



Standards of training in gas work



***IGEM/IG/1 Edition 2
Communication 1839***

Standards of training in gas work

***IGEM/IG/1 Edition 2
Communication 1839***

Standards of training in gas work



Price Code: C2S
© The Institution of Gas Engineers and Managers
IGEM House
26-28 High Street
Kegworth
Derbyshire, DE74 2DA
Tel: 01509 678150
Email: technical@igem.org.uk

Copyright © 2021, IGEM. All rights reserved
Registered charity number 214011

All content in this publication is, unless stated otherwise, the property of IGEM. Copyright laws protect this publication. Reproduction or retransmission in whole or in part, in any manner, without the prior written consent of the copyright holder, is a violation of copyright law.

ISBN 978 1 9161991 5 6
Published by the Institution of Gas Engineers and Managers

Previous Publications:
Communication 1767 (2014) – 1st Edition

For information on other IGEM Standards please visit our website, www.igem.org.uk

FOREWORD

Following a review of Approved Code of Practice (ACoP) L56 & Code of Practice (CoP) 20 in 2012/13, CoP 20 was withdrawn by Health and Safety Executive (HSE) and the main clauses 8, 13 and 14 were amended and inserted into L56 to embed the requirement for training.

This gas industry document 'Standards of training in gas work', referenced in ACoP L56 (Guidance to regulation 3(1)-(2)) was prepared and published in 2014. The drafting of Edition 2 has been undertaken by a Working Group, which included representatives from the Standards Setting Body (SSB) and industry stakeholders facilitated by the Institution of Gas Engineers and Managers (IGEM) and Energy & Utility Skills.

This Standard has been approved by the Strategic Management Board (SM)B and IGEM's Technical Coordinating Committee (TCC) and published in 2021 after consultation with industry stakeholders, Gas Safe Register and HSE.

This Standard provides the scope and requirements for the training necessary to enable those entering and continuing to work in the industry to achieve competence in the areas of gas work they wish to undertake.

Authorised Recognisers of training and Training providers are required to design, develop and deliver training programmes to meet the needs of those entering and continuing to work in the industry, taking account of their level of skill, knowledge and experience of gas work.

The objective of this Standard is to provide the gas industry with an agreed structure which provides a clear, robust route to achieve well trained and knowledgeable persons able to undertake safe gas work.

CONTENTS

SECTION		PAGE
1	Introduction	1
2	Legal and allied considerations	2
3	Scope	4
4	Standards of training	5
FIGURE		
1	Standards of training for new entrants (wishing to work within the scope of GSIUR) and route to Gas Safe registration	6
2	Persons currently or previously registered as a 'class of persons'	8
3	Training of persons working outside the scope of GSIUR	10
APPENDIX		
1	Glossary, definitions, acronyms and abbreviations	12
2	References and sources of information	16
3	Training programme and training provider recognition process	18

SECTION 1 : INTRODUCTION

- 1.1 This Standard supersedes IGEM/IG/1 communication number 1767, which is now obsolete.
- 1.2 This Standard provides for the application of standards of training for the gas industry under the Health and Safety at Work Act and Regulation 3(1)-(2) of the Gas Safety (Installation and Use) Regulations (GSIUR), as detailed in the supporting Safety in the installation and use of gas systems and appliances; ACoP L56.
- 1.3 This Standard has been drafted by a Panel appointed by the Institution of Gas Engineers and Managers' (IGEM's) TCC, subsequently approved by that Committee; the Gas Utilisation Committee, the Gas Measurement Committee and the Gas Transmission and Distribution Committee, published by the authority of the Council of IGEM. In addition, approved by the Standard Consultation Forum (SCF) and the Strategic Management Board (SMB) and published by the authority of the SSB.
- 1.4 This Standard makes use of the terms "shall" and "should" when prescribing requirements:
- the term "shall" prescribes a requirement which, it is intended will be complied with in full and without deviation
 - the term "should" prescribes a requirement which, it is intended will be complied with unless, after prior consideration deviation is considered to be acceptable.
- 1.5 This Standard was published February 2021.

SECTION 2 : LEGAL AND ALLIED CONSIDERATIONS

2.1 HEALTH AND SAFETY AT WORK ETC. ACT 1974 (HSWA)

The Act states:

- 2(1) It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.*
- 3(1) It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.*
- 3(2) It shall be the duty of every self-employed person who conducts an undertaking of a prescribed description to conduct the undertaking in such a way as to ensure, so far as is reasonably practicable, that he and other persons (not being his employees) who may be affected thereby are not thereby exposed to risks to their health or safety.*

The matters to which the duty in Section 2(1) extends include in particular:

- 2(2)(c) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees.*

2.2 THE GAS SAFETY (INSTALLATION AND USE) REGULATIONS 1998 (GSIUR)

There is a requirement in these Regulations for work to be carried out only by competent persons.

The Regulations state:

- 3(1) No person shall carry out any work in relation to a gas fitting or gas storage vessel unless he is competent to do so.*
- 3(2) The employer of any person carrying out such work for that employer, every other employer and self-employed person who has control to any extent of such work and every employer and self-employed person who has required such work to be carried out at any place of work under his control shall ensure that paragraph (1) above is complied with in relation to such work.*

2.3 SAFETY IN THE INSTALLATION AND USE OF GAS SYSTEMS AND APPLIANCES; APPROVED CODE OF PRACTICE AND GUIDANCE L56; ACOP 3(1) paragraphs 81 and 82 state:

81 *Gas work should only be undertaken:*

- (a) by a person, who has successfully completed an industry-recognised training course followed by assessment of competence. Training that leads to assessment of competence in safe gas work should be recognised by the industry's standards setting body; or*
- (b) in the case of a currently or previously registered person, where they have proved competence through a certification scheme; or*
- (c) for those working at premises that fall outside the scope of the Regulations (see regulation 2(4) and associated guidance), by a person who has successfully completed an appropriate full training course followed by assessment of competence.*

82 *Training should be of a standard to enable a gas engineer to achieve competence in the safe installation, purging, commissioning, testing, servicing, maintenance, repair, disconnection, modification and dismantling of the gas systems, fittings and appliances with which they are working. This should include an adequate knowledge of:*

- (a) relevant associated services such as water and electricity;*
- (b) the potential exposure to asbestos;*
- (c) the dangers they may give rise to;*
- (d) the precautions to take.*

2.4 Employers of gas engineers are not complying with their duties under sections 2(1), 2(2)(c) and 3(1) of the HSWA or with Regulation 3 of the GSIUR 1998 if the gas engineer is not competent (refer to 2.5 for the definition of competence). Similarly, a self-employed gas engineer will not be complying with their duty under section 3(2) of the HSWA or with Regulation 3 of the 1998 Regulations if they are not competent. An employee or a person working on their own behalf (i.e., undertaking D.I.Y) are not complying with Regulation 3 of the 1998 Regulations if they are not competent.

2.5 Competence is a combination of practical skill, training, knowledge and experience to carry out the job in hand safely, and ensuring the installation is left in a safe condition for use. Knowledge needs to be kept up to date with changes in law, technology and safe working practice (refer to L56 paragraphs 85 and 88).

2.6 Related legislation and guidance is listed by Gas Safe Register on their website www.gassaferegister.co.uk in the Legislative, normative and informative document list (LINDL). The LINDL document can be viewed by logging into an engineer's online account at <https://www.gassaferegister.co.uk/sign-in/>. Guidance on other related legislation may be obtained from HSE at www.hse.gov.uk/gas.

SECTION 3 : SCOPE

- 3.1 This Standard sets out the requirements for training in gas work for;
- new entrants to the gas industry working within the scope of the GSIUR
 - those persons currently or previously registered seeking re-certification
 - those persons wishing to extend their range or scope and
 - those persons working at premises or on equipment outside the scope of GSIUR.

Note 1: For definitions refer to Appendix 1.

Note 2: If necessary, gas engineers seeking re-certification may attend refresher courses which include any changes in law, technology or safe working practice. Refer to Guidance Note 8 (GN8) (see Appendix 1).

- 3.2 The SSB is responsible for ensuring that developers/providers wishing to provide training for new entrants and gas engineers working within the scope of GSIUR and their associated training programmes meet the requirements of IGEM/IG/1.
- 3.3 This Standard does not specify the content of specific training programmes but provides the requirements necessary for the development of training specification/programmes.

SECTION 4 : STANDARDS OF TRAINING

This Section details the requirements for training providers who deliver training programmes for the following categories detailed in the Safety in the installation and use of gas systems and appliances L56 Approved Code of Practice 3 (1) paragraphs 81 and 82.

- a) New entrants into the gas industry wishing to become a 'class of persons' (paragraph 81(a)) - see Figure 1
- b) Persons currently or previously registered as a 'class of persons' (paragraph 81 (b)) - see Figure 2
- c) Persons working outside the scope of GSIUR (paragraph 81 (c))- see Figure 3.

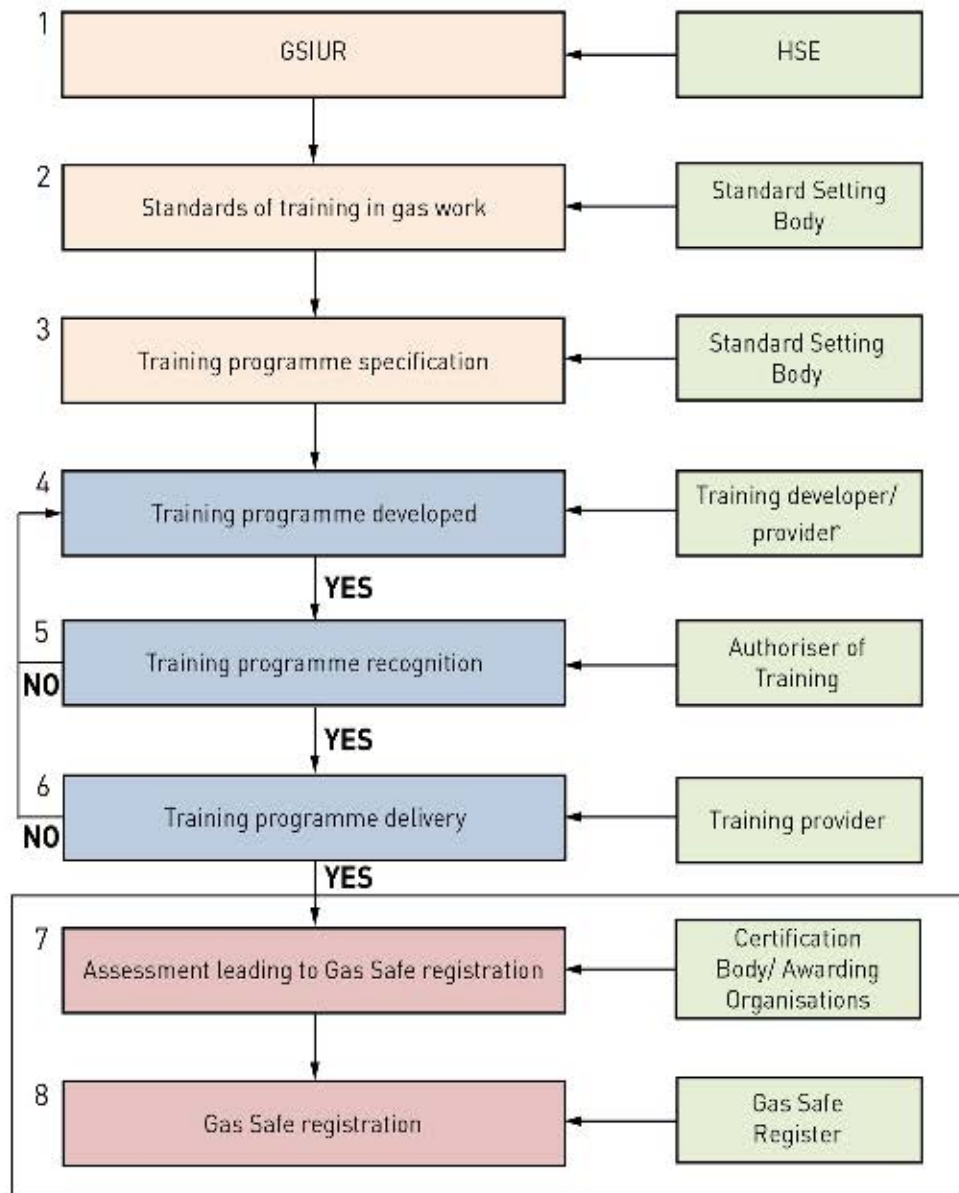
4.1 Training programmes shall include sufficient theoretical and practical training and where appropriate be supplemented by relevant on-site supervised practice under the direct supervision of a mentor. The training needs to be relevant to the scope of the work to be undertaken.

4.2 The training specifications shall detail the overall duration of the training programme and minimum guided learning hours for each subject. For the purpose of minimum guided learning hours, for consecutive learning days, each day shall be no longer than 7.5 hours or 37.5 hours per week or in the instance of day release a maximum of 10 hours.

The flowcharts (see Figures 1, 2 and 3) and associated notes provide the requirements necessary to develop and deliver training programmes.

Key to Figures 1, 2 and 3





Note: See the associated Notes below and on the next page.

FIGURE 1 – STANDARDS OF TRAINING FOR NEW ENTRANTS (WISHING TO WORK WITHIN THE SCOPE OF GSIUR) AND ROUTE TO GAS SAFE REGISTRATION

NOTES RELATING TO STANDARDS OF TRAINING OF NEW ENTRANTS (WISHING TO WORK WITHIN THE SCOPE OF GSIUR (FIGURE 1) (1-6) AND ROUTE TO GAS SAFE REGISTRATION (7-8)

TRAINING OF NEW ENTRANTS

- 1 ***GSIUR Approved code of practice and guidance L56 Safety in the installation and use of gas systems and appliances***
The reference for this document is under Regulation 3(1) and 3(2) of the Approved Code of Practice 3(1) paragraphs 81(a) and 82.
- 2 ***Standards of training in gas work***
This Standard details the requirements necessary for Recognisers of training and Training providers to develop and deliver training via industry recognised programmes in gas work for new entrants to the gas industry that are required to be Gas Safe registered.

3 **Training programme specification (see A2.5)**
 Produced by the SSB, the specification outlines the criteria to which the Recogniser of training and Training provider shall develop their training programme. The specification should be aligned to National Occupational Standards (NOS) or equivalent competency criteria and shall provide a clear scope required to provide the new entrants with the required practical skills, knowledge, on-site experience and understanding to carry out safe gas work.

4 **Training programme developed**
 The Recogniser of training and Training provider shall develop their training programme against the appropriate specification and shall be submitted to the Authoriser for recognition in line with the structure listed in Appendix 3 of this document.

Note: The Authoriser is appointed by the SMB to manage the recognition of training.

5 **Training programme recognition**
 The training programme shall be reviewed against the specification for the scope of work. Once recognised, the training programme is registered by the Authoriser. Recogniser of training and Training providers can run their recognised programme at more than one training centre subject to verification and audit requirements, see Appendix 3.

6 **Training programme delivery**
 Training providers shall deliver their programme to the appropriate specification and be subject to audit and verification requirements. Recognition of these programmes will be published on Energy & Utility Skills' website. All training programmes shall include an evaluation of the effectiveness of learning. Records of training, including a summary of on-site training, shall be kept by the training provider for a minimum of six years.

Following the submission of the portfolio of on-site evidence, upon request, this shall be made available to the new entrant for duplication.

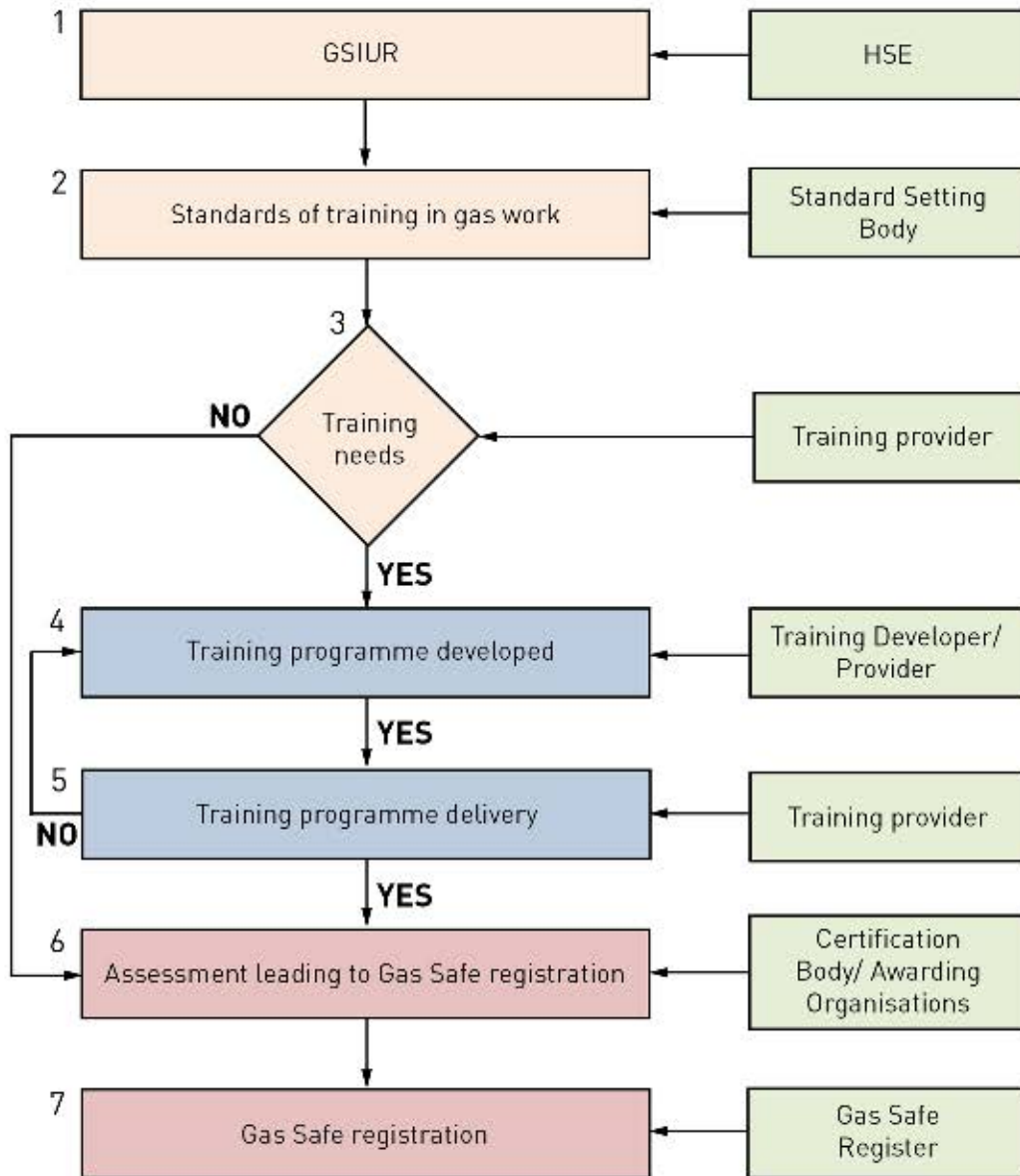
Upon satisfactory completion of both on and off-site requirements, the Independent training provider or Recogniser of training shall issue a certificate of training.

The original evidence shall be retained by the training provider for a period of no less than twelve months following the External Quality Assurance (EQA) visit after the claim for certification.

GAS SAFE REGISTRATION (outside the scope of this document)

7 **Assessment leading to Gas Safe registration**
 All persons wishing to obtain Gas Safe registration shall undertake an independent assessment (e.g., Nationally Accredited Certification Scheme for Individual Gas Fitting Operatives (ACS)).

8 **Gas Safe registration**
 For the holder of a certificate of competence to undertake gas work legally within the scope of GSIUR, they need to apply to Gas Safe Register to be registered as a 'class of persons'.



Note: See the associated Notes on the next page.

FIGURE 2 - PERSONS CURRENTLY OR PREVIOUSLY REGISTERED AS A CLASS OF PERSONS

NOTES RELATING TO TRAINING FOR PERSONS CURRENTLY OR PREVIOUSLY REGISTERED AS A CLASS OF PERSONS (FIGURE 2) (1-5) AND ROUTES TO GAS SAFE REGISTRATION (6-7)

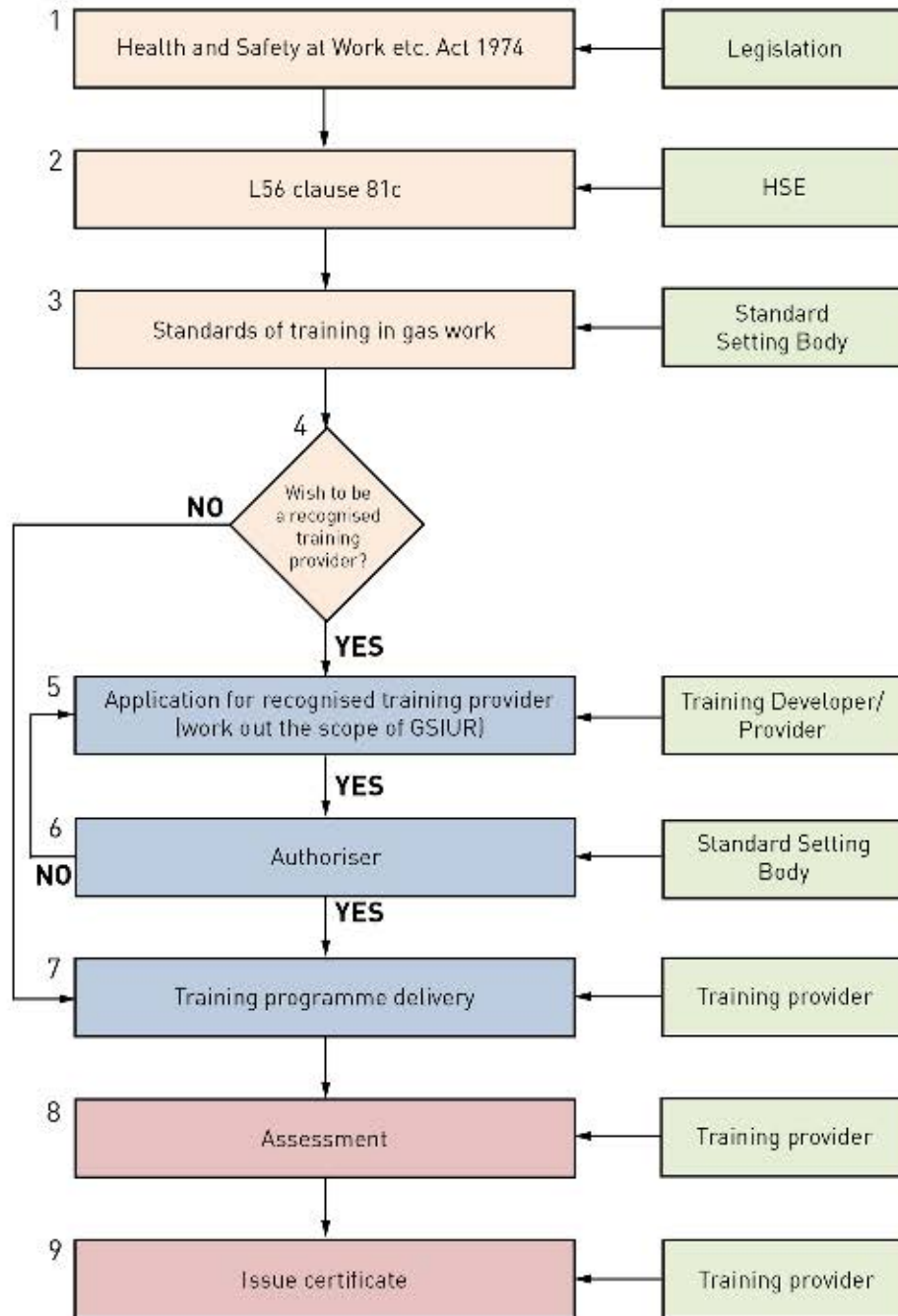
TRAINING

- 1 ***GSIUR Approved code of practice and guidance L56 Safety in the installation and use of gas systems and appliances***
The reference for this document is under Regulation 3(1) and 3(2) of the Approved Code of Practice 3(1) paragraphs 81(b) and 82.
- 2 ***Standards of training in gas work***
This Standard details the requirements necessary for training providers to deliver training programmes in gas work for those persons who are currently or were previously registered or have a relevant gas qualification.
- 3 ***Training needs***
If the gas engineer is undertaking re-assessment in the same range and scope, they are not required to undertake training.

If the gas engineer is seeking a change to the range and or scope of their work, they shall be required to undertake training. Refer to Guidance Note 8 (GN8) to establish their training needs (see Appendix 1).
- 4 ***Training programme developed***
The training provider shall develop a training programme based upon the relevant industry training specification and that is suitable for the needs of the gas engineer.
- 5 ***Training programme delivery***
Training providers shall deliver their programme in line with the needs of the gas engineer. All training programmes shall include an evaluation of the effectiveness of learning.

GAS SAFE REGISTRATION (outside the scope of this document)

- 6 ***Assessment leading to Gas Safe registration***
All persons wishing to obtain Gas Safe registration shall undertake an independent assessment (e.g. ACS).
- 7 ***Gas Safe registration***
For the holder of a certificate of competence to undertake gas work legally within the scope of GSIUR, they need to apply to Gas Safe Register to be registered as a 'class of persons'.



Note: See the associated Notes on the next page.

FIGURE 3 - TRAINING OF PERSONS WORKING OUTSIDE THE SCOPE OF GSIUR

NOTES RELATING TO TRAINING OF PERSONS WORKING OUTSIDE THE SCOPE OF GSIUR (FIGURE 3)

- 1 ***Health and Safety at Work Act etc.***
Employers of gas engineers and self-employed persons shall comply with their duties under sections 2(1), 2(2)(c), 3(1) and 3(2) of the Health and Safety at Work etc Act (HSWA).
- 2 ***GSIUR Approved codes of practice and guidance L56 Safety in the installation and use of gas systems and appliances***
The reference for this document is under Regulation 3(1) and 3(2) of the Approved Code of Practice 3(1) paragraphs 81(c) and 82.
- 3 ***Standards of training in gas work***
This document details the requirements necessary for training providers to develop and deliver training and assessment programmes in gas work for those persons who operate outside the scope of the GSIUR (see Appendix 3).
- 4 ***Training programme recognition***
The training provider may wish to have their training industry recognised.
- 5 ***Application for recognised training provider***
Training providers who wish to become a recognised training provider should apply to the Authoriser or Recogniser of training (see Appendix 3). This recognition allows the provider to design and deliver any number of training and assessment programmes for this category, and not require approval for each individual programme.
- 6 ***Application approval***
The training provider should submit samples of training/assessment programmes for recognition and be subject to verification and audit requirements at regular intervals.
- 7 ***Training programme delivery***
Training providers should deliver their programme to meet the needs of the person. All training programmes shall include an evaluation of the effectiveness of learning.
- 8 ***Assessment***
The training provider should provide an assessment process to enable those persons to prove their competence in the scope of work on which they have received the training.
- 9 ***Issue certificate***
The training provider or Recogniser shall provide a certificate of competence to those persons who have successfully completed a training and assessment programme. Records of all certificates should be kept by the training provider or the Recogniser of training for a minimum of six years.

APPENDIX 1 : GLOSSARY, DEFINITIONS, ACRONYMS AND ABBREVIATIONS

A1.1 GLOSSARY

All definitions, other than those given below are given in IGEN/G/4 which is freely available by downloading a printable version from IGEN's website, www.igem.org.uk.

A1.2 DEFINITIONS

assessment	measurement of the required level of competence.
Authoriser	independent organisation appointed by the Strategic Management Board (SMB) to authorise organisations intending to be "Recognisers of training", recognise training programmes and recognise the training provided by "Independent Training providers". In addition, undertake annual audits of those organisations that are a "Recogniser of training" and the training of "Training providers" including independent training providers.
awarding organisation	organisations recognised by Ofqual, Scottish Qualifications Authority (SQA) and Welsh Government (Qualification Wales) to provide specific qualification types e.g. from General Certificate of Secondary Education (GCSE) O and A levels to specialised vocational qualifications.
certification body	accredited by National Accreditation Body for the United Kingdom (UKAS) following ongoing assessment against internationally recognised standards to demonstrate their competence, impartiality and performance capability to provide an accreditation scheme in accordance with the Nationally Accredited Certification Scheme for Individual Gas Fitting Operatives.
class of persons	all gas engineering businesses, including self-employed gas engineers, are (subject to the limited exceptions in regulation 3(4)) required to be in membership of a class of persons approved by HSE, whether they carry out such work as their main or part activity. Gas engineers who are employed by a member of an approved class of persons but who do separate work on their own behalf need to be in membership of such class of persons, e.g., Gas Safe registered, in their own right. This definition is an extract from GSIUR.
evaluation	measuring the effectiveness of learning.

gas engineer	any person who installs, purges, commissions, tests, services, maintains, repairs, disconnects, modifies and dismantles gas systems, fittings and appliances whether they are an employee or working on their own behalf.
gas work	as defined by GSIUR.
gas system	all gas installation pipework, fittings, meters and appliances as well as the ventilation and chimney/flueing systems.
guidance note 8	details the entry routes to ACS assessment and the requirements for extending scope or range of work.
guided learning hours	<p>off-site learning supervised by a trainer, which can be supported by:</p> <ul style="list-style-type: none"> • classroom based learning supervised by a Trainer • work-based learning supervised by a Trainer • live webinar or telephone tutorial with a Trainer in real time • e-learning supervised by a Trainer in real time • all forms of assessment which take place under the immediate guidance or supervision of a Trainer.
mentor	a technically competent, Gas Safe registered person with suitable industry experience, holding relevant competencies, who provides on-site support and advice to the new entrant whilst building evidence for their portfolio, during the programme duration.
new entrant	a person who does not hold relevant gas qualifications, has not received recognised training and wishes to achieve a recognised industry qualification (see Section 4).
out of scope	refer to GSIUR. For further details see Regulation 2.
off-site	an environment outside of the workplace e.g., training centre.
Ofqual	regulator of qualifications, examinations and assessments in England and vocational qualifications in Northern Ireland.
on-site work experience	gas work carried out in the workplace with and under the supervision of the Mentor.
recogniser of training	organisation recognised by the Authoriser to establish that the training delivered by the training provider meets industry specification.

Scottish Qualification Authority, Scotland	regulator of qualifications, examinations and assessments in Scotland.
Standards Consultation Forum	ensures that employers and stakeholders allied to the gas industry are appropriately consulted as an integral part of the process of competence standard setting arising from proposals to amend training specifications or introduce new assessment mechanisms and associated aspects for businesses seeking registration on the Gas Safe Register.
Standard Setting Body	approved by HSE to develop and maintain the gas safety competence criteria for the proof of competence that leads to Gas Safe registration.
Strategic Management Board	ensures that the mechanisms and processes established for the production, maintenance and implementation of training specifications, competence criteria and associated assessment specifications operate in an effective and efficient manner to align fully with the Legislative requirements of the Gas Safety (Installation and Use) Regulations 1998 and subsequent Registration requirements for consumer safety.
trainer	a technically competent person, delivering off-site training to the required training specification.
training developer	organisation responsible for the development of training programmes meeting the requirements of this document.
training provider	organisation responsible for delivery of training programmes, that is approved by the Recogniser or Authoriser.
training specification	produced by the SSB, the training specification outlines the criteria to which the training provider shall develop and deliver their training programme.
Welsh Government (Qualification Wales)	regulator of qualifications, examinations and assessments in Wales.

A1.3

ACRONYMS AND ABBREVIATIONS

ACoP	Approved Code of Practice
ACS	Nationally Accredited Certification Scheme for Individual Gas Fitting Operatives
CoP	Code of Practice
CV	Curriculum Vitae
D.I.Y	Do it Yourself
EQA	External Quality Assurance
GB	Great Britain
GCSE	General Certificate of Secondary Education
GIUSP	Gas Industry Unsafe Situations Procedures (IGEM/G/11)
GN8	Guidance Note 8

GSIUR	Gas Safety Installation and Use Regulations
HSE	Health and Safety Executive
HSWA	Health and Safety at Work Act
IGEM	Institution of Gas Engineers and Managers
LINDL	Legislative, Normative and Informative Document List
SCF	Standard Consultation Forum
SMB	Strategic Management Board
SQA	Scottish Qualification Authority
SSB	Standard Setting Body
TCC	Technical Coordinating Committee
UKAS	United Kingdom Accreditation Service.

APPENDIX 2: REFERENCES AND SOURCES OF INFORMATION

This Standard is set out against a background of legislation in force in United Kingdom, Isle of Man and Guernsey at the time of publication. Similar considerations are likely to apply in other countries and reference to the appropriate national legislation will be necessary. The following list is not exhaustive.

All relevant legislation is required to be complied with and relevant Approved Codes of Practice (ACoPs), official Guidance Notes and referenced codes, standards, etc. will need to be taken into account.

Where British Standards, etc. are quoted, equivalent national or international standards, etc. equally may be appropriate.

Care needs to be taken to ensure that the latest editions of the relevant documents are used.

A2.1 PRIMARY LEGISLATION

- Health and Safety at Work etc. Act 1974

A2.2 SECONDARY LEGISLATION

- Gas Safety (Installation and Use) Regulations 1998 as amended.

A2.3 APPROVED CODES OF PRACTICE AND GUIDANCE

- L56 Safety in the installation and use of gas systems and appliances. ACoP and Guidance 5th Edition
- CoP 20 Standards of training in safe gas installation (withdrawn by HSE).

A2.4 STRATEGIC MANAGEMENT BOARD

- Governance for the recognition of training

A2.5 TRAINING SPECIFICATION

- IGEN/IG/1 Supplement 1 Non domestic training specification
- IGEN/IG/1 Supplement 2 Domestic Natural Gas training specification
- IGEN/IG/1 Supplement 3 Metering/ESP Natural Gas training specification
- IGEN/IG/1 Supplement 4 LPG training specification.

A2.6 IGEN

- IGEN/G/4 ED 2 Definitions for the gas industry
- IGEN/G/11 Ed 2 Gas industry unsafe situations procedure.

A2.7 SOURCES OF INFORMATION

Further information can be obtained from:

Energy & Utility Skills Limited
 Friars Gate,
 1011 Stratford Road,
 Shirley,
 Solihull,
 B90 4BN
 E-mail: enquiries@euskills.co.uk
 Tel: 0121 713 1310

Institution of Gas Engineers and Managers (IGEM)

IGEM House,
26 & 28 High Street,
Kegworth,
Derbyshire,
DE74 2DA

E-mail: technical@igem.org.uk

Tel: 01509 678150

HSE

Website: <http://www.hse.gov.uk/gas> or telephone the Advisory Team on 0300 003 1747 during office hours – 8.30 am to 5.00 pm, Monday to Friday.

Gas Safe Register

PO Box 6804,
Basingstoke.
RG24 4NB

E-mail: enquiries@gassaferegister.co.uk

Tel: 0800 408 5500

APPENDIX 3 : TRAINING PROGRAMME AND TRAINING PROVIDER RECOGNITION PROCESS

A3.1 RECOGNITION OF TRAINING PROGRAMMES FOR NEW ENTRANTS

A3.1.1 All training programmes for new entrants (see clause 3.1) to the gas industry are required to be set against the appropriate industry specification held by the Standards Setting Body (also see Figure 1 and A2.5).

A3.1.2 The governance of the Recognition of training is set out by the SMB in their "Governance for the Recognition of training" (see A2.4).

A3.1.3 To enable the training programmes to be recognised the following information has to be submitted and recognised as being fit for purpose by the Standards Setting Body:

An indication of the areas assessed, as part of the process are listed below:

A3.1.3.1 All training courses for gas work are required to be recognised as fit for purpose via the industry established process determined by the SMB, facilitated by the Authoriser, and will be subject to the submission of the following information:

- **training organisations and relevant accreditations**
Details and copies of policies on Health & Safety, Quality Management, Environmental Protection plus relevant accreditation, licences and insurance policies
- **the market industry or sector need for the training**
A statement that sets out the purpose of the training programme and the target population
- **the training aims and objectives**
Copy of the programme aims and objectives to be issued to new entrant, including pre-course requirement, operating rules and safety requirements
- **training specification and content**
Information on the programme duration, technical content, both theory and practical, and session plans. Copies of Codes of Practice, relevant policies, technical manuals and any hand-out material or visual aids to be used as part of the course
- **method of delivery to be used**
The methods used to deliver training input are appropriate to the subject matter and adequate support and guidance is provided for the new entrant
- **assessment/testing methodology to be used**
Description of how the practical and knowledge based elements will be assessed in order for all objectives to be met, together with copies of all test papers, pass mark and practical skills assessments to be used
- **verification methodology to be used**
Explanation of the internal verification process of the assessment of new entrant
- **trainer capability and qualifications**
List of all trainers involved in the delivery of the programme, together with CVs for each person demonstrating that each trainer has relevant industry vocational capability, training capability/qualifications and Gas Safe registered

- **programme maintenance and development methodology to be adopted**
Explanation of the process used to collect, analyse and act upon new entrants feedback, and to monitor and evaluate changes in technology and/or legislation leading to improvements being implemented
- **facilities and equipment to be used**
Inventory of sites and centres to be used together with descriptions of the specific equipment and/or plant to be used (include relevant photographs as appropriate)
- **evidence meets relevant industry and technical requirements**
The mechanism established for the maintenance and future development of the programme as required by legislative or other changes. Details of administration and process to retain securely relevant documentation and data applicable
- **facility for new entrants feedback and complaint investigation/resolution methodology**
The mechanism established for quality assurance of the programme and any audit processes in place
- **audit/quality assurance processes and methodology**
The mechanism established for quality Assurance of the programme and any audit processes in place.

- A3.1.4 Following the initial recognition process training providers will be subject to annual audit of course delivery to ensure that they are being delivered in accordance with the submitted programme.
- A3.1.5 The training programme submission is to be reviewed by the Recogniser /Authoriser of Training against the specification for the scope of work.
- A3.1.6 If the review is unsatisfactory then the issues raised are to be addressed and arrangements made to re-submit the training programme (see Figure 1).
- A3.1.7 Following initial recognition, the training provider is subject to an on-site audit to ensure the programme is being delivered in accordance with the recognised material.
- A3.1.8 Subject to satisfactory audit, the training programme receives full recognition and is posted on-line at an appropriate location.
- A3.1.9 If the audit is unsatisfactory then the issues raised are to be addressed and arrangements made to re-audit the training centre (see Figure 1).
- A3.1.10 On-going recognition of training programmes are to be maintained through a regular audit of the training provider.
- A3.1.11 Training developer/providers can run their recognised training programmes at more than one training centre subject to verification and audit requirements. The training programmes are to be submitted to the Standards Setting Body for initial recognition as A3.1.1 to A3.1.7 with on-site audits taking place at the designated centres through a sampling process.
- A3.1.12 Training developer/providers who run their training programmes through more than one centre are responsible to ensure that training delivery in all the training establishments is consistent and meets the specification.

A3.2 **RECOGNITION OF TRAINING PROVIDERS FOR PERSONS WORKING OUTSIDE THE SCOPE OF GSIUR**

A3.2.1 Training providers training those persons working outside the scope of GSIUR may follow the process outlined above in A3.1.2 to A3.1.10. If followed, this will enable the training provider to gain recognition through validation of a sample of training programmes rather than each individual training programme (see Figure 3).

A3.3 **AGREEMENT FOR ORGANISATIONS TO RECOGNISE TRAINING PROVIDERS ON BEHALF OF THE STRATEGIC MANAGEMENT BOARD**

A3.3.1 To enable additional organisations to recognise training providers, who offer training to those persons working outside the scope of GSIUR an agreement with the SMB is required. This is based upon the process outlined A3.1.2 to A3.1.10.

BLANK PAGE



February 2021

Institution of Gas Engineers and Managers

IGEM House
26 & 28 High Street
Kegworth
Derbyshire
DE74 2DA

T +44 (0)1509 678150
E technical@igem.org.uk
W www.igem.org.uk