Power Skills Scheme

Technical Specification

The National Skills Academy
POWER



September 2018

1) Introduction

The 'Competency Accord' was developed in 2011 as the first stage in the development of a competency based management system that could be adopted across the industry – this statement of intent was signed by sector companies and key partners.

Ensuring a competent workforce is of paramount importance to the sector; there is a long history of support for competence-based training schemes, however, there is no universally accepted skills recognition or registration scheme that underpins this commitment.

In some sub-sectors, as workers move contracts and / or employers, they are often subject to training and assessment processes for skills and knowledge which may have already been demonstrated with a previous employer; additionally, contractors' or sub-contractors' employees are subjected to multiple authorisation training and assessment.

Whilst some of this additional training is appropriate to maintain health and safety standards, it is generally accepted that the current position is unsustainable with significant training centre resource devoted to what is sometimes an unnecessary duplication of activity.

The creation of common and readily available training schemes together with EUSR - a training and skills register that captures individual's training and assessment records - provides a significant opportunity for the sector to create common requirements, raise workforce competency levels, and reduce risk and waste.

The first standardised training schemes of the competency accord were Utility SHEA Power and BESC AME (Access, Movement and Egress); the continuous development of competency accord is maintained through the development of this new standardised training scheme: the NSAP Power Skills Scheme.

This scheme provides access to EUSR for employers to check and / or confirm the validity of the training and assessment of workers involved in craft activities.

2) Purpose and Structure

The Power Skills scheme consists of the 80 units currently making up the Level 3 Power Network Craftsperson Apprenticeship. Unlike the apprenticeship, however, where specific combinations of units must be undertaken, the Power Skills scheme is entirely flexible and enables employers and individuals to tailor the units in relation to specific learning and assessment objectives to meet bespoke training needs.

This might be to simply accredit the learning of experienced workers where assurance of competence is required in relation to either a range or a particular group of skills. Alternatively, it might be to upskill individuals with limited experience in a particular area, and who first need a training programme in order to develop skills and knowledge prior to assessment. The full range of units available from which to develop learning and assessment programmes is included in the Self-Assessment Report (SAR) for the scheme which can be found in Appendix 1.

More specifically, units are derived from 4 unit groups – see below for details. There are no requirements to cover any number of specified units across any one or all of these groups. The individual can take as many or as few units as required from within each group or across groups to best fit their employer's and / or their own personal skills and knowledge development requirements.

Whilst the Power Skills Scheme uses the Power Network Craftsperson units it is **not** necessarily a requirement for individuals to undertake or demonstrate achievement against whole units; rather, individuals can be registered against component parts of each unit, in line with the assessment categories permitted in relation to each unit.

The full list of unit groups is given below. The unit groups are derived from the current Power Network Craftsperson apprenticeship as follows:

Group A - Foundation Schemes / Units

Schemes / units that offer the individual the pre-requisites for introduction to the power sector, and comprise broad, associated learning and skill. These may be existing achievements that can be demonstrated via accreditation of prior learning (APL).

Group B - Generic Technical Skills Units

Schemes / units that offer the individual an introduction to the power sector, and comprise generic technical learning and skill.

Group C - Specialist Technical Skills Units

Units that offer the individual detailed technical knowledge and skill across three power network craftsperson areas: Overhead Lines, Underground cables and Substation Fitting.

Group D - Generic Advanced Technical Skills Units

Units that offer the individual more complex power sector learning and skill development.

3) Routes to Registration

In order to deliver the flexibility required by the scheme, there are 4 different routes to registration, which are summarised below:

i) NSAP Approved Programme

The individual is assessed against the scheme standards by an NSAP-approved provider on a NSAP-approved programme – either for the first time or for additional categories e.g. Upskilling.

In order to deliver this route, a provider (or training department within a DNO or supply chain company) is approved as an NSAP Approved Provider. Training Programmes are submitted for NSAP Programme Approval for each unit/assessment category.

ii) Assessment Only

This route is for those individuals who are already considered competent and require assessment only.

In order to deliver this route, an NSAP-approved Assessor signs off the individual as having the relevant knowledge and skills. The Assessor could be from a DNO, a supply chain company or a provider, which must all be an NSAP-approved provider.

iii) Grandfather Rights

This route enables experienced, competent individuals to ensure their knowledge and skills are captured and accredited against the scheme. This route is open for an initial period only, and participating organisations do not need to be NSAP-approved.

In order to deliver this route, a Nominating Officer in an employer organisation maps organisational training/authorisations to relevant units/assessment categories and signs off an individual's knowledge and competence through an assembled matrix of relevant evidence (e.g. work logs, training records etc).

iv) Level 3 Power Network Craftsperson Apprenticeship

Any individual who has completed this Apprenticeship and is – or becomes – registered on EUSR will already meet the requirements of this scheme.

The individual (or third party, e.g. employer or provider) applies for registration using an Apprenticeship certificate as primary evidence. Successful completion of apprenticeship units / areas must also be evidenced in order to register the individual for the relevant scheme units. The employer / provider should contact NSAP for further details in relation to the way to best evidence these.

Please note that SHEA Power and BESC AME are a part of the Power Skills offer, but, as separate schemes, they require separate scheme approval and should be registered for separately to Power Skills as SHEA and BESC AME registrations.

Note on general health & safety awareness

The Apprenticeship route, Approved programme route and Assessment only route to registration require that individuals have successfully undertaken a recognised, basic health & safety awareness programme/qualification prior to learning and assessment, such as:

- Energy & Utility Skills SHEA programme, e.g. SHEA Power, Core
- IOSH training courses e.g. Working Safely Course
- Construction Skills Certificate Scheme (CSCS) and related partner cards
- British Safety Council programme, e.g. Level 1 Award in Health and Safety in the Workplace
- NEBOSH, C&G and NOCN Level 1 Awards in Health and Safety

The Grandfather Rights route to registration requires that individuals have successfully undertaken a recognised, basic health & safety awareness programme/qualification prior to registration with Energy & Utility Skills.

Providers/companies should be prepared to demonstrate individuals' achievement of this pre-requisite as a part of the NSAP quality assurance process. Where qualifications/programmes are less commonly recognised, providers, companies and individuals should be prepared to demonstrate to NSAP that the programme/qualification in question meets the requirements of an appropriate health & safety programme/qualification.

SHEA Power and BESC AME

SHEA Power and BESC AME registrations are paid for separately to Power Skills Scheme registrations, and, accordingly, must be registered specifically for these schemes.

4) Quality Assurance Models

With the exception of the apprenticeship route to registration (which following apprenticeship completion is purely administrative), each route has the following associated quality assurance arrangements:

i) NSAP Approved Programme

Provider / Programme Approval

All providers must be NSAP-approved in order to deliver the scheme and the units relating to it.

NSAP approval has two components. Firstly, there is a provider component where a provider's top level organisational policies, processes and procedures are reviewed to ensure that, as an organisation, there is an appropriate quality assurance backdrop in order to manage and deliver the scheme. The provider requirements can be referenced from the SAR in Appendix 1. Secondly, there is a programme component to approval, where the provider's plans in relation to the structure and delivery of the units and programme are reviewed.

The requirements for the scheme are laid down in a SAR (Self-assessment report) document (see Appendix 1). These consist of both generic and specific programme-related requirements which we expect the provider to map against, evidence and declare that they have met.

As part of the approval process, NSAP will verify that:

i) The required equipment and resources are in place to support delivery on a unit by unit basis
ii) The delivery programme developed by providers is compliant with NSAP requirements
iii) All delivery materials map fully to the prescribed knowledge and performance criteria of the units

In addition, where providers are using their own assessment and delivery material, a

mapping document must be provided which confirms alignment to the performance and knowledge criteria to which it is linked. The submitting provider agrees to comply with performance, knowledge and understanding criteria, rules and procedures associated with the product and / or units being delivered and / or assessed, as well as periodic updates that will be communicated.

In the first instance, the provider submission (both provider and programme components) will be internally reviewed ('desktop reviewed') and then, assuming there is no further information required, it will be passed to an external expert reviewer, who will then conduct a technical visit, report on findings and approve the provider in relation to the delivery of the scheme.

Where a provider intends to deliver a programme(s) across more than one Group B or C area (i.e. B – Generic Technical Skills; C – Technical Skills: either sub-stations, cables or overhead lines), then it is likely that there may be the need for expert reviews across each technical area.

Each provider will be risk-rated and issues in relation to delivery will be clearly referenced with the provider. The relative risk of the provider and the actions ensuing from the technical visit, will then determine the frequency of future visits (i.e. technical audits) going forward. Generally, each provider will be visited by the expert reviewer once every 12 months. Depending on the relative risk rating of a provider, this might mean more frequent visits.

Where a provider is already NSAP-approved, then it must still undertake the requirements of product approval. In this instance, and depending on timings, technical audits associated with product delivery may be able to be timed with on-going provider audits.

Please note that SHEA Power and BESC AME are a part of the Power Skills offer, but, as separate schemes, they require separate scheme approval and should be registered for separately to Power Skills as SHEA and BESC AME registrations.

Trainer / Assessor Requirements

As a part of the approval process, and as an on-going condition of approval, trainers must meet one of the following rules, or be working towards a valid teaching qualification:

- Certificate in Training Practice
- PTTLS / Award in Education and Training
- TAP Certificate

- TQFE teaching qualification for further education
- NVQ Level 3 or 4 in learning and development
- Cert Ed / PGCE
- Subject to approval, other comparable qualifications supported by the course outline will be considered

As a part of the approval process, and as an on-going condition of approval, assessors must meet one of the following rules, or be working towards a valid assessor qualification or unit from any of the current nationally-recognised assessor qualifications:

- Level 3 Award in Understanding the Principles and Practices of Assessment
- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement

or hold one of the following:

- A1 Assess candidates using a range of methods
- D32 / 33 Assess candidate performance, using differing sources of evidence
- Energy and Utility Skills Training and Assessing Competence units (i.e. MP1, MP2, AP1, TP1)

Where assessors are working towards a nationally-recognised trainer / assessor qualification, then the provider should be able to identify the anticipated completion date of the qualification for each trainer / assessor concerned, and the arrangements in the interim for ensuring that training quality and assessor decisions are appropriately quality assured.

Trainers / Assessors within a provider must additionally be able to demonstrate through their CV vocational knowledge, experience and understanding of current field operations and experience of carrying out assessments within the power industry.

Evidence and Assessment Requirements

As a part of the approval process, and as an on-going condition of approval, you will need to ensure that:

- You have a planned, systematic and structured approach to the assessment of individuals that is valid, reliable and fit for purpose. This includes both performance criteria and underpinning knowledge criteria
- Evidence for satisfaction of unit performance criteria (PC) is either gathered through actual 'on the job' opportunities or through the use of an RWE

(Realistic working environment) which replicates the key characteristics in which the skill to be assessed is normally undertaken

- Evidence for satisfaction of unit PC is gathered effectively (for each PC for each individual) using a portfolio-style approach (e-portfolio or hardcopy), is held centrally by the provider, and is available for review at visits. In Appendix 2, we have included an example of one type of assessment record sheet for a unit (produced by NSAP and available for a majority of units) to show how you might undertake an assessment for these units. You should identify whether you intend to use these documents as a part of your initial delivery strategy for the scheme, or whether you intend to develop your own assessment documentation
- Where relevant, your delivery enables the individual to develop evidence from a range of sources, i.e. product evidence (e.g. work sheets, annual appraisals, job descriptions, work logs), witness statement, observation (assessment record sheets / video / audio evidence) etc

Internal Quality Assurance

As a part of the approval process, and as an on-going condition of approval, you must demonstrate appropriate mechanisms for internal quality assurance procedures which, as a minimum, will include that:

- Appropriate internal quality assurance (IQA) arrangements are put in place to ensure that the work of assessors can be reviewed and standardised. This would include arrangements for identifying appropriately qualified and experienced Internal Quality Assurers (IQAs)
- Regular meetings of assessors and IQAs, where the assessment strategy and any issues are discussed and reviewed. Records of these meetings, either in the form of minutes, or updates issued to all assessors must be maintained.
- Annual observation arrangements in relation to both delivery and each assessor carrying out assessments
- Additional observation and sampling of records of new or inexperienced assessors

External Quality Assurance

Periodically, approved providers will be required to participate in external standardisation exercises designed to share best practice and develop the standard of evidence in relation to specific units.

Realistic Working Environment

Where a unit(s) involves competency-based learning and / or assessment, this activity should take place within the workplace, however, where this is not possible, then the learning and / or assessment may take place in a 'realistic working environment' (RWE). The employer / provider should work together to ensure the RWE experience is as realistic as possible, e.g. equipment and resources must be of a similar age and type to that which could be reasonably expected in a real work place.

Recognition or Accreditation of Prior Learning (RPL / APL)

The scheme recognises prior learning and its routes to registration demonstrate this, as individuals are both able to take a programme-based route or either an assessment only route or Grandfather Rights route (for a limited period). The scheme also recognises the accreditation of prior learning in that a number of Category A / B units (i.e. BESC AME, PLUS) already represent Energy & Utility Skills schemes that individuals may have already achieved. For all prior learning undertaken outside of this, other than within the Grandfather route to registration, all individuals claiming prior learning must undertake formal unit assessment.

ii) Assessment Only

Provider Approval

All providers must be NSAP provider approved before they are eligible to identify assessors to manage their assessment only process. The provider approval process is described in 4.i above. As providers undertaking the 'assessment only' route to registration will not be delivering a programme of learning to individuals, but, rather, only assessing those individuals, they will not be required to undertake programme approval.

Please note that SHEA Power and BESC AME are a part of the Power Skills offer, but, as separate schemes, they require separate scheme approval and should be registered for separately to Power Skills as SHEA and BESC AME registrations.

NSAP Approved Assessors

An NSAP Approved Assessor assesses individuals across an identified range of units. In order to become an Approved Assessor, assessors will satisfy the following requirements. They will hold one of the current nationally-recognised assessor qualifications:

- Level 3 Award in Understanding the Principles and Practices of Assessment
- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement

or hold one of the following:

- A1 Assess candidates using a range of methods
- D32 / 33 Assess candidate performance, using differing sources of evidence
- Energy and Utility Skills Training and Assessing Competence units (i.e. MP1, MP2, AP1, TP1)

Assessors must additionally be able to demonstrate through their CV vocational knowledge, experience and understanding of current field operations and experience of carrying out assessments within the power industry.

Assessors will also be required to demonstrate the following 'assessment planning' requirements in relation to the scheme:

- A clear plan for what they / their organisation intends to assess, e.g. what is the scope of the assessment (categories, units), in what order will the assessments be carried out, who are the individuals being assessed? How large is the team of assessors?
- How do they intend to conduct the assessment? The assessor must take into account the following sections from 4.i above, i.e. 'Evidence and assessment requirements', 'Internal quality assurance', and 'External quality assurance', and satisfy these in the same way as is required above.

Assessors will be approved on the basis of both belonging to an approved organisation and satisfying the above criteria. Where existing approved providers have experienced assessor teams (e.g. already operating across NSAP schemes and apprenticeship programmes), then reviewing 'assessment planning' arrangements can be a feature of on-going provider audits.

Alternatively, where an approved provider is new and its assessors are either unknown to NSAP or potentially inexperienced, then these 'assessment planning' arrangements must be satisfied during the provider approval process.

Assessors and their activity will be audited by an NSAP expert reviewer as part of the on-going provider audit process, and risk-rated, which will determine the frequency and nature of future expert audits. Assessors must ensure that they uphold the above criteria across their practice over time, and identify to NSAP expert reviewers any changes to the

way in which the assessment is carried out.

iii) Grandfather Rights

This route to registration is time bound and only open for registrations until 30th September 2022. During this time, this route exists to ensure that individuals with significant experience, knowledge and skill are able to derive the benefits of scheme accreditation now without going through additional extensive training or assessment. After this date, all individuals, regardless of their length of service, role or experience will have to register on the scheme through one of the three other alternative routes to registration.

This route works by each participating employer organisation identifying and evidencing the individual's existing knowledge and skills in relation to the units appropriate to their existing role / authorisations.

Please note that SHEA Power and BESC AME are a part of the Power Skills offer, but, as separate schemes, they require separate scheme approval and should be registered for separately to Power Skills as SHEA and BESC AME registrations.

Definition of Grandfather Rights

To ensure that the experience of established individuals is not lost from the outset and that there is a smooth and effective introduction of the scheme, it is important that, as a minimum, the individual will be expected to demonstrate skills and experience in relation to those units covered by their existing role / authorisations.

Whilst this will not necessarily assume that these individuals could fully comply with the specific requirements of the units in question, it does mean that these individuals are:

- Not new to the industry, i.e. have only recently begun to work in one of the Power Skills areas referenced in the scheme
- Time served in a role(s) relevant to the Power Skills areas referenced in the scheme
- Currently competent in these technical areas of work
- Holding relevant and valid DNO authorisations for these technical areas of work
- Individuals who have relevant and appropriate behaviours (e.g. positive outlook, self-organisation, good communication skills, team player, reliability, discipline) and will be receptive to appropriate training that will address any differences between their skillset and the requirements of the scheme units

In identifying these criteria, there is no emphasis on any single criterion and there has been no attempt to deliberately identify more specific, quantifiable measures in relation to elements such as 'time served'.

Nominating Officers (NO), when determining individuals suitable for Grandfather Rights registrations, should be prepared to take into account the background of an individual holistically in relation to the above criteria, and to form their own organisational judgments in relation to who qualifies for a Grandfather Rights application. The formation and standardisation of this organisational judgment will be a subject of discussion during the NO interview process (see below).

The Role of Nominating Officer

A Nominating Officer is identified by the participating employer organisation and must be approved by NSAP before being permitted to undertake relevant Grandfather Rights' activities. The Nominating Officer must be employed by the company for whom the Grandfather Rights applicant works. In order to be approved by NSAP, the NO must successfully demonstrate that they are a person appropriate for the purposes of considering individuals for Grandfather Rights, understand the responsibilities associated with the role of NO and have recourse to internal arrangements that ensure that the NO decision-making process is appropriately quality assured.

To become a Nominating Officer, an individual must:

- Be authorised accordingly in writing by the company they represent and recognised by that company as responsible for endorsing the competency of the persons they represent for registration on EUSR
- Have sound experience and knowledge of NSAP schemes, understand competency requirements of a craftsperson, and have a good understanding of industry good practice and associated legislation
- Be responsible for verifying the evidence provided to support the competence of a craftsperson, including DNO Authorisation, training and competency records
- Be suitably qualified with appropriate knowledge and experience of the operational aspects, safe working practices, provider safety procedures, legislations, and technical reference documents that are relevant to the scopes of work they are to assess in
- Have spent at least 3 years working in an operational role either for a contractor working with a DNO/TO, or for a DNO/TO
- Be currently employed in an operational role for either a contractor working with a DNO/TO, or for a DNO/TO
- Demonstrate that their participating organisation has appropriate internal

quality assurance processes in place to ensure that the decisions made by the NO are sound and reliable (e.g. standard internal processes, standardisation of decisions etc)

A NO must demonstrate through their CV that they meet the above personal criteria. They must identify any relevant conflicts of interest in relation to their performance of the role and provide details of suitable referees who can account for their knowledge and experience.

Suitable NOs will then be invited to a telephone interview where the requirements of the role (both personal and organisational) will be discussed further. The focus of the interview will be on determining personal suitability (based on submitted information), understanding of role responsibilities and organisational readiness. Upon successful completion of this interview, the NO will then be approved by NSAP to begin the internal Grandfather Rights identification process. The NO will be approved by NSAP for the duration of the Grandfather Rights application period, i.e. until 30th Sept 2022.

All approved NOs should note that NSAP reserves the right to audit / standardise the activities of NOs during the life of the Grandfather Rights period to ensure that stated criteria and processes are being applied consistently. NO approval is a condition of meeting these requirements and failure to do this, or maintain this over time, will result in NO approval being withdrawn. NO approval is also tied to the organisation that the NO represents at the time that they are approved. If the NO leaves this organisation, and becomes an NO subsequently for another organisation, then they must seek NO approval again in relation to their current organisation.

Once approved, the NO must declare that they will only certify individuals for Grandfather Rights if they meet the NSAP Grandfather Rights requirements and hold a relevant and current DNO authorisation. Once this has been declared, then the NO is able to review an individual's evidence with a view to agreeing that it meets the requirements of the scheme. Where the NO is happy that it does, then they can submit to EUSR on behalf of the individual to confirm registration against the scheme. EUSR will record the declaration against an individual's registration adding 'GR' against the relevant record.

Nominating Officer Process

The identified Nominating Officer should ensure that their participating employer organisation carries out the following steps in order to appropriately apply for Grandfather Rights for an individual:

- Identify the individual's knowledge and skills against the agreed scheme standards and identify the units/assessment categories of the standards for

which the individual can evidence and claim

- Develop a matrix of evidence that demonstrates that an individual undertakes on a day to day basis a role that appropriately utilises the skills / knowledge identified in the relevant unit standards
- There are numerous sources of evidence that can be drawn on to demonstrate an individual's experience, i.e. valid authorisations, work logs, work sheets, training records etc
- Evidence should reflect the individual's own current competence. Evidence can come from things done in the past. The Nominating Officer must be convinced that the evidence offered reflects current competence
- Apply appropriate checks to ensure that the NO decisions are appropriate, consistent and fairly applied. This might be achieved through having appropriate organisational procedures, ensuring that decisions are evidence-based and that decisions are checked for accuracy and standardised to ensure consistency and fairness

Further advice and guidance on both preparing for, applying for and undertaking the NO role is included in our NO advice and guidance document in Appendix 3.

5) Accessibility

Providers are required, as a part of the approval process, to ensure individuals are:

- Able to demonstrate attainment in all parts of the assessment for the scheme due to a disability or difficulty which would place them at a substantial disadvantage in the assessment situation
- Given appropriate reasonable adjustments in order to alleviate or remove the effect of the disability or difficulty identified. Providers should consider the individual's normal way of learning, working and producing work as a basis for reasonable adjustments, provided that this compensates for the barrier caused by the disability or difficulty

In determining the reasonable adjustments required by the learner, the provider must ensure that provision of the reasonable adjustments would not reduce the validity or reliability of the assessment or affect the assessment outcomes.

6) EUSR Registration

In order to register an individual (re the programme / assessment and assessment only routes to registration), an approved provider must complete registration in QuartzWeb.

In order to register an individual re the GR route, an NO must complete a paper-based registration. For apprenticeship registrations, the submitting organisation must complete a paper-based registration and include both a copy of the individual's apprenticeship certificate and confirmation of apprenticeship component evidence.

Only the name of SHEA Power, BESC AME and NSAP Power Skills Scheme will be included on the EUSR card and not the detail of the units / categories; these can be viewed by interrogating an individual's EUSR registration on the EUSR website.

Where an authorisation which impacts a registration awarded is suspended or withdrawn from an individual, then an organisation should inform EUSR immediately of the affected competence registration. In such an event, EUSR reserves the right to suspend or withdraw the individual's EUSR registration. Suspension or withdrawal of registration may lead to an individual being required to undertake re-assessment in order to be re-registered.

i) Renewal of Registrations

Registrations must be renewed every six years to ensure that individuals still have the required knowledge and / or competency. Renewal will consist of successful assessment by an NSAP-approved training provider of an individual's knowledge and skills relevant to their role and current unit profile. In order to ensure that all relevant aspects of skill and knowledge are assessed per unit, the relevant 'Unit Assessment Record Sheet' (see Appendix 2) should be used to organise and deliver the renewal assessment process.

Provided the requirements of the relevant Unit Assessment Record Sheet can be met appropriately and in full, the NSAP-approved provider may either undertake the individual's renewal assessment within the training centre environment or externally (ie either at the individual's own premises or as a part of the performance of their everyday role or a mixture of both).

Where no Unit Assessment Record Sheet exists for a unit, then the NSAP-approved provider should utilise the full unit standard to effect a comparable style of assessment.

Where individuals have not been performing a role on a day to day basis, then they may need to receive further upskilling training before they undertake the relevant renewal assessment.

Note on Grandfather Rights

Grandfathers will be expected to renew their registration through undertaking the above knowledge and skills assessment relevant to their role and unit profile. On successfully passing this assessment, Grandfathers' GR status will be removed for the purposes of registration.

ii) Lapsed Registrations

If an individual's EUSR registration lapses for all / any of the units included within the scope of the NSAP Power Skills Scheme (but specifically excluding SHEA Power and BESC AME schemes or units within these schemes), and it is within 6 months of the date of expiry, then an individual may still undertake any relevant renewal assessment(s) in order to re-register.

If an individual's EUSR registration for all / any of the units included within the scope of this scheme become lapsed (but specifically excluding SHEA Power and BESC AME schemes or units within these schemes) and it is more than 6 months of the date of expiry, the individual must be re-registered using either the NSAP Approved Programme or the Assessment only route.

iii) Cards and Endorsements

If this is the first time the individual is registered against the scheme, EUSR will process the registration and issue the individual with an EUSR card including an endorsement for the NSAP Power Skills Scheme.

If the individual already holds an EUSR card which already includes an endorsement for NSAP Power Skills Scheme, a new card will not be issued; the new categories will be added to their existing registration for this scheme and available for viewing via the on-line EUSR registration search**.**

7) Definitions

The following terms and their meanings have been used in this document:

'Expert witness' means an individual who is involved in evaluating a person's practice or performance, for example, a line manager or colleague. They sign a witness statement, which is acceptable as a form of evidence where the witness is credible and can provide sufficient information to an occupationally competent assessor of a person's

practice or performance.

'Provider' means an organisation (or in some cases an individual) who is approved by NSAP to deliver training and / or undertake assessment of individuals.

'Assessor' means an individual recognised to assess the knowledge and / or competency of workers. They will have appropriate technically competence and / or experience in the subject they are assessing and will hold a nationally recognised assessor qualification. Within this scheme they must all be approved by NSAP.

'Distribution Network Owner' or **'DNO'** or **'Asset Owner'** means organisations who own and operate electrical assets and infrastructure.

'Electrical Network Service Providers' or **'ENSP'** means organisations who are contracted with TSOs and DNOs and undertake work on their networks on their behalf.

'Endorsement' means the EUSR schemes or units that an individual has taken and is recorded against their EUSR registration.

'Energy and Utility Skills' is responsible for the quality assurance of assessment and training providers in relation to this scheme and all EUSR schemes.

'Energy Network's Association' or **'ENA'** means the 'wires and pipes' transmission and distribution network operators for gas and electricity in the UK and Ireland. Members of ENA control and maintain the national infrastructure that delivers these vital services into our homes and businesses.

'EUSR' means the register operated by Energy and Utility Skills Group, which holds records of an individual's training and qualifications, which individuals and employers can search to verify training and qualifications held by the individual.

'EUSR Card' issued to all individuals with a registration on EUSR; they show the forename and surname of the cardholder, their EUSR ID and their photograph on the front. The reverse of the card shows details of the registrations held by that individual at the time of card issue and the expiry date.

'Grandfather Rights' means the time-bound provision made for some experienced workers which means they do not have to adhere to the new rules for registration on this scheme – they are deemed to already have the required knowledge and competency. Their roles and experience will act as a proxy for the training and up-skilling that inexperienced or new workers will have to undertake. The claim for registration on this scheme via Grandfather Rights will be signed by the Nominating Officer within an

employer.

'National Skills Academy for Power' or **'NSAP'** is part of Energy and Utility Skills Group and delivers initiatives, products and services identified as essential by member employers to the long-term sustainability and attractiveness of the Power sector.

'Nominating Officer' (NO) means an individual in a senior role within an employer who is authorised to sign-off Grandfather Rights and lapsed registrations.

'Office of Gas and Electricity Markets' or **'Ofgem'** is the non-ministerial government department and independent National Regulatory Authority that protects the interests of existing and future electricity and gas consumers.

'Power networks' means all or any part of a system that transmits and distributes electricity.

'Transmission Operator' (TO) or 'Transmission System Operator' (TSO) means an Ofgem regulated organisation that transmits electrical power from generation plants over the electrical grid to regional or local electricity distribution operators.

'Work activities' means those activities and tasks associated with a defined role.

'Worker' an individual who is employed or contracted within a DNO or their supply chain and is registered, or seeks to be registered, on EUSR.

Appendix 1
Power Skills Scheme Self-Assessment Report (SAR)

Power Skills Scheme

Self-Assessment Report (SAR)

What is the Power Skills Scheme?

The Power Skills scheme has evolved out of the Competency Accord agreement reached by the UK's power transmission and distribution network owners. It consists of the 80 units currently making up the Level 3 Power Network Craftsperson Apprenticeship. Unlike the apprenticeship, however, where specific combinations of units must be undertaken, the Power Skills scheme is entirely flexible and enables employers and individuals to tailor the units in relation to specific learning and assessment objectives to meet bespoke training needs.

This might be to simply accredit the learning of experienced workers where assurance of competence is required in relation to either a range or a particular group of skills. Alternatively, it might be to upskill individuals with limited experience in a particular area, and who first need a training programme in order to develop skills and knowledge prior to assessment. The full range of units available from which to develop learning and assessment programmes is included in Appendix A.

More specifically, units are derived from 4 unit groups – see below for details. There are no requirements to cover any number of specified units across any one or all of these groups. The individual can take as many or as few units as required from within each group or across groups to best fit their employer's and / or their own personal skills and knowledge development requirements.

Whilst the Power Skills Scheme uses the Power Network Craftsperson units it is **not** necessarily a requirement for individuals to undertake or demonstrate achievement against whole units; rather, individuals can be registered against component parts of each unit, in line with the assessment categories permitted in relation to each unit.

The full list of unit groups is given below. The unit groups are derived from the current Power Network Craftsperson apprenticeship as follows:

Group A - Foundation Schemes / Units

Schemes / units that offer the individual the pre-requisites for introduction to the power sector, and comprise broad, associated learning and skill. These may be existing achievements that can be demonstrated via accreditation of prior learning (APL).

Group B - Generic Technical Skills Units

Schemes / units that offer the individual an introduction to the power sector, and

comprise generic technical learning and skill.

Group C - Specialist Technical Skills Units

Units that offer the individual detailed technical knowledge and skill across three power network craftsperson areas: Overhead Lines, Underground cables and Substation Fitting.

Group D - Generic Advanced Technical Skills Units

Units that offer the individual more complex power sector learning and skill development.

In order to deliver the flexibility required by the scheme, there are 4 different routes to registration, which are summarised below:

i) NSAP Approved Programme

The individual is assessed against the scheme standards by an NSAP-approved provider on a NSAP-approved programme – either for the first time or for additional categories e.g. Up-skilling.

In order to deliver this route, a provider (or training department within a DNO or supply chain company) is approved as an NSAP Approved Provider. Training Programmes are submitted for NSAP Programme Approval for each unit.

ii) Assessment Only

This route is for those individuals who are already considered competent and require assessment only.

In order to deliver this route, an NSAP-approved Assessor signs off the individual as having the relevant knowledge and skills. The Assessor could be from a DNO, a supply chain company or a provider, which must all be an NSAP-approved provider.

iii) Grandfather Rights

iv) Level 3 Power Network Craftsperson Apprenticeship

Note on general health & safety awareness

The Approved programme route and Assessment only route to registration require that individuals have successfully undertaken a recognised, basic health & safety awareness programme/qualification prior to learning and assessment, such as:

- Energy & Utility Skills SHEA programme, e.g. SHEA Power, Core
- IOSH training courses e.g. Working Safely Course
- Construction Skills Certificate Scheme (CSCS) and related partner cards
- British Safety Council programme, e.g. Level 1 Award in Health and Safety in the Workplace
- NEBOSH, C&G and NOCN Level 1 Awards in Health and Safety

Providers/companies should be prepared to demonstrate individuals' achievement of this pre-requisite as a part of the NSAP quality assurance process.

Where qualifications/programmes are less commonly recognised, providers, companies and individuals should be prepared to demonstrate to NSAP that the programme/qualification in question meets the requirements of an appropriate health & safety programme/qualification.

This SAR relates to routes to registration i) and ii) above, i.e. to the approval of both NSAP programmes and assessment only approaches.

Please note that SHEA Power and BESC AME are a part of the Power Skills offer, but, as separate schemes, they require separate scheme approval, ie in addition to any specific Power Skills units. SHEA Power and BESC AME registrations are paid for separately to Power Skills Scheme registrations, and, accordingly, must be registered specifically for these schemes.

In order to have a training programme or an assessment only approach approved by Energy & Utility Skills for Power Skills, there are a number of requirements that training providers need to meet:

1) You will need to be approved as a training provider.

The Quality Framework – which sits at the heart of provider approval - sets the minimum criteria for learning and development practices, and links into the programme approval process. Sometimes provider approval can be carried out at the same time as the approval of a training programme. If you are not yet an approved Energy & Utility Skills training provider, then you should visit the Energy & Utility Skills website (www.euskills.co.uk) to find out further details.

2) You will need to meet the generic training programme or assessment only criteria for an approved skills-based programme.

These are the general requirements that any approved training programme / assessment only approach must meet. These are included below.

3) You will need to meet the requirements of the Power Skills-specific scheme criteria.

Both training and assessment only programmes must be mapped to these unit standards, and there are other requirements that are specific to Power Skills, i.e. assessor requirements, on site requirements and employer sponsorship requirements.

Power Skills Approval Process

As an approved training provider, the first step is to complete and submit a Self-Assessment Report (SAR) as well as the mapping to the Power Skills scheme unit standards for which you require approval. Your SAR, mapping and evidence will be reviewed and if it meets all the required criteria, we will confirm our approval of your Power Skills programme / assessment only approach. The SAR sections to be completed by you are below in the section entitled: 'The Self-Assessment Report (SAR)'.

In more detail, the approval process requires that you:

- Read and understand fully this Self-Assessment Report (SAR) document and ensure that your Power Skills programme or assessment only approach is fully compliant with the Energy & Utility requirements
- Read and understand fully the generic training programme / assessment only criteria and ensure that you are fully compliant with these requirements
- Read and understand fully the Power Skills-specific criteria which relate to your programme or assessment only approach and ensure that it fully meets this criteria and these standards. All programmes / assessment approaches approved under the Power Skills scheme must fully align with these requirements

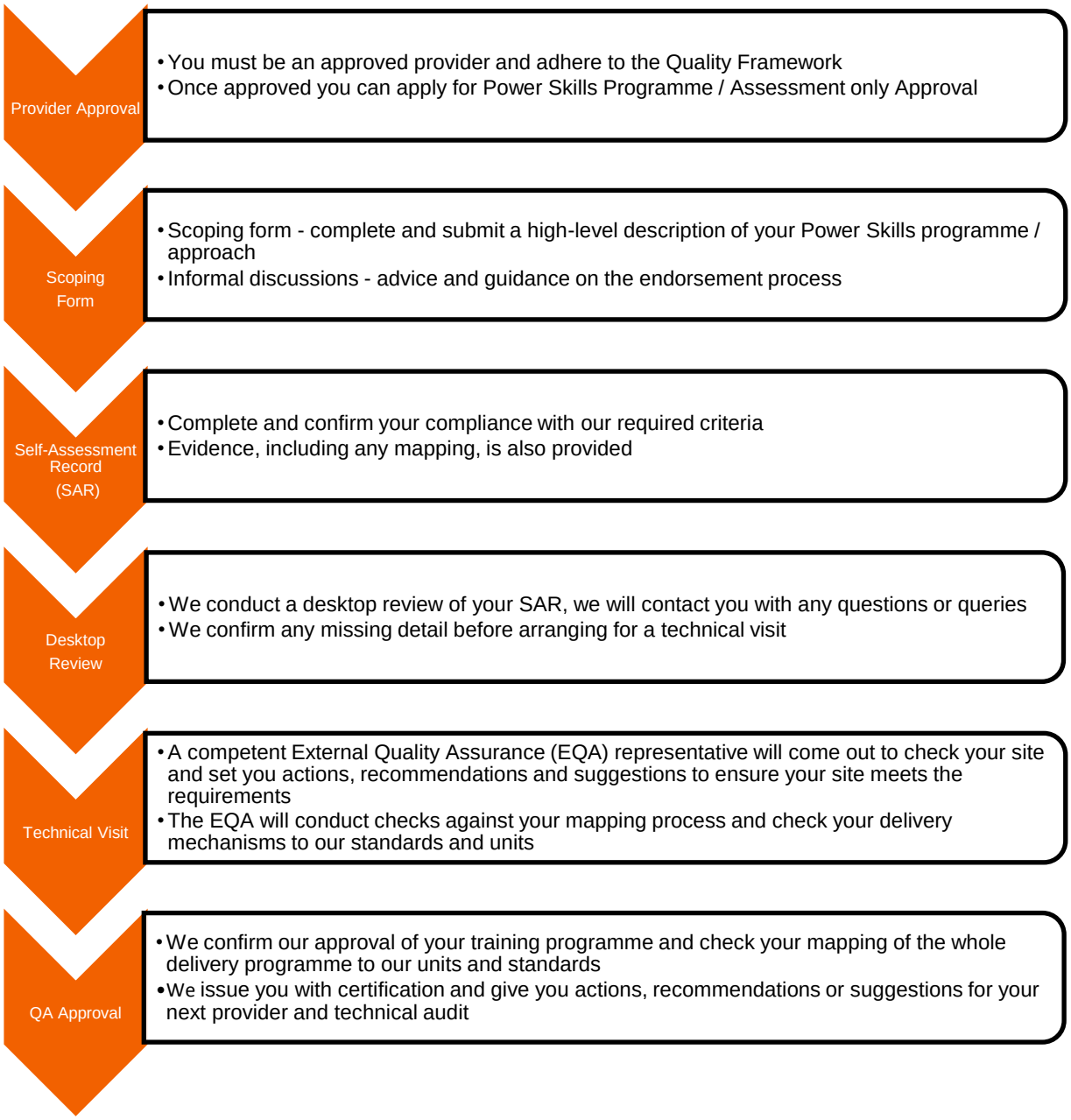
  A mapping document must be provided, as part of the approval process, to show how your programme has been mapped to the unit-specific standards
- There is a mapping template available below which you can use to support this activity. Use of this template, however, is not mandatory. Whatever form of template is used, it is requested that, as a minimum, it includes **clear** and **specific** reference to the location of the evidence that meets each of the **individual criteria**. If this is not clear, the submission will be rejected



Power Skills
Mapping Template

- In addition to mapping your programme / assessment only approach to the Power Skills requirements, it is important that you submit examples of relevant supporting evidence, e.g. delivery plans, lesson plans, activity materials, assessment materials etc. Contact the Quality team who can help you with identifying the best ways to support your submission with scheme documentation
- Ensure that you have met all requirements (use the checklist) before submitting the programme/s for approval. (See section entitled: 'The Self-Assessment Report (SAR)')
- A signature from an individual with appropriate authority in your organisation (i.e. a director, senior manager) is required to confirm that a thorough and honest self-assessment has taken place and that all requirements have been fully met

The flow chart below summarises the process for scheme approval:



Registration and Renewal

In order to register an individual, an approved provider must complete registration on QuartzWeb.

Registrations must be renewed every six years to ensure that individuals still have the required knowledge and / or competency. Renewal will consist of successful assessment by an NSAP-approved training provider of an individual's knowledge and skills relevant to

their role and current unit profile. In order to ensure that all relevant aspects of skill and knowledge are assessed per unit, the relevant 'Unit Assessment Record Sheet' (see Technical Specification for more details) should be used to organise and deliver the renewal assessment process.

Provided the requirements of the relevant Unit Assessment Record Sheet can be met appropriately and in full, the NSAP-approved provider may either undertake the individual's renewal assessment within the training centre environment or externally (ie either at the individual's own premises or as a part of the performance of their everyday role or a mixture of both).

Where no Unit Assessment Record Sheet exists for a unit, then the NSAP-approved provider should utilise the full unit standard to effect a comparable style of assessment.

Where individuals have not been performing a role on a day to day basis, then they may need to receive further upskilling training before they undertake the relevant renewal assessment.

On-going Monitoring and Audits of Power Skills Training Programmes / Assessment Only Approaches

All Power Skills programmes that are approved by Energy & Utility Skills are subject to our on-going quality assurance monitoring which includes regular audits.

We use our Quality Framework to support our monitoring and audits. We audit all of our approved providers at least every 12 months, sometimes more often if we deem them or the training programmes they offer to be of a 'higher risk'. To keep this as easy and efficient as possible, supporting evidence for our audits can be provided in a variety of ways e.g. electronic or photographic.

As well as having a provider audit, you will also need to have a technical audit, so there are two audits you are expected to have as an approved provider on this scheme.

All Approved Programmes / Assessment only approaches are subject to audit by the Energy & Utility Skills. Failure to satisfy the audit requirements may result in Provider Approval being withdrawn.

Auditing Process

The frequency and scope of the audit may be based on Provider Approval outcome or based on what the Quality Assurance Lead feels is appropriate. Currently, most of the outcomes for audits could follow the generic outcome and are annual.

An additional visit is required for Power Skills provision, by a competent External Quality Assurer. This to verify continued compliance to the Power Skills-specific criteria. Your audit is estimated therefore to take a minimum of two working days for this programme / assessment only approval.

You will be expected to provide programme evidence as a mandatory part of this visit. Evidence will include samples of the following:

- Learning Strategy / Materials
- Assessment Strategy / Materials
- Evaluation Strategy / Materials
- Verification Strategy / Material

In the event of Provider Approval being withdrawn, authorisation to use the NSAP and Energy & Utility Skills' approval logos will cease and your information on the EUSR / Energy & Utility Skills website will be withdrawn.

Reasonable Adjustments

Definition

A reasonable adjustment helps to reduce the effect of a disability or difficulty that places the individual at a substantial disadvantage in a learning or training environment or assessment situation. It is a requirement under the Equality Act 2010.

Reasonable adjustments must not affect the integrity of the assessment. Examples include:

- Changing "normal" assessment arrangements or adapting assessment materials
- Providing assistance during assessment or learning
- Re-organising the physical learning or training environment
- Changing or adapting the assessment method
- Using assistive technology
- Allowing extra time
- Assessment materials in BSL, on coloured paper or in audio format

Requests for reasonable adjustments must be approved by Energy and Utility Skills and set in place before the assessment activity takes place.

The work produced following a reasonable adjustment must be assessed in the same way as the work from other learners. The individual may not need, nor be allowed, the same adjustment for all assessments.

Guidance on Language

Training programmes and assessments are expected to be delivered in English. Where individuals do not have English as their first language, a reasonable adjustment may be requested. The process is as follows:

- Prior to any assessment taking place, conduct an assessment of the individual's understanding of written and oral English
- This assessment must include the individual's ability to read health and safety signage and communicate risks to others – the individual must be able to adhere to UK legislative and regulatory practices
- Contact us for any advice and guidance if required
- Once satisfied that there is no health and safety risk, submit a request to Energy & Utility Skills for a reasonable adjustment
- Once approved, retain all evidence for your next audit

Note: Translators or Interpreters are not allowed in an assessment and are not therefore considered to be a reasonable adjustment. An individual may use a bilingual dictionary during an assessment.

Requesting a Reasonable Adjustment

We are happy to provide advice and guidance prior to you requesting a reasonable adjustment. A request for a reasonable adjustment must be made at least 5 working days prior to the assessment. The request should be made by email or telephone – we will require your Batch number and the context for the request. We will confirm our approval or non-approval within 2 working days. If we are unable to approve a request for a reasonable adjustment, we will provide you with the full reason for our decision. If you do not agree with our decision, you may appeal. Our Appeals and Enquiry about Results Policy details this process. If you would like advice or guidance on when and how to apply a special consideration, please email or telephone us. If you have any questions relating to this policy, please contact us:

Post:	**Email:**	**Phone:**
Energy & Utility Skills	quality@euskills.co.uk	0845 077 99 22

Quality Team
Friars Gate
1011 Stratford Road
Solihull B90 4BN

Power Skills Requirements

This section addresses in more detail the requirements for the Power Skills scheme identified above. In particular, it identifies the:

1) Generic training programme or assessment only criteria – essential for all Energy & Utility Skills programmes
2) Power Skills-specific scheme criteria – essential for all Power Skills programmes

1) Generic Training Programme / Assessment Only Criteria

The criteria below outlines the type of information we will require to support your application to have your Power Skills programme approved by Energy & Utility Skills. Please contact the Quality team (email: quality@euskills.co.uk) us if you require any additional information or have any questions.

The criteria to be followed is dependent upon the programme you wish to implement:

- For **programmes of training leading to assessment**, then you must follow 1a) below
- For **programmes of assessment only** (i.e. where there is no associated training programme), then you must follow 1b) below

1a) Generic Training Programme Criteria

Evidence Requirement	Supporting information
1. Qualifications, CVs and CPD - for all staff involved in the training programme design and delivery (e.g. trainers, assessors, internal quality assurers)	• CVs – occupational competence – a minimum of 2 years • CPD – evidence of on-going CPD
2. Planning	• Mapping to industry standards, qualifications, apprenticeships or Energy & Utility schemes • Learning outcomes are clearly stated with clear aims and objectives • Duration of the training programme • Description of an average / typical individual attending the training programme • Structure of training programme including any Rules of Combination, barring of modules etc. • Recognition of Learning or Accreditation of Prior Learning process • Reasonable adjustments and special consideration process • Schemes of work and / or lesson plans
3. Lesson Delivery	• Delivery methodologies • Delivery timetables • Delivery support materials, resources and activities – for trainers and learners • Mapping to relevant industry standards, qualifications, Energy and Utility Schemes or apprenticeships • Mapping of delivery materials to learning outcomes • Mapping of assessment materials to delivery materials • Methodologies and materials used to deliver programmes

4. Information, advice and guidance to support individuals	• Information, advice and guidance for prospective learners (marketing material, website, leaflets, helplines, joining instructions) • Pre-training programme information availability e.g. joining instructions containing information on the programme including learning aims, objectives and outcomes, programme overview, costs, pre-requisites such as competence or knowledge, logistics such as venue, timings, catering, dress code, PPE requirements etc. • Information for current individuals (e.g. specification, handbook, manual, industry standards, working practices, print-out of slides, workbooks, suggested additional reading lists, suggested additional activities or exercises, case studies) • Advice and guidance for current individuals (e.g. support mechanisms in place, specialist support availability, progression information, careers advice).
5. Assessment	• Assessment methodologies • Assessment mark schemes / guides • Assessment plans / evidence matrices • Assessor written evidence / IQA written plans • Assessment feedback
6. Internal Quality Assurance	• IQA methodology (minimum requirements for assuring quality of delivery and assessment) • Sampling plan • Processes, policies, proformas, templates, and records • Standardisation processes • Invigilation process (if appropriate)
7. Feedback	• Evaluation mechanism • 360 feedback loop

8. Review	• Regular and appropriate review of the training programme including support materials

1b) Generic Training Criteria for Assessment Only Programmes

The following elements of the Generic training programme criteria must be satisfied*:

*The criterion numbering below corresponds to its order in the overall Energy & Utility Skills Generic training programme criteria. Where not relevant to Power Skills assessment only programme approval purposes, we have simply removed the criterion, hence, the numbering is not continuous.

Evidence Requirement	Supporting information
5. Information, advice and guidance to support individuals	• Information, advice and guidance for prospective learners (marketing material, website, leaflets, helplines, joining instructions) • Pre-training programme information availability e.g. joining instructions containing information on the programme including learning aims, objectives and outcomes, programme overview, costs, pre-requisites such as competence or knowledge, logistics such as venue, timings, catering, dress code, PPE requirements etc. • Information for current individuals (e.g. specification, handbook, manual, industry standards, working practices, print-out of slides, workbooks, suggested additional reading lists, suggested additional activities or exercises, case studies) • Advice and guidance for current individuals (e.g. support mechanisms in place, specialist support availability, progression information, careers advice).
6. Assessment	• Assessment methodologies • Assessment mark schemes / guides • Assessment plans / evidence matrices • Assessor written evidence / IQA written plans • Assessment feedback

7. Internal Quality Assurance	• IQA methodology (minimum requirements for assuring quality of delivery and assessment) • Sampling plan • Processes, policies, proformas, templates, and records • Standardisation processes • Invigilation process (if appropriate)
8. Feedback	• Evaluation mechanism • 360 feedback loop
9. Review	• Regular and appropriate review of the training programme including support materials

2) Power Skills Scheme-specific Programme Criteria

Specific Power Skills Design Criteria:	The relevant unit(s) of the Power Skills scheme have been demonstrably mapped to the training and / or assessment process.
	As appropriate to the registration route, the training provider will comply with the specific trainer, assessor and IQA requirements identified below in the Trainer, Assessor and IQA requirements section.
	The training provider will comply with the facilities and equipment requirements identified below in the Facilities and equipment section.

Trainer, Assessor and IQA Requirements

This outlines the expectations placed on those involved in the delivery and / or assessment of the Power Skills scheme.

	Description	Mandatory / Optional
Trainer requirements	As a part of the approval process, and as an on-going condition of approval, trainers must meet one of the following rules, or be working towards a valid teaching qualification: • Certificate in Training Practice • PTTLS / Award in Education and Training • TAP Certificate • TQFE teaching qualification for further education • NVQ Level 3 or 4 in learning and development • Cert Ed / PGCE • Subject to approval, other comparable qualifications supported by the course outline will be considered Where trainers are working towards a nationally-recognised teaching qualification, then the provider should be able to identify the anticipated completion date of the qualification for each trainer concerned, and the arrangements in the interim for ensuring that teaching decisions are appropriately quality assured.	Mandatory for programme-based routes to registration
Assessor Requirements	As a part of the approval process, and as an on-going condition of approval, assessors must meet one of the following rules, or be working towards a valid assessor qualification or unit from any of the current nationally-recognised assessor qualifications: • Level 3 Award in Understanding the Principles and Practices of Assessment • Level 3 Award in Assessing Competence in the Work Environment	Mandatory for both programme-based and assessment only routes to registration

	Description	Mandatory / Optional
	• Level 3 Award in Assessing Vocationally Related Achievement • Level 3 Certificate in Assessing Vocational Achievement or hold one of the following: • A1 Assess candidates using a range of methods • D32 / 33 Assess candidate performance, using differing sources of evidence • Energy and Utility Skills Training and Assessing Competence units (i.e. MP1, MP2, AP1, TP1) Where assessors are working towards a nationally-recognised assessor qualification, then the provider should be able to identify the anticipated completion date of the qualification for each assessor concerned, and the arrangements in the interim for ensuring that assessor decisions are appropriately quality assured.	
IQA requirements	Those involved in the internal quality assurance of the programme must meet at least one of the following requirements: • Level 4 Award In the External Quality Assurance of Assessment Processes and Practice • Level 4 Award In Understanding the External Quality Assurance of Assessment Processes and Practice • Level 4 Certificate In Leading the External Quality Assurance of Assessment Processes and Practice • Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice	Mandatory for both programme-based and assessment only routes to registration

	Description	Mandatory / Optional
	• Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice • Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice • V1 for Internal Verifiers • V2 for External Verifiers • Recognised alternative to A1 / A2 (e.g. D34 / D35 or per the minimum unit requirement listed above in the assessor awards or equivalent section) Where IQAs are working towards a nationally-recognised IQA qualification, then the provider should be able to identify the anticipated completion date of the qualification for each IQA concerned, and the arrangements in the interim for ensuring that IQA decisions are appropriately quality assured.	
Occupational experience	Trainers / Assessors / IQAs within a provider must additionally be able to demonstrate through their CV vocational knowledge, experience and understanding of current field operations and experience of carrying out assessment within the power industry.	Mandatory

Facilities and Equipment Requirements

Where a unit(s) involves competency-based learning and / or assessment, this activity should take place within the workplace. However, where this is not possible, then the learning and / or assessment may take place in a 'realistic working environment' (RWE).

The employer and / or provider should work together to ensure the RWE experience is as realistic as possible, e.g. equipment and resources must be of a similar age and type to that which could be reasonably expected in a real work place.

The Self-Assessment Report

In this section, you must begin to tell us about your Power Skills training / assessment only programme. This section of the SAR must be fully completed and accompany the mapping of your programme/s.

1) Programme Information

Please complete the fields below so that we have full details of your programme/s

Organisation	
Named contact	
Contact details (telephone and email)	
Address	
Programme title	
Link to any Energy & Utility Schemes - if so, mapping needs to be provided	
Is there a renewal or end date?	
Link to standards or qualifications in the UK (e.g. NOS, RQF, Apprenticeships) – if so, mapping needs to be provided	
Duration	

2) Criteria and Evidence Checklist

This part of the SAR must accompany your mapping of your programme against the relevant criteria and specifications, and confirms that you have fully completed the approval submission process.

Criteria and Evidence Checklist		
PS1	Programme demonstrates compliance with the requirements of the generic training programme / assessment only criteria.	☐
PS2	Programme demonstrates complete alignment to the Power Skills scheme-specific criteria.	☐
PS3	The relevant unit(s) of the Power Skills scheme have been demonstrably mapped to the training and / or assessment process.	☐

3) Website Information

This information will be used by Energy & Utility Skills to list your programme on our website.

Leave blank if you do not require the information to be listed on our website				
Overview of the programme including why it was developed, target audience, aims, objectives and assessment methodology				
Duration of the programme				
Contact details - include name, email and / or telephone number				
Location(s)	Channel Islands	☐	East Midlands	☐

Please select as many that apply:	East of England / East Anglia	☐	London	☐
	N E England	☐	N W England	☐
	Northern Ireland	☐	Republic of Ireland	☐
	Scotland	☐	S E England	☐
	West Midlands	☐	S W England	☐
	Yorkshire and The Humber	☐	Wales	☐
	All	☐		

4) Named Person Declaration

This section confirms that a senior member of your organisation has reviewed the submission and agrees that the submission represents a thorough and honest self-assessment of the programme/s. It also confirms that the submission meets the full requirements of the scheme.

I confirm that [Company Name] has conducted a thorough and honest self-assessment of the [insert Programme Title] and that it meets all the criteria specified within the Power Skills SAR.

I understand that the Energy & Utility Skills reserves the right to seek further verification of the product described as part of the application and on-going monitoring process in order to preserve the integrity of the programme approval process, and understand that any inconsistencies and suspected deception may put the approval status at risk.

I understand and confirm that all learners who attend this programme will be registered with EUSR, as stated within the overarching conditions, and that each registration will be charged at the rate published on the EUSR website, unless otherwise agreed and confirmed in writing.

Name	
Job Title	
Company Address	

Telephone no			
Email address			
Signature		Date	

Appendix A – NSAP Power Skills Units

Note on Power Skills Scheme units:

Please note that the scheme units are taken from the Power Network Craftsperson (PNC) Apprenticeship, which requires individuals to do all the requirements associated with a unit. Whilst the Power Skills Scheme uses the PNC units it is **not** necessarily a requirement for approved providers to deliver whole units to individuals; rather, where appropriate, approved providers are permitted to build learning programmes based on the component parts of a unit in line with the assessment categories permitted in relation to the unit.

In this sense, approved providers should first review the assessment categories associated with each relevant unit before building their learning programme. Approved providers should be clear when they submit their programme for review by Energy & Utility Skills that they have identified all the relevant assessment categories their learning programme is designed to meet.

Approved providers will also note that the units each have a set of pre-requisite requirements. Again, these are only pre-requisites in relation to the PNC Apprenticeship, and are **not** pre-requisite requirements for individuals taking the unit(s)/components of a unit as a part of the Power Skills Scheme, where individuals undertaking the scheme will have varying levels of qualification and experience. The only pre-requisite requirement for individuals doing a Power Skills Scheme programme is detailed in Section 3 of the Tech Spec document in the 'Note on general health & safety awareness'.

Approved providers, however, should not just disregard these unit pre-requisites; depending on the relative qualification and experience of a specific cohort/individual, it is necessary that an approved provider deliver any relevant underpinning knowledge and skill requirements associated with a unit. NSAP auditors will, as a part of their review of programmes, check that approved providers are building and delivering programmes of learning and assessment for individuals that take into account their underpinning knowledge and skills needs in relation to specific technical units.

Group	Unit Reference	Unit (and EUSR parent scheme where appropriate)	Assessment categories (where appropriate)
A - Foundation units	**001**	Health, Safety and the Environment	
	002	First Aid	
	003	Manual Handling	
	004	Fire and Emergency Procedures	
	005	Drug and Alcohol	
	006	SHEA Power	
	007	Risk Assessment	
	008	Personal Protective Equipment	
	009	Basic Hand Skills	
	010	AME Power Environments (BESC AME)	Sub-stations
			Overhead Lines
			Underground Cables
	011	Working with Others	
	012	Asbestos Awareness	
	013	Work at Height	
	014	Network Appreciation - OHL and UG Networks	
	015	Interpersonal Skills	
B - Generic Technical	**020**	Location of Utilities (OHL and U/G services)	
	021	Utilities Excavation	
	022	Excavation Shuttering	Category 1: Proprietary Support Systems
			Category 2: Steel Sheet Support Systems

Skills units			Category 3: Timber Support Systems
	023	Excavator Banksperson	
	024	Remove, Test and Insert Cut-Out Fuses (Remove, Test & Insert LV Distribution Network Cut-Out Fuses)	
	025	Utilities Drum and Winch	
	026	Safe Driving	
	027	Wayleaves	
	028	4 x 4 Off Road Driving Skills	
	029	Abrasive Cutting Equipment	
	030	Vehicle Marshalling	
	031	Slinger and Rigging	
	032	Use of Liquefied Petroleum Gas (LPG)	
	033	Traffic Management	
	034	Electrical Testing Procedures	
	035	Confined Spaces Awareness	
	036	Hydraulics and Pneumatics	
	037	Power Regulation Awareness	
D - Advanced Technical	**090**	Organise the Use of Resources	
	091	Receipt of Documents	
	092	Low Voltage Switching OHL	

Skills units	**093**	Low Voltage Switching UG	
	094	High Voltage Switching Substations	
	095	High Voltage Switching OHL	
	096	High Voltage Protection	
	097	Diagnostic Fault Finding	Overhead Lines
			Cable Jointing
			Substations

Group C Units

Group	Unit Reference	Unit (and EUSR parent scheme where appropriate)	Assessment categories (where appropriate)
C - Overhead Lines		**Wood Pole (Group A)**	
	040	Wood Pole Access	
	041	Install Wood Poles and Stays	
	042	Wood Pole Steelwork HV / LV	
	043	Wood Pole Conductor Stringing HV / LV	HV Conductor Stringing
			LV Conductor Stringing - Aerial Bundled
			LV Conductor Stringing - Open Wire
	044	Wood Pole Earthing	HV Conductor Earthing
			LV Conductor Earthing (ABC wire)
			LV Conductor Earthing (Open wire)
	045	Wood Pole Conductor Jointing	
	046	Wood Pole Install / Remove Plant / Apparatus	
	047	Wood Pole Install Plant / Apparatus Earthing	
	048	Wood Pole LV Services	

Group	Unit Reference	Unit (and EUSR parent scheme where appropriate)	Assessment categories (where appropriate)
	049	Live Low Voltage Overhead Lines	
	050	HV Live Line Operations (use of rods from ground)	
	051	HV Hot Glove Operations	
		Steel Tower (Group B)	
	052	Steel Tower Use of Climbing Equipment	
	053	Steel Tower Use of Access Equipment	Tower Ladders
			Platform
			Safety Lines
			Fixed Loop Lanyards
			Line Trolleys
			Baskets
	054	Steel Tower Conductor Stringing	
	055	Steel Tower Conductor Earthing	Category 1 - 66 kV - 132 kV Conductor Earthing
			Category 2 - 275 kV - 400 kV Conductor Earthing
	056	Steel Tower Install / Replace Fittings	
	057	Steel Tower Install / Replace Insulators	
	058	Steel Tower Conductor Compression Jointing	
	059	Tower Assembly / Erection	

Group	Unit Reference	Unit (and EUSR parent scheme where appropriate)	Assessment categories (where appropriate)
C - Substations	**070**	Oil Handling and Testing	
	071	Substation Monitoring / Inspection	Transmission - Category 1
			Primary - Category 2
			Distribution up to 20kV - Category 3
	072	Working at Height (Substations)	Working at Height (Substations) - Ladders
			Working at Height (Substations) - Scaffolding
			Working at Height (Substations) - Gantries
			Working at Height (Substations) - MEWPS
	073	Transformer Maintenance	Transmission Transformers & plant / ancillary equipment - Category 1
			Primary Transformers & plant / ancillary equipment - Category 2
	074	Transformer Install	Transmission Transformers & plant / ancillary equipment - Category 1
			Primary Transformers & plant / ancillary equipment - Category 2
			Distribution Transformers (up to 20kV) - Category 3
	075	Circuit Breaker Maintenance	Transmission Circuit Breakers - Category 1 - Air blast
			Transmission Circuit Breakers - Category 1 - Oil
			Transmission Circuit Breakers - Category 1 -

Group	Unit Reference	Unit (and EUSR parent scheme where appropriate)	Assessment categories (where appropriate)
			SF6
			Primary Circuit Breakers - Category 2 - Oil
			Primary Circuit Breakers - Category 2 - SF6
			Primary Circuit Breakers - Category 2 - Vacuum
			Distribution Switchgear (up to 20kV) - Category 3 – Oil
			Distribution Switchgear (up to 20kV) - Category 3 - SF6
			Distribution Switchgear (up to 20kV) - Category 3 - Vacuum
	076	Circuit Breaker Install	Transmission Circuit Breakers - Category 1 – GIS
			Transmission Circuit Breakers - Category 1 - Oil
			Transmission Circuit Breakers - Category 1 - SF6
			Primary Circuit Breakers - Category 2 - Oil
			Primary Circuit Breakers - Category 2 - SF6
			Primary Circuit Breakers - Category 2 - Vacuum
			Distribution Switchgear (up to 20kV) - Category 3 - Oil

Group	Unit Reference	Unit (and EUSR parent scheme where appropriate)	Assessment categories (where appropriate)
			Distribution Switchgear (up to 20kV) - Category 3 - SF6
			Distribution Switchgear (up to 20kV) - Category 3 - Vacuum
	077	Switchgear Maintenance	Transmission Switchgear - Category 1 - Air
			Transmission Switchgear - Category 1 - SF6
			Primary Switchgear - Category 2 - Isolator
			Primary Switchgear - Category 2 - Earth Switch
			Primary Switchgear - Category 2 - Fault Thrower
			Primary Switchgear - Category 2 - Motor Driven Isolator
			Distribution Switchgear (up to 20kV) - Category 3 - Oil
			Distribution Switchgear (up to 20kV) - Category 3 - SF6
			Distribution Switchgear (up to 20kV) - Category 3 - Vacuum
	078	Switchgear Install	Transmission Switchgear - Category 1 - Air
			Transmission Switchgear - Category 1 -SF6
			Primary Switchgear - Category 2 - Isolator
			Primary Switchgear - Category 2 - Earth Switch

Group	Unit Reference	Unit (and EUSR parent scheme where appropriate)	Assessment categories (where appropriate)
			Primary Switchgear - Category 2 - Fault Thrower
			Primary Switchgear - Category 2 - Motor Driven Isolator
			Distribution Switchgear (up to 20kV) - Category 3 - Oil
			Distribution Switchgear (up to 20kV) - Category 3 - SF6
			Distribution Switchgear (up to 20kV) - Category 3 - Vacuum
	079	Battery Systems Maintenance	
	080	SF6 Handling	
	081	Power System Plant Maintenance	
	082	Busbar Equipment Maintenance	
	083	Substation Fitting Maintain Switchgear Compressed Air Plant and Systems	
	084	LV Systems Maintenance	
	085	Power System Plant Maintenance / Install	
	086	Distribution Substation Earthing	
	087	Substation Fitting Control and Panel Wiring	
C - Cable	**060**	LV Cable Jointing	LV XLPE Cable (Mains and Service) - Category 1 - Service straight through joint (single & three phase)

Group	Unit Reference	Unit (and EUSR parent scheme where appropriate)	Assessment categories (where appropriate)
			LV XLPE Cable (Mains and Service) - Category 1 - Service termination (single & three phase)
			LV XLPE Cable (Mains and Service) - Category 1 - Service pot end (single & three phase)
			LV XLPE Cable (Mains and Service) - Category 1 - Multi service joint (single & three phase)
			LV XLPE Cable (Mains and Service) - Category 1 - Terminate LV mains cable
			LV XLPE Cable (Mains and Service) - Category 1 - Mains straight through joint
			LV XLPE Cable (Mains and Service) - Category 1 - Mains breeches joint
			LV XLPE Cable (Mains and Service) - Category 1 - Mains pot-end
			LV XLPE Cable (Mains and Service) - Category 1 - Sheath repairs
			LV Cable Consac (Mains and Service) - Category 2 - Transition service straight through joint (single & three phase)
			LV Cable PILC (Mains and Service) - Category 2 - Transition service straight through joint (single & three phase)

Group	Unit Reference	Unit (and EUSR parent scheme where appropriate)	Assessment categories (where appropriate)
			LV Cable Consac (Mains and Service) - Category 2 - Service pot end (single & three phase)
			LV Cable PILC (Mains and Service) - Category 2 - Service pot end (single & three phase)
			LV Cable Consac (Mains and Service) - Category 2 - Multi service joint off Consac (single & three phase)
			LV Cable PILC (Mains and Service) - Category 2 - Multi service joint off PILC (single & three phase)
			LV Cable Consac (Mains and Service) - Category 2 - Transition mains straight through joint
			LV Cable PILC (Mains and Service) - Category 2 - Transition mains straight through joint
			LV Cable Consac (Mains and Service) - Category 2 - Transition mains breeches joint
			LV Cable PILC (Mains and Service) - Category 2 - Transition mains breeches joint
			LV Cable Consac (Mains and Service) - Category 2 - Mains pot-end (Consac)

Group	Unit Reference	Unit (and EUSR parent scheme where appropriate)	Assessment categories (where appropriate)
			LV Cable PILC (Mains and Service) - Category 2 - Mains pot-end (PILC)
	061	HV Cable Jointing	HV XLPE Cable - Category 1 - Straight through joint
			HV XLPE Cable - Category 1 - Terminations
			HV XLPE Cable - Category 1 - Breeches joint
			HV XLPE Cable - Category 1 - Pot end
			HV XLPE Cable - Category 1 - Sheath repairs
			HV XLPE Cable - Category 1 - Trifurcating joints
			HV PILC Cable - Category 2 - Transition breeches joint
			HV PILC Cable - Category 2 - Transition straight through joint
			HV PILC Cable - Category 2 - Pot end
	062	Pilot Cable Jointing	Pilot Cables - Category 1 - Straight
			Pilot Cables - Category 1 - Sheath repairs
			Telephone Cables - Category 2 - Straight
			Telephone Cables - Category 2 - Sheath repairs
	063	EHV Cable Jointing	
	064	Cable Jointers Mate	Cable Jointers Mate

Appendix 2
Sample Assessment Record Sheet

Power Assessment Unit 040

Use of Climbing Equipment Wood Pole

Candidate Name		Assessment Date	
Assessor Name		Assessment Location	
Supporting Evidence			
Pole Size & Type			
Rescue Device			

Assessment Outcome		Result
A = Achieved	NYA = Not Yet Achieved	

Assessment Comments

Candidate Signature	Assessor Signature

Technical Skills Assessment

Tick Assessment Method/s used = (DO) Direct Observation, (OQ) Oral Questioning (K&U = Knowledge and Understanding criteria mapped to associated specification document)

Ref	Performance Criteria	DO	OQ	Assessor Comments
1	PPE checked and worn (K&U 1, 2, 4, 5, 13)			
2	Risk assessment of the work area and the wood pole to be accessed carried out (K&U 1, 2, 3, 4, 6, 7, 8, 10, 14, 15, 16, 17, 18, 19, 20)			
3	Pole visually and physically tested to confirm stability (K&U 1, 2, 3, 4, 9, 14)			
4	Pre use inspection of the personal climbing equipment to be used carried out (K&U 1, 2, 3, 4, 5, 13)			
5	Personal climbing equipment used in a proficient manner to access a work position at height on a wood pole (K&U 1, 2, 3, 4, 12, 13, 15, 16, 17, 18, 19)			
6	Pole top rescue device fitted at height in preparation for simulated rescue procedure (K&U 1, 2, 3, 4, 10, 12, 13, 15, 16, 17, 18, 19, 20)			
7	Rescue device operated efficiently to carry out a simulated rescue procedure (K&U 1, 2, 3, 4, 10, 12, 13, 15, 16, 17, 18, 19, 20)			
8	Rescue device removed from pole and lowered to ground in a controlled manner			

	(K&U 1, 2, 3, 4, 10, 12, 13, 15, 16, 17, 18, 19, 20)			
9	Personal climbing equipment used in a proficient manner to egress work position and descend to ground level (K&U 1, 2, 3, 4, 12, 13, 15, 16, 17, 18, 19, 20)			
10	Tools and equipment stored and the work area left in a safe condition (K&U 1, 2, 3, 4, 9, 11)			

Ref	Knowledge Topic	Sample Answers	Assessor Comments
1	The Company working at height hierarchy for the use of equipment to access and egress work positions at height (K&U 1, 2, 12)	• Scaffold / Fixed Platform • Mobile Elevated Work Platform • Ladders • Attached climbing	
2	Items to check when inspecting personal climbing equipment and fall arrest devices (K&U 5, 13)	• Condition / Damage • Service date record • Correct operation	
3	How to inspect and test wood poles for decay and stability before climbing activities (K&U 1, 4, 14)	• Visual inspection of condition / service date • Hammer testing • Excavate / core samples	
4	How to ensure there is no voltage leakage on an unearthed wood pole supporting live HV conductors (K&U 1, 2, 3, 4, 7, 15, 16)	• Test the steelwork for leakage before any climbing activity	
5	The effects of voltage leakage / tracking down a high voltage wood pole (K&U 1, 4, 7, 15, 16)	• Electric shock to climbers • The pole could catch fire	
6	Where you would find detail	• The Company's	

	of the Company's electrical safety distances which must be maintained (K&U 1, 2, 3, 4, 17)	safety rules	
7	The purpose of exclusion zones under a wood pole work area (K&U 1, 2, 3, 4, 6)	• To protect ground workers from the risk of injury from falling objects	
8	The action should you take in the event of the approach of lightning during overhead line work? (K&U 1, 2, 3, 4, 10, 19)	• Stop all work at height immediately and return to ground level	
9	The purpose of having rescue equipment available when working at height on wood pole structures? (K&U 1, 2, 4, 6, 7, 10, 20)	• To provide a quick and effective method of rescuing a casualty at height	

Appendix 3 – Nominating Officer (NO) Advice and Guidance (for GR Route to Registration)

1) Before identifying individuals who might be eligible for GR applications, the submitting organisation should take time to consider its approach to interpreting the NO definition and identifying an individual(s) who meet the NO definition in the Tech spec. An appropriate authority within the company should formally identify the company's NO.

2) To become a Nominating Officer, an individual must:

a) Be authorised accordingly in writing by the company they represent and recognised by that company as responsible for endorsing the competency of the persons they represent for registration on EUSR
b) Have sound experience and knowledge of NSAP schemes, understand competency requirements of a craftsperson, and have a good understanding of industry good practice and associated legislation
c) Be responsible for verifying the evidence provided to support the competence of a craftsperson, including DNO Authorisation, training and competency records
d) Be suitably qualified with appropriate knowledge and experience of the operational aspects, safe working practices, provider safety procedures, legislations, and technical reference documents that are relevant to the scopes of work they are to assess in
e) Have spent at least 3 years working in an operational role either for a contractor working with a DNO/TO, or for a DNO/TO
f) Be currently employed in an operational role for either a contractor working with a DNO/TO, or for a DNO/TO
g) Demonstrate that their participating organisation has appropriate internal quality assurance processes in place to ensure that the decisions made by the NO are sound and reliable (e.g. standard internal processes, standardisation of decisions etc)

A NO must demonstrate through their CV that they meet the above personal criteria. They must identify any relevant conflicts of interest in relation to their performance of the role and provide details of suitable referees who can account for their knowledge and experience.

3) The NO should contact Energy & Utility Skills to seek approval for NO status. They should submit a:

- Completed Power Skills NO application form (see below) which addresses the requirements of the NO criteria in the Tech Spec
- Current CV

- Letter from the submitting company authorising them to act in the NO role
- Brief submission from NO re company approach (see GR definition below and NO company requirements) using the 'Grandfather Rights Submission and Nominating Officer interview feedback form'.

4) An identified NO's application will be reviewed by NSAP's QA team and a technical expert, and, where the information submitted meets the requirements, the individual identified as NO will be invited to an interview to discuss their personal suitability, understanding of role responsibilities and organisational readiness. Once approved, the NO must declare that they will only certify individuals for Grandfather Rights if they meet the NSAP Grandfather Rights requirements and hold a relevant and current DNO authorisation. Once this has been declared, then the NO is able to review an individual's evidence with a view to agreeing that it meets the requirements of the scheme. Where the NO is happy that it does, then they can submit to EUSR on behalf of the individual to confirm registration against the scheme. EUSR will record the declaration against an individual's registration adding 'GR' against the relevant record. The NO will be approved by NSAP for the duration of the Grandfather Rights application period, i.e. until Sept 2021.

5) As a part of the NO application process (the prospective NO will be asked about this), the NO / submitting organisation should define its approach to interpreting the GR definition and submit information in relation to how it intends to satisfy the requirements:

Grandfathers should be:

- Not new to the industry, i.e. have only recently begun to work in one of the Power Skills areas referenced in the scheme
- Time served in a role(s) relevant to the Power Skills areas referenced in the scheme
- Currently competent in these technical areas of work
- Holding relevant and valid DNO authorisations for these technical areas of work
- Individuals who have relevant and appropriate behaviours (e.g. positive outlook, self-organisation, good communication skills, team player, reliability, discipline) and will be receptive to appropriate training that will address any differences between their skillset and the requirements of the scheme units

In identifying these criteria, there is no emphasis on any single criterion and there has been no attempt to deliberately identify more specific, quantifiable measures in relation to elements such as 'time served'.

The submitting organisation should define its approach to what represents 'time served',

'current competence' and 'relevant and appropriate behaviours'. Defining a detailed approach to these elements will ensure that initial decision-making is clear and consistent.

6) Determining relevant, current and accurate sources of evidence within the organisation will also ensure that decision-making in respect of individuals is easier.

7) As there is no requirement to map an individual's skills and knowledge to the units in question, then care should be taken to, again, internally discuss and define what the NO / submitting organisation identifies as an appropriate alignment between an individual's knowledge and experience and the units/assessment categories to be claimed at GR registration.

8) The NO should take responsibility for ensuring that the submitting organisation has a clear, consistent and fully thought through approach to the activity of GR individual selection and skills / experience alignment with the Power Skills standards. This should also take into account how decisions are quality assured and internally standardised where there are multiple NOs (see below).

9) Whilst there is no requirement to map an individual's skills and knowledge to the units/assessment categories in question, there should be an accessible base of evidence that should be used to support the company's application for the individual in question.

10) It is important that the NO takes responsibility for ensuring the submitting organisation has submitted appropriate policy, process and evidence to address the requirements of points 3) – 9) above, as NSAP reserves the right to audit / standardise the activities of NOs. NO approval is a condition of meeting these requirements and failure to do this, or maintain this over time, will result in NO approval being withdrawn.

11) As a recognised, basic health & safety programme/qualification is a pre-requisite requirement for registration for Grandfathers, then it is important that NOs only submit Power Skills registrations for individuals who have already successfully undertaken a basic health & safety programme/qualification.

12) As individuals are 'renewed' and 'lose' their GR status for various units that make up the sum total of their registration profile, then the base of supporting evidence for each individual should be updated to ensure that each individual's GR evidence base is kept current.

13) Appropriate QA and standardisation of GR decisions should take place at appropriate times; GR decisions should be quality assured and counter-signed by an appropriate individual within the company, and the process should be regularly evaluated to ensure

that it is fit for purpose and can be amended where necessary.

Power Skills Scheme – Nominating Officer (NO) Application Form

Guidance for completion			
✓ Provide full details in the form, failure to give information requested may delay assessment ✓ Fully complete all sections A - C and provide any details relevant to your application. Sections A – C reference the relevant, lettered parts of the Nominating Officer requirements. You should use the Nominating Officer advice and guidance to see the full requirements of the Nominating Officer role ✓ Your accompanying CV should include full details of your Power Skills industry occupational experience and competence that will further support your application ✓ Referees should be able to comment on your skills and experience in relation to your occupational experience and competence ✓ The completed form must be signed then attached to an email with your CV and other supporting documentation and sent to training@euskills.co.uk			
Full Name		**EUSR ID (if known)**	
Date of Birth			
Correspondence Address Postcode			
Contact No.		**Email Address**	
Employer			

Name of Referee	**Job Title**	**Contact details**

Nominating Officer Requirements Pro-forma

A)	**Please provide details of your occupational competence in the operational field (minimum of 3 years). See NO requirements d, e and f**
B)	**Please detail relevant experience of NSAP schemes, your understanding of the competency requirements of a craftsperson and your understanding of industry good practice and associated legislation. See NO requirement b**
C)	**Please confirm that you have no conflicts of interest which may compromise your ability to perform the Nominating Officer role**

I confirm that all of the information contained within this document and detailed in the attached CV, are correct to the best of my knowledge and belief. I confirm that evidence, for example original certificates, is available upon request and understand that it may be requested.

Name			
Signature		**Date**	

Application Outcome (EU Skills Use Only)

The applicant has satisfied the criteria for the scheme?	Yes	☐	No	☐
Please detail the criteria that has / have not been satisfied:				
Name		**Date**		
Signature				

Privacy Notice

What we collect

Energy & Utility Skills Limited will be what's known as the 'controller' of the personal data you provide to us. Our company registration number is 03812163 and our registered address is Friars Gate, 1011 Stratford Road, Shirley, Solihull, B90 4BN. The person responsible for our data protection is Rachel Thomas and can be contacted at dataprotection@euskills.co.uk.

We collect personal data about you, including for example your name, date of birth, address, contact telephone number, email address, employer and your photo. This does not include any special types of information or location based information.

Why we need it

Here at Energy & Utility Skills we take your privacy seriously and will use your personal information which will help us approve you to deliver training and assessment on our Passport schemes.

The processing of your personal information is necessary for the performance of a contract to which you are party to. Under our trainer terms and conditions, you must provide the personal data so we can approve you to deliver training and assessment on our Passport scheme and accept registration submissions from you.

How we will use the information about you?
We may share your information with your employer.

How long we keep it

We will keep your basic personal data for two years after your trainer approval expires, after which time it will be destroyed.

What are your rights?
If at any point you believe retained information is incorrect you can request to see this information and even have it corrected and possibly deleted. Providing you this information is free of charge, but charges may apply for excessive requests.

If you wish to raise a complaint on how we have handled your personal data, you can contact Rachel Thomas (dataprotection@euskills.co.uk), who will investigate the matter.

For further information on which companies have been supplied with your details or how your information is used, how we maintain the security of your information and your rights to access / alter and change information we hold on you, please write to us at: Rachel Thomas, Energy & Utility Skills Limited, Friars Gate, 1011 Stratford Road, Shirley, Solihull, B90 4BN.

Should you be unhappy with our processing of your personal data, you have a right to complain to the Information Commissioner's Office, which is the regulator for data protection.

18 May 2018