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| 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)**

**April 2020 Version 3.0**

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| Version and date | Change detail | Section |
| V2 March 2020 | Addition of new pathway | All |
| V3 April 2020 | Gateway declaration form removed |  |
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1. Introduction

### What is in this document

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

* 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.

**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.**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice | Name | Enrolment  number | 1234567 |

**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 |

**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 |

**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.**

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| **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 Apprentice**  **only** | **Checked to ensure evidence is Valid Employer/Centre only** | **IEPA reference check**  **IEPA only** | **IEPA comments**  **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 will 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 |  |  |  |  |
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|  | |  | | | |
|  | **IEPA only** | **Overall comments plus notes of any themes or areas to follow up in Technical Interview** | | | |
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Maintenance and Operations Engineering Technician (Mechanical Technician) – Portfolio Header and Declaration Form

|  |  |  |  |
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| Apprentice | Name | Enrolment  number | 1234567 |

**Apprentice declaration:**

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

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| --- | --- | --- | --- |
| **Apprentice** | Signature | **Date** | DD/MM/YY |

**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 |

**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.**

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| --- | --- | --- | --- |
| **Training Provider** | Name & Signature | **Date** | DD/MM/YY |

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| Apprentice | Name | Enrolment  number | 1234567 |

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| **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. |  |  |  |  |
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| **K3** | maintenance and operational practices, processes and procedures covering a range of plant and equipment. |  |  |  |  |
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| **K4** | the relevant engineering theories and principles relative to their occupation |  |  |  |  |
|  | | | | | |
| **S2** | locate, and rectify faults on plant and equipment |  |  |  |  |
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| **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 will 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 |  |  |  |  |
|  | | | | | |
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Maintenance and Operations Engineering Technician (Control and Instrumentation Technician) – Portfolio Header and Declaration Form

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| **K2** | relevant industry health and safety standards, regulations, and environmental and regulatory requirements. |  |  |  |  |
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| **K3** | maintenance and operational practices, processes and procedures covering a range of plant and equipment. |  |  |  |  |
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| **K4** | the relevant engineering theories and principles relative to their occupation |  |  |  |  |
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| **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 will 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 |  |  |  |  |
|  | | | | | |
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Maintenance and Operations Engineering Technician (Electromechanical Technician) – Portfolio Header and Declaration Form

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|  | | | | | |
| **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 |  |  |  |  |
|  | | | | | |
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