

# Cert News

## NICEIC Certification

### Centre News & Information

#### Issue 7

Welcome to the seventh edition of the news and information from NICEIC Certification.

#### The Certification of Persons Management System Council (CPMSC).

The CPMSC is independent of Certsure and its role is to overview the activities of NICEIC Certification to ensure the proper functioning and impartiality of the Certification of Persons and Management System activities of Certsure LLP (NICEIC Certification). The CPMSC was formerly known as the Personnel Certification Council (PCC) up until June 2016.

The CPMSC's members are all volunteers and they represent a wide variety of interests, including Gas Safe Register, GMB, Large Employers and NICEIC Approved Centres, with David Quinton of "Which" recently joining the Council, representing Customers. Paul Collins, Ian Crockett and Marian Armas Pérez are Certsure LLP (NICEIC Certification) representatives.

One of the positive outcomes for this year has been that an email address has been created for the committee so that any queries from our Approved Centres or Customers can be sent directly to the Chairman of the CPMSC (currently Mr Richard Searle). The direct e-mail address is; [CPMSC@Certsure.com](mailto:CPMSC@Certsure.com)

The next meeting of the CPMSC will be held on the 29<sup>th</sup> November at Warwick House.

#### NICEIC Certification Webinar.

The first NICEIC Certification Webinar was held on Wednesday 12<sup>th</sup> October, 6.00pm to 7.00pm (approx.).

In preparation for the event and for anyone that may not have used WebEx previously some simple step by step instructions of how to log in to the webinar in order to view your host and presentation, were included in the participation e-mail.

A recording of the actual Webinar was made available to all our Approved Centres after the event and the actual participants on the evening were also invited to complete a simple survey on their Webinar experience, to help us improve the delivery and content of the next session.

The Agenda covered on the evening was as is detailed below, along with the members of the NICEIC team who presented.

<b>Agenda Item</b>	<b>Presenter</b>
5.30 Welcome	Ian Crockett
5.35 New Team Member Introduction	Martin Lyth
5.40 New Ventilation Package	Martin Haley
5.55 ACS 1st October Up-dates	Duncan Vallance
6.05 New Electrical Fault finding For Gas Engineers	John Findlay
6.20 Gas Managed Learning Packages (IG/1)	Duncan Vallance
6.30 New Non-Domestic Gas MLP	John Findlay
6.45 General Discussion/Questions	All of the NICEIC Team
7.00 Close-Out	Ian Crockett

## NICEIC Domestic and Non-Domestic Guides up-date.

Publication update – October 2016

Work started at the end of July 2016 and the 2<sup>nd</sup> half of 2016 has seen the extensive review of both the Domestic and Non-Domestic On Site Guides (OSGs), with primary focus given to the domestic guide and the necessary changes brought about by the revision to BS 6891. The non-domestic OSG also see revisions brought about by a revised IGEM/UP/10 Ed 4 with amendments.

A secondary exercise was also conducted to review the wording used throughout the series of guides as agreed with IGEM who co-badge the publications. This review concentrated on the key wording such as 'must' and it's over use within the guides, and to adopt phrasing used by IGEM of 'shall' & 'should'.

Other editorial changes address spelling errors, placement of information and any supportive illustrations or tables (a number were separated from each other which added confusion for the reader), referencing & updating Normative documents as footers, which allows for the document information to be included without distracting the reader with titles in the main body of text.

Domestic OSG Details

- New ISBN: 978-1-906091-80-4
- Version 6, October 2016

- New Introduction Section included detailing the guides purpose and scope
- Section 1 'Gas Safety Legislation' see the inclusion of the C(D&M)R
- Section 5 'Pipework' sees the greatest single revision with the introduction of revised pipe sizing, safety precautions (risk assessment and dangers posed by stray electrical currents on pipework), pipework in protected areas, amendments to tables to include support distances for pliable CSST; depth of cover for buried pipework and new & amended supportive illustrations.
- Section 11 'Flue/Chimney Standards' sees amendment to Table 11.1 to include A1, A2 & A3 appliances + amendment to C2 & C4 appliances
- Section 23 'Emergency Service Provider Operative and Meter Installer' see amendments to illustrations for flue terminations in accordance with IGEM/UP/10 Ed 4 amendments
- Editorial changes - new footers providing normative document details (updated BSI references as required); re-numbering of some illustrations and tables as new info is added; and movement of text and/or their respective illustrations/tables.

#### Non Domestic OSG Details

- New ISBN: 978-1-906091-81-1
- Version 7, October 2016
- New Introduction Section included detailing the guides purpose and scope
- Section 2 'Gas Safety legislation' sees the inclusion of the C(D&M)R, the School Premises (England) Regulations & The Education (Independent School Standards) England Regulations
- Section 6 'Non Domestic Pipework Installation' sees amendments to tables for support distances for pliable CSST
- Section 12 'Heating' sees revisions to illustrations for flue terminations in accordance with IGEM/UP/10 Ed 4 with amendments
- Editorial changes - new footers providing normative document details (updated BSI references as required); re-numbering of some illustrations and tables as new info is added; and movement of text and/or their respective illustrations/tables.

The LPG OSG hasn't been reviewed for a couple of years and comments have been fed back that some of the information is either out-of-date or the detail could be improved. Therefore, work started on LPG OSG mid October to review/update/amend the publication. A revised publication should be available from January 2017.

## Domestic Power Point

Following on from OSG revisions, the Domestic Power Point has been updated to reflect those changes to the Domestic OSG.

## Commenting on On Site Guides

The publication team would like to extend its gratitude to individuals and organisation that have taken time to feedback comments on any areas of the guides where there is either confusion, mistakes or further clarification is required.

NICEIC Certification is committed to ensure that the OSGs remain fit for purpose and as such we would like to reiterate that any observations or comments by readers be fed back to the publications team so that we can address any issues in the next revisions - please email comments to:

Chris Long: [christopher.long@certsure.com](mailto:christopher.long@certsure.com)

## ACS Criteria Up-dates 1<sup>st</sup> October 2016.

The changes to Domestic, LPG, Non Domestic, Meter Installers & ESP criteria disks were driven by an amendment to BS 6891 2015 and IGEM/UP/10 2016. The main impact was on the LPG disk which now gives guidance on pipework in Permanent Dwellings and Residential Park Home within BS 6891 leading to partial withdrawal of BS 5482 Part 1 2005.

The impact of BS 6891 on Domestic, Meter Installers, ESP and Non Domestic disks lead to a number of amendments to documents within the assessment process but little has actually changed, for example the method of pipe sizing has change but the same size of pipe is required.

Changes to Non Domestic, Meter Installers and ESP were driven by amendments to IGEM/UP/10 2016 leading to a number of changes to questions regarding flues .

All assessor and internal verifiers should record their updating of knowledge on these changes within their Continuous Professional Development (CPD) file at the assessment centre.

## IGEM/IG/1 Standards of Training

It was decide by the Strategic Management Board at the meeting held on 13/09/16 that the approval process audits should be undertaken by EU Skills, at the head office of the awarding organisation. NICEIC Certification are pleased to report that our approval is planned to start on 01/12/16 for Domestic and Meter Providers Managed Learning Programmes (MLP). The finish date for existing MLP's has not been established yet but current thinking gives a date of 31/05/17.

## NICEIC Certification Training & Assessment Portfolio Up-date.

We are pleased to announce the release of our new “Electrical Testing and Fault Finding for Gas Engineers” package. The first train-the-trainer session has taken place at Chesterfield, with another session to follow on the 29<sup>th</sup> & 30<sup>th</sup> November 2016 and we now have approved centres running the training and assessment programme. The following is a brief introduction to the package:

The modern gas appliance can be a complex piece of equipment that relies on numerous electrical components to function correctly.

This modular training programme will explain the fundamentals of electrical safety and how appliances and systems work. You will also learn the methodology of fault diagnostics. All required knowledge and understanding will be evaluated through the theory and practical modular assessments.

### **Aims and Objectives**

The aim of the programme is provide the learner with sufficient knowledge and understanding for:

- Basic electrical fundamentals
- How gas appliance and controls systems work
- Health, safety and safe isolation of electrical equipment
- Fault finding techniques and product replacement

The NICEIC objectives for the programme, is for the learner without error to:

- Successfully complete a theory assessment consisting of a range of questions related to basic electrical fundamentals.
- Successfully complete a theory assessment consisting of a range of questions related to how gas appliances and system controls work.
- Successfully demonstrate the correct safe isolation procedure
- Successfully complete three theory assessments consisting of a range of questions related to fault diagnostic techniques’, practically demonstrate electrical safety checks and locate and repair an electrical fault on a wet central heating control system.

### **Programme Limitations**

This course is designed to give gas installers the ability to appreciate the safety requirements when:

- ✓ Maintaining gas appliances and systems
- ✓ Fault finding on gas appliance electrical systems
- ✓ Replacing controls and components on different types of gas appliance electrical systems
- ☒ This course is not intended to train gas installers to become electricians

## **Programme Content**

The training programme is delivered through a balanced mixture of instruction, discussion, demonstration and practical learner participation.

There are four modules each with their own learner guides and power-point presentations.

There are a “range” of appliances consisting of wet central heating system boilers, combination boilers, gas cookers and ducted air heaters. System controls, components and wiring arrangements for each appliance type are included.

The learner evaluation is demonstrated by attaining the required standard in an assessment environment for each module.

## **Assessment Methodology**

There are 4 methods of assessment used within the electrical testing & fault finding for gas engineers programme to evaluate the learner is meeting the required standard:

1. Multiple Choice Questions
2. Practical Scenario Questions
3. A Mixture of 1 & 2
4. Practical Performance Criteria (PPC)

The required attainment standard is:

- 100% or:
- Without Error

The learner will be allowed three attempts to attain the required level for knowledge, understanding and performance.

## **Recommended Durations**

NICEIC Certification recommends the following durations for each module:

- Module 1 & 3 – 1 Day (Based on a 7 hour day)
- Module 2 – 1 Day (Based on a 7 hour day)
- Module 4 – 1 Day (Based on a 7 hour day)

Completing all four modules is a three day programme. Learners can talk to their approved centre regarding a tailored delivery model.

Note: It has been evaluated that candidates not wishing to undertake the ducted air heaters and cooker elements may be able to complete the above 3 day programme in 2 days. Centres must ensure that their delivery model is capable of achieving this option before commencement.



For more details contact Lainey Waddoups via her email [lainey.waddoups@niceic.com](mailto:lainey.waddoups@niceic.com)

## NICEIC Certification Assessment Portfolio Up-date.

We are presently proofing and entering the approval process for our new “NICEIC Non-Domestic Elementary Gas Certificate” which is a structured two-part training programme designed to allow our approved centres to deliver a credible learning experience which not only meets but exceeds the requirements given in IGEM/IG/1.

The duration of the “off the job” training programme is 30 Days (200 hours) and is delivered in two parts. The first 15 Day (100 hours) part is designed to cover the breadth of the non-domestic gas industry and introduce the learner to their legal requirements and provide core theoretical and practical knowledge and understanding of gas systems. The second 15 Day (100 hours) part will provide further in depth training in the specific non-domestic gas sector chosen by the learner, namely heating appliances, catering, laundry equipment or industrial processes and plant.

The learner can only progress to the second part of training after successful completion of the first. A formal certificate will be issued by NICEIC Certification for successful completion of each part of the training programme. It should be noted that the training period may be shortened if some Accreditation of Prior Learning can be shown and verified.

The “off the job” training programme is broken down into 35 individual units covering various subjects. Each unit has a Training and Verification Plan (TVP) which provides guidance on theoretical subject matter, practical demonstration/training requirements and verification of learning practical and theory tasks.

Verification of learning is a key component in the structure of the training programme. It is used as a tool to support the training and consists of a series of theory and practical assessments at the end of each training unit or, if preferred, at the end of each training part to confirm the learner has attained the appropriate level of knowledge and understanding of the subject matter skills taught both on and off the job. Since most of the subject matter is intertwined the verification process is continuous over the training programme, for example a tightness test will be assessed as an individual assessment in Unit 09 but will also be assessed as part of a commissioning procedure in Unit 21.

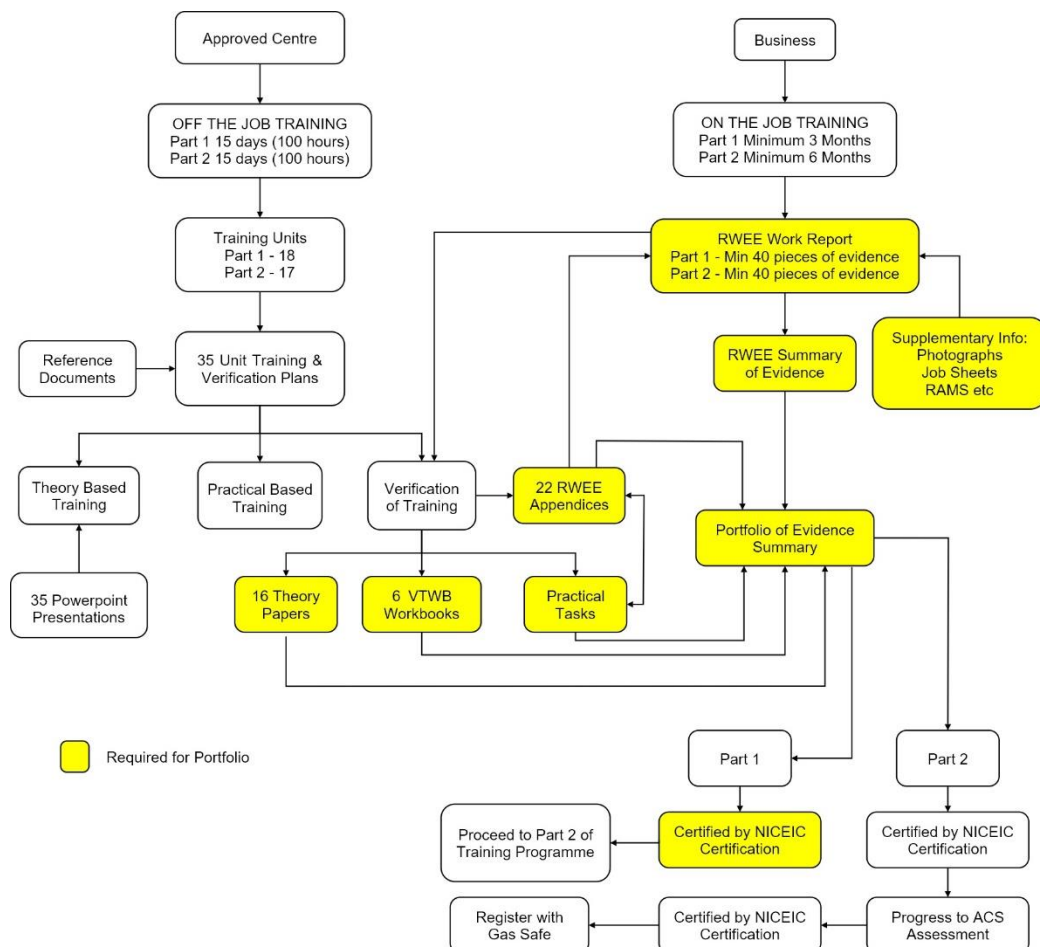
In addition to the “off the job” structured training the learner will be required to attain a work placement which will allow them to produce an “on the job” portfolio of evidence gathered from

real work training and experience under the direct supervision of a suitably competent engineer employed by the business. With the exclusion of industrial process and plant equipment, the engineer and company must be Gas Safe Registered. Evidence of Gas Safe Registration will be required for both company and supervising engineer(s). The minimum period of “on the job” real work experience to complete the first part of training is three months with a minimum of 6 months for the second part. The total time spent to complete this training programme should not exceed two years. It should be noted that the overall training period will ultimately be determined by the type and frequency of gas work undertaken by the learner.

The portfolio of evidence will consist of elements from both on and off the job training. One component of the portfolio is 22 real work environment experience (RWEE) appendices. These are initially constructed “off the job” within the training centre and consist of procedures which the learner will then apply “on the job”. These appendices are used to populate work reports cutting down on the overall time used to fill in paperwork. In addition, each appendix is practically verified by the centre and used as part of the verification of learning process.

Another component of the learner’s portfolio is the RWEE work report. This consists mainly of a “tick sheet” used to log all necessary data from both on and off the job practical “hands on” experience. The information contained within this work report is transferred into a summary of evidence (SOE) sheet which will give an overview of the learners practical training and highlight any issues which may be present, for example insufficiency of evidence on certain elements of training. In addition, the total hours spent “on the job” are logged to ensure the minimum amount of experience is achieved.

The following functional flow diagram is a summary with further detail available on application once we have secured the programme approval.





## Group Competence Scheme (GCS) Up-date.

NICEIC Certification is still the only Certification Body accredited to Certify the Group Competence Scheme (GCS). To date NICEIC have just the one GCS customer, a small number of businesses have shown interest in the Scheme.

If you would like more information on GCS please contact [ian.crockett@niceic.com](mailto:ian.crockett@niceic.com) and Ian would be happy to run through GCS with you.

GCS background information:

GCS is one of a number of routes that a Gas operative can prove their Competence with ACS and the aligned NVQ/SVQ being the others. UKAS have continually stressed that none of the three routes will be less onerous and ALL will have to cover the same Matters of Gas Safety (MoGS) for the scope of qualification.

E&U Skills “own the GCS”, membership is chargeable to the business dependent upon the number of the operatives on the scheme this charge will incorporate a sliding scale of charges, based upon a charge of £50 per Engineer.

The business will have to engage the services of a GCS certification body Certified to EN 17021 to audit and certify the business, plus download the individual engineer qualifications to GSR

GCS is for “Re-Assessment only”, any extension of the Engineers scope will be via initial ACS, within a EN 17024 (Personnel Certification) assessment centre. GCS places the responsibility of “Gas Safety” on the employer, it’s the “Business” who will be deeming their engineer competent for their scope of membership and then issuing a relevant certificate of competence.

It’s the businesses responsibility to develop an audit/assessment process, procedures and documentation that will cover the Scope of the Business’s GCS registration (practical plus knowledge & understanding). The audit/assessment process will be based upon the scope of work the business undertakes within the GCS and the audit process may cover the complete Gas operation of the business or be limited to specific areas and scope (those only covered within the business GCS membership). Any criteria that it is not possible to cover on the district can be covered within a Third Party or the business’s Training & Assessment Centre.

The GCS is a continuous 5 year process for the Engineer and not just a snap shot in time and once successful the business’ GCS Certification will be for three years. Surveillance visits will normally be annually for which the duration and complexity will be dependent upon the size of the business’s GCS Certification. The certification bodies audit regime will have to be robust enough to satisfy the requirements of EN 17021 and the GCS Scheme Documents. UKAS will audit the certification body to ensure both compliance with the standard and scheme are maintained.

An Introduction to NICEIC Team member;

Martin Lyth, Technical Officer.



**When did you join NICEIC?**

July 4th 2016

**Who were your previous employers?**

I have previously worked for British Gas, Eaga, Carillion Energy Services and Energy and Utility Skills.

**What qualities do you bring to the roll?**

Hopefully I will bring a strong technical knowledge relating to the training, assessment and compliance aspects within the gas and renewable energy footprint of the industry to add to that of the current team.

**What skills have you developed during your career?**

In addition to my technical knowledge I am able to apply IT packages in a practical and usable manner and also have experience of helping technical people develop their first line management skills.

**Tell us about your home life and any interests.**

Regarding my home life I am happily married with two daughters who we are very proud of. In terms of hobbies and interests I enjoy riding my motorbike, particularly along the North West coast of Scotland.