

# ACS ENTRY ROUTES AND CHANGEOVER REQUIREMENTS - GUIDANCE NOTE 8

## INTRODUCTION

This Guidance Note (GN8) details the entry routes to ACS Assessment and the requirements for extending scope or range of work. GN8 (Table 2) it is not intended to prevent or restrict movement but to ensure consistency and provide practical guidance to assist compliance with GSIUR - Regulation 3 Qualification and Supervision by ensuring gas engineers do not undertake gas work on appliances or systems for which they have insufficient training and experience.

## DEFINITIONS

**New Entrant:** A person wishing to achieve a recognised industry qualification to undertake gas work and gain Gas Safe Registration in that work category, this includes persons holding qualifications recognised as Category 2 (GN8 Appendix 1)

**Extend Scope:** Moving from one sector to another e.g. Domestic to Commercial

**Extend Range:** Remaining within the sector but adding additional appliances e.g. holding CCN1 & CENWAT adding HTR1

**MLP:** Managed Learning Programme (MLP) approved by the Authoriser of Training (IGEM) in accordance with the requirements of IGEM/IG/1.

**MLP - RPL:** Recognisers of Training are required to use derivatives of their approved MLP's to develop changeover MLP's, taking into consideration any Recognition of Prior Learning (RPL).

Guidance Note 8 is supported by the following:

- GN8 Appendix 1 - List of UK Qualifications and Certification Schemes that are suitable to access ACS Assessments, these Qualifications have been identified as either Category 1 or Category 2
- GN8 Appendix 2 - List of UK Qualifications and Certification Schemes that are known NOT to be suitable for accessing ACS Assessments
- GN8 Appendix 3 – Guided Learning Hours

ACS Core assessments have been classified into 3 groups (Table 1); Category A, Category B and Category C, with defined routes to follow when extending scope from Category B and C to Category A.

**TABLE 1**

CATEGORY CORE GROUPS						
<b>A</b>	CCN1	CCLP1-PD	CCLP1-RPH	COCN1	CCCN1	CCLNG1
<b>B</b>	CESP1	CMA1	CMA3	CCLP1-EPC	CCLP1-LAV	CCLP1-B
<b>C</b>	COCNPI1LS	CMIT1	CMA2LS	CCLP1-MC	CCLP1-EP	

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**TABLE 2**

EXPERIENCED GAS ENGINEER	TRAINING	ONSITE EXPERIENCE	RWE EVIDENCE
1. Renewing an existing or expired ACS or GCS certificate or gas qualification with equivalent ACS certificate	Optional	N/A	N/A
2. Holding a recognised gas qualification as listed and indicated as Category 1 on GN8 Appendix 1 applying to <b>extend range</b> of work within the same sector	Required	<sup>2</sup> Gas Safe Registered with minimum six months experience	<sup>1</sup> Required if no documented evidence of onsite experience in extension applied for
3. Holding <b>Category A Core</b> ACS Certificate applying to <b>extend range</b> of work within the same sector, e.g. CCN1 with CKR1 to HTR1 or CENWAT etc.	Required	<sup>2</sup> Gas Safe Registered with minimum six months experience	<sup>1</sup> Required if no documented evidence of onsite experience in extension applied for
4. Holding <b>Category A Core</b> ACS Certificate applying to <b>extend scope</b> of work to a different sector, e.g. CCN1 to CoDNCO1 or CoDC1 or COCN1 to CoCDN1 etc	<sup>9</sup> RPL - Bridge	<sup>2</sup> Gas Safe Registered with minimum six months experience	<sup>1</sup> Required if no documented evidence of onsite experience in extension applied for
5. Holding <b>Category B or C Core</b> ACS Certificate applying to <b>extend range</b> of work within the same sector, e.g. CMA1 with MET1 to CMET1 or COCNPI1LS to TPCP1 etc	Required	<sup>2</sup> Gas Safe Registered with minimum six months experience	<sup>1</sup> Required if no documented evidence of onsite experience in extension applied for
6. Experienced foreign national gas engineer holding a valid certificate of gas competence or licence to practice gas work in the country of issue applying to remain in that sector e.g. Domestic	Optional	<sup>3</sup> Experience declaration signed by engineer	N/A
NEW ENTRANT WITH TRANSFERABLE SKILLS OR EXPERIENCE	TRAINING	ONSITE EXPERIENCE	RWE EVIDENCE
7. Holding a recognised qualification as listed and indicated as Category 2 on GN8 Appendix 1 or holding <b>Category C Core</b> ACS Certificate applying to <b>extend scope</b> of work to a different sector	<sup>4</sup> MLP - RPL	<sup>4</sup> MLP - RPL	<sup>6</sup> If required to support onsite experience
8. Experienced in gas work (gained legally within the scope of GS(I&U)R) wishing to gain ACS in that sector e.g. Industrial experience applying for COCN1 or LPG (leisure site) experience applying for CCLP1 LAV etc	MLP	<sup>5</sup> MLP - RPL	<sup>6</sup> If required to support onsite experience
9. Experienced in gas work (gained legally from outside scope of GS(I&U)R) wishing to gain ACS in that specific category e.g. Engineer working on gas engines in factory wishing to gain CGFE1	Required	<sup>8</sup> Experience declaration signed by engineer and employer	<sup>1</sup> If required to support onsite experience
10. Holding <b>Category B</b> ACS Certificate applying to <b>extend scope</b> of work to a different sector, e.g. CMA1 to CCN1 or COCNPI1LS to COCN1 etc	<sup>9</sup> RPL - Bridge	<sup>9</sup> RPL - Bridge	<sup>1</sup> If required to support onsite experience
11. Holding a qualification as listed and indicated as unsuitable on GN8 Appendix 2	<sup>4</sup> MLP - RPL	MLP	<sup>6</sup> If required to support onsite experience
NEW ENTRANT WITHOUT TRANSFERABLE SKILLS OR EXPERIENCE	TRAINING	ONSITE EXPERIENCE	RWE EVIDENCE
12. Working to achieve a <b>Category A or B Core</b>	MLP	MLP	<sup>6</sup> If required to support onsite experience
13. Working to achieve a <b>Category C Core</b> or ICPN1LS or ICAE1LS or EFJLP1	<sup>7</sup> Required	<sup>7</sup> Required	<sup>7</sup> If required to support onsite experience

Yellow Routes (7, 8, 11 & 12) are within the Recogniser of Training Scope of IGEM

Green Routes (1 – 6, plus 9, 10 & 13) are outside the Recogniser of Training Scope of IGEM

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### TABLE 2 NOTES

**NOTE 1:** Where opportunities are limited or not available for experienced GSR engineers to gain onsite experience to extend their Scope or Range of work, Realistic Work Environment (RWE) evidence must be used as an alternative. The RWE evidence must be obtained with a record retained in the candidates' file and identified as RWE. Appliances and equipment used for RWE training purposes should be installed within an approved training centre, replicating typical installations (or part of) which would be found in the workplace.

**NOTE 2:** Before extending Scope or Range of work, gas engineers must provide evidence to the centre that they have been Gas Safe Registered and have a minimum of six months experience. Evidence would include as a minimum the engineers Gas Safe Registration Licence showing date first registered or letter from GSR containing proof of registration.

**NOTE 3:** A Declaration signed by the engineer (Foreign National) must include detail of the Scope of work previously undertaken and be supported by translated evidence of the licence to work in the engineers' native country.

**NOTE 4:** MLP - RPL: This route is designed to build on an existing MLP or Qualification. A documented technical interview must take place to determine what training and experience gaps exist prior to undertaking the agreed MLP or Qualification RPL route. Centre training duration would be similar, if not the same as required for New Entrant MLP, reduction can be applied if cross referenced to qualifications held, this reduction also applies to onsite experience durations and evidence. Evidence must be within the previous three years.

Centres must agree with their Certification or Awarding Body in advance of any MLP reductions.

**NOTE 5:** Witnessed Testimony (GSR Engineer): A signed declaration made by the GSR engineer with whom the experience was gained must detail the exact work experience covered and be supported by evidence. This type of evidence is only allowed to support the MLP and not as a complete replacement for evidence specified by the MLP provider. Evidence must be within the previous three years and amount to no greater than 50% of the portfolio content.

**NOTE 6:** Realistic Work Environment (RWE) evidence can be used to support onsite experience gaps e.g. where the range of appliances or flue systems are not available. The RWE evidence must be obtained at an approved MLP training centre, be no greater than 10% of the portfolio content and recorded in the candidates' portfolio and identified as RWE.

**NOTE 7:** The training course must be relevant to the limited scope ACS Assessment applied for. Onsite experience must be supported by a Witnessed Testimony made by the GSR engineer with whom the experience was gained, this must detail the exact work experience covered.

**NOTE 8:** Evidence to include a Witness Testimony statement signed by the engineer and each (if more than one) employer declaring that all evidence and supporting documentation provided is correct, accurate and a true account of the gas work undertaken. The statement shall include the name, address and contact details of each employer and include details of the gas work undertaken at each location. Supporting evidence for each address where gas work was undertaken should also be included.

**NOTE 9:** RPL - Bridge: This route is designed to build on an existing MLP or Qualification. A documented technical interview must take place to determine what training and experience gaps exist prior to undertaking the agreed RPL Bridge route. Centre training duration to cover any gaps would be the same as required for New Entrant MLP, reduction can be applied if cross referenced to qualifications held, this reduction also applies to onsite experience durations and evidence. Evidence must be within the previous three years.

### IMPLEMENTATION TIMESCALE

New Entrant Working to achieve a Category A or B Core, from 1<sup>st</sup> October 2017, will be required to complete an IGEM/IG/1 MLP

MLP's (not IGEM/IG/1) started before 1<sup>st</sup> October 2017, will require completion by 1<sup>st</sup> October 2018 (those not completed by this time will be required to transfer to an IGEM/IG/1 MLP)

All other routes listed in Table 2, implementation by 1<sup>st</sup> October 2018