

# End-point assessment plan for Network Cable Installer apprenticeship standard

Standard reference number	Level of this EPA plan	Integrated
ST0485	3	No

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# Introduction and overview

This document sets out the requirements for end-point assessment (EPA) for the Network Cable Installer apprenticeship standard. It is for end-point assessment organisations (EPAOs) who need to know how EPA for this apprenticeship must operate. It will also be of interest to Network Cable Installer apprentices, their employers and training providers.

Full time apprentices will typically spend 15 months on-programme (before the gateway) working towards the occupational standard, with a minimum of 20% off-the-job training. All apprentices will spend a minimum of 12 months on-programme.

The EPA period should only start, and the EPA be arranged, once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard, all of the pre-requisite gateway requirements for EPA have been met and that they can be evidenced to an EPAO.

All pre-requisites for EPA assessment methods must also be complete and available for the assessor as necessary.

For level 3 apprenticeships and above apprentices without English and mathematics at level 2 must achieve level 2 prior to taking their EPA.

The EPA must be completed within an EPA period lasting a maximum of 3 months, beginning when the apprentice has met the EPA gateway requirements.

The EPA consists of 2 distinct assessment methods.

The individual assessment methods will have the following grades:

## **Assessment Method 1**

- Fail
- Pass
- Distinction

## **Assessment Method 2**

- Fail
- Pass
- Distinction

Performance in the EPA will determine the overall apprenticeship grades of:

- Fail
- Pass
- Distinction

# EPA summary table

<b>On-programme</b> (typically 15 months)	Training to develop the occupation standard's knowledge, skills and behaviours.
<b>End Point Assessment Gateway</b>	<ul style="list-style-type: none"> <li>Employer is satisfied the apprentice is consistently working at, or above, the level of the occupational standard.</li> <li>English/mathematics Level 2</li> </ul> <p>Apprentices must complete:</p> <ul style="list-style-type: none"> <li>A portfolio, compiled throughout the apprenticeship and completed by the gateway, must be sufficient to evidence the apprentice can apply the knowledge, skills and behaviours required as mapped to the Professional Discussion.</li> </ul>
<b>End Point Assessment</b> (which would typically take months)	<p>Assessment Method 1: Practical Demonstration and Questions</p> <p>Assessment Method 2: Professional Discussion</p>
<b>Professional recognition</b>	<p>Aligns with recognition by:</p> <ul style="list-style-type: none"> <li>Institute of Telecommunications Professionals</li> </ul>

## Length of end-point assessment period:

The EPA (including all assessment methods) must be completed within 3 months of the first part of the end-point assessment commencing and within the total EPA period.

## Order of assessment methods

The assessment methods need to be delivered in the following order:

- No specific order. The assessment methods can be taken in any order

## Gateway

The EPA period should only start once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard, that is to say they have achieved occupational competence. In making this decision, the employer may take advice from the apprentice's training provider(s), but the decision must ultimately be made solely by the employer.

In addition to the employer's confirmation that the apprentice is working at or above the level in the occupational standard, the apprentice must have completed the following gateway requirements prior to beginning EPA:

English and mathematics at level 2.

For those with an education, health and care plan or a legacy statement the apprenticeships English and mathematics minimum requirement is Entry Level 3 and British Sign Language qualification are an alternative to English qualifications for whom this is their primary language.

For the Practical Demonstration and Questions:

- no specific requirements

For the Professional Discussion, the apprentice will be required to submit

- a portfolio, compiled throughout the apprenticeship and completed by the gateway, must be sufficient to evidence the apprentice can apply the knowledge, skills and behaviours required as mapped to assessment method 2 (AM2). There must be at least one piece of evidence relating to each knowledge, skill and behaviour mapped to AM2. One piece of evidence can be referenced against more than one knowledge, skill or behavioural requirement. It is expected that there will be a minimum of 5 pieces of evidence. The portfolio should contain written accounts of activities that have been completed and referenced against the knowledge, skills and behaviours, supported by appropriate evidence, including photographic evidence and work products, such work instructions, safety documentation, company policies and procedures as appropriate to the activities. Progress review documentation should also be included. Self-reflective accounts are not permissible. The apprentice's Manager/Mentor will typically support the development of the portfolio in accordance with company policy and procedures, by:

- Providing sufficient time for the apprentice to prepare a portfolio

- Provide work-based opportunities for the apprentice to gather evidence
- Ensure content of portfolio is the apprentice's own work

Managers/mentors shall not:

- Provide evidence for the apprentice to include in the portfolio
- Assess and review the portfolio

## **Assessment Methods**

### **Assessment Method 1: Practical Demonstration and Questions**

(This Method has two components.)

#### **Method 1 Component 1: Practical Demonstration**

##### **Overview**

Apprentices must be observed by an independent assessor completing a practical demonstration consisting of two distinctly separate tasks, in which they will demonstrate the KSBs assigned to this assessment method. The tasks are defined as:

- Install, terminate and test copper cable
- Install, terminate and test fibre optic cable

The end-point assessment organisation will arrange for the observation to take place, in consultation with the employer. The practical demonstration must be carried out over a maximum total assessment time of seven hours. The demonstrations may be split into discrete sections held over a maximum of two working days. The reason for this is that there are two tasks that can be separated into two different activities, the separation allows for flexibility and resource planning with the employer and will accommodate the needs of all parties. The independent assessor has the discretion to increase the time of the practical demonstration by up to 10% to allow the apprentice to complete the last task that is part of this element of the EPA.

The independent assessor may conduct and observe only one apprentice during this assessment method.

The rationale for this assessment method is:

The Network Cable Installer role is heavily biased toward practical (hands-on) installation activities. The ability to install network cabling in demanding environments, in a safe manner, using the correct tools, and in accordance with highest quality standards, could only be assessed fairly and accurately in a simulated environment. It was felt that the primary test method should be a practical assessment with questions ensuring that the apprentice can not only demonstrate their practical skills but can also underpin this with a broader knowledge of the task at hand.

##### **Delivery**

Apprentices must be provided with both written and verbal instructions on the two tasks that they must complete, including the timescales they are working to.

The practical demonstration should be conducted in the following way to take account of the occupational context in which the apprentice operates:

- The independent assessor shall provide an introductory brief to the apprentices detailing domestic arrangements and conduct of the practical demonstration.
- The independent assessor may allow apprentices to work in pairs for the sole purpose of initial cable installations when working at height i.e. getting the cables into the basket. All other tasks (dressing-in, fastening etc) shall be carried out alone.
- The independent assessor may terminate the EPA for any apprentice that works in an unsafe manner. This may include:
  - multiple minor infractions - working practices which, if allowed to continue unchecked, could be likely to cause harm to the individual or other persons present in the immediate vicinity
  - a single serious safety error - an occurrence that could have or has caused serious injury to the individual or other persons present in the work environment.

The following activities MUST be observed during the practical demonstration i.e. a practical demonstration without these tasks would seriously hamper the opportunity for the apprentice to demonstrate occupational competence in the KSBs assigned to this assessment method.

- Lay cable
- Install wire basket and UPVC trunking, incorporating vertical and horizontal containment routes at high and low levels
- Loom of cables into cabinet
- Install brackets using spirit level
- Terminate copper(Unshielded Twisted Pair and Foil Twisted Pair [UTP/FTP]) and fibre optic cables including:
  - One UTP and one FTP outlets at low level
  - Six copper (UTP) panel to panel links
  - One fibre cable panel to panel link with 4 spliced fibres and 4 direct terminated type fibres

## **Method 1 Component 2: Questions**

EPAOs will create and set open questions to assess related underpinning knowledge, skills and behaviours. The questions can be asked at appropriate times during the practical demonstration, however the independent assessor must only ask questions when it is safe to do so and avoid untimely interruptions. The independent assessor must ask five questions. Questioning must be completed within the total time allowed for the practical demonstration.

There may be breaks during the practical demonstration to allow the apprentice to move from one location to another and for meal breaks.

KSBs observed and answers to questions must be documented by the independent assessor.

The independent assessor will make all grading decisions.

## **Questions and resources development**

EPAOs will create and set open questions to assess related underpinning knowledge, skills and behaviours.

EPAOs will produce specifications to outline in detail how the practical demonstrations will operate, what it will cover and what should be looked for. It is recommended that this be done in consultation with employers. EPAOs should put measures and procedures in place to maintain the security and

confidentiality of their specifications if employers are consulted. Specifications must be standardised by the EPAO.

EPAOs must develop ‘practical specification 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 purpose. The specifications, including questions relating to underpinning knowledge, skills and behaviours must be varied, yet allow assessment of the relevant KSBs.

## Venue

Practical demonstrations must be conducted in one of the following locations:

- the employer’s premises
- a suitable venue selected by the EPAO (e.g. a training provider’s premises or another employer’s premises)
- Video conferencing can be used to conduct the observation (i.e. live streaming), but the EPAO must have processes in place to verify the identity of the apprentice and ensure the apprentice is not being aided in some way, e.g. use a widescreen or other suitable camera, and subject to appropriate health and safety conditions being met.

The practical demonstration should take place in either a simulated network equipment room, or in a real environment utilising an electrically and spatially separated area. Minimum dimensions for the work area will be 5m(w) x 10m(l) x 3m(h). The work area shall be fitted with:

- Equipment cabinets
  - 3 x 42U 800mm x 1000mm data racks. Racks may be bayed together and shall have a minimum 1.2m front and rear working access, and a minimum 900mm side access at one end for egress.
  - Racks shall be fitted with:
    - 19" Mounting rails
    - Front/rear doors
    - Plinth
    - Earth bonding
- Workstations
  - To simulate individual work stations, backboards constructed of 25mm ply measuring 2m(l) x 1.6m(h) shall be installed on the walls (3 per side), spaced equidistantly and at 1m above floor level.
- Cable Containment
  - 300mm x 100mm cable basket shall be installed at a height of 2.6m and shall be routed from the cabinets, completing a loop around the perimeter of the area. Cable basket is to be bonded throughout and incorporate waterfall drop-offs to the cabinets.
- Lighting
  - EPAO is to ensure that there is sufficient lighting for work to be undertaken in a safe manner. This should equate to 500 Lux measured at 1m above floor level in all areas.

## Induction

Each apprentice shall be given an induction briefing into the assessment venue on the day of the assessment before beginning the practical demonstration, paying particular attention to:

- The extent or limits of the work area to be worked in by the apprentice during the practical demonstration
- Known health and safety risks or hazards
- Actions in the event of an emergency
- Planned alarm tests
- Tools and equipment available for use

## **Support material**

EPAOs will produce the following material to support this assessment method:

- Assessment Documentation
- Briefing document for employers and apprentices to describe how the demonstration will be delivered / administered.
- A briefing / job pack describing the two tasks to be completed during the demonstration.
- A fully documented risk assessment is to be made available for apprentices to review.
- A suitable marking sheet
- Guidance document for Independent Assessors on how to administer the demonstration
- A process for capturing and accommodating any additional needs for the apprentice e.g. a sign language interpreter
- Technical Equipment
  - Installation equipment, including UPVC trunking and conduit for outlet drops, Cat 6 components for (outlet, cable, patch panels) for horizontal links.
  - Installation Tools:
    - Hand tools for cutting and mounting trunking/conduit
    - Stripping and termination tools:
    - Fibre and copper certification test equipment, minimum Cat 6a and Tier 1 Optical Fibre testing
    - Fusion splicing tools
    - Labelling machines

## **Other relevant information**

Apprentices may take in reference materials/books to support their work. Independent assessors may inject errors into the project briefing document (the customer's statement of requirement) that will offer apprentices an opportunity to assess technical irregularities and offer opportunities for escalation and reparation.

## **Assessment Method 2: Professional Discussion** (This Method has one component)

### **Method 2 Component 1: Professional Discussion**

#### **Overview**

This assessment will take the form of a professional discussion, which must be appropriately structured to draw out the best of the apprentice's competence and excellence and cover the KSBs assigned to this assessment method. It will involve the questions that will focus on coverage of prior learning or activity.

The professional discussion can take place in any of the following:

- employer's premises
- a suitable venue selected by the EPAO (e.g. a training provider's premises)

The rationale for this assessment method is:

The Network Cable Installer role requires that installations are carried out to the highest technical and quality standards which are detailed through legislation, national/international standards and manufacturers best practice guides. More often, documentation of this type is specified in contract and can easily determine the success or failure of project. In addition there is a significant amount of technical knowledge underpinning their practical capabilities and the professional discussion offers the best platform for the apprentice to demonstrate his/her knowledge through topical discussions.

## **Delivery**

The independent assessor will conduct and assess the professional discussion.

The professional discussion must last for 75 minutes. The independent assessor has the discretion to increase the time of the professional discussion by up to 10% to allow the apprentice to complete their last answer. Further time may be granted for apprentices with appropriate needs, for example where signing services are required.

During the discussion, the independent assessor must only use the EPAO's question bank.

The professional discussion will be conducted as set out here:

- This is a 1:1 conversation, with no other parties involved.
- Both parties may refer to the apprentice's portfolio to support the discussion.
- The portfolio must be submitted at gateway and must be a minimum of 14 days before the Professional Discussion. The independent assessor should utilise this time to familiarise themselves with the portfolio and structure their questions around this.
- A minimum of six questions shall be based on the portfolio.
- The portfolio shall contain at least one piece of evidence relating to each knowledge, skill and behaviour mapped to the Professional Discussion. One piece of evidence can be referenced against more than one knowledge, skill or behavioural requirement. It is expected that there will be a minimum of 5 pieces of evidence. The portfolio should contain written accounts of activities that have been completed and referenced against the knowledge, skills and behaviours, supported by appropriate evidence, including photographic evidence and work products, such as work instructions, safety documentation, company policies and procedures as appropriate to the activities. Progress review documentation should also be included. Self-reflective accounts are not permissible. The apprentice's Manager/Mentor will typically support the development of the portfolio in accordance with company policy and procedures, although the end-point assessment organisation will provide further guidance on the content.

The independent assessor must use the assessment tools and procedures that are set by the EPAO to record the professional discussion.

The independent assessor will make all grading decisions.

### Venue

The professional discussion should take place in a quiet room, free from distractions.

Video conferencing can be used to conduct the professional discussion but the EPAO must have processes in place to verify the identity of the apprentice and ensure the apprentice is not being aided in some way, e.g. use a widescreen or other suitable camera, and subject to appropriate health and safety conditions being met.

### Other relevant information

A structured specification and question bank must be developed by EPAOs. The ‘question bank’ must be of sufficient size to prevent predictability and review it regularly (and at least once a year) to ensure that it, and its content, are fit for purpose. The specifications, including questions relating to the underpinning knowledge, skills and behaviours, must be varied yet allow assessment of the relevant KSBs.

EPAOs must ensure that apprentices have a different set of questions in the case of re-sits/re-takes.

Independent assessors must be developed and trained by the EPAO in the conduct of professional discussions and reaching consistent judgement.

EPAOs will produce the following material to support this assessment method:

- a marking sheet
- a briefing document for apprentices and employers on how the discussion will be administered
- If face to face or video conferencing can't be facilitated, a voice only call can be used. Steps must be taken to validate the apprentice's identity and to ensure cheating cannot take place.

## Weighting of assessment methods

All assessment methods are weighted equally in their contribution to the overall EPA grade.

## Grading

### Assessment Method 1: Practical Demonstration and Questions

KSBS	Name of grade	Grade descriptor
K1, K4, K5, K15, K6  S1, S2, S3, S4, S5, S6, S7, S8, S9, S10, S11,	Distinction	<p>In addition to achieving all pass criteria, all of the following distinction criteria need to be achieved to obtain a distinction</p> <p>Completes the project in under 6 hours without detriment to safety procedures and installation quality components are left clean.</p>

<p>S12, S13, S14, S15, S16</p> <p>B1, B2, , B4, , B7</p>	<p>Cables are free from stress and there are no signs of multiple re-terminations</p> <p>The termination area is free from debris.</p> <p>Describes the escalation process to be used when errors in project documentation arise</p> <p>Is able to create a schedule for the installation team from the task descriptions supplied</p> <p>Can describe the campus hierarchy, giving detail of the distribution points including locations and capacities</p> <p>Explains the rationale for the selection of cable media</p> <p>Explains the rationale underpinning the contractual requirements for testing and the acceptance of *Pass/*Fail test results</p> <p>Describes the selection criteria for communications cabinets and discuss the range of sizes with respect to footprint and height</p> <p>Explains the requirement of the supervisor in the workplace as specified in the HASAW 1974</p>
<p>Pass</p>	<p>Is able to create a schedule for their own work from the task descriptions supplied.</p> <p>Extracts detail from project documentation to quantify tools and equipment required for tasks.</p> <p>Describes the components of the horizontal permanent link and channel, explaining the role of the floor distributor.</p> <p>Provides detail of different cable categories and construction types</p> <p>Describes when and how the following tests are undertaken:</p> <ul style="list-style-type: none"> <li>• Copper cable certification</li> <li>• Tier 1 testing of optical cables</li> <li>• Tier 2 testing of optical cables</li> </ul>

	<p>List six items required in the construction of communications equipment cabinets and explain their use</p> <p>Explains the requirement of the individual in the workplace as specified in the HASAW 1974</p> <p>Installs cables into containment systems in accordance with national standards, in a safe manner and free of damage.</p> <p>Accurately interprets diagrams and confidently selects the correct range of tools and installation components required to complete the task.</p> <p>Creates a plan of sub-tasks required to complete the project and accurately estimates timings and allocates appropriate timing to each sub-task.</p> <p>Assess the appropriate MEWP equipment required for installation activities. States the procedure for the setting up and safe use of MEWPs.</p> <p>Prepares to enter and exit confined spaces in a safe manner.</p> <p>Correct safety and personal protective equipment are selected and used in accordance with the NRSWA.</p> <p>Selects the correct components for copper and fibre optic cable testing and carries out testing and records results.</p> <p>Fastens cables securely and labels at the appropriate locations.</p> <p>Terminates copper and fibre cables using appropriate components, and demonstrating the correct manufacturer techniques.</p> <p>Sets up the required test parameters as per the customers requirement</p> <p>Interprets test certificates to ensure that the correct criteria have been applied to the cable under test and is able to explain the fields included in the test report.</p> <p>Can correctly explain the criteria for pass/fail test results.</p>
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		<p>Correctly demonstrates the procedures for preparing to carry out works in the highway, in particular, the activities involved in cable avoidance testing and the setting up of signing, lighting and guarding systems.</p> <p>Correctly analyses and interprets design documentation to create a list of tools and installation components for completion of the installation task.</p> <p>Determines the appropriate containment system to support the cabling media, defined by type, construction and size.</p> <p>Uses appropriate tools for preparing and constructing containment routes.</p> <p>Works safely at height</p> <p>Completes the installation of trunking and conduit in a safe manner.</p> <p>Components are securely mounted to the wall.</p> <p>Ensures that cabinets are locked when complete and keys are given to the appropriate person.</p> <p>Delivers a project brief to the independent assessor detailing the approach to the project and the health and safety controls to be implemented.</p>
	Fail	Fails to meet the pass criteria.

## Assessment Method 2: Professional Discussion

KSBs	Name of grade	Grade descriptor
K2, K3, K7, K8, K9, K10, K11, K12, K13, K14, , K16, K17, K18, K19, K20	Distinction	<p>In addition to achieving all pass criteria all of the following distinction criteria need to be achieved to obtain a distinction</p> <p>Describe the escalation process to be used when errors in project documentation arise</p> <p>Can calculate loss budgets in the fibre channel</p>

B3, B5, B6	<p>Explains the requirement of the supervisor in the workplace as specified in the HASAW 1974</p> <p>Describes the formal risk assessment process, the method for evaluating and quantifying risk, and reporting requirements</p> <p>Provides 10 examples of quality criteria and how they would differentiate between a pass and fail</p> <p>Explains the difference between quality and compliance</p> <p>Explains the immediate actions and escalation process when ACM is believed to have been identified in the workplace</p> <p>Gives examples of how working practices can be adapted to avoid risks associated with working at height</p> <p>Explains the role of shielded cable in protecting against EMI and the installation process to ensure correct earth bonding.</p> <p>Describes the project closure document set</p> <p>Explains the requirements to protect customers data and can detail the process for reporting potential security breaches</p> <p>Explains the limitation of the qualification and the renewal process</p> <p>Identifies the safety and PPE equipment required when undertaking streetworks</p>
Pass	<p>Explains how Ohms law is applied when calculating electrical values</p> <p>Explains how analogue electrical signals represent digital data</p> <p>Explains how light is transmitted through optical fibres</p> <p>Explains how own workmanship can affect the quality of performance</p> <p>Gives five examples of risk associated with the tasks that they might be expected to undertake and explains what actions they would take to reduce those risks</p>

	<p>Explains the values of being an effective team member and provides examples of how they have made an effective contribution to team working scenarios</p> <p>Explains the basic principles of the NRSWA and the role of the NRSWA operative</p> <p>Explains the principles of signing, lighting and guarding</p> <p>Can list the six standards documents in the BSEN 50173 series and in what situation they might be used</p> <p>Describes what actions they may undertake to ensure that work is finished to the highest quality</p> <p>Defines who they are required to communicate with from the customers organisation</p> <p>Identifies the three types of asbestos and explains the risk associated with asbestos and where it might be present in the workplace</p> <p>Describes the purpose of BS7671 and the relevance of the edition number and the colour of the cover.</p> <p>Is able to describe situations where the Working at Height Regulations come into force.</p> <p>Understands the safe working practices to be applied Is able to provide five examples of 'smart' devices and how they would connect to a network.</p> <p>Provides examples of how they have used their own initiative to overcome any obstacles encountered in the workplace</p> <p>Explains the effect of electromagnetic interference and provide examples of sources of interference</p> <p>Gives examples of different types of media supporting other devices</p> <p>Can describe the following documents:</p> <ul style="list-style-type: none"> <li>• Bill of Materials</li> <li>• Rack Face Layout</li> <li>• Patch list</li> </ul>
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		<p>Explains own responsibilities and actions to be taken in protecting cyber security</p> <p>Demonstrates a knowledge of his/her employers' system for task planning and management</p> <p>Explains own responsibilities when using a workflow management system</p> <p>Explains the basic principles of the NRSWA</p> <p>Describes the role of the NRSWA operative</p> <p>Explains the principles of signing, lighting and guarding</p> <p>Identifies potential security issues such as breach of secure areas and demonstrates a commitment to safeguarding data integrity</p>
	Fail	Fails to provide accurate answers to the satisfaction of the assessor, therefore fails to meet all pass grade descriptors

## Overall EPA grading

All EPA methods must be passed for the EPA to be passed overall.

To achieve a distinction

- All grading descriptors must be evidenced to at least distinction for the Practical Demonstration and Professional Discussion.

Apprentices who do not meet the requirements to achieve a pass (section 1 above) will be deemed to have failed.

Grades from individual assessment methods should be combined in the following way to determine the grade of the EPA as a whole:

Assessment Method 1	Assessment Method 2	Overall grading
Fail	Fail	Fail
Fail	Pass	Fail
Pass	Fail	Fail
Pass	Pass	Pass
Pass	Distinction	Pass
Distinction	Pass	Pass
Distinction	Distinction	Distinction

# Roles and responsibilities

<b>Role</b>	<b>Responsibility</b>
Apprentice	<ul style="list-style-type: none"> <li>• complete the on-programme element of the apprenticeship</li> <li>• prepare for and complete the EPA</li> <li>* prepare a portfolio in line with the requirements of the EPA</li> </ul>
Employer	<ul style="list-style-type: none"> <li>• identify when the apprentice is ready to pass the gateway and undertake their EPA</li> <li>• notify the EPAO that the apprentice has passed the gateway</li> <li>* make any company policies / procedures linked to the EPA available to the IA</li> <li>• support the apprentice in the development of their portfolio by: <ul style="list-style-type: none"> <li>○ Providing sufficient time for the apprentice to prepare a portfolio</li> <li>○ Provide work-based opportunities for the apprentice to gather evidence</li> <li>○ Ensure content of portfolio is the apprentice's own work</li> </ul> </li> </ul> <p>Managers/mentors shall not:</p> <ul style="list-style-type: none"> <li>○ Provide evidence for the apprentice to include in the portfolio</li> </ul> <p>Assess and review the portfolio</p>
EPAO	<p>As a minimum EPAOs should:</p> <ul style="list-style-type: none"> <li>• appoint administrators/invigilators and markers to administer/invigilate and mark the EPA</li> <li>• provide training and CPD to the independent assessors they employ to undertake the EPA</li> <li>• Create learner specifications detailing the EPA, process, content etc.</li> <li>• ensure there is no direct connection with the apprentice, their employer or training provider i.e. there must be no conflict of interest</li> <li>• have processes in place to conduct internal quality assurance and do this on a regular basis</li> <li>• organise standardisation events and activities in accordance with this plan's IQA section</li> <li>• organise and conduct moderation of independent assessors' marking in accordance with this plan</li> <li>• have, and operate, an appeals process</li> <li>• conform to the requirements of the nominated EQA provider</li> <li>* create supporting documents for each assessment method as described below</li> </ul>
Independent assessor	As a minimum an independent assessor should:

	<ul style="list-style-type: none"> <li>• be independent of the apprentice, their employer and training provider(s) i.e. there must be no conflict of interest</li> <li>• attend the required number of EPAOs standardisation and training events per year (as defined in the IQA section and as specified by the EPAO)</li> </ul>
Training provider	<p>As a minimum the training provider should:</p> <ul style="list-style-type: none"> <li>• work with the employer to ensure that the apprentice is given the opportunities to develop the KSBs outlined in the standard and monitor their progress during the on-programme period</li> <li>• advise the employer, upon request, on the apprentice's readiness for EPA prior to the gateway</li> <li>• play no part in the EPA itself</li> </ul>

## Internal Quality Assurance (IQA)

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

- appoint independent assessors who have knowledge of the following areas:
  - Have a minimum 5 years demonstrable experience within the Network Infrastructure sector.
  - Have received training and certification in all practical aspects of the apprenticeship standard  
Be able to demonstrate through interview a commitment to continued professional development, by demonstrating a knowledge of industry legislation and standards.
  - Be able to demonstrate through interview a commitment to continued professional development, by demonstrating a knowledge of industry technical developments.
- appoint independent assessors who have recent relevant experience of the occupation/sector at least one level above the apprentice gained in the last three years or significant experience of the occupation/sector.
- the independent assessors will have the following minimum skills, knowledge and occupational competence:
  - hold or be working towards an independent assessor qualification e.g. A1
  - had training from their EPAO in terms of good assessment practice, operating the assessment tools and grading
  - have the capability to assess the apprentice at this level i.e. meet the occupational requirements as set out in the IQA section of this assessment plan
- provide training for independent assessors in terms of good assessment practice, operating the assessment tools and grading
- have robust quality assurance systems and procedures that support fair, reliable and consistent assessment across the organisation and over time.
- operate induction training and standardisation events for independent assessors when they begin working for the EPAO on this standard and before they deliver an updated assessment method for the first time

- ensure independent assessors attend regular standardisation events at least once a year

## External Quality Assurance (EQA)

The EQA provider will be named on the Institute's website.

## Re-sits and retakes

Apprentices who fail one or more assessment method will be offered the opportunity to take a re-sit or a re-take. A re-sit does not require further learning, whereas a re-take does.

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

An apprentice who fails an assessment method, and therefore the EPA in the first instance, will be required to re-sit any failed assessment methods only.

Any assessment method re-sit or re-take must be taken during the maximum EPA period, otherwise the entire EPA must be taken again, unless in the opinion of the EPAO exceptional circumstances apply outside the control of the apprentice or their employer.

Re-sits and re-takes are not offered to apprentices wishing to move from pass to distinction.

Where any assessment method has to be re-sat or re-taken, the apprentice will be awarded a maximum EPA grade of pass, unless the EPAO determines there are exceptional circumstances requiring a re-sit or re-take.

## Affordability

Affordability of the EPA will be ensured by using at least some of the following practice:

- online testing

## Professional body recognition

This apprenticeship is designed to prepare successful apprentices to meet the requirements for registration as Network Cable Installer with the Institute of Telecommunications Professionals

## Reasonable adjustments

The EPAO must have in place clear and fair arrangements for making Reasonable Adjustments for this standard. This should include how an apprentice qualifies for Reasonable Adjustment and what Reasonable Adjustments will be made. The adjustments must maintain the validity, reliability and integrity of the assessment methods outlined in this assessment plan.

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# Mapping of KSBs

KSB code	KSB statement	Methods mapped against
<b>Knowledge</b>		
K1	Design specifications and documentation including floorplans, patch lists, bills of materials, rack face layout plans etc. Has an appreciation of literacy and numeracy skills required in order to select and quantify tools and equipment required for tasks, calculate timeframes for work activities and plan work schedules	Practical Demonstration
K2	The principles associated with the transmission of digital information over copper cable networks and the impact poor-quality workmanship has on the communication link. Has a fundamental knowledge of Ohms Law and can recognise the changes in the electrical characteristics of copper cable caused through handling and installation irregularities	Professional Discussion
K3	The principles associated with the transmission of digital information over fibre cable networks and the impact poor-quality workmanship has on the communication link. Understands the principles of light propagation and has a fundamental knowledge of attenuation within the fibre channel. Recognises where losses can occur through poor handling and installation techniques	Professional Discussion
K4	The key components of a structured cabling infrastructure and the relationship between campus, building and floor distributors, with relevance to the cable installation plan. Understands the basic elements of IT network architecture, including the range of cable types and networking equipment including routers and switches	Practical Demonstration
K5	The test parameters for copper and fibre cable certification in accordance with appropriate industry standards e.g. BSEN 50346 – Information Technology-Testing of Installed Cables, the routine for test equipment service and calibration	Practical Demonstration
K6	Own responsibilities under the Health and Safety at Work Act 1974, in particular the need to take care of their own health and safety in the workplace whilst also being responsible for those that might be affected by his/her actions	Practical Demonstration
K7	The types of health and safety risk that could be incurred whilst carrying out cable installation tasks, who might be	Professional Discussion

	affected by the risk, and what actions can be taken to mitigate the risk	
K8	The requirements to comply with National and International standards e.g. British Standards Institute BSEN 50173-Series, and the importance of following manufacturers' best-practice guidelines	Professional Discussion
K9	The criteria against which the network components will be inspected and the consequence of failing to meet the required quality standards as described above	Professional Discussion
K10	The customer's organisation, structure and the roles of personnel involved in the project, who they need to communicate with and for what reasons	Professional Discussion
K11	Asbestos Containing Materials (ACMs) and is conversant with the actions to be taken if ACMs are identified whilst installation work is being carried out	Professional Discussion
K12	The status and scope of the Electricity at Work Act and how work carried out during network cable installation tasks are governed by supporting standards i.e. BS7671	Professional Discussion
K13	The legislative requirements under the Working at Height regulations, including personal competence and inspection regimes, with particular relevance to the need for PASMA training and certification	Professional Discussion
K14	The concept of the 'internet of things' and the effects of emerging technologies on media selection, installation practices and additional testing requirements	Professional Discussion
K15	The structural components of equipment racks/cabinets and how to assemble them to meet the requirements on the infrastructure design	Practical Demonstration
K16	The requirement for the segregation of data cables from electrical cables in accordance with BSEN 50174. Can also identify media supporting other data services e.g. telephone, security, alarms and AV systems and the precautions to be taken to prevent interference or damage to the systems	Professional Discussion
K17	The need to maintain accurate documentation and the depth of information required for successful completion and handover to the customer	Professional Discussion

K18	The fundamental principles involved in the maintenance of cyber security, in particular workplace processes implemented by the organisation for the protection of data	Professional Discussion
K19	Workforce management systems and the workflow functionality	Professional Discussion
K20	The fundamental requirements of the New Roads and Street Works Act and associated codes of practice. Knows when legislation applies and the levels of authorisation required to perform works	Professional Discussion
<b>Skills</b>		
S1	Install copper cabling components for Local Area Networking (LAN). Carry out maintenance tasks on copper cable networks. Can identify, locate and repair common faults	Practical Demonstration
S2	Install fibre optic cabling components for Local Area Networking (LAN) and Wide Area Network (WAN) infrastructure. Can identify, locate and repair common faults	Practical Demonstration
S3	Carry out testing on copper cabling in accordance with equipment manufacturer's procedures, and compliant to industry standards, interpret results and rectify failures	Practical Demonstration
S4	Carry out testing of fibre optic cabling using an optical loss test set (Tier 1), an optical time domain reflectometer (Tier 2) and fibre inspection tool in accordance with equipment manufacturer's procedures, and compliant to industry standards	Practical Demonstration
S5	Analyse copper and fibre test results and provides certification to the customer	Practical Demonstration
S6	Prepare, constructs and installs telecommunications equipment cabinets, either pre-built or from flat-pack. Arrange and install fixtures and fittings appropriate for the intended use. Correctly selects network equipment components for installation into cabinets, differentiating between switches and routers	Practical Demonstration
S7	Work at height in a safe manner and is competent in the use of Mobile Equipment Work Platforms (MEWPs) and can assemble, dismantle, use and inspect prefabricated low-level access towers	Practical Demonstration
S8	Reduce the danger of working in confined spaces by implementing appropriate health and safety procedures, using and maintaining personal protective equipment	Practical Demonstration

S9	Carry out network cable installation within the public highway to the standards required by the New Roads and Street Works Act 1991	Practical Demonstration
S10	Analyse plans, make decisions about equipment types and quantity, and accurately predict timeframes	Practical Demonstration
S11	Assess the requirements for cable containment by type and size to build a pathway suitable for routing data cables. Install containment systems in a safe manner, using the correct tools and methods for cutting, shaping and mounting tray, basket trunking and conduit	Practical Demonstration
S12	Install end-point equipment i.e. CCTV camera, Wireless Access Point, Access Control etc using appropriate fixings and media	Practical Demonstration
S13	Interpret the customer statement of requirements to determine the correct quality of components to be used in the cable network	Practical Demonstration
S14	Use literacy and numeracy skills to quantify equipment requirements and timelines for tasks to be carried out	Practical Demonstration
S15	Communicate effectively with key stakeholders in the customer's organisation including the customer, the Construction Design and Management (CDM) co-ordinator, the project manager and the Information Technology (IT) security officer	Practical Demonstration
S16	Work diligently to maintain cyber security by applying processes and procedures aimed at protecting data confidentiality	Practical Demonstration
<b>Behaviours</b>		
B1	Highly self-motivated and driven when carrying out work alone	Practical Demonstration
B2	Assumes responsibility for the accuracy and quality of own work	Practical Demonstration
B3	Team focused and makes an effective contribution	Professional Discussion
B4	Disciplined, applies effective time management and meets deadlines	Practical Demonstration
B5	Applies initiative to overcome any obstacles encountered in the workplace	Professional Discussion
B6	Anticipates security issues and demonstrates a commitment to safeguarding data integrity	Professional Discussion

B7	Focused and thorough, working to consistently high standards	Practical Demonstration
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