

## Working with ELS End-Point Assessment

### Independent End Point Assessor - Supporting Evidence of Competency

Each apprenticeship standard sets out very clear requirements for occupational competency that we (ELS) must ensure our assessment team meet.

Please provide detailed information for how you meet the requirements of the **Project Controls Technician Level 3** Standard (and pathways, where appropriate) you are applying to assess.

<b>Name:</b>	
<b>Date:</b>	
<b>Contact number:</b>	
<b>Do you hold an Assessors qualification? (D32, D33, A1, CAVA)</b> Please list dates achieved (or dates expected if working towards):	
<b>Do you hold an Internal Quality Assurance (IQA) Qualification (D34, V1)</b>	
<b>Do you hold any current and valid DBS checks?</b>	
<b>Date the DBS Check was completed:</b>	

STANDARD:	Occupational competency requirements, as set out in the assessment plan:	How do you meet these occupational competency requirements?  <i>Consider including information such as: details of environments you have worked in, currency of your practical competence, dates and timeframes of experience, how you remain current, details of any professional registrations or qualifications you hold, <u>specific to standard and/or pathway</u>.</i> <b>NB. For standards which have multiple pathways, please enter N/A for the pathways you have no experience in.</b> <a href="https://www.instituteforapprenticeships.org/media/1230/project_controls_technician.pdf">https://www.instituteforapprenticeships.org/media/1230/project_controls_technician.pdf</a> Please click on the link to look up the latest Apprenticeship Standard.	<i>Internal use only:</i>  <b>Score</b>
<b>Project Controls Technician L3</b>	Have excellent knowledge and understanding of the apprenticeship standard.		
	Do you hold a Level 3 Diploma in Project Controls Practice and Techniques?		
	Do you have 'hands on' experience within the last 3 years?		
	How do you keep your CPD for this standard up to date?		

	<b>Key knowledge, Skills and Behaviours as set out in the assessment plan:</b>	<b>How do you meet the standard criteria for the KBSs listed below?</b>  <i>An understanding of the apprenticeship standards and the assessment models used, with specific knowledge about the relevant industry area for the role. Explain your “hands on” experience within the following areas. Please include dates and as much detail as possible. As you type into the boxes they will expand.</i>	<u>Internal use only:</u>  <b>Score</b>
	<b>Knowledge of:</b> <b>Project controls:</b> the project life-cycle, breakdown structures, the relationship between time and cost, quality and risk, how project controls is critical to successful project delivery.		
	<b>Knowledge of:</b> <b>Technical information:</b> how to review and interpret technical information from different sources e.g. engineering drawings, manufacturing plans or construction plans to develop the scope for control.		
	<b>Knowledge of:</b> <b>Estimating practice:</b> classes of estimate, how to interpret technical requirements and specifications to develop the estimate, techniques for estimate development such as parametric, analogous, bottom-up.		
	<b>Knowledge of:</b> <b>Planning and scheduling practice:</b> difference between planning and scheduling, key terms and processes used to produce control schedules, how to interpret the technical requirements to produce a workable control schedule including		

	<p>development of logic networks, dependencies, critical paths, resource management, levelling and smoothing and impact of uncertainty and risk.</p>		
	<p><b>Knowledge of:</b> <b>Cost engineering practice:</b> key terms and processes related to preparing control budgets, cash flow, cost control and cost engineering relationships.</p>		
	<p><b>Knowledge of:</b> <b>Work breakdown and coding structures:</b> their purpose, how to create, use and interpret them to enable accurate control and the need for flexibility.</p>		
	<p><b>Knowledge of:</b> <b>Tracking data and progress reporting:</b> collection, validation and monitoring of data against plan, reviewing accuracy of reporting, how to tailor the presentation of data for understanding and buy-in.</p>		
	<p><b>Knowledge of:</b> <b>Analysis techniques:</b> how to identify trends and variances using techniques such as earned value analysis, forecasting, critical path analysis and risk analysis.</p>		
	<p><b>Knowledge of:</b> <b>Technical, engineering and mathematical principles:</b> what these are and how to apply them to support effective project controls within the context of the role.</p>		

	<p><b>Knowledge of:</b>  <b>Importance of safety:</b> relevant engineering, construction and infrastructure specific knowledge including related national and industrial health, safety and environmental standards and legislation.</p>		
	<p><b>Knowledge of:</b>  <b>Employer organisation, management systems, and procedures:</b> related governance including quality, change control, data management and security, configuration management, version control, risk analysis and management, and document control.</p>		
	<p><b>Knowledge of:</b>  <b>Commercial matters:</b> how they impact on the role, the basics of contract and supply chain management.</p>		
	<p><b>Knowledge of:</b>  <b>Project controls related software and IT systems:</b> attributes, limitations and systems used, in-house and proprietary applications used for: planning and scheduling, cost and risk analysis, estimating and progress and performance monitoring.</p>		

	<p><b>Able to:</b>  <b>Develop work breakdown and coding structures:</b> to meet the scope laid out in the projects' technical information and specification, ensuring that the controls will monitor project progress and performance accurately.</p>		
	<p><b>Able to:</b>  <b>Manage data:</b> source, retrieve, check, edit, format, record and analyse data – using it to create relevant time, cost and resource reports.</p>		
	<p><b>Able to:</b>  <b>Estimate:</b> develop cost estimates for defined scopes of work, create appropriate benchmarks, analyse quotes from sub- contractors and suppliers, and input to tenders and the early stages of projects.</p>		
	<p><b>Able to:</b>  <b>Schedule and plan:</b> break down the scope into activities to create a logical linked control schedule to input to the development of outline and integrated plans and baseline schedules; identify critical milestones; gather accurate progress data for controlling the schedule; and monitor progress.</p>		
	<p><b>Able to:</b>  <b>Cost engineer and control:</b> prepare control budgets, carry out cost control activities, gather and interpret cost data, monitor progress on a regular basis, interpret trends and</p>		

	forecasts; keep in line with contractual requirements, maintain baselines; ensure accurate reporting and control.		
	<b>Able to:</b> <b>Monitor progress/performance and analyse data:</b> associated with milestones, schedules, progress, manpower, resource and costs; undertake earned value analysis, create progress reports and identify variances from plan and likely consequences if no corrective action is taken.		
	<b>Able to:</b> <b>Use computer based technology:</b> model potential trends and resource use etc. using the right software package for the right task.		
	<b>Able to:</b> <b>Problem solve:</b> recommend early corrective actions to reduce variances, identify issues and risks, present and maintain related action plans and contingencies.		
	<b>Able to:</b> <b>Effectively communicate:</b> with good interpersonal skills and share the right information with the right people in an appropriate format to enable effective project control.		
	<b>Able to:</b> <b>Input to project closeout:</b> generate key benchmarks and outturns including lessons learnt.		

	<p><b>Able to:</b> Observe and apply professional ethics, and maintain a duty of care.</p>		
	<p><b>Able to:</b> <b>Apply safety in the context of the role:</b> comply with relevant national and international health, safety and environmental requirements.</p>		
	<p><b>Able to:</b> <b>Work in accordance with company management systems, policies and procedures:</b> especially those relating to quality, data security, risk, change and document management.</p>		

Thank you for your time completing this form

Please return your completed form to ELS by uploading your form at:

<https://www.elsbusinessstraining.co.uk/end-point-assessment/independent-end-point-assessors-and-internal-quality-assurers/>

or email it to [epaenquiries@explosivelearningsolutions.com](mailto:epaenquiries@explosivelearningsolutions.com)