

AdSkills Certification Ltd Scheme Rules (ACS)

1.0 Introduction

These 'Scheme Rules' detail the requirements for Applicants wishing to undertake assessment under the Nationally Accredited Certification Scheme for Individual Gas Fitting Operatives (ACS). It also details AdSkills Certification Ltd.'s (AdSkills) own requirements and obligation under the scheme and in relation to other applicable legislation, standards and best practice.

Applicants should familiarise themselves with this document prior to application for assessment/certification under the scheme.

2.0 Key Policies

AdSkills has policies in place covering Quality Policy, Health & Safety, Equal Opportunities, Data Protection Policy & Environmental Policy. To request a copy please contact us, details below.

All AdSkills approved centres will have equivalent policies and procedures in place to those of AdSkills.

3.0 Assessment Impartiality

AdSkills is committed to ensuring the impartiality of the assessment and certification process. Impartial assessment shall be available to all eligible applicants and

- a) Candidates are not required to use the services of any related businesses which offer AdSkills Certification approved training courses as an exclusive prerequisite when alternative education or training with an equivalent outcome exists.
- b) If candidates successfully complete an AdSkills Certification approved training course the same standards of impartiality will be maintained as well as the requirements covering the assessment and certification of that individual.

AdSkills shall identify and address any actual or perceived conflicts of interest to ensure the objectivity of its certification activities.

Applicants must declare any known, or perceived, threats that may compromise the impartiality of the assessment and certification process to either AdSkills or the Approved Centre designated person(s).

AdSkills does provide a Managed Learning Programme (MLP) approved to IGEM/G/1 but it is not implied that certification would be easier, simpler, or cheaper should the candidate utilise this programme.

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 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.

4.0 Scope

These Scheme Rules apply to the assessment and certification of ACS. They do not apply to any training taken prior to the assessment.

Except where impartiality requires that no one carrying out training of an applicant within a 2-year period prior to assessment, shall have any further role in the assessment, verification or certification process.

The scheme shall assess an individual's competence to carry out gas work safely. It is not intended to assess competence in other areas of work, nor does it assess competence under other legislation which may be applicable to the gas sector for example COSHH, Asbestos etc.

5.0 Assessment Schemes

The current scope of assessment for which AdSkills is accredited can be obtained from the UKAS website, www.ukas.com and are grouped into general work areas comprising of:

- Domestic natural gas appliances, pipework and meters;
- Non-domestic appliances, pipework and meters;
- Liquefied Petroleum Gas (LPG) domestic appliances, pipework and meters;
- Emergency service provider and meter installer.

First time applicants under this scheme shall take initial assessment(s). Eligible re-assessment applicants can take advantage of "MOT Style ACS Certificates" and renew expiring ACS assessments up to six months (and not before) prior to the expiry date of existing certification.

The scheme assessment criteria is developed and agreed by the Standard Setting Function for Gas Safe Register.

6.0 Application for assessment

Candidates shall complete an AdSkills Application Form and will need to comply, as applicable, to the conditions outlined below:

Candidate's responsibilities for Application to carry out initial and re-assessment. The Candidate shall provide:

- i. Recently taken photograph(s) or digital image of passport quality must be supplied, as specified by the CB.
- ii. Objective evidence to support entry as follows:
 - Original or replacement valid pre-requisite certificates of competence.
 - Where a candidate is undertaking assessments with the same CB there is no need to transmit a copy "Certificate", "Screen Print" or "Operative Report" as this information can be validated by the CB's own IT system.
 - Certificate covering core and elements achieved through a training scheme approved under the Standards for Training document i.e. MLP approved in accordance with IGEM/IG/1 (applies to initial assessment candidates only).
- iii. Evidence to support their identity when required (Passport, Driving Licence, work permit etc).
- iv. A declaration in writing of your category status
- v. National insurance number or a unique identification number supplied by Gas Safe Register.
- vi. Date of birth.
- vii. Name and address.

The following categories apply to ACS and candidate must identify their category on the application form.

Category 1

The ACS assessments for first time Category 1 applications SHALL be relevant to the presented qualification unless additional evidence is presented to show that their work experience is relevant.

Category 2

Hold qualifications detailed in Guidance Note 8 and provide written evidence to the AC confirming that they have undertaken work experience and approved training for the range of assessments to be undertaken. That evidence shall include:

- a written statement from a registered business detailing precisely the type, range and volume of gas work carried out.
- a certificate of achievement or written statement from the training provider where the gas training has been carried out.

or

Are undertaking a vocational qualification which has a requirement of gas work to be included, and where ACS certification is an integral part of the qualification

or

Meet the requirements of guidance note 8a (Candidates with Gas work experience gained legally from sectors of Industry outside of the scope of the Gas Safety Installation & Use Regulations).

Applicants that do not satisfy the criteria of Categories 1 or 2 shall be classified as a new entrant to the industry

New Entrant

New Entrants wishing to enter the gas industry after 1st October 2017 are required to complete a MLP which has been approved in accordance to the requirements of IGEM/IG/1. Successful completion of MLP allows applicants to become **Category 1**.

Note 1: AdSkills offer a Managed Learning Programme (MLP) approved to IGEM/G/1 for New Entrant applicants, through its approved centre network.

7.0 Conduct of Candidate

At all times when attending the assessment centre, individuals shall conduct themselves in a suitable manner and comply with the instructions given to them. They shall at all times work safely without endangering themselves or others.

Candidates are reminded that the assessments are controlled and confidential as such no use of mobile electronic devices is permitted during assessment and any notes taken during assessment shall be left with the centre.

Only authorised reference material will be allowed in the assessment areas, any candidate found to be 'cheating' or attempting to remove confidential assessment material or content will be expelled from the assessment and will forfeit the right to any refund.

Candidate will respect the rights of other candidates and staff members, any inappropriate conduct, physical or verbal abuse, any form of harassment or discrimination will result in termination of the assessment and will forfeit the right to any refund.

8.0 Assessment Process

The assessment will consist of a range of activity including practical tasks, written papers including multiple choice, short response and oral questioning. Although the pass mark for ACS is 100% this is after having a number of attempts within the rules of the scheme this process will be explained by your assessor prior to assessments being undertaken. It is important to ask for clarification at any point if you are unsure exactly what is expected.

9.0 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 endeavour to complete this within 10 working days of receipt of a complete portfolio and to issue a certificate of competence and upload the results to Gas Safe Register.

The certificate will be sent to the candidate's home address detailed on the application form or, if requested, to a third-party postal address. The certificate will remain the property of AdSkills and may be withdrawn at any time. AdSkills may issue replacement certificates in certain circumstances. Details on how to request a replacement certificate and the associated fees can be found on www.adskills.org.uk. If you never received your original certificate and notify us within 3 months a replacement certificate may be issued for free.

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.

10.0 Certificated Person Agreement

In signing and completing the application form the applicant, candidate and certificate holder agrees to bound by:

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

11.0 Suspension or Withdrawal of Certification

AdSkills has the authority to withdraw all or part of a certificate holder's certificate of competence for example in the event that:

- a) A lack of applied gas safety competence is established and evidence of which is provided to AdSkills for review.
- b) There is certificate misuse by a certificated operative.
- c) Failure to adhere to the provisions of the certification scheme and with these scheme rules and AdSkills Policies.

Any such suspension or withdrawal will be communicated in writing to the certificate holder detailing the reasons and any corrective actions which may be required before re-instatement of the certificate.

Withdrawal will also be notified to The Gas Safe Register and certificated individuals will refrain from undertaking gas work relating to the suspension/withdrawal along with any other written requirements issued by AdSkills relating to the suspension/withdrawal.

Certificated individuals have the right to appeal suspension/withdrawal of certification.

12.0 Complaints

Candidates shall exhaust the assessment centres own complaints procedure where the complaint relates to centre conduct/performance if the outcome is then felt by the complainant to not have been properly addressed then it should be escalated to AdSkills in writing giving reasons for the complaint and outlining the expected outcome/resolution.

Complaints against AdSkills directly relating to personnel, conduct etc must initially be addressed to the Scheme Manager, again outlining the reasons and required outcome/resolution if the complaint is regarding the Scheme Manager then the complaint should be marked for the attention of The Impartiality Committee.

Full complaints process is available from AdSkills on request or can be found on the AdSkills website. Resolution of complaints will be in writing detailing the decision and the reasons for it, the complainant will be kept apprised of the progress of the investigation etc, AdSkills will endeavour to resolve complaints in a timely and efficient manner.

13.0 Appeals

Candidates have the right to appeal any of the following:-

- The assessment centres recommendation to not certificate
- AdSkills decision to not certificate
- AdSkills decision to withdraw or suspend certification
- The outcome of a complaint against AdSkills

The appellant will be required to bear the total cost of the appeal if their complaint is not upheld by AdSkills under these scheme rules.

Details of the appeal procedure are available on request or from the AdSkills website and in the matter of the assessment centres recommendation, this should initially be raised at the assessment centre at the time of the recommendation and their internal process exhausted prior to referral to AdSkills.

All appeal requests must be in writing to AdSkills within 10 working days of the decision being appealed, clearly stating the reasons for the appeal.

AdSkills will keep the appellant apprised at all times and will endeavour to resolve the appeal in a timely and efficient manner. All decisions will be provided in writing giving the reasons for the decision.

14.0 Use of Logos

The use of the 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.

15.0 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.

16.0 Fees

Certificates of competence 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. A photo ID can be provided at an additional cost.

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.

17.0 Registration

Certificated individuals will need to register with the Gas Safe Register before undertaking gas work, contact details can be found below. It should be noted that Registration may be refused despite the fact that a certificate of competence is held.

18.0 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

Gas Safe Register
PO Box 6804
Basingstoke
RG24 4NB
Tel: 0800 408 5577
Email: register@GasSafeRegister.co.uk
Website: www.GasSafeRegister.co.uk