



## **SPECIFICATION**

### **CONTRACT SPECIFICATION**

The ECITB's contractual requirement is for the Apprentice Phase Test Centre to deliver Apprentice Phase Tests, consisting of both skills and knowledge testing across a range of Pathways.

This specification document describes the resources required to be undertaken by the appointed provider (ECITB Apprentice Phase Test Centre) in order to ensure that Apprentices are given the opportunity to achieve the requirements contained within the ECITB's Apprentice Phase Tests (**table 1**).

**Note: It is advisable to read this specification alongside other documents contained within the tender pack, in particular;**

Document No 8 – Apprentice Phase Test Presentation.  
Appendices A to E – Apprentice Phase Test Resource Lists.

### **1. TERMS AND DEFINITIONS**

The following definitions and rules of interpretation apply in this specification:

- a. **Apprentice Phase Tests**  
means the ECITB knowledge and skills tests that the Apprentice must achieve at the relevant milestones within the Apprenticeship.
- b. **Approved VQ Centre**  
means an organisation approved by the ECITB Awarding Organisation to offer assessment, and verification of ECITB Vocational Qualifications.
- c. **Apprentice Framework**  
means the qualifications that an Apprentice must achieve in Scotland & Wales.
- d. **Apprentice Standard**  
Means the standard of skills and knowledge that an Apprentice must achieve in England.
- e. **ECITB Apprentice Phase Test Centre (Provider)**  
means an organisation that has been approved and contracted to deliver the agreed Apprentice Phase Tests and are also an Approved VQ Centre.
- f. **Pathway**  
means the discipline or occupation that the learner is studying to successfully

completing their Apprenticeship.

### 3 PHASE TESTING REQUIREMENTS

- a. The Provider shall have all the required facilities and resources available to deliver the identified Apprentice Phase Tests at the relevant milestones within the Apprenticeship. These equipment and resource lists for each of the Pathways detailed in **Table 1** below can be found in Appendices A to E.
- b. A Provider must have the required facilities and resources to be capable of delivering the entire milestone Apprentice Phase Tests in that particular Pathway. A tender submission to deliver a proportion of the milestone Apprentice Phase Tests in a particular Pathway will not be accepted and will be classed as a non-submission.

### 4. TABLE 1 – APPRENTICE PHASE TESTS AND FREQUENCY

Pathway	Foundation Test (approx. 3 months)	12 Month (Year 1)	24 Month (Year 2)	36 Month (Year 3)
Pipefitting	Yes*	Yes	Yes	VQ** Holistic Test
Rigging & Lifting	Yes*	Yes	Yes	VQ** Holistic Test
Electrical Maintenance	Yes*	Yes	Yes	Yes
Mechanical Maintenance	Yes*	Yes	Yes	Yes
Instrument & Control Maintenance	Yes*	Yes	Yes	Yes

**Note \*** - the 3 month Foundation Test will be generic to all Pathways and the practical activity will be delivered by the Provider with whom the Apprentice is undertaking their training. The 3 month knowledge test and all subsequent Apprentice Phase Tests can only be delivered by a contracted ECITB Skill Centre.

**Note \*\*** - for Apprentice Standards which contain mandated VQ qualifications the VQ Holistic Test will replace the 36 month phase test.

### 5. PERSONNEL DEPLOYED

The Provider shall ensure that all persons invigilating and assessing the Apprentice Phase Tests have the necessary qualifications, experience and have passed all necessary checks as required by the ECITB.

## **6. THIRD PARTY AUDITING**

The Provider shall commit to resolving any issues that arise as a result of quality and health and safety audits in relation to the delivery and assessment of ECITB Apprentice Phase Tests.

## **7. INSURANCE**

During the term of this Agreement and for a period of one year thereafter, the Provider shall maintain in force, with a reputable insurance company, insurance for the sum of £10,000,000 per event, including the following risks:

- a. employers' liability insurance in respect of all persons involved in delivery and assessment of this Agreement;
- b. public liability insurance to cover against any suit or action, claims or demands brought or made by any person injured or suffering loss or damage in connection with the carrying out of the delivery and assessment of this Agreement;
- c. business interruption in the event that the ECITB Skill Centre is unable to deliver the requirements of this Agreement.