



City & Guilds Level 3 Technical Occupational Entry in Electrical Installations (Diploma) (2366-03)

Version 1.2 (April 2026)

Practical assignment 2366-353

Candidate Pack (Sample)

Version and date	Change detail	Section
V1.0 February 2025	Initial version	All
V1.1 May 2025	Change to 2366-353 Part A Task 1 duration to align with other electrotechnical qualifications	Part A Task 1
V1.2 April 2026	Minor grammatical amendments in line with BS 7671 18 th Edition Amendment 4 2026	

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1. Assessment overview

This guidance contains assessment documentation for the Level 3 Technical Occupational Entry in Electrical Installations (Diploma) (2366-03).

The practical assignment consists of two parts:

- Part A, Task 1 – Inspection and testing
- Part B, Task 2 – Fault diagnosis and rectification.

For Part A, Task 1, you are required to safely undertake an initial verification on a section of the assessment rig as advised by assessors.

For Part B, Task 2, you are required to safely diagnose and suggest a suitable method of rectification for a range of faults by interpreting the given symptoms.

Parts A and B of the assessment may be taken either on the same or two separate consecutive days. Assessment evidence must be handed in at the end of each session.

Supervised assessment conditions

This is a controlled assessment taken under supervised conditions.

Access arrangements and reasonable adjustments

Access arrangements are adjustments that allow candidates with disabilities, special educational needs and temporary injuries to access the assessment and demonstrate their skills and knowledge without changing the demands of the assessment. These arrangements must be made before assessment takes place.

The Equality Act 2010 requires City & Guilds to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

It is the responsibility of the centre to ensure at the start of a programme of learning that candidates will be able to access the requirements of the qualification.

Please refer to the *JCQ access arrangements and reasonable adjustments and Access arrangements – when and how applications need to be made to City & Guilds* for more information. Both are available on the City & Guilds website:

<http://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library/policies-and-procedures/access-arrangements-reasonable-adjustments>

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2. Candidate guidance

General guidance

Please read **all** information carefully before the assessment.

This is a formal assessment that you will be graded on. You will be graded on the quality and accuracy of the work you produce. It is therefore important that you carry out your work to the highest standard you can.

Timings and planning

You are allowed **three hours** for Part A, Task 1 and **three hours** for Part B, Task 2. You are advised to study the details of the assessment before starting.

You should check with your assessor that you have all the relevant materials, equipment and information/data sources that you need before starting the assessment.

You should take care when planning and ensure that you have divided the time available between parts of the assignment tasks appropriately. Timings for tasks are provided within this pack to support you with planning and time allocation.

If you have a good reason for needing more time, you will need to explain the reasons to your assessor and agree a new time for the assessment to take place. Any changes will be at the discretion of the assessor and agreed by City & Guilds.

Health and Safety

You must work safely throughout this assessment. Any unsafe actions may result in the termination of this assessment.

Presentation of work

Presentation of work must be appropriate to the task, and evidence required for submission.

You should make sure that each piece of evidence, including any forms, is clearly labelled with your name and the project reference.

All electronic files must be given a clear file name that allows your assessor to identify it as your work.

Written work may be word-processed or handwritten unless stated otherwise.

Instructions for this assignment

Ensure you read all the assessment information issued by the assessor.

You must only work on your tasks in the allocated times.

You must use the required materials listed below.

You are only permitted to use the resources listed below.

Your work will be kept secure during any supervised breaks that are taken.

You must complete all the tasks and present all evidence that is detailed in each task.

Any additional documents/templates needed for the task will be provided to you by the assessor.

Within each task you will find the following:

- **Conditions of assessment:** This will tell you the duration and rules you must follow when completing a task.
- **Controlled conditions:** This will tell you the rules you must follow when completing each task eg You must not share or discuss your work with other candidates.
- **Required materials:** This provides a list of documents that you will have access to, to complete the task.
- **Permitted resources:** This provides a list of equipment or tools that you will have access to, to complete the task.
- **What must be produced for grading:** This describes the evidence you must submit when the task is completed. Be aware failure to submit any evidence requested can adversely affect your overall mark for the assessment.

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3. Tasks

Part A, Task 1 – Inspection and testing

The purpose of Task 1 is for you to safely undertake an initial verification on a section of the assessment rig as advised by your assessor.

You need to carry out the process below for three circuits. Your assessor will provide you with a card for each circuit.

You must work safely throughout this assessment. Any unsafe actions may result in the termination of this assessment.

You must:

- Carry out an inspection on the relevant section of an installation, completing the section on the Electrical Installation Certificate for inspections prior to testing.
- Carry out a range of tests relating to the circuits given to you by your assessor. You must obtain permission from your assessor before proceeding with any tests involving switching on the supply.
- Use instruments safely and in accordance with manufacturer's information and HSE GS38 as appropriate.
- Complete the remainder of the Electrical Installation Certificate, Schedule of Circuit Details and Schedule of Test Results, as contained within Appendix 6 of BS 7671.

Conditions of assessment

- The time allocated for this task is **three hours**.
- You must carry out the task on your own.
- You will be observed by the assessor, under controlled conditions, whilst carrying out the task.
- You must not share or discuss your work with other candidates after the assessment has been completed.

Controlled conditions

- You must only work on your tasks in the allocated times.
- You must use the required materials listed below.
- You are only permitted to use the resources listed below.

Required materials

- Guidance documentation, GN3, OSG and BS 7671.

- Copy of Electrical Installation Certificate, Schedule of Inspections (incorporated within the EIC), Schedule of Circuit Details and Schedule of Test Results, as contained within Appendix 6 of BS 7671.

Permitted resources

- Suitable test equipment.
- Suitable isolation kit, including sign.
- Appropriate tools.
- Appropriate PPE.

What must be produced for grading

- The completed Electrical Installation Certificate, Schedule of Inspections (incorporated within the EIC), Schedule of Circuits and Schedule of Test Results.

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Part B, Task 2 – Fault diagnosis and rectification

This practical task is intended to assess your knowledge, skills and understanding of the fault diagnosis and rectification process within electrical installations.

You will be provided with one pack of job cards. Each pack contains seven cards which outline the symptoms for each fault.

Using the job cards provided, you need to investigate and diagnose a total of six faults on the assessment rig, provided to you by the assessor. The additional card may be used if you are unable to diagnose one of the faults.

All work must be carried out to conform to current Standards and in accordance with all health and safety requirements. Any unsafe actions will result in termination of this assessment.

After you correctly identify each fault, you will need to complete a report sheet.

The report sheet should include the following:

- a description of work undertaken, and tests carried out to locate the fault
- the nature of the fault
- a brief description of what is required in order to rectify the fault, including materials required
- the actions required to ensure the rectification is suitable.

After these actions are undertaken, you are to inform your assessor who will activate the next fault. Only one fault will be introduced on to the rig at any one time. You need to repeat this process for each fault for a total of six faults.

Timing of assessment

- The time allocated for this task is **three hours**.
- You will be observed by the assessor, under controlled conditions, whilst carrying out the task.

Controlled conditions

- You must only work on your tasks in the allocated times.
- You are not permitted to bring any materials into the assessment session.
- You must carry out the task on your own, under controlled conditions whilst being observed.

What must be produced for grading

- A completed report sheet for each of the six faults.

Appendix 1 – Candidate Report Sheet

Report sheet	
Job card reference number:	
Candidate name:	Date of assessment:
Description of work undertaken, and tests carried out (as appropriate)	
The nature of the fault	
Brief description of what is required in order to rectify the fault, including materials (if needed)	
The actions required to ensure proposed rectification of fault is appropriate and safe	