ENERGY & ENVIRONMENT AWARDS

Skills for a greener world

EEA Level 2 End-point Assessment for Dual Fuel Smart Meter Installer

Apprentice Guide

QAN 610/6019/7
ST0158 V1.2 V1.3 V1.4

Internal

Apprentice Guide for

EEA Level 2 End-point Assessment for Dual Fuel Smart Meter Installer V1.2 V1.3

QAN 610/6019/7

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Updates to this Guide

Since the first publication of Energy & Environment Awards (EEA) Dual Fuel Smart Meter Installer (DFSMI) V1.2 V1.3 Apprentice Guide, the following updates have been made.

Version	Date first published	Section updated	Page(s)
v4.0	June 2026	Updated to include V1.4 in line with current Skills England assessment plan; no changes to assessment content.	All
v3.0	August 2025	Duration to gateway revised (14 months to 8 months). EPA portfolio updates.	All
v2.0	April 2025	Rebranded	All
v1.0	August 2024	First published	All

At A Glance Component 1: Multiple-choice test

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

At A Glance Component 2: 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 3: Interview based on an EPA portfolio

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

Introduction



Energy & Environment Awards (EEA) 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

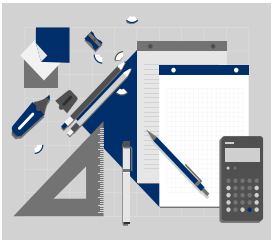


This guide has been split into 3 sections. You can dip into each section that you are working on where you will find useful information, practical advice, tips you need and useful dates to successfully complete your EPA.

Throughout we have used headings and cross referenced to our EPA Dual Fuel Smart Meter Installer (DFSMI) V1.2 V1.3 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 Dual Fuel Smart Meter Installer Standard, which was written by employers. It contains the dual fuel smart meter installer'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/st0158-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/st0158-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 8 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 will be taken in the 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:

- achieved English and mathematics qualifications in line with the apprenticeship funding rules
- IGEM IG/1 Supplement 3 Certificate
- consolidated Metering Code of Practice (CoMCoP)
- Matters of Gas Safety Competency Accreditation
- compiled an EPA portfolio, which your portfolio interview will be based on

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

What is the EPA Specification?

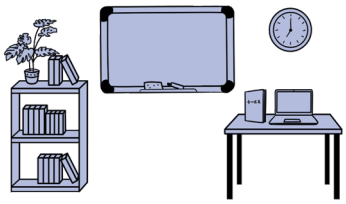


The end-point assessment specification provides details of:

- 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/dual-fuel-smart-meter-installer-level-2-v1-2/

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 8 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. **Multiple-choice test**
2. **Practical assessment with questions**
3. **Interview based on an EPA portfolio**

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.

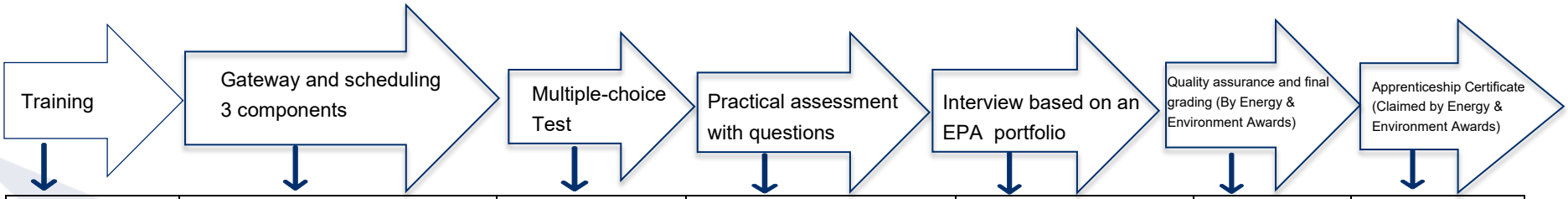
It is important for you to keep a record of when your 3 components are scheduled. We suggest you use the ‘At a Glance’ tables on page 5.

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:



Before 1 August 2025: • Minimum duration = 12 months • Off-the job training applies. **From 1 August 2025 (new starts):** • Minimum duration = 8 months (was 12) • Off-the job training applies.	You have: • Attended a Gateway meeting with your employer/provider • Achieved English and maths qualifications in line with the apprenticeship funding rules • IGEM IG/1 Supplement 3 Certificate • Consolidated Metering • Code of Practice • (CoMCoP) • Matters of Gas Safety • Competency • Accreditation • Compiled a portfolio of evidence, which your end-point interview will be based on	60 Minutes. Multiple-choice 40 questions. Under exam conditions supervised by an invigilator. Face to face. Closed book.	Total assessment time is 12 hours +/-10 minutes and this includes questioning. Under examination conditions. Face to face or remote as agreed. Assessed by: Independent assessor. For further details *see below.	The interview will typically last 45 minutes. Under examination conditions. Face to face or remote as agreed and recorded using relevant technology. With an Independent assessor For further details *see below.	Awarded Final Grading: Distinction, Merit, Pass or Fail.	Your Certificate will be sent to your training provider or employer. Contact your training provider or employer if you do not receive your certificate.

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

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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: Multiple-choice test

Overview

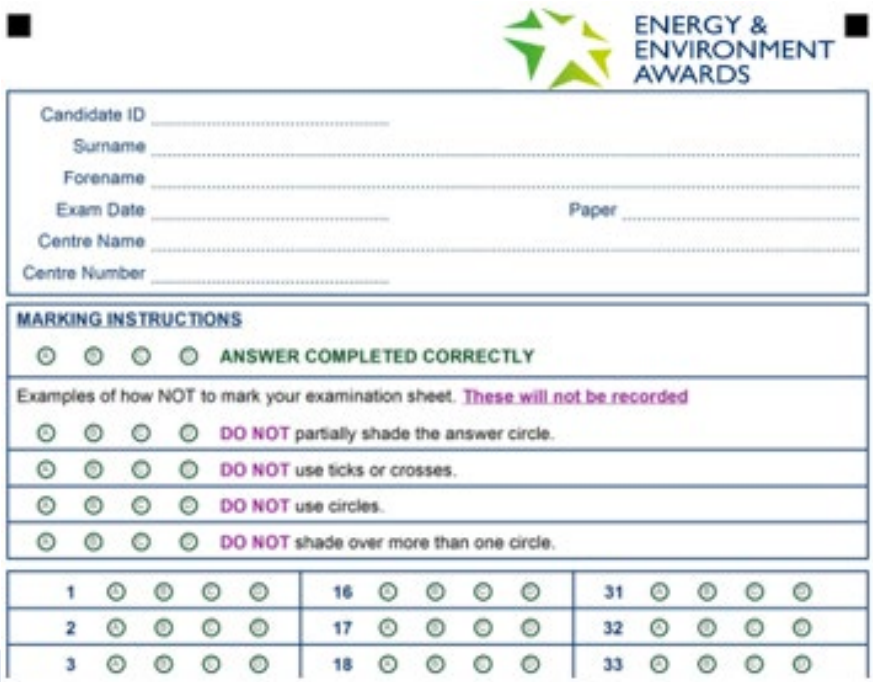
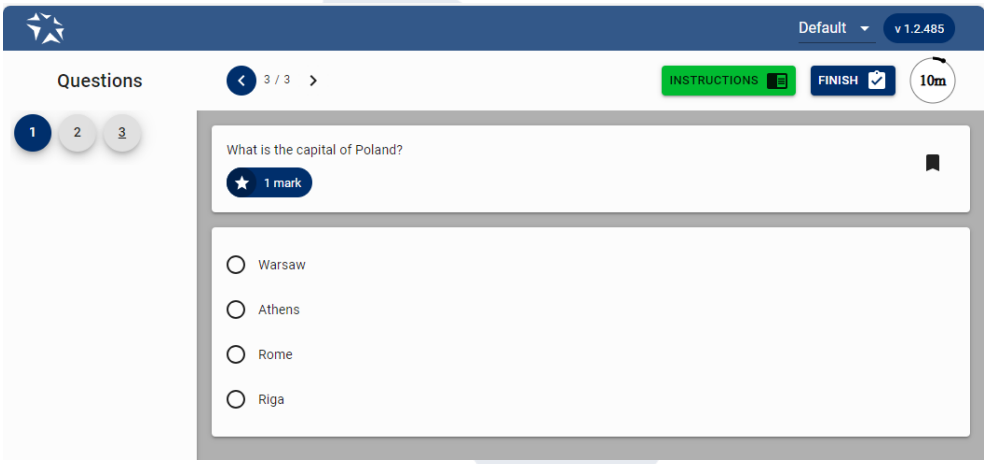
The multiple-choice test is a computer or a paper based test. You will have 60 minutes to complete the test. The test consists of 40 questions.

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

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

<table>
<tr><td>Who will start and finish my multiple-choice test?</td><td>You will sit your multiple-choice test in the presence of an invigilator.</td></tr>
<tr><td>What format will my test take?</td><td>The test may be paper-based or taken online. Your training provider will let you know what the format of your test is.

All other aspects of the test are exactly the same, including:
content
timings
question types
scoring</td></tr>
<tr><td>How will the question appear in a paper-based test?</td><td>Here is an example of how the paper based question will appear:<table><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></td></tr>
</table>

	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:  ENERGY & ENVIRONMENT AWARDS 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 2 3 16 17 18 31 32 33 **Always have a go even if you are not sure that it is the correct answer.**
How will the question appear in an online test?	Here is an example of how the question will appear in an online version of the test:  Default v 1.2.485 Questions 3 / 3 INSTRUCTIONS FINISH 10m 1 2 3 What is the capital of Poland? 1 mark Warsaw Athens Rome Riga You must **select one answer** that you think is correct.
Can I take any resources into the exam room?	The test is closed which means that you cannot refer to reference books or any other materials. You will be provided with stationery on the day. You can take into the exam a scientific non-programmable calculator.

<table>
<tr><td>Can I have access to the internet?</td><td>No access to the internet is allowed and this means you must not take your SMART watch into the exam room.</td></tr>
<tr><td>How will the multiple-choice test assessment be organised for me?</td><td>Locations: Your multiple-choice test assessment will take place at your employer’s or training provider’s premises or a suitable venue.
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 assessment, 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</td></tr>
<tr><td>What criteria will I have to learn?

AND

How many questions will be asked on each criteria?</td><td>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:<table><tr><th>Number of Questions</th><th>Criteria</th></tr><tr><td>4 - 6</td><td>K1: Health, safety and environmental legislation and regulations applicable to work in the gas and power industries including fire safety and Safety at Work Act.</td></tr><tr><td>2 - 4</td><td>K2: Regulatory compliance and the recognition of different customer needs including vulnerability as defined by Office of Gas and Electricity Markets (OFGEM) and Retail Energy Code Schedule 16.</td></tr><tr><td>3 - 5</td><td>K5: Characteristics of different smart meter categories, associated equipment and communication systems including single phase, multi-rate, single phase off multi-phase and multi-phase (electricity); and low pressure and medium pressure (gas).</td></tr><tr><td>4 - 7</td><td>K11: Gas and electrical engineering theories and procedures involved in the practical application of installation, exchange, commission, decommission and maintenance of smart meter and associated equipment and communication systems.</td></tr></table></td></tr>
</table>

	6 - 7	**K12:** Electrical and mechanical principles and how they are applied in work processes and procedures to ensure safety of self and others.
	4 - 6	**K13:** Fuel poverty, signs and available support. Energy efficiency measures.
	3 - 5	**K14:** Unsafe metering equipment, supplies and installations in accordance with both MOCoP and IGEM/G/11 procedures.
	2 - 4	**K15:** Signs of tamper, 3rd party interference, illegal extraction and energy theft across all aspects of meters and associated equipment.
	4 - 7	**K16:** Low carbon technologies used within domestic dwellings used to provide energy, heating and hot water.
	2 - 4	**K17:** The roles of other trades, disciplines and utility service providers associated with metering installation.
	Remember the questions have been written to reflect the Dual Fuel Smart Meter Installer role. For Amplification and Guidance refer to Section 2 of the DFSMI V1.2 V1.3 Specification. **A link to the Specification is available on page 9.**	
What should I do to prepare for the multiple - choice test assessment?	**You should be prepared to**: • 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 While on-programme, the employer or training provider must ensure you are: • familiar with all areas assessed by the multiple-choice test assessment 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 1: 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.

Component 2: 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 simulated environment that must closely relate to your natural working environment. You must be allowed to demonstrate the application of knowledge, skills and behaviours (KSBs) through naturally occurring evidence. 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 below outlines the procedure for conducting a practical assessment with questions:

Structure of your practical assessment with questions	The total assessment time is 12 hours and it will be completed over 2 consecutive days +/- 72 minutes and this includes questioning. • 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 suitable simulated environment area which relates to your natural work environment.
What knowledge, skills and behaviours (KSBs) do I have to demonstrate during the practical assessment with questions?	**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. **Health and Safety (KSBs):** **K3:** Gas Industry Unsafe Situations Procedure (IGEM G11). **K4:** Dynamic risk assessments, associated procedures and documentation. **S6:** Carry out dynamic risk assessment.

	S8: Apply health and safety practices. Identify and report non-compliant conditions or situations. **B1:** Prioritise health and safety. **Documentation (KSBs):** **K19:** General Data Protection Regulations (GDPR). **K21:** Principles of completing work records, maintaining asset details and customer data in accordance with General Data Protection Regulations (GDPR). **S9:** Use digital technology to access job, appliance and customer information. **S10:** Complete work records, maintain asset details and customer data in accordance with General Data Protection Regulations (GDPR). **Install, Exchange and Commission (KSBs):** **K6:** Installation and commissioning practices and techniques applicable to smart meters, associated equipment and communication systems. **K9:** Tools, test equipment, ladder and access systems, and personal protective equipment. **K10:** Gas and electrical testing and assessment procedures needed to establish the condition of the equipment and installation, and the actions needed as a result. **S1:** Install and exchange smart meters, associated equipment and communication systems. **S2:** Commission smart meters, associated equipment and communication systems. **S7:** Select, use and maintain tools, test equipment, ladder and access systems, and personal protective equipment (PPE). **B2**: Take responsibility for work.

	Maintenance and fault-finding (KSBs): **K7:** Fault-finding, diagnosis and rectification practices and techniques applicable to smart meters, associated equipment and communication systems. **K25:** Techniques and procedures for carrying out on-going maintenance of smart meters, associated equipment and communication systems. **S3:** Carry out ongoing maintenance of smart meters, associated equipment and communication systems. **S4:** Identify, diagnose and rectify faults in smart meters, associated equipment and communication systems. **Decommission (KSBs):** **K8:** Decommissioning practices and techniques applicable to smart meters. **S5:** Decommission smart meters, associated equipment and communication systems. **S14:** Dispose of defective smart meters or assets, and all waste. **For amplification and guidance refer to the DFSMI Specification link on page 9.**

What tasks will I have to cover?	You will:
	• Install, exchange, commission, maintain and decommission the following smart meters and associated equipment:
	  ○ single phase
	  ○ multi-rate
	  ○ single phase off multi-phase
	  ○ low-pressure (gas)
	• Conduct servicing and fault-finding procedures on one asset, including the rectification of a pre-loaded fault.
	
	The independent assessor should observe the following during the assessment:
	• compliance with health and safety legislation and regulations
	• dynamic risk assessments

	• completing documentation • use of PPE, safe use of tools and digital equipment • installation, exchange and commissioning of smart meters • maintenance, fault-finding procedures and rectification of a fault • decommissioning of smart meters 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.
What resources can I use?	Equipment and resources needed for the observation must be: • 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 Relevant work instructions/manuals must be available for you to use in hard copy or electronically.
How many questions will I be asked?	The independent assessor: • will ask at least 3 open questions to assess the related underpinning knowledge • may ask questions to 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, Pass or Distinction.

Practice Component 2: 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 3: 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 dual fuel smart meter installer 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 outlines the procedure for conducting an interview based on your EPA portfolio:

Who will assess me?	1 independent assessor appointed by Energy & Environment Awards will conduct the interview.
How will the interview based on an EPA portfolio be organised?	**Locations:** Your interview will take place at your employer's premises or a suitable venue. **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. **Your end point interview will be:** • 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 You will have access to your EPA portfolio throughout the interview.
What topics will I have to cover?	The interview will focus on the five tasks in your EPA portfolio: • Sustainability • Stakeholder Communications • Customer Support • Equity, Diversity and Inclusion (EDI) • Mental Health and Personal Development For further details refer to Knowledge, Skills and Behaviours (KSBs) coverage, in the DFSMI V1.2 V1.3 Specification on

	pages 38 - 45. **A link to the Specification is available on page 9.**
How many questions will I be asked?	• 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 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?'
- DFSMI V1.2 V1.3 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 EPA 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 a portfolio of evidence

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

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 pass one of the components and achieve a distinction in the other two EPA components.

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

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

Multiple-choice test	Practical Assessment based on a portfolio of evidence	Interview based on a portfolio of evidence	Overall grading
Fail	Any grade	Any grade	Fail
Any grade	Fail	Any grade	Fail
Any grade	Any grade	Fail	Fail
Pass	Pass	Pass	Pass
Distinction	Pass	Pass	Pass
Pass	Distinction	Pass	Pass
Pass	Pass	Distinction	Pass
Pass	Distinction	Distinction	Merit
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) is 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 2 (practical assessment with questions and 3 (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/st0158-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	

Full Name of Apprentice	
The work submitted in this EPA portfolio is my own	☐
Date	

Supervisor/Mentor Name	
The work submitted in this EPA portfolio is the apprentice's own	☐
Date	

Task 1: Supporting evidence provided (please check box)		☐
Date of activity	Description of evidence	Reference

Please add additional lines if needed

Task 2: Supporting evidence provided (please check box)		☐
Date of activity	Description of evidence	Reference

Please add additional lines if needed

Task 3: Supporting evidence provided (please check box)		☐
Date of activity	Description of evidence	Reference

Please add additional lines if needed

Task 4: Supporting evidence provided (please check box)		☐
Date of activity	Description of evidence	Reference

Please add additional lines if needed

Task 5: Supporting evidence provided (please check box)		☐
Date of activity	Description of evidence	Reference

Please add additional lines if needed

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