

ASSESSMENT PLAN

Power Network Craftsperson

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Power Network Craftsperson Assessment Plan

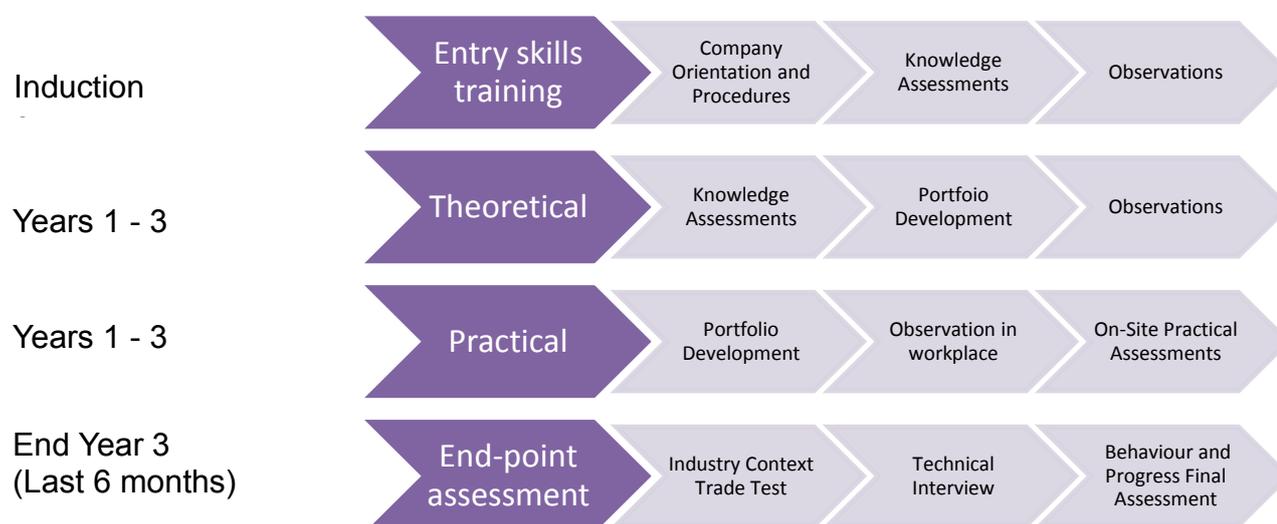
Overview

This assessment plan is to accompany the Power Network Craftsperson apprenticeship standard. The assessment plan covers the three occupational areas in the standard namely: cable jointer, overhead lines person and substation fitter. This apprenticeship is built on existing employer assessment practice involving tried, tested and trusted assessment work practices within a highly regulated environment.

This plan outlines the end-point assessment that apprentices must successfully complete to achieve their apprenticeship. The apprenticeship will typically be 36 months duration, with the end-point assessment being taken in the final six months. Apprentices will be awarded a 'fail,' 'pass' or 'distinction' based on their performance.

The employer group has also developed a suggested training plan which employers and training providers may use to develop skills, competence and knowledge. This is summarised below.

Suggested training/assessment timescales and methods to prepare for End-point Assessment. (Example shown for 3 year programme)



Suggested Training and On-Programme Assessment Plan

The suggested training and assessment plan for the apprenticeship is based on the 'Power Networks Specification,' which details the training modules that should be completed for each occupational area; the rules of combination ensure apprentices will receive sufficient breadth of training. Annex A provides a summary and the full specification is freely available from EU Skills. Annex B provides further detail of the knowledge requirements outlined on the standard.

To ensure development of the full range of knowledge required for this apprenticeship, it is suggested that existing legacy qualifications are utilised, which have been mapped to the knowledge requirements of the Power Network Specification. Employers may develop a bespoke technical knowledge solution in the future.

There are two suggested training and assessment phases:

1. Induction, Entry Skills Development

The aim of this phase should be to ensure apprentices are trained to work safely at all times. It should provide insight on employer and co-worker expectations and how and where the apprentice can seek guidance and support. Training modules may include Safety Health and Environmental Awareness (SHEA) Scheme in Power and Access, Movement and Egress in Substation Environments (AME), which are externally tested and standardised. The acquisition of these key skills provides a vital foundation for the apprenticeship. The majority of the Induction and Early Skills Development skills are included in Groups A and B of the Power Networks Specification Framework and should be selected through the rules of combination for each group.

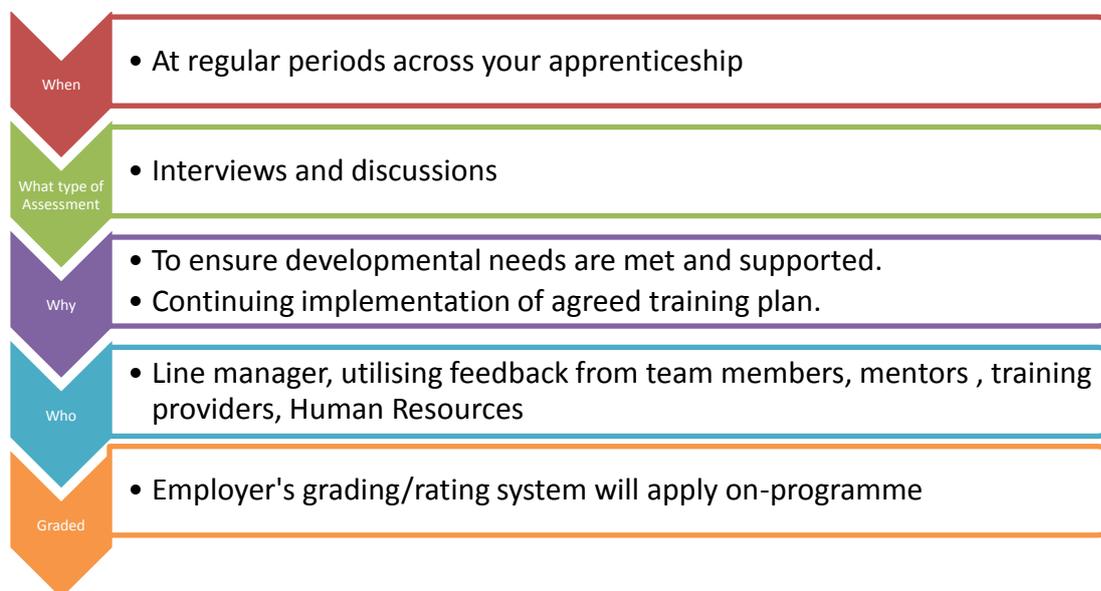
2. Theoretical and Practical Training (Years 1 - 3)

As the apprentice progresses through their training, it is suggested that they gain experience and are assessed periodically on site by industry experts in particular tasks, procedures or items of equipment, using the criteria from their selected modules in Groups A, B, C and D of the Power Networks Specification for their occupational pathway. This will enable apprentices to build up the full range of skills, knowledge and behaviours required to successfully complete their end-point assessment.

Suggested workplace training and development
<ul style="list-style-type: none"> Portfolio Development demonstrating their range of experience and competence against the specific requirements of the selected modules in their occupational pathway. It is suggested that the portfolio is used to evidence employer reviews, training course reports, performance progress records, test results and any other evidence which supports the apprentice's on programme development Knowledge assessments and/or achievement of a relevant legacy qualification Observation – practical observation of work activity in terms of quality and behaviour

Suggested training/development meetings

It is suggested that training and assessment is agreed and documented in a personal training/development plan, together with a behavioural review. These meetings should be programmed to ensure training/development needs are met and supported. This could include additional training, or ways of accelerating learning, as required by the apprentice. This will typically be an interview with their line manager, but may include colleagues from Human Resources. Feedback from mentors and team members may be included to contribute towards individual personalised training/development plans.



A minimum of two behaviour and progress assessments by the apprentice's employer must be completed in the final six months of the apprenticeship; forming part of the end-point assessment and will be graded – see below. Annex C provides a template document for these reviews.

Observation of Behaviours and Skills

Apprentices work in an environment where their safety, the safety of those around them and the equipment they work on are of paramount importance. Therefore, observation of behaviours and approach are an integral and developing part of the apprentice progression throughout the apprenticeship and should be assessed using existing supervisory practice and as part of the on-going assessment.

End-point Assessment

Successful achievement of the end-point assessment will lead to final certification of the apprenticeship and demonstrate that the apprentice is a fully competent craftsperson in their occupational job role; who can work safely and confidently to install, maintain and repair a range of network assets. Apprentices should only be considered for end point assessment when they have completed their on-programme portfolio and achieved a pass in their knowledge assessment or current legacy qualification and have achieved the required behavioural standard. The process utilises the following assessment tools:

- Industry context 'Trade Test'
- Technical Interview
- Behaviour and Progress Final Assessment.

Industry context 'Trade Test'

'Trade Test' assessments will take place during the final six month period of the apprenticeship and are designed to provide each apprentice with an opportunity to demonstrate the skills, knowledge, and behaviours required by the occupational job role. The number and type of assessments contained in the trade test will depend on the occupational job role. The assessments undertaken will be designed to test the most complex tasks required in the chosen occupational job role. A technical expert will administer and mark the final trade test assessments (Annex C). They will be graded fail or pass.

Technical Interview

Following successful completion of the trade test assessments and during the final month of the apprenticeship, the apprentice will undertake a 'technical interview,' conducted by an industry technical expert who has not been involved in the apprentice's trade test. They will assess the technical knowledge of the apprentice against the knowledge requirements of the standard for their occupational job role. Based on the findings of the technical interview, the apprentice will be awarded a 'company authorisation.' Apprentices must successfully receive a 'company authorisation' to gain a pass in the apprenticeship.

Behaviour and Progress Final Assessment

A technical expert appointed by the employer will review the evidence gained from a minimum of two behaviour and progress assessments conducted in the final six month period of the apprenticeship. The review will be used to make a decision on whether to award a preliminary pass or distinction grade, subject to the final decision panel. These judgements will be based upon criteria from level 1 to 5 which assess risk, working with others, interpersonal skills, practical knowledge and skills and quality of work. In order to achieve a distinction, at least 40% of the assessment criteria (Annex D) should be at level 5 and the apprentice should not have received any formal company performance improvement measures throughout their apprenticeship.

Final Decision Panel

To ensure consistency across the apprenticeship a final decision panel will review the behaviour and progress assessment evidence together with the results and evidence of the trade test and technical interview to make the final decision of whether to award a pass or distinction grade. The moderation panel will consist of personnel from two employers – one of which must be independent of the apprentice, together with an additional representative from another employer or a professional body. One of the independent panel members will act as chair of the panel. The decision panel will check all available evidence and discuss to enable the independent chair will make the final decision of whether to award a fail, pass or distinction. Therefore, someone independent of the apprentice and their employer will always determine the grade awarded. The assessment organisation will co-ordinate the final decision panels and observe and intervene where necessary to ensure they are operated in accordance with the guidance, ensuring comparable and consistent decisions across panels and over-time.

Grading

The apprentice will be graded pass or distinction. To achieve a 'pass' the apprentice must demonstrate competence across the standard, by achieving a pass in the trade test and receiving a company authorisation. To achieve a 'distinction' the apprentice must further demonstrate consistent high level performance in the final six months in both the quality of their work and behavioural performance, as assessed by the behaviour and progress final assessment.

Technical experts

Technical experts will be nominated by the apprentice's employer; they may come from within their own organisation or brought in if a specific specialism is required from other employers or an assessment organisation. Technical experts must be able to demonstrate an appropriate level of competence i.e. training and experience and hold an assessor qualification. They must be 'approved' by the assessment organisation for the purposes of

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conducting elements of the end-point assessment. This sector is sensitive from a safety and regulatory perspective. This means decisions on competence have implications not only for individual safety, but also reputation and litigation. As a result judgements of competence and moderation are required to be by necessity reliable, rigorous and robust.

Assessment organisations

The model involves greater employer leadership in the apprenticeship development, implementation and operation, whilst maintaining a high level of scrutiny and assurance with a Quality Framework.

The assessment organisation's primary role will be to ensure that all decisions are consistent, credible and undertaken with integrity, it will:

- provide documentation and guidance in relation to the requirements of the apprenticeship, trade tests and final decision panels
- monitor technical experts and provide remedial support to ensure consistency and reliability of judgements on a risk based basis, for example, those newly qualified
- develop a range of trade tests for the specialised roles. Assessment organisations must consult with representative technical experts when developing trade tests. The assessment organisation must ensure that there is consistency and comparability in terms of the breadth and depth of each trade test assessment, to ensure assessments are reliable, robust and valid and ensure competency accord across the industry
- co-ordinate the final decision panels and observe and intervene where necessary to ensure they are operated in accordance with the guidance
- approve technical experts for the purposes of conducting trade test assessments and final decision panels based on check of knowledge, experience, assessment qualifications and independence
- provide training for technical experts in terms of the requirements of the apprenticeship and operation and marking of the assessment tools and initial grading
- provide training for technical experts in undertaking fair and impartial assessment and making judgements about performance and the application of knowledge and behaviours within a workplace setting
- provide training for final decision panel members, in terms of the panel operation and grading; and how to communicate the decisions
- Hold regular standardisation events for technical experts and panel members to ensure consistent application of the guidance
- Ensure assessment organisation staff are trained in assessment and moderation processes and undertake regular continuing professional development
- develop and manage a complaints and appeals procedure.

All assessment organisations must be on the Skills Funding Agency's Register of Apprentice Assessment Organisations (RoAAO). Assessment organisations must work collaboratively to ensure standardisation in delivery of assessment services for the standard e.g. hold cross-organisation standardisation events.

External Quality Assurance

External quality assurance for this apprenticeship standard will be managed by the Institute for Apprenticeships.

Professional Body Recognition

The development of the apprenticeship standard and assessment plan has been supported by a range of Professional Engineering Institutions including the Institution of Engineering and Technology and the Institution of Mechanical Engineers. The UK Standard for Professional Engineering Competence (third edition) has been used as a guide throughout. The continuing support and guidance of these Professional Bodies will ensure eligibility for registration as Engineering Technicians on successful completion of the apprenticeship. The following qualifications exemplify the required knowledge and understanding for Engineering Technicians:

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- A Level 3 apprenticeship or other work-based learning programme approved by a licensed professional engineering institution, or
- A qualification, approved by a licensed professional engineering institution, in engineering set at level 3 (or above) in the Qualifications and Credit Framework/National Qualifications Framework for England, or
- Equivalent qualifications approved by a licensed professional engineering institution.

Many qualifications may be acceptable as evidence that part or all of the necessary competence has been acquired. Qualifications listed on the Engineering Council's searchable database of approved qualifications and programmes indicates the qualifications and programmes that have a current approved status: www.engc.org.uk/techdb.

Implementation

Affordability

The initial, indicative **end-point assessment cost** is expected to be in the region of £3775. In addition, the skills and knowledge of the apprentices tested at the end-point assessment will be in a realistic environment using expensive, plant and materials that may be scrapped post assessment. This approach adds cost to the process but is seen as essential to ensure authentic assessment of competence.

Manageability/Feasibility

While we envisage a three year 'accreditation' cycle (extending to five if no change looks to be required), we also acknowledge that we need to be prepared to monitor and evaluate early adopters reactions and performance to ensure manageability/feasibility.

To help with manageability, and afforded by the existence of knowledge specifications, a number of existing qualifications and training programmes can be mapped to the Power Network Craftsperson requirements and approved as able to deliver the knowledge requirements for this apprenticeship. This also allows knowledge to be delivered via knowledge 'solutions' (including training programmes) rather than just qualifications.

Employers have some internal capability and links to external partners capable of delivering the required number of apprentices. Employers are expecting to increase the numbers of apprentices and are looking at ways to stagger intakes and make effective use of their internal resources. Employers across the sector work collaboratively to share best practice and training and assessment resources. Employers are planning to build their internal capacity and capability for assessment.

Annex A – Power Networks Specification Summary

Power Craftsperson Specification Modules (All Trades)

Mandatory Group A - Core Skills and Knowledge (All from this group)			
001	Health, Safety and the Environment	009	Basic Hand Skills
002	First Aid	010	AME Power Environments (Min of 1) - S/S, OHL or U/G
003	Manual Handling	011	Working with Others
004	Fire and Emergency Procedures	012	Asbestos Awareness
005	Drug and Alcohol	013	Work at Height
006	SHEA Power (Revised Version 2014)	014	Network Appreciation (OHL and UG Networks)
007	Risk Assessment	015	Interpersonal Skills
008	Personal Protective Equipment		
Group B - Technical Skills and Knowledge (Select a minimum of 4 from this group)			
020	Location of Utilities (OHL and U/G services)	029	Abrasive Cutting Equipment
021	Utilities Excavation	030	Vehicle Marshalling
022	Excavation Shuttering	031	Slinger and Rigging
023	Excavator Banks person	032	Use of Liquefied Petroleum Gas (LPG)
024	Remove, Test and Insert Cut-Out Fuses	033	Traffic Management
025	Utilities Drum and Winch	034	Electrical Testing Procedures
026	Safe Driving	035	Confined Spaces Awareness
027	Wayleaves	036	Hydraulics and Pneumatics
028	4 x 4 Off Road Driving Skills	037	Power Regulation Awareness
Group C - Cable Jointing (Select a minimum of 1 from this group which must include either 060 or 061)			
060	LV Cable Jointing	062	Pilot Cable Jointing
061	HV Cable Jointing	063	EHV Cable Jointing
		064	Cable Jointers Mate
Group C Overhead Linesperson (Select a minimum of 5 from either Group A or B)			
Group A (Wood Pole)		Group B (Steel Tower)	
040	Wood Pole Access	052	Steel Tower Access and Rescue
041	Install Wood Poles and Stays	053	Steel Tower Rope Access
042	Wood Pole Steelwork HV/LV	054	Steel Tower Conductor Stringing
043	Wood Pole Conductor Stringing HV/LV	055	Steel Tower Earthing
044	Wood Pole Earthing	056	Steel Tower Fittings
045	Wood Pole Conductor Jointing	057	Steel Tower Insulators
046	Wood Pole Install / Remove Plant / Apparatus	058	Steel Tower Conductor Repairs / Jointing
047	Wood Pole Install Plant / Apparatus Earthing	059	Tower Assembly / Erection
048	Wood Pole LV Services		
049	Live Low Voltage Overhead Lines		
050	HV Live Line Operations (use of rods from ground)		
051	HV Hot Glove Operations		
Group C - Substation Fitting (Select a minimum of 6 from this group)			
070	Substation Oil Handling and Testing	079	Battery Systems Maintenance
071	Substation Monitoring / Inspection	080	SF6 Handling
072	Working at Height (Substations)	081	Power System Plant Maintenance
073	Transformer Maintenance	082	Busbar Equipment Maintenance
074	Transformer Install	083	Compressed Air Plant and Systems Maintenance
075	Circuit Breaker Maintenance	084	LV Systems Maintenance
076	Circuit Breaker Install	085	Power System Plant Maintenance / Install
077	Switchgear Maintenance	086	Substation Earthing
078	Switchgear Install	087	Control and Panel Wiring
Group D - Advanced Technical (Select a minimum of 2 which must include Module 090 from this group)			
090	Organise the Use of Resources	094	HV Switching OHL
091	Receipt of Safety Documents	095	HV Switching Substations
092	LV Switching OHL	096	HV Protection
093	LV Switching U/G	097	Diagnostic Fault Finding

Annex B: Power Network Craftsperson (Level 3) Knowledge Requirements

Purpose

This document sets out the exact knowledge requirements necessary to support the competences set out in the Power Network Craftsperson at Level 3. The knowledge requirements, as set out, support all three pathways: Overhead Lines, Underground Cables and Substation fitting. These are the minimum knowledge requirements necessary. Approved qualifications may contain varying degrees of additional knowledge.

Employers should select the qualification that best suits their needs from the approved list.

This document will be used to form the basis of an approvals process designed to determine which qualifications (whole or in part) can be used to meet the knowledge requirements.

The Energy and Utilities Assessment Service will scrutinise qualification submissions to ensure that they adequately address the knowledge requirements. An outline of the approvals process is provided in Appendix A.

Knowledge Areas that must be addressed as a minimum

If a qualification (or part thereof) is to be recognised as able to provide the knowledge requirements supporting and underpinning the apprenticeship in Power Network Engineering it must include the following content:

1. Practical Mathematics

Knowledge of practical mathematical principles to support the calculation and understanding of every day and real-world situations found during the practical application of working techniques in the power sector. Including –

- Select and apply mathematical techniques to add, subtract, multiply and divide numbers
- Reason mathematically, make deductions and inferences and draw conclusions
- Use the terms square, positive and negative square root, cube and cube root
- Use decimal notation and recognise that each terminating decimal is a fraction
- Use percentages, fractions, decimals, percentages and ratios as operators
- Use mathematics to calculate the effects of electrical principles on cables / conductors
- Use mathematics to calculate the effects of prospective fault current
- Use mathematics principles to gain a practical understanding of single and three phase theory

2. Materials Technology and Science

Knowledge of materials technology and scientific principles to support understanding of how plant and equipment operates to support the practical application of working techniques in the power sector. Including –

- Properties of materials including conductors, insulating and structural materials
- Torsion/breaking strength of materials
- Heat transfer of materials
- The scientific effect of factors on materials - heat, current, corrosion, stress, bending
- The use of formulae to support the understanding of how materials change / react

3. Mechanical Engineering

Knowledge of mechanical principles to support understanding of how plant and equipment operates to support the practical application of working techniques in the power sector. Including -

- Use of – gears, linkages, pulleys
- Assembling working structures, mechanical procedures
- Principles of hydraulics, pneumatics and thermodynamics
- Principles of lifting, moving, tensioning assemblies
- The use of electrical formulae to support the understanding of how equipment operates
- Interpretation of mechanical / design specifications to support structural analysis

4. Electrical Engineering

Knowledge of electrical theory and principles to support understanding of how plant and equipment operates to support the practical application of working techniques in the power sector. Including –

- How electricity is produced, the effects of electromagnetism, voltage, current, resistance
- The use of electrical formulae to support the understanding of how equipment operates
- Electrical testing and measurement, interpretation of results
- Electrical control systems – field automation/protection/isolation, electrical switching, earthing
- Principles of electrical induction, capacitance, arcing, shock
- Electrical safe systems of work – electrical rules, regulations, safety documentation, authorisations, procedures

5. Health Safety and the Environment in the Power Sector

Knowledge of Health and Safety and Environmental rules, regulations and procedures to support understanding and the practical application of working techniques in the power sector. Including –

- Health and Safety at Work Act
- Management of Health and Safety At Work Regulations
- Workplace Health and Safety and Welfare Regulations
- Personal Protective Equipment at Work Regulations
- Manual Handling Operations Regulations
- Provision and Use of Work Equipment Regulations
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- ESQCR Electricity, Electricity at Work Regulations
- CoSHH Control of Substances Hazardous to Health
- Company Safety Rules
- Company Policies and Procedures

6. Transmission and Distribution

Knowledge of Transmission and Distribution plant, equipment, materials and processes to support the practical application of working techniques in the transmission and distribution sector. Including –

- Transmission / Distribution network design principles – substations, underground cables, overhead line, plant and apparatus
- System regulation, protection and control
- Smart grids – technologies / automation
- Energy efficiency – new technologies/ smart networks/ micro-generation – effect of consumer feeds on networks

Annex C

Power Craftsperson Assessment – Unit 045 Overhead Lines Conductor Jointing - Distribution

Candidate Name		Assessment Date	
Assessor Name		Assessment Location	
Supporting Evidence			
Jointing Detail			

Procedures successfully completed during assessment:

Result	Result	Assessors Comments
a) Non-Tension Compression		
b) Tension Compression		
c) Aerial Bundled Mechanical Connectors		

Result of Assessment: A = Achieved NYA = Not yet Achieved

Candidate Signature

Assessor Signature

Technical Skills Assessment – Distribution Conductor Jointing

Tick Assessment Method/s used = (DO) Direct Observation, (OQ) Oral Questioning

(K&U = Specification Knowledge and Understanding criteria mapped to Performance Criteria

Ref	Performance Criteria	DO	OQ	Assessor Comments
1	PPE checked and worn correctly (K&U 1,2,4,5)			
2	Risk assessment of the work area and the task to be completed carried out and control measures put in place (<i>where required</i>) (K&U 1,2,3,4,6,7,8,10,11)			
3	Overhead line conductors identified and where connected to a circuit, confirmed as isolated in accordance with Company procedures (K&U 1,2,3,4,6,7,8)			
4	Pre use inspection carried out of the tools and equipment to be used checking condition and service information (K&U 1,2,12)			
5	Conductors to be jointed prepared and cleaned in accordance with Company procedures and joint manufacturer's instructions (K&U 1,2,13,14,15,16,17,18)			
6	Use tools to joint conductors in accordance with Company procedures for ALL of the following joint types – a) Non-Tension b) Tension c) Aerial Bundled Mechanical Connectors (K&U 1,2,13,14,15,16,17,18)			
7	Installed joints checked to meet Company and manufacturers requirements e.g. condition of joint / conductor on completion (K&U 1,2,19)			
8	Hazardous and non-hazardous waste materials disposed of in line with Company procedures (K&U 1,2,4,9)			
9	Tools and equipment stored and the work area left in a safe and secure condition (K&U 1,2,9,11)			

Knowledge and Understanding Assessment

In addition to the modules practical assessment, candidates should provide evidence of their knowledge and understanding for the following task specific topics.

Ref	Knowledge Topics	Sample Answers	Assessor Comments
1	The methods of identifying overhead line circuits and pole positions (K&U 1,2,3)	<ul style="list-style-type: none"> • Circuit diagrams / plans • Line ID plates / numbering 	
2	The methods used to ensure the circuit is safe to work on (K&U 1,2,3,4,6,7,8)	<ul style="list-style-type: none"> • Isolation methods • Company procedures • Testing /Earthing • Safety documentation 	
3	How to inspect the condition of tools and equipment (K&U 12,13,14,15)	<ul style="list-style-type: none"> • Visual / physical • Test / inspection dates • Colour codes 	
4	The effects of not cleaning and preparing conductors for jointing (K&U 15)	<ul style="list-style-type: none"> • High resistance joints • Failed joints • Conductor breakage 	
5	How to identify the correct die size/s to use in compression tools for jointing procedures (K&U 13,16)	<ul style="list-style-type: none"> • Materials manuals • Manufacturers information 	
6	Where to find information relating to the methods for the jointing of conductors (K&U 13,14,15,16,17)	<ul style="list-style-type: none"> • Company method statements • Manufacturers information 	
7	The hazards of jointing isolated conductors which are exposed to induced voltages (K&U 1,2,4,7,8)	<ul style="list-style-type: none"> • Differing potentials • Shock from induction when connecting 	
8	The action to take in the event of the approach of lightning during pole erection work (K&U 1,2,4,7,10)	<ul style="list-style-type: none"> • Stop all work at height immediately and return to ground level • Report / inform 	
9	The potential effects of leaving conductor strands / fittings on site (K&U 1,2,4,9)	<ul style="list-style-type: none"> • Choking farm animals • Damage to agricultural machinery 	
10	The items to check on completion of work / leaving a work site (K&U 1,2,4,11)	<ul style="list-style-type: none"> • Joint/conductor condition • Tools / waste materials • Line security – guards, danger notices 	

(K&U = Specification Knowledge and Understanding criteria mapped to Performance Criteria)

Annex D

APPRENTICE PROGRESS REPORT

Purpose

This Apprentice Progress review sheet is devised to support apprentice reviews as they progress through their apprenticeship. It allows apprentices to understand the behaviours required of them, their actual performance and actions required.

Occasions for Use

The form should be used from the beginning of the apprenticeship. It should be completed at the end of each training module in groups B, C and D and/or every 12 weeks. It is anticipated that there will be a minimum of 20 progress reports completed for each apprentice.

Completion

The form should be completed by as many appropriate staff as possible, in line with the timing described above. Those who will typically complete it may include:

- Trainers
- Assessors
- Line Managers
- HR
- Mentor
- Craftsperson assigned as the Industry Expert

Each person should indicate the appropriate level of behaviours displayed by the apprentice and provide feedback to him/her. The apprentice should be given the opportunity to comment on the feedback on their performance. The completed form should be forwarded for central collation in-line with company process.

Guidance on Levels of Behaviour

The levels of behaviour range from 1 to 5. Each level is further divided by plus or minus i.e. if the apprentice demonstrates behaviours more towards the next level then consider using the 'plus' column or the 'minus' column of the next level of behaviour.

It is anticipated that levels of behaviour 1 to 3 will primarily be used, where appropriate, when reviewing behaviours at the end of training modules as it will be unlikely that the apprentice will have the opportunity to demonstrate levels 4 or 5. The discussion with the apprentice should explain this so that they are not demotivated. Where levels 4 or 5 are appropriate, the apprentices are expected to have provided suitable evidence to substantiate the level awarded.

Descriptor Explained

The areas are described below in more detail:

- **Risk assessment** - routinely undertakes risk assessments on-site identifying a range of hazards, in-line with company process using appropriate paperwork. Can explain the purpose of risk assessments to others
- **Working with others** - communicates their views in a constructive way whilst listening to and appreciating others' views. Offering support when required and can demonstrate a plan for their activities
- **Interpersonal skills** - is able to communicate with internal and external customers in a professional and courteous manner, responding fully to their requests and providing a positive experience
- **Practical knowledge** - can apply technical knowledge learnt to the work environment and explain the impact of their actions
- **Practical skills** - appropriate and confident use of tools and equipment. Can identify key plant and its use
- **Quality of work** - undertakes work in a timely manner and it is right first time

Grading

The outcome of the final 2 minimum reviews will support the final grading of the apprentice i.e. pass or distinction. In order to achieve a distinction, the apprentice will:

- Have at least 40% of their review outputs at behaviour level 5
- Not have received any company performance improvement measures throughout their Apprenticeship

Final grading will be subject to discussion at the Industry moderation panel

APPRENTICE PROGRESS REPORT

Apprentice name		
Current location		
Review period/date of review		
Reviewer Name/position		
Activities undertaken during the review period		

Behaviour levels	+	5	-	+	4	-	+	3	-	+	2	-	+	1	-
Risk Assessment	Pre-empting distractions prior to task commencement and puts actions in place to prevent them occurring			Consistently demonstrates compliance and proactively identifies workplace hazards			Likes the comfort of having guidelines and processes to follow			Needs some reminders to comply			Willing to take unnecessary safety risk, ignores procedures Sees health and safety as someone else's problem		
	+	5	-	+	4	-	+	3	-	+	2	-	+	1	-
Working with Others	Develops positive relationships with individuals to support specific issues			Effectively contributes to team success, and suggests valid ideas			Respects the needs and contribution of others both inside and outside of the team			Holds back from contributing to team success			Refers to working with others in negative terms and prefers to 'go it alone'		
	+	5	-	+	4	-	+	3	-	+	2	-	+	1	-
Interpersonal Skills	Delivers as promised with a strong sense of time and delivery			Speaks confidently when asked, listens to others and takes required action			Adapts the method and style of communications to changing circumstances and needs			Tends to 'stand back' and tries to avoid situations where communication skills are required			Reacts without fully understanding what others are saying		
	+	5	-	+	4	-	+	3	-	+	2	-	+	1	-
Practical Knowledge	Outstanding knowledge application, high level of interest			Demonstrates knowledge application well, good level of interest			Shows knowledge, requires some prompting and guidance			Has some knowledge, lacks confidence in application			Lacks knowledge, does not show interest in application		
	+	5	-	+	4	-	+	3	-	+	2	-	+	1	-
Practical Skills	Shows outstanding ability to apply new skills in all aspects			Confidently applies new skills			Can apply new skills with occasional assistance			Demonstrable skills do not reflect all aspects of learning			Consistently does not demonstrate appropriate skills		

	+	5	-	+	4	-	+	3	-	+	2	-	+	1	-
Quality of Work	Top quality, outstanding level of accuracy & finish			Accurate and well finished, rarely needing correction			Accuracy and finish acceptable, occasional correction			Accuracy and finish below standard, regular correction required			Excessive errors, needing to repeat work on a regular basis		

Please indicate the appropriate descriptor, including plus or minus, as demonstrated by the Apprentice

Feedback given & action plan agreed with apprentice

Apprentice comments regarding review