#

# Utility Excavations

# Scheme Self-Assessment Report (SAR)

March 2023

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Document control

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| **Version** | **Date** | **Change detail** | **Section** |
| 2.0  | March 2023 | Updated in line with new UE Handbook |  |

# The Self-Assessment Report

In this section, you must detail information relating to your Utilities Excavations training programme. This SAR must be fully completed and be submitted with the mapping of your programme(s).

## 1.1 Training programme information

Please complete the fields below so that we have full details of your programme(s):

|  |  |
| --- | --- |
| Organisation Name | Click here to enter text. |
| Named contact  | Click here to enter text. |
| Contact details (telephone and email) | Click here to enter text. |
| Address | Click here to enter text. |
| Training programme title | Click here to enter text. |
| Link to any Energy & Utility Skills Group Schemes - if so, mapping needs to be provided  | Click here to enter text. |
| Is there a renewal or end date?  | Click here to enter text. |

## 1.2 Criteria and evidence checklist

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

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| Criteria and Evidence Checklist |
| **EX1** | Your training programme demonstrates complete alignment to the Utility Excavations scheme criteria, for both initial training and renewal, with demonstrable systems for ensuring continued compliance. I have included a mapping document as part of my submission. See mapping document [Appendix A](#_APPENDIX_A:_UTILITY) .  |[ ]
| **EX2** | The Utility Excavations standard has been integrated into the learning, development, and assessment process. |[ ]
| **EX3** | You have demonstrated that you have the on-site resources required for training delivery and assessment of the programme. |[ ]
| **EX4** | You have demonstrated that you have the required equipment for training delivery and assessment. |[ ]
| **EX5** | You have demonstrated that your trainer(s), assessor(s), and Internal quality assurance staff have the occupational experience and competence required for delivery and assessment of the Utilities Excavations training programme. |[ ]
| **EX6** | You have demonstrated how you comply with the Trainer /individual ratio requirements. |[ ]
| **EX7** | Your training programme adheres to the programme structure for both the initial programme and renewal programme  |[ ]
| **EX8** | Your training programme demonstrates complete alignment to the Utility Excavations category-specific standardsI have included a mapping document as part of my submission |[ ]
| **EX9** | You have demonstrated how both your Initial and Renewal training programmes comply with the Renewal/ Assessment Attempts and Assessment only criteria. |[ ]
| **EX10** | Categories 2 to 5 - A ‘Live Dig’ will be integrated and conducted as part of the training assessment.  |[ ]

## 1.3 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 Utilities Excavations Scheme Handbook. I understand that the Energy & Utility Skills Group reserves the right to seek further verification of the product described as part of the application and ongoing monitoring process in order to preserve the integrity of the product approval process and understand that any inconsistencies and suspected deception may put the approval status at risk.I understand and confirm that all Individualswho 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 | Click here to enter text. |