

Scheme Rules (Fundamental Gas) for Candidates and Supervising Engineers

1 Introduction

These Scheme Rules for Candidates and Supervising Engineers describe the requirements for the certification of an individual for the AdSkills Certification Ltd Fundamental Gas Certificate - Domestic under Managed Learning Programme. The following assessment codes are used in certification process.

FDC1	Domestic Natural Gas - Core Competencies
FDA1	Domestic Central Heating Boilers, Systems and Controls
FDA2	Domestic Gas Cookers
FDA3	Domestic Gas Fires and Wall Heaters
FDA4	Domestic Gas Fired Ducted Air Heaters
FDA5	LP Domestic Gas Meters and Regulators

2 Scope

This training Programme has been developed to meet the needs of industry and in compliance with **IGEM/IG/1** Standards of Training in Gas Work & Domestic Gas Training Specification.

This document provides information on an overview of the course, to ensure that it is suitable for learner needs, application, training, assessment, and certification process.

The Programme is structured so as to ensure adequate learning is undertaken in a classroom environment before the candidate begins collecting work-based evidence the classroom-based activity will include structured learning which will be underpinned with relevant assessments both practical and written to demonstrate both understanding and application of knowledge in each key area of gas safety and/or related activities such as safe isolation, basic health and safety etc. The minimum overall Programme duration is six months and the maximum time spent to complete the Programme is expected to be two years.

On successful completion of this “Fundamental Gas – Certificate” training Programme, applicant shall be eligible to undertake the relevant assessments under the Nationally Accredited Certification Scheme for Individual Gas Fitting Operatives.

3 Assessment Impartiality

AdSkills is committed to ensuring the impartiality of the training, assessment and certification process.

Impartial assessment shall be available to all eligible applicants. AdSkills shall identify and address any actual or perceived conflicts of interest to ensure the objectivity of its certification activities.

Applicants are invited to indicate any specific requirements that they wish to be considered at the time of application, such as special educational needs, language or disability or physical impairment.

AdSkills shall take all reasonable steps to offer methods of assessment that provide for the needs of the candidate without compromising the assessment standards.

It should be noted however, that additional costs may be incurred, and you should discuss your needs with the Approved training / assessment centre prior to booking or making payment.

All those meeting the application requirements of the Scheme will be treated fairly, equally and impartially in accordance with AdSkills Policies and procedures.

4 Application

The applicant should first of all be satisfied they have at least the following skills and attributes: -

- Applicant will normally gained a minimum of 2 GCSEs (grade C) or equivalent, preferably English, Mathematics or relevant/appropriate experience or an entry assessment (see form 010).
- Be able to demonstrate experience in related areas (mechanical engineering, construction industry related trades.
- Be reasonably able in respect of basic numeracy and literacy
- Have a good level of manual dexterity and safe use of basic tools such as:-
 - Screwdrivers
 - Spanners
 - Various types of grips/wrenches
 - Hacksaw
 - Be able to accurately measure with rulers and tape measures etc.
- Be able to quickly assimilate information and demonstrate understanding
- Be able to complete short reports accurately
- Have good attention to detail

Where the applicant is confident in the above areas then they will also need to have access to a Gas Safe Registered installer who will be willing to provide the appropriate level of training and supervision.

Applications will need to be supported by photographic ID as well as providing 2 Passport photo's which will be verified/validated by the centre, make record last 4 digits of documents but no copies of ID documents are made or retained by the centre.

A witness statement from the registered gas installer business required stating that the candidate work under their gas safe registered engineer(s) and the name(s) of such engineers along with their Gas Safe registration details, sample signatures will also be required (**Form 005** shall be used for this purpose).

The training centre will then verify the candidate's details. If the candidate is deemed suitable, they will be enrolled and non-refundable registration fee taken as per centre payment terms & conditions. This fee covers application, registration and certification by the certification body.

The centre will then provide all necessary documentation and provide the candidate with course details, start times and any requirements for own PPE and stationery etc.

Application is via the application and undertaking form 001 which must be signed by the applicant it is important that the form is correctly completed and legible and should be completed in **BLOCK** capitals it is important that the undertaking is read and fully understood this requires a separate signature.

The declaration/undertaking is as follows: -

I understand that the evidence I submit in support of my training will be my own work, which was undertaken under direct supervision of a qualified and Gas Safe Registered installer and that the work was undertaken at the address stated and at the time stated, the evidence form 003 Provided for each job will be fully completed and include the clients contact details and that the Training centre and/or the certification body may contact the customer to verify the authenticity of the submitted work evidence, as part of their random sampling process, I understand this to be the case and will inform the customer of this prior to starting any such work to ensure their permission is obtained.

I understand that false statements could lead to my expulsion from the Programme and that no refund will be provided as a consequence of such action being taken.

Important note: There is also a medical condition declaration that must be completed as part of the application and **Form 002** to be completed as necessary. If the candidate has any learning impairments these should be reviewed and appropriate measures taken to facilitate the candidate's needs, in certain circumstances the centre may refuse entry to the scheme but this must be a last resort and the requirements of the disability discrimination act be considered accordingly. All information held on any applicant, supervising engineer and customer, must be in accordance with the Data Protection Act and the centre should carry out the self-assessment on the ICO website to determine if they should indeed be registered under the Data Protection Act.

Self-assessment link: <https://ico.org.uk/for-organisations/register/self-assessment/>

This Programme is open to all those meeting the qualifying criteria.

4.1 Candidate registration with AdSkills Certification:

If the candidate application is accepted by the centre, they shall register the candidate with AdSkills via "Candidate Registration form 012" within 5 working days from the start of the training Programme. Upon receiving this registration form AdSkills will issue a unique reference number for each candidate (as standard for the basic registration fee, which is collected by the approved centre on behalf of the AdSkills) and inform the centre within 10 working days. Candidate URN (unique reference number) must be quoted on training & assessment record, where required.

5. General Conduct of Candidate

Each applicant is responsible for their own Health and Safety during, classroom, workshop and on-site activity, Applicants will be briefed on the individual requirements and policies operated but must ensure they comply at all times with these requirements.

PPE will be provided where necessary but again compliance with individual company requirements must be adhered to, applicants may be required to provide their own PPE such as safety boots, Hi-Viz clothing, gloves and eye protection.

Mobile phones will be switched off during training and may be used only for functions such as timing or calculator functions.

Instruction shall be closely followed and clarification sought where the requirements are not clear or fully understood

It is the applicant's responsibility to bring to the attention of the trainer/supervising engineer or other responsible person any medical conditions, physical or mental impairments which may affect your ability to work safely or maintain a safe working environment at all times.

Absolutely no discriminatory behavior will be tolerated and any applicant behaving in such a manner regardless of grounds will be severely reprimanded and may depending on circumstance be removed from the Programme, with any refund at the total discretion of the approved centre.

Anyone experiencing discrimination from other applicants or from the approved centre should raise their concerns immediately with the centre, or if the latter with AdSkills directly.

'horseplay' should not be entered into at any point and such contraventions will be dealt with, leading again to possible expulsion from the Programme.

In general question asking is encouraged but should be in context with the subject at hand, clarification of practical instruction should be sought where needed and failure of a module cannot be blamed on not having understood the requirements beforehand, please do not leave it until the end of the assessment to claim you had not understood the task.

Remember you are here to learn and there should be no embarrassment in asking questions if you are not clear on a particular matter, be patient as we all learn at slightly different rates and have varying strengths and weaknesses so be tolerant of other peoples' questions as you may have your own questions later.

6. General Format of the Training Programme

The minimum overall Programme duration is six months and the maximum time spent to complete the Programme is expected to be two years. Records of training will remain the property of Adskills and should be kept by the training provider.

6.1 Off-Site Training

Duration: The minimum guided learning hours for the core competencies shall be **266 hours**.

GLH may be reduced if candidate provides required verifiable evidence of prior learning. The prior learning is to be cross referenced to the qualification held and the learning hours may be reduced accordingly. Trainer / assessor may interview and assess the candidate to ensure the eligibility for this route. Form 010 may be used for this purpose. Results of the technical review are to be retained in the candidate's file along with details of the subjects not covered within the Programme due to the prior learning. Any reduction in learning hours is to be agreed with the adskills certification ltd.

The (off-Site) training Programme will follow a structured format and will cover all modules as specified by the relevant IGEM/IG/1 training specification at an AdSkills Certification approved centre.

6.2 On-Site Training

On-Site training and practical experience are an intrinsic part of the Programme and the evidence requirements critical in order to verify that sufficient experience and training has indeed been delivered in order to justify certification.

The recommended on-Site training should be a minimum of 18 weeks under direct supervision. The recorded evidence shall meet the following requirements as per IGEM/IG/1 Ed2 Supplement 2 Appendix 3 and is to be:

- work completed by the learner unassisted
- observed and endorsed by the mentor
- cross referenced to an evidence matrix to indicate where within the portfolio specific activities have been successfully completed on the required number of occasions.

The 18-weeks' time shows the typical requirements and it may take longer. Some deviation may be acceptable if agreed with the training centre and/or the certification body but the requirements should be followed as closely as possible. The centre will verify the accuracy and validity as well as the sufficiency of the evidence using **Form 006**. A confirmation declaration and statement will be required from the business providing the on-Site training this is via **Form 005 Supervising Engineer details & final witness testimony**.

Note: Any deviation from this process must be authorised by the certification body and would be applicable only where the candidate has an extremely limited scope of activity due to the limited scope of activity with his on-site work experience provider.

6.2.1 Guidance for Supervising Engineers

Supervising engineer must be Gas Safe Registered and hold current ACS or equivalent in the areas which he/she will be supervising.

The learner must be allowed to complete work in relation to their desired work types, typically they would initially observe the supervising engineer doing a particular activity, before then being allowed to complete work under supervision and instruction, it is important that where required the learner is asked appropriate questions regarding the activity (in context) to assess understanding rather than just undertaking a given activity under instruction.

The records for each job must include the evidence form and supporting copies of actual gas documentation completed for the job (safety certificate, warning notice etc.) photographic evidence should also be provided where possible this should be provided electronically with the time/date/GPS details, this is to aid the verification of authenticity of each piece of evidence.

Each evidence form must be fully completed, and the customer should have been briefed prior to the training being undertaken and agree to providing at least an email address or contact phone number, again for verification purposes. For Data Protection reasons it is important to obtain the permission of the customer to use their data e.g. Name, address, telephone number, email etc.

The evidence collected will be reviewed by the training centre and approved as suitable as appropriate, the centre will also make specific evidence requests for types of activity that are absent from the portfolio or which may be incomplete or inadequately recorded.

The evidential requirement may vary depending on the scope of activity required by the applicant, guidance will be provided by the centre at various stages.

The requirements for evidence are based on quality of evidence rather than sheer volume and the applicant should be exposed to and allowed to work on the broadest range of installations as is practicable, as experience of differing scenarios relating to the scope sought is imperative.

Witnesses Gas safe registered engineer should provide a copy of the front and back of their gas safe card along with contact details, this is to aid the verification of authenticity of each piece of evidence.

7. Assessment Process:

7.1 Formative Assessments

Each module assessment must be completed before moving on to next module. A score of less than 80% indicate that the candidate requires further training prior moving to next module.

The items listed in each module will be classroom and workshop-based activities which will require completion of workbooks and/or practical tasks, with aspects to be recorded, each module will be concluded with end tests which will be a combination of written and practical tasks as appropriate to the module.

Failure to achieve the required pass mark may result in additional training and/or cost in order to progress.

After successful completion of all modules, learners are eligible to take the summative assessments.

Once the candidate has successfully completed the classroom and workshop training, they will be able to start undertaking supervised gas work to build their portfolio of practical experience this will be explained in detail at the time and this will need to be undertaken in full compliance with the scheme requirements.

7.2 Summative Assessments

o Summative Assessments (written)

- Summative assessments (Written) pass mark is 80%
- If the candidate achieves >70% but <80% on the 1st attempt they can have a 2nd attempt. The candidate will be given a fresh answer paper with the incorrectly questions highlighted.
- Failure to achieve 70% after the first attempt and 80% on the second attempt will be classed as an outright failure.
- The assessment should be supervised and marked by a member of the AC's staff

o Summative assessments (practical)

The practical tasks must be observed in a controlled environment similar to that of ACS and recorded on Practical Candidate Job Sheet form.

- Summative assessments (Practical) pass mark is 100% after second attempt.
- If the candidate achieves <100% on the 1st attempt they can have a 2nd attempt. The candidate will be given a fresh answer paper with the incorrectly questions highlighted.
- Second attempt can be completed as oral but at the discretion of the assessor.
- Failure to achieve 100% after the second attempt will be classed as an outright failure.
- The assessment should be supervised and marked by an adskills approved assessor.

8 Certification Process

Once an assessment has been completed, the assessment centre will advise the candidate of their recommendation, this will be subject to Internal Verification by the centre at which point it will forward the results (their recommendation to certificate) and assessment documentation to AdSkills within 10 working days (this may be subject to fees having been paid in full to the centre) AdSkills will then review the documentation and make a certification decision. AdSkills will Endeavor to complete this within 10 working days of receipt of a complete portfolio and to issue a certificate of achievement. The certificate will be sent to the candidate's home address detailed on the application form and if requested to a third-party postal address. The certificate will remain the property of AdSkills and may be withdrawn at any time. Copies or replacement certificates can be obtained from AdSkills for a small fee paid in advance.

It must be stressed that all decisions for granting, maintaining, recertifying, extending, reducing, suspending or withdrawing certification shall be made by AdSkills and not the Approved Centre or any other parties.

9 Certificated Person Agreement

In signing and completing the application form the candidate agrees to be bound by these Scheme Rules both prior to and post certification, furthermore the certificate of achievement must be signed by the candidate in order for it to be valid.

Conditions of Certification are detailed on the certificate of training, the certificate will be issued as hard copies and must be signed.

For the avoidance of doubt those requirements are as follows: -

- a) The certified person shall comply with the provisions of these scheme rules
- b) The certified person shall only make claims of certification against the scope for which they have been certificated
- c) The certified person shall not make unauthorised or misleading statements regarding its scope of certification and/or which may bring Adskills into disrepute
- d) The certified person shall discontinue the use of all claims regarding their certified status in the event that they are notified that their certificate has been suspended or withdrawn
- e) The certified person shall inform AdSkills, without delay, of matters than can affect their capability to fulfil the certification requirements.
- f) The certified person shall not use the certificate in a misleading manner

10 Suspension or Withdrawal of Certification

Withdrawal of a certificate of training will only be undertaken in the event of gas safety related concerns, these could be for any number of reasons such as, but not limited to, training / assessment centre malpractice, candidate cheating having come to light, serious gas safety concerns raised against the certificated individual. Any such suspension or withdrawal will be communicated in writing to the certificated individual detailing the reasons and any corrective actions which may be required before re-instatement of the certificate. Certificated individuals have the right to appeal suspension/withdrawal of certification.

11 Complaints / Appeals

Where a candidate is unhappy with the conduct of the centre and its personnel then a complaint should be raised

The complaint should be raised with the Centre Designated person(s) and after initial discussion be presented clearly in writing detailing nature of the complaint and the expected outcome should it be upheld

If the complaint relates to the Centre Designated person(s), then the complaint should be raised directly with AdSkills Certification Ltd.

The complainant will be kept apprised of the progress and notified in writing of the decision.

Where the complainant is unhappy with the outcome of the centre's investigation, they may refer it to AdSkills Certification Ltd.

AdSkills decision is final and no appeal process is available.

12 Use of Logos

The use of the IGEM / UKAS logo by a certificated individual is NOT permitted. The use of AdSkills logo may be used in accordance with AdSkills brand guidelines available on request or on the AdSkills website.

13 Confidentiality

AdSkills will maintain records of certificated individuals in accordance with the General Data Protection Regulation (GDPR) and for a period of at least 6 years.

Information will be provided on request to third parties and will be limited to confirmation of the scope of certification held by an individual.

14 Fees

Certificates of achievement will be issued hard copies as standard for the basic certification fee, which is collected by the approved centre on behalf of the AdSkills. Candidate assessment paperwork shall not be processed by the AdSkills until the payment has been made to the approved centre.

Replacement certificate current fees can be seen on the AdSkills website or at the assessment centre.

Each certificate incorporates a hologram and a range of other features designed to reduce the risks of counterfeiting.

15 Contact Details

ADSKILLS CERTIFICATION LTD
Unit 15, Heston Industrial Mall
Church Road, Hounslow
TW5 0LD
Tel: 020 8569 5060
Email: info@adskills.org.uk
Website: www.adskills.org.uk