



# Readiness for Assessment: Candidate Self-Assessment Checklist

## Combined Fire & Security Pathway Fire, Emergency and Security Systems Apprenticeship Standard

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*



March 2020

## Important Information

Completing this checklist is a compulsory part of the FESS assessment 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. Experience shows that a three-way 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 FESS End Point Assessment is designed for those who wish to practise as a Fire, Emergency and Security Systems technician. It demonstrates they have the level of competence expected by the industry in the following key occupational areas:

- Risk assessment and Health and Safety
- Safe Isolation
- The interpretation of specifications, drawings and diagrams
- Planning and preparing to install, terminate and connect identified systems
- Installing, terminating and connecting identified systems
- Inspection, testing and certification
- Fault diagnosis and correction of faults
- The understanding and application of industry recognised procedures, working practices and the requirements of statutory and non-statutory regulations.

In accordance with the installation specification and the relevant statutory and non-statutory regulations, candidates will be expected to takeover, extend, terminate, connect, inspect, test and commission:

- An intruder alarm system
- A CCTV system
- An access control system
- A fire alarm system

The assessment is in six sections:

**Section A** - Working Safely

**Section B** - Takeover of an Existing Installation

**Section C** - Additions to Systems

**Section D** - Commission Systems

**Section E** - Assessment of Underpinning Knowledge

**Section F** - Professional Discussion

## Using this Checklist

Please work through each section 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 EPA 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 A: Working Safely (30 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
Carry out and document an assessment of risk								
Carry out safe isolation in the correct sequence								

## Section B: Takeover of an Existing Installation (3 hours)

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.

	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
Interpretation of specifications and technical data								
Inspect and test Intruder alarm system								
Inspect and test Access control system								
Inspect and test CCTV system								
Inspect and test fire alarm system								
Identify non-compliance with standards of systems								
Identify faults on systems								
State and record how the identified non-compliances and faults can be rectified								
Complete documentation								

## Section C: Additions to Systems (5 hours 20 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.

	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
Interpretation of specifications and technical data								
Selection of equipment to meet specification								
Installing and terminating security system cabling								
Fixing and terminating security system equipment								
Setting of security system equipment								
Programming security system control equipment								
Extend an existing intruder alarm system								
Extend an existing access control								
Extend an existing CCTV system								
Installing and terminating fire system cabling								
Fixing and terminating fire system equipment								
Setting of fire system equipment								
Programming fire system control equipment								
Extend an existing fire alarm system								

## Section D: Commission Systems (1 hour 50 mins)

In this area candidates will be expected to follow practices and procedures that take into account electrically sensitive equipment. 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
Undertake an assessment of risk and work according to best practice as required by Health and Safety legislation								
Carry out a visual inspection of the installation								
Complete the following tests on the installation:								
Resistance of conductors								
Voltage readings at required points								
Current readings at required points								
Functional testing								
Verify that the test results obtained conform to the values required								
Complete a schedule of test results								

## Section E: Assessment of Underpinning Knowledge (1 hour 30 mins)

This assessment will last for one hour 30 mins and be in the form of a computerised multiple-choice test. Candidates will be assessed on their application of knowledge associated with:

	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
Health and Safety								
Electrical and Electronic Principles								
Practices and Procedures								
System Technologies								
Communication								
Commercial Awareness								
Customer Service								
Environmental Principles								
Design Criteria								
Commissioning a System								
Handover of a System								
Maintenance of a System								

## Section F: Professional Discussion (45 mins)

The candidate should be able to provide specific examples of applying knowledge gained during the apprenticeship and of demonstrating the following behaviours in the workplace:

	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
Honesty and Integrity								
Being Dependable and Responsible								
A Positive Can-Do Attitude								
Openness to Learning								
Maintaining Continuous Professional Development								
Working with Others								
Safe and Sustainable Working								

## Behaviours

Behaviours are assessed throughout the apprenticeship and confirmed as part of the End Point Assessment.

The following statement should be signed by the candidate's employer:

I confirm that *(enter candidate's name)*:

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has consistently demonstrated the following behaviours to the standard I require:

- honesty and integrity
- being dependable and responsible
- showing a positive can-do attitude
- openness to learning
- maintaining continuous professional development
- working with others
- safe and sustainable working

Signed by employer:

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Print Name:

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Date:



## 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.**

