

Level 3 Certificate in the Certification of Electrical Installations (Design, Erection and Verification of Electrical Installations) (2391-20)

Qualification handbook

QCA number 500/3517/4



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1 About this document

This document contains the information that centres need to offer the following qualification:

Level 3 Certificate in the Certification of Electrical Installations (Design, Erection and Verification of Electrical Installations) (2391-20)

QCA accreditation number **500/3517/4**

This document includes details and guidance on:

- centre resource requirements
- candidate entry requirements
- information about links with, and progression to, other qualifications
- qualification standards and specifications
- assessment requirements

2 About the qualification

2.1 Aim of the qualification

The Certificate in Design, Erection and Verification of Electrical Installations was previously certificated under the qualification 2400 Design, Erection and Verification of Electrical Installations. It is intended for personnel in electrical contracting companies who have responsibility for the quality of the design, specification, installation, and inspection and testing processes. It addresses, in particular, the implications of the Wiring Regulations for Electrical Installations.

Accreditation details

This qualification is

- accredited by the Qualifications and Curriculum Authority at Level 3 of the NQF

For further details about accreditation, national qualification frameworks and level descriptors please refer to Appendix 1.

2 About the qualification

2.2 The structure of the qualification

This section provides information about the structure of the qualification and unit combinations required for the qualification.

Full qualifications

The qualification will be awarded to candidates on successful completion of the required units as shown in the table below:

QCA unit reference	City & Guilds unit number	Unit title
J/501/4047	Unit 302	Practical application of the inspection, testing and certification of electrical installations (practical)
L/501/4047	Unit 303	Technical knowledge of design, erection and verification of electrical installations (paper-based dated entry exam)
R/501/4049	Unit 304	Design of electrical installations (project)

Certificates of unit credit

Certificates of unit credit (CUC) will not be issued to candidates for each successfully completed unit as candidates need to demonstrate both technical knowledge and practical application.

2 About the qualification

2.3 Sources of information and assistance

Related publications

City & Guilds also provides the following documents specifically for this qualification:

Publication	Available from
Fast track approval forms/generic fast track approval form	City & Guilds website
2391-302 Practical	City & Guilds Publications
2391-304 Project	City & Guilds Publications

Other essential City & Guilds documents

There are other City & Guilds documents which contain general information on City & Guilds qualifications:

- **Providing City & Guilds qualifications – a guide to centre and qualification approval** contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve ‘approved centre’ status, or to offer a particular qualification.
- **Ensuring quality** contains updates on City & Guilds assessment and policy issues.
- **Centre toolkit** contains additional information on *Providing City & Guilds qualifications*, in a CD-ROM, which links to the internet for access to the latest documents, reference materials and templates. The *Centre Toolkit* is sent to centres when they receive approved centre status. It is also available from to order at an additional cost.
- **Online catalogue** contains details of general regulations, registration and certification procedures and fees. This information is also available online.

For the latest updates on our publications and details of how to obtain them and other City & Guilds resources, please refer to the City & Guilds website.

City & Guilds websites

Website	Address	Purpose and content
City & Guilds main website	www.cityandguilds.com	This is the main website for finding out about the City & Guilds group, accessing qualification information and publications.
SmartScreen	www.smartscreen.co.uk	SmartScreen is the City & Guilds online learning support website. It gives registered subscribers access to qualification-specific support materials.
Walled Garden	www.walled-garden.com	The Walled Garden is a qualification administration portal for approved centres, enabling them to register candidates and claim certification online.

Contacting City & Guilds by e-mail

The following e-mail addresses give direct access to our Customer Relations team.

e-mail	Query types
learnersupport@cityandguilds.com	all learner enquiries, including <ul style="list-style-type: none">• requesting a replacement certificate• information about our qualification• finding a centre.
centresupport@cityandguilds.com	all centre enquiries
walledgarden@cityandguilds.com	all enquiries relating to the Walled Garden, including <ul style="list-style-type: none">• setting up an account• resetting passwords.

3 Candidate entry and progression

Candidate entry requirements

Candidates should not be entered for a qualification of the same type, content and level as that of a qualification they already hold.

There are no formal entry requirements for candidates undertaking this qualification. However, centres must ensure that candidates have the potential and opportunity to successfully gain the qualification.

Before undertaking this qualification candidates should seriously consider undertaking the City & Guilds Level 3 Certificate in Inspection, Testing and Certification of Electrical Installations (2391-10) as well as obtaining industry experience. It is also strongly recommended that candidates have achieved either the City & Guilds Certificate in the requirements for electrical installations (BS 7671 2008) (2382) or similar qualifications where candidates have demonstrated knowledge and understating of the 17th edition in order to ensure they have every opportunity of achieving this qualification

Please see section 5 of this document, Course design and delivery, which offers guidance on initial assessment.

Age restrictions

This qualification is not approved for use by candidates under the age of 18, and City & Guilds cannot accept any registrations for candidates in this age group.

Progression

On completion of this qualification candidates may progress into employment or to the following City & Guilds qualifications:

- City & Guilds Level 4 Higher Professional Diploma in Building Services Engineering (4467-04).

4 Centre requirements

4.1 Centre, qualification and fast track approval

Centres not yet approved by City & Guilds

To offer this qualification, new centres will need to gain both **centre and qualification approval**. Please refer to Appendix 2 for further information.

Existing City & Guilds centres

To offer this qualification, centres already approved to deliver City & Guilds qualifications will need to gain **qualification approval**. Please refer to Appendix 2 for further information.

Centres already offering City & Guilds qualifications in this subject area

Centres approved to offer the qualification City & Guilds Level 3 Certificate in design, erection and verification of electrical installations (2391-02) may apply for approval for the new City & Guilds Level 3 Certificate in design, erection and verification of electrical installations (2391-20) using the **fast track approval form**, available from the City & Guilds website.

Centres may apply to offer the new qualification using the fast track form

- providing there have been no changes to the way the qualifications are delivered, and
- if they meet all of the approval criteria specified in the fast track form guidance notes.

Fast track approval is available for 12 months from the launch of the qualification. After this time, the qualification is subject to the **standard** Qualification Approval Process. It is the centre's responsibility to check that fast track approval is still current at the time of application.

4 Centre requirements

4.2 Registration and certification

Administration

Full details of City & Guilds' administrative procedures for this qualification is provided in the *Online Catalogue*. This information includes details on:

- registration procedures
- enrolment numbers
- fees
- entry for examinations
- claiming certification.

Centres should be aware of time constraints regarding the registration and certification periods for the qualification, as specified in the City & Guilds *Online Catalogue*.

Centres should follow all administrative guidance carefully, particularly noting that fees, registration and certification end dates for the qualification are subject to change. The latest News are available on the website (www.cityandguilds.com).

Regulations for the conduct of examinations

Regulations for the conduct of examinations for online and written examinations are given in *Providing City & Guilds qualifications - a guide to centre and qualification approval* and in the *Online Catalogue*. Centres should ensure they are familiar with all requirements prior to offering assessments.

Retaining assessment records

Centres must retain copies of candidate assessment records for at least three years after certification.

Notification of results

After completion of assessment, candidates will receive, via their centre, a 'notification of candidate results', giving details of how they performed. It is not a certificate of achievement.

Certificate of unit credit (CUC)

A certificate of unit credit records the successful completion of a unit. Centres can apply for CUCs on behalf of a candidate at any time after they have achieved the unit. They do not need to wait until the full programme of study has been completed.

Full certificates

Full certificates are only issued to candidates who have met the full requirements of the qualification[s], as described in section 2.2 The structure of the qualification.

4 Centre requirements

4.3 Quality assurance

This information is a summary of quality assurance requirements.

Providing City & Guilds qualifications and in the *Centre toolkit* provide full details and guidance on:

- internal quality assurance
- external quality assurance
- roles and responsibilities of quality assurance staff.

Internal quality assurance

Approved centres must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications.

Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance, and City & Guilds is responsible for external quality assurance.

External quality assurance

External quality assurance for the qualification will be provided by City & Guilds external verification process.

External verifiers are appointed by City & Guilds to approve centres, and to monitor the assessment and internal quality assurance carried out by centres. External verification is carried out to ensure that assessment is valid and reliable, and that there is good assessment practice in centres.

External verifiers:

The role of the external verifier is to:

- provide advice and support to centre staff
- ensure the quality and consistency of assessments within and between centres by the use of systematic sampling
- provide feedback to centres and to City & Guilds.

5 Course design and delivery

5.1 Initial assessment and induction

It is recommended that centres make an initial assessment of each candidate prior to the start of their programme to ensure they are entered for an appropriate type and level of qualification. Please refer to Section 3 – Candidate entry and progression.

Further guidance about initial assessment and induction, as well as a learning contract that centres may use, are available in the *Centre toolkit*.

5 Course design and delivery

5.2 Recommended delivery strategies

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

Centres may design course programmes of study in any way that:

- best meets the needs and capabilities of their candidates
- satisfies the requirements of the qualification.

5 Course design and delivery

5.3 Data protection, confidentiality and legal requirements

Data protection and confidentiality

Data protection and confidentiality must not be overlooked when planning the delivery of this qualification.

Centres offering this qualification may need to provide City & Guilds with personal data for staff and candidates. Guidance on data protection and the obligations of City & Guilds and centres are explained in *Providing City & Guilds qualifications*.

5 Course design and delivery

5.4 Learning and support resources

City & Guilds provides the following resources for this qualification.

Resource	How to access
Handbooks	www.cityandguilds.com

6 Relationships to other qualifications

6.1 Links to National Occupational Standards and N/SVQs

This qualification is based upon the IEE BS 7671 17th edition rather than linked to N/SVQs and National Occupational Standards.

6 Relationships to other qualifications

6.2 Key skills (England, Wales and Northern Ireland)

City & Guilds recognises the importance of opportunities for developing and generating evidence for the assessment of the nationally specified Key Skills. However, as the intention of this qualification is to itself support technical knowledge for those employed within the industry we would suggest that the opportunities for key skills would be found in complementary qualifications at level 3 for electrical schemes.

6 Relationships to other qualifications

6.3 The wider curriculum

City & Guilds recognises the importance of the contribution to candidates of wider issues in terms of health and safety, environmental and relevant international agreements. As with Key Skills, we would suggest that the content is confined to the technical needs of the IEE Wiring Regulations. These are essential to safe working and compliance with the electrical industry. The wider issues are more appropriately addressed in supporting qualifications.

7 Assessment

7.1 Summary of assessment requirements

For this qualification, candidates will be required to complete the following assessments:

- **one** practical assessment (2391-302) (Please note that candidates who have already completed the 2391-302 with 2391-10 will not need to take this again)
- **one** written assessment covering outcomes 1-3 (2391-303)
- **one** project, requiring a minimum of 20 hours work (2391-304).

The 2391-303 examination is an open book test and the following reference materials are permitted:

- The IEE Wiring Regulations – the 17th edition.
- IEE On-Site Guide and/or AEEU Guide to Good Electrical Practice
- IEE Guidance Note 3.

Grading and marking

Grading of the written assessment for this qualification (Unit 303) will be pass, merit, distinction and fail.

The practical assessment (Unit 302) and project (Unit 304) are graded Pass / Fail.

8 Test specification

8.1 Test specifications

The test specification for this qualification is below:

Paper title: Technical knowledge of design, erection and verification of electrical installation (2391-303)
Duration: 3 hours
No of questions: 10

Outcome	Unit title	No of questions	approximate percentage %
1	Design	5	50
2	Selection and erection of equipment	2	20
3	Inspection and testing	3	30
Total		10	100

Unit 302

Practical application of the inspection, testing and certification of electrical installations

Rationale

The aim of this unit is to enable the candidate to develop the necessary technical practical skills about the inspection, testing and certification of electrical installations.

Learning outcomes

There is one outcome to this unit. To:

- demonstrate a practical application of the testing inspection, testing and certification of electrical installations.

Guided learning hours

It is recommended that 15 hours should be allocated for this unit. This may be on a full time or part time basis.

Assessment and grading

This unit will be assessed by a practical examination. Candidate can either pass or fail this unit.

Practical Activities

The candidate will be able to:

- 1 select the correct instruments or settings and appropriate scales or ranges to carry out tests
- 2 check and prove instruments and leads for safety and function
- 3 given the information required carry out the inspection and testing of an installation to the requirements of BS 7671
- 4 complete a Periodic Inspection report, as given in BS7671, including two Schedules of Test Results
- 5 carry out an inspection of installation components and record deviations and complete a Schedule of Inspections

The test rig and inspection and testing equipment

- To carry out these inspection and testing practical assessments, simulated installations should be constructed in accordance with the diagrams given in the Assessment Guide for Centres.
- The test rigs should be located in an area of adequate space and light. All connections must be directly to the accessories, rather than simulated, and allowance should be made for the replacement of connections as they become worn.
- The test equipment provided by the centre must meet the requirements of BS 7671 and HSE document GS 38.
- To ensure that the candidate has to make a selection from the equipment provided, there should be a greater range of test instruments available than is actually required to carry out the tests.
- The test instruments for Assessment 4 must include a voltage indicator, with the necessary proving equipment, to test for correct isolation.
- To simulate 'real' conditions the test rig must be connected to a 400V three-phase and neutral supply.

Test procedure

1. The candidate should be given
 - a. the appropriate results sheet for the assessment
 - b. a selection of hand tools where required, to carry out the test of the installation
 - c. a range of test instruments including those required to complete the tests.
2. Candidate identification and other relevant information should be completed on the appropriate result sheet prior to the commencement of each test.
3. The candidate will be expected to record all relevant information and test results for all circuits on the appropriate results sheet.

The tests and performance criteria for assessment

- The tests that must be completed and the detailed performance criteria the candidate must meet in order to pass the test are provided in the Assessment Guide for Centres. A copy of each set of performance criteria must be completed for each candidate.
- Consideration should be given to the Electricity at Work Regulations throughout the assessment process, and it should be made clear to the candidate that failure to observe appropriate safe working practices will result in the assessment being stopped.

Unit 303

Technical knowledge of design, erection and verification of electrical installations

Rationale

The aim of this unit is to enable the candidate to develop the necessary technical knowledge and understanding about the design, erection and verification of electrical installations.

Learning outcomes

There are **three** outcomes to this unit. These include a knowledge and understanding of:

- Design
- Selection and erection of equipment
- Inspection and testing.

Guided learning hours

It is recommended that 15 hours should be allocated for this unit. This may be on a full time or part time basis.

Assessment and grading

This unit will be assessed by a dated entry written examination. Candidates can achieve a pass, merit, distinction or fail this unit.

Unit 303

Technical knowledge of design, erection and verification of electrical installations

Outcome 1

Design

Practical skills

The candidate will be able to:

- 1 design an installation relevant to the purpose for which it is to be used, to comply with BS 7671 using:
 - a) calculation
 - b) tables within BS 7671 or the associated guidelines, or
 - c) any combination of the above, as required.
- 2 verify that a design or design schedule complies with BS 7671.

Underpinning knowledge

The candidate will be able to:

- 1 state and, where applicable, describe the fundamental principles of the following design principles:
 - a) characteristics of available supply or supplies
 - b) nature of demand
 - c) environmental conditions
 - d) cross-sectional areas of conductors
 - e) types of wiring and methods of installation
 - f) protective equipment
 - g) emergency control
 - h) disconnecting devices
 - i) prevention of mutual detrimental influences
 - j) accessibility of electrical equipment
 - k) documentation for the electrical installation
 - l) protective devices and switches
 - m) isolation and switching.
- 2 state and, where applicable, describe the assessment of the following general characteristics of an installation which affect installation design
 - a) maximum demand
 - b) arrangement of live conductors and earthing
 - c) supplies
 - d) division of installation
 - e) external influences
 - f) compatibility
 - g) maintainability
 - h) safety services
 - i) continuity of services.
- 3 state the requirements for and methods of protection against
 - a) electric shock
 - b) thermal effects
 - c) overcurrent.

- d) voltage disturbances and electromagnetic disturbances
- 4 identify and apply the following appropriate protection methods for safety:
- a) understand risk assessment procedures
 - b) recognise hazardous environments.
- 5 state the general characteristics of an installation and the relevant physical conditions of the following:
- a) scaled drawings
 - b) specifications
 - c) general characteristics for the installation
 - d) relevant external influences
 - e) client's requirements
 - f) determine the total maximum demand for the complete installation, discrete sections and associated circuits
 - g) determine whether it is appropriate to apply diversity factors
 - h) determine the division of the installation into circuits
 - i) determine particular requirements for special installations or locations
 - j) locate distribution boards/consumer units
 - k) select and locate protection devices and switchgear
 - l) select appropriate wiring systems and installation methods
 - m) determine live and protective conductor sizes (mm^2 and appropriate enclosures)
 - n) for a given installation collate the drawings, specification, schedules and bills of quantities.
- 6 check a given specification and design for all or part of an installation, for compliance with BS 7671.

Unit 303

Technical knowledge of design, erection and verification of electrical installations

Outcome 2

Selection and erection of equipment

Practical skills

The candidate will be able to:

- 1 conduct an initial verification in line with inspection and testing procedures complying at all times with current Safety Legislation, BS 7671 and any other relevant Standards.

Underpinning knowledge

The candidate will be able to identify and apply:

- 1 BS 7671 requirements for safety, selection and erection in terms of:
 - a) both self and others
 - b) compliance with standards
 - c) operational conditions and external influences
 - d) accessibility
 - e) identification and notices
 - f) prevention of mutual detrimental influences.
- 2 BS 7671 requirements for selection and erection in terms of selection and erection of wiring systems.
- 3 BS 7671 requirements for selection and erection of protection, isolation, switching, control and monitoring.
- 4 BS 7671 requirements for selection and erection of earthing arrangements and protective conductors.
- 5 BS 7671 requirements for selection and erection of:
 - a) low voltage generating sets
 - b) rotating machines
 - c) accessories
 - d) current-using equipment
 - e) transformers
 - f) luminaires and lighting installations.
- 6 changes to design where detailed in BS 7671 for special installations or locations.

Unit 303

Technical knowledge of design, erection and verification of electrical installations

Outcome 3

Inspection and testing.

Practical skills

The candidate will be able to:

- 1 conduct an initial inspection meeting all relevant Safety Legislation and the Requirements of BS 7671.

Underpinning knowledge

The candidate will be able to:

- 1 identify the four human senses that may be utilised during inspection procedures
- 2 state the need to avoid:
 - a) danger to persons
 - b) damage to property and installed equipment.
- 3 verify that installed electrical equipment:
 - a) is in compliance with British or Harmonised Standards
 - b) meets design parameters and the requirements of BS 7671
 - c) is not damaged or defective.
- 4 identify the inspection check list in BS 7671 (items i to xvii) and apply those that are relevant to a given electrical installation.
- 6 recognise a schedule of inspections as being an essential part of the documentation required for an initial verification.
- 7 explain the need for protective conductors within an electrical installation.
- 8 describe methods of verifying the continuity of protective conductors.
- 9 describe approved methods of verifying the continuity of ring final circuit conductors.
- 10 carry out calculations from given test results to verify the continuity of ring final circuit conductors.
- 11 state the precautions required prior to conducting insulation resistance testing.
- 12 describe the procedures and methods of conducting insulation resistance testing.
- 13 state the required test voltages and minimum values of insulation resistance for conventional circuits.
- 14 describe the procedure and methods verifying protection by SELV, PELV or electrical separation.

- 15 describe the degrees of protection for Enclosures as stated in BS EN 60529 International Protection (IP codes) relevant to BS 7671.
- 16 describe approved methods of testing polarity both before and after a circuit or an installation has been energised.
- 17 describe approved methods of measuring earth electrode resistance .
- 18 describe approved methods of verifying automatic disconnection of supply for
 - a) TN systems
 - b) TT systems.
- 19 describe approved methods of measuring earth fault loop impedance.
- 20 describe methods of verifying the requirements for additional protection.
- 21 describe methods of verifying prospective fault current.
- 22 describe methods of checking, where applicable, phase sequence.
- 23 describe methods of functional testing.
- 24 describe methods of verifying voltage drop.
- 25 explain the differences between the requirements for initial and periodic inspection and test procedures.
- 26 describe the requirements of BS 7671 that are relevant to alterations and additions to an existing circuit or installation.
- 27 identify the range of notices that may be located within an installation.
- 27 understand the responsibility associated with the completion of
 - a) Electrical Installation Certificates
 - b) Periodic Inspection Reports
 - c) associated inspection and test schedules
 - d) Minor Electrical Installation Certificates.

Rationale

The aim of this unit is to enable the candidate to obtain and demonstrate the necessary skills to design a small commercial / industrial or domestic installation.

Learning outcomes

There is **one** outcome to this unit. To:

- design a small commercial/industrial or domestic installation.

Guided learning hours

It is recommended that 10 hours should be allocated for this unit. This may be on a full time or part time basis.

Assessment and grading

This unit will be assessed by a centre assessed project. Candidate can either pass or fail this unit.

Unit 304

Outcome 1

Design of electrical installations (Project)

Design a small commercial/industrial or domestic installation

Practical skills

The candidate will be able to:

- 1 Design a small commercial/industrial or domestic installation.

Project

This project is a design exercise to meet a given specification and set of drawings. It is intended to occupy a **minimum of 20 hours of work**. The specification will be for a small commercial/industrial or domestic installation and will include at least one special installation or location as defined in Part 7 of BS 7671. A single project will be set for all examination series within a twelve month period from October to September. Whilst the project may be completed using computer software, **centre staff must ensure that all project work is that of the candidate alone.**

The installation specification will include a site drawing showing, for example, the locations of major current using equipment, lighting and heating requirements and facilities for portable equipment. Information such as the characteristics of supply and the ratings of equipment will also be supplied.

Approximately 10 hours should be tutor-supported, in three stages to

- ensure that individual candidates understand the requirements of the project
- monitor candidates' progress
- carry out final project assessment and grading.

Centres must ensure that the project submitted is the candidate's own work, and this may be verified by the centre through additional questioning as necessary.

As with 2391- 302 Practical application of the inspection, testing and certification of electrical installations, the project work will be subject to external verification.

Appendix 1 Accreditation, national frameworks and qualification level descriptors

Please visit the following websites to find information on accreditation, national frameworks and qualification level descriptors in each country.

Nation	Who to contact	Website
England	The Qualifications and Curriculum Authority	www.qca.org.uk
Scotland	The Scottish Qualifications Authority	www.sqa.org.uk
Wales	The Department for Education, Lifelong Learning and Skills Wales (DELLS)	www.wales.gov.uk
Northern Ireland	The Council for Curriculum, Examinations and Assessment	www.ccea.org.uk

Appendix 2 Obtaining centre and qualification approval

Only approved organisations can offer City & Guilds qualifications. Organisations approved by City & Guilds are referred to as **centres**.

Centres must meet a set of quality criteria including:

- provision of adequate physical and human resources
- clear management information systems
- effective assessment and quality assurance procedures including candidate support and reliable recording systems.

An organisation that has not previously offered City & Guilds qualifications must apply for approval to become a centre. This is known as the **centre approval process (CAP)**. Centres also need approval to offer a specific qualification. This is known as the **qualification approval process (QAP)**, (previously known as scheme approval). In order to offer this qualification, organisations which are not already City & Guilds centres must apply for centre and qualification approval at the same time. Existing City & Guilds centres will only need to apply for qualification approval for the particular qualification.

Full details of the procedures and forms for applying for centre and qualification approval are given in *Providing City & Guilds qualifications - a guide to centre and qualification approval*, which is also available on the City & Guilds centre toolkit, or downloadable from the City & Guilds website.

Regional / national offices will support new centres and appoint a Quality Systems Consultant to guide the centre through the approval process. They will also provide details of the fees applicable for approvals.

Assessments must not be undertaken until qualification approval has been obtained.

City & Guilds reserves the right to withdraw qualification or centre approval for reasons of debt, malpractice or non-compliance with City & Guilds' policies, regulations, requirements, procedures and guidelines, or for any reason that may be detrimental to the maintenance of authentic, reliable and valid qualifications or that may prejudice the name of City & Guilds. Further details of the reasons for suspension and withdrawal of approval, procedures and timescales, are contained in *Providing City & Guilds qualifications*.

Approval for global online assessment (GOLA)

In addition to obtaining centre and qualification approval, centres are also required to set up a GOLA profile in order to offer online examinations to candidates. Setting up a GOLA profile is a simple process that need only be completed once by the centre.

Details of how to set up the profile and GOLA technical requirements are available on the City & Guilds website (www.cityandguilds.com/e-assessment). The GOLA section of the website also has details of the GOLA helpline for technical queries and downloads for centres and candidates about GOLA examinations.

Centres should also refer to *Providing City & Guilds qualifications - a guide to centre and qualification approval* for further information on GOLA.

Appendix 3 Summary of City & Guilds assessment policies

Health and safety

The requirement to follow safe working practices is an integral part of all City & Guilds qualifications and assessments, and it is the responsibility of centres to ensure that all relevant health and safety requirements are in place before candidates start practical assessments.

Should a candidate fail to follow health and safety practice and procedures during an assessment, the assessment must be stopped. The candidate should be informed that they have not reached the standard required to successfully pass the assessment and told the reason why. Candidates may retake the assessment at a later date, at the discretion of the centre. In case of any doubt, guidance should be sought from the external verifier.

Equal opportunities

It is a requirement of centre approval that centres have an equal opportunities policy (see *Providing City & Guilds qualifications*).

The regulatory authorities require City & Guilds to monitor centres to ensure that equal opportunity policies are being followed.

The City & Guilds equal opportunities policy is set out on the City & Guilds website, in *Providing City & Guilds qualifications*, in the *Online Catalogue*, and is also available from the City & Guilds Customer Relations department.

Access to qualifications on the National Qualifications Framework is open to all, irrespective of gender, race, creed, age or special needs. The centre co-ordinator should ensure that no candidate is subject to unfair discrimination on any ground in relation to access to assessment and the fairness of the assessment.

Access to assessment

Qualifications on the National Qualifications Framework are open to all, irrespective of gender, race, creed, age or special needs. The centre co-ordinator should ensure that no candidate is subject to unfair discrimination on any ground in relation to access to assessment and the fairness of the assessment.

City & Guilds' *Access to assessment and qualifications guidance and regulations* document is available on the City & Guilds website. It provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

Access arrangements are pre-assessment adjustments primarily based on history of need and provision, for instance the provision of a reader for a visually impaired candidate.

Special consideration refers to post-examination adjustments to reflect temporary illness, injury or indisposition at the time of the assessment.

Appeals

Centres must have their own, auditable, appeals procedure that must be explained to candidates during their induction. Appeals must be fully documented by the quality assurance co-ordinator and made available to the external verifier and/or City & Guilds.

Further information on appeals is given in *Providing City & Guilds qualifications*. There is also information on appeals for centres and candidates on the City & Guilds website or available from the Customer Relations department.

Appendix 4 Funding

City & Guilds 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 candidates.

For funding regulatory purposes, candidates should not be entered for a qualification of the same type, level and content as that of a qualification they already hold.

Please see the table below for where to find out more about the funding arrangements.

Nation	Who to contact	For higher level qualifications
England	<p>The Learning and Skills Council (LSC) is responsible for funding and planning education and training for over 16-year-olds. Each year the LSC publishes guidance on funding methodology and rates. There is separate guidance for further education and work-based learning.</p> <p>Further information on funding is available on the Learning and Skills Council website at www.lsc.gov.uk and, for funding for a specific qualification, on the Learning Aims Database http://providers.lsc.gov.uk/lad.</p>	<p>Contact the Higher Education Funding Council for England at www.hefce.ac.uk.</p>
Scotland	<p>Colleges should contact the Scottish Further Education Funding Council, at www.sfc.co.uk.</p> <p>Training providers should contact Scottish Enterprise at www.scottish-enterprise.com or one of the Local Enterprise Companies.</p>	<p>Contact the Scottish Higher Education Funding Council at www.shefc.ac.uk.</p>
Wales	<p>Centres should contact the Welsh Assembly Government www.learning.wales.gov.uk</p> <p>0845 010 3300 – bilingual greeting, or 0845 010 4400 – Welsh language greeting</p>	<p>Centres should contact the Welsh Assembly Government www.learning.wales.gov.uk</p> <p>0845 010 3300 – bilingual greeting, or 0845 010 4400 – Welsh language greeting</p>
Northern Ireland	<p>Please contact the Department for Employment and Learning at www.delni.gov.uk.</p>	<p>Please contact the Department for Employment and Learning at www.delni.gov.uk.</p>

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