ACS ENTRY ROUTES AND CHANGEOVER REQUIREMENTS - GUIDANCE NOTE 8

INTRODUCTION

This Guidance Note (GN8) details the entry routes to ACS Assessment and the requirements for extending scope or range of work. GN8 (Table 2) it is not intended to prevent or restrict movement but to ensure consistency and provide practical guidance to assist compliance with GSIUR - Regulation 3 Qualification and Supervision by ensuring gas engineers do not undertake gas work on appliances or systems for which they have insufficient training and experience.

Where extension of scope or range training is required for experienced engineers, the training content shall be taken from the relevant IGEM/IG/1 training specification and upon satisfactory completion the engineer shall be issued with a certificate or validation of training report identifying the training that was undertaken and the training provider.

DEFINITIONS

New Entrant: A person wishing to achieve a recognised industry qualification to undertake gas work and gain Gas Safe Registration in that work category, this includes persons holding qualifications recognised as Category 2 (GN8 Appendix 1)

Experienced Engineer: An engineer who is registered or previously registered on GSR. The engineer must be in possession of or previously held an ACS core (or relevant qualification) for a minimum of 12 months.

Extend Scope: Moving from one sector to another e.g., Domestic to Commercial (see table 4)

Extend Range: Remaining within the sector but adding additional appliances e.g., holding CCN1 & CENWAT adding HTR1 (see table 3)

MLP: Managed Learning Programme (MLP) approved by the Authoriser of Training (IGEM) in accordance with the requirements of IGEM/IG/1.

MLP - Bridge: Recognisers of Training are required to use derivatives of their approved MLP's for engineers that are extending Scope or Range with less than twelve months from completion of their qualification or core ACS.

MLP - RPL: Recognisers of Training are required to use derivatives of their approved MLP's to develop changeover MLP's, taking into consideration any Recognition of Prior Learning (RPL).

RPL - Bridge: This route is designed to build on an existing MLP or Qualification

RWE: Realistic work environment- Appliances and equipment installed within an approved training centre, replicating typical installations (or part of) which would be found in the workplace.

Guidance Note 8 is supported by the following:

- GN8 Appendix 1 - List of UK Qualifications and Certification Schemes that are suitable to access ACS Assessments, these Qualifications have been identified as either Category 1 or Category 2
- GN8 Appendix 2 - List of UK Qualifications and Certification Schemes that are known NOT to be suitable for accessing ACS Assessments

ACS Core assessments have been classified into 3 groups (Table 1); Category A, Category B and Category C, with defined routes to follow when extending scope from Category B and C to Category A.

CATEGORY CORE GROUPS						
A	CCN1	CCLP1-PD	CCLP1-RPH	COCN1	CCCN1	CCLNG1
B	CESP1	CMA1	CMA3	CCLP1-EPC	CCLP1-LAV	CCLP1-B
C	COCNPI1LS	CMIT1	CMA2LS	CCLP1-MC	CCLP1-EP	

TABLE 1

ACS ENTRY ROUTES AND CHANGEOVER REQUIREMENTS - GUIDANCE NOTE 8

EXPERIENCED GAS ENGINEER	TRAINING	EXPERIENCE	RWE EVIDENCE
1. Renewing an existing or expired ACS or GCS certificate or gas qualification[10] with equivalent ACS certificate	Optional	N/A	N/A
2. Holding a recognised gas qualification as listed and indicated as Category 1 on GN8 Appendix 1 applying to **extend range** of work within the same sector	Required	[2] Gas Safe Registered and a minimum of twelve months from completion of qualification or core ACS	[1] Required if no documented evidence of onsite experience in extension applied for
3. Holding **Category, A B or C Core** ACS Certificate applying to **extend range** of work within the same sector.	Required	[2] Gas Safe Registered and a minimum of twelve months from completion of qualification or core ACS	[1] Required if no documented evidence of onsite experience in extension applied for
4. Holding **Category, A** ACS Certificate applying to **extend scope** of work to a different sector, e.g. CCN1 to CoDNCO1 or CoDC1 or COCN1 to CoCDN1 etc	Required	[2] Gas Safe Registered and a minimum of twelve months from completion of qualification or core ACS	[1] Required if no documented evidence of onsite experience in extension applied for
5. Deliberately left blank (now included in Route 3)			
6. Experienced foreign national gas engineer holding a valid certificate of gas competence or license to practice gas work in the country of issue applying to remain in that sector e.g. Domestic	Optional	[3] Experience declaration signed by engineer	N/A
NEW ENTRANT WITH TRANSFERABLE SKILLS OR EXPERIENCE	**TRAINING**	**EXPERIENCE**	**RWE EVIDENCE**
7. Holding a recognised qualification as listed and indicated as Category 2 on GN8 Appendix 1 or holding **Category C Core** ACS Certificate applying to **extend scope** of work to a different sector	[4] MLP - RPL	[4] MLP - RPL	[6] If required to support onsite experience
8. Experienced in gas work (gained legally within the scope of GS(I&U)R) wishing to gain ACS in that sector e.g. Industrial experience applying for COCN1 or LPG (leisure site) experience applying for CCLP1 LAV etc	MLP	[5] MLP - RPL	[6] If required to support onsite experience
9. Experienced in gas work (gained legally from outside scope of GS(I&U)R) wishing to gain ACS in that **specific category** e.g. Engineer working on gas engines in factory wishing to gain CGFE1	Required	[8] Experience declaration signed by engineer and employer	[1] If required to support onsite experience
10. Holding **Category B** ACS Certificate applying to **extend scope** of work to a different sector, e.g. CMA1 to CCN1	[9] RPL - Bridge	[9] RPL - Bridge	[1] If required to support onsite experience
11. Holding a qualification as listed and indicated as unsuitable on GN8 Appendix 2	[4] MLP - RPL	MLP	[6] If required to support onsite experience
NEW ENTRANT WITHOUT TRANSFERABLE SKILLS OR EXPERIENCE	**TRAINING**	**EXPERIENCE**	**RWE EVIDENCE**
12. Working to achieve a **Category A or B Core**	MLP	MLP	[6] If required to support onsite experience
13. Working to achieve a **Category C Core** or ICPN1LS or ICAE1LS or EFJLP1	[7] Required	[7] Required	[7] If required to support onsite experience

TABLE 2

Yellow Routes (7, 8, 11 & 12) are within the Recogniser of Training Scope of IGEM
Green Routes (1 – 6, plus 9, 10 & 13) are outside the Recogniser of Training Scope of IGEM

ACS ENTRY ROUTES AND CHANGEOVER REQUIREMENTS - GUIDANCE NOTE 8

TABLE 2 NOTES

NOTE 1: Where opportunities are limited or not available for experienced GSR engineers to gain onsite experience to extend their Scope or Range of work, Realistic Work Environment (RWE) evidence must be used as an alternative. The RWE evidence must be obtained with a record retained in the candidates' file and identified as RWE. Appliances and equipment used for RWE training purposes should be installed within an approved training centre, replicating typical installations (or part of) which would be found in the workplace.

NOTE 2: Before extending Scope or Range of work, gas engineers must provide evidence to the centre that they are Gas Safe Registered and there has been a minimum duration of twelve months from completion of their qualification or core ACS.

Exceptions to note 2:

- Where an engineer extends Scope or Range with less than twelve months since completion of their qualification or core ACS they will be required to show their Gas Safe Registration and will be required to undertake an MLP- Bridge via a recognised training provider in accordance with the requirements of the relevant IGEM/IG/1 training specification.
- Upon satisfactory completion of the MLP- Bridge the engineer shall be issued with a "Certificate of Training" or alternatively a "Validation of Training Report" by or on behalf of the Recogniser of Training.
- Where an engineer holds CCN1 they will be required to show their Gas Safe Registration but will not require twelve months since completion of their qualification or core ACS before undertaking training and assessment for domestic metering competencies.

NOTE 3: A Declaration signed by the engineer (Foreign National) must include detail of the Scope of work previously undertaken and be supported by translated evidence of the license to work in the engineers' native country.

NOTE 4: MLP - RPL: This route is designed to build on an existing MLP or Qualification. A documented technical interview must take place to determine what training and experience gaps exist prior to undertaking the agreed MLP or Qualification RPL route. Centre training duration would be similar, if not the same as required for New Entrant MLP, reduction can be applied if cross referenced to qualifications held, this reduction also applies to onsite experience durations and evidence. Evidence must be within the previous three years. Centres must agree with their Certification or Awarding Body in advance of any MLP reductions.

NOTE 5: Witnessed Testimony (GSR Engineer): A signed declaration made by the GSR engineer with whom the experience was gained must detail the exact work experience covered and be supported by evidence. This type of evidence is only allowed to support the MLP and not as a complete replacement for evidence specified by the MLP provider. Evidence must be within the previous three years and amount to no greater than 50% of the portfolio content.

NOTE 6: Realistic Work Environment (RWE) evidence can be used to support onsite experience gaps e.g. where the range of appliances or flue systems are not available. The RWE evidence must be obtained at an approved MLP training centre, be no greater than 10% of the portfolio content and recorded in the candidates' portfolio and identified as RWE.

NOTE 7: The training course must be relevant to the limited scope ACS Assessment applied for. Onsite experience must be supported by a Witnessed Testimony made by the GSR engineer with whom the experience was gained, this must detail the exact work experience covered.

NOTE 8: Evidence to include a Witness Testimony statement signed by the engineer and each (if more than one) employer declaring that all evidence and supporting documentation provided is correct, accurate and a true account of the gas work undertaken. The statement shall include the name, address and contact details of each employer and include details of the gas work undertaken at each location. Supporting evidence for each address where gas work was undertaken should also be included.

NOTE 9: RPL - Bridge: This route is designed to build on an existing MLP or Qualification. A documented technical interview must take place to determine what training and experience gaps exist prior to undertaking the agreed RPL Bridge route. Refer to table 4 for the training duration.

NOTE 10: Where an engineer has not been previously Gas Safe Registered and their qualification 'pre-dates' the ACS aligned qualifications then a technical interview will be required to determine if training is required.

ACS ENTRY ROUTES AND CHANGEOVER REQUIREMENTS - GUIDANCE NOTE 8

(This section was previously known as GN8 Appendix 3)

Guided Learning Hours

The durations indicated in Tables 3 & 4 are for guidance when existing GSR operatives extend either Scope or Range of work.

Some examples of activities which can contribute to Guided Learning include:

- Classroom-based learning supervised by a Teacher
- Work-based learning supervised by a Teacher or a Gas Safe Registered mentor with experience and competencies relevant to the task
- Live webinar or telephone tutorial with a Teacher in real time
- E-learning supervised by a Teacher in real time
- All forms of assessment which take place under the Immediate Guidance or Supervision of a Teacher, supervisor, ~~tutor~~ or other appropriate provider of education or training, including where the assessment is competence-based and may be turned into a learning opportunity.

Table 3 Existing GSR operatives extending Range of certification	Hours	Days
1. Installation and Servicing of Domestic Central Heating and Hot Water Appliances (including System Design and Controls) (CENWAT)	31	4.5
2. Heating Design, Heat Loss and Comfort Conditions		
3. Hot Water Safety		
4. Water Regulations		
5. Installation and Servicing of Domestic Ducted Air Heaters (DAH1)	7	1
6. Installation and Servicing of Domestic Cooking Appliances (CKR1)	7	1
7. Installation and Servicing of Domestic Space Heating Appliances (HTR1)	7	1
8. Installation of Domestic Meters (MET1)	7	1
9. Non-Domestic and Catering Appliances (per appliance)	7	1

Table 4 Existing GSR operatives extending Scope of certification	Hours	Days
1. Natural Gas to LPG Installations (CoNGLP1 PD, LAV, RPH, B)	13	2
2. LPG Appliances (Per Appliance, e.g. HTRLP2 etc.)	4	0.5
3. Installation and Servicing of Non Domestic Heating Appliances (CoDNCO1, CIGA1, CDGA1 & CORT1)	40	6
4. Installation and Servicing of Non-Domestic Catering Appliances (CoDC1 & COMCAT 1 & 3)	32	5
5. Installation and Servicing of Non-Domestic Laundry Appliances (CoCCLNG1 & CLE1)	33	5
6. Installation of Non Domestic Pipework (CoDNCO1, ICPN1, TPCP1/1A)	33	5
7. Commercial to Domestic Natural Gas (CoCDN1)	45	7
8. LPG to Domestic Natural Gas (CoLPNG1)	13	2
9. LPG External Pipework, (VESLP1, 2 and TPCP1)	21	3

Note 1: The durations are indicative and should not be considered as a minimum, maximum or fixed.

Note 2: The learning inputs are predominantly based on guided learning within a classroom environment with a teacher present, other complimentary learning input methods including E-learning, project work or experience gained by working with a Gas Safe Registered mentor etc. may be acceptable subject to External Verifier approval.