

## Rail Engineering Technician Standard and Rail Engineering Advanced Technician Standard Engineering Technician (EngTech) Performance Indicators Recording Form

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| <b>Apprentice Name</b>  | <b>Apprentice Signature</b> |
| <b>Apprentice Employee Number<br/>(if applicable)</b>   |                             |
| <b>I confirm that the information and evidence contained in this assessment document is the work of the apprentice, named above</b> <input type="checkbox"/>  |                             |
| <b>Supporter Signature</b><br><b>Support Job Title</b><br><b>Relationship to Apprentice</b><br><b>Print name</b>  |                             |
| I confirm that, should I wish to apply for professional registration and membership of the professional engineering institution, this information contained within this document can be used for any further assessment and review <input type="checkbox"/> |                             |
| <b>Print name</b>   |                             |
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This document should be used to record your evidence for the professional competence end point assessment. End Point Assessment is an independent assessment of your behaviours, knowledge, skills and generic engineering competencies for an Engineering Technician

(EngTech) requirements as defined by the UK-SPEC, regulated by the Engineering Council. You can find more information about Engineering Technician here – [www.engc.org.uk/UKSPEC](http://www.engc.org.uk/UKSPEC)

**Engineering Technicians** apply proven techniques and procedures to the solution of practical engineering problems. Engineering Technicians are required to apply safe systems of work and are able to demonstrate:

- Evidence of their contribution to either the design, development, manufacture, commissioning, decommissioning, operation or maintenance of products equipment, processes or services.
- Supervisory or technical responsibility
- Effective interpersonal skills in communicating technical matters
- Commitment to professional engineering value

In this document you should give evidence against each of the requirements, as set out in UK-SPEC. Full guidance notes and examples are available from each end point assessment organisation.

Please record your evidence in the boxes below against the criteria highlighted. The assessors will be looking for evidence that you have the know-how to do the job, and were able to go beyond the immediate requirements and use your initiative and experience to solve a problem or improve a process.

You should answer in full, giving around 400 words for each of the main sections A, B, C, D and E.

The examples given below are intended to help you identify activities you might quote to demonstrate the required competence and commitment for EngTech registration. These are not exhaustive. Moreover, you are not required to give multiple examples to demonstrate competence and commitment in each section.

The assessment will take the form of a desk based review. Each apprentice's Performance Indicators Recording Form will be assessed by 2 assessors – both will be professionally registered engineers at EngTech, Incorporated or Chartered Engineer level.

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| <b>Section A</b>   |   |
| <b>Competence A - Use engineering knowledge and understanding to apply technical and practical skills.</b>   | Through parts A1 and A2 below, the assessors will be looking for evidence that you have the know-how to do the job, and were able to go beyond the immediate requirements and use your initiative and experience to solve a problem or improve a process. |
| <b>A1 Review and select appropriate techniques, procedures and methods to undertake tasks.</b><br><br><b>This could include for example:</b> <ul style="list-style-type: none"><li>• Describe an example of work you did that went well, the choices you made and the outcome</li><li>• Or something in your work that you were involved in which didn't quite work out and explain why.</li><li>• Or a technique, procedure or method you improved on and explain why</li></ul> | <b>Record your evidence here:</b>   |

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| <b>Section A cont....</b>   |  |
| <p><b>A2. Use appropriate scientific, technical or engineering principles.</b></p> <p>Drawing from your direct experience, this might be an explanation of how a piece of equipment, system or mechanism works.</p> | <p><b>Record your evidence here:</b></p> |

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| <b>Section B</b>   |   |
| <b>Competence B. Contribute to the design; development; manufacture; construction; commissioning, operation or maintenance of products; equipment; processes; systems or services.</b>   | Through parts B1 and B2, the assessors will be looking for you to explain how you contribute to one or more of these activities |
| <b>B1 Identify problems and apply appropriate methods to identify causes and achieve satisfactory solutions.</b><br><br>Give an example of how you have used measurement, monitoring and assessment to <ul style="list-style-type: none"><li>• identify the source of a problem</li><li>• or to identify an opportunity</li><li>• or to propose a solution</li></ul> | <b>Record your evidence here:</b>   |

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| <b>Section B cont....</b>  |  |
| <p><b>B2 Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact.</b></p> <ul style="list-style-type: none"><li>• Illustrate how you make decisions about:</li><li>• what information, material, component, people or plant to use</li><li>• or how to introduce a new method of working</li><li>• or what precautions you took</li><br/><li>• Describe how you have contributed to best practice methods of continuous improvement, e.g. ISO 9000</li></ul> | <p><b>Record your evidence here:</b></p> |

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| <b>Section C</b>  |  |
| <b>Competence C. Accept and exercise personal responsibility.</b>   | Through sections C1, C2 & C3 below, the assessors will be looking for you to describe an experience or instance where you have had to accept personal responsibility for seeing a process through to completion within agreed targets. |
| <b>C1. Work reliably and effectively without close supervision, to the appropriate codes of practice.</b><br><br>Your evidence should show how you identified and agreed what had to be done and to what standards on a typical project | <b>Record your evidence here:</b>  |

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| <b>Section C cont....</b>   |                                  |
| <b>C2 Accept responsibility for work of self or others.</b><br><br>Your evidence could include: minutes of meetings; site notes and instructions; Variation Orders; programmes of work; specifications, drawing and reports; or appraisals. Activity not associated with your job can contribute evidence | <b>Record your evidence here</b> |



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| <b>Section C cont....</b>   |                                   |
| <b>C3 Accept, allocate and supervise technical and other tasks.</b><br><br>As for C2 - Your evidence could include: minutes of meetings; site notes and instructions; Variation Orders; programmes of work; specifications, drawing and reports; or appraisals. Activity not associated with your job can contribute evidence | <b>Record your evidence here:</b> |

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| <b>Section D</b>   |   |
| <b>Competence D. Use effective communication and interpersonal skills.</b>   | Through sections D1 & D2 below, you will need to show you can: contribute to discussions; make a presentation; read and synthesise information; write different types of documents. |
| <b>D1. Use oral, written and electronic methods for the communication in English of technical and other information.</b><br><br>Your evidence could include: letters; reports; drawings; emails; minutes, including of progress meetings; appraisals; work instructions; and other task planning and organising documents. Your application itself will be relevant. | <b>Record your evidence here:</b>   |

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| <b>Section D cont....</b>   |  |
| <p><b>D2 Work effectively with colleagues, clients, suppliers or the public, and be aware of the needs and concerns of others, especially where related to diversity and equality.</b></p> <p>Show examples of how this has occurred, and your role at the time.</p> <p>Describe your role as part of a team.</p> <p>Describe a situation where you put your awareness into practice.</p> | <p><b>Record your evidence here:</b></p> |

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| <b>Section E</b>   |                                   |
| <b>Competence E. Make a personal commitment to and appropriate code of professional conduct, recognising obligations to society, the profession and the environment.</b> |                                   |
| E1. Comply with any organisation policies and codes of conduct.<br><br>You should demonstrate your position on typical ethical challenges.                               | <b>Record your evidence here:</b> |

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| <b>Section E cont...</b>   |                                   |
| <p><b>E2 Manage and apply safe systems of work.</b></p> <p>Provide evidence of applying current safety requirements, such as risk assessment and other examples of good practice you adopt in your work.</p> <p>You will need to show that you have received a formal safety instruction relating to your workplace (such as a safety induction), or an update on statutory regulations. In the UK an example would be COSHH requirements.</p> | <p>Record your evidence here:</p> |

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| <b>Section E cont...</b>   |  |
| <p><b>E3 Undertake engineering work in a way that contributes to sustainable development.</b></p> <p>Show examples of methodical assessment of risk in specific projects; actions taken to minimise risk to society or the environment.</p> <p>This could include an ability to:<br/>Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously.</p> | <p><b>Record your evidence here:</b></p> |

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| <b>Section E cont...</b>   |  |
| <p><b>E4. Carry out and record CPD necessary to maintain and enhance competence in own area of practice</b></p> <p>This means demonstrating that you have actively sought to keep yourself up to date, perhaps by studying new standards or techniques, or made use of magazines, lectures organised by professional engineering institutions, and other opportunities to network in order to keep abreast of change.</p> <p>Demonstrate how you</p> <ul style="list-style-type: none"><li>• Undertake reviews of own development needs</li><li>• Plan how to meet personal and organisational objectives</li><li>• Carry out planned (and unplanned) CPD activities</li><li>• Maintain evidence of competence development</li><li>• Evaluate CPD outcomes against any plans made</li><li>• Assist others with their own CPD</li></ul> | <p><b>Record your evidence here:</b></p> |
| <b>Section 5 cont....</b>  |  |

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| <p><b>E5 Exercise responsibilities in an ethical manner.</b></p> <p>Assessors will be looking for you to give an example of where you have applied/upheld ethical principles as defined by your organisation or company, which may be in its company or brand values.</p> <p>You may also wish to give an example of where you have applied ethical principles as described in the Statement of Ethical Principles on page 33 of the UK SPEC <a href="http://www.engc.org.uk/UKSPEC">www.engc.org.uk/UKSPEC</a></p> | <p><b>Record your evidence here:</b></p> |
| <p><b>Tick as appropriate:</b></p>  |  |



|   |                                       |
|---|---------------------------------------|
| <b>The apprentice has met the EngTech criteria</b> <input type="checkbox"/> |                                       |
| <b>The apprentice requires further development</b> <input type="checkbox"/> |                                       |
| <b>Feedback:</b>  |                                       |
| <b>End Point Assessor 1 Signature</b>                                       | <b>End Point Assessor 2 Signature</b> |
| <b>Print name</b>   | <b>Print name</b>                     |
| <b>Date of Assessment by Institution:</b>                                   |                                       |