



# **Domestic Gas Foundation**

## **Managed Learning Programme**

# **Candidate Portfolio**

**Candidate Name.....**

## **Contents:**

1. Trainee Introduction and How to Use the Portfolio
2. Notes and Declarations
3. 'On the Job' – Job Records
4. 'Off the Job' – Job Records
5. Evidence Records:
  - a) Portfolio Evidence Referencing
  - b) On the Job Work Log
  - c) Customer Address Log
6. Method Statements
7. Assessment Records and Completion Declarations
8. Study Programme

# 1. Trainee Introduction



## 1.1 General

It is important to recognise that the Domestic Gas Foundation (DGF) is a Managed Learning Programme (MLP). It does not prove competence and it does not allow you to undertake any work on gas.

The objective of the DGF MLP is to ensure you have been trained and undertaken sufficient work experience to allow you to be assessed for competence under the ACS scheme. This will then allow you to apply to become Gas Safe Registered.

The ACS scheme operates separately from the MLP and when you apply to an ACS centre to be assessed they will require proof that you have been through an industry recognised and approved training programme. The proof you have been through such a programme is the MLP certificate you will receive on successful completion of the DGF MLP.

## 1.2 Overview

The DGF MLP consists of three basic elements:

### **Training:**

You will undertake training in a recognised training centre approved by BPEC. This is based in the classroom and workshops to cover both theory and practical application. The training is designed to be delivered in 280 hours with additional time for each appliance (14 hours for boilers and 7 hours for each additional appliance). An additional 28 hrs is required for LPG. These are usually referred to as Guided Learning Hours or GLH. The programme is contained in section 8 of the portfolio.

### **Assessments:**

During your time in the training centre you will be required to undertake both practical and theory assessments. The number of assessments you are required to take/pass depends on the number of appliances you study but several of the assessments are mandatory regardless of the number of appliances.

### **On the job experience and Off the job experience:**

As well as attending the training centre you will also be required to provide evidence that you have undertaken work experience On the job equivalent to a minimum of 420 hours (12 weeks). A work log is provided in the portfolio. This will allow you to track the experience you gain and the range of work you encounter.

If you are new to the industry your initial work experience may be limited to shadowing a Gas Safe Registered Engineer. For the avoidance of doubt, this is classed as work experience and should be recorded. As you progress you will move on to gaining hands on experience.

At some stage you will need to gather evidence which meets the criteria in Section 5a of the portfolio. This is work you undertake unassisted but under the direct supervision of the Gas Safe Registered Engineer.

This work will need to be accompanied with detailed evidence. Job records are provided in Section 3 for you to record what you have done and this should be supported with supplementary evidence such as:

- Photographs (you must be in the photograph)
- Landlords certificates
- Work job sheets
- Method statements
- Check lists
- Witness statements
- Notifications
- Calculations (pipe sizing, ventilation etc.)
- Analyser readings/print offs
- Any other relevant supporting evidence

Your job record should be countersigned by the engineer you work with and it will be reviewed by your assessor who will also countersign the record.

You cannot collect too much evidence but remember to make it relevant – for example – putting a complete set of manufacturer’s instructions in your portfolio only proves you can obtain them and put them in the portfolio. However, if you copied just the servicing requirements and annotated them as you completed the service this shows you have applied them.

Depending on the type of work you encounter On the job you may not be able to generate all the evidence required in Section 5a On the job. Therefore, the criteria in Section 5a permits some evidence to be generated in the training centre. This is called Off the job and evidence sheets are provided in Section 4 for you to record this. The rules around what evidence can and cannot be generated Off the job are strictly applied and your training provider will guide you through the process.

The assessments you take are also used to meet the criteria in section 5a. These have already been inputted into the sheet but be aware you must have done the assessment for it to count.

**REMEMBER** - you must **not** work on gas unless you are directly supervised by a Gas Safe Registered Engineer. This means the engineer must be present when you are undertaking gas work.

### 1.3 Pathways, evidence and assessments

The table below shows the assessments and experience you will need to complete the MLP for your chosen pathway. In all instances you must complete Domestic Gas Safety. You must also complete at least 1 appliance. So if you are training to be able to install, service and maintain boilers and water heaters you will need to complete everything in the Domestic Gas Safety column and everything in the Boilers column.

	Domestic Natural Gas Safety (Mandatory )	Boiler	Cooker	Heater	Warm Air	Meter	Tumble Dryers	LPG Change Over PD
<b>Practical Assessments</b>								
AP1	✓							
AP2	✓							
AP3A		✓						
AP3B		✓						
AP3C			✓					
AP3D				✓				
AP3E							✓	
AP4	✓							
AP5	✓							
AP6	Optional							
AP7								✓
<b>Written Assessments</b>								
AW1	✓							
AW2	✓							
AW3	✓							
AW4	✓							
AW5	✓							
AW6	Optional							
AW7								✓
AW8							✓	
<b>On the job evidence - Portfolio</b>								
DNGS 1/2/3	✓							
Boilers		✓						
Cookers			✓					
Heaters(fires)				✓				
Warm Air					✓			
Meters						✓		
LPG Changeover								✓

### 1.4 Choosing your pathway

You will see from the table above that whatever pathway you take you will need to provide evidence of on the job experience. Therefore, if the Gas Safe Engineer you are working under does not install cookers (for example), you will find it difficult to gather evidence of experience for that pathway. On the other hand if the engineer mainly installs, services and maintains boilers you should have ample opportunity to gather evidence for the Boiler pathway. So when choosing your pathway you should have a good understanding of the work you will have access to and discuss your options with your tutor.

## Declarations

Job Reference .....4

Supplementary evidence attached to this record			
Evidence	✓	Evidence	✓
Ventilation calculation		Landlord safety certificate (copy or photo)	
Purge volume calculation		Commissioning record	
Pipe sizing calculation		Servicing check list	
Analyser readings		Photographs of work being undertaken with you in the photo	
Job sheets		Other:	
Pre installation check list (from MIs)		Other:	

Declarations					
<b>Learner declaration – I confirm that the evidence contained in this job record and the supplementary evidence attached is a true account of the work I have undertaken unassisted and/or assisted.</b>					
Learner name	John Smith	Signature	<i>J Smith</i>	Date	14/1/21
<b>Gas Safe Registered Engineer – I confirm the evidence contained in the job record and the supplementary evidence attached is a true account of the work undertaken by the learner under my supervision and work undertaken by the Learner unassisted met industry standards.</b>					
Gas Safe Registered Engineer name (print)	Alice Jones	Gas Safe Registered Engineer Signature	<i>Alice Jones</i>	Date	14/1/21
Gas Safe Registration Number of Engineer		Insert number here			

Assessor Declaration					
<b>I confirm I have reviewed the evidence in this job record and all the associated supplementary evidence.</b>					
I have discussed the record with the Learner	<input checked="" type="radio"/> Y <input type="radio"/> N	Notes:			
The record has been accepted as being an accurate account and the hours can be logged in section 5b. The address listed in 5c is valid.	<input checked="" type="radio"/> Y <input type="radio"/> N	Notes: log 2 hours in section 5b			
I have confirmed that the Gas Safe Engineer who has countersigned this record above is listed in section 2 of the portfolio	<input checked="" type="radio"/> Y <input type="radio"/> N	Notes:			
Evidence which can be used to meet the criteria in section 5a of the Learner’s portfolio has been agreed with Learner	<input type="radio"/> Y <input checked="" type="radio"/> N	Notes: John wore PPE but has not provided any supplementary evidence			
Assessor feedback to Learner:					
<p style="color: red;">Our discussion highlighted you have picked up additional knowledge and related it to standards. Unfortunately you cannot reference wearing PPE to section 5a because you have not provided an explanation or photographic evidence. You will have plenty of opportunity to meet this on future jobs – just remember to get a photograph and write an explanation. Make sure you complete your log 5b. Well done.</p>					
Assessor name (print)	M Brown	Assessor signature	<i>MBrown</i>	Date	20/1/21
Assessor number	Insert BPEC Assessor No.				

## On The Job – Job Record

<b>Learner name</b>		<b>Hours at this job</b>		<b>Job Number</b>	
		<b>Post Code</b>		<b>Date:</b>	
<b>Reason for visit ✓</b>					
Installation and commission of new appliance		Safety inspection including Landlords			
Service appliance/s		Decommission system or appliances			
Maintenance - fault find/repair		Recommission system or appliances			
Install, replace or extend gas pipework		Trace leak/repair leak			
Install meter		Other:			
LPG System ✓	<b>For LPG systems record the appliances below if appropriate then record your work on page 8 which is specific to LPG</b>				

**For columns with U/A – enter A if you assisted with the task or U if you completed the task unassisted or ✓ appropriate column**

General	Your Role		Appliance/Meter details					Work Undertaken on this appliance/meter	Your Role		
	U	A	Ref	Make	Model	Flue			U	A	
	✓	✓				RS	OF				FL
Work area checked and prepared for work activity			1								
Appropriate tools, equipment and materials are selected and checked			2								
Appropriate PPE worn			3								
Performed safe electrical isolation			4								

Safety control devices checked for correct operation	U/A	Appliance Ref:
Flame supervision devices		
Gas taps		
Multifunctional controls		
Regulators		
Safety shut off valve – cooker lid		
Thermostats		
Vitiation (atmosphere) sensing device (oxygen depletion system)		
Other:		

Gas tightness testing and purging to IGEN/UP/1B			
Tightness test		Purging	
U/A		U/A	
Drop before work commenced	mb	Installation with volume $\leq 0.02\text{m}^3$	ft <sup>3</sup> m <sup>3</sup>
Drop after work completed	mb	Installation with Volume $0.02\text{ m}^3 \leq 0.035\text{ m}^3$	ft <sup>3</sup> m <sup>3</sup>
Installation gas tight Y/N		New installation ✓	
Working pressure	mb	Existing installation ✓	
Standing pressure	mb		
Meter type: e.g. E6/U6		Max permissible drop for this installation	mb

Visual Checks undertaken			
Check	U/A	Satisfactory Y/N	Findings and actions taken if appropriate
Installation pipework			
Meter installation			
Equipotential bonding			
Ventilation requirements (include calculations in supplementary evidence)			
Flue installation and components			
Location of appliances			
Fire precautions (clearances required for appliance and flue safety)			





**Boilers – Installation – Service – Maintain (fault find & repair)**

Installed & Commissioned				
Appliance type	Ref: From page 1	Work completed		
Traditional boiler		Pre installation check to confirm installation will meet MIs and relevant regulations		
System boiler		Appliance Installed in accordance with MI's instructions		
Combination boiler		Associated pipework connections have been made (Tick as appropriate)	HW	CW
Multi point water heater		Commissioned in accordance with MI's		
		Appliance handed over to customer including instructing the customer on operation and demonstrating operation		
		Documentation is completed – list and attach as supplementary evidence		
<b>In all instances the testing results should be recorded in the Appliance Performance Testing section at the bottom of the page as appropriate</b>				

Service				
Appliance type	Ref: From page 1	Work completed		
Traditional boiler (open flue)		Appliance serviced in accordance with MI's instructions		
Traditional boiler (room sealed)		Associated flue has been inspected and/or tested		
System boiler		Documentation is completed – list and attach as supplementary evidence		
Combination boiler		Confirm appliance installation conforms to MIs		
Multi point water heater		Other:		
<b>In all instances the testing results should be recorded in the Appliance Performance Testing section at the bottom of the page as appropriate</b>				

Maintain – fault find and repair				
Appliance type	Ref: From page 1	Work completed		
Traditional boiler (open flue)		Fault identified	Describe fault and how it was rectified	
Traditional boiler (room sealed)		Gas safety control defect		
System boiler		Electrical control defect		
Combination boiler		Water control defect		
Multi point water heater		Documentation is completed – list and attach as supplementary evidence		
<b>In all instances the testing results should be recorded in the Appliance Performance Testing section at the bottom of the page as appropriate</b>				

Appliance Performance Testing (complete as appropriate for the appliance worked on)						
Combustion			Combi boiler or Water heater			
Test	Minimum	Maximum	Test	Reading	Meets MIs	
Operating/burner pressure/gas rate			Cold water temp	°C		
CO <sup>2</sup> initial	%	%	Hot water temp	°C		
CO <sup>2</sup> final	%	%	Hot water temp rise	°C		
CO initial	ppm	ppm	Hot water flow rate	l/m		
CO final	ppm	ppm	<b>Flues</b>			
CO <sup>2</sup> /CO ratio initial			<b>Inspection or test</b>			<b>Result</b>
CO <sup>2</sup> /CO ratio final			Flue is installed in accordance with MI's			
<b>Heat input</b>			Flue condition is satisfactory			
Expected from MI or Data plate			Are there signs of spillage			
Actual			Flue flow test satisfactory			
<b>Ventilation</b>						
What are the ventilation requirements for the appliance						
What ventilation is in place			Does ventilation meet MIs and regulations			Yes/No
Notes:						
1. Initial and final readings only need to be completed when undertaking repairs or possibly servicing						
2. You should record safety device checks on page 1						

**LPG Changeover**  
**Liquid Petroleum Gas (LPG) general installation, pipework installation and safety, tightness testing and purging**

LPG visual checks undertaken			
Check	U/A	Satisfactory Y/N	Findings and actions taken if appropriate
Installation pipework (copper)			
Installation pipework (flexible connections and hoses)			
Location of appliances			
Fire precautions (clearances required for appliances and flues for safety)			
Cylinder storage/location, safety requirements and sizing			
Meter locations			
Positioning of emergency isolation, flow controls and valves for cylinders			

LPG pipework installed, replaced or extended						
Pipework type installed	U/A	Amount installed	Location	U/A	Joints and Valves	U/A
Copper		m	Surface mounted		Describe:	
Flexible connections and hoses		m	Through walls			
Describe the purpose of installing – new/extending etc.						
Describe any fabrication you undertook – formed bends/offsets etc.						
Describe any controls you installed						

LPG gas tightness testing and purging to IGEM/UP/1B							
Tightness test				Purging			
Your role in the tightness test	Assisted ✓		Unassisted ✓	Your role in the purging process	Assisted ✓	Unassisted ✓	
Installation visually inspected – record findings				New/extended installation ✓			
Tightness Test pressure (TTP)			mb	Existing installation ✓			
Explain why this pressure was used – for example type of regulator/type of gas etc.				Installation including a meter –identify meter			
Installation gas tight Y/N				Appliances re-lit (list reference number/s from page 1)			
UPSO tested							

Use page 2 to provide a description of the work undertaken and/or the tightness testing and purging process  
 Record any appliances on page 1

**Supplementary Photographic Evidence**

Job Reference .....

<p>Brief description of activity shown in photograph above</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Brief description of activity shown in photograph above</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Brief description of activity shown in photograph above</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Brief description of activity shown in photograph above</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

## Declarations

Job Reference .....

Supplementary evidence attached to this record			
Evidence	✓	Evidence	✓
Ventilation calculation		Landlord safety certificate (copy or photo)	
Purge volume calculation		Commissioning record	
Pipe sizing calculation		Servicing check list	
Analyser readings		Photographs of work being undertaken with you in the photo	
Job sheets		Other:	
Pre installation check list (from MIs)		Other:	

Declarations					
<b>Learner declaration – I confirm that the evidence contained in this job record and the supplementary evidence attached is a true account of the work I have undertaken unassisted and/or assisted.</b>					
Learner name		Signature		Date	
<b>Gas Safe Registered Engineer – I confirm the evidence contained in the job record and the supplementary evidence attached is a true account of the work undertaken by the learner under my supervision and work undertaken by the Learner unassisted met industry standards.</b>					
Gas Safe Registered Engineer name (print)		Gas Safe Registered Engineer Signature		Date	
Gas Safe Registration Number of Engineer					

Assessor Declaration		
<b>I confirm I have reviewed the evidence in this job record and all the associated supplementary evidence.</b>		
I have discussed the record with the Learner	Y/N	Notes:
The record has been accepted as being an accurate account and the hours can be logged in section 5b. The address listed in 5c is valid.	Y/N	Notes:
I have confirmed that the Gas Safe Engineer who has countersigned this record above is listed in section 2 of the portfolio	Y/N	Notes:
Evidence which can be used to meet the criteria in section 5a of the Learner's portfolio has been agreed with Learner	Y/N	Notes:
Assessor feedback to Learner:		
Assessor name (print)		Assessor signature
Assessor number		Date

