

Qualification Guide

BPEC Level 2 Award in the Principles of
Metering for Renewable Heat Installations
(QCF)

Qualification Number - 601/5226/6

Version: HM001 QG v051214

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1. About BPEC

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 Sept 2010 the Company was recognised as an Awarding Organisation by Ofqual and now also offers a suite of regulated QCF 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.

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

2. Introduction to the Qualification

2.1. Qualification Overview

Qualification Title	BPEC Level 2 Award in the Principles of Metering for Renewable Heat Installations (QCF)		
Qualification Number (QN)	601/5226/6		
Qualification Type	QCF		
BPEC Qualification Code	HM001		
Assessment Method/s	Multiple Choice Examination, Written Examination		
Entry Requirements	Learners must be 16 years old or over		
GLH	5	Credits	1
Mandatory Units	1		
Optional Units	0		
Pathways	1		
Last Registration Date	31/05/18		
Last Certification Date	31/05/20		

2.2. Who is this Qualification For

This qualification is for Learners 16 years and over who are involved in the renewables heat industry and wish to develop their knowledge and understanding of heat metering requirements.

2.3. The Purpose of the Qualification

The purpose of this qualification is to provide learners with the knowledge and understanding to enable them to select, install, commission and maintain heat metering devices for renewable energies (Biomass and Heat Pumps) in accordance with MCS Domestic RHI Metering Guidance.

2.4. Support and Accreditation

This qualification is supported by Ofgem and Beama and has been developed jointly by HETAS, MCS, DECC, Summit Skills and Awarding Organisations.

2.5. Relationship to Other Qualifications

This qualification is linked to, and may support progression to, the following qualifications

- Level 3 Award in the Installation and Maintenance of Heat Pumps Systems (Non-refrigerant Circuits) 600/6606/4
- Level 3 NVQ Diploma in Domestic Plumbing and Heating 600/6863/2.
- Level 3 NVQ Diploma in Heating 600/6871/1

However, prospective Learners should be aware that progression to these qualifications may also require other pre entry requirements to be met.

2.6. Qualification Limitations

This qualification is not a License to practice and does not permit the learner to install renewable energy appliances.

3. Qualification Structure

3.1. Overview

This qualification consists of 1 mandatory Unit.

3.2. Mandatory Units

Unit Code	Unit Type	Unit Title	GLH	Level	Credit	Online Exam
L/506/4044	K	Principles of Metering for Renewable Heat Installations	5	2	1	No

Key	Unit Type
K	Knowledge
SP	Simulated Practical
P	Practical (work based)

3.3. Rule of Combination

The Learner must complete all mandatory units.

4. Learners

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

Learners undertaking this qualification should be involved in the renewables heat industry and should have a basic understanding of the legislation and requirements affecting the renewable heat sector including the RHI. Learners should also have a sound knowledge and understanding of common renewable wet heating and hot water technologies and systems.

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

None identified

4.4. 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 then a unit credit can be claimed for each unit completed. This will provide the Learner with evidence of their achievement which may be used at a future date should they wish to complete the full qualification.

5. Delivery Requirements

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
Email – AAdmin@bpec.org.uk

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. Prior 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 Level 2 Award in the Principles of Metering for Renewable Heat Installations (QCF) or
 - ii. Recorded CPD which demonstrates understanding of current MCS Domestic RHI Metering Guidance.
 - iii. 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 prior to 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. IQA's shall hold Level 2 Award in the Principles of Metering for Renewable Heat Installations (QCF) **or**
 - ii. Recorded CPD which demonstrates understanding of current MCS Domestic RHI Metering Guidance.
 - iii. 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 prior to 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 Level 2 Award in the Principles of Metering for Renewable Heat Installations (QCF) **or**
 - ii. Recorded CPD which demonstrates understanding of current MCS Domestic RHI Metering Guidance.
 - 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 9 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

6.1. Assessment Guide

The Assessment Guide provides details of all units, Learning Outcomes and assessment criteria.

6.2. Assessment Records

The Externally set (BPEC Certification Ltd) Centre marked assessment is provided together with a marking rationale to ensure consistency in the assessment process.

Centres must ensure that:

- a. Assessment documentation is stored securely and only accessible to learners during controlled assessments.
- b. Rationales are stored securely and only accessible to Centre staff.
- c. Marked Learner assessments are forwarded to BPEC Certification Ltd with the completed Learner Result Tracker when the qualification is claimed.

For further details regarding the assessment process please refer to the Assessment Guide

6.3. Delivery Support Materials

Powerpoint presentations are available for this qualification. These can be used in presentations and printed as hand outs.

6.4. Learner Result Tracker

A Learner Result Tracking form is available for this qualification. This should be completed for each learner and submitted together with the Learner's record of assessment when the qualification is claimed.

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

6.5. Learner Portfolio

A Learner Portfolio is not available/required for this qualification.

7. Funding

BPEC Certification Ltd does not provide details on funding as this may vary between regions. Centres should contact the appropriate funding body to check eligibility for funding and any regional/national arrangements which may apply to the Centre or Learner. Please see below for where to find out more about funding arrangements.

England

Skills Funding Agency
Cheylesmore House
Quinton Rd
Coventry
CV1 2WT

<https://www.gov.uk/government/organisations/skills-funding-agency>

Scotland

Scottish Funding Council
Apex 2
97 Haymarket Terrace
Edinburgh
EH12 5HD

<http://www.sfc.ac.uk>

Scotland

Scottish Enterprise
Atrium Court
50 Waterloo Street
Glasgow
G2 6HQ

<https://www.scottish-enterprise.com>

Northern Ireland

Department for Employment and Learning
Adelaide House
39-49 Adelaide Street
Belfast
BT2 8FD

<http://www.delni.gov.uk>

Wales

Welsh Assembly Government
Cathays Park
Cardiff
CF10 3NQ

<http://wales.gov.uk/topics/educationandskills/?lang=en>