

Level 3 End-point Assessment for STO154/AP02 Maintenance and Operations Engineering Technician (9320-12/13)

Electrical Technician

Mechanical Technician

Control and Instrumentation Technician

Electromechanical Technician (9320-13)

August 2024 Version 2.1

End-point Assessment Recording Forms

**For Centres / End-point Assessment Customers / Employers /
Training Providers**

Version and date	Change detail	Section
V2 March 2020	Addition of new pathway	All
V2.1 August 2024	Updates to specialist role: S9, S13 and S17 'will include' has been changed to 'may include'.	All

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1 Introduction

What is in this document

Recording forms to be used by End-point Assessment customers/Employers/Training providers

- Gateway declaration form
- Portfolio Header and Declaration Form - Electrical Technician
- Portfolio Header and Declaration Form - Mechanical Technician
- Portfolio Header and Declaration Form - Control and Instrumentation Technician
- Portfolio Header and Declaration Form - Electromechanical Technician

This document must be used alongside the Assessment Pack for Centres/ End-point Assessment Customers/employers.

How to use forms Centres / End-point assessment customers / Employers / Training providers must use the forms provided by City & Guilds in the format laid out in this document.

Gateway declaration form

This must be completed with the apprentice and submitted to City& Guilds as part of the end-point assessment booking process.

Portfolio Header and Declaration Forms

In the evidence reference column the apprentice should provide a clear reference to the piece of evidence that links to that area of the standard, the evidence needs to be clearly referenced.

Note: The evidence reference form must to be uploaded as a word processing document.

End-point Assessment Gateway Declaration Form

Please complete this form to confirm that all parties are satisfied that the apprentice has met the gateway requirements and can be put forward for end-point assessment (EPA) with City & Guilds.

Apprenticeship Standard	Level 3 End-point Assessment for STO154/AP02 Maintenance and Operations Engineering Technician [Add pathway here]	Start date	
Apprentice name		Enrolment number	

Entry requirement(s)	Achieved (Yes/No)
completed a minimum of 20% off-the-job training	
Level 2 mathematics qualification	
Level 2 English qualification	

Providers must submit evidence of achievement to us for each gateway requirement. It is the provider's responsibility to keep auditable evidence of these requirements. Without appropriate evidence, we will not be able to complete your booking or carry out the EPA. Customers may still be charged.

Any previous End-Point Assessments	
Has the apprentice taken any assessments as part of the EPA for this apprenticeship standard with any other EPA organisation?	Yes/No
If yes	
Which EPA organisation was this?	
What was the date(s) of the EPA?	
What grade(s) was issued, eg fail/pass/merit/distinction?	

Employer and provider declaration:

I confirm that the gateway meeting has been carried out to confirm that the apprentice:

1. Has achieved all EPA gateway requirements as listed above and has the knowledge, skills and behaviours required by the apprenticeship standard and is eligible for EPA.
2. Has been employed throughout their apprenticeship.
3. Will have completed a minimum of 12 months and 1 day on-programme before the first EPA assessment with City & Guilds.

Employer		Date	
Training Provider (if appropriate)		Date	

Apprentice declaration:

I confirm that I have gone through a gateway process to check that I am eligible for EPA.

I give City & Guilds permission to apply to the ESFA and the Institute for Apprenticeships for the apprenticeship certificate on my behalf when I complete EPA

Apprentice		Date	
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Providers should submit the completed form to us through the EPA portal. Please refer to the **Manual for the End-Point Assessment Service** for details, including timeframes.

Maintenance and Operations Engineering Technician (Electrical Technician) – Portfolio Header and Declaration Form

Apprentice	Name	Enrolment number	1234567
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Apprentice declaration:

I confirm that all work submitted is my own, and that I have acknowledged any sources I have used.

Apprentice	Signature	Date	DD/MM/YY
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Employer representative declaration:

I confirm that all work was conducted under conditions designed to assure the authenticity of the Apprentice's work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the apprentice.

I confirm that the evidence presented by the apprentice is ready for End-Point Assessment. It is valid, authentic, reliable and current and sufficient to meet the requirements of the relevant standard.

Employer representative	Name & Signature	Date	DD/MM/YY
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Training Provider declaration (if appropriate):

I confirm that the evidence presented by the apprentice is ready for End-point Assessment. It is valid, authentic, reliable and current and sufficient to meet the requirements of the relevant standard.

Training Provider	Name & Signature	Date	DD/MM/YY
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Apprentice	Name	Enrolment number	1234567
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Portfolio header form					
Standard reference	Write section reference(s) of where in the Portfolio this reference is covered	Checked to ensure evidence is Valid	IEPA reference check	IEPA comments	
	Apprentice only	Employer/ Centre only	IEPA only	IEPA only	
K1	first principles relating to the operation and maintenance of appropriate plant and equipment.				
K2	relevant industry health and safety standards, regulations, and environmental and regulatory requirements.				
K3	maintenance and operational practices, processes and procedures covering a range of plant and equipment.				
K4	the relevant engineering theories and principles relative to their occupation				

S2	locate, and rectify faults on plant and equipment				
S4	read, understand and interpret information and work in compliance with technical specifications and supporting documentation				
S6	inspect and maintain appropriate plant and equipment to meet operational requirements				
S8	communicate, handover and confirm that the appropriate engineering process has been completed to specification				
S9	position, assemble, install and dismantle electrical plant and equipment, which may include motors, switchgear, cables & conductors, to agreed specifications				
S10	carry out planned, unplanned and preventative maintenance procedures on electrical plant and equipment.				

S11	replace, repair and/or remove components in electrical plant and equipment and ensure its return to operational condition.				
S12	diagnose and determine the cause of faults in electrical plant and equipment.				
B5	Critical reasoning - uses resources, techniques and obtained facts to develop sound solutions while recognising and defining problems				
	IEPA only	Overall comments plus notes of any themes or areas to follow up in Technical Interview			

Maintenance and Operations Engineering Technician (Mechanical Technician) – Portfolio Header and Declaration Form

Apprentice	Name	Enrolment number	1234567
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Apprentice declaration:

I confirm that all work submitted is my own, and that I have acknowledged any sources I have used.

Apprentice	Signature	Date	DD/MM/YY
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Line Manager declaration:

I confirm that all work was conducted under conditions designed to assure the authenticity of the apprentice's work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the apprentice.

I confirm that the evidence presented by the apprentice is ready for End-point Assessment. It is valid, authentic, reliable and current and sufficient to meet the requirements of the relevant standard.

Line manager	Signature	Date	DD/MM/YY
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Training Provider declaration (if appropriate):

I confirm that the evidence presented by the apprentice is ready for End-point assessment. It is valid, authentic, reliable and current and sufficient to meet the requirements of the relevant standard.

Training Provider	Name & Signature	Date	DD/MM/YY
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Apprentice	Name	Enrolment number	1234567
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Portfolio header form					
Standard reference	Write section reference(s) of where in the Portfolio this reference is covered	Checked to ensure evidence is Valid	IEPA reference check	IEPA comments	
	Apprentice only	Employer/ Centre only	IEPA only	IEPA only	
K1	first principles relating to the operation and maintenance of appropriate plant and equipment.				
K2	relevant industry health and safety standards, regulations, and environmental and regulatory requirements.				
K3	maintenance and operational practices, processes and procedures covering a range of plant and equipment.				
K4	the relevant engineering theories and principles relative to their occupation				

S2	locate, and rectify faults on plant and equipment				
S4	read, understand and interpret information and work in compliance with technical specifications and supporting documentation				
S6	inspect and maintain appropriate plant and equipment to meet operational requirements				
S8	communicate, handover and confirm that the appropriate engineering process has been completed to specification				
S13	position, assemble, install and dismantle mechanical plant and equipment which may include pumps, valves, gearboxes, pipework, to agreed specifications				
S14	carry out planned, unplanned and preventative maintenance procedures on mechanical plant and equipment.				

S15	replace, repair and/or remove components in mechanical plant and equipment and ensure its return to operational condition.				
S16	diagnose and determine the cause of faults in mechanical plant and equipment				
B5	Critical reasoning - uses resources, techniques and obtained facts to develop sound solutions while recognising and defining problems				
IEPA only		Overall comments plus notes of any themes or areas to follow up in Technical Interview			

Maintenance and Operations Engineering Technician (Control and Instrumentation Technician) – Portfolio Header and Declaration Form

Apprentice	Name	Enrolment number	1234567
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Apprentice declaration:

I confirm that all work submitted is my own, and that I have acknowledged any sources I have used.

Apprentice	Signature	Date	DD/MM/YY
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Line Manager declaration:

I confirm that all work was conducted under conditions designed to assure the authenticity of the Apprentice's work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the apprentice.

I confirm that the evidence presented by the apprentice is ready for End-point assessment. It is valid, authentic, reliable and current and sufficient to meet the requirements of the relevant standard.

Line manager	Signature	Date	DD/MM/YY
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Training Provider declaration (if appropriate):

I confirm that the evidence presented by the apprentice is ready for End-point assessment. It is valid, authentic, reliable and current and sufficient to meet the requirements of the relevant standard.

Training Provider	Name & Signature	Date	DD/MM/YY
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Apprentice	Name	Enrolment number	1234567
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Portfolio header form					
Standard reference	Write section reference(s) of where in the Portfolio this reference is covered	Checked to ensure evidence is Valid	IEPA reference check	IEPA comments	
	Apprentice only	Employer/ Centre only	IEPA only	IEPA only	
K1	first principles relating to the operation and maintenance of appropriate plant and equipment.				
K2	relevant industry health and safety standards, regulations, and environmental and regulatory requirements.				
K3	maintenance and operational practices, processes and procedures covering a range of plant and equipment.				
K4	the relevant engineering theories and principles relative to their occupation				

S2	locate, and rectify faults on plant and equipment				
S4	read, understand and interpret information and work in compliance with technical specifications and supporting documentation				
S6	inspect and maintain appropriate plant and equipment to meet operational requirements				
S8	communicate, handover and confirm that the appropriate engineering process has been completed to specification				
S17	position, assemble, install and dismantle plant and equipment which may include instrumentation and control of temperature, pressure and flow systems to agreed specifications.				
S18	carry out planned, unplanned and preventative maintenance procedures on plant and equipment.				

S19	replace, repair and/or remove components in plant and equipment and ensure its return to operational condition.				
S20	diagnose and determine the cause of faults in plant and equipment.				
S21	calibrate and configure instrument and control systems.				
B5	Critical reasoning - uses resources, techniques and obtained facts to develop sound solutions while recognising and defining problems				
	IEPA only	Overall comments plus notes of any themes or areas to follow up in Technical Interview			

Maintenance and Operations Engineering Technician (Electromechanical Technician) – Portfolio Header and Declaration Form

Apprentice	Name	Enrolment number	1234567
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Apprentice declaration:

I confirm that all work submitted is my own, and that I have acknowledged any sources I have used.

Apprentice	Signature	Date	DD/MM/YY
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Employer representative declaration:

I confirm that all work was conducted under conditions designed to assure the authenticity of the apprentice's work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the apprentice.

I confirm that the evidence presented by the apprentice is ready for End-point assessment. It is valid, authentic, reliable and current and sufficient to meet the requirements of the relevant standard.

Employer representative	Name & Signature	Date	DD/MM/YY
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Training Provider declaration (if appropriate):

I confirm that the evidence presented by the apprentice is ready for End-point assessment. It is valid, authentic, reliable and current and sufficient to meet the requirements of the relevant standard.

Training Provider	Name & Signature	Date	DD/MM/YY
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Apprentice	Name	Enrolment number	1234567
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Portfolio header form					
Standard reference	Write section reference(s) of where in the Portfolio this reference is covered	Checked to ensure evidence is Valid	IEPA reference check	IEPA comments	
	Apprentice only	Employer/ Centre only	IEPA only	IEPA only	
K1	first principles relating to the operation and maintenance of appropriate plant and equipment.				
K2	relevant industry health and safety standards, regulations, and environmental and regulatory requirements.				
K3	maintenance and operational practices, processes and procedures covering a range of plant and equipment.				
K4	the relevant engineering theories and principles relative to their occupation				

S2	locate, and rectify faults on plant and equipment				
S4	read, understand and interpret information and work in compliance with technical specifications and supporting documentation				
S6	inspect and maintain appropriate plant and equipment to meet operational requirements				
S8	communicate, handover and confirm that the appropriate engineering process has been completed to specification				
S31	position, assemble, install and dismantle integrated electromechanical power and control systems.				
S32	carry out planned, unplanned and preventative maintenance procedures on integrated plant and equipment.				

S33	replace, repair and/or remove components within integrated plant and equipment and ensure its return to operational condition.				
S34	diagnose and determine the cause of faults within integrated electromechanical power and control systems.				
B5	Critical reasoning - uses resources, techniques and obtained facts to develop sound solutions while recognising and defining problems				
	IEPA only	Overall comments plus notes of any themes or areas to follow up in Technical Interview			

