

# FENCING INSTALLER APPRENTICESHIP

## LEVEL 2

# ASSESSMENT PLAN

## INTRODUCTION

This document sets out the requirements for end-point assessment (EPA) for the Fencing Installer apprenticeship standard. It is written for end-point assessment organisations who need to know how EPA must be delivered. It will also be of interest to Fencing Installer apprentices, their employers and training providers. Full time apprentices will typically spend 18 months on-programme working towards the apprenticeship standard, with a minimum of 20% off-the-job training.

## GATEWAY REQUIREMENTS

The EPA should only start once the employer is satisfied that the gateway requirements for EPA have been met and can be evidenced to the EPA organisation; and that the apprentice is consistently working at or above the level set out in the standard. The EPA organisation must be on the Education and Skills Funding Agency (ESFA) Register of End Point Assessment Organisations (RoEPAO).

Requirements:

- A portfolio of evidence including as a minimum:
  - Photographic and/or video evidence of work carried out on at least five different sites. This evidence should also include a written or audio commentary from the apprentice detailing their contribution, an evaluation from a supervisor/manager and timesheets.
  - Monthly journal detailing jobs worked on, signed off by a supervisor/manager. This must be limited to details of the work carried out and not a self-reflective account.

The portfolio underpins the professional discussion, must not include any self-reflection and must be submitted to the EPAO at least one week prior to the EPA.

- Apprentices without level 1 English and mathematics will need to achieve this level and take the test for level 2 English and mathematics prior to taking the end-point assessment.

## ASSESSMENT METHODS

The EPA consists of two distinct assessment methods and in the following order:

- Workplace Observation
- Professional Discussion

The EPA must be completed over two days. It is recommended that these are consecutive days but as a maximum within a seven-day period. The EPA must take place within four months after the apprentice has met the EPA gateway requirements.

### Workplace Observation

**Duration: 5 hours (+/- 10%)**

Apprentices must be observed in the workplace during a normal working day, under typical working conditions within their team. The time allowed includes breaks in accordance with the working time directive. The assessor must select the day in conjunction with the apprentice's manager or supervisor to allow opportunity for the greatest number of skills to be assessed. The apprentice must be observed installing a fence as part of their team, and must be observed by an independent assessor completing the following tasks:

- Follow industry's health & safety standards
- Select the required materials and equipment
- Establish the fence line
- Excavate foundations for the fence
- Install a post
- Use power tools safely
- Complete relevant industry standard paperwork

The specific job assessed should be consistent with the specific fencing specialist area the apprentice has been employed within. Assessment organisations must develop assessment marking sheets based on each industry specialism; the EPA organisation should select an appropriate job in which to assess the apprentice based on a list of upcoming projects and associated specifications as provided by the employer. Prior to the commencement of the practical assessment, the independent assessor must outline to the apprentice and the project supervisor what they are required to observe the apprentice doing and how, during the course of the observation.

Assessors can observe up to three apprentices at any one time although these must be working within the same team during the observation. An apprentice's ability to work within a team must be assessed, although for the purposes of the assessment the apprentice must also demonstrate the required skills by working independently on each of the above tasks during the observation.

The assessor will ask seven follow-up questions – one for each task listed above – to assess underpinning knowledge during the observation. Follow-up questions may be asked to seek clarification. EPAOs must develop banks of standardised questions of sufficient size to prevent predictability and review them regularly (and at least once a year) to ensure they are fit for purpose.

Pass and grading criteria for the workplace observation is as follows. If the stated pass standard is not met, the practical test will be marked as a fail.

<b>Workplace Observation Pass Criteria</b>	<b>Workplace Observation Distinction Criteria (must achieve all pass criteria and all of the following)</b>
<p>Follows industry health and safety standards throughout the task and displays an awareness of site safety procedures. (S1, S3, B2, B3)</p> <p>Selects the correct materials and tools appropriate to the task; demonstrates their correct and safe usage. (K4, S2, S5)</p> <p>Establishes the fence line and levels in line with fencing plan or specifications.(K11, K12, S4, S11)</p> <p>Constructs suitable foundations for the type of fence being installed. (K9, S7)</p> <p>Correctly and accurately installs the fence components. (S8)</p> <p>Demonstrates effective communication, decision-making and team-working skills. Demonstrates an attention to detail and a customer-focussed attitude. (S9, B1, B4, B7)</p>	<p>Shows an awareness of potential hazards and can suggest improvements to health and safety processes, site safety, communication or team working.</p> <p>Evaluates a range of tools and materials options and can justify their selection appropriate to the task.</p> <p>Interprets the fencing plan specifications and can articulate and justify the the most appropriate and efficient manner of installation.</p> <p>Quality checks the foundations and fence lines to ensure accuracy. Inspects the fence to identify defects and repair options.</p>

## Professional Discussion

**Duration: 1 hour (+/- 10%)**

The professional discussion must be conducted on a 1:1 basis in a controlled environment free from distraction or influence. The discussion will be recorded via audio. A portfolio of evidence will be used by the apprentice to provide evidence to support the discussion.

The apprentice will be asked 10 standardised competency-based questions with follow-up questions to probe further if required or to seek clarification.

The assessor will pre-select questions from a bank provided by the EPAO. Selections will be selected based on the apprentice's portfolio and the KSBs requiring to be addressed based on the requirements as per annex A, and the grading descriptors below. EPAOs must develop question banks of sufficient size to prevent predictability and review them regularly (and at least once a year) to ensure they, and the specifications they contain, are fit for purposes. Questions must be pre-selected to ensure sufficient coverage of all the KSBs assigned to this method in annex A.

Pass and grading criteria for the professional discussion is as follows. If the stated pass standard is not met, the professional discussion will be marked as a fail.

<b>Professional Discussion Pass Criteria</b>	<b>Professional Discussion Distinction Criteria (Achieves pass criteria and all of the following)</b>
<p>Demonstrates an in-depth knowledge of health, safety and environmental requirements and how they apply to work practices and methods. (K2, K7)</p> <p>Identifies the hazards associated with typical working locations and environments. (K3)</p> <p>Describes the different fence categories and types, construction materials and working methods. (K1, K10)</p> <p>Demonstrates an awareness of the importance of establishing correct</p>	<p>Suggests improvements to health and safety processes in the workplace.</p> <p>Demonstrates an understanding of dynamic risk assessments, can discuss hazards and improvements associated in a wider context of working locations and environments.</p> <p>Can evaluate the different fence categories and types, construction materials and working methods, providing a rationale for their selection for a specific task.</p> <p>Can identify potential errors or faults</p>

<p>lines and levels for fences, and an accurate understanding of the processes of achieving these. (K6)</p> <p>Explains how to check for faults on their own fence specialism, how to repair faults and reduce the risk of future hazards. (K8, S6)</p> <p>Describes the process of locating and identifying underground services and how to adapt an installation project to their presence. (K5)</p> <p>Explains the importance of quality control and the various methods used to record and document it. (K13, K14, S10)</p> <p>Demonstrates the importance of effective time management, and a willingness to learn and develop competence. (B5, B6)</p>	<p>before they occur and can suggest specific preventative measures to minimise the chances of faults occurring.</p>
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### Overall Apprenticeship Grading

<b>Practical Assessment</b>	Fail	Fail	Pass	Pass	Pass	Distinction	Distinction
<b>Professional Discussion</b>	Fail	Pass	Fail	Pass	Distinction	Pass	Distinction
<b>Overall Grade</b>	<b>Fail</b>	<b>Fail</b>	<b>Fail</b>	<b>Pass</b>	<b>Pass</b>	<b>Distinction</b>	<b>Distinction</b>

The apprentice cannot achieve an overall distinction grade unless a distinction is achieved for the practical test. This is to reflect the greater weight attached to the practical application of skills and health & safety in the workplace.

## Re-sits and Re-takes

Apprentices who fail one or both assessment methods will be offered the opportunity to take a re-sit/re-take. Re-sits/re-takes must not be offered to apprentices wishing to move from pass to distinction. A re-sit does not require further learning, whereas a re-take does.

The apprentice's employer will need to agree that a re-sit/re-take is an appropriate course of action. Apprentices should have a supportive action plan to prepare for the re-sit/re-take.

The apprentice will only have to re-take the specific assessment method that was failed. If a re-sit is required, or if the re-take is not successfully completed within 6 months of the original EPA, the entire EPA will have to be taken again. Re-sits and re-takes are restricted to a pass mark unless in exceptional circumstances, which can be taken into account at the discretion of the EPA organisation.

## END-POINT ASSESSMENT ORGANISATIONS

Employers must choose an independent EPA organisation approved to deliver the EPA for this apprenticeship from the Education & Skills Funding Agency's Register of End Point Assessment Organisations (RoEPAO).

### Requirements for Independent Assessors

EPA organisations must appoint independent assessors to oversee the workplace observation and conduct the professional discussion. They must meet the following criteria:

- Be independent of the apprentice, their employer and training provider(s) i.e. there must be no conflict of interest
- Hold a TAQA assessment qualification or equivalent
- Possess fencing industry field experience

### Internal quality assurance

Internal quality assurance refers to the requirements that EPA organisation must have in place to ensure consistent (reliable) and accurate (valid) assessment decisions. EPA organisations for this EPA must undertake the following:

- Appoint independent assessors that meet the requirements as detailed in this plan – see above
- Provide training for independent assessors in terms of good assessment practice, operating the assessment tools and grading



- Have quality assurance systems and procedures that support fair, reliable and consistent assessment across organisation and over time
- Operate moderation of assessment activity and decisions, through examination of documentation and observation of activity, with a minimum of 20% of each independent assessors' assessments moderated
- Operate regular standardisation events that enable assessors to attend a minimum of two events per year
- Operate an appeals process

## **EXTERNAL QUALITY ASSURANCE**

External quality assurance will be provided by the Institute for Apprenticeships.

## **PROJECTED STARTS**

It is anticipated there will be approximately 500 starts per year on this apprenticeship.

Affordability has been built into the assessment plan by conducting the practical assessment in the apprentice's workplace, thereby removing any location/equipment costs as the apprentice will be assessed in their day-to-day role.

## **PROFESSIONAL RECOGNITION**

This standard will deliver sufficient competence, underpinning knowledge and understanding in the identified job role to allow the individual to meet the requirements of the Fencing Industry Skills Standard/Construction Skills Certification Scheme (FISS/CSCS) or other industry affiliated schemes.

**Annex A****Knowledge, Skills and Behaviours to be assessed by each assessment method and scope of assessment****Key**

PD – Professional Discussion

WO – Workplace Observation

<b>Knowledge</b>	<b>PD</b>	<b>WO</b>
Different fence categories and types, construction materials and working methods K1	✓	
Health, safety and environmental requirements for the individual, company and location and how to apply these requirements to working practices, including identifying and reducing hazards and risks, in line with current legislation and safe systems of work K2	✓	
The hazards associated with typical working locations which range from remote agricultural sites, residential and urban, railways, highways, heavy industry, utilities and prisons K3	✓	
Safe and effective selection, preparation and use of hand-held tools, power tools and mechanical plant K4		✓
Different underground services and how to locate and identify them K5	✓	
The importance of establishing correct lines and levels for fences and gates K6	✓	
How to select, store and safely handle materials and components K7	✓	
How to repair or reinstate defective or faulty/damaged fence systems K8	✓	

The foundation requirements for the type of fencing being installed K9		✓
How to install different fence components and systems K10	✓	
How to read and interpret basic fence drawings, plans and specifications K11		✓
The principles of measurement and how to apply them K12		✓
The requirements for quality control and the completion of documentation (e.g. site diaries and quality control forms) K13	✓	
The importance of systems that record and measure costs K14	✓	

<b>Skills</b>	<b>PD</b>	<b>WO</b>
Maintain good standards of practice in health, safety and environmental awareness, including fencing operations and site safety S1		✓
Select, prepare and use hand-held tools, power tools and mechanical plant safely and effectively for the installation of fences S2		✓
Locate and identify underground services to support fencing installation S3		✓
Establish fencing lines and levels S4		✓
Select, store and safely handle materials and components for fencing installation S5		✓
Repair or reinstate defective or faulty/damaged fences, posts or components S6	✓	

Construct suitable foundations for the type of fence being installed S7		✓
Install fence components S8		✓
Communicate effectively both verbally and written S9		✓
Maintain fencing records, site diaries and quality control forms S10	✓	
Read fencing plans or specifications and follow written and verbal instructions S11		✓

<b>Behaviours</b>	<b>PD</b>	<b>WO</b>
Strong work ethic, including reliability, pride in work, attention to detail and customer focus B1		✓
Demonstrate safety conscious behaviour and promote a positive health, safety and environmental culture B2		✓
Work safely, minimising risk and reporting all unsafe conditions and concerns B3		✓
Ability to work as part of a team and independently B4		✓
Willingness to learn and develop existing skills, and learn new skills to develop competence B5	✓	
Flexible working practices, with good time management B6	✓	
Ability to use own initiative to make decisions and solve problems, escalating where appropriate B7		✓