



# Readiness for Assessment: Candidate Self-Assessment Checklist

## Cable Jointing Assessment of Occupational Competence

To be completed by candidate, employer and training provider

Candidate Name: <hr/>
NI Number*: <hr/>
Candidate ULN (Unique Learner Number): <hr/>

\*or PPS/Social Security number for candidates from Channel Islands/ROI

*By the industry, for the industry*



January 2020

## Important Information

Completing this checklist is a compulsory part of the Cable Jointing Assessment of Occupational Competence preparation. It helps all parties to thoroughly review whether an individual has the required knowledge and experience to undertake the test. If gaps are identified, additional training or experience is recommended before taking the assessment.

The checklist should be completed by the candidate, with input from their employer (and training provider where appropriate). Experience shows that a joint discussion is the most effective way of doing this. We recommend that you use this checklist as a working document and carefully review each section, noting where further practical experience or knowledge is required.

Bear in mind that you are unlikely to be sufficiently prepared to pass the assessment if you cannot confidently tick at least "Adequate" for every statement in terms of both Knowledge and Practical Experience.

The Cable Jointing Assessment is designed for individuals who wish to practice as an L.V. Cable Jointer. It demonstrates that they have the level of competence expected by the industry in the following key occupational areas:

- Risk Assessment, including COSHH requirements
- Safe Isolation and Permit to Work
- Completion of a gland and termination into a TP&N Switch Enclosure with a 90-degree bend
- Completion of a 4 Core Through Joint
- Testing of the installation for Insulation Resistance and Continuity
- Completion of Documentation to include BS 7671 Schedule of Test Results Completion of Hand Over Documentation
- Assessment of Underpinning Knowledge
- The understanding and application of industry recognised procedures, working practices and the requirements of statutory and non-statutory regulations

The Assessment has six sections:

**Section A1** - Safe Isolation and Risk Assessment

**Section A2** - Completion of a Termination into a TP&N Switch Enclosure

**Section A3** - Confirm Isolation

**Section A4** - Completion of a through Joint

**Section B** - Inspection and Testing of the Installation

**Section C** - Assessment of Underpinning Knowledge

## Using this Checklist

Please work through Sections A to C in this document and tick the boxes that best suit the candidate's knowledge and experience in each area. Once this task is complete, identify any areas where further knowledge or experience is needed before the candidate can undertake the assessment. Remember that you are unlikely to be sufficiently prepared to pass the assessment if you cannot confidently tick at least "Adequate" for every statement in terms of both Knowledge and Practical Experience.

If there are areas of concern, an action plan should be produced to help the candidate achieve the required standard.

**The completed, signed document is a compulsory gateway check to confirm readiness for assessment before the assessment can be booked. It must be submitted to NET as part of the Request for Assessment.**

**PRIVACY NOTICE:** NET and the Assessment Centre you attend are both Data Controllers for the purposes of Data Protection Law. Where applicable they will jointly uphold your rights. Information that you include in this form is necessary for the completion of your assessment and will only be shared between the Controllers for this purpose or their professional or legal obligations. In accordance with our terms and conditions, all units of the assessment must be completed within 24 months of commencement. We are required to retain a photograph of you to enable the verification of your identity. Specifically, photographs are retained for either 6 months after you pass the assessment, or 6 months after the 24 month period has expired. Other data is kept in accordance with our data retention policy. For full details of NET's policy on Data Protection please visit [www.netservices.org.uk](http://www.netservices.org.uk) or the website of your assigned Assessment Centre.

## Section A1: Safe Isolation and Risk Assessment (45 mins)

To demonstrate occupational competence candidates will be expected to:

	For each item please tick one box in the Knowledge section and one box in the Experience section							
	KNOWLEDGE				EXPERIENCE			
	Limited	Adequate	Extensive	Unsure	Limited	Adequate	Extensive	Unsure
1 Carry out and document an assessment of risk								
2 Carry out safe isolation in the correct sequence								

## Section A2: Completion of a Termination into a TP&N Switch Enclosure (1hr 15 mins)

This section has areas where candidates will need to demonstrate occupational competence in accordance with statutory and non-statutory regulations and approved industry working practices. The areas are:

	For each item please tick one box in the Knowledge section and one box in the Experience section							
	KNOWLEDGE				EXPERIENCE			
	Limited	Adequate	Extensive	Unsure	Limited	Adequate	Extensive	Unsure
1 Candidates will be required to demonstrate competence in setting the cable with a 900 bend on a proprietary rig using cable cleats.								
2 Candidates will be required to demonstrate competence in selecting and fitting the correct gland.								
3 Candidates will be required to demonstrate competence in the termination of the cable into the switch enclosure, including lugging, crimping and connection of the cable cores.								
4 Candidates will be required to demonstrate competence in the selection and fitting of the correct size of Earth Connection.								

## Section A3: Confirm Isolation (15 mins)

To demonstrate occupational competence candidates will be expected to:

	For each item please tick one box in the Knowledge section and one box in the Experience section							
	KNOWLEDGE				EXPERIENCE			
	Limited	Adequate	Extensive	Unsure	Limited	Adequate	Extensive	Unsure
1 Confirm safe isolation in the correct sequence								

## Section A4: Completion of a through Joint (1hr 30 mins)

This section has areas where candidates will need to demonstrate occupational competence in accordance with statutory and non-statutory regulations and approved industry working practices. The areas are:

	For each item please tick one box in the Knowledge section and one box in the Experience section							
	KNOWLEDGE				EXPERIENCE			
	Limited	Adequate	Extensive	Unsure	Limited	Adequate	Extensive	Unsure
1 Candidates will be required to demonstrate competence in the production of a Through Joint in a 4 Core XLPE Cable. The supply side cable will be fixed in situ on a proprietary Rig.								

## Section B: Inspection and Testing of the Installation (1 hour)

You will be expected to follow practices and procedures that take into account electrically sensitive equipment.

	For each item please tick one box in the Knowledge section and one box in the Experience section							
	KNOWLEDGE				EXPERIENCE			
	Limited	Adequate	Extensive	Unsure	Limited	Adequate	Extensive	Unsure
1 Candidates will be required to demonstrate competence in the Inspection and Testing of the cable joint and termination in accordance with the requirements of BS 7671.								
2 Candidates will be required to demonstrate competence in testing for:								
Insulation Resistance								
Continuity								
3 Candidates will be required to demonstrate competence in the completion of the following documentation.								
BS 7671 Schedule of Test Results								
Commissioning and Hand Over								

## Section C: Assessment of Underpinning Knowledge (1 hour)

Candidates will be required to demonstrate knowledge and competence, by means of a multiple choice examination of 30 questions, in the following:

- Health and Safety Legislation and Practice
- Safe Isolation and Permit to Work
- Harmonised Cable Colours and Phasing
- Cable Construction and Types
- Internal and External Glands
- Oxidisation
- Compound Preparation and Pouring
- Use and care of Tools
- Testing

The examination will be Open Book and candidates will have access to:

- IET 'On Site Guide'

**The Section D assessment will last for one hour and be in the form of a computerised multiple choice test. Candidates will be expected to answer 30 questions and achieve a minimum pass mark of 70% (21 correct answers).**

## Identifying any further knowledge or experience required

Having completed the checklist, summarise below any areas where further knowledge or experience is required before undertaking the assessment.

### Knowledge

The candidate requires further knowledge in:

List items	Tick when achieved

### Experience

The candidate requires further experience in:

List items	Tick when achieved

## Important:

All apprentices must take an independent assessment at the end of their training to confirm that they have achieved occupational competence. This is a formal declaration to confirm readiness of the apprentice for End Point Assessment. It must only be completed when each person signing is fully satisfied that all requirements are complied with. It is a breach of ESFA apprenticeship funding rules for this checklist to be signed before the apprentice is ready for assessment, or for any third party to sign instead of the employer.

## Training Provider Declaration of Readiness for Assessment

As the apprentice's training provider, I formally confirm that the apprentice has received training and on/off the job experience and development as specified within the apprenticeship standard and assessment plan, covering the full range of Knowledge and Skills specified within this checklist. In my opinion the apprentice is able to consistently demonstrate a minimum of "adequate" in each of these areas and no further training or experience in any area is required. I confirm that all specified qualifications have been achieved and certificates submitted before assessment.

**By signing below, I formally confirm that the apprentice is ready to undertake End Point Assessment.**

Training Provider Signature:

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Print Name:

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Date:

## Candidate Declaration of Readiness for Assessment

As the apprentice, I formally confirm that I believe I am consistently demonstrating a minimum of "adequate" in every area of Knowledge and Skill detailed in this checklist and that I do not require additional training or experience in any area to become occupationally competent.

**By signing below, I formally confirm that I am ready to undertake End Point Assessment.**

Candidate Signature:

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Print Name:

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Date:

## Important:

All apprentices must take an independent assessment at the end of their training to confirm that they have achieved occupational competence. This is a formal declaration to confirm readiness of the apprentice for End Point Assessment. It must only be completed when each person signing is fully satisfied that all requirements are complied with. It is a breach of ESFA apprenticeship funding rules for this checklist to be signed before the apprentice is ready for assessment, or for any third party to sign instead of the employer.

## Employer Declaration of Readiness for Assessment

As the apprentice's employer, I am fully satisfied that my apprentice is consistently demonstrating a minimum of "adequate" in every area of Knowledge and Skill detailed in this checklist and is therefore occupationally competent. No further learning or experience in any area is required. I confirm that all specified qualifications have been achieved and certificates submitted before assessment.

**By signing below, I formally confirm that my apprentice is ready to undertake End Point Assessment.**

Employer Signature:

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Print Name:

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Date:

## Submitting this Checklist

**Once you have completed and signed the checklist please submit it to your chosen assessment centre for gateway approval. Checklists sent to the NET head office will not be reviewed and will be destroyed in line with our data protection and privacy policy.**

**Please ensure the whole document is submitted. Documents with missing pages will not be accepted.**

