

## ACS GUIDANCE NOTES FOR CERTIFICATION BODIES No 8

This Guidance Note has been updated (February 2018) to reflect changes to the information to this document & Appendix 1 the list of UK Qualifications and Certification Schemes and their suitability for accessing ACS assessments. This list is provided as a separate Microsoft Excel File (File Name: GN 8 Appendix 1 and only document SUITABLE UK Qualifications and Certification Schemes. At the time of the modification to this document, Appendix 1 is currently at Version 8.5.0 but this will be updated periodically as required, the current version will be found on the latest ACS Update Disc issued by EU Skills or available on the E U Skills website . List of UK Qualifications and Certification Schemes that are known NOT to be suitable for accessing ACS Assessments that were formerly listed in Appendix 1 can now be found in Appendix 2 of this document.

### Category 1, 2 and 3 Application Conditions

#### Category 1

Applicants in this category are regarded as experienced gas fitting operatives; they will need to provide evidence to the Assessment Centre prior to taking ACS assessments that they possess a gas fitting qualification or certificate(s) of gas safety competence issued either within or outside of the UK. The date of issue of their qualification/gas safety certificate may be greater than the normal five year validity period.

**Group Competency Scheme: Experienced gas fitting operatives holding valid GCS certificates should be regarded Category 1 unless applicable to the paragraph below.**

All applicants in this category who only hold limited scope certificates of gas safety competence in ACS / GCS which do not require connection to a live gas supply e.g. ICAE 1LS or ICPN 1LS, or who are not required to enter a property e.g. CMA 2LS with MET 3LS will if they intend to extend their range of gas work, present evidence of that additional gas work experience to the Assessment Centre prior to taking assessment. See evidence requirements detailed in Category 2.

Limited scope operatives holding NVQ 'Appliance Pathway Certificates' in metering awards 6012-12 & 6012-13 will if they intend to extend their range of gas work to include appliances, need to undertake **Industry –recognised training (IGEM/IG/1) if the holder intends** to progress to CCN1 & appropriate appliance assessments.

*\*6012-12 & 6012-13 are only now equivalent to CMA1. & replaced 6012-22 & 6012-32 from August 2007*

**Smart Meter Diplomas as shown in GN8 Appendix 1 are regarded as Category 2**

**If the holder intends to extend their range of gas work i.e. domestic appliances, holders will need to undertake an Industry –recognised MLP training (IGEM/IG/1) if the holder intends to progress to CCN1 & appropriate appliance assessments.**

#### Category 2

Applicants in this category are regarded as holding a nationally recognised qualification e.g. NVQ or , City & Guilds craft certificate in a trade associated with gas work, e.g. plumbing. Application conditions for this category requires that the applicant provides to the Assessment Centre evidence of their qualification and written evidence confirming that they have undertaken 'On the Job' gas installation and/or maintenance training and have experience of gas work that has been carried out under the direct supervision of a competent operative(s) employed by a Gas Safe Registered business. The Assessment Centre will need to be satisfied that the applicant has a sufficiency and range of gas work experience relating to the application, in accordance with the requirements below.

The Assessment Centre should ensure that a competent member of staff evaluates all evidence presented by the candidate and makes a professional judgement on its content and suitability against the areas of assessment the candidate intends to undertake.

Applicants need to provide to the Assessment Centre evidence of this Off the Job training and On the Job experience. The evidence must consist as a minimum the following:

- Name, address and the Gas Safe Registration number of the business(s) providing the training.
- The start and end dates of the Off the Job training programme.
- The start and end dates of the On the Job training programme.
- The types and sufficiency of gas work undertaken (not plumbing or other related work activities).
- The name(s) of the competent operative(s) of the business that has provided the On the Job training.

Assessment Centres if they doubt the authenticity of the information presented by the applicant must decline access to ACS assessment.

### Category 3

Applicants in this category are regarded as new to the gas industry, which are not holding any national qualifications nor have any gas work experience. Application conditions for this category require that the Category 3 applicant may as an alternative to achieving a Gas Services N/SVQ either;

- Obtain employment with a Gas Safe Registered business which is willing to provide an auditable extended 'in house' gas training programme incorporating both On and Off the Job components with organisational support prior to the applicant taking ACS assessment.
- Undertakes a training programme which is planned, managed and organised by a training provider. This training programme will incorporate both On and Off the Job training and experience with organisational support prior to the applicant taking ACS assessment. The On the Job training component will be carried out by a registered business in accordance with a training plan and programme designed by the training provider.

Evidence of the contents of the programme detailing the Off the Job training and On the Job experience must be presented to the Assessment Centre as described in Category 2 previously.

### GUIDANCE TO TYPICAL TRAINING DURATIONS FOR APPLIANCE TRAINING AND ON THE JOB EXPERIENCE

Table 1

The following is intended to provide further guidance to Assessment Centres on the typical training and experience durations expected to have been undertaken by Category 2 and 3 applicants.

CORE GAS SAFETY	APPLIANCE TYPE	COMBINED OFF AND ON THE JOB TRAINING DURATION	
		Category 2	Category 3
CCN 1	COOKERS	8 weeks 40 days	16 weeks 80 days
CCN 1	** CENTRAL HEATING	14 weeks 70 days	28 weeks 140 days
CCN 1	SPACE HEATING	10 weeks 50 days	20 weeks 100 days
CCN 1	DOMESTIC METERS Testing and purging up to U16 meters*	6 weeks 30 days	12 weeks 60 days
CCN 1	** WARM AIR (stub duct)	10 weeks 50 days	20 weeks 100 days

**\* Limitations In accordance to IGEM/UP/1b**

\*\* The durations of these training programmes includes work activities other than just gas work

The durations take into account the inefficiencies of carrying out the right type of On the Job training. These periods are likely to be reduced where the right type of work is readily available.

See below the definition of On the Job, which sets out an example of the right type of gas work to be undertaken.

Where the training programme includes more than one appliance the total duration **is not** the sum of the combined appliances e.g. Category 2 CCN 1 and Cookers (8 weeks) plus CCN 1 and Space Heaters (10 weeks) 18 weeks in total. The combined duration will reflect that CCN 1 is common to both appliances.

The duration of the training programme should be balanced between the On and Off the Job.

## **Definitions**

**Off the Job** – Training carried out in an appropriate Training Centre within theory areas and practical workshops which simulate realistic work situations. The Off the Job training programme should be balanced between theory and practical work.

**On the Job** – Training carried out in customer's premises, under the direct supervision of a competent operative(s) employed by a Gas Safe Registered business. With the business ensuring that a sufficiency of the right type of gas work is completed and a record kept of that work. (Right type of gas work means for example CCN 1 and CEN 1 installing and or exchanging a range of different appliance types, installation of gas pipework, testing and purging same, servicing, repairing and fault diagnosis of central heating boilers, calculating ventilation requirements, identification of unsafe situations etc).

**The following are genuine examples of applicants applying for ACS assessment. They have been provided by an approved Assessment Centre.**

### **Applicant 1**

**Experience:** Former British Gas Service Engineer, Gas Safe Registered Inspector, Calor Gas Technical Officer, Incident investigation and Expert Witness.

**Qualifications:** City and Guilds Gas Service Engineer, Degree – Building Services – MSc Gas Engineering, ACoP 1 – 15 expired 2 years ago.

No 'hands on' practical work carried out for several years.

***This applicant meets the requirements for Category 1 providing evidence of gas fitting qualifications are presented to the Assessment Centre prior to taking assessment.***

### **Applicant 2**

**Experience:** Calor Engineering – Senior Test House Laboratory Manager, Writing technical standards for Calor and the LPGA, Incident investigation and Expert Witness.

**Qualifications:** PHD (Engineering discipline), No previous ACoP certification.

***This applicant from the information provided has no gas work experience or national qualifications. Therefore should be regarded as a Category 3 applicant.***

### **Applicant 3**

**Experience:** British Gas Service Engineer (23 years), New Zealand Gas Company (8 years), Returned to UK in May 2003, applied for ACS September 2003.

**Qualifications:** City and Guilds Gas Service Engineer, no previous ACoP certification.

31 years practical gas work experience – no witness testimony.

***This applicant meets the requirements for Category 1 providing evidence of gas fitting qualification is presented to the Assessment Centre prior to taking assessment.***

### **Applicant 4**

**Experience:** Cavity wall insulation operative – 11 months experience.

**Qualifications:** Current ACoP 1 – 3 obtained by attending a 1 day Gas Safety Course for cavity wall operatives.

Only hands on practical work comprises of carrying out several spillage/flue flow tests.

***This applicant, from the information provided has no gas work qualifications or experience. Therefore should be regarded as a Category 3 applicant.***

### **Applicant 5**

**Experience:** Local Council Clerk of Works.

**Qualifications:** Current ACoP 1 – 1 day course on Gas Safety (Installation and Use) Regulations.

No hands on practical work in gas fitting.

***This applicant from the information provided has no apparent gas work qualifications or experience. Therefore should be regarded as a Category 3 applicant.***

### **Applicant 6**

**Experience:** 10 years non domestic installation of mechanical heating and ventilation equipment.

**Qualifications:** None.

Has helped Gas Safe Registered gas installers with some (unspecified) gas work. Evidence of that gas work is not available as the installation businesses are no longer trading.

***This applicant from the information provided has no recorded gas work qualifications or experience. Therefore should be regarded as a Category 3 applicant.***

### **Applicant 7**

**Experience:** 10 years non domestic installation of mechanical heating and ventilation equipment including gas work.

**Qualifications:** City and Guilds Heating and Ventilation (H&V) qualification.

Has worked with Gas Safe Registered gas installers on a range of gas work associated with H & V work.

***This applicant meets the requirements for Category 2 providing evidence of gas work experience is presented to the Assessment Centre and an appropriate training programme is undertaken prior to taking assessment.***

*UK QUALIFICATIONS AND CERTIFICATION SCHEMES AND THEIR SUITABILITY FOR ACCESSING ACS ASSESSMENTS*

Lists of **Suitable** Category 1 and Category 2 Awards or Certificates are now provided as a separate Microsoft Excel File (File Name: GN 8 Appendix 1)

Lists of **UNSUITABLE** qualifications and certification schemes known not to be suitable for accessing ACS assessments are now provided as a separate Microsoft Word File (File Name: GN 8 Appendix 2)

**ACS EQUIVALENT ASSESSMENTS - ACS ALIGNED, CITY AND GUILDS AND SCOTTISH QUALIFICATION AUTHORITY (SQA) 6012 SCHEME  
GAS SERVICES INSTALLATION & MAINTENANCE AND EMERGENCY SERVICE OPERATIONS NVQ**

**(FOR ACS EQUIVALENCE FOR ACS ALIGNED QCF QUALIFICATIONS - SEE EU SKILLS ASSESSMENT STRATEGY APPENDIX F)**

	COMPLEX NUMBER	CORE CCN1	COOKER CKR 1	FIRES HTR 1	INST W/H WAT 1	CENTRAL HEATING CEN 1	LAUNDRY LAU 1	LEISURE LEI 1	WARM AIR DAH 1	RANGE /CKR BOILERS CKHB 1	COMB'TION PERF'NCE ANALYSIS CPA 1	MEDIUM PRESSURE REGULATORS REGT1.	PIPEW'ORK CCN 1 See Notes	TEST AND PURGE TPCP 1A	METERS	ESP CESP 1 CMA1 CoDNESPI
<b>6012 LEVEL II</b>	6012 -02/60	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	NO	YES	NO	<b>YES UP TO U6 MET 1</b>	NO
<b>6012 LEVEL III</b>	6012 -03/70	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	YES	<b>YES UP TO U40 MET 4</b>	NO
<u>APPLIANCE PATHWAY ROUTE LEVEL II</u>																
<b>COOKERS</b>	6012 -20	YES	YES	NO	NO	NO	YES	NO	NO	NO	YES	NO	YES	NO	NO	NO
<b>CENTRAL HTG</b>	6012 -21/62	YES	NO	NO	YES	YES	NO	NO	NO	NO	YES	NO	YES	NO	NO	NO
<b>METERS</b>	6012 -22	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	NO	<b>YES UP TO U6</b>	NO
	6012-12	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	NO		<b>CMA 1</b>
<b>SPACE HEATERS</b>	6012 -24	YES	NO	YES	NO	NO	NO	YES	NO	NO	YES	NO	YES	NO	NO	NO
<b>WARM AIR</b>	6012 -25	YES	NO	NO	NO	NO	NO	NO	YES	NO	YES	NO	YES	NO	NO	NO
<u>APPLIANCE PATHWAY ROUTE LEVEL III</u>																
<b>COOKERS</b>	6012 -30	YES	YES	NO	NO	NO	YES	NO	NO	NO	YES	NO	YES	NO	NO	NO
<b>CENTRAL HTG</b>	6012 -31	YES	NO	NO	YES	YES	NO	NO	NO	NO	YES	NO	YES	NO	NO	NO
<b>METERS</b>	6012 -32	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	<b>YES UP TO U40</b>	NO
	6012 -13	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES		<b>CMA 1</b>
<b>EMERGENCY SERVICE OPERATIONS LEVEL III</b>	6012 -04/80	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	<b>YES UP TO U40</b>	YES
	6012 44/80	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES		YES
	6012-05	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	YES	YES
	6012-55	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	YES	YES
	6012-06	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	YES	YES
	6012-66	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	YES	YES

**NOTES:**

Complex 03 - Meters at Level III up to U40 fitted using anacondas, using IGE UP 1A procedures for testing and purging in domestic premises only.

Complex 04 – Meters at Level III up to U40 fitted using anacondas, using IGE UP 1A procedures for testing and purging in domestic and small commercial gas installations

Complex 04 - In addition to equivalence of **CCN 1**, enabling **ACS** appliance assessments to be added to this award. This complex also satisfies **CESP 1**, and **CMA 1**. Assessments

ACS changeover assessments may be used in conjunction with appropriate Complex Number awards

Complexes 02 – 03 - **60 – 70** Pipework sizes are up to 35mm copper and 35mm R1

Complexes 04/44 – **80** Pipework sizes are up to 50mm copper and 50mm R1

Prior to the 1<sup>st</sup> August 2007 Metering Complexes 22 and 32 included the equivalence of CCN 1. From 1<sup>st</sup> August 2007 new Metering Complexes were introduced 12 and 13 that reduces the Core to the equivalence of CMA 1

Combustion Performance Analysis will be included in those awards indicated above from the 1<sup>st</sup> March 2008

Emergency Service Operations Complexes 06 and 66 with cover both natural gas and LPG. The NG Complexes will cover the same ACS assessments as Complexes 05 and 55. LPG coverage yet to be confirmed  
Complexes 04/44 have been withdrawn by City & Guilds and replaced with Complexes 05/55



## GUIDE TO CITY AND GUILDS NVQ CERTIFICATES

**City and Guilds issue 2 types of NVQ certificate:**

1. **The Award (Qualification) certificate**, this certificate provides the Title of the award, the Complex number, the Level of the award and the certificate number (see below).
2. **A Certificate of Unit Credit (CUC) certificate**, when an Award certificate is issued, it is accompanied with a CUC certificate which describes the Units which make up the Award. The CUC certificate is NOT the certificate that should be used as providing evidence of holding an Award (Qualification). The 2 certificates (Award and CUC) should be presented together. Reliance on the CUC certificate alone should not be considered.

**NOTE:**

A CUC certificate may be issued to candidates that **DO NOT** complete an Award. That certificate will describe the Units the candidate had demonstrated competence. It may **NOT** contain all the Units that make up the Award. Therefore reliance can not be made on the CUC certificate alone as being a certificate of competence.

### INTERPRETING CITY AND GUILDS CERTIFICATION NUMBERS

City and Guilds certificates vary in style and format; certificates will be set out in either landscape or in portrait. Some will be watermarked others not.

A common theme on all certificates is the string of numbers found at the bottom of Certificates. This string provides personal details of the certificated person along with information detailing the award number. However some older certificates may not include the Certificate process number and therefore starts with the Approved Centre Number, see below.

0412/	/700052/	/600602/	/CTT9716/	/1/	/27/10/48
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Certificate process number (year month)	Approved Centre number	Scheme and complex number	Unique Candidate number issued by City and Guilds	1 = Male 2 = Female	Date of Birth
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The string of numbers typically appears at the bottom of the certificate as:

AWARDED      DECEMBER 2004              0412/700052/600602/CTT9716/1/27/10/48

**Common scheme and complex numbers include:**

662 Gas Service engineer	601603 Gas Services NVQ Level 3	601304 Gas Services NVQ Level 3	603402 Gas Services NVQ Level 2
600602 Gas Services NVQ Level 2	601301 Gas Services NVQ Level 2	601202 Gas Services NVQ Level 2	603403 Gas Services NVQ Level 3
600603 Gas Services NVQ Level 3	601302 Gas Services NVQ Level 2	601270 Scottish Gas SVQ Level 3	6084 Energy Efficiency
601602 Gas Services NVQ Level 2	601303 Gas Services NVQ Level 3	601221 CH Pathway NVQ Level 2	601902 Plumbing NVQ Level 2