



Part of the
Enginuity Group

EPA Apprenticeship Guidance

End-point Assessment Apprenticeship Guidance for:

Level 3 Lift and Escalator Electromechanic

Standard Reference: ST0252

End-point Assessment Plan: ST0252/AP01

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Document Amendments

Amendment Made	Issue Number	Effective From
New document	1	01.10.2020
Amended the report word count in Assessment Method 2 as per the updated EPA documentation	2	30.11.2022



About EAL

Since 1964, EAL (Excellence, Achievement and Learning) has been awarding superior vocational qualifications and apprenticeship components for engineering, building services and related sectors.

EAL has been at the heart of new apprenticeship standards development, supporting employer trailblazer development groups for key industry occupations since 2013, when the reforms began. With our long-standing tradition of being closer to industry and designing qualifications that reflect this close partnership, EAL is perfectly positioned to guide the employer development groups' work. Our expertise, knowledge and support ensure the new standards meet the needs of all employers, from SMEs to multinationals, and provide learners with the best possible start to their careers.

EAL is an end-point assessment organisation (EPAO) and is listed on the Register of End-Point Assessment Organisations (RoEPAO).

Equal Opportunities and Diversity

EAL expects all employers to enable you to have equal access to training and assessment for end-point assessment (EPA) in line with the Equality Act 2010 and protected characteristics. Further details can be found in the EAL Equal Opportunities and Diversity Policy: <http://www.eal.org.uk/centre-support/centre-support/policies-and-important-documents>

Customer Service and Feedback

Customer service is a fundamental part of EAL's commitment to you. EAL aims to ensure that all customers receive a high-quality efficient service. We are always interested in feedback and if you have any comments or feedback on our qualifications, products or services, please contact the Customer Services Team:

EAL Customer Services
Tel: +44 (0)1923 652 400
Email: customercare@eal.org.uk

Document Purpose

To ensure a consistent approach when carrying out the knowledge test, project report, presentation and structured dialogue across all independent assessment panel members, assessment sites, apprentices, and assessment decisions.

This document, and its contents, will be used to **guide** you on the outcome of the assessment decisions.

It supports the Assessment Recording Document, which has been developed to record the outcome of your knowledge test, project report, presentation and structured dialogue and your overall grade. The Apprentice Recording Document is an auditable record of your End Point Assessment (EPA) activity.

This document should be used in conjunction with EAL's End-point Assessment Policies and Procedures Handbook.

Overview

The EPA is designed to enable you to demonstrate that you are fully conversant in the knowledge, skills and behaviours (KSBs) expected of individuals working at this level. It is designed to provide assessors with a holistic view of you, and to allow them to assess to what extent you meet, or exceed, the level 3 lift and escalator electromechanic apprenticeship standard. The EPA **must be completed within a 6 month window from the start of the collation of the project.**

The Apprenticeship Standard and End-point Assessment Plan defines when, what, who and how the EPA is assessed. All those participating and delivering this EPA, which includes you, assessors and employers, **must** refer to the following principle documents for the full details of the EPA requirements:

Lift and Escalator Electromechanic

- Apprenticeship Standard - ST0252 (approved for delivery 29th January 2019).
- End-point Assessment Plan.

Both of which are currently available here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/lift-and-escalator-electromechanic/>

Whilst elements of the Apprenticeship Standard and End-point Assessment Plan have been reproduced within this document under the following licence: <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>, it is the responsibility of the assessors to ensure that you are being assessed against the correct version of the Apprenticeship Standard and End-point Assessment Plan.

End-point Assessment Gateway

The EPA period should **only start once your employer is satisfied** that you are consistently working at or above the level set out in the occupational standard, that is you are deemed to be occupationally competent. In making this decision, the employer may take advice from your training provider(s), but the **decision must ultimately be made solely by your employer.**

In addition to the employer's confirmation that you are working at or above the level in the occupational standard, the following gateway requirements **must** be met prior to you starting the EPA:

- You have completed training ensuring you can consistently demonstrate competence against all elements of the apprenticeship standard
- You achieved a Level 3 NVQ Diploma in Engineering Maintenance following an appropriate pathway in Lift or Escalator Servicing, Repair and Maintenance; **or** a Level 3 NVQ Diploma in Installation and Commissioning, following an appropriate pathway in lifts, or escalators as outlined in the occupational standard.
- Your project activity has been agreed by employer with end-point assessment organisation (EPAO); it should be relevant to your workplace.
- You have achieved English and mathematics at level 2, as a minimum. For those with an education, health and care plan or a legacy statement, the apprenticeship's 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.

Independent assessment will ensure that the **Gateway Checklist** document (**Appendix 1**) has been completed to confirm the above requirements have been met.

Assessment Methods

The end-point assessment is made up of three elements:

1. Knowledge Test
2. Project Report with Presentation and Q&A
3. Structured Dialogue

Satisfactory completion of the knowledge test is required before you can progress to the Project Report with Presentation and Q&A.

There is an expectation that the Project report with presentation and Q&A and Structured Dialogue will take place on the same day.

To achieve final certification, you **must** have completed and achieved a **minimum** of a **pass** in **each** of the **three** elements.

Assessment Method 1: Knowledge Test

(This Method has 1 component)

Method 1 Component 1: On-line question paper

Overview

The knowledge assessment is a 60 minute on-line question paper which comprises of 30 questions designed to test your core technical knowledge and option across the lift/escalator electromechanic standard as detailed in **Appendix 2** of the end-point assessment plan. The knowledge assessment must be conducted in a suitably controlled environment (i.e. quiet room free from distraction and influence, in the presence of an independent assessor).

Delivery

The knowledge test will consist of **30 questions** of which you will have 16 x Multiple Choice (1 answer from 4), 7 x Multiple Select (2 or 3 answers from 4 or 5), 3 x True/ False answers and 4 x Calculation (Fill-in-the-Blank).

The examination will be graded: Fail (0 – 19 marks), Pass (20 – 25 marks) and Distinction (26 - 30 marks).

The examination is **closed book**, but you will be allowed the use of a calculator to conduct any calculations.

The knowledge test will consist of core knowledge and your chosen option route:

- Option 1** – Installation of Traction and Hydraulic Lift Systems.
- Option 2** – Installation of Escalator/Moving Walk Systems
- Option 3** – Servicing, Repair and Maintenance of Lift Systems
- Option 4** – Servicing, Repair and Maintenance of Escalators/ Moving Walks.

You **must** achieve a minimum of 20 marks as an overall score to successfully achieve this knowledge assessment.

Other relevant information

The assessment specification for the knowledge assessment can be found within the Mapping of Knowledge, Skills and Behaviours section of this guidance document.

The full details of the knowledge test requirements can be found in the end-point assessment plan for this standard here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/lift-and-escalator-electromechanic/>

Assessment Method 2: Project report, Presentation and Q&A

(This Method has 2 components)

Method 2 Component 1: Project report

Overview

The purpose of the project report and Q&A is to assess your knowledge, skills and behaviours in a way that closely relates to your day-to-day responsibilities. You must prepare a project report on an element or elements of your own work following the gateway. You will also need to prepare a presentation based on your project for the second part of this assessment. The project must be work undertaken after, and separate from, completion of your on-programme training and must be agreed with the EPAO and employer.

The project report must be your own work, and should cover the knowledge, skills and behaviours identified in the Mapping of Knowledge, Skills and Behaviours section of this guidance document.

Delivery

The project report should describe a range of practical work carried out on lift, escalator or moving walk equipment, typically over 10 days duration (not including the time to write-up the report).

While the project report structure and contents might vary according to the work undertaken, the report will need to include the elements described in the Mapping of Knowledge, Skills and Behaviours section of this guidance document to demonstrate the higher-level attainment of knowledge, skills and behaviours specified in the standard.

The project report should identify elements of work that would take around 10 days to complete¹. Once identified they should be agreed with the employer and the EPAO (EAL).

¹The duration is given as a guide only; you may prepare your report on any project that has a wide range of content

The report must be 3000 words +/- 10%, but can include illustrations or videos.

As a minimum, the report should cover the Knowledge, Skills and Behaviours highlighted in the Mapping of Knowledge, Skills and Behaviours section of this guidance document focussing on the following:

- Identify any difficulties and how they were overcome.
- What safety and health controls were included?
- How safety and health issues were dealt with.
- What behaviours were required and what was done?
- How the delivery of the element was affected.
- Requirements for teamwork.

Completed reports can be presented in hard copy or, ideally, as an electronic version or a combination of both, as applicable.

You will send the project report to the assessor undertaking end point assessment at least three weeks before the date of the presentation, to allow the assessor time to assess the document. The independent assessor/s will note aspects of the work that they wish to discuss with you during the Q&A session.

Method 2 Component 2: Presentation of the Project and Q&A

Overview

The presentation of the project and Q&A will ideally be completed immediately preceding the structured dialogue.

The presentation of the project and Q&A is an essential element of the project to give the assessor the ability to verify the technical content of the project report, including validation that it is your work.

Delivery

The duration of the presentation will be 10 minutes (tolerance $\pm 10\%$) with 20 minutes (tolerance $\pm 10\%$) allowed for independent assessor questions and answers.

The independent assessor will ask a minimum of 10 questions in order to establish the relevant areas of work have been assessed. At least one question shall cover each of the following topics:

- Identify any difficulties and how they were overcome.
- What safety and health controls were included?
- How safety and health issues were dealt with.
- What behaviours were required and what was done?
- How the delivery of the element was affected.
- Requirements for teamwork.

Venue

EAL as the EPAO must ensure that the presentation and questioning elements are conducted in a suitable controlled environment in any of the following:

- Employer's premises.
- Other suitable venue selected by EAL as the EPAO (e.g. a training provider).

The independent assessor must conduct the questioning component on a one-to-one basis with you. They must be conducted under controlled conditions, that is in a quiet room free from distractions and influence.

Assessment Method 3: Structured Dialogue

(This Method has 1 component)

Method 3 Component 1: Structured Dialogue

Overview

The structured dialogue shall cover both what you have done, the standard of your work, and also how you have done it. This enables the assessment to cover a broad range of skills, knowledge and behaviours, such as your:

- approach to health and safety
- professionalism and work ethic
- workplace communication skills
- understanding of legislation affecting their work.

The structured dialogue shall:

- confirm and validate judgements about the quality of work
- explore aspects and knowledge of work in more detail
- determine the extent to which you have achieved the Knowledge, Skills and Behaviours highlighted in the Mapping of Knowledge, Skills and Behaviours section of this guidance document
- last **45 minutes** and the assessor will have the discretion to increase the time of the discussion by up to 10% to allow you to complete this method of the EPA
- be carried out by an independent end-point assessor appointed by EAL as the EPAO
- take place under controlled conditions at a location agreed between the EPAO and the employer
- take place in an environment which is free from interruptions.

Delivery

Independent assessors must ask you **16 - 19 questions** covering the elements highlighted in the Mapping of Knowledge, Skills and Behaviours section of this guidance document.

The EPAO will provide a structure dialogue brief for the independent assessor/s to support the discussion. This will ensure that consistent and reliable approaches are taken and that all key areas are appropriately explored.

Venue

The structured dialogue can take place in any of the following:

- Employer's premises.
- A suitable venue selected by EAL as the EPAO (e.g. a training provider's premises).



Behaviours Assessment

You are expected to demonstrate the behaviors, as detailed within the assessment plan for the standard, throughout the end-point assessment. The expectation is that the independent assessor will utilise the structured dialogue to assess the behaviours detailed within the assessment plan here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/lift-and-escalator-electromechanic/>

Mapping of Knowledge, Skills and Behaviours

KSB Ref	Core skills – The apprentice must be able to demonstrate the following:	Assessment Method
CS1	Apply risk assessments and implement risk control measures.	Project Report with Q&A
CS2	Follow method statements in relation to specific work activities. Work responsibly in safety-critical environments.	Project Report with Q&A
CS3	Apply the principles, practices and operation of complex components making a lift or escalator system.	Structured Dialogue
CS4	Use tools, alignment equipment and measuring instrumentation such as installation techniques of chains with the designed termination methods	Project Report with Q&A
CS5	Apply the correct securing and fixing of components and lifting and handling methods	Project Report with Q&A
CS6	Operate complex electrical and electronic control systems such as programmable logic control systems, electrical and electronic relay systems, and electronic drive systems	Project Report with Q&A
CS7	Use tools, fault finding processes, computer software and measuring instrumentation such as multi-meters and electronic diagnostic tools.	Project Report with Q&A
CS8	Interpret electrical wiring diagrams.	Structured Dialogue
CS9	Use engineering drawings and documentation to meet current, regulations, standards and operating manuals.	Structured Dialogue
CS10	Apply the principles and practices of method statements and safe systems of working.	Project Report with Q&A
CS11	Apply the practices of planning, unloading and storage of materials.	Project Report with Q&A

KSB Ref	Core knowledge – The apprentice must be able to demonstrate the following:	Assessment Method
CK1	Risk Assessment, method statements and manufacturer instructions in relation to either installation, or service and repair.	Structured Dialogue
CK2	Industry specific safety standards and legislation, such as working at height and electrical isolation methods in respect of one's own safety and of others.	Knowledge Test
CK3	Environmental recycling/disposal processes.	Knowledge Test
CK4	Operation of complex load bearing components making up a lift or escalator/ moving walk system.	Structured Dialogue
CK5	Each individual mechanical component, its location, function, correct operation and adjustment.	Structured Dialogue
CK6	How to analyse complex instructions from manufacturer manuals, layout, schematic and block diagrams.	Structured Dialogue

CK7	Incorrect operation, when and how to adjust for optimum/ safe performance at both complete unit and individual component level.	Project Report with Q&A
CK8	Pre-emptive evaluation methods such as; correct measurement analysis to replace components at risk of failure.	Project Report with Q&A
CK9	The correct principles of lifting, handling, hoisting and rigging methods to effectively manage loads.	Knowledge Test
CK10	Mechanical forces present and how to safely contain and secure them such as, torque requirements of fixings on ropes/ chains.	Knowledge Test
CK11	The use of tools and fixings, alignment equipment and measuring instrumentation.	Project Report with Q&A
CK12	The principles and operation of electrical, electronic and computer-based control systems.	Knowledge Test
CK13	Each individual electrical or electronic component, its location, function, correct operation and adjustment	Structured Dialogue
CK14	The installation, adjustment and maintenance of complex wiring systems	Knowledge Test
CK15	How to correctly install, adjust and maintain control systems across a wide range of products, such as microprocessor systems, traditional relay/contact or analogue panels	Knowledge Test
CK16	Reading electrical wiring diagrams from differing eras, straight-line diagrams and modern International Electrotechnical Commission diagrams.	Knowledge Test
CK17	The use of electrical/ electronic tools, including computer software interrogation tools and apparatus, measuring instrumentation and systematic fault-finding processes.	Project Report with Q&A
CK18	Engineering layout drawings, documentation, regulations, standards and manuals to allow safe and effective coordination of site activities.	Project Report with Q&A
CK19	When and how to seek guidance where planning activities are beyond their individual scope of involvement.	Structured Dialogue
CK20	Planning, unloading and storage of materials, applying knowledge of manual handling and hoisting and rigging	Structured Dialogue

KSB Ref	Behaviours – The apprentice must be able to demonstrate the following:	Assessment Method
B1	Health & Safety: Hazards and consequences of their working methods and environment; not only for themselves but colleagues and members of the public.	Structured Dialogue
B2	Health & Safety: Working safely and understanding the effects of their acts or omissions on others. Developing a 'safety first' mentality	Project Report with Q&A
B3	Judgement: When to seek advice and guidance if a problem is beyond their scope of knowledge and competence	Project Report with Q&A
B4	Team Working: Treating others with dignity and respect.	Project Report with Q&A
B5	Team Working: Different viewpoints and needs, actively listening and cooperating with others creating trust and team spirit.	Project Report with Q&A
B6	Self-motivation: Self-development and progression.	Project Report with Q&A
B7	Self-motivation: Making independent decisions concerning their work practices.	Project Report with Q&A
B8	Self-motivation: Meeting goals and objectives with a positive approach, to their own needs	Project Report with Q&A
B9	Communication: Communicating positively with managers, clients and members of the public and contributing to team meetings.	Project Report with Q&A
B10	Communication: Promoting two-way communication, actively listening, and seeking feedback to ensure communications is clear and understood	Structured Dialogue
B11	Environment: Eco-efficient values, respect of work place environment, others, property and their tools in the way they operate and work	Project Report with Q&A
B12	Ethics: Working to company codes of practice for safe working and code of conduct.	Structured Dialogue
B13	Ethics: A high ethical and professional standard, treating others with respect and honesty.	Structured Dialogue
B14	Ethics: How to challenge any obviously unethical decisions or actions taken by others.	Structured Dialogue

KSB Ref	Option 1 – installation of traction and hydraulic lift systems – The apprentice must be able to demonstrate the following:	Assessment Method
Options Skills		
ITHLS1	Interpret schematic and block diagrams for hydraulic circuits and systems.	Structured Dialogue
ITHLS2	Install and adjust hydraulic systems used on lifts for all duty ranges, from single nursing home applications through to heavy duty industrial goods applications.	Structured Dialogue
ITHLS3	Examine hydraulic components for precise operation and be able to identify incorrect operation formulating a corrective response be that adjustment or replacement.	Project Report with Q&A
ITHLS4	Replace hydraulic components following the design criteria for the specific unit being worked upon.	Project Report with Q&A
ITHLS5	Conduct specific operational tests associated with hydraulic technology.	Structured Dialogue
ITHLS6	Install roping systems and set up to lift industry specifications.	Project Report with Q&A
ITHLS7	Install traction machines of various types to lift industry specifications.	Project Report with Q&A
Options Knowledge		
ITHLS8	The practices and legislation for the installation and testing of lift systems.	Knowledge Test
ITHLS9	The general arrangement and builders work drawings related to lift installations.	Structured Dialogue
ITHLS10	Measuring and setting out lift equipment such as; installing lift guide rails, lift buffer systems, lift counterweight assemblies, lift machines of varying types and lift control systems of varying types.	Project Report with Q&A
ITHLS11	The roping systems used on lifts including, rope construction, and termination requirements.	Knowledge Test
ITHLS12	Hydraulic equipment installation requirements including; pipework, hydraulic cylinders, pressure systems, and hydraulic tank systems.	Knowledge Test

KSB Ref	Option 2 – installation of escalator/moving walk systems - The apprentice must be able to demonstrate the following:	Assessment Method
Options Skills		
IEMWS1	Install and set up escalator components including steps, pallets, handrails and chains and check the components for correct operation	Project Report with Q&A
IEMWS2	Install and adjust mechanical and electrical systems used on units for all duty ranges, single shopping centre applications through to multiple heavy- duty public transport escalators.	Structured Dialogue
IEMWS3	Examine escalator/ moving walk components for precise operation and be able to identify incorrect operation formulating a corrective response be that adjustment or replacement.	Project Report with Q&A
IEMWS4	Replace mechanical, electrical and electronic components used on escalators following the design criteria for the specific unit being worked upon.	Project Report with Q&A
IEMWS5	Conduct specific operational escalator tests associated with the technology	Structured Dialogue
Options Knowledge		
IEMWS6	The practices and legislation for the installation and testing of escalator systems.	Knowledge Test
IEMWS7	General Arrangement/ Layout and builders work schematics, actions to be instigated to ensure a safe and efficient installation.	Structured Dialogue
IEMWS8	The measuring and setting out processes for whole escalator installation and working to established tolerances for the specific unit being worked on.	Project Report with Q&A
IEMWS9	Complex instructions and references for the installation ensuring that the site actions correctly align themselves to the requirements of the installation.	Knowledge Test
IEMWS10	Complex software and microprocessor-based equipment that requires programming and adjustment to ensure optimum performance of the Components	Knowledge Test

KSB Ref	Option 3 – servicing, repair and maintenance of lift systems - The apprentice must be able to demonstrate the following:	Assessment Method
Options Skills		
SRMLS1	Carry out service and repair on lifts including, checking lift hydraulic systems, including pressure systems (accumulators) for correct operation and integrity, ensuring the lift ride quality is smooth.	Project Report with Q&A
SRMLS2	Check lift positioning systems are setup such as incremental positioning systems, ultrasonic pulse systems and magnetic/ inductor systems, and that they are working to specification.	Structured Dialogue
SRMLS3	Check, replace and setup lift door systems of varying types ensuring they operate to specification and be able to check and setup door closing pressures, and clearances.	Structured Dialogue
SRMLS4	Correct installation of doors, ropes and belts.	Project Report with Q&A
SRMLS5	Check lift travel requirements such as the correct set up of lift travel over- runs.	Project Report with Q&A
Options Knowledge		
SRMLS6	The practices and legislation for the servicing, repair and maintenance of lift systems.	Knowledge Test
SRMLS7	Inspection of lift equipment	Project Report with Q&A
SRMLS8	The use of lubricants, hydraulic fluids and cleaning materials.	Structured Dialogue
SRMLS9	Fault diagnosis on lifts, location and rectification.	Project Report with Q&A
SRMLS10	The maintenance requirements of roping systems on lifts including rope discard criteria, correct over-run requirements and rope termination requirements for lift installations.	Knowledge Test
SRMLS11	Hydraulic principles and the movement of masses utilising fluids, pumps, valve blocks, pistons and pipework in relation to lift applications.	Knowledge Test

KSB Ref	Option 4 – servicing, repair and maintenance of escalators/moving walks - The apprentice must be able to demonstrate the following:	Assessment Method
Options Skills		
SRMEMW1	Carry out service and repair on escalators including, ensuring the quality of the escalator travel is smooth and escalator positioning systems are setup, such as hand rail sensors, pallet/ step sensors, and that they are working to specification.	Project Report with Q&A
SRMEMW2	Check and set up safety systems such as safety comb plates, knurl guards, step sag switches, and photocell sensors ensuring they operate to specification.	Structured Dialogue
SRMEMW3	Maintain, setup and repair a variety of escalator/ moving walk electrical/ electronic control systems.	Structured Dialogue
SRMEMW4	Check/ adjust and repair tensioning systems used on escalators/ moving walks.	Project Report with Q&A
Options Knowledge		
SRMEMW5	The practices and legislation for the servicing, repair and maintenance of escalator systems.	Knowledge Test
SRMEMW6	Inspection of escalator equipment including step/ pallet clearance and discard criteria.	Knowledge Test
SRMEMW 7	The use of lubricants for escalator chains, and rollers	Structured Dialogue
SRMEMW 8	Fault diagnosis on escalators, location and rectification.	Project Report with Q&A
SRMEMW 9	The specific safe working practices on escalators, moving walks in relation to the working environment such as busy shopping centres, building sites, on existing and newly constructed buildings	Knowledge Test

Overall grading

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

Performance in each component of the EPA will be separately graded and will determine the apprenticeship grade of Pass, Distinction or Fail. If you have not evidenced the required knowledge, skills and behaviours outlined in the Lift and Escalator Electromechanic Apprenticeship Standard, then the standard has not been met and you have failed.

Independent assessors must individually grade each assessment method according to the requirements set out in the end-point assessment plan for this standard. Restrictions on grading apply where you re-sit/re-take an assessment method – see re-sit/re-take section below.

The three assessment methods outlined are equally weighted in their contribution to the overall EPA grade. EAL as the EPAO will combine the grades of all three assessment methods to determine the overall EPA grade.

You will be graded Fail, Pass or Distinction. The final grade will be determined by collective performance in the three assessment methods within the End-point assessment. The independent assessor will combine the grades from the knowledge test, project report, presentation and Q&A and structure dialogue to determine the overall apprenticeship grade in line with the grading table below:

Assessment Method 1: Knowledge Test	Assessment Method 2: Project, presentation, and Q&A	Assessment Method 3: Structure Dialogue	Overall Grading
Pass	Pass	Pass	Pass
Distinction	Pass	Pass	Pass
Distinction	Pass	Distinction	Pass
Pass	Distinction	Distinction	Pass
Pass	Pass	Distinction	Pass
Pass	Distinction	Pass	Pass
Distinction	Distinction	Pass	Pass
Distinction	Distinction	Distinction	Distinction

A **fail** in **any** assessment method will result in an EPA **fail**.

Independent assessors' decisions must be subject to **moderation** by EAL as the EPAO. Decisions **must not** be confirmed until **after moderation**.

The full details of the grading requirements, including: the area of the standard to be tested, the grade descriptors and the grading combinations table can be found in the end-point assessment plan for this standard here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/lift-and-escalator-electromechanic/>

Re-sits and Re-takes

You are required to pass the knowledge test before progressing to the remainder of the endpoint assessment. If you fail the knowledge test you may re-sit the test but your grade is limited to a pass.

Where the assessor indicates that the Project with Q&A is not of adequate standard, to achieve a pass of the end-point assessment, you must undertake a new project, project report and presentation. The assessor should indicate the areas that need to be improved and agree with the employer on the title of a different topic for the report. In the case of a re-take, the grade for this element is limited to a pass.

If you fail the structured dialogue you may re-take this element but your grade is then limited to a pass.

If you fail one or more of the assessment method, you 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. You should have a supportive action plan to prepare for the re-sit or a re-take. Your employer will need to agree that a re-sit or re-take is an appropriate course of action.

Re-sits and re-takes are not offered to you if you want to move from a pass to distinction.

Where there are extenuating or mitigating circumstances, you may defer the assessment by giving reasonable notice before the assessment or in extenuating circumstances on the day of the assessment.

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

Roles and Responsibilities

There are five main roles involved in the end-point assessment process: **you**, the **employer**, the **training provider**, EAL as the **EPAO** and the **independent assessor**. A table listing their main responsibilities can be found in the end-point assessment plan for this standard here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/lift-and-escalator-electromechanic/>

Appendix 1: Gateway Checklist

The EPA must only start once the employer is satisfied that you are consistently working at, or above, the level set out in the occupational standard; that means you have achieved occupational competence. In making this decision, the employer may take advice from your training provider(s) but the decision must ultimately be made solely by the employer.

In addition to the employer's confirmation that you are working at or above the level in the occupational standard, the following gateway requirements must be met prior to you starting the EPA:

The apprentice has:	EPAO confirmation (✓)
The apprentice has completed training ensuring they can consistently demonstrate competence against all elements of the apprenticeship standard	<input type="checkbox"/>
A file is available with evidence of qualifications achieved	<input type="checkbox"/>

Employer declaration

I confirm that the evidence presented is authentic and is an output from the apprentice's own work activity and I am satisfied that they have met all gateway requirements.

Employer signature:



Date: [Click or tap to enter a date.](#)



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Enginuity Group

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