

ACS GUIDANCE NOTES FOR CERTIFICATION BODIES No. 8a

Assessment Centre Guidance for Processing Candidates With Gas Work Experience Gained Legally from Sectors of Industry Outside of the Scope of the Gas Safety Installation & Use Regulations (GSIUR's) & Holding no Gas Qualifications.

Evidence Requirements -

This document is aimed at providing Assessment Centres with guidance for processing candidates who are either currently or have previously carried out gas work legally outside of the scope of the GSIUR's & therefore not requiring CORGI registration.

These candidates may or may not hold a recognised gas qualification i.e. Gas Services N/SVQ or ACoP etc. or a qualification allied to gas work. i.e. City & Guilds in Mechanical Engineering.

From the 1st August 2003 one of the amendments to the ACS entry requirements was the requirement for candidates in addition to holding a recognised craft qualification, provide written evidence to the Assessment Centre, confirming that "On the job" gas work experience has been undertaken & documented prior to undertaking ACS assessments.

These fundamental changes in the domestic natural gas sector now require candidates with **no** prior gas work experience/qualification to obtain this experience with a CORGI registered business in the areas of gas work for which assessment is sought.

There are situations where this change to the entry requirements may prevent a candidate's access to ACS assessment and subsequent registration with CORGI that may not be in the best interest of the Gas Industry

Typical examples of this could be where candidates have been, for a number of years carrying out gas work not covered by The Gas Safety (Installation & Use) Regulations (GSIR) such as: -

- ❖ Liquefied Petroleum Gas (LPG) Installation work carried out on boats not hired out in the course of a business and within a boatyard.
- ❖ LPG work carried out within agricultural premises.
- ❖ Commercial catering gas work carried out within a premises covered by The Factories Act.
- ❖ Commercial heating gas work carried out within a premise covered by The Factories Act.

This type of candidate may not be in possession of a "recognised gas qualification" such as an N/SVQ, ACS, or expired ACoPs certificate. However he/she may have a wealth of gas safety knowledge and experience in their specific area of gas work.

It is not ACS policy or intent to deter these knowledgeable candidates from obtaining ACS Certification that could then lead to CORGI registration.

Where this situation is identified the candidate and Assessment Centres must follow the evidence requirements guidance detailed below.

The Candidate is required:-

- i. To sign and date a statement declaring that all evidence and supporting documentation provided is correct, accurate and a true account of the gas work undertaken.
- ii. To provide the names, addresses and contact details of employers where they carried out that gas work.
- iii. To provide details of the gas work undertaken at each location where the work was carried out. This must include: -
 - The date/s gas work was carried out
 - The gas work carried out - installation, servicing, repair etc.
 - The make and model of the appliance/equipment work was carried out on.
 - The type of appliance - Catering Range, LPG appliance, Commercial appliance etc.
 - The configuration of the flue - open flue, room sealed, flueless etc.
- iv. To provide supporting evidence for each address where gas work was undertaken - appliance/plant log books etc.
- v. A written witness testimony from each employer confirming that the candidate has carried out the range of gas work as detailed in ii-iv. The statement must also give permission for the Assessment Centre, Certification Body or CORGI to contact the witness to verify the testimony if necessary.

Assessment Centres are required to ensure the evidence submitted is:-

- vi. **Authentic**, this may require the assessment centre to randomly contact and or visit the employer of the candidate to verify authenticity.
- vii. **Valid** to the type of assessment the candidate intends to undertake. i.e. candidates providing a portfolio of evidence detailing a number of domestic LPG installations on boats would be considered valid for CCLP1 (Boats) but not for COCN1.
- viii. **Sufficient**, the candidate would be required to provide assessment centres with a list of employers for which gas work has been carried out, detailing the requirements of ii-v above.
- ix. **Reliable**, this requirement may also require the assessment centre to randomly contact and or visit the employer to check that gas work had been carried out.
- x. **Current**, all evidence of the gas work submitted must indicate that gas work has been carried out recently. This would normally be no more than two years, where evidence is over two years old it **must** be verified by the Assessment Centre as detailed in vi-ix above.

Subject to all of the points above being met, Assessment Centres may consider that this candidate is suitable as a Category 2 applicant.

Note: All other additional entry requirements as described in the Scheme Operational Requirements Document must be fully met.

Assessment Centres **must not** consider this method of providing proof of gas work experience for Category 2 applicants as a preferred option, nor **can it** be used as an option for Category 3 candidates who have no recognized craft qualifications and/or evidence of legal gas work experience.

If the information provided by the candidate as evidence is proved to be false the candidate must be refused entry to ACS assessment. If the information is, subsequent to certification, found to be false, the Certification Body must withdraw the certificate.

ACS Assessment & CORGI Registration Route for Legally Non-Registered Operatives with Gas Work Experience

