



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



May 2022

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 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 Confirm safe isolation and accept Permit to Work								

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 Setting the cable with a 90 degree bend on a proprietary rig using cable cleats								
2 Selecting and fitting the correct gland								
3 Termination of the cable into the switch enclosure, including lugging, crimping and connection of the cable cores								
4 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 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 (30 mins)

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 Inspection and Testing of the cable joint and termination in accordance with the requirements of BS 7671.								
2 Testing for:								
Continuity of Protective Conductors*								
Insulation Resistance**								
3 Completion of the following documentation:								
BS 7671 Schedule of Test Results								
Commissioning and Hand Over								

* For this test we expect you to check that each conductor is connected throughout the circuit, by making a connection between each Live conductor to Earth. When each link is in place, you will need to select the correct test instrument and setting to test between the corresponding connections at the other end of the circuit. Prior to the test being completed the test instrument must be checked for correct operation to ensure valid readings are given (the assessor can provide guidance on how to use the meter if you are unsure).

You must be able to record the results on the Schedule of Test Results in the corresponding boxes.

** For this test we expect you to check the conductors are not touching other connections/conductors.

You must select the correct test instrument and test voltage.

The tester must be checked for correct operation (the assessor can provide guidance on how to use the meter if you are unsure).

The tests must be completed between all Live conductors and Live conductors to Earth, with the results recorded on the Schedule of Test Results.

Section C: Assessment of Underpinning Knowledge (1 hour)

Candidates will be required to demonstrate knowledge and competence, by means of a computerised 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:

- BS 7671 Requirements for Electrical Installations
- IET Guidance Note 3 Inspection & Testing
- IET On-Site Guide

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 candidates 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 candidate for the assessment. It must only be completed when each person signing is fully satisfied that all requirements are complied with.

Training Provider Declaration of Readiness for Assessment

As the candidate's training provider, I formally confirm that they have the full range of Knowledge and Skills specified within this checklist. In my opinion the candidate 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 candidate is ready to undertake the assessment.

Training Provider Signature: <hr/>
Print Name: <hr/>
Date: <hr/>

From 01 September 2022, NET will only accept dated signatures within 6 months of the gateway application.

Candidate Declaration of Readiness for Assessment

As the candidate, 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 the assessment.

Candidate Signature: <hr/>
Print Name: <hr/>
Date: <hr/>

From 01 September 2022, NET will only accept dated signatures within 6 months of the gateway application.

Important:

All candidates 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 candidate for the assessment. It must only be completed when each person signing is fully satisfied that all requirements are complied with.

Employer Declaration of Readiness for Assessment

As the candidate's employer, I am fully satisfied that they are 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 candidate is ready to undertake the assessment.

Employer Signature:

Print Name:

Date:

From 01 September 2022, NET will only accept dated signatures within 6 months of the gateway application.

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.

