# City & Guilds Level 3 Award in Periodic Inspection and Testing of Electrical Installations (2391-51)

**Version 2.4 (April 2026)**

## Qualification Handbook

# Qualification at a glance

| | |
|---|---|
| **Subject area** | Electrical Installation |
| **City & Guilds number** | 2391-51 |
| **Age group approved** | 18+ |
| **Entry requirements** | It would be expected that candidates have previously achieved a Level 3 Electrotechnical qualification or similar before undertaking this qualification. |
| **Assessment types** | Multiple Choice Test; Assignment |
| **Approvals** | Automatic approval for approved 2394/2395 centres |
| **Support materials** | SmartScreen; Qualification handbook |
| **Registration and certification** | Consult the Walled Garden/Online Catalogue for last dates |

| Title and level | GLH | TQT | City & Guilds qualification number | Ofqual accreditation number |
|---|---|---|---|---|
| City & Guilds Level 3 Award in Periodic Inspection | 41 | 55 | 2391-51 | 603/1273/7 |

| Version and date | Change detail | Section |
|---|---|---|
| 1.1 December 2017 | Added grade boundaries | **Assessment** |
| 2.0 January 2018 | Qualification title changed to reflect the content more clearly<br><br>Formatting changes | **All**<br><br>**All** |
| 2.1 August 2018 | Regional Difference<br><br>Range statement amended (AC 1.3)<br>AC 2.2 amended<br><br>Regional differences section added<br><br>City & Guilds added to qualification title | **Delivery of Qualification**<br><br>**Unit 501**<br><br>**Assessment**<br><br>**Throughout** |
| 2.2 September 2018 | Qualification title corrected | **Document footer.** |
| 2.3 July 2024 | Entry requirements updated<br><br>Who is this qualification for updated<br><br>Learner entry requirements<br><br>Unit 501, Learning outcome 1, (AC1.5) Reporting documentation:<br>Schedule of circuit details added | **Qualification at a glance**<br><br>**Section 1**<br><br>**Section 2**<br><br>**Page 14** |
| 2.3 April 2026 | Update to the range for AC 5.7 to reflect the BS 7671 amendment. | **Page 18** |

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# 1 Introduction

This document tells you what you need to do to deliver the qualification:

| Area | Description |
|---|---|
| Who is the qualification for? | This qualification is intended for electricians that hold relevant Level 3 Electrotechnical qualifications, who want to undertake Continuing Professional Development (CPD), learn new skills, and enhance their understanding of periodic inspection and testing of electrical installations. |
| What does the qualification cover? | This qualification prepares candidates for the periodic inspection and testing of electrical installation work. |
| What opportunities for progression are there? | It allows candidates to progress into employment or to the following City & Guilds qualifications:<br><br>• City & Guilds Level 4 Award in the Design and Verification of Electrical Installations (2396)<br>• ILM management and leadership qualifications |
| Who did we develop the qualification with? | The qualification is endorsed by the Institution of Engineering and Technology |
| Is it part of an apprenticeship framework or initiative? | No |

## Structure

To achieve the City & Guilds Level 3 Award in Periodic Inspection and Testing of Electrical Installations, candidates must achieve the mandatory unit 2391-501.

| City & Guilds Level 3 Award in Periodic Inspection and Testing of Electrical Installations | | |
|---|---|---|
| **City & Guilds unit number** | **Unit title** | **GLH** |
| **Mandatory** | | |
| 501 | Periodic Inspection and Testing of Electrical Installations | 41 |

## Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

| Title and level | GLH | TQT |
|---|---|---|
| City & Guilds Level 3 Award in Periodic Inspection and Testing of Electrical Installations | 41 | 55 |

# 2 Centre requirements

## Approval

If your Centre is approved to offer the qualification City & Guilds Level 3 Award in the Initial Verification and Certification of Electrical Installations (2394-01) or City & Guilds Level 3 Award in the Periodic Inspection, Testing and Certification of Electrical Installations (2395-01) you will receive automatic approval to offer the new City & Guilds Level 3 Award in Periodic Inspection and Testing of Electrical Installations (2391-51).

To offer these qualifications, new centres will need to gain both centre and qualification approval. Please refer to the Centre Manual - Supporting Customer Excellence for further information.

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

## Resource requirements

### *Physical resources and site arrangements*

Centres must provide access to sufficient equipment in the centre or workplace to ensure candidates have the opportunity to cover all of the practical activities.

The assignment guide gives details on the specifications of any practical rig which must be built.

### *Centre staffing*

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area[s] for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Centre staff may undertake more than one role, eg tutor and assessor or internal verifier, but cannot internally verify their own assessments.

## Learner entry requirements

This qualification must **not** be taken by learners new to the industry who do not possess sufficient skills, knowledge, and experience to undertake inspection and testing safely and competently. This qualification is also not suitable for learners with limited experience of working in the electrotechnical sector, or who do not already hold relevant Level 3 electrotechnical qualifications. Centres should conduct a thorough initial assessment of applicants to establish that their current skills, knowledge, and experience is sufficient prior to qualification enrolment.

## Age restrictions

City & Guilds cannot accept any registrations for learners under 16 as these qualifications are not approved for learners under 16.

# 3 Delivering the qualification

## Initial assessment and induction

An initial assessment of each candidate should be made before the start of their programme to identify:

- if the candidate has any specific training needs
- support and guidance they may need when working towards their qualifications
- any units they have already completed, or credit they have accumulated which is relevant to the qualifications
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the candidate fully understands the requirements of the qualification[s], their responsibilities as a candidate, and the responsibilities of the centre. This information can be recorded on a learning contract.

## Support materials

The following resources are available for these qualifications:

| Description | How to access |
|---|---|
| SmartScreen | www.smartscreen.co.uk |

### *Recording documents*

Candidates and centres may decide to use a paper-based or electronic method of recording evidence.

City & Guilds endorses several ePortfolio systems, including our own, Learning Assistant, an easy-to-use and secure online tool to support and evidence learners' progress towards achieving qualifications. Further details are available at: www.cityandguilds.com/eportfolios.

City & Guilds has developed a set of *Recording forms* including examples of completed forms, for new and existing centres to use as appropriate. Recording forms are available on the City & Guilds website.

Although new centres are expected to use these forms, centres may devise or customise alternative forms, which must be approved for use by the external verifier, before they are used by candidates and assessors at the centre. Amendable (MS Word) versions of the forms are available on the City & Guilds website.

### *Delivery of qualification for centres in nations other than England*

For centres delivering this qualification where the content of the units is expressed differently in nations other than England, eg legislation, professional bodies, local directives and policy initiatives, this content should be adapted to meet local needs.

# 4 Assessment

## Summary of assessment methods

***Candidates must:***

- successfully complete one practical assignment (2391-501)
- successfully complete one online multiple choice test (2391-051)

| Assessment Number | Title | Assessment method | Where to obtain assessment materials |
|---|---|---|---|
| 501 | Periodic Inspection and Testing of Electrical Installations | Practical Assignment | The practical assignment is available from the City & Guilds website |
| 051 | Periodic Inspection and Testing of Electrical Installations | Online Multiple Choice Test | This assessment is provided on e-volve |

## Assessment strategy

***Test Specifications***

The way the knowledge is covered by each test is laid out in the table(s) below:

**Assessment type:** Online Multiple Choice Test

**Assessment conditions:** Open book and invigilated

**Grading:** Pass/Fail

**Grade Boundaries:** The pass mark is set at approximately 75%, however this may be adjusted to ensure consistency across cohorts (reliability).

| Test: 2391-051 | Duration: 90 minutes | | |
|---|---|---|---|
| **Unit 501** | **Outcome** | **Number of questions** | **%** |
| | 1 Understand the requirements for periodic inspection and testing | 5 | 13 |
| | 2 Understand safety management procedures when undertaking periodic inspection and testing | 2 | 5 |
| | 3 Understand the requirements for the periodic inspection of an electrical installation | 7 | 17 |
| | 4 Understand the requirements for testing electrical installations during periodic inspection and test | 26 | 65 |

| Test: 2391-051 | Duration: 90 minutes | | |
|---|---|---|---|
| | 5 Perform periodic inspection and testing of electrical installations | 0 | 0 |
| | **Total** | **40** | **100** |

### *Regional differences*

This qualification contains reference to statutory and non-statutory documents, which may differ depending where this qualification is delivered. It is the expectation that centre deliver content that is relevant to the cohort they are teaching. We have written our assessment to reference legislation that is relevant to all ensuring that the assessment is fit for purpose for all the nations, rather than having separate versions of each specification for each of the nations.

### *Recognition of prior learning (RPL)*

Recognition of prior learning means using a person's previous experience, or qualifications which have already been achieved, to contribute to a new qualification.

For this qualification, RPL is allowed and is not sector specific.

# 5 Units

## Availability of units

Some of the units can be found in a separate document.

## Structure of the units

These units each have the following:

- City & Guilds reference number
- Title
- Unit aim
- Learning outcomes, which are comprised of a number of assessment criteria

Centres must deliver the full breadth of the range. Specialist equipment or commodities may not be available to all centres, so centres should ensure that their delivery covers their use. This may be covered by a practical demonstration (e.g. video). For the practical assessments for this qualification, centres should ensure that there are sufficient resources to complete the task but are not required to use all the equipment or commodities in the range.

# Unit 501 Periodic Inspection and Testing of Electrical Installations

| | |
|---|---|
| **Unit level:** | Level 3 |
| **Unit aim:** | This unit is designed to enable learners to understand principles, practices and legislation for periodic inspection, testing and condition reporting of electrical installations in accordance with statutory and non-statutory regulations and requirements. Its content is the knowledge needed by a learner to underpin the application of skills of the periodic inspection, testing and condition reporting of electrical installations. |

## Learning outcome

The learner will:

1 Understand the requirements for periodic inspection and testing of electrical installations

## Assessment criteria

The learner can:

1.1 State why periodic inspection and testing may be required

1.2 State the purpose of periodic inspection

1.3 Identify the statutory and non-statutory documents that effect the periodic inspection process

1.4 Identify information to be provided in order for an inspector to agree with the client:

- 1.4 a Extent and limitations
- 1.4 b Appropriate sampling

1.5 Describe the purpose of the periodic inspection documentation and the requirements for recording and retention

1.6 Define the responsibilities of the inspector in relation to the report

## Range

(AC1.3) **Statutory and non-statutory documents applicable to UK regions:**

- Relevant health and safety legislation
- Electricity at work regulations
- BS 7671
- IET Guidance Note 3
- HSE Guidance GS 38.

(AC1.5) **Reporting documentation:**

- An electrical installation condition report

- Schedule of inspections
- Schedule of circuit details
- Schedule of test results
- Guidance to recipients.

## Learning outcome

The learner will:

2 Understand safety management procedures when undertaking periodic inspection and testing of electrical installations

## Assessment criteria

The learner can:

2.1 Identify health and safety requirements which apply when carrying out periodic inspection and testing

2.2 Outline the relevant requirements of the Electricity at Work Regulations (EWR) for safe inspection and testing of electrical installation

2.3 Describe the procedure for completing safe isolation in accordance with industry guidance

2.4 Explain why safe isolation is carried out for the protection of the inspector and other persons

2.5 Identify the implications of not carrying out safe isolation

## Range

(AC2.1) **Health and Safety Requirements:**

- Working in accordance with risk assessments/permits to work/method statements
- Safe use of tools and equipment
- Safe and correct use of measuring instruments
- Provision and use of appropriate PPE
- Reporting of unsafe situations.

(AC2.2) **Requirements:**

In terms of:

- Those carrying out the work
- Those using premises during the inspection.

(AC2.5) **Implications:**

In relation to:

- The inspector
- Other personnel
- Customer/clients
- Public
- Building systems (removal of supply).

## Learning outcome

The learner will:

3 Understand the requirements for the periodic inspection of an electrical installation

## Assessment criteria

The learner can:

3.1 Identify the items to be inspected during periodic inspection in accordance with the schedule of inspections

3.2 Explain how the items on the Schedule of Inspections would be classified

3.3 Describe the appropriate human senses required for a particular inspection

3.4 Describe how to classify an item that is found to be unsatisfactory during the inspection process

3.5 Describe how the IP classification system is used for electrical equipment

## Range

(AC3.1) **Items to be inspected:**

- Schedule of inspections in BS 7671 (domestic or similar up to 100 A).

(AC3.4) **Classify:**

- C1
- C2
- C3
- FI
- Unsafe situations.

## Learning outcome

The learner will:

4 Understand the requirements for testing electrical installations during periodic inspection and testing of electrical installations

## Assessment criteria

The learner can:

4.1 State the reasons for instruments to be maintained and conform to standards such as BS 7671 and GS38

4.2 Describe the characteristics of instruments and leads used for each test

4.3 Explain why there is not a recommended test sequence for periodic inspection and test

4.4 Explain why certain tests may not be necessary at periodic inspection and test

4.5 Explain the purpose of each

4.6 Describe how each test is carried out and how it may be adapted to suit the installation conditions

4.7 Identify factors that affect the result of each test

4.8 Interpret the result of each test

4.9 Explain how test results are verified for compliance or classification

## Range

(AC4.1) **Maintained:**

- Regularly checked
- Calibrated
- Checks before use.

(AC4.2, AC4.5, AC4.6, AC4.7, AC4.8) **Test:**

- Continuity of protective conductors
- Continuity of ring final circuits
- Insulation resistance (to include testing electrically separated circuits)
- Polarity
- Earth electrode
- Earth fault loop impedance
- RCD tests (fault protection and additional protection)
- Prospective fault current
- Phase sequence
- Functional testing
- Voltage drop (using measured conductor resistance method).

(AC4.2) **Characteristics:**

- Measurement and display values
- Instrument type
- Instrument ranges
- Output voltage/current
- Requirements of GS 38
- Condition.

(AC4.7) **Factors:**

- Circuit length
- Temperature effects
- Parallel conductors
- Loading
- Preparation (nulling).

(AC4.9) **Classification:**

- C1
- C2
- C3
- FI
- Unsafe situations.

## Learning outcome

The learner will:

5 Perform periodic inspection and testing of electrical installations

## Assessment criteria

The learner can:

5.1 Establish a safe system of work appropriate to the installation

5.2 Carry out the relevant safe isolation procedure in accordance with HSE guidance

5.3 Carry out a periodic inspection in accordance with BS 7671 and IET Guidance Note 3

5.4 Complete a schedule of inspections in accordance with BS 7671 and IET Guidance Note 3

5.5 Carry out tests in accordance with BS 7671 and IET Guidance Note 3

5.6 Verify test results for compliance or classification

5.7 Complete documentation in accordance with BS 7671 and IET Guidance Note 3

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## Range

(AC5.5) **Tests:**

- Continuity of protective conductors
- Continuity of ring final circuits
- Insulation resistance (to include testing electrically separated circuits)
- Polarity
- Earth electrode
- Earth fault loop impedance
- RCD tests (fault protection and additional protection)
- Prospective fault current
- Phase sequence
- Functional testing
- Voltage drop (using measured conductor resistance method).

(AC5.7) **Documentation:**

- Electrical Installation Condition Report
- Schedule of Inspections
- Schedule of Circuit Details
- Schedule of Test Results

# Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the Centres and Training Providers homepage on www.cityandguilds.com.

*Centre Manual - Supporting Customer Excellence* 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, as well as updates and good practice exemplars for City & Guilds assessment and policy issues.

Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

*Our Quality Assurance Requirements* encompasses all of the relevant requirements of key regulatory documents such as:

- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

*Access to Assessment & Qualifications* 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.

The **centre homepage** section of the City & Guilds website also contains useful information on such things as:

- **Walled Garden**: how to register and certificate candidates on line
- **Events:** dates and information on the latest Centre events
- **Online assessment**: how to register for e-assessments.

*Centre Guide – Delivering International Qualifications* 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.

Specifically, the document includes sections on:

- The centre and qualification approval process and forms
- Assessment, verification and examination roles at the centre

- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Frequently asked questions.

# Appendix 2 Useful contacts

| | |
|---|---|
| **UK learners**<br>General qualification information | **E: learnersupport@cityandguilds.com** |
| **International learners**<br>General qualification information | **E: intcg@cityandguilds.com** |
| **Centres**<br>Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results | **E: centresupport@cityandguilds.com** |
| **Single subject qualifications**<br>Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change | **E: singlesubjects@cityandguilds.com** |
| **International awards**<br>Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports | **E: intops@cityandguilds.com** |
| **Walled Garden**<br>Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems | **E: walledgarden@cityandguilds.com** |
| **Employer**<br>Employer solutions, Mapping, Accreditation, Development Skills, Consultancy | **E: business@cityandguilds.com** |

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## Who we are

City & Guilds Limited (Registered Company 16513878) is the Awarding Organisation for City & Guilds qualifications.

## About City & Guilds

City & Guilds is the global skills partner, empowering people, organisations and economies to develop the skills they need for growth. With almost 150 years of trusted expertise, we support people into work, help them develop on the job and move into the next job.

We work with Governments, employers, training providers, colleges and industry stakeholders to design and deliver high-quality training, qualifications, assessments and credentials that lead to meaningful career progression. We understand the life changing link between skills development, social mobility and success. Our solutions span critical sectors including construction, engineering, transport, energy and electrical, serving over 1 million learners annually.

Through our comprehensive portfolio of brands and trusted global network, we set industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We believe you can achieve your potential - and we're here to help make it happen.

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