



Domestic Gas Meter Foundation

Candidate Portfolio for 'Off the Job' and 'On the Job' Evidence



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1. Trainee Introduction

1.1 General

Your portfolio is an important document as it incorporates the essential 'evidence' of your Gas Meter Foundation Course. The portfolio will eventually make up a record of all the gas work you completed both on and off the job as part of your Gas Meter Foundation Course. It will also contain declarations from employers and tutors endorsing the work you have completed and a record of all the assessments you complete as part of the course. You should keep your portfolio in a safe place for at least six years after the completion of training as it is your evidence of work completed.

To enhance your portfolio of evidence, photographs of work you do should be included. Where pictures are included, you must be in the picture and should preferably be working. Any photocopies of job cards, warning notices etc. should also be used to authenticate your evidence.

You cannot collect too much evidence from both 'on' and 'off' the job.

REMEMBER THAT YOU MUST NOT WORK ON GAS FITTINGS UNLESS SUPERVISED BY A GAS SAFE REGISTERED INSTALLER.



1.2 How to use the portfolio

Section 2 – Notes and declarations

This section lays out the details of those who will be directly involved in your Gas Meter Foundation course i.e.:

- You, the candidate
- The employer/s with whom you'll be working
- The training centre with which you have registered

It is important that all the correct details are entered at this point; these declarations are important as they confirm the commitment made by applicants, employers and training providers to ensure that the Gas Meter Foundation portfolio is completed correctly.

Sections 3 and 4 – Job detail sheets

Sections 3 and 4 of this portfolio are designed to be completed by you to demonstrate that you have generated sufficient evidence to enable you to complete the Gas Meter Foundation course and progress to ACS training/assessment for CMA1 and MET 1/2 and ultimately Gas Safe registration:

- The job detail sheets at Section 3 and Section 4 are the documents you should use to accurately describe the work activities you complete at each location ('off the job' (i.e. in the training centre) and 'on the job') where you physically participate in work
- The number of 'on the job' installations/exchanges required as a minimum is 35 with 3 jobs to be witnessed/observed by the assessor
- The job detail sheets are designed to enable you to record details of the gas meter installations you work on
- The description of work you complete which is entered onto the job detail sheet must be confirmed by the signature of the Gas Safe registered engineer with whom you were working
- It is vitally important that all job detail sheets are completed accurately (details correct, everything signed and dated correctly)
- The examples given on page 3 & 4 shows a completed 'on the job' detail sheets

'On the Job' – Trainee Job Detail Log

Gas Meter Installation Record

job1

Job Address or Reference Number	42 ACACIA AVE, NEWBOTTLE. DH4 3MP
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Candidate's Job Instructions	Example – Meter Install, Exchange (new smart meter) removal EXCHANGE CREDIT METER
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Meter Box Type	BUILT IN					Meter Location	Internal	✓	External	
Removed Meter Index	1	2	3	4	5	Meter Serial Number	AB1234			
Manufacturer	Landis and Gear					Date	28/9/17			
New Meter Index	6	7	8	9	0	Meter Serial Number	ZX5678			
Manufacturer	Landis and Gear					Date	28/9/17			
Communication Unit installation complete	YES/NO/NA		NA	Notes						

Tightness test	Pass	✓	Fail		Standing Pressure	18 mbar	
Operating Pressure	20 mbar			Installation Purged	YES/NO	YES	
Ventilation check	YES/NO	YES		Flue visual	YES/NO	YES	
Unsafe situation identified	YES/NO	ID	YES/NO	AR	YES/NO	NON COMPLIANT	YES/NO

Candidate description of work undertaken
FITTED TEMPORARY BONDS, CARRIED OUT TIGHTNESS TEST.
REMOVED METER, CAPPED AND PLACED IN SAFE VENTILATED LOCATION. PLUGGED ALL OPEN ENDS.
REPLACED METER WASHERS AND FITTED NEW INLET KIT. INSTALLED NEW METER AND RECORDED ALL DETAILS.
TIGHTNESS TEST, PURGE, CHECK STANDING AND WORKING PRESSURES.
RELIT APPLIANCES AFTER VISUAL CHECK.
REMOVED TEMPORARY BONDS.
CARRIED OUT VISUAL INSPECTION OF VENTILATION PROVISION
CARRIED FLUE VISUAL INSPECTION
FLUE TO CLOSE TO OUTSIDE VENT
PIPEWORK NOT SEALED PAPER WORK ISSUED

Use this section for photographic evidence of the work carried out while on the job.

<p>Remember, throughout this portfolio, the photographs submitted as evidence should demonstrate the wide range of knowledge, skills and behaviours</p>	<p>Remember, throughout this portfolio, the photographs submitted as evidence should demonstrate the wide range of knowledge, skills and behaviours</p>
<p>Brief description of activity shown in photograph above. APPLYING BONDING FOR METER REMOVAL AR SITUATION IDENTIFIED</p>	<p>Brief description of activity shown in photograph above. CARRYING OUT TIGHTNESS TEST</p>

	Candidate	Gas Safe Register Installer	Verifier
Name	A JONES	T HARLAND	
Signature			
Date	28/9/17		
Assessor Comments	GOOD DESCRIPTION OF WORK CARRIED OUT		

This document and all supporting evidence required to demonstrate learner competence in accordance with the assessment criteria must be inserted in the Learner Portfolio



Section 5 – Evidence Records

The evidence records are designed to show that the evidence obtained via the job detail sheets is relevant to the competences associated with specific areas of gas work, i.e gas meters.

Candidates registered to complete the Gas Meter Foundation Course must complete the following evidence records:

- Domestic Natural Gas Safety
- Meters

The following example on page 6 shows how the experiences recorded on the job detail sheet (examples from pages 3 & 4) should be entered onto the Evidence Record for Meters. Also entered on the Evidence Record are examples of when Performance Criteria have been met during periods of 'off the job' training.

Evidence Record - Meters

Name of Trainee: A. JONES		Job detail log number(s) from which evidence was obtained	EXPERIENCE/ EVIDENCE SATISFACTORY (To be completed by training centre)
The trainee must insert the appropriate Job Number (or numbers) in the columns below to show when each performance criteria was performed either 'on the job' or 'off the job'. The job numbers entered onto this record must correspond exactly with the appropriate job detail logs.			
		On the Job	Off the Job
PERFORMANCE CRITERIA – Meters			
1.)	Existing meter installation is visually inspected to identify any possible remedial work necessary	5	1 2 3
2.)	New meter is checked to ensure that it is suitable for replacement of existing		4
3.)	The existing meter is decommissioned, as necessary	5	1 2 3
4.)	The existing gas installation is visually inspected for to ensure it is of suitable size and is tested for tightness	5	1 2 3
The following pre installation checks are completed:			
5.)	Suitability of meter site and location	5	1 2 3 4
6.)	Ventilation requirements	5	1 2 3 4
7.)	Gas connections conform to requirements	5	1 2 3 4
Meter is installed:			
8.)	New meter is located and secured as per manufacturer's instructions and approved industry procedures		4
9.)	The gas supply is connected to the appliance and tightness tested	5	1 2 3 4
The meter is fitted in accordance with manufacturer's instructions relating to:			
10.)	Purging	5	1 2 3 4
11.)	Correct regulator working pressure	5	1 2 3 4
12.)	Correct sealing of meter	5	1 2 3 4
13.)	Appropriate labels and notices applied	5	1 2 3 4



Section 6 – ‘Off the Job’ Note

Section 6 provides space for you to include information from your off the job training sessions at the college/centre. This may include:

- Notes
- Exercises
- Handouts
- Case studies

It is important for you to keep records of what you have covered through the ‘off the job’ training programme.

Section 7 – Assessment Records and Completion Declarations

This section will be completed when the periods of ‘on the job’ and ‘off the job’ training have been completed and the evidence contained within the portfolio has been verified by the training centre. Once this has been completed the centre will send off the appropriate form to BPEC Certification Ltd to request your Gas Meter Foundation Completion Certificate. Once this has been received you will be eligible to apply for ACS training and assessment for CMA1 and MET1/2 at a BPEC ACS assessment centre.

Section 8 – Useful Industry Contacts

This section includes contact details for BPEC, Gas Safe and other related industry organisations. Also included is a list of some of the major manufacturers of gas appliances and associated industry components.

Section 9 – Appendices

In the appendices you will find the following reference material:

- Copy of the Gas Safety (Installation and Use) Regulations 1998

‘Off the job’ programme of study

The off the job programme of study is included here for your information and reference. This will give you an idea of what is covered during your off the job training.

Note: This programme may be subject to slight variations depending on the training centre you are attending and the type of course delivery (day release or block release).



3. 'On the Job' – Trainee job Detail Logs

Gas Meter Installation Record

job1

Job Address or Reference Number	
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Candidate's Job Instructions	<i>Example – Meter Install, Exchange (new smart meter) removal</i>
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Meter Box Type						Meter Location	Internal		External	
Removed Meter Index						Meter Serial Number				
Manufacturer							Date			
New Meter Index						Meter Serial Number				
Manufacturer							Date			
Communication unit installation complete	YES/NO/NA		Notes							

Tightness test	Pass		Fail		Standing Pressure	mbar	
Operating Pressure	mbar			Installation Purged	YES/NO		
Ventilation check	YES/NO			Flue visual	YES/NO		
Unsafe situation identified	YES/NO	ID	YES/NO	AR	YES/NO	NON COMPLIANT	YES/NO

[illegible]



4. 'Off the Job' – Trainee job Detail Logs

Gas Meter Installation Record

job1

Job Address or Reference Number	
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Candidate's Job Instructions	<i>Example – Meter Install, Exchange (new smart meter) removal</i>
-------------------------------------	--

Meter Box Type						Meter Location	Internal		External	
Removed Meter Index						Meter Serial Number				
Manufacturer							Date			
New Meter Index						Meter Serial Number				
Manufacturer							Date			
Communication unit installation complete	YES/NO/NA			Notes						

Tightness test	Pass		Fail		Standing Pressure		mbar	
Operating Pressure	mbar			Installation Purged		YES/NO		
Ventilation check	YES/NO			Flue visual		YES/NO		
Unsafe situation identified	YES/NO	ID	YES/NO	AR	YES/NO	NON COMPLIANT	YES/NO	

[illegible]