**Engineering Services SKILLcard Portfolio Route**

**Guidance to Assessment Centres**

**Background**

Engineering Services SKILLcard is affiliated to the Construction Skills Certification Scheme (CSCS) and is the recognised card issuing and personnel registration scheme for the mechanical services occupations in the building services engineering sector.  It issues colour-coded cards commensurate with the various identifiable skill and NVQ levels of the industry.

The blue experienced worker SKILLcard is provided for experienced workers who have missed the chance to obtain a SKILLcard by Industry Accreditation (sometimes referred to as 'grandfather rights') and who have no formal industry qualifications but work in a skilled capacity. It allows them to gain access to construction sites while achieving their NVQ. This card is valid for three years and is non-renewable.

Until recently, these workers appear to have been able to gain access to construction sites using a green card, but this card is intended for those carrying out basic site work only. This can only be seen as a way round the principle of having the right card for the right job. It shows simply that the cardholder has met the SKILLcard health and safety requirements and can carry out basic construction site skills.

**The Challenge**

The Qualifications and Credit Framework version of the NVQs (C&G 6188 series) requires knowledge testing through examination away from the workplace, and since its introduction, experienced workers have been reluctant to follow through this aspect of the process, due to a fear of failure and a perception that academic prowess is required.  More fundamentally, the process is impracticable for these workers who find it impossible to be absent from the workplace pursuing their livelihood.

As part of its role in improving safety, quality and performance of the construction industry, Build UK has been steadily tightening up on access to construction sites and the introduction of Smart Cards will accelerate this. The aim is to ensure that tradespeople are properly qualified for the work they intend to undertake. This increasingly renders the green card invalid for the experienced workers identified above. It is becoming ever more important for these workers to attain the correct qualification, however, their reluctance to sit off site examinations has not diminished.

**The "Portfolio Route" solution**

The Portfolio Route is being introduced which provides recognition of competence for experienced workers who have been operating within one of the occupations listed below, but who do not hold an industry recognised qualification.

Eligible experienced workers have the opportunity to gain an Engineering Services SKILLcard by demonstrating they have the necessary skills, knowledge and experience using a work based portfolio assessment process to achieve the specified unit/s, without having to undertake college-based examinations.

Note: The specified units are shown as Annex A to this document

**Eligibility**

Experienced workers who have been operating at Level 2 or Level 3 in the occupations of H&V Pipefitting, Ductwork Installation or Service and Maintenance for a period of **at least five years** may be eligible to access the relevant SKILLcard through the Portfolio Route. The five year eligibility rule is to make a clear

distinction between experienced workers who are already competent and require formal recognition of their competence and others who are still working towards being competent and need to complete the full NVQ.

Experienced workers who wish to access the Level 3 Portfolio Route, must have already achieved the relevant specified Level 2 unit.

**What's involved?**

Experienced workers who are eligible for the Portfolio Route must register with an assessment centre for and achieve the NVQ Performance Unit/s listed below, relevant to their occupation, **before** applying for an Experienced Worker SKILLcard.

The assessment centre will undertake an initial review of the worker's skills, knowledge and experience to establish if the candidate has a reasonable expectation of achieving the relevant unit/s.  An assessment profile and action plan will be produced, setting out what evidence needs to be produced, how it should be presented and authenticated, and how it will be assessed (see diagram of the process at Annex B)

All applicants **must also** meet the SKILLcard health and safety requirements before applying for the Experienced Worker card.

The Engineering Services SKILLcard Experienced Worker application form can be downloaded here.

The Experienced Workers SKILLcard is valid for a period of three years and cannot be renewed.

Once the specified unit/s have been achieved and the certificate/s received, Experienced Workers can apply to have their Experienced Workers card upgraded to the relevant Skilled Worker card. The Engineering Services Skilled Worker card upgrade application form can be downloaded here

| Experienced Worker Performance Units from City & Guild 6188 Diplomas in Heating and Ventilating | | |
|---|---|---|
| **6188 Level 2 Performance Units** | | |
| **Qualification** | **Unit No** | **Unit Title** |
| **Industrial & Commercial Installation** | 230 | Install industrial and commercial heating and ventilating systems |
| **Ductwork Installation** | 211 | Install heating and ventilation industrial and commercial ductwork |
| **Service and Maintenance** | 222 | Service and maintain industrial and commercial heating and ventilation systems |
| **6188 Level 3 Performance Units** | | |
| **Qualification** | **Unit No** | **Unit Title** |
| **Industrial & Commercial Installation** Unit 308 plus one other from: Unit 312, Unit 314 or Unit 310 | 308 | Install H&V industrial and commercial systems |
| | 312 | Perform industrial and commercial oxy-acetylene pipe jointing |
| | 314 | Perform industrial and commercial manual metal arc pipe jointing |
| | 310 | Maintain industrial and commercial H&V systems |
| **Ductwork Installation** | 321 | Install and pre-commission industrial and commercial ductwork systems |
| **Service and Maintenance** | 326 | Maintain and diagnose faults on H&V industrial and commercial systems |

## Experienced Worker Portfolio Route to Engineering Services (ES) SKILLcard

**Eligibility Requirement**
**Minimum of five years**
**experience in the specified**
**occupation**

**Do you meet SKILLcard health and safety Requirements?**

— No → **Book and sit relevant ES SKILLcard health & safety test**

Yes ↓

**Register onto the specified occupation NVQ unit/s through a C&G approved assessment centre**

*This includes:*
- *Induction*
- *Planning for evidence production, assessment and any learning that is required*
- *Agreeing the assessment plan between the experienced worker and assessor*

**Register with ES SKILLcard as experienced worker for the specified Occupation - Experienced Worker card issued**

- *This card is issued while the NVQ unit is being achieved.*
- *It is valid for three years and is non-renewable.*

**Undertake evidence production and assessment as planned with assessment centre**

*This involves:*
- *Completion of any planned learning*
- *Production of the evidence portfolio and authentication by an expert witness*
- *Assessment of the portfolio including 2-4 site visits by the assessment centre assessor*

**Specified NVQ unit/s achieved and certificate/s issued?**

— No ↑ (loop back)

Yes ↓

**Apply to ES SKILLcard to upgrade Existing Worker card for relevant Skilled Worker card**

→ **Skilled Worker ES SKILLcard issued**