




Apprenticeship standard (England only)

# Engineering Operative

Industry: Engineering and manufacturing

City & Guilds code: 9325



 **Typical duration:** 12 months  
 **Maximum funding:** £6,000\*  
 **Level 2**

\*Funding information accurate as of July 2019. For the most up-to-date information, check the [Institute for Apprenticeships and Technical Education \(IfATE\) website](#).

## About this standard

The IfATE approved the standard on 24 September 2018. This apprenticeship standard includes 6 pathways of learning for the following specialist job roles: maintenance, mechanical manufacturing engineering, electrical and electronic engineering, fabrication, materials, processing & finishing, technical support.

## About the role

Engineering operatives are involved primarily in the engineering procedures which are essential in assisting the engineering and manufacturing sector. This can help companies to upskill their employees with the appropriate industry skills and knowledge that can help to grow the business.

An engineering operative apprentice will undertake a wide range of job related tasks that they can transfer to other roles within the engineering and manufacturing sector throughout their career. Engineering operatives will work individually or as part of a team to ensure machinery and equipment are workable. They will assist in breakdowns and operate a range of CNC/Conventional machinery.

Engineering operative roles include servicing and maintenance operative, mechanical engineering operative, engineering fitter and machine setter/operative.

## On-programme: what apprentices need to learn

Apprentices need to complete 20% off-the-job training during the on-programme phase of their apprenticeship. Specific rules govern this and it must take place in the apprentice's contracted hours.

Formative assessment of knowledge, skills and behaviours required in the delivery of the Level 2 Engineering Operative apprenticeship are broken down into the following modules. The on-programme qualifications for this standard will be 4505-12 Level 2 end-point assessment (EPA) for ST0537/AP01 Engineering Operative.

The apprentice will progress onto the 9325 Level 2 end-point assessment (EPA) for ST0537/AP01 Engineering Operative.

### Knowledge

- Maintenance planning
- Diagnostic and fault finding techniques
- Safe working practices
- Specific machinery and Equipment.

### Skills

- Carry out maintenance activities in line with work instructions
- Carry out quality checks during and after mechanical manufacturing operations
- Join materials using the appropriate methods and techniques
- Plan the technical support operation before they start.

### Behaviours

- Personal responsibility and resilience
- Work effectively in teams
- Effective communication and interpersonal skills
- Focus on quality and problem solving.

Refer to the [IfATE website](#) for further details on the standard and assessment plan.

City & Guilds has developed teaching and learning materials to support employers and learning providers to deliver on and off-the-job learning for this standard. For more information [visit our webpage for Engineering Operative here](#).





## Gateway requirements

Before you can book EPA, the provider and employer sign off that the apprentice will be ready for EPA.

For this standard, the employer and provider will need to sign a declaration to agree the apprentice shows evidence of the relevant engineering operative knowledge, skills and behaviours as set out

in the standard. The apprentice also must have achieved maths and English (Level 1) and taken the test for Level 2.

As part of our EPA service, City & Guilds will check all gateway evidence before the EPA event so you can have the confidence that the apprentice is ready for EPA.



## EPA: how apprentices demonstrate their learning

As defined in the assessment plan, the assessment events for this standard are:



### Practical observation

The observation will last a minimum of two hours and will enable the apprentice to show their skills, knowledge and behaviour from across the standard to demonstrate genuine and demanding work objectives. Any number of scenarios could be assessed – from handling a general enquiry, dealing with a customer complaint or demonstrating personal organisation.



### Professional discussion

The professional discussion will follow the observation and last up to one hour. The discussion will be against set criteria in the occupational brief and establish the apprentice's understanding and application of knowledge, skills and behaviours. It will be structured to draw out the best of the apprentice's energy, enthusiasm, competence and excellence.

**Our assessment delivery:** the independent end-point assessor (IEPA) will assess the apprentice showcase before the practical observation and professional discussion.

City & Guilds will allocate a skilled and experienced professional to assess the apprentice objectively against the standard. All assessments are standardised and quality assured.

To help you prepare apprentices and ensure they feel ready for assessment, we have created a suite of preparation resources, including:

- **EPA:** Details behind the standard and assessment plan, guidance on EPA tasks and grading, procedures for re-sits, timelines, venue and resource requirements for EPA. It is important that you are familiar with this information
- **EPA exemplar materials:** Available for tutors, providing real assessment examples for each assessment type, such as transcripts and examples of good practice

- **EPA preparation tool:** Personalised login for each apprentice with useful learning resources relevant to the assessment skills required for their standard, ensuring they feel ready for their EPA experience
- **recording forms:** Supporting you to complete key stages of EPA readiness, we have prepared forms to give you peace of mind and confidence that everything is covered
- our dedicated **EPA customer success team** will be on hand to support you through your EPA journey.



## Apprenticeship certification

As well as receiving their IfATE apprenticeship certificate, the apprentice will receive a City & Guilds statement of achievement for EPA.





## Why choose City & Guilds?

**Personal support:** Our dedicated EPA customer success team, Technical Advisors, Business Managers and Customer Service teams are on hand to help you throughout your apprenticeship journey.

**Teaching tools and resources:** All of our resources are mapped comprehensively to the standard and designed to draw out the skills, knowledge and behaviour apprentices need so they are confident for assessment and you know that everything is covered.

**EPA support resources:** Our specially created EPA resources will help you to prepare apprentices and ensure a smooth booking process.

**EPA delivery:** We are growing our EPA service, using new technologies to enhance the delivery and management of EPA.

**Pricing that works for you:** When you choose us for EPA, you pay a small registration fee and the balance once the EPA has taken place and results submitted.

**Events and webinars:** We deliver a range of events and webinars run by industry specialists to advise and guide you.

**Progression:** The journey never stops and we're committed to helping learners progress into a job, develop on the job and move into the next job. Visit our website [cityandguilds.com](https://www.cityandguilds.com) for our wider offering in this sector and information about leadership and management apprenticeships.



### More information

If you're a City & Guilds centre, visit Walled Garden or contact your Business Manager for prices and any further information.

If you're a new customer, contact [apprenticeships@cityandguilds.com](mailto:apprenticeships@cityandguilds.com) to find out more.

Or visit [cityandguilds.com/apprenticeships](https://www.cityandguilds.com/apprenticeships) for full information on our apprenticeship products and services.

Visit [i-l-m.com/apprentice](https://www.i-l-m.com/apprentice) for information on management apprenticeships.