

Apprenticeship standard (England only)

# Building Services Engineering Craftsperson




Industry: Building Services Engineering

City & Guilds code: 6288

LARS number: 173



A City & Guilds Group Business

-  **Minimum duration: 36 months**
-  **Funding band: 12 (£18,000)\***
-  **Level 3**

\*Funding bands from May 2017

**On-programme learning:** Available

**End-point assessment (EPA):** We do not intend to deliver this

Building services engineering craftspersons install, test, pre-commission, commission and decommission components of large-scale industrial and commercial systems. These include heating, chilled water, hot water and cold water systems used in industrial and commercial workplaces such as office blocks, factories, schools and hospitals. They work on construction sites and existing buildings and must follow health and safety, quality control procedures and environmental requirements appropriate to their work.

The new standard is approved by the Department for Business, Energy & Industrial Strategy (BEIS) and directly replaces the Level 3 NVQ Diploma in Heating and Ventilating Industrial and Commercial Installation (6188).

## City & Guilds – helping you with an expert solution

There are four stages where we can work together to help your apprentices from the start through to successful completion of their training.



### Plan

Helping you plan and prepare for the new standards with a bespoke solution to make the most of your investment in apprentices.



### Attract

Simple online vacancy and candidate set up, TalentPortal can connect you to the talent you need to fill your apprenticeship vacancies.



### Deliver

High-quality, online and offline content to help draw out the skills, knowledge and behaviours to prepare apprentices for end-point assessment as well as tracking options to monitor performance.



### Assess

Support for you and your apprentices to prepare for end-point assessment by our first-rate, fully trained assessors. Our simple, flexible service meets the demands of your team and your partners.

## The apprentice journey



### 1 On-programme (deliver)

Training and development takes place during this part of the apprenticeship. It may include a qualification if set in the standard.

Formative assessment of skills, knowledge and behaviours is required in the delivery of the standard and this will be outlined in the assessment plan.

Apprentices have to reach a minimum level of maths and English set by the standard. If they've not previously achieved this, they'll need further study and support.

## 1 On-programme: what apprentices need to learn

On-programme is the learning phase for apprentices to pick up the skills, knowledge and behaviours set in each standard. Apprentices must complete 20% off-the-job training during on-programme. Specific rules govern this and it must take place in the apprentice's contracted hours. You can track and authorise the 20% through our e-portfolio, Learning Assistant.

The on-programme consists of the Level 3 Heating and Ventilating Installer Qualification which includes a knowledge test, practical assignments and assessment of a portfolio of evidence.

### Our resources and tools that support on-programme delivery

Our core content for this standard covers Prevent, British values, equality and diversity, and health and safety which give you the basics to deliver the standard and satisfy regulators. It's a blend of e-learning and downloadable content.

We also have:



#### Mandatory qualification

All apprentices must achieve the Level 3 Heating and Ventilating Craftsperson qualification.



#### Logbook

This guides apprentices step-by-step through tasks that develop the skills, knowledge and behaviours required. Available in print and as part of our e-portfolio.



#### Learning Assistant (e-portfolio)

Innovative and cost effective e-portfolio solution that lets you dramatically improve the delivery of their apprenticeship standards by tracking apprentices' progress online in real time. And helps authorise and evidences 20% off-the-job learning.



#### Guidance documents

- Handbooks containing the knowledge qualifications with learning guidance.
- Advice on gathering evidence for the practical standards and behaviours.
- Qualification handbook.

### Maths and English requirements

If your apprentices need to complete maths and English, our popular Functional Skills qualifications fit within apprenticeship programmes and cover the core maths and English requirement for the workplace and further study. We have an extensive support package available, including e-Functional Skills, and an online teaching and learning platform, which guides learners from an initial and a diagnostic assessment, through to being exam ready.

Find out more: [cityandguilds.com/functionalskills](https://www.cityandguilds.com/functionalskills)



## 2 Gateway

The employer and provider must sign off the apprentice as ready to move on to end-point assessment.



## 3 Assess

The end-point assessment must demonstrate that the apprentice can perform in the occupation in a fully competent, holistic and productive way.

The assessment will be graded if required by the standard.

The assessment organisation and assessor must be independent of, and separate from, the training provided by the provider and employer.



## 4 Apprenticeship certificate

On successful completion, the end-point assessment organisation will apply to the Education and Skills Funding Agency (ESFA) for the apprenticeship certificate. The certificate is sent to the apprentice's employer.

## 2 Gateway

All apprentices must achieve the following before EPA: Level 1 ICT; Level 2 English and Maths; Level 3 Heating and Ventilating Craftsperson.

## 3 End-point assessment (EPA): how apprentices demonstrate their learning

EPA is the final stage that an apprentice goes through to complete their apprenticeship. The apprentice must demonstrate their learning to an independent end-point assessor and the grades available are distinction, merit, pass or fail (for resits the maximum grade is a pass). We have not applied to be an approved assessment organisation on for this standard. Assessment events for this standard are:



### Synoptic knowledge test

This is delivered as an onscreen multiple choice examination.



### Craftsperson skills test

A timed synoptic practical assessment held in a recognised assessment venue and scored by an Independent Assessor.



### Professional discussion

This is a formal discussion with an independent assessor who will ask questions based around the evidence provided in the record of achievement and the relevant sections of the standard.



## 4 Apprenticeship certification

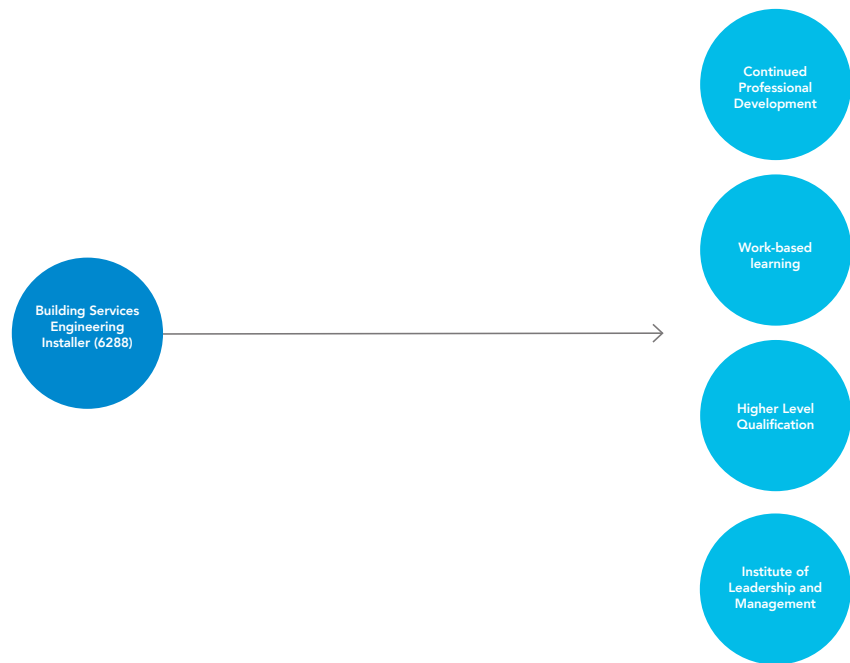
Apprentices will receive their Institute for Apprenticeships (IfA) apprenticeship certificate.

## Progression with City & Guilds Group

This apprenticeship is part of our wider offering in the sector and you can develop new and existing talent with ILM management apprenticeships including: Team Leader/ Supervisor Level 3; Operations/Departmental Manager Level 5; Chartered Manager Degree Level 6 and the Senior Leader Master's Degree Level 7.

Apprenticeships  
Level 2

Post-apprenticeship  
opportunities



It's been developed to meet the needs of employers and designed with input from an employer group including: Priddy Engineering Services, Overclean, Hargreaves, N G Bailey, Delron Services, Gowing & Hunt, Skanska, Rashleigh Weatherfoil, Crown House Technologies, Briggs & Forrester Engineering Services, C. Caswell Engineering Services, Imtech UK, Aura Construction and Shepherd Engineering Services.

## How our offer supports you:

### Supportive payment structure

When you choose us for EPA you pay a small registration fee and the balance once the EPA has taken place and results submitted.

### Personal support

Our Technical Advisors, Business Managers and Customer Service teams are on hand to help you with all aspects of apprenticeships.

### Specialist online tools

Our e-Functional Skills can boost maths and English; Skills Zone develops workplace behaviours and skills; and our e-portfolio, Learning Assistant, lets you manage assignments and track the 20% off-the-job training requirement.

### Events and webinars

We deliver a range of events and webinars run by industry specialists to advise and guide you, including regional networking and CPD events.

### ! More information

If you're a City & Guilds centre, visit Walled Garden or contact your Business Manager to find out prices and if any elements are extra to the package. If you're a new customer, contact [apprenticeships@cityandguilds.com](mailto:apprenticeships@cityandguilds.com) to find out more.

Or visit [cityandguilds.com/apprenticeships](https://cityandguilds.com/apprenticeships) for full information on our apprenticeship products and services. Visit [i-l-m.com/apprentice](https://i-l-m.com/apprentice) for information on management apprenticeships.