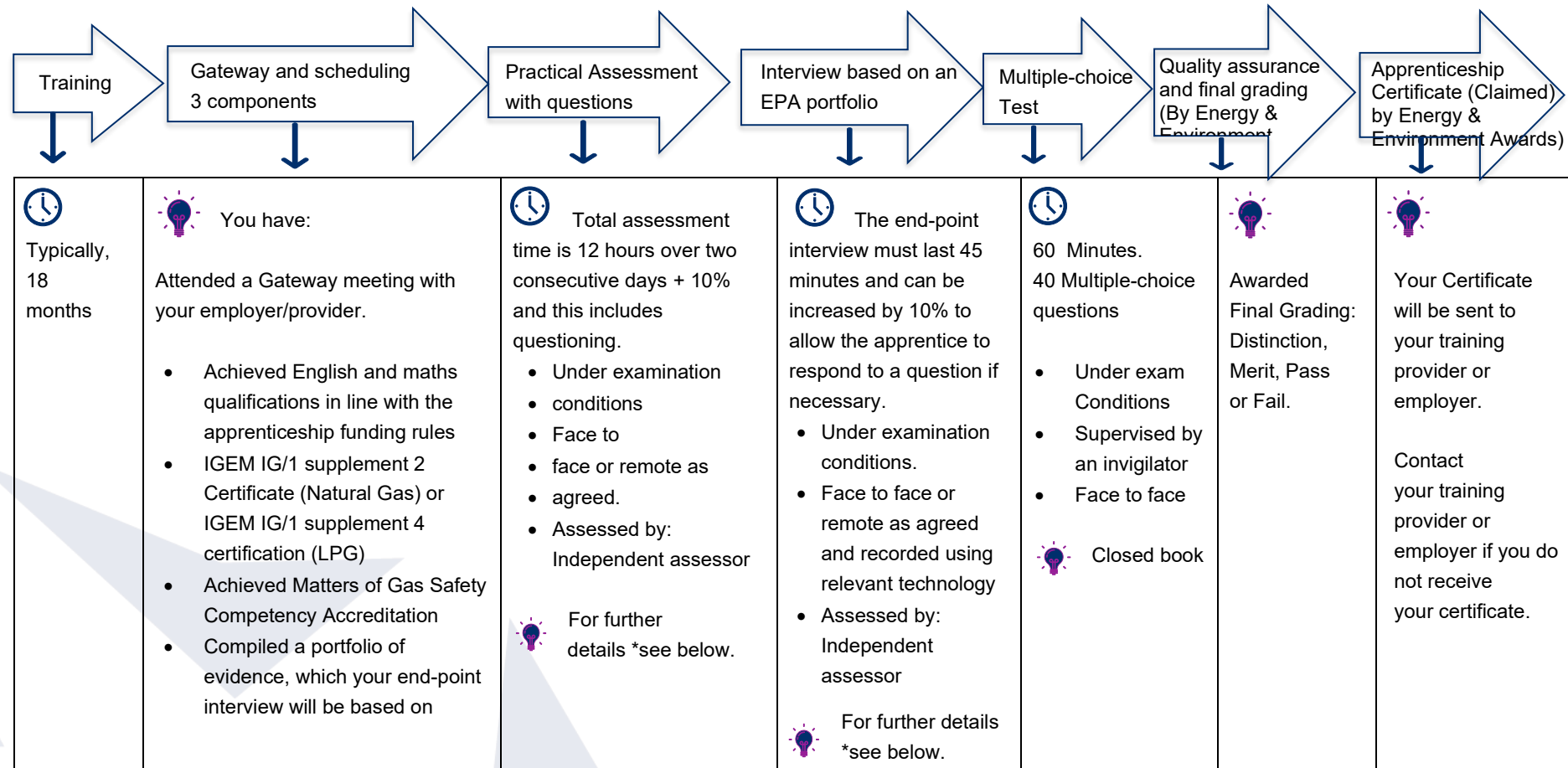
It is important for you to keep a record of when your 3 components are scheduled. We suggest you use the 'At a Glance' tables on page 5.

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 with questions

Overview

A practical assessment with questions involves an independent assessor, approved by Energy & Environment Awards observing and questioning you in a suitable environment which must closely relate to your natural working environment. You must be allowed to demonstrate the application of your job role knowledge, skills and behaviours (KSBs) in an assessment centre that relates to your natural working environment. This will be observed within a task or series of set tasks. The independent assessor will ask you questions during or after the practical assessment.



The following table outlines the procedure for conducting a practical assessment with questions:

Structure of your practical assessment with questions	 <p>The total assessment time is 12 hours and it will be completed over 2 consecutive days +/- 72 minutes and this includes questioning.</p> <ul style="list-style-type: none"> • Breaks may be taken during the practical assessment with questions to allow you to move from one location to another and for meal/comfort breaks • During breaks the clock will be stopped. The assessment time is not reduced.
Where will the assessment take place?	In a simulated environment that must relate to your natural work environment.
What knowledge, skills and behaviours (KSBs) do I have to demonstrate during the	<p>NOTE: You are only required to demonstrate your job role specific knowledge, skills and behaviours and the tasks will be chosen carefully by your employer/training provider to ensure that you have the opportunity to cover all aspects of the KSBs in an integrated way.</p> <p>Health and Safety Knowledge (KSBs):</p> <p>K2 Gas Industry Unsafe Situations Procedure (IGEM G11)</p>

practical
assessment
with
questions?

K3 Risk assessments, associated procedures and documentation

K12 Domestic electrical circuits, safe isolation and electrical safety checks in relation to the work being conducted

S1 Comply with health and safety practices

S8 Isolate the electrical supply to the appliance

S9 Conduct electrical safety checks pre- and post-work

S13 Select and use personal protective equipment (PPE)

S10 Undertake and document risk assessments

S15 Identify unsafe situations or conditions and take action under IGEN G/11 Gas industry unsafe situations procedure

B1 Prioritise health and safety

Documentation (KSBs):

K19 General Data Protection Regulations (GDPR).

S11 Source, read and follow technical documentation associated with equipment and installation requirements.

S14 Check and action inspection records and schedules.

S16 Use digital technology to access job, appliance and customer information.

S17 Complete and maintain work records including appliance and customer data in accordance with General Data Protection Regulations (GDPR).

Installation (KSBs):

K6 Installation and commissioning practices and techniques applicable to primary gas appliances

K7 Installation and commissioning practices and techniques applicable to secondary gas appliances.

K22 Tools, equipment and test instrumentation used in gas engineering activities.

S2 Install and commission a range of primary appliances, for example central heating boilers, gas cookers, space heaters.

S3 Install and commission a range of secondary appliances, for example laundry appliances, water heaters and gas meters (not exceeding 6m³ in capacity).

S12 Select, use and maintain tools, equipment and test instrumentation.

Maintenance, servicing and fault-finding (KSBs):

K8 Testing and safety-checking practices applicable to gas appliance types

K9 Routine and reactive servicing and maintenance practices and techniques applicable to gas appliances and components

K10 Fault-finding, diagnosis and rectification practices and techniques applicable to gas appliances, their controls and associated systems

S4 Carry out testing and safety checks applicable to the appliance chimney or flue type

S5 Carry out routine maintenance and servicing of appliances and components

S6 Identify and rectify faults in appliances and components

B2 Take responsibility for work

Decommission (KSBs):

K11 Decommissioning practices and techniques applicable to gas appliances and systems.

S7 Decommission appliances and systems.



For amplification and guidance refer to the GEO V1.2 Specification link on page 9.

What tasks will I have to cover?

You will undertake tasks on appliances or equipment that you have attained '**Matters of Gas Safety Competency Accreditation.**'

You must install, commission and decommission three different appliances or pieces of equipment from Table 1 (Primary) and one appliance or piece of equipment from Table 2 (Secondary). you must also conduct maintenance, servicing and fault-finding procedures on one appliance or piece of equipment from Table 1 (Primary), including the rectification of a pre-loaded fault.

Table 1 (Primary)

- central heating & water heating system
- domestic cooker
- gas ranger cooker or boiler
- ducted air heater
- forced draught gas burner
- gas fire & wall heater
- LPG single gas storage vessel & service pipework
- LPG single & multi supply gas storage vessel and service pipework
- testing & purging of non-domestic pipework

Table 2 (Secondary)

- swimming pool boiler
- domestic tumble dryer
- leisure appliance (for example fixed pipework gaslight or barbeque)
- instantaneous water heater
- gas meter (not exceeding 6m³ per hour in capacity)
- mobile cabinet heater
- closed flue gas fire
- caravan space heater
- single bottle supply leisure equipment (for example LPG barbeque)
- caravan or boat refrigerator

	<ul style="list-style-type: none"> • caravan or boat warm air heater • caravan water heater • electro-fusion jointing of polyethylene pipework and fittings <p>The independent assessor should observe the following during your assessment:</p> <ul style="list-style-type: none"> • compliance with health and safety legislation and regulations • use of PPE, safe use of tools and digital equipment • interpret and follow instruction from technical documentation • installation, commissioning and decommissioning of appliances or pieces of equipment • fault-finding procedures and rectification of a fault • reinstatement of the work area • provision of guidance specific to the appliance(s) <p>The practical task must allow you to undertake the activities required for a practical assessment with questions. For further details refer to 'Knowledge, Skills and Behaviours (KSBs) Coverage' in the specification, refer to link on page 9 .</p>
What resources can I use?	<p>Equipment and resources needed for the observation must be:</p> <ul style="list-style-type: none"> • provided by your employer or training provider • a suitable premises • the plant, machinery, equipment and PPE required for the job • in good and safe working condition <p>Relevant work instructions/manuals must be available for you to use 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 at least 3 open questions to assess the related underpinning knowledge • may ask follow-up questions in order to seek clarification from you
Who will assess me?	An independent assessor, approved by Energy & Environment Awards.
Provisional Grading	The independent assessor will award a preliminary grade. You must pass ALL the pass criteria in order to achieve a pass.

Overall grading
for this
component

Fail, Pass or Distinction.


Practice Component 1: Practical assessment with questions


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

Component 2: Interview based on an EPA portfolio

Overview

The interview 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 gas engineering operative effectively and safely. The interview allows for testing of responses where there are a range of potential answers that cannot be tested through the practical assessment.

 The following table outlines the procedure for conducting an interview based on your EPA portfolio:

Who will assess me?	1 independent assessor, approved by Energy & Environment Awards will conduct the interview.
How will the interview based on an EPA portfolio be organised?	<p>Locations: Your interview will take place at your employer's premises or a suitable venue.</p> <p> Time: Your interview must last 45 minutes. The independent assessor can increase the time of the interview by 10%. This time is to allow you to respond to a question if necessary.</p> <p>Your interview 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 interview 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 interview.</p>
What topics will I have to cover?	<p>The interview will focus on the five tasks in your EPA portfolio:</p> <ul style="list-style-type: none"> • Sustainability • Health and safety • Communication • Mental health • Equity, diversity and inclusion (EDI) • Continuous professional development (CPD)

	For further details refer to Knowledge, Skills and Behaviours (KSBs) coverage in the GEO V1.2 Specification on pages 23 - 27. A link to the GEO V1.2 Specification is available on page 9.
How many questions will I be asked?	<ul style="list-style-type: none"> • The independent assessor will ask at least 6 questions to explore your level of knowledge, skills and behaviours • Standardised open questions will be asked based on the contents of the evidence in your portfolio • Set questions which may be contextualised to the contents of your EPA portfolio • Follow-up questions in order to seek clarification
Preliminary Grading	The independent assessor will award a preliminary grade. You must pass ALL the pass criteria in order to achieve a pass.
Overall grading for this component	Fail, Pass or Distinction.

Practice Component 2: Interview based on an EPA Portfolio

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

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?'
- GEO V1.2 Specification Section 5: Guidance on EPA portfolio

How do I organise my EPA portfolio?

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 portfolio?

Quality vs quantity



You should be supported in selecting and mapping evidence for your 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:

- evidence of experience gained in the workplace and simulated environments, collectively demonstrating competence against all knowledge, skills and behaviours (KSBs) of the standard
- workplace documentation and records

- workplace policies and procedures
- witness statements
- annotated photographs
- video clips with a maximum total duration of 10 minutes; you must be in 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 interview based on an EPA portfolio?

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 EPA 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 3: Interview based on an EPA portfolio

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

Component 3: Multiple-choice test

Overview


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


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



The following table outlines the procedure for conducting the multiple-choice test:

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?	<p>Here is an example of how the question will appear:</p> <table border="1"> <tr> <th colspan="2">Question 1</th></tr> <tr> <td colspan="2">In a workplace, who is responsible for maintaining health and safety?</td></tr> <tr> <th colspan="2">Possible answers</th></tr> <tr> <td>a)</td><td>Everyone</td></tr> <tr> <td>b)</td><td>Employers</td></tr> <tr> <td>c)</td><td>Safety managers</td></tr> <tr> <td>d)</td><td>Most senior person on-site</td></tr> </table> <p>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:</p>	Question 1		In a workplace, who is responsible for maintaining health and safety?		Possible answers		a)	Everyone	b)	Employers	c)	Safety managers	d)	Most senior person on-site
Question 1															
In a workplace, who is responsible for maintaining health and safety?															
Possible answers															
a)	Everyone														
b)	Employers														
c)	Safety managers														
d)	Most senior person on-site														

the internet?																	
How will the multiple-choice test be organised for me?	<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?	<p>The multiple-choice test questions are based on core knowledge. Below is a list of the knowledge criteria, assessed in the multiple-choice test along with the range of questions that will be allocated to an assessment paper:</p>																
AND																	
How many questions will be asked on each criteria?	<table> <tr> <th>Number of Questions</th><th>Criteria</th></tr> <tr> <td>3 - 5</td><td>K4: Environmental and sustainability regulations and guidance.</td></tr> <tr> <td>4 - 6</td><td>K5: The range of gas appliances, their suitability, and associated gases.</td></tr> <tr> <td>6 - 9</td><td>K13 Combustion theories, combustion analysis, gas properties, carbon monoxide and types of burners.</td></tr> <tr> <td>6 - 9</td><td>K14: Chimney and flueing types, design and ventilation principles specific to gas appliances and dwelling types and structures.</td></tr> <tr> <td>5 - 7</td><td>K15: Emergency procedures including gas escapes, report of fumes and unsafe situations</td></tr> <tr> <td>4 - 6</td><td>K16: Heat and hot water system design theory, location, controls including smart controls.</td></tr> <tr> <td>4 - 6</td><td>K17: Common construction techniques and features of domestic housing stock including wall types, floor types, glazing, drainage systems & utilities</td></tr> </table>	Number of Questions	Criteria	3 - 5	K4: Environmental and sustainability regulations and guidance.	4 - 6	K5: The range of gas appliances, their suitability, and associated gases.	6 - 9	K13 Combustion theories, combustion analysis, gas properties, carbon monoxide and types of burners.	6 - 9	K14: Chimney and flueing types, design and ventilation principles specific to gas appliances and dwelling types and structures.	5 - 7	K15: Emergency procedures including gas escapes, report of fumes and unsafe situations	4 - 6	K16: Heat and hot water system design theory, location, controls including smart controls.	4 - 6	K17: Common construction techniques and features of domestic housing stock including wall types, floor types, glazing, drainage systems & utilities
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4 - 6	K17: Common construction techniques and features of domestic housing stock including wall types, floor types, glazing, drainage systems & utilities																
	 Remember the questions have been written to reflect the Gas Network Operative role. For Amplification and Guidance refer																

	to Section 2 of the GEO V1.2 Specification. A link to the Specification is available on page 9.
What should I do to prepare for the multiple-choice test?	<p>You should be prepared to:</p> <ul style="list-style-type: none"> • revise the knowledge criteria listed above • ask your employer or training provider for additional questions that they have prepared to support you • attend the multiple-choice test which will last 60 minutes <p> While on-programme, the employer or training provider must ensure you are:</p> <ul style="list-style-type: none"> • 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

Your apprenticeship will be graded distinction, merit, pass or fail. The final grade will be determined by collective performance in the three assessment components.

In order to gain a pass, you must achieve a minimum of a pass in each EPA component. A pass represents full competence against the standard.

To achieve a merit, you must achieve a distinction in the practical assessment and one other component along with a pass in the remaining component.

To achieve a distinction grade, you must achieve a distinction in each EPA component.

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

The multiple-choice test, practical assessment with questions and interview are all marked separately and awarded a fail, pass or distinction.

The multiple-choice test is based on the minimum and maximum marks achieved.

Grade	Minimum marks required	Maximum marks required
Fail	0	27
Pass	28	33
Distinction	34	40

The grade and mark for the practical assessment with questions and interview is based on the number and level of criteria achieved.

The overall grade for the GEO Standard is based on the grades in individual components as follows:

Practical Assessment with questions	Interview based on a portfolio of evidence	Multiple-choice Test	Overall grading
Fail	Any grade	Any grade	Fail
Any grade	Fail	Any grade	Fail
Any grade	Any grade	Fail	Fail
Pass	Pass	Pass	Pass
Pass	Pass	Distinction	Pass
Pass	Distinction	Pass	Pass
Distinction	Pass	Pass	Pass
Pass	Distinction	Distinction	Pass
Distinction	Distinction	Pass	Merit
Distinction	Pass	Distinction	Merit
Distinction	Distinction	Distinction	Distinction

Section 4: Resits and retakes

If you fail one or more EPA component 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) are typically re-sat or re-taken within 2 months of the end-point assessment (EPA) period fail notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within 4 months of the EPA outcome notification.

Failed assessment component(s) must be re-sat or re-taken within a 6-month period from the EPA outcome notification, otherwise the entire EPA will need to be re-sat or re-taken in full.

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

You will get a maximum EPA grade of a pass if you need to re-sit or re-take one or more assessment methods, unless Energy & Environment Awards determines there are exceptional circumstances.

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

Section 5: Appendices

Appendix A: Glossary

Appendix B: EPA Portfolio Evidence Log

Appendix A: Glossary

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

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

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

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

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

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

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

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/apprenticeship-standards/st0155-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: Supporting evidence provided (please check box)		<input type="checkbox"/>
Date of activity	Description of evidence	Reference

Please add additional rows if needed

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

Please add additional rows if needed

Task 3: Supporting evidence provided (please check box)		<input type="checkbox"/>
Date of activity	Description of evidence	Reference

Please add additional rows if needed

Task 4: Supporting evidence provided (please check box)		<input type="checkbox"/>
Date of activity	Description of evidence	Reference

Please add additional rows if needed

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

Please add additional rows if needed

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