



ENERGY &
UTILITY SKILLS

Skills for a greener world

EPA Supporting Documents for

Level 3

Maintenance and Operations Engineering Technician
(Plant Operations)

QAN 603/7266/7

EPA Supporting Documents for Level 3 Maintenance and Operations Engineering Technician (Plant Operations)

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Updates to the supporting documents

Since the first publication of the EUIAS Maintenance and Operations Engineering Technician Supporting Documents – Plant Operations, the following updates have been made.

Version	Date first published	Section updated	Page(s)
V1.0	October 2024	First published	All

Appendix A: Glossary

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

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

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

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

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

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

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

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

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

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

Appendix B: Gateway Eligibility Form

(Standard and Assessment Plan Version: ST0154/1.4)

Apprentice's name:	Apprentice's job title:
Name of Employer:	Name of Training provider:
Employer representatives present:	Training provider representatives present:
Apprenticeship start date:	Apprenticeship on-programme end date:
Gateway meeting date:	
Has the apprentice taken any part of the end-point assessment for this apprenticeship standard with any other End Point Assessment Organisation?	Y / N
If "Yes" please give details:	

Apprentice's details

Eligibility requirements:

The apprentice must confirm their achievement of the following:

Eligibility requirement	Achieved by the apprentice? Y/N	Evidence (Scans of certificates MUST be included)
Achieved Level 2 English		

Achieved Level 2 Maths		
Satisfactory completion of the formal training plan agreed with apprentice by the employer		
Compiled and submitted a portfolio of evidence, on which the technical interview will be based on		

Gateway Eligibility Declaration

The apprentice, the employer and the training provider must sign this form to confirm that they understand and agree to the following:

1. The apprentice has completed the required on-programme elements of the apprenticeship and is ready for end-point assessment with EUIAS.
2. The apprentice will only submit their own work as part of end-point assessment.
3. All parties agree that end-point assessment evidence may be recorded and stored by EUIAS for quality assurance purposes.
4. The apprentice has been on-programme for a minimum duration of 365 days.
5. The apprentice has achieved English and maths Level 2 as detailed in this document.
6. The apprentice satisfactorily completed a formal training plan agreed by the employer.
7. The apprentice has produced compiled and submitted a portfolio of evidence, on which the technical interview will be based on.
8. The apprentice, if successful, gives permission for EUIAS to request the apprenticeship certificate from the ESFA who issue the certificate on behalf of the Secretary of State.
9. The apprentice has been directed to the EUIAS Appeals Policy and Complaints Policy.
10. The employer/training provider has given the EUIAS at least three months' notice of requesting this EPA for this apprentice.
11. If the Gateway Eligibility Report is not completed in full, meeting all requirements, and submitted to EUIAS, the end-point assessment cannot take place.



Signed on behalf of the employer (print name):	Signature:	Date:
Signed on behalf of the training provider (print name):	Signature:	Date:
Apprentice's name (print):	Signature:	Date:

EUIAS use only:	
EUIAS Sign off:	
Comments/actions:	

Appendix C: Practice Knowledge Assessments: Plant Operations

Level: 3

Maintenance and Operations Engineering Technician

Pathway: Plant Operations

Paper Code: Practice Paper

This examination consists of 30 multiple-choice questions.

The Pass mark is 18 correct answers.

The Merit mark is 23 correct answers.

A mark of 26 or more is a Distinction.

The duration of this examination is 45 minutes.

You must use a **pencil** to complete the answer sheet - pens must NOT be used.

When completed, please leave the examination answer sheet and question paper on the desk.

For this paper the use of a scientific calculator (non-programmable) is permitted.

For each question, fill in ONE answer ONLY.

If you make a mistake, ensure you erase it thoroughly.

You must mark your choice of answer by shading in ONE answer circle only. Please mark each choice like this:

1 A B C D **ANSWER COMPLETED CORRECTLY**

Examples of how NOT to mark your examination answer sheet. These will not be recorded.

1 A B C D **DO NOT** partially shade the answer circle
ANSWER COMPLETED INCORRECTLY

1 A B C D **DO NOT** use ticks or crosses
ANSWER COMPLETED INCORRECTLY

1 A B C D **DO NOT** use circles
ANSWER COMPLETED INCORRECTLY


1 A B C D **DO NOT** shade over more than one answer circle
ANSWER COMPLETED INCORRECTLY

This paper must be returned to EUIAS with the apprentice answer sheets.



You may use this page for rough work. This page must not be removed.

Question 1	
On what type of installation would a technician fit this design of washer?	
Possible answers	
a)	High corrosion
b)	High temperature
c)	High vibration
d)	High pressure



Question 2	
When checking the pressure of a system the maintenance schedule stipulates that the system pressure should be 10 bar with a tolerance of +/- 0.05 bar, what are the minimum and maximum acceptable pressures?	
Possible answers	
a)	9.95 to 10.05 bar
b)	9.5 to 10.5 bar
c)	9.05 to 10.5 bar
d)	9.005 to 10.005 bar

Question 3	
Safety critical equipment should be maintained:	
Possible answers	
a)	every twelve months
b)	more frequently than non-safety critical equipment
c)	less frequently than non-safety critical equipment
d)	at the same period as safety non-critical equipment



Question 4

Which statement best describes what is meant by the terminology “specification”?

Possible answers

a)	The capacity to endure continuous force
b)	The standard when measured against another object of similar design
c)	Detailed description of the design and materials of an object
d)	The specified point beyond which certification is invalid

Question 5

What type of maintenance is applied when something stops working?

Possible answers

a)	Planned
b)	Preventative
c)	Corrective
d)	Shutdown

Question 6

What do the initials IP followed by 2 numbers refer to when seen on a piece of equipment?

Possible answers

a)	Internal pressure
b)	Integrity protection
c)	Ingress protection
d)	Increased pressure



Question 7

Which of the following is commonly classed as safety critical?

Possible answers

a)	Control valve
b)	Fuse
c)	Steam trap
d)	Drain valve

Question 8

What does the coloured tag on a piece of rigging equipment mean?

Possible answers

a)	Certification period
b)	Safe working load
c)	Maximum working load
d)	Safe to use

Question 9

When seen on site, what does a green safety sign signify?

Possible answers

a)	Mandatory
b)	Prohibited
c)	Information
d)	Warning

Question 10

What document should be fixed to a scaffold before a technician uses it?

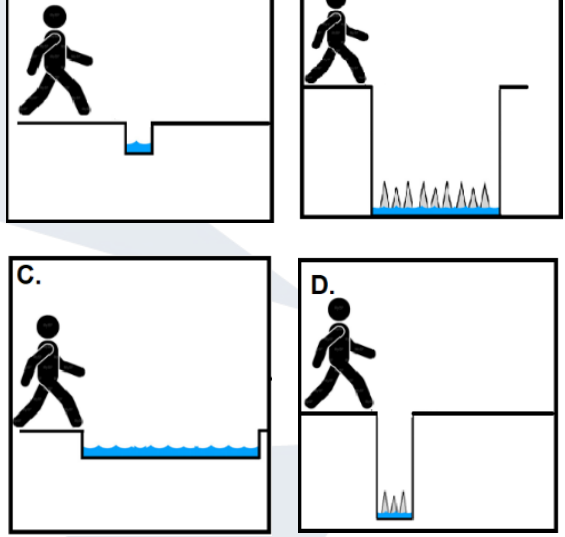
Possible answers

a)	Risk assessment
b)	Safety certificate
c)	Approved Scafftag
d)	Permit to work

Question 11

Looking at the image provided and taking into consideration risk, which task would a technician say is low probability and low in impact?

Possible answers

a)	A	
b)	B	
c)	C	
d)	D	

[Turn to the next page for question 12]



Question 12

When personal protection equipment is identified on the work control document, which of the following statements is correct?

Possible answers

a)	PPE is recommended
b)	PPE is available
c)	PPE is good practice
d)	PPE is mandatory

Question 13

In accordance with HSE regulations, how would a technician know if a substance was regarded as hazardous?

Possible answers

a)	The container will be coloured red
b)	It will be contained in a glass receptacle
c)	It will have a label identifying the hazard
d)	It will give off a strong odour

Question 14

According to the Confined Space Regulations 1997, which of the following locations is not regarded as a confined space?

Possible answers

a)	Storage tank
b)	Termination cabinet
c)	Floor void
d)	Pipe trench

Question 15

In accordance with HSE guidelines, isolations can only be applied by:

Possible answers

a)	competent people
b)	training and authorised people
c)	skilled people
d)	experienced people

Question 16

Which manual handling statement is true?

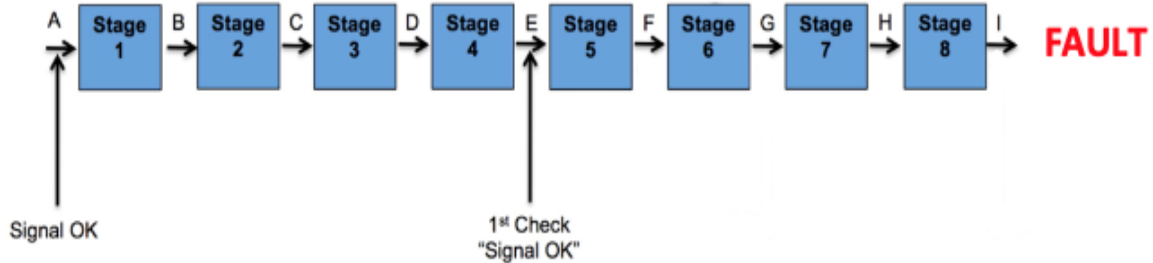
Possible answers

a)	Correct manual handling prevents all accidents
b)	Correct manual handling prevents damage to equipment
c)	Correct manual handling reduces the risk of human injury
d)	Correct manual handling should only be applied in the workplace

[Turn to the next page for question 17]

Question 17

Using the half split principle and referring to image below, at which position should a technician make the next check when fault finding?



Possible answers

a)	Point C
b)	Point F
c)	Point G
d)	Point I

Question 18

What regulation provides guidance on the use of handheld tools?

Possible answers

a)	PUWER
b)	COMAR
c)	LOLER
d)	COSHH

Question 19	
What is being measured in this image?	
Possible answers	
a)	Temperature
b)	Vibration
c)	Pressure
d)	Speed



Question 20	
When seen on a British Standard Piping and Instrumentation drawing, what does this symbol represent?	
Possible answers	
a)	Electrical signal
b)	Pneumatic signal
c)	Hydraulic signal
d)	Instrument signal



Question 21

What type of maintenance can be applied to check the long-term performance of equipment to identify problems before they occur?


Possible answers

a)	Preventative
b)	Risk based
c)	Condition based
d)	Corrective

Question 22

What service does this device apply to process fluids?

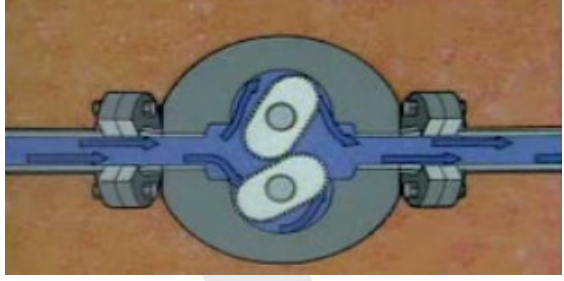
Possible answers

a)	Pressure drop	
b)	Filtration	
c)	Temperature exchange	
d)	Mixing	

Question 23

What operating principle is used here to measure the rate of flow?

Possible answers

a)	Differential pressure	
b)	Positive displacement	
c)	Venturi effect	
d)	Bourdon tube	

Question 24

The terminology LO/LC is often used when applying which set of procedures?

Possible answers

a)	Inhibit/override
b)	Isolation
c)	Risk assessment
d)	Manual handling

Question 25

What effect does a Non Return Valve (NRV) have when located in a process pipeline?

Possible answers

a)	Releases pressure at a given set point
b)	Acts as a self-regulating pressure control valve
c)	Restricts flow to one direction only
d)	Aerates the fluid flowing through the pipework

Question 26

Which ONE of the following statements best defines the terminology "viscosity"?

Possible answers

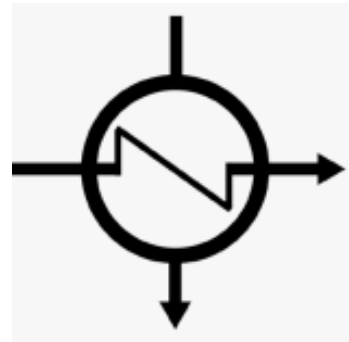
a)	The degree of compactness of a substance
b)	A substance that has no fixed shape
c)	The state of being thick in consistency
d)	Firm and stable in shape

Question 27

When seen on a piping and instrument drawing what does this symbol represent?

Possible answers

a)	Electric heater
b)	Heat exchanger
c)	Check valve
d)	Pressure safety valve



Question 28

If fluid A has a higher specific gravity than fluid B and they are both contained in the same environment, which statement is true?

Possible answers

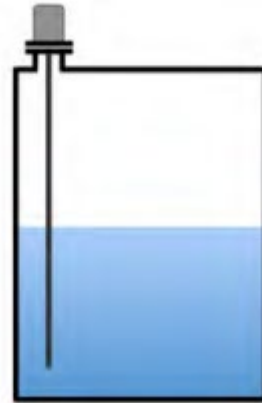
a)	Both liquids will mix together
b)	Fluid B will gravitate to below fluid A
c)	Fluid A will gravitate to below fluid B
d)	An explosive atmosphere will be created

Question 29

What operating principle does this instrument use to measure the level in the vessel?

Possible answers

a)	Differential pressure
b)	Ultrasound
c)	Radio waves
d)	Capacitance



Question 30

A pump is showing symptoms of higher than normal levels of both noise and vibration. What would commonly be the cause of this condition?

Possible answers

a)	Increased pressure in line
b)	Blockage in the discharge line
c)	Higher than normal temperatures
d)	Cavitation in pump

End of Questions

Practice Knowledge Assessment

Plant Operations- Answer scheme

Question	Answer
1	C
2	A
3	B
4	C
5	C
6	C
7	B
8	A
9	C
10	C
11	A
12	D
13	C
14	B
15	B

Question	Answer
16	C
17	C
18	A
19	B
20	B
21	C
22	B
23	A
24	C
25	C
26	C
27	B
28	C
29	D
30	D



SAMPLE ANSWER SHEET



Candidate ID	Attempt
Last Name	
First Name	
Exam Date	Paper
Centre Name	
Centre Number	

MARKING INSTRUCTIONS

Answers should be completed using a HB pencil.

ANSWER COMPLETED CORRECTLY

Examples of how NOT to mark your examination sheet. **These will not be recorded**

DO NOT partially shade the answer circle.

DO NOT use ticks or crosses.

DO NOT use circles.

DO NOT shade over more than one circle.

1	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	21	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	22	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
3	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	23	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
4	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	24	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
5	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	25	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
6	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	26	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
7	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	27	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
8	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	28	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
9	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	29	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
10	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	30	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
11	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		
12	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		
13	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		
14	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		
15	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		
16	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		
17	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		
18	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		
19	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		
20	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		

Appendix D - Practical Observation and Planning Form

The practical observation must be designed to meet the requirements of the Maintenance and Operations Engineering Technician standard.

- The apprentice will complete a practical observation during which they will be asked questions by the assessor to confirm their understanding of the rationale for actions taken and choices made during the practical observation
- The content of this practical observation will relate to the specific role they are working towards
- The duration of this activity will typically be no longer than one day and the actual time allowed will be based on the comparable time that an industry competent worker would take to achieve successful task(s) completion
- The employer/training provider must devise a practical observation task(s) sufficiently complex to allow the apprentice to demonstrate the required knowledge and skills

Note that the apprentice is only required to demonstrate the main specialist specific skill covered by the practical, and the observation task must be chosen carefully to ensure that the apprentice has opportunity to cover all aspects of the skill.

The activities will need to be able to provide the evidence identified in the checklist in the form below.

The EUIAS offer an optional service to review the employer/training provider's practical assessment design. To do this complete the 'Level 3 Practical Observation and Planning Form' and submit to the Service Delivery team, for review 1 month before the start of the end-point assessment.



Level 3 Practical Observation and Planning Form

Employer name and site address	
Training provider (if applicable) name and site address	
Standard	Maintenance and Operations Engineering Technician
Pathway	Plant Operations
Level	3
Location of practical	
Contact Details: Employer/training provider representative, email address and contact number overseeing the setup of the practical (documents and site).	
EUIAS Date of review:	

Description of the proposed complex task(s):

Special requirements (for example: access arrangements and PPE):

Equipment/tools required:

Resources required:

Practical Observation Checklist

This checklist will assist the employer and/or training provider with planning the activity. Please confirm all required elements are covered:

Core Skills	Covered on activity
S1 Comply with industry health, safety and environmental working practices and regulations	<input type="checkbox"/>
S2 Communicate with and provide information to stakeholders in line with personal role and responsibilities	<input type="checkbox"/>
S3 Prepare work areas to undertake work related activities and reinstate those areas after the completion of the work-related activities	<input type="checkbox"/>
S4 Assess and test the performance and condition of plant and equipment	<input type="checkbox"/>
S5 Locate, and rectify faults on plant and equipment	<input type="checkbox"/>
S6 Read, understand and interpret information and work in compliance with technical specifications and supporting documentation	<input type="checkbox"/>
S7 Inspect and maintain appropriate plant and equipment to meet operational requirements	<input type="checkbox"/>
S8 Communicate, handover and confirm that the appropriate engineering process has been completed to specification	<input type="checkbox"/>
Core Behaviours	Covered on activity
B1 Health and Safety - Follows health and safety policies and procedures and be prepared to challenge unsafe behaviour using appropriate techniques to ensure the protection of people and property when working alone and/or with appropriate supervision	<input type="checkbox"/>
B2 Quality focused - Ensures that work achieves quality standard both occupationally and personally	<input type="checkbox"/>
B3 Working with others - Has the ability to work well with people from different disciplines, backgrounds and expertise to accomplish an activity safely and on time	<input type="checkbox"/>
B4 Interpersonal skills - Gets along well with others and takes into account their needs and concerns	<input type="checkbox"/>



B6 Sustainability and ethical behaviour - Behaves ethically and undertakes work in a way that contributes to sustainable development	<input type="checkbox"/>
B7 Risk awareness - Demonstrates high concentration, the desire to reduce risks, ability to be compliant and awareness of change, through regular monitoring and checking of information	<input type="checkbox"/>
PLUS select the MAIN Specialist Skill covered by the practical	Covered on activity
Pathway: Plant Operations Specialist Skills	
PO1 Carry out planned operating procedures on plant and equipment	<input type="checkbox"/>
PO2 Monitor the performance of the plant and equipment	<input type="checkbox"/>
PO3 Handover and accept responsibility for plant and equipment	<input type="checkbox"/>
Estimated total duration of practical (must be a minimum of 4 hours)	

Remember:

- The specific detail of the tasks to be undertaken should be **kept confidential from the apprentices**
- You will require differing tasks where you have more than one apprentice to be assessed

Practical Task: Include relevant photographs to illustrate task(s)



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EUIAS Office use only

Date received	
Date signed off	

Appendix E: Practice Practical Observation Template

This document is for use by the person from the employer/training provider playing the role of the assessor during the practice practical observation. It is designed to help replicate the live assessment experience and to enable feedback to be provided to the apprentice.

Full Name of Apprentice	
Location(s) of Practice Practical Observation	
Full Name of Assessor	
Date of Practice Practical Observation	
Start Time	
End Time	
Assessor - Additional comments:	

Please indicate the apprentice's practice practical observation grade (F/P/M/D):	Grade

Please Note:

Pass: Each criteria must be met to achieve a pass.

Merit or Distinction: All Pass criteria must be achieved PLUS a minimum number of merit and distinction as described in Section 3 in this specification.

Fail: The apprentice does not demonstrate the pass criteria.

S1 Comply with industry health, safety and environmental working practices and regulations

Pass Criteria – All to be met		Merit Criteria – Minimum two to be met		Distinction Criteria – Minimum two to be met	
<ul style="list-style-type: none"> • Demonstrate a clear understanding of their own health, safety and environmental responsibilities and that of others • Comply with the required health, safety and environmental working practices and regulations • Conduct a suitable risk assessment and proactively identify workplace hazards • Inspect and wear the correct personal protective equipment (PPE) required to carry out the activity • Inform other relevant parties of matters affecting them where required 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Demonstrate a deeper understanding of the health, safety and environmental implications of the work e.g. potential effect of failure to comply, environmental, social, financial, company impact • Take a lead role in managing the site safety of self and others • Consistently demonstrate compliance with safety requirements and make suggestions to reduce risks • Identify poor/bad practice in relation to work activities and address the situation 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Demonstrate exemplary health, safety and environmental knowledge and performance throughout the activity • Identify health, safety and environmental deficiencies and implement appropriate solutions • Challenge unsafe behaviour/ practices using appropriate techniques • Pre-empt risks prior to task commencement and puts actions in place to prevent them occurring • Demonstrate the ability to take a lead in accepting additional responsibility and autonomy to improve safety standards 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>the required company standards/specifications</p> <ul style="list-style-type: none"> • Where necessary, question/clarify any information which is not clearly understood • Complete any technical or supporting documentation in line with company policies/procedures 	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Identify/suggest methods of improving the system/use of information 			
Assessor must ask the following standardised questions.		Assessor must record all additional questions asked for clarification and the responses provided by the apprentice including examples.		Recording timeline.	Mark awarded.
Questions <i>Develop some open ended questions</i>					

S7 Inspect and maintain appropriate plant and equipment to meet operational requirements

Pass Criteria – All to be met		Merit Criteria – Minimum two to be met		Distinction Criteria – Minimum two to be met	
<ul style="list-style-type: none"> • Demonstrate a clear understanding of the company polices/procedures for the inspection of plant 	<input type="checkbox"/>	<ul style="list-style-type: none"> • Demonstrate a detailed technical knowledge of the range of required inspections 	<input type="checkbox"/>	<ul style="list-style-type: none"> • Demonstrate a deeper technical understanding of inspection/maintenance operations. e.g. In terms of 	<input type="checkbox"/>



<ul style="list-style-type: none"> Record/report the results of the inspection in line with company procedures 				
<p>Assessor must ask the following standardised questions.</p>	<p>Assessor must record all additional questions asked for clarification and the responses provided by the apprentice including examples.</p>		<p>Recording timeline.</p>	<p>Mark awarded.</p>
<p>Questions <i>Develop some open ended questions</i></p>				

S8 Communicate, handover and confirm that the appropriate engineering process has been completed to specification

Pass Criteria – All to be met		Merit Criteria – Minimum two to be met		Distinction Criteria – Minimum two to be met	
<ul style="list-style-type: none"> • Demonstrate a clear understanding of their role and responsibilities in returning the system/equipment back to operational service • Provide an accurate technical explanation of the company's handover procedure • Complete the required checks/tests to confirm the equipment meets the company operational requirements for handover • Conduct the handover in compliance with all relevant policies and procedures • Clearly communicate the details of the handover including any additional 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Demonstrate a detailed understanding of the factors which can support and influence a smooth handover of equipment • Take a pro-active lead in effectively communicating the detail of handover arrangements with stakeholders • Demonstrate their ability to develop positive professional relationships with individuals to support handover process • Confidently lead the handover process taking charge of the operation and resolving any issues within their role responsibility • Adapts the method and style of communications to 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Demonstrate the ability to take a lead in accepting additional responsibility and autonomy to achieve/improve the handover process • Consult and involve team members and/or other relevant persons to achieve greater understanding and improved performance • Demonstrate the ability to build positive relationships and actively address conflict/resolve problems with positive outcomes • Demonstrate their ability to effectively communicate technical information across a wide range of stakeholders e.g. colleagues, management, briefings/meetings, external clients 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



<p>requirements to the relevant parties</p> <ul style="list-style-type: none"> • Complete all relevant reporting/recording documentation in line with company procedures • Leave the work area in a safe/secure condition for others 	<input type="checkbox"/>	<p>changing circumstances and need</p>			
<p>Assessor must ask the following standardised questions.</p>		<p>Assessor must record all additional questions asked for clarification and the responses provided by the apprentice including examples.</p>		<p>Recording timeline.</p>	<p>Mark awarded.</p>
<p>Questions <i>Develop some open ended questions</i></p>					

<p>B1 Health and Safety</p>					
<p>Pass Criteria – All to be met</p>		<p>Merit Criteria – Minimum two to be met</p>		<p>Distinction Criteria – Minimum two to be met</p>	
<ul style="list-style-type: none"> • Follows health and safety policies and procedures and be prepared to challenge unsafe behaviour using appropriate techniques to 	<input type="checkbox"/>				

ensure the protection of people and property when working alone and/or with appropriate supervision			
Assessor must ask the following standardised questions.	Assessor must record all additional questions asked for clarification and the responses provided by the apprentice including examples.	Recording timeline.	Mark awarded.
Questions <i>Develop some open ended questions</i>			

B2 Quality focused			
Pass Criteria – All to be met	Merit Criteria – Minimum two to be met	Distinction Criteria – Minimum two to be met	
<ul style="list-style-type: none"> Ensures that work achieves quality standard both occupationally and personally 	<input type="checkbox"/>		
Assessor must ask the following standardised questions.	Assessor must record all additional questions asked for clarification and the responses provided by the apprentice including examples.	Recording timeline.	Mark awarded.

Questions <i>Develop some open ended questions</i>			
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B3 Working with others			
Pass Criteria – All to be met	Merit Criteria – Minimum two to be met	Distinction Criteria – Minimum two to be met	
<ul style="list-style-type: none"> Has the ability to work well with people from different disciplines, backgrounds and expertise to accomplish an activity safely and on time <input type="checkbox"/>			
Assessor must ask the following standardised questions.	Assessor must record all additional questions asked for clarification and the responses provided by the apprentice including examples.	Recording timeline.	Mark awarded.
Questions <i>Develop some open ended questions</i>			

B4 Interpersonal skills		
Pass Criteria – All to be met	Merit Criteria – Minimum two to be met	Distinction Criteria – Minimum two to be met



<ul style="list-style-type: none"> Gets along well with others and takes into account their needs and concerns 	<input type="checkbox"/>		
Assessor must ask the following standardised questions.	Assessor must record all additional questions asked for clarification and the responses provided by the apprentice including examples.		Recording timeline.
Questions <i>Develop some open ended questions</i>			Mark awarded.

B6 Sustainability and ethical behaviour

Pass Criteria – All to be met	Merit Criteria – Minimum two to be met	Distinction Criteria – Minimum two to be met	
<ul style="list-style-type: none"> Behaves ethically and undertakes work in a way that contributes to sustainable development 	<input type="checkbox"/>		
Assessor must ask the following standardised questions.	Assessor must record all additional questions asked for clarification and the responses provided by the apprentice including examples.		Recording timeline.
Questions <i>Develop some open ended questions</i>			Mark awarded.

B7 Risk awareness				
Pass Criteria – All to be met		Merit Criteria – Minimum two to be met		Distinction Criteria – Minimum two to be met
<ul style="list-style-type: none"> Demonstrates high concentration, the desire to reduce risks, ability to be compliant and awareness of change, through regular monitoring and checking of information 	<input type="checkbox"/>			
Assessor must ask the following standardised questions.		Assessor must record all additional questions asked for clarification and the responses provided by the apprentice including examples.		Recording timeline.
Questions <i>Develop some open ended questions</i>				Mark awarded.

Pathway: Plant Operations Role Specialist Skills

PO1 Carry out planned operating procedures on plant and equipment				
Pass Criteria – All to be met		Merit Criteria – Minimum two to be met		Distinction Criteria – Minimum two to be met
<ul style="list-style-type: none"> Demonstrate a clear understanding of their role 	<input type="checkbox"/>	<ul style="list-style-type: none"> Demonstrate a detailed technical knowledge of the 	<input type="checkbox"/>	<ul style="list-style-type: none"> Demonstrate deeper technical/commercial



the work meets the accuracy, finish and quality standards required					
Assessor must ask the following standardised questions.	Assessor must record all additional questions asked for clarification and the responses provided by the apprentice including examples.			Recording timeline.	Mark awarded.
Questions <i>Develop some open ended questions</i>					

PO2 Monitor the performance of the plant and equipment					
Pass Criteria – All to be met		Merit Criteria – Minimum two to be met		Distinction Criteria – Minimum two to be met	
<ul style="list-style-type: none"> • Demonstrate a clear understanding of their role and responsibilities in relation to the work to be conducted • Identify and give explanations of the main monitoring points of the process • Demonstrate a clear plan for the work to be undertaken and an understanding of any safety / technical information given • Competently monitor the performance of the plant/ equipment to achieve the quality standards required by the company in a timely manner • Where necessary, take actions to rectify any 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Demonstrate a detailed understanding of the process and principles of preventative maintenance • Pro-actively works with others to identify areas for improvement and follows through on agreed implementation • Make recommendations/ suggestions to improve work efficiencies • Produce a detailed work plan to support the maintenance operation including measures to deal with contingencies 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Demonstrate deeper technical/commercial knowledge of the maintenance operation being undertaken e.g. installation costs, technical requirements, planning, corrective/preventative • Identify and implement tangible changes that improve the efficiency of the work being conducted • Identify and take action to report or deal with issues of non-conformity/compliance • Demonstrate the ability to take a lead in accepting additional responsibility and autonomy to achieve/improve the work being undertaken 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

deviations from normal operations in a timely and effective manner <ul style="list-style-type: none"> Complete the required checks and tests to confirm the work meets the accuracy, finish and quality standards required 	<input type="checkbox"/>				
Assessor must ask the following standardised questions.	Assessor must record all additional questions asked for clarification and the responses provided by the apprentice including examples.			Recording timeline.	Mark awarded.
Questions <i>Develop some open ended questions</i>					

PO3 Handover and accept responsibility for plant and equipment

Pass Criteria – All to be met		Merit Criteria – Minimum two to be met		Distinction Criteria – Minimum two to be met	
<ul style="list-style-type: none"> Demonstrate a clear understanding of their role and responsibilities in relation to the handover procedure 	<input type="checkbox"/>	<ul style="list-style-type: none"> Demonstrate a detailed understanding of the technical principles of the handover process 	<input type="checkbox"/>	<ul style="list-style-type: none"> Demonstrate deeper technical / commercial analysis of the handover process e.g. efficiencies, cost savings, process improvement 	<input type="checkbox"/>

<ul style="list-style-type: none"> • Confirm the level of detail to be handed over • Demonstrate a clear understanding of the point at which the handover must be facilitated • Competently take responsibility for conducting the handover process in a controlled and timely manner • Keep all relevant parties informed with information that concerns them • Conduct the work in compliance with all relevant regulatory requirements and company policies • Complete the required records of the handover process to meet the quality standards required by the company 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Demonstrate a detailed understanding of the potential limits/restrictions of the handover process • Pro-actively works with others to identify areas for improvement in the handover process • Makes formal proposals to improve the handover process • Produce a detailed work plan to support the handover process including measures to deal with contingencies 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Identify and implement tangible changes that improve the efficiency of the handover process • Identify and take action to report or deal with issues of non-conformity/compliance which affect the handover • Demonstrate the ability to take a lead in accepting additional responsibility and autonomy to support the handover process 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Assessor must ask the following standardised questions.	Assessor must record all additional questions asked for clarification and the responses provided by the apprentice including examples.	Recording timeline.	Mark awarded.
Questions <i>Develop some open ended questions</i>			

Appendix F: Practice Technical Interview Template

This document is for use by the employer/provider person playing the role of the assessor during a practice technical interview. It is designed to help replicate the live assessment experience and to enable feedback to be provided to the apprentice. The practice technical interview must be conducted under examination conditions and recorded. The apprentice must be asked questions.

There are a maximum of **100 marks** for the interview.

To achieve a Pass for the technical interview, a Pass is required in ALL relevant elements, including all skills from the specialist pathway.

To achieve a Merit or Distinction for the technical interview, all Pass criteria must be achieved PLUS a minimum number of merit and distinction marks as described in Section 3 in the Specification ‘Grading and Grading Criteria – Component 3: Technical Interview.’

Apprentice Full Name:			
Employer and location:			
Assessor Full Name:			
Date of Interview:		Start time:	Finish time:

K1 First principles relating to the operation and maintenance of appropriate plant and equipment

Pass Criteria – All to be met		Merit Criteria – Minimum two to be met		Distinction Criteria – Minimum two to be met	
<ul style="list-style-type: none"> • A working knowledge of the principles of operation for the range of plant/equipment they are responsible for • The primary purpose of the range of plant/equipment worked on e.g. what the plant / equipment worked on does • How the plant/equipment interacts within the overall system • The typical characteristics of healthy and unhealthy operation for the range of plant/equipment worked on and how to identify the difference • How they have used their knowledge of plant and equipment operating/maintenance 	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • A detailed understanding by explaining additional technical detail of the operating principles of the plant/equipment they are responsible for e.g. operating limits, tolerances, restrictions, effects on system • A detailed understanding by explaining additional technical detail of the function / interaction of the plant/equipment within the overall system e.g. synchronisation, effects on system • How they have used their knowledge of plant and equipment operating/maintenance principles to improve or enhance operational activities 	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • An excellent knowledge and thorough understanding of the relevant engineering principles relative to the operation and maintenance of plant and equipment encountered in their job role • Evidence of conducting supporting technical analysis to gain a greater understanding of (a or b) a) the operating principles of plant/equipment worked on b) the function/effect of the plant/ equipment within the overall system • Conducting technical research into the effects of new technologies on current/future maintenance requirements/methodologies 	<input type="checkbox"/> <input type="checkbox"/>

principles to support their work decisions/activities				
Assessor must ask the following standardised questions.	Assessor must record all additional questions asked for clarification and the responses provided by the apprentice including examples.		Recording timeline.	Mark awarded.
Questions <i>Develop some open ended questions</i>				

K2 Relevant industry health and safety standards, regulations, and environmental and regulatory requirements

Pass Criteria – All to be met		Merit Criteria – Minimum two to be met		Distinction Criteria – Minimum two to be met	
<ul style="list-style-type: none"> • A working knowledge of the relevant health, safety and environmental regulations and standards and how they impact the overall operation <input type="checkbox"/> • A clear understanding of their responsibilities and those of others under the relevant company policies and procedures which apply to the range of work undertaken and describe why they are required <input type="checkbox"/> 	<ul style="list-style-type: none"> • A detailed understanding of the relevant health, safety and environmental regulations and standards by explaining additional technical detail e.g. how they influence how the work is planned and/or conducted <input type="checkbox"/> • Conducting reviews of work health, safety and environmental arrangements and their applicability and adapting them for changing circumstances whilst still maintaining safety <input type="checkbox"/> 	<ul style="list-style-type: none"> • Excellent and thorough health, safety and environmental knowledge and understanding in relation to the wider impact of relevant industry working practices and regulations for their work activities <input type="checkbox"/> • How they have taken a leading role in identifying health, safety and environmental deficiencies and then implementing the appropriate solution/s in line with <input type="checkbox"/> 			



<ul style="list-style-type: none"> • A knowledge of the company process/s and/or procedures for achieving and maintaining safety when working on systems within their work role and how they impact the work e.g. safe systems of work, documentation • A clear understanding of the purpose of conducting risk assessments and the factors which affect the critical reasoning when making risk assessment decisions • A knowledge of the Company procedure/s for reporting safety concerns and emergencies 	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • How they have readily accepted additional health, safety and environmental responsibility/autonomy to maintain/improve work safety standards 	<input type="checkbox"/>	<ul style="list-style-type: none"> • Company policies/procedures • How they have challenged unsafe behaviour/practices using appropriate techniques 	<input type="checkbox"/>
<p>Assessor must ask the following standardised questions.</p>	<p>Assessor must record all additional questions asked for clarification and the response provided by the apprentice including examples.</p>			<p>Recording timeline.</p>	<p>Mark awarded.</p>
<p>Questions <i>Develop some open ended questions</i></p>					

K3 Maintenance and operational practices, processes and procedures covering a range of plant and equipment

Pass Criteria – All to be met		Merit Criteria – Minimum two to be met		Distinction Criteria - Minimum two to be met	
<ul style="list-style-type: none"> A working knowledge of the maintenance requirements for the range of plant/ equipment worked on within their job role A working knowledge of the company’s operational processes and procedures and how these have affected/influenced their maintenance work Their planning process for conducting maintenance operations and the factors which have influenced their critical reasoning/decision making when planning their work A working knowledge of the range and type of test procedures which they have used to confirm their work has met with company operational requirements and standards 	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> A detailed knowledge of the company maintenance practices by explaining additional technical detail for maintenance procedures on plant/equipment A detailed knowledge of the company operational processes and procedures which affect maintenance operations by explaining additional operational detail A detailed knowledge of the range of testing procedures and the implications of the results obtained 	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> An excellent and thorough knowledge and understanding of relevant maintenance and operational practices/procedures for their job role An ability to analyse and provide valid justification for the company’s maintenance procedures and/or operational practices for maintenance work on plant and equipment A detailed technical/commercial understanding of the effects of conducting maintenance procedures on Company plant/equipment e.g. cost, reliability, availability, sustainability 	<input type="checkbox"/> <input type="checkbox"/>

<ul style="list-style-type: none"> A knowledge of how their maintenance activities have impacted plant/equipment/others 					
Assessor must ask the following standardised questions.	Assessor must record all additional questions asked for clarification and the response provided by the apprentice including examples.			Recording timeline.	Mark awarded.
Questions <i>Develop some open ended questions</i>					

K4 The relevant engineering theories and principles relative to their occupation

Pass Criteria – All to be met		Merit Criteria – Minimum two to be met		Distinction Criteria – Minimum two to be met	
<ul style="list-style-type: none"> A working knowledge of the range of relevant operational theories and principles which underpin their work A working knowledge of the basic effect/influence of the relevant operational theories and principles which directly underpin their work activities The benefits of being able to identify and apply the differing 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> A detailed knowledge of the relevant operational theories and principles which have supported and/or influenced their work activities How they have used relevant operational theories and principles to support / influence their work decisions/activities Their inclusion of operational formulae/theories/principles to 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> An excellent and thorough knowledge and understanding of the relevant operational theories and principles relative to plant and equipment in their job role How they have used their understanding of relevant operational theories and principles to make suggestions which have influenced or led to an improved performance 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>operational theories and principles in relation to their job role e.g. maintenance inspections, fault finding</p> <ul style="list-style-type: none"> • A working knowledge of how to apply the relevant operational formulae which can be used to support their work activities 	<input type="checkbox"/>	<p>support their technical explanations in relation to their work activities</p>	<ul style="list-style-type: none"> • How they have conducted further technical research which is based on relevant operational theories and principles to support the effects of current or future technologies 	
<p>Assessor must ask the following standardised questions.</p>	<p>Assessor must record all additional questions asked for clarification and the response provided by the apprentice including examples.</p>		<p>Recording timeline.</p>	<p>Mark awarded.</p>
<p>Questions <i>Develop some open ended questions</i></p>				

S5 Locate, and rectify faults on plant and equipment

Pass Criteria – All to be met		Merit Criteria – Minimum two to be met		Distinction Criteria – Minimum two to be met	
<ul style="list-style-type: none"> • A working knowledge of the company policies and procedures for the location of faults on plant and equipment worked on <input type="checkbox"/> • A clear understanding of the company policies and procedures in relation to achieving the safe isolation of equipment from relevant sources of energy and maintaining safety from the system <input type="checkbox"/> • How they have used tools/equipment/techniques to inspect and identify faults on plant/equipment and develop sound solutions while recognising and defining problems <input type="checkbox"/> • How they have used tools/equipment/techniques to repair faults and confirm <input type="checkbox"/> 		<ul style="list-style-type: none"> • A detailed knowledge of the company processes and procedures by explaining additional technical detail for the fault location methods/procedures conducted on plant/equipment/systems <input type="checkbox"/> • A detailed understanding of the tools and equipment that can be used to identify and locate faults on plant/equipment/systems <input type="checkbox"/> • Their ability to take a lead in fault finding/rectification activities and accept additional responsibility/autonomy for the fault work undertaken <input type="checkbox"/> 		<ul style="list-style-type: none"> • An excellent knowledge/understanding in relation to fault location/rectification procedures within their job role <input type="checkbox"/> • How they have used a range of methods to locate, and rectify faults on plant and equipment, with a detailed explanation/justification of their chosen methods <input type="checkbox"/> • How they have used their knowledge of fault location/rectification to improve/influence work outcomes <input type="checkbox"/> 	

<p>the rectification to the quality standards required by company policies/procedures</p> <p><input type="checkbox"/></p> <ul style="list-style-type: none"> How they have recorded / reported the results of fault-finding activities in line with Company procedures 				
Assessor must ask the following standardised questions.	Assessor must record all additional questions asked for clarification and the response provided by the apprentice including examples.		Recording timeline.	Mark awarded.
Questions <i>Develop some open ended questions</i>				

S6 Read, understand and interpret information and work in compliance with technical specifications and supporting documentation

Pass Criteria – All to be met		Merit Criteria – Minimum two to be met		Distinction Criteria – Minimum two to be met
<ul style="list-style-type: none"> A working knowledge of the range of information which can be gained from company policies and procedures which affect their work <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>		<ul style="list-style-type: none"> How they have taken a lead in interpreting/relaying technical information to progress work or support others understanding <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>		



<p>reasoning/decisions during their planning process</p> <ul style="list-style-type: none"> • How they have implemented/complied with company operational processes and procedures during their conducted inspection and maintenance work • How they have used tools/techniques/equipment to conduct maintenance inspection and maintenance procedures on a range of plant/equipment to meet company standards • How they have used test equipment/procedures on plant/equipment to confirm that the work completed met with Company operational requirements • How they have reported/recorded the outcome of their inspection and maintenance operations 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>inspection/maintenance operations</p> <ul style="list-style-type: none"> • How they have pro-actively worked with others to resolve problems during inspection/maintenance operations which supported work progression/performance • How they have taken action to report or deal with issues of nonconformity or non-compliance during inspection/maintenance work operations 	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Their ability to explain/justify the Company inspection and maintenance procedures used for a range of plant and equipment • How they have taken a lead in accepting additional responsibility/autonomy to improve the outcome of inspection/maintenance operations 	<input type="checkbox"/>
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Assessor must ask the following standardised questions.	Assessor must record all additional questions asked for clarification and the response provided by the apprentice including examples.	Recording timeline.	Mark awarded.
Questions <i>Develop some open ended questions</i>			

S8 Communicate, handover and confirm that the appropriate engineering process has been completed to specification			
Pass Criteria – All to be met		Merit Criteria – Minimum two to be met	
Pass Criteria – All to be met		Distinction Criteria – Minimum two to be met	
<ul style="list-style-type: none"> • A working knowledge of their role and responsibilities in the handover of the system/equipment/plant back to operational service <input type="checkbox"/> • A working knowledge of the Company process for the handover of plant/equipment which has been worked on <input type="checkbox"/> • How they have completed the required checks/tests to confirm the plant/equipment/system worked on meets operational requirements before <input type="checkbox"/> 	<ul style="list-style-type: none"> • How they have taken a pro-active lead in the handover process by effectively communicating the detail of handover arrangements with stakeholders <input type="checkbox"/> • Their ability to develop positive professional relationships with individuals to support the handover process and resolve any issues within their role responsibility <input type="checkbox"/> • How they have adapted their communication method/style to better suit the changing <input type="checkbox"/> 	<ul style="list-style-type: none"> • How they have consulted/involved team members/other relevant persons to achieve greater understanding and improved performance <input type="checkbox"/> • Their ability to actively address conflict/ resolve problems with positive outcomes to build positive relationships and <input type="checkbox"/> • Their ability to effectively communicate technical information across a wide range of stakeholders e.g. colleagues, management, briefings/meetings, external clients <input type="checkbox"/> 	



<p>conducting the handover process</p> <ul style="list-style-type: none">• How they have completed the handover of plant/equipment in line with relevant company policies and procedures• How they have confirmed the recipient/s of the handover process fully understand any critical information given• How they have completed the company process for reporting/ recording the handover of plant/equipment back into service in line with company procedures	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>circumstances/needs of the work</p>			
Assessor must ask the following standardised questions.	Assessor must record all additional questions asked for clarification and the response provided by the apprentice including examples.			Recording timeline.	Mark awarded.
Questions <i>Develop some open ended questions</i>					

Pathway: Plant Operations Role Specialist Skills

PO1 Carry out planned operating procedures on plant and equipment					
Pass Criteria – All to be met		Merit Criteria – Minimum two to be met		Distinction Criteria – Minimum two to be met	
<ul style="list-style-type: none"> • A working knowledge of their responsibilities for the range of work activities within their job role in line with company policies and procedures 	<input type="checkbox"/>	<ul style="list-style-type: none"> • A detailed understanding of the range and technical requirements of the plant and equipment worked on 	<input type="checkbox"/>	<ul style="list-style-type: none"> • An excellent knowledge and understanding in relation to the range and technical operational requirements of the plant and equipment worked on 	<input type="checkbox"/>
<ul style="list-style-type: none"> • A working knowledge of where to obtain technical information in relation to the planned activities 	<input type="checkbox"/>	<ul style="list-style-type: none"> • A detailed technical understanding for the factors which can affect their critical reasoning when making decisions to resolve technical problems 	<input type="checkbox"/>	<ul style="list-style-type: none"> • Their ability to explain/justify the Company operational methods/processes/procedures used for the range of plant and equipment worked on 	<input type="checkbox"/>
<ul style="list-style-type: none"> • How they have used tools and equipment to conduct a range of operational activities in compliance with all company HSE requirements 	<input type="checkbox"/>	<ul style="list-style-type: none"> • How they have taken a pro-active lead in organising/controlling their conducted work activities which has led to a successful completion 	<input type="checkbox"/>	<ul style="list-style-type: none"> • How they have taken a lead in accepting additional responsibility/autonomy to improve the outcome of their operational work activities 	<input type="checkbox"/>
<ul style="list-style-type: none"> • How they completed the required procedures to confirm the operational conditions meet company requirements 	<input type="checkbox"/>				
<ul style="list-style-type: none"> • How they have used critical reasoning to identify and resolve technical problems 	<input type="checkbox"/>				

<p>within their control effectively during their range of work activities</p> <ul style="list-style-type: none"> • How they reported/recorded the work conducted and returned the work area to a safe condition in line with company procedures 	<input type="checkbox"/>					
Assessor must ask the following standardised questions.		Assessor must record all additional questions asked for clarification and the response provided by the apprentice including examples.			Recording timeline.	Mark awarded.
Questions <i>Develop some open ended questions</i>						

PO2 Monitor the performance of the plant and equipment					
Pass Criteria – All to be met		Merit Criteria – Minimum two to be met		Distinction Criteria – Minimum two to be met	
<ul style="list-style-type: none"> • A working knowledge of their responsibilities and for the range of monitoring activities within their job role • A working knowledge of where to obtain technical information 	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • A detailed knowledge of the level of monitoring to be applied to specific plant and equipment • How they made recommendations of improvements to the ways in 	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • An excellent knowledge of the level of monitoring to be applied to specific plant and equipment • How they have identified and recommended operational changes that have subsequently been implemented 	<input type="checkbox"/> <input type="checkbox"/>



<p>relating to operating specifications</p> <ul style="list-style-type: none"> • How they prioritise monitoring the performance of plant/equipment to ensure operating conditions are within specification • How will they ensure that regulatory requirements and company policies are achieved and maintained • How they responded to non-compliances in operational conditions • How they maintained clear and legible records of operational conditions in line with company procedures 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>which process plant and equipment is monitored</p> <ul style="list-style-type: none"> • How they have identified and responded to operational changes thus preventing potential process shutdowns 	<input type="checkbox"/>	<ul style="list-style-type: none"> • How their monitoring actions have prevented a shutdown of plant and equipment 	<input type="checkbox"/>
<p>Assessor must ask the following standardised questions.</p>	<p>Assessor must record all additional questions asked for clarification and the response provided by the apprentice including examples.</p>			<p>Recording timeline.</p>	<p>Mark awarded.</p>
<p>Questions <i>Develop some open ended questions</i></p>					

PO3 Handover and accept responsibility for plant and equipment
AND
PO4 Respond to contingencies

Pass Criteria – All to be met		Merit Criteria – Minimum two to be met		Distinction Criteria – Minimum two to be met	
<ul style="list-style-type: none"> • A working knowledge of their role and responsibilities and those of others in relation to the handover procedure <input type="checkbox"/> • How they facilitate the handover taking into account the relevant safety/technical requirements <input type="checkbox"/> • How they kept other relevant parties informed with information that concerns them <input type="checkbox"/> • How they have conducted the required checks / test procedures to confirm the plant / equipment worked on can be returned to operational service <input type="checkbox"/> • How they record and receive information at the point of handover <input type="checkbox"/> 		<ul style="list-style-type: none"> • A detailed understanding of the technical principles of the handover process <input type="checkbox"/> • How they pro-actively worked with others to identify areas for improvement in the handover process repaired <input type="checkbox"/> • How they produced a detailed work plan to support the handover process including measures to deal with contingencies <input type="checkbox"/> • A detailed understanding of their role and responsibilities in relation in responding to abnormal operational parameters and safety specifications <input type="checkbox"/> • How they followed emergency response procedures when <input type="checkbox"/> 		<ul style="list-style-type: none"> • An excellent technical/commercial analysis of the handover process e.g. efficiencies, cost savings, process improvement <input type="checkbox"/> • How they identified and implemented tangible changes that improved the efficiency of the handover process <input type="checkbox"/> • How recommendations they identified to operational procedures were implemented <input type="checkbox"/> 	



<ul style="list-style-type: none"> • A working knowledge of their role and responsibilities in relation to responding to abnormal operational conditions and safety specifications • How they would follow emergency response procedures when safety conditions were compromised 	<input type="checkbox"/>	<p>safety conditions were compromised</p>			
<p>Assessor must ask the following standardised questions.</p>	<p>Assessor must record all additional questions asked for clarification and the response provided by the apprentice including examples.</p>			<p>Recording timeline.</p>	<p>Mark awarded.</p>
<p>Questions <i>Develop some open ended questions</i></p>					

Appendix G: Portfolio Mapping Document

Introduction

Throughout the on-programme part of the apprenticeship, the apprentice will need to compile a portfolio of evidence to support the requirements of the technical interview which is based on the portfolio. The evidence within the portfolio will need to be mapped by the apprentice to the KSB requirements using the portfolio mapping document below.

The independent assessor will use the portfolio mapping document to review the evidence in the apprentice's portfolio in preparation for the technical interview.

The portfolio mapping document below consists of the core requirements and specialist skills.

Apprentices next steps

1. Complete all the details on the first page and include employer details of where relevant competencies from their experience at work was gained.
2. Ensure each piece of evidence is signed off by their tutor/supervisor/mentor and training provider. The apprentice can use a number of different types of evidence to demonstrate their competence as described in Section 5 of the Specification – 'What to include in the portfolio of evidence'. For further guidance, the apprentice must seek advice from their tutor/supervisor/mentor and training provider.
3. Map evidence to the criteria in the following pages using a referencing system indicating where the evidence for the criteria is located in the portfolio e.g., work based evidence Job 1 (J1) page 5 paragraph 2. This will allow the independent assessor, appointed by the EUIAS to locate the section or specific piece of evidence being discussed and referred to during the interview.
4. Place the portfolio mapping document at the front of the portfolio of evidence.

The apprentice's training provider must make arrangements for EUIAS to have access to the apprentice's portfolio including the portfolio mapping document at Gateway. For those using e-portfolios such as ONEFILE or SMARTASSESSOR the reference used must simply be the file or folder name you used when uploading the evidence to such systems.



Portfolio Mapping Document

This document must be placed at the front of the Portfolio and submitted to EUIAS with the Portfolio.

Mapping Sign off on Completion:

Apprentice Full Name (Print)	Apprentice Signature	Training Provider (Company)	Training Provider Full Name of Signatory	Date of Sign Off

Core Knowledge

Ref.	Apprenticeship Standard Criteria	PORTFOLIO REVIEW (Apprentice Input)		
		1	2	3
K1	First principles relating to operation and maintenance of plant and equipment			
K2	Relevant industry health and safety standards, regulations and environmental and regulatory requirements			
K3	Maintenance and operational practices, processes and procedures			
K4	Relevant engineering theories and principles			
Assessor Comments:				



Core Skills

Ref.	Apprenticeship Standard Criteria	PORTFOLIO REVIEW (Apprentice Input)		
		1	2	3
S5	Locate, and rectify faults on plant and equipment			
S6	Read, understand, interpret and work to technical information			
S7	Inspect and maintain plant and equipment			
S8	Communicate, handover and confirm that the appropriate engineering process has been completed			
Assessor Comments:				



Core Behaviours

Ref.	Apprenticeship Standard Criteria	PORTFOLIO REVIEW (Apprentice Input)		
		1	2	3
B5	Critical reasoning			
Assessor Comments:				



Pathway: Plant Operations Specific Skills

Ref.	Apprenticeship Standard Criteria	PORTFOLIO REVIEW (Apprentice Input)		
		1	2	3
PO1	Carry out planned operating procedures on plant and equipment			
PO2	Monitor the performance of the plant and equipment			
PO3	Handover and accept responsibility for plant and equipment			
PO4	Respond to contingencies			
Assessor Comments:				



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