

# **Qualification Specification**

## **GSA-001**

### **BPEC Level 1 Award in Basic Gas Safety Awareness in Residential Premises**

Qualification Number – 603/3478/2

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## 1. About BPEC

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BPEC Certification Ltd was initially established in 1997 to act as an accredited certification body to oversee competence assessment of individuals working in the gas industry. It has extended its coverage and now offers a range of assessment and certification services to meet the needs of operatives working in the Building Services Sector.

In 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 skills needs 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, assessments and learning materials, which meet the needs of employers, learners and training providers on an ongoing basis.

BPEC Certification is a not for profit company and any surplus funds are gift aided to 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, grants and awards.

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 visit our website at:

[www.bpec.org.uk](http://www.bpec.org.uk)

## 2. Introduction to the Qualification

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### 2.1. Qualification Overview

Qualification Title	BPEC Level 1 Award in Basic Gas Safety Awareness in Residential Premises				
Qualification Number (QN)	603/3478/2				
BPEC Qualification Code	GSA-001				
Assessment Method/s	Multiple Choice Examination				
Entry Requirements	Learners must be 16 years old or over				
GLH	7	TQT	8	Credits	N/A
Mandatory Units	1				
Optional Units	N/A				
Pathways	N/A				
Last Registration Date	31-Dec-2021				
Last Certification Date	31-Dec-2023				

### 2.2. Who this Qualification is for

This qualification is for learners aged 16 years and over who are engaged in activities which require them to attend the residential homes of clients or service users as part of their day to day job role or for those who may undertake volunteer work. This could be for a variety of reasons including: trade operatives, care workers, social workers, housing officers and maintenance personnel working in or visiting properties. It could also be useful for individuals who would like to raise their own personal awareness of gas safety in the home.

### 2.3. The Purpose of the Qualification

For learners to develop a basic understanding and awareness of gas safety, gas legislation and the dangers associated with gas in residential properties.

Learners can progress to a BPEC Level 2 Award in Gas Safety Awareness if this is appropriate to their role or would benefit them personally.

**Note:** Those who achieve the qualification will **not** be recognised by the Gas Industry as being formally qualified in any element relating to gas safety.

### 2.4. Support and Accreditation

This qualification is supported by industry and regulated by Ofqual.

### 2.5. Relationship to Other Qualifications

The following qualifications are linked:

- BPEC 603/3479/4 - Level 2 Award in Gas Safety Awareness in Residential Properties
- BPEC 601/8215/5 - Level 3 Award in Gas Safety Awareness for Supervisors and Managers

## **2.6. Qualification Limitations**

The holder of this qualification is not recognised as being competent to carry out gas work as defined in the Gas Safety (Installation and Use) Regulations 1998.

### 3. Qualification Structure

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#### 3.1. Overview

This qualification consists of 1 mandatory unit.

#### 3.2. Mandatory Unit

Unit Code	Unit Type	Unit Title	Level	Credit Value	TQT	GLH
D/617/1674	K	Basic Gas Safety Awareness in Residential Premises	1	N/A	8	7
		<b>Totals</b>		<b>N/A</b>	<b>8</b>	<b>7</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

c. 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 one mandatory unit.

### 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

The qualification will be awarded when all necessary units have been achieved.

## 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  
aoadmin@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. Before 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.
  - iii. Hold CCN1 or CMA1 and must be technically qualified in domestic gas installation and hold a current certificate of gas safety competence that is not more than 5 years old (either current ACS certificates of Gas Safety competence or 600/1889/6 - Level 2 Diploma in Smart Metering (Gas) or 600/1888/4 - Level 2 Diploma in Smart Metering (Dual Fuel) or an equivalent are acceptable).



- 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 or CMA1 and must be technically qualified in domestic gas installation and hold a current certificate of gas safety competence that is not more than 5 years old (either current ACS certificates of Gas Safety competence or 600/1889/6 - Level 2 Diploma in Smart Metering (Gas) or 600/1888/4 - Level 2 Diploma in Smart Metering (Dual Fuel) or an equivalent are acceptable).
- ii. Have knowledge and understanding of the structure and content of this qualification.

### b. Assessor Competency

The Assessor must hold:

- i. Level 3 Award in Assessing Vocationally Related Achievement **or**
- ii. Level 3 Award in Assessing Competence in the Work Environment **or**
- iii. 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.

### d. Assessor Approval

- i. Assessors must be approved by BPEC Certification Ltd before undertaking any assessments.

### 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 or CMA1 and must be technically qualified in domestic gas installation and hold a current certificate of gas safety competence that is not more than 5 years old (either current ACS certificates of Gas Safety competence or 600/1889/6 - Level 2 Diploma in Smart Metering (Gas) or 600/1888/4 - Level 2 Diploma in Smart Metering (Dual Fuel) or an equivalent are acceptable).
- ii. Have knowledge and understanding of the structure and content of this qualification.

### b. IQA Competence

The IQA must hold:

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

### d. IQA Approval

- i. IQA must be approved by BPEC Certification Ltd before undertaking any IQA activity.

### e. Candidate IQA's:

- i. Must meet the Technical/Occupational Competence at (a) above.
- ii. Must hold 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. Equivalent Assessor/IQA

### 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”.

## 5.8. Staff Conducting Knowledge Assessments (Invigilators)

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

These must:

- a. Be experienced - Staff should be experienced in the supervision of assessments or be under the supervision of an experienced person.
- b. Be Knowledgeable - Staff should be knowledgeable of the assessment procedure.
- c. Be Independent - Staff conducting exams should not be related to any learner sitting the assessment.
- d. Given the nature of this unit/qualification, it is permissible for the knowledge assessment to be administered by the same person who delivered the course tuition/teaching.

\*Assessors/IQA'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.

## **6. Support Materials**

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### **6.1. Qualification Specification**

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

### **6.2. 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.

### **6.3. Learner Knowledge Assessment Packs**

A learner assessment pack for this qualification is available.

### **6.4. Learner Knowledge Assessment Pack Rationale**

A learner assessment pack rationale is available for this qualification. These are for use by the Assessor and Internal Quality Assurer only and must be stored securely in accordance with BPEC Certification Ltd guidance.

## 7. Unit Details

The tables below detail the unit which comprises the qualification; outlining the title, UAN, GLH, aim, learning outcomes, learning points and range.

### 7.1. D/617/1674– Basic gas safety awareness in residential premises

<b>Unit Title - Basic gas safety awareness in residential premises</b>
<b>UAN – D/617/1674</b>
<b>GLH - 7</b>
<p><b>AIM</b></p> <p>This knowledge unit provides learning in basic gas safety considerations applicable to those who are required to visit domestic residential properties. This includes: consideration of gas safety legislation and regulations; an awareness of the basic properties of combustion; understanding of what can cause development of Carbon Monoxide; a basic awareness of what Carbon Monoxide detectors do; an appreciation and understanding of what to do in situations where a visitor to residential premises has concerns about gas safety.</p>

<b>LO1 - Know the basic requirements of the legislation that applies to residential gas systems</b>		
<b>Learning Points</b>		<b>Range</b>
1.1	Identify the main items of gas safety legislation and regulations	<ul style="list-style-type: none"> <li>a. Primary legislation</li> <li>b. Secondary legislation</li> <li>c. Codes of Practice</li> </ul>
1.2	Identify regulations which place specific responsibilities on different groups of people	<ul style="list-style-type: none"> <li>a. Gas fitters/installers</li> <li>b. Landlords</li> <li>c. Suppliers of gas</li> </ul>
1.3	Outline the regulation within the Gas Safety Installation and Use Regulations (GSIUR) that deals specifically with landlords responsibilities	

<b>LO2 - Know about the Gas Safe Register</b>		
<b>Learning Points</b>		<b>Range</b>
2.1	Identify Gas Safe documentation	<ul style="list-style-type: none"> <li>a. labels</li> <li>b. certificates</li> <li>c. registration cards</li> </ul>
2.2	Outline the purpose of the Gas Safe Register	<ul style="list-style-type: none"> <li>a. Gas installers/fitters</li> <li>b. Gas employers</li> <li>c. Registration cards, certificates and labels</li> <li>d. Consumers</li> </ul>

2.3	State how to check an operative is 'Gas Safe' registered	<ul style="list-style-type: none"> <li>a. Website</li> <li>b. phone</li> <li>c. card</li> </ul>
2.4	State how to check an operative's areas of competence	<ul style="list-style-type: none"> <li>a. Areas of competence are relevant to scope of work <ul style="list-style-type: none"> <li>i. CCN1 (Pipework on card)</li> <li>ii. CENWAT (Boiler/water heater on card)</li> <li>iii. HTR (Fire/space heater on card)</li> <li>iv. CKR (Cookers on card)</li> <li>v. DAH (Warm air on card)</li> <li>vi. MET (Meters on card)</li> </ul> </li> <li>b. In date</li> </ul>

### LO3 - Know the basic principles of gas combustion

Learning Points		Range
3.1	Outline the basic characteristics of the types of gas that are used in residential premises	<ul style="list-style-type: none"> <li>a. Natural gas</li> <li>b. LPG</li> </ul>
3.2	Outline the basic characteristics of gas combustion	<ul style="list-style-type: none"> <li>a. Inputs (Fuel gas and air (Oxygen))</li> <li>b. Outputs (flue gases)</li> </ul>
3.3	State what is meant by 'products of combustion'	
3.4	Identify what makes up 'products of complete combustion'	<ul style="list-style-type: none"> <li>a. Carbon Dioxide</li> <li>b. Water vapour</li> <li>c. Nitrogen</li> </ul>
3.5	Identify what makes up 'products of incomplete combustion'	<ul style="list-style-type: none"> <li>a. Carbon Dioxide</li> <li>b. Water vapour</li> <li>c. Nitrogen</li> <li>d. Carbon Monoxide</li> </ul>

### LO4 - Know the signs and symptoms of Carbon Monoxide (CO) poisoning

Learning Points		Range
4.1	Outline why CO is dangerous to humans	<ul style="list-style-type: none"> <li>a. Physiological effects (replacing oxygen)</li> <li>b. Concentration levels</li> </ul>
4.2	State the symptoms of people who may be suffering from CO poisoning	<ul style="list-style-type: none"> <li>a. Breathlessness</li> <li>b. Headaches</li> <li>c. Dizziness</li> <li>d. Nausea</li> <li>e. Collapse/loss of consciousness</li> </ul>
4.3	List the visual signs that could indicate a gas appliance may be producing CO	<ul style="list-style-type: none"> <li>a. Signs of 'sooting' on appliances</li> <li>b. Increased levels of condensation on windows</li> <li>c. Flames of a lazy orange/yellow colour on gas hob</li> </ul>
4.4	List the devices that are available to detect CO in residential premises	<ul style="list-style-type: none"> <li>a. Battery operated</li> <li>b. Mains operated</li> <li>c. 'Spot' detectors</li> </ul>

**LO5 - Know how to locate and operate emergency control valves (ECVs)**

<b>Learning Points</b>		<b>Range</b>
5.1	State the purpose of a gas emergency control valve (ECV)	
5.2	State the expected location of gas emergency control valves (ECVs)	a. Natural gas supply systems b. LPG supply systems
5.3	Outline the procedure for placing the gas emergency control valve (ECV) in the closed position	a. As specified in meter box notice

**LO6 - Know how to report gas safety concerns**

<b>Learning Points</b>		<b>Range</b>
6.1	State the steps to take to protect your own safety if you detect symptoms of CO poisoning	a. Make sure you get to a position of safety b. Ensure you have a supply of fresh air c. Contact the emergency services d. Contact gas emergency service provider
6.2	Outline the actions that should be taken if you notice visual signs of incomplete combustion	a. Turn off gas supply at ECV b. Open windows and external doors c. Contact gas emergency service provider d. Ask for premises to be checked by Gas Safe Registered engineer
6.3	Outline the actions that should be taken if there is a smell of gas, or a gas escape is suspected	a. Turn off gas supply at ECV b. Open windows and external doors c. Contact gas emergency service provider d. Do not operate any electrical switches

## 8. Assessment Methods and Arrangements

This qualification will be assessed as identified below.

Assessment Component	Set By	Marked By	Quality Assurance	
			Internal	External
<b>Centrally Set Centre marked Assessment</b>	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

For centre marked multiple choice knowledge assessments:

- a. The learner is provided with a question paper either Suite A, B or C 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.

#### Before the Assessment

- The assessment paper and or grid must be securely stored before and 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 a suitable Invigilator (as per the requirements of 5.8) to ensure it is completed without assistance and only permitted reference materials are used.
- The Invigilator 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.



### 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 grid.
- The Assessor must record the attempt number (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>) and the percentage results in the appropriate section of the marking grid.
- Completed assessment papers must be retained by the Centre for verification purposes
- If a Learner does not attain 80% 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 Learner should be issued with an alternative suite version (A, B or C) of the test paper to the previous one taken.
  - 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.

## 9. Additional Assessor Competency Requirements

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No additional competency requirements have been identified.