

# **Qualification Specification**

## **GSA 001**

**BPEC Level 3 Award in Gas Safety  
Awareness for Supervisors and Managers  
(RQF)**

Qualification Number - 601/8215/5

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## 1. About BPEC

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BPEC Certification Ltd was initially established in February 1997 to act as an autonomous, accredited certification company following the announcement of the establishment by the Health and Safety Executive (HSE) of the Nationally Accredited Certification Scheme for Individual Gas Fitting Operatives (ACS). BPEC Certification Ltd now provides services in the field of assessment and certification of competence of operatives working in the Building Services Engineering sector.

In September 2010 BPEC established a recognised Awarding Organisation, offering a suite of regulated qualifications. These have been developed with the input of industry and learning providers to meet the demands of the Building Services Engineering sector.

The Company is committed to high levels of customer service and providing support to organisations who deliver our qualifications. We are also committed to offering qualifications which meet the needs of industry, learners and providers on an ongoing basis.

BPEC Certification is a not for profit company and any surplus funds are gift aided to the the BPEC Charity. The focus of the Charity is to raise the knowledge and skills of those who work in the UK plumbing and heating industry and support associated projects.

Should you wish to learn more about BPEC (including our charity work) please contact:

BPEC Certification Ltd  
1-2 Mallard Way  
Pride Park  
Derby  
DE24 8GX  
Tel: 01332 376000 or 0845 6446558

Or visit our website at:

[Bpec.org.uk](http://Bpec.org.uk)

## 2. Introduction to the Qualification

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### 2.1. Qualification Overview

Qualification Title	BPEC Level 3 Award in Gas Safety Awareness for Supervisors and Managers (RQF)		
Qualification Number (QN)	601/8215/5		
Qualification Type	RQF		
BPEC Qualification Code	GSA0001		
Assessment Method/s	Multiple Choice Examination, Written Examination		
Entry Requirements	Learners must be 16 years old or over		
GLH	21	Credits	N/A
Mandatory Units	3		
Optional Units	None		
Pathways	N/A		
Last Registration Date	31-Dec-2018		
Last Certification Date	31-Dec-2020		

### 2.2. Who this Qualification is for

This qualification is for Learners 16 years and over who are involved in the management/supervision of gas operatives, or inspecting the work undertaken.

### 2.3. The Purpose of the Qualification

The purpose of this qualification is to give Learners an understanding of the legislation of gas safety as well as knowledge of the principles of distribution and combustion, including the requirements for gas meters.

### 2.4. Support and Accreditation

This qualification is supported by industry and regulated by Ofqual.

### 2.5. Relationship to Other Qualifications

None

### 2.6. Qualification Limitations

This qualification is not a licence to practise.

### 3. Qualification Structure

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#### 3.1. Overview

This qualification consists of 3 mandatory units and has a value of 2 credits.

#### 3.2. Mandatory Units

Unit Code	Unit Type	Unit Title	Level	TQT	GLH
T/507/9590	K	Understand Domestic Gas Safety Legislation	3	18	7
F/507/9589	K	Understand the Distribution, Properties and Combustion of Domestic Gas	3	9	7
A/507/9591	K	Understand the Requirements for Domestic Gas Meters	3	9	7
<b>Totals</b>				<b>36</b>	<b>21</b>

Key	Unit Type
K	Knowledge

#### 3.3. Optional Units

None

#### 3.4. Rule of Combination

The Learner must complete all mandatory units.

## 4. Learners

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### 4.1. Qualifications which a Learner must have completed before taking the qualification

None applicable

### 4.2. Knowledge, skills or understanding which the Learner is required to have before taking the qualification

a. Specific

None applicable

b. General

The Centre should:

- i. Undertake an initial assessment of each Learner to ensure they have the minimum levels of numeracy and literacy to comply with the health and safety aspects of the qualification and the completion of the learning outcomes and assessments.
- ii. Establish if the Learner has any specific training needs.
- iii. Identify any support and guidance the Learner may require when working towards the qualification.

### 4.3. The units which a Learner must have completed before the qualification will be awarded and any optional routes

Learners will need to complete the 3 mandatory units.

### 4.4. Any other requirements which a Learner must have satisfied before the Learner will be assessed or before the qualification will be awarded

None identified

### 4.5. Qualification Achievement

- a. The qualification will be achieved when all necessary units have been completed.
- b. If a Learner does not complete all the units necessary to complete the full qualification, no certificate will be issued.

## 5. Delivery Requirements

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### 5.1. Centre Recognition

Centres wishing to deliver this qualification will need to gain Centre Recognition and Qualification Approval (see 5.2). For full details of the recognition process please contact:

BPEC Certification Ltd  
1-2 Mallard Way  
Pride Park  
Derby  
DE24 8GX  
Tel: 01332 376000 or 0845 6446558

### 5.2. Qualification Approval

- a. Centres wishing to deliver this qualification who are already recognised (see 5.1) should complete and submit a Qualification Approval Form to BPEC Certification Ltd.
- b. Before to submission Centres should ensure they can meet the Delivery Requirements.
- c. Centres who are approved to deliver this qualification and wish to extend delivery to satellite sites must seek approval for each additional site.

### 5.3. Physical Resources

- a. General - Centres must provide a safe environment for Learners and staff with appropriate policies and procedures in place which are adhered to.
- b. Teaching Provision – Centres must provide adequate facilities and equipment to allow the effective teaching of the qualification including any practical provision.
- c. Assessment/Exam Provision – Centres must provide facilities and equipment which allow assessments and/or exams to be conducted in accordance with assessment criteria/guidance and exam procedures.

### 5.4. Staff Conducting Tuition, Teaching or Instruction

- a. Must:
  - i. Have knowledge and understanding of the occupation covered by this qualification.
  - ii. Have knowledge and understanding of the structure and content of this qualification.
- b. It is recommended that staff:
  - i. Have 2 years verifiable experience in teaching/tuition/training **or**



- ii. Are working towards an appropriate teaching qualification **or**
- iii. Hold an appropriate teaching qualification

## 5.5. Staff Conducting Assessments

### a. Technical/Occupational Competency

- i. Assessors shall hold CCN1 and must be technically qualified in domestic gas installation/maintenance and hold a current certificate of gas safety competence that includes Gas Metering and is not more than 5 years old (either current ACS Certificates of Gas Safety Competence or a 6012 S/NVQ are acceptable).
- ii. Have knowledge and understanding of the structure and content of this qualification.

### b. Assessor Competency

The Assessor must hold:

- i. QCF Level 3 Award in Assessing Vocationally Related Achievement **or**
- ii. QCF Level 3 Award in Assessing Competence in the Work Environment **or**
- iii. QCF Level 3 Certificate in Assessing Vocationally Related Achievement **or**
- iv. A1 or D32 /D33 with an Upgrade to A1 as a minimum\*

### c. Assessor CPD

- i. The occupational competence of Assessors must be updated on a regular basis through CPD and/or requalification if required.
- ii. Records of Assessor CPD should be maintained for verification by the External Verifier– Please refer to Centre Guidance.

### d. Assessor/Candidate Assessor Approval

- i. Assessors/Candidate Assessors must be approved by BPEC Certification Ltd before undertaking any assessments – Please refer to Centre Guidance

### e. Candidate Assessors

- i. Must be registered on a programme to attain their Assessor qualification and have a clear action plan for achieving the qualification within 18 months (Candidate Assessor approval may be withdrawn if the Assessor qualification has not been attained in this period).
- ii. Must be supervised and their assessment decisions countersigned by a qualified Assessor who is approved by BPEC Certification Ltd.

## 5.6. Staff Conducting Internal Quality Assurance (IQA)

### a. Technical/Occupational Competence

- i. IQAs shall hold CCN1 and must be technically qualified in domestic gas installation/maintenance and hold a current certificate of gas safety competence that includes Gas Metering and is not more than 5 years old (either current ACS Certificates of Gas Safety Competence or a 6012 S/NVQ are acceptable).
- ii. Have knowledge and understanding of the structure and content of this qualification.

### b. IQA Competence

The IQA must hold:

- i. QCF Level 3 Certificate in Assessing Vocationally Related Achievement or A1 **or** D32 /D33 with an Upgrade to A1 as a minimum\* **and**
- ii. QCF Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice **or**
- iii. QCF Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice **or**
- iv. V1 or D34 with an upgrade to V1 as a minimum\*

### c. IQA CPD

- i. The occupational competence of IQA's must be updated through CPD and/or requalification if required on a regular basis.
- ii. Records of an IQA's CPD should be maintained for verification by the External Verifier– Please refer to Centre Guidance.

### d. IQA/Candidate IQA Approval

- i. IQA/Candidate IQA's must be approved by BPEC Certification Ltd before undertaking any IQA activity – Please refer to Centre Guidance

### e. Candidate IQA's:

- i. Must meet the Technical/Occupational Competence at (a) above.
- ii. Must hold QCF Level 3 Certificate in Assessing Vocationally Related Achievement or A1 or D32/33 with an upgrade to A1\*
- iii. Must be registered on a programme to attain their IQA qualification and have a clear action plan for achieving the qualification within 18 months (Candidate IQA approval may be withdrawn if the qualification has not been attained in this period).
- iv. Must be supervised and their decisions countersigned by a qualified IQA who is approved by BPEC Certification Ltd.

## 5.7. Staff Conducting External Quality Assurance (EQA)

### a. Technical/Occupational Competence

- i. EQA's shall hold CCN1 and must be technically qualified in domestic gas installation/maintenance and hold a current certificate of gas safety competence that includes Gas Metering and is not more than 5 years old (either current ACS Certificates of Gas Safety Competence or a 6012 S/NVQ are acceptable) **or** have access to expert advice.
- ii. Recorded CPD which demonstrates understanding of Gas Safety Competence.
- iii. Have knowledge and understanding of the structure and content of this qualification.

### b. EQA Competence

The EQA must hold:

- i. QCF Level 3 Certificate in Assessing Vocationally Related Achievement or A1 **or** D32 /D33 with an Upgrade to A1 as a minimum\* **and**
- ii. QCF Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice **or** V1 **or** D34 with an upgrade to V1 as a minimum\* **and**
- iii. Level 4 Award in the External Quality Assurance of the Assessment Process and Practice **or**
- iv. Level 4 Certificate in Leading the External Quality Assurance of Assessment **or**
- v. V2/D35 with an Upgrade to V2 as a minimum\*

### c. Candidate EQA

- i. Must be registered on a programme to attain their EQA qualification and have a clear action plan for achieving the qualification within 12 months.
- ii. Must be supervised and their decisions countersigned by a qualified EQA.
- iii. Must meet the Technical Competency Requirements at (a) above.

## 5.8. Equivalent Assessor/IQA/EQA Qualifications

### a. Assessors

- i. The Teaching Qualification for Secondary Education (TQSE) or the Teaching Qualification for Further Education (TQFE) (which is recognised in Scotland) these awards are acceptable providing they are the versions that are recognised as equivalents to the A1 award plus appropriate CPD.
- ii. SQA Accredited Learning and Development Unit L&D 9D Assess workplace competence using direct methods.

### b. IQA

- i. SQA Accredited Learning and Development Unit L&D 11 "Internally monitor and maintain the quality of workplace assessment"

c. EQA

- i. SQA Accredited Learning and Development Unit L&D 12 Externally monitor and maintain the quality of workplace assessment

## 5.9. Expert Witness Testimony

- a. Where “**Expert Witnesses**” are used in the assessment process they must:
  - i. Be Sector competent individuals who can attest to the learner's performance in the workplace.
  - ii. Have no conflict of interest in the outcome of their evidence.
  - iii. Have relevant current knowledge of industry working practices and techniques.
- b. Centres must ensure that:
  - i. They hold records which verify the Expert Witness meets the requirements of (a) above.
  - ii. Testimony from Expert Witnesses meets the tests of validity, reliability, authenticity and sufficiency
  - iii. Testimony provided by an Expert Witness is countersigned by an Approved Assessor (see 5.5)\*\*

## 5.10. Staff Conducting External Assessments (Exams)

This relates to staff that are conducting and controlling exam sessions only.

These must:

- a. Be experienced - Staff should be experienced in the supervision of exams or be under the supervision of an experienced person.
- b. Be Knowledgeable - Staff should be knowledgeable of and have access to BPEC Certification Ltd Examinations Procedure.
- c. Be Independent - Staff conducting exams should not be related to any learner sitting the exam nor be involved in teaching, assessing or quality assuring the subject.

Please refer to BPEC Certification Ltd Examinations Procedure for further details.

\*Assessors/IQA's/EQA's holding D units must have evidence of Continuing Professional Development (CPD) to demonstrate compliance with the A/V units. Evidence of CPD will be sought by the External Verifier for all Assessors/IQA's approved at the Centre.

\*\*It is not necessary for expert witnesses to hold an Assessor qualification, as a qualified assessor must assess the performance evidence/testimony provided by an Expert Witness.

## **6. Support Materials**

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### **6.1. Qualification Specification**

This Qualification Specification provides details of all units, Learning Outcomes, Assessment Criteria and specific advice regarding the assessment process.

### **6.2. Assessment Records**

Assessment records are provided for this qualification. These should be completed by the Assessor.

### **6.3. Learner Result Submission form**

A Learner Result Submission Form is available for this qualification. This should be completed for each learner and submitted when certification is required.

Centres are reminded that they should retain a copy of the Learner Result Submission Form in Centre for a period of 3 years.

### **6.4. Learner Assessment Packs**

Learner assessment packs for each unit of this qualification are available.

### **6.5. Learner Assessment Pack Rationale**

Learner Assessment Pack Rationales are available for each unit of this qualification. These are for use by the Assessor and Internal Quality Assurer only and stored in accordance with BPEC Certification Ltd guidance.

## 7. Unit Details

The tables below identify the 3 units which compose the qualification and details the title, UAN, GLH, aim, learning outcomes, assessment criteria and range for each unit.

### 7.1. T/507/9590 - Understand Gas Safety Legislation

<b>Unit Title - Understand Gas Safety Legislation</b>	
<b>UAN – T/507/9590</b>	
<b>GLH - 7</b>	
<b>AIM</b> This knowledge unit provides Learners with an understanding of the legislation relating to gas safety. The various documents will be described and linked to how contents are applied in practice. The Gas Safety Regulations 1998 will be outlined with a focus on installation and use, Learners will understand how to identify and locate the significant individual regulations.	
<b>LO 1</b>	<b>Know the requirements of the legislation and normative standards and codes of practice that are relevant to gas safety.</b>
<b>Assessment Criteria</b>	
1.1	Describe how <b>Standards, Regulations, Procedures and Acts</b> relate to gas safety
1.2	Outline the <b>requirements</b> of Gas Safety (Installation & Use) Regulations 1998:
<b>Range</b>	
<p><b>Standards, Regulations, Procedures and Acts:</b></p> <ul style="list-style-type: none"> <li>a. British Standards (BS)</li> <li>b. Building Regulations (England)</li> <li>c. Building Standards (Scotland)</li> <li>d. Gas Industry Unsafe Situations Procedure (GIUSP)</li> <li>e. Gas Safety (Installation and Use) Regulations (GSIUR)</li> <li>f. Safety in the installation and use of gas systems and appliances (ACOP L56)</li> <li>g. Health &amp; Safety at Work Act (HASAWA)</li> <li>h. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).</li> </ul> <p><b>requirements</b></p> <ul style="list-style-type: none"> <li>a. Regulation 2 General interpretation and application</li> <li>b. Regulation 3 Qualifications and Supervision</li> <li>c. Regulation 5 Materials and workmanship</li> <li>d. Regulation 6 General safety precautions</li> <li>e. Regulation 8 Existing Gas Fittings</li> <li>f. Regulation 9 Emergency controls</li> <li>g. Regulation 10 Maintaining electrical continuity</li> <li>h. Regulation 12 Meters – general provisions</li> <li>i. Regulation 13 Meter housings</li> <li>j. Regulation 14 Regulators</li> <li>k. Regulation 15 Meters – emergency notices</li> <li>l. Regulation 16 Primary meters</li> <li>m. Regulation 17 Secondary meters</li> <li>n. Regulation 18 Safe Use of Pipes</li> <li>o. Regulation 19 Enclosed pipes</li> </ul>	

- p. Regulation 22 Testing and purging of pipes
- q. Regulation 23 Marking of pipes
- r. Regulation 26 Gas Appliances – Safety Precautions
- s. Regulation 27 Flues
- t. Regulation 30 Room Sealed Appliances
- u. Regulation 32 Flue dampers
- v. Regulation 33 Testing of Appliances
- w. Regulation 34 Use of Appliances
- x. Regulation 36 Duties of Landlords
- y. Regulation 37 Escape of gas

<b>LO 2</b>	<b>Know how to apply the Gas Industry Unsafe Situation Procedure (GIUSP).</b>
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<b>Assessment Criteria</b>	
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- |     |   |
|-----|---|
| 2.1 | Identify examples of each category of <b>unsafe situation</b>   |
| 2.2 | Explain the importance of the GIUSP documentation issued by a gas engineer and the actions taken by the engineer according to the 2 categories of unsafe situation. |
| 2.3 | Describe the purpose of a 'Concern for Safety' label  |
| 2.4 | Explain how the GIUSP provides guidance for dealing with multiple flueing defect situations.  |
| 2.5 | Identify examples of situations that are RIDDOR reportable.   |
| 2.6 | Describe the reporting process for RIDDOR including relevant documentation.   |

**Range**

**unsafe situation**

- a. Immediately Dangerous (ID)
- b. At Risk (AR)

<b>LO 3</b>	<b>Know the legal requirements for businesses and individuals carrying out gas work in domestic premises</b>
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<b>Assessment Criteria</b>	
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- |     |   |
|-----|---|
| 3.1 | Describe the legal requirements for <b>gas engineers</b>  |
| 3.2 | Identify the checks required to confirm the competence of a <b>gas installer</b>                    |
| 3.3 | Describe the significance of the <b>data</b> contained on an installer's Gas Safe registration card |

**Range**

**gas engineers**

- a. Installation businesses employing gas engineers
- b. Self-employed gas engineers

**gas installer**

- a. Gas Safe registration card
- b. Certificates of Competency
- c. Gas Safe database check (internet)

**data**

- a. Photo
- b. Start date and date of expiry
- c. Holographic logo
- d. Registration number
- e. Work groups

<b>LO 4</b>	<b>Understand the requirements for landlords and their agents under the Gas Safety Regulations</b>
<b>Assessment Criteria</b>	
4.1	Describe the requirements under the Gas Safety (Installation & Use) Regulations 1998 for the provision of a landlord gas safety record form.
4.2	Explain what appliances within a rented property would not be covered by the Regulation 36 checks.
4.3	Identify a correctly completed landlord gas safety record form
<b>Range</b>	
<b>None</b>	



## 7.2. F/507/9589- Understand the Distribution, Properties and Combustion of Domestic Gas

<b>Unit Title - Understand the Distribution, Properties and Combustion of Domestic Gas</b>	
<b>UAN – F/507/9589</b>	
<b>GLH - 7</b>	
<b>Aim</b> This knowledge unit provides learning in the distribution of gas supplies, considering key operating pressures. The unit covers the properties of gas and the types of meter regulator and the reason they are required.	
<b>LO 1</b>	<b>Know the natural gas supply network and LPG supplies</b>
<b>Assessment Criteria</b>	
1.1	Identify the <b>key</b> operating pressures within the natural gas distribution network
1.2	State <b>operating pressures</b>
1.3	Identify <b>LPG supply systems</b>
<b>Range</b>	
<p><b>key</b></p> <ul style="list-style-type: none"> <li>a. low pressure</li> <li>b. medium pressure</li> <li>c. intermediate pressure</li> <li>d. high pressure</li> </ul> <p><b>operating pressure</b></p> <ul style="list-style-type: none"> <li>a. low pressure</li> <li>b. medium pressure</li> <li>c. intermediate pressure</li> <li>d. high pressure</li> </ul> <p><b>LPG supply systems</b></p> <ul style="list-style-type: none"> <li>a. Bulk</li> <li>b. Cylinder</li> </ul>	
<b>LO 2</b>	<b>Know the requirements for meter pressure regulators</b>
<b>Assessment Criteria</b>	
2.1	Explain the purpose of meter pressure regulators in domestic properties
2.2	Identify the <b>different types</b> of meter pressure regulators
<b>Range</b>	
<p><b>pressure regulators</b></p> <ul style="list-style-type: none"> <li>a. Low Pressure</li> <li>b. Medium Pressure</li> </ul> <p><b>different types</b></p> <ul style="list-style-type: none"> <li>a. Low Pressure</li> <li>b. Medium Pressure</li> <li>c. Intermediate pressure</li> </ul>	

<b>LO 3</b>	<b>Know the properties and Characteristics of NG and LPG</b>
<b>Assessment Criteria</b>	
3.1	Explain the <b>characteristics</b> of NG and LPG:
<b>Range</b>	
<b>characteristics</b> a. Relative density b. Calorific value c. Flammability limits	
<b>LO 4</b>	<b>Understand the combustion of gases, and potential risks</b>
<b>Assessment Criteria</b>	
4.1	Describe the <b>characteristics</b> of complete and incomplete combustion
4.2	Explain the causes of incomplete combustion
4.3	State the main constituents of complete and incomplete combustion
4.4	State other sources of carbon monoxide and carbon dioxide found in dwellings
4.5	Describe the warning signs associated with incomplete combustion
4.6	Identify the signs that products of combustion may be entering the property from an appliance
4.7	State the basic requirements for <b>ventilators</b> providing combustion air for gas appliances
4.8	Identify the appropriate method of detecting carbon monoxide in dwellings
<b>Range</b>	
<b>characteristics</b> a. Lack of combustion air b. Lack of servicing c. Flue Problems  <b>ventilators</b> a. Non closable b. No fly screen c. Unobstructed air flow to appliances	

<b>LO 5</b>	<b>Understand the effects that carbon monoxide can have on the human body</b>
<b>Assessment Criteria</b>	
5.1	State the symptoms/effects when humans are exposed to Carbon Monoxide
<b>Range</b>	
<b>types</b> a. Spot b. Electronic	

### 7.3. A/507/9591- Understand the Requirements for Domestic Gas Meters

<b>Unit Title - Understand the Requirements for Domestic Gas Meters</b>	
UAN – A/507/9591	
GLH - 7	
<p>Aim</p> <p>This knowledge unit gives learners an understanding of the types of gas meters used in domestic premises, the installation requirements and pipework arrangements. The unit also highlights the necessary actions in the event of an escape of gas or fumes.</p>	
<b>LO 1</b>	<b>Know the location of gas meters and the requirements for installation pipework</b>
<b>Assessment Criteria</b>	
1.1	Outline the location requirements for gas meters
1.2	Describe the requirements for pipework connections to gas meters
1.3	Explain the purpose and positioning of the protective bonding conductor to gas pipework
1.4	Describe the purpose of a temporary continuity bond
<b>Range</b>	
<b>None</b>	
<b>LO 2</b>	<b>Know the types of gas meters used in domestic premises</b>
<b>Assessment Criteria</b>	
2.1	Identify the <b>different types</b> of gas meters used in domestic premises
<b>Range</b>	
<p><b>different types</b></p> <ul style="list-style-type: none"> <li>a. Credit</li> <li>b. Prepayment</li> <li>c. Ultrasonic</li> <li>d. Smart</li> </ul>	
<b>LO 3</b>	<b>Know the requirements for the commissioning meter installations</b>
<b>Assessment Criteria</b>	
3.1	Identify the types of <b>pressure measuring</b> instruments used for gas meter installations and their different uses
3.2	Describe the <b>tightness testing</b> requirements for different types of gas meter installations
3.3	Describe the <b>operating pressure</b> testing requirements for gas meter installations
3.4	Identify the requirements for recording the results of testing
<b>Range</b>	
<p><b>pressure measuring</b></p> <ul style="list-style-type: none"> <li>a. Bourdon Gauge</li> <li>b. Manometer</li> <li>c. Electronic</li> </ul> <p><b>tightness testing</b></p> <ul style="list-style-type: none"> <li>a. New</li> <li>b. Existing</li> </ul> <p><b>operating pressure</b></p> <ul style="list-style-type: none"> <li>a. New</li> <li>b. Existing</li> </ul>	

<b>LO 4</b>	<b>Understand the actions necessary in the event of an escape of gas or report of fumes</b>
<b>Assessment Criteria</b>	
4.1	Identify the different types of Control Valves on gas installations that should be used in the event of an escape of gas or a report of fumes
4.2	Explain the actions necessary in the event of a report of a gas escape or report of fumes
4.3	Describe the labels and or notices displayed adjacent to meters and ECVs
<b>Range</b>	
<b>None</b>	

## 8. Assessment Methods and Arrangements

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This qualification will be assessed as identified below.

Assessment Component	Set By	Marked By	Quality Assurance	
			Internal	External
Centrally Set Centre marked Assessment	BPEC	Centre	Examination invigilation and IQA monitoring	Moderation of exam results and EQA monitoring during visits

### 8.1. Arrangements for Centrally Set Centre Marked Knowledge Assessments

There are two types of Centre Marked Knowledge Assessments:

- a. The learner is provided with the question paper and responses are recorded on a grid. The Assessor is provided with an overlay to mark the paper. These assessment papers are multiple choice only.
- b. The Learner is provided with a question paper and records their responses directly onto the question paper. The Assessor is provided with a Rationale to mark the paper against. These assessment papers may contain multiple choice questions, written responses and other types of question which cannot be marked by means of a grid.

#### Before the Assessment

- The assessment paper and or grid must be securely stored before the assessment and not stored in the learner portfolio before or after the assessment.
- The question paper and/or grid must be unmarked.
- The Learner must be provided with a suitable environment in which to complete the assessment.
- The Assessor must ensure that the assessment area is clear of posters or other information which may assist the Learner in completing the assessment.
- The Assessor must explain the assessment process and ask the learner to complete the declaration.

#### During the Assessment

- The learner must be supervised throughout the assessment by the Assessor to ensure it is completed without assistance and only permitted reference materials are used.
- The Assessor must ensure that Learners are positioned so that their response cannot be seen by other learners taking the Assessment.
- At the end of the assessment the paper/grid must be marked by the Assessor and feedback provided to the learner as soon as possible.
- The assessment is not time bound.
- Providing the Knowledge paper and/or grid is not accessible to the learner between sittings it may be completed over more than one session.

## Pass Mark and Re-assessment

- The pass mark for these knowledge assessments is 80%
- Learners may re-attempt incorrect answers when feedback and additional support has been provided.
- When reattempting questions previous responses **must not** be available to the learner. The Learner should complete incorrect questions on a blank assessment paper or grid. Appropriate pages of the assessment paper can be photocopied for this purpose.
- The Assessor must record results in the appropriate section (1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Attempt) of the Assessment Record.
- Completed assessment papers must be retained by the Centre for verification purposes
- If a Learner does not attain 100% at the third attempt, then:
  - The Learner should undertake retraining
  - The Assessor should record training undertaken
  - The Learner should retake the whole assessment - (1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Attempt).
  - The Assessor should retain records of all sittings, attempts and training records for verification by the IQA/EQA.

## Permitted Documents

- The Assessment Pack will indicate if the Learner is permitted to refer to documents during the assessment. These should be provided by the Centre.
- If the assessment is designated as 'Closed Book' the learner is not permitted to refer to any documentation. This includes dictionaries.

## 8.2. Contribution to overall Qualification

The table below identifies the Assessments the Learner is required to take, the pass marks and their contribution to the overall qualification content.

External Assessment (Externally set, internally marked)	Pass Mark	Contribution to overall qualification
GSA001 LEG1	80%	12%
GSA001 LEG2	80%	21%
GSA001 DIS1	80%	39%
GSA001 RGM1	80%	28%
<b>Total</b>		100%

Please note that % have been rounded

## 9. Additional Assessor Competency Requirements

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No additional competency requirements have been identified.