**EAL Level 3 Experienced Worker Qualification**

**603/5982/1**

**Job Number \_\_\_\_**

**Organise and Oversee**

**Site Evidence Unit 03**

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**NAME:**

**COMPANY:**

**EMAIL:**

**TEL:**

**SUPERVISOR:**

**ASSESSOR:**

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| **UNIT : (ETKP3-03)**  **Organise and Oversee the Electrical Work Environment** | |
| **Learning Outcome 1:**  Be able to provide relevant people with technical and functional information for work on electrical systems and equipment. | |
| Photo of you showing the customer operating instructions/data sheets.  Copy of operating instructions/data sheets in miscellaneous and reference it to 03.1.1 job number 1/2 | ***Learning outcome****: 1.1*  ***Criteria****: Liaise with relevant people to evaluate the information they require to ensure that systems, equipment or components can be operated safely and effectively.*  **Address:**  **Date:** |
| Photo showing you looking at Manufacturer’s instructions/data sheets before you install some equipment.  Copy of Manufacturer’s instructions/data sheets in miscellaneous and reference it to 03.1.2 job number 1/2  This evidence could possibly be used on  04.2.1(c)  04.4.1(d) | ***Learning outcome****: 1.2*  ***Criteria****: Identify appropriate technical and functional information that is required for the work activity.*  **Address:**  **Date:** |
| Photo of you providing information courteously to the customer. State what information is being provided.  OR email giving information.  Copy of email in miscellaneous and reference it to 03.1.3 job number 1/2 | ***Learning outcome****: 1.3*  ***Criteria****: Provide information in a timely, courteous, suitable and professional manner in accordance with organisational procedures and engineering standards.*  **Address:**  **Date:** |
| **Learning Outcome 2:**  Be able to oversee Health and Safety during work on electrical systems and equipment. | |
| Produce your own a risk assessments and method statement.  (Keep it simple)  (the assessor will need to see one for each on-site visit)  This evidence could possibly be used on  01.1.2  01.1.3(a)(b)(c)  04.1.1(b)  05.1.1(c)  06.2.1 | ***Learning outcome****: 2.1*  ***Criteria****: Produce, or revise generic risk assessments and method statements, to cover their own work and others working the area (colleagues and other operatives) in accordance with their level of responsibility.*  **Address:**  **Date:** |
| Photo of you in PPE reading on-site guide or BS7671. State what you are looking for.  OR photo of you looking at first aid kit and accident book.  OR photo of you looking at site safety notices.\*  This evidence could possibly be used on \*  01.1.1  01.3.3  07.2.7(b) | ***Learning outcome****: 2.2*  ***Criteria****: Implement suitable procedures to confirm that work is being completed in accordance with Health and Safety legislation and industry standards.*  **Address:**  **Date:** |
| **Learning Outcome 3:**  Be able to co-ordinate liaison with other relevant persons during work activities. | |
| Photo of you with another trade discusing an issue that need to be resolved. | ***Learning outcome****: 3.1*  ***Criteria****: Select effective procedures to ensure co-ordination with other workers/contractors, including steps to resolve issues which are outside the scope of their job role.*  **Address:**  **Date:** |
| Photo of you speaking with a colleague and looking at a job specification.  OR communicating via email.  Copy of email in miscellaneous and reference it to 03.3.2 job number 1/2 | ***Learning outcome****: 3.2*  ***Criteria****: Evaluate and apply communication techniques that are clear, accurate and appropriate to the situation.*  **Address:**  **Date:** |
| Photo of you and a colleague working together where two people are needed to perform the task. | ***Learning outcome****: 3.3*  ***Criteria****: Demonstrate working effectively with colleagues to enhance performance.*  **Address:**  **Date:** |
| **Learning Outcome 4:**  Be able to organise and oversee work activities and operations. | |
| Photo of you allocating a job to another worker who has the most experience for the task. | ***Learning outcome****: 4.1*  ***Criteria****: Organise operatives by allocating duties and responsibilities to make the best use of their competence and skill.*  **Address:**  **Date:** |
| 1. You and a work colleague looking at the on-site guide.   State what you are discussing from the guide.   1. Produce a programme work   Copy in miscellaneous and reference it to 03.4.2(b) job number 1/2   1. Show other workers wearing appropriate PPE 2. Compare pricing on a website or catalogue.   OR  photo of another person switching off lights when not needed.   1. Show a recycling bin for cardboard/steel   This evidence could possibly be used on 01.4.1(a) and 04.3.6 | ***Learning outcome****: 4.2*  ***Criteria****: Monitor the work of operatives to ensure it is in accordance with:*  *a) industry working practices*  *b) the programme of work*  *c) Health and Safety requirements*  *d) cost effectiveness*  *e) environmental considerations*  **Address:**  **Date:** |
| Photo of you putting right a job that has been incorrectly done. | ***Learning outcome****: 4.3*  ***Criteria****: Evaluate and apply appropriate procedures to correct issues that arise during work activities.*  **Address:**  **Date:** |
| **Learning Outcome 5:**  Be able to organise a programme for working on electrical systems and equipment. | |
| Photo of you looking at a programme of work so you can   1. Estimate the time required to complete 2. Work out where you would need to liaise with other trades.   Copy of programme of work in miscellaneous and reference it to 03.5.1 job number 1/2 | ***Learning outcome****: 5.1*  ***Criteria****: Produce a simple programme of work from the work specification, including requirements for the following:*  *a) An estimation of the amount of time required for completion of the work.*  *b) Where liaison with other trades may be necessary.*  **Address:**  **Date:** |
| Photo of you and a customer or another trade looking at manufacturer’s instructions.  Copy of manufacturer’s instructions in miscellaneous and reference it to 01.5.2 job number 1/2 | ***Learning outcome****: 5.2*  ***Criteria****: Communicate with others clearly and concisely.*  **Address:**  **Date:** |
| Photo of you discussing with another trade an issue that needs to be resolved. | ***Learning outcome****: 5.3*  ***Criteria****: Assess situations when it is necessary to liaise with other relevant parties to resolve issues.*  **Address:**  **Date:** |
| **Learning Outcome 6:**  Be able to organise the resource requirements for work on electrical systems and equipment. | |
| Photo of you looking at catalogue/internet ordering materials.  OR could be organising extra labour or equipment via email.  Copy of email in miscellaneous and reference it to 03.6.1 job number 1/2 | ***Learning outcome****: 6.1*  ***Criteria****: Organise the provision of resources (such as: materials, fixings, plant, labour or tools).*  **Address:**  **Date:** |
| Photo of you checking materials against delivery note to show they are   1. The right type 2. Fit for purpose 3. Correct quantity 4. Suitable for work to be completed cost efficiently.   One photo should cover this but make sure the write-up covers all four areas.  Copy of delivery note in miscellaneous and reference it to 03.6.2(a)(b)(c)(d) job number 1/2 | ***Learning outcome****: 6.2*  ***Criteria****: Confirm that materials available are:*  *a) The right type*  *b) Fit for purpose*  *c) In the correct quantity*  *d) Suitable for work to be completed cost efficiently.*  **Address:**  **Date:** |
| Photo of you checking a delivery that there is no damage.  This evidence could possibly be used on  04.1.3 | ***Learning outcome****: 6.3*  ***Criteria****: Ensure that resources are undamaged at the point of delivery.*  **Address:**  **Date:** |
| Photo of site storage, container/van vault.  This evidence could possibly be used on  01.3.2(a)(b)(c)  04.1.2(a) | ***Learning outcome****: 6.4*  ***Criteria****: Demonstrate effective measures which ensure that the safe and effective storage of materials, tools and equipment in the work location.*  **Address:**  **Date:** |