

Level 3 Award in Advanced Welding Skills (3268-03)

Qualification Handbook

500/4739/5



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Contents

1	About this document	6
2	About the qualifications	7
2.1	Accreditation details	7
2.2	Aims of the qualifications	8
2.3	Rules of combination	9
2.4	Level 3 Award in Flux Cored Arc Welding	10
2.5	Level 3 Award in Metal Inert Gas (MIG) Welding (Pipe)	10
2.6	Level 3 Award in Metal Inert Gas (MIG) Welding (Plate)	11
2.7	Level 3 Award in Manual Metal Arc (MMA) Welding (Pipe)	11
2.8	Level 3 Award in Manual Metal Arc (MMA) Welding (Plate)	12
2.9	Level 3 Award in Oxy-Acetylene Welding	12
2.10	Level 3 Award in Tungsten Inert Gas (TIG) Welding - Aluminium	13
2.11	Level 3 Award in Tungsten Inert Gas (TIG) Welding (Pipe)	13
2.12	Level 3 Award in Tungsten Inert Gas (TIG) Welding (Sheet)	14
2.13	Sources of information and assistance	15
3	Candidate entry and progression	17
4	Centre requirements	18
4.1	Centre, qualification and fast track approval	18
4.2	Resource requirements	19
4.3	Administration, registration and certification	21
4.4	Quality assurance	23
5	Course design and delivery	24
5.1	Initial assessment and induction	24
5.2	Recommended delivery strategies	25
5.3	Data protection, confidentiality and legal requirements	26
6	Relationships to other qualifications	27
7	Assessment	28
7.1	Summary of assessment requirements	28
7.2	Completion of Practical Assignments	29
7.3	Recording forms	30
8	Units	31
8.1	About the units	31
8.2	The units	32

3268-301	Award in Flux Cored Arc Welding	33
3268-302	Award in Metal Inert Gas (MIG) Welding (pipe)	42
3268-303	Award in Metal Inert Gas (MIG) Welding (plate)	51
3268-304	Award in Manual Metal Arc (MMA) Welding (pipe)	59
3268-305	Award in Manual Metal Arc (MMA) Welding (plate)	68
3268-306	Award in Oxy-acetylene welding	77
3268-307	Award in Tungsten Inert Gas (TIG) Welding (aluminium)	86
3268-308	Award in Tungsten Inert Gas (TIG) Welding (pipe)	95
3268-309	Award in Tungsten Inert Gas (TIG) Welding (sheet)	104
Appendix 1	Obtaining centre and qualification approval	114
Appendix 2	Summary of City & Guilds assessment policies	115
Appendix 3	Funding	117

1 About this document

This document contains the information that Centres need to offer the following:

Level 3 Award in Flux Cored Arc Welding 3268-301

Level 3 Award in Metal Inert Gas (MIG) Welding (Pipe) 3268-302

Level 3 Award in Metal Inert Gas (MIG) Welding (Plate) 3268-303

Level 3 Award in Manual Metal Arc (MMA) Welding (Pipe) 3268-304

Level 3 Award in Manual Metal Arc (MMA) Welding (Plate) 3268-305

Level 3 Award in Oxy-Acetylene Welding 3268-306

Level 3 Award in Tungsten Inert Gas (TIG) Welding - Aluminium 3268-307

Level 3 Award in Tungsten Inert Gas (TIG) Welding (Pipe) 3268-308

Level 3 Award in Tungsten Inert Gas (TIG) Welding (Sheet) 3268-309

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
- recording forms.

2 About the qualifications

2.1 Accreditation details

Accreditation details

These qualifications are

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

Qualifications and Credit Framework (QCF)

The QCF replaces the National Qualifications Framework (NQF) in England and Northern Ireland, and is intended to replace the regulated pillar within the Qualifications and Credit Framework for Wales (CQFW). It is also intended to align with the Scottish Credit and Qualifications Framework (SCQF). The QCF provides a way of recognising achievement through the award of credit for units and qualifications. Units within the framework are allocated a:

- level to indicate the level of difficulty
- credit value to indicate the size of the unit. 10 hours of **learning time** = 1 credit value.

Learning time is a notional measure of the amount of time a typical candidate might be expected to take to complete all the learning relevant to achievement of the learning outcomes. It differs from Guided Learning Hours (GLH) which represent only those hours a tutor/trainer or facilitator are present and contributing to the learning process because it takes into account all learning relevant to the learning outcomes regardless of where, when and how it has taken place.

The QCF recognises learning by awarding credit each time a candidate successfully completes a unit. Candidates can accumulate and transfer credit achievement over time.

A unit is the smallest part of learning for which credit is awarded. Candidates can also gain credit for full qualifications.

For further information about the QCF, CQFW and the SCQF, please refer to the websites for each country listed at Appendix 1.

2 About the qualifications

2.2 Aims of the qualifications

The qualification offers a total of nine welding awards which involve five welding processes. The qualification is designed to enable candidates to gain welding skills and knowledge to a level that will enable them to work in complex positions.

The qualification not only provides progression across a range of welding processes at this level but are also a platform for progression to other City and Guilds qualifications that have a welding route, for example 2800 Certificate in Engineering – Welding and 2800 Certificate in Engineering – Fabrication & Welding.

The qualification can also provide skills development training towards an NVQ in Welding & Fabrication or an Engineering NVQ award that includes welding optional units, for example: Performing Engineering Operations.

The aim of these qualifications is to:

- meet the needs of candidates who work or want to work as Welders in the engineering and construction sectors
- allow candidates to learn, develop and practise the skills required for employment and/or career progression in the engineering and construction sectors
- contribute to the knowledge and understanding towards the related Level 3 NVQ
- serve as a technical certificate, part of the Engineering Apprenticeship framework
- provide valuable accreditation of skills and/or knowledge for candidates, without requiring or proving occupational competence.

2 About the qualifications

2.3 Rules of combination

Rules of combination are used to define the structure of qualifications. The rules of combination specify the credits which must be achieved through a particular combination of units to gain a full qualification.

Each of the welding awards outlined in this document is a 'self contained' single unit and are therefore 'mandatory'. The following tables outline the qualification number, size of the qualification, the credit value and accreditation unit reference.

Individual Practical Assessment Handbook's have been produced for each of the nine welding awards available at Level 3. These can be found on the City & Guilds website.

2.4 Level 3 Award in Flux Cored Arc Welding

Accreditation unit reference	City & Guilds Qualification Number	Name	Mandatory/ optional for full qualification	Credit value
500/4739/5	3268-301	Level 3 Award in Flux Cored Arc Welding	Mandatory	12

To gain an Award candidates must successfully complete **all** five practical assignments and the following GOLLA on-line test:

Unit Number	Name	Assessment
3268-310	Metal Inert Gas and Flux Cored Arc Welding - on-line test.	On-line test

2.5 Level 3 Award in Metal Inert Gas (MIG) Welding (Pipe)

Accreditation unit reference	City & Guilds Qualification Number	Name	Mandatory/ optional for full qualification	Credit value
500/4739/5	3268-302	Level 3 Award in Metal Inert Gas (MIG) Welding (pipe)	Mandatory	12

To gain an Award candidates must successfully complete **all** five practical assignments and the following GOLLA on-line test:

Unit Number	Name	Assessment
3268-310	Metal Inert Gas and Flux Cored Arc Welding - on-line test.	On-line test

2.6 Level 3 Award in Metal Inert Gas (MIG) Welding (Plate)

Accreditation unit reference	City & Guilds Qualification Number	Name	Mandatory/ optional for full qualification	Credit value
500/4739/5	3268-303	Level 3 Award in Metal Inert Gas (MIG) Welding (plate)	Mandatory	12

To gain an Award candidates must successfully complete **all** five practical assignments and the following GOLLA on-line test:

Unit Number	Name	Assessment
3268-310	Metal Inert Gas and Flux Cored Arc Welding - on-line test.	On-line test

2.7 Level 3 Award in Manual Metal Arc (MMA) Welding (Pipe)

Accreditation unit reference	City & Guilds Qualification Number	Name	Mandatory/ optional for full qualification	Credit value
500/4739/5	3268-304	Level 3 Award in Manual Metal Arc Welding (pipe)	Mandatory	12

To gain an Award candidates must successfully complete **all** five practical assignments and the following GOLLA on-line test:

Unit Number	Name	Assessment
3268-311	Manual Metal Arc Welding - on-line test	On-line test

2.8 Level 3 Award in Manual Metal Arc (MMA) Welding (Plate)

Accreditation unit reference	City & Guilds Qualification Number	Name	Mandatory/ optional for full qualification	Credit value
500/4739/5	3268-305	Level 3 Award in Manual Metal Arc Welding (plate)	Mandatory	12

To gain an Award candidates must successfully complete **all** five practical assignments and the following GOLLA on-line test:

Unit Number	Name	Assessment
3268-311	Manual Metal Arc Welding - on-line test	On-line test

2.9 Level 3 Award in Oxy-Acetylene Welding

Accreditation unit reference	City & Guilds Qualification Number	Name	Mandatory/ optional for full qualification	Credit value
500/4739/5	3268-306	Level 2 Award in Oxy-Acetylene Welding	Mandatory	12

To gain an Award candidates must successfully complete **all** five practical assignments and the following GOLLA on-line test:

Unit Number	Name	Assignment
3268-312	Oxy Acetylene Welding - on-line test	Practical

2.10 Level 3 Award in Tungsten Inert Gas (TIG) Welding - Aluminium

Accreditation unit reference	City & Guilds Qualification Number	Name	Mandatory/ optional for full qualification	Credit value
500/4739/5	3268-307	Level 2 Award in Tungsten Inert Gas (TIG) Welding – Aluminium	Mandatory	12

To gain an Award candidates must successfully complete **all** five practical assignments and the following GOLLA on-line test:

Unit Number	Name	Assessment
3268-313	Tungsten Inert Gas Welding - on-line test	On-line test

2.11 Level 3 Award in Tungsten Inert Gas (TIG) Welding (Pipe)

Accreditation unit reference	City & Guilds Qualification Number	Name	Mandatory/ optional for full qualification	Credit value
500/4739/5	3268-308	Level 2 Award in Tungsten Inert Gas (TIG) Welding (pipe)	Mandatory	12

To gain an Award candidates must successfully complete **all** five practical assignments and the following GOLLA on-line test:

Unit Number	Name	Assessment
3268-313	Tungsten Inert Gas Welding - on-line test	On-line test

2.12 Level 3 Award in Tungsten Inert Gas (TIG) Welding (Sheet)

Accreditation unit reference	City & Guilds Qualification Number	Name	Mandatory/ optional for full qualification	Credit value
500/4739/5	3268-309	Level 2 Award in Tungsten Inert Gas (TIG) Welding (sheet)	Mandatory	12

To gain an Award candidates must successfully complete **all** five practical assignments and the following GOLLA on-line test:

Unit Number	Name	Assessment
3268-313	Tungsten Inert Gas Welding - on-line test	On-line test

2 About the qualifications

2.13 Sources of information and assistance

Related publications

City & Guilds also provides the following documents specifically for these qualifications:

Publication	Available from
Practical Assessment Handbooks	website
Centre Guides	website
Learner Guides	website
FAQ	website
Qualification approval form	website

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/shop** contains details of general regulations, registration and certification procedures and fees.

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 these qualifications. However, centres must ensure that candidates have the potential and opportunity to successfully gain the qualifications.

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

Age restrictions

These qualifications are not approved for use by candidates under the age of 16, and City & Guilds cannot accept any registrations for candidates in this age group.

Progression

The qualifications provide knowledge and/or practical skills related to the NVQ Level 3.

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

- Certificate in Engineering (2800)

4 Centre requirements

4.1 Centre, qualification and fast track approval

Centres not yet approved by City & Guilds

To offer these qualifications, new centres will need to gain both **centre and qualification approval**. Please refer to Appendix 1 for further information.

Existing City & Guilds centres

To offer these qualifications, centres already approved to deliver City & Guilds qualifications will need to gain **qualification approval**. Please refer to Appendix 1 for further information.

There is **no** fast track approval provision for this qualification.

Existing centres wishing to offer this qualification must use the **standard** Qualification Approval Process.

4 Centre requirements

4.2 Resource requirements

Physical resources

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.

Human resources

To meet the quality assurance criteria for these qualifications, the centre must ensure that the following internal roles are undertaken:

- quality assurance co-ordinator
- trainer / tutor
- assessor
- internal verifier

Staff delivering the qualifications

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

- be technically competent in the areas for which they are delivering training and/ or have experience of providing training. This knowledge must be at least to the same level as the training being delivered.
- have at least three years recent relevant experience in the specific area they will be assessing. If this experience is part-time it should be over a period of five years.
- need to have a greater level of experience and understanding than those they are assessing
- demonstrate the ability to mark assignments using externally set criteria

Centre staff may undertake more than one role e.g. tutor and assessor or internal verifier, but must never internally verify their own assessments.

Trainer / tutors must

- be occupationally knowledgeable in the areas of Welding for which they are delivering training. This knowledge must be at least to the same level as the training being delivered.
- have credible experience of providing training.

Assessors and internal verifiers

While the Assessor/Verifier (A/V) units are valued as qualifications for centre staff, they are not currently a requirement for the qualifications.

Continuing professional development (CPD)

Centres are expected to support their staff in ensuring that their knowledge of the occupational area and of best practice in delivery, mentoring, training, assessment and verification remains current, and takes account of any national or legislative developments.

4 Centre requirements

4.3 Administration, registration and certification

QCF Technical Requirements

Centres must register with QCA to obtain access to the Learner Registration Service (LRS) in order to obtain the Unique Learner Number (ULN) and Learner Achievement Record (LAR) for their learners. Information on how to do this can be obtained from www.cityandguilds.com/QCFIT

Learners are awarded credit for the unit they have completed which is recorded on their QCF Learner Achievement Record (LAR). They may continue to accumulate credit towards a full qualification at a later date if they wish; provided it is within the timescales of accreditation for the particular qualification. The LAR also indicates to the learner how many more credits they need in order to achieve a full qualification and progression routes.

City & Guilds' administration

Full details of City & Guilds' administrative procedures for these qualifications are 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 qualifications, 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 qualifications are subject to change. The latest News is 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.

Full certificates

Full certificates are only issued to candidates who have met the full requirements of the qualification[s], as described in section [2.4 Rules of combination](#).

4 Centre requirements

4.4 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 qualifications 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.

To carry out their quality assurance role, external verifiers must have appropriate occupational and verifying knowledge and expertise. City & Guilds' external verifiers attend training and development designed to keep them up-to-date, facilitate standardisation between verifiers and share good practice.

City & Guilds external verifiers use electronic report forms designed to provide an objective risk analysis of individual centre assessment and verification practice.

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
- regularly visit centres to ensure they continue to meet the centre and qualification approval criteria
- provide feedback to centres and to City & Guilds.

5 Course design and delivery

5.1 Initial assessment and induction

Centres will need to 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.

The initial assessment should identify:

- any specific training needs the candidate has, and the support and guidance they may require when working towards their qualifications. This is sometimes referred to as diagnostic testing.

City & Guilds recommends that centres provide an induction programme to ensure the candidate fully understands the requirements of the qualifications they will work towards, their responsibilities as a candidate, and the responsibilities of the centre. It may be helpful to record the information on a learning contract.

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 qualifications 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
- which satisfies the requirements of the qualifications.

In particular, staff should consider the skills and knowledge related to the national occupational standards.

City & Guilds recommends that centres address the wider curriculum, where appropriate, when designing and delivering the course. Centres should also consider links to the National Occupational Standards, Key/Core Skills and other related qualifications. Relationship tables are provided section 6 Relationships to other qualifications to assist centres with the design and delivery 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 these qualifications 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*.

Legal requirements

There is no legislation affecting the qualifications.

6 Relationships to other qualifications

Contacting the Sector Skills Council/Standards Setting Body

These units were developed by City & Guilds

Name of SSC	SEMTA
Address	14 Upton Road, Watford, WD18 0JT
Telephone	01923 238441
Fax	01923 256086
e-mail	customerservices@semta.org.uk
URL	http://www.semta.org.uk/

7 Assessment

7.1 Summary of assessment requirements

For these qualifications candidates will be required to complete the following assessments:

- **FIVE** practical assignments for **each mandatory unit**
- **One** GOLLA on-line underpinning knowledge test for **each mandatory unit**

Time constraints

Recommended time allowances have been allocated for each assessment, however, this does not form part of the marking criteria and is for guidance purposes only.

Should Assessors find that the recommended time for an assignment is considerably at a variance with the time taken by candidates, they should contact their External Verifier in the first instance, who will advise accordingly and feed this information back to City & Guilds where appropriate.

Opportunities to repeat tasks within an assignment

If a candidate fails a task, they may repeat it. Assessors, however, should allow **seven** days before a candidate repeats a task.

If the failed task is built upon the results of a previous task, this may also need to be repeated.

Grading and marking

Grading of assignments for these qualifications is pass or fail.

Grading is based on essential and desirable criteria for each task. Each marking criterion should be marked with a 'P' to indicate achievement and a cross 'X' if it has not been achieved. In the event that a marking criterion is not applicable, it should be crossed through and marked 'not appropriate' and a note made of the reason(s) why. Candidates must achieve all essential and a prescribed number of desirable criteria for the award of a Pass.

Grading of GOLLA on-line underpinning knowledge test is pass or fail.

Detailed marking and grading criteria are provided in the Marking Criteria section of Practical Assessment Handbook.

Assignments are internally marked and graded.

Simulation is not permitted for the assessment of these qualifications.

7 Assessment

7.2 Completion of Practical Assignments

Assessors will decide when each candidate should complete each assignment and will be expected to organise the assignments in a logical order according to the requirements of the candidates and the course.

Each assignment contains:

- guidance for assessors comprising assignment specific guidance – this information must not be divulged to candidates
- marking criteria – this information can be divulged to candidates
- candidate's instructions – assignment specific
- knowledge questions – this information may only be asked orally and the answers may not be divulged prior to assessment.

Candidates will expect a reasonable amount of guidance on how to organise themselves in order to

- accomplish tasks
- check their level of underpinning knowledge prior to assessment.

Assessors are strongly advised to check and familiarise themselves with the requirements and workability of each assignment before it is issued to candidates. It is recommended that Assessors produce a worked copy of the practical tests that their candidates are undertaking.

7 Assessment

7.3 Recording forms

The Practical Assessment Handbooks for these qualifications contain an 'Evidence Recording Sheet'.

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 it is expected that new centres will 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.

8 Units

8.1 About the units

Availability of units

The units for these qualifications follow.

They may also be obtained from the centre resources section of the City & Guilds website.

Structure of units

The units in these qualifications are written in a standard format and comprise the following:

- City & Guilds reference number
- title
- level
- credit value
- unit aim
- relationship to NOS/other qualifications
- endorsement by a sector or other appropriate body
- key skills/PLTS mapping
- statement of guided learning hours
- assessment and grading
- learning outcomes which are comprised of a number of practical and/or knowledge based assessment criteria
- guidance notes.

8 Units

8.2 The units

Level: 3

Credit value: 12

Award aim(s)

The award is designed to enable candidates to gain welding skills and knowledge to a level that will enable them to work in complex positions and prepare them for undertaking qualifications at NVQ level 3 and BS EN 287 Welder approval testing by having an acceptance standard based upon ISO 5817 – Arc welded joints in steel – Guidance on quality levels for imperfections.

Learning outcomes

There are **six** learning outcomes to this award. The candidate will be able to produce or answer questions relating to:

- 1 Produce a single-vee butt weld from one side of a joint in the PA flat position
- 2 Produce a single-vee butt weld from one side of a joint in the PF vertical-upwards position
- 3 Produce a tee fillet weld in the on one side of a joint PF vertical-upwards position
- 4 Produce a tee fillet weld in the on one side of a joint PD horizontal/overhead position
- 5 Produce a single-vee butt weld from one side of a joint in the PE overhead position
- 6 Explain the health & safety and welding specific underpinning knowledge requirements for the process

Guided learning hours

It is recommended that **90** hours should be allocated for this award. This may be on a full-time or part-time basis.

Details of the relationship between the award and relevant national occupational standards

This award is linked to the NVQ in Fabrication and welding engineering – welding materials by the manual MIG/MAG and other continuous wire processes.

Endorsement of the award by a sector or other appropriate body

This award is endorsed by SEMTA.

Key Skills

This award contributes towards the Key Skills in the following areas:

- Communication
- Application of number
- Working with others

Assessment and grading

- 1 All welding plate/sheet sizes to be 200 mm long minimum by nominally 50 mm wide
- 2 The **five** welding assessments are to be carried out on 5 to 10 mm thick Low Carbon Steel.
- 3 Multiple-run welds are permissible
- 4 There is a requirement for stop/restart positions to be included and identified
- 5 Acceptance to be assessed by visual inspection and destructive testing as identified
- 6 Welding symbols conform to BS EN 22553
- 7 Knowledge questions consist of a 30 question on-line examination

ASSESSORS MUST DENOTE THAT CRITERIA IS MET USING THE LETTER 'P'

AND A FAILURE TO MEET CRITERIA BY ENTERING THE LETTER 'X'

3268-301

Outcome 1

Award in Flux Cored Arc Welding

Produce a single-vee butt weld from one side of a joint in the PA flat position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the root run within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct two root bend tests through 90°
- 5 conduct one macro section at x 5 magnification
- 6 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 7 demonstrate having met **all** the essential acceptance criteria in the marking scheme.

3268-301

Outcome 2

Award in Flux Cored Arc Welding

Produce a single-vee butt weld from one side of a joint in the PF vertical-upwards position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the root run within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct two root bend tests through 90°
- 5 conduct one macro section at x 5 magnification
- 6 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 7 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-301

Outcome 3

Award in Flux Cored Arc Welding

Produce a tee fillet weld in the on one side of a joint PF vertical-upwards position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the root run within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one macro section at x 5 magnification
- 5 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 6 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-301

Outcome 4

Award in Flux Cored Arc Welding

produce a tee fillet weld in the on one side of a joint in the PD horizontal/overhead position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the root run within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one macro section at x 5 magnification
- 5 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 6 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-301

Outcome 5

Award in Flux Cored Arc Welding

Produce a single-vee butt weld from one side of the joint in the PE overhead position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the root run within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct two root bend tests through 90°
- 5 conduct one macro section at x 5 magnification
- 6 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 7 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-310

Flux Cored Arc welding – (GOLA On-line test).

Outcome 6

explain the health & safety and welding specific underpinning knowledge requirements for the process

Assessment Criteria – For full details please refer to the Practical Assessment Handbook

Notes for guidance

Outcome 6 is assessed by one on-line 30 question examination.

There are 10 questions relating to Health and Safety underpinning knowledge and 20 questions relating to Welding specific underpinning knowledge

3268-302

Award in Metal Inert Gas (MIG) Welding (pipe)

Level: 3

Credit value: 12

Award aim(s)

The award is designed to enable candidates to gain welding skills and knowledge to a level that will enable them to work in complex positions and prepare them for undertaking qualifications at NVQ level 3 and BS EN 287 Welder approval testing by having an acceptance standard based upon ISO 5817 – Arc welded joints in steel – Guidance on quality levels for imperfections.

Learning outcomes

There are **six** learning outcomes to this award. The candidate will be able to produce or answer questions relating to:

- 1 Produce a single-vee pipe butt weld in the PA flat-rotated (ASME 1G) position
- 2 Produce a single-vee pipe butt weld in the PC horizontal (ASME 2G) position
- 3 Produce a single-vee pipe butt weld in the PF vertical-upwards (ASME 5G) position
- 4 Produce a pipe tee fillet weld in the PF vertical-upwards (ASME 5F) position
- 5 Produce a single-vee pipe butt weld in the H-LO45 inclined (ASME 6G) position
- 6 Explain the health & safety and welding specific underpinning knowledge requirements for the process (MIG)

Guided learning hours

It is recommended that **90** hours should be allocated for this award. This may be on a full-time or part-time basis.

Details of the relationship between the award and relevant national occupational standards

This award is linked to the NVQ in Fabrication and welding engineering – welding materials by the manual MIG/MAG and other continuous wire processes.

Endorsement of the award by a sector or other appropriate body

This award is endorsed by SEMTA.

Key Skills

This award contributes towards the Key Skills in the following areas:

- Communication
- Application of number
- Working with others

Assessment and grading

- 1 All welding pipe lengths to be 100 mm long minimum
- 2 All pipe outside diameters are to be between 100 and 250 mm
- 3 The five welding assessments are to be carried out on 5 to 10 mm thick Low Carbon Steel pipe.
- 4 Multiple-run welds are permissible
- 5 There is a requirement for stop/restart positions to be included and identified
- 6 Acceptance to be assessed by visual inspection and destructive testing as identified
- 7 Welding symbols conform to BS EN 22553
- 8 Knowledge questions consist of a 30 question on-line examination

ASSESSORS MUST DENOTE THAT CRITERIA IS MET USING THE LETTER 'P'

AND A FAILURE TO MEET CRITERIA BY ENTERING THE LETTER 'X'

3268-302

Outcome 1

Award in Metal Inert Gas Welding (pipe)

Produce a single-vee pipe butt weld in the PA flat-rotated (ASME 1G) position

Assessment Criteria

The candidate will be able to:

- 1 identify a 50 mm section containing the stop and restart within the root run of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct two root bend tests through 90°
- 5 conduct one macro section at x 5 magnification
- 6 conduct one nick-break fracture test from the 50 mm section to include stop/restart position
- 7 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-302
Outcome 2

Award in Metal Inert Gas Welding (pipe)
Produce a single-vee pipe butt weld in the PC horizontal (ASME 2G) position

Assessment Criteria

The candidate will be able to:

- 1 identify a 50 mm section containing the stop and restart within the root run of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct two root bend tests through 90°
- 5 conduct one macro section at x 5 magnification
- 6 conduct one nick-break fracture test from the 50 mm section to include stop/restart position
- 7 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-302
Outcome 3

Award in Metal Inert Gas Welding (pipe)
produce a single-vee pipe butt weld in the PF
vertical-upwards (ASME 5G) position

Assessment Criteria

The candidate will be able to:

- 1 identify a 50 mm section containing the stop and restart within the root run of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct two root bend tests through 90°
- 5 conduct one macro section at x 5 magnification
- 6 conduct one nick-break fracture test from the 50 mm section to include stop/restart position
- 7 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-302

Outcome 4

Award in Metal Inert Gas Welding (pipe)

Produce a pipe tee fillet weld in the PF vertical-upwards (ASME 5F) position

Assessment Criteria

The candidate will be able to:

- 1 identify a 50 mm section containing the stop and restart within the root run of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one macro section at x 5 magnification
- 5 conduct one nick-break fracture test from the 50 mm section to include stop/restart position
- 6 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-302

Outcome 5

Award in Metal Inert Gas Welding (pipe)

Produce a single-vee pipe butt weld in the H-LO45 inclined (ASME 6G) position

Assessment Criteria

The candidate will be able to:

- 1 identify a 50 mm section containing the stop and restart within the root run of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct two root bend tests through 90°
- 5 conduct one macro section at x 5 magnification
- 6 conduct one nick-break fracture test from the 50 mm section to include stop/restart position
- 7 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-310

Metal Inert Gas welding (pipe) – (GOLA On-line test).

Outcome 6

Explain the health & safety and welding specific underpinning knowledge requirements for the process (MIG)

Assessment Criteria – For full details please refer to the Practical Assessment Handbook

Notes for guidance

Outcome 6 is assessed by ONE on-line 30 question examination.

There are 10 questions relating to Health & Safety underpinning knowledge and 20 questions relating to Welding specific underpinning knowledge.

Level: 3

Credit value: 12

Award aim(s)

The award is designed to enable candidates to gain welding skills and knowledge to a level that will enable them to work in complex positions and prepare them for undertaking qualifications at NVQ level 3 and BS EN 287 Welder approval testing by having an acceptance standard based upon ISO 5817 – Arc welded joints in steel – Guidance on quality levels for imperfections.

Learning outcomes

There are **six** learning outcomes to this award. The candidate will be able to produce or answer questions relating to:

- 1 Produce a single-vee butt weld from one side of a joint in the PC horizontal position
- 2 Produce a tee fillet weld on one side of the joint in the PD horizontal/overhead position
- 3 Produce a corner weld from one side of the joint in the PE overhead position
- 4 Produce a tee fillet weld on one side of the joint in the PE overhead position
- 5 Produce a single-vee butt weld from one side of the joint in the PE overhead position
- 6 Explain the health & safety and welding specific underpinning knowledge requirements for the process (MIG)

Guided learning hours

It is recommended that **90** hours should be allocated for this award. This may be on a full-time or part-time basis.

Details of the relationship between the award and relevant national occupational standards

This award is linked to the NVQ in Fabrication and welding engineering – welding materials by the manual MIG/MAG and other continuous wire processes.

Endorsement of the award by a sector or other appropriate body

This award is endorsed by SEMTA.

Key Skills

This award contributes towards the Key Skills in the following areas:

- Communication
- Application of number
- Working with others

Assessment and grading

- 1 All welding plate/sheet sizes to be 200 mm long minimum by nominally 50 mm wide
- 2 The five welding assessments are to be carried out on 5 to 10 mm thick Low Carbon Steel.
- 3 Multiple-run welds are permissible
- 4 There is a requirement for stop/restart positions to be included and identified
- 5 Acceptance to be assessed by visual inspection and destructive testing as identified
- 6 Welding symbols conform to BS EN 22553
- 7 Knowledge questions consist of a 30 question on-line examination

ASSESSORS MUST DENOTE THAT CRITERIA IS MET USING THE LETTER 'P'

AND A FAILURE TO MEET CRITERIA BY ENTERING THE LETTER 'X'

3268-303

Outcome 1

Award in Metal Inert Gas Welding (plate)

produce a single-vee butt weld from one side of a joint in the PC horizontal position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the root run within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct two root bend tests through 90°
- 5 conduct one macro section at x 5 magnification
- 6 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 7 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-303
Outcome 2

Award in Metal Inert Gas Welding (plate)

Produce a tee fillet weld on one side of the joint in the PD horizontal/overhead position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the root run within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one macro section at x 5 magnification
- 5 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 6 demonstrate having met all the essential acceptance criteria in the marking scheme.

3268-303

Outcome 3

Award in Metal Inert Gas Welding (plate)

Produce a corner weld from one side of the joint in the PE overhead position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the root run within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one macro section at x 5 magnification
- 5 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 6 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-303

Outcome 4

Award in Metal Inert Gas Welding (plate)

Produce a tee fillet weld on one side of the joint in the PE overhead position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the root run within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one macro section at x 5 magnification
- 5 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 6 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-303
Outcome 5

Award in Metal Inert Gas Welding (plate)
Produce a single-vee butt weld from one side of the joint in the PE overhead position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the root run within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct two root bend tests through 90°
- 5 conduct one macro section at x 5 magnification
- 6 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 7 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-310

**Metal Inert Gas Welding (plate) – GOLA
On-line test).**

Outcome 6

Explain the health & safety and welding specific underpinning knowledge requirements for the process (MIG)

Assessment Criteria – For full details please refer to the Practical Assessment Handbook

3268-304

Award in Manual Metal Arc (MMA) Welding (pipe)

Level: 3

Credit value: 12

Award aim(s)

The award is designed to enable candidates to gain welding skills and knowledge to a level that will enable them to work in complex positions and prepare them for undertaking qualifications at NVQ level 3 and BS EN 287 Welder approval testing by having an acceptance standard based upon ISO 5817 – Arc welded joints in steel – Guidance on quality levels for imperfections.

Learning outcomes

There are **six** learning outcomes to this award. The candidate will be able to produce or answer questions relating to:

- 1 Produce a single-vee pipe butt weld in the PA flat-rotated (ASME 1G) position
- 2 Produce a single-vee pipe butt weld in the PC horizontal (ASME 2G) position
- 3 Produce a single-vee pipe butt weld in the PF vertical-upwards (ASME 5G) position
- 4 Produce a pipe tee fillet weld in the PF vertical-upwards (ASME 5F) position
- 5 Produce a single-vee pipe butt weld in the H-LO45 inclined (ASME 6G) position
- 6 Explain the health & safety and welding specific underpinning knowledge requirements for the process (MMA).

Guided learning hours

It is recommended that **90** hours should be allocated for this award. This may be on a full-time or part-time basis.

Details of the relationship between the award and relevant national occupational standards (if appropriate, otherwise omit)

This award is linked to the NVQ in Fabrication and welding engineering – welding materials by the manual metal arc process.

Endorsement of the award by a sector or other appropriate body (if required, otherwise omit)

This award is endorsed by SEMTA.

Key Skills

This award contributes towards the Key Skills in the following areas:

- Communication
- Application of number
- Working with others

Assessment and grading

- 1 All welding pipe lengths to be 100 mm long minimum
- 2 All pipe outside diameters are to be between 100 and 250 mm
- 3 The five welding assessments are to be carried out on 5 to 10 mm thick Low Carbon Steel pipe.
- 4 Multiple-run welds are permissible
- 5 There is a requirement for stop/restart positions to be included and identified
- 6 Acceptance to be assessed by visual inspection and destructive testing as identified
- 7 Welding symbols conform to BS EN 22553
- 8 Knowledge questions consist of a 30 question on-line examination

ASSESSORS MUST DENOTE THAT CRITERIA IS MET USING THE LETTER 'P'

AND A FAILURE TO MEET CRITERIA BY ENTERING THE LETTER 'X'

3268-304

Outcome 1

Award in Manual Metal Arc Welding (pipe)

Produce a single-vee pipe butt weld in the PA flat-rotated (ASME 1G) position

Assessment Criteria

The candidate will be able to:

- 1 identify a 50 mm section containing the stop and restart within the root run of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct two root bend tests through 90°
- 5 conduct one macro section at x 5 magnification
- 6 conduct one nick-break fracture test from the 50 mm section to include stop/restart position
- 7 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-304
Outcome 2

Award in Manual Metal Arc Welding (pipe)

Produce a single-vee pipe butt weld in the PC horizontal (ASME 2G) position

Assessment Criteria

The candidate will be able to:

- 1 identify a 50 mm section containing the stop and restart within the root run of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct two root bend tests through 90°
- 5 conduct one macro section at x 5 magnification
- 6 conduct one nick-break fracture test from the 50 mm section to include stop/restart position
- 7 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-304
Outcome 3

Award in Manual Metal Arc Welding (pipe)
Produce a single-vee pipe butt weld in the PF vertical-upwards (ASME 5G) position

Assessment Criteria

The candidate will be able to:

- 1 identify a 50 mm section containing the stop and restart within the root run of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct two root bend tests through 90°
- 5 conduct one macro section at x 5 magnification
- 6 conduct one nick-break fracture test from the 50 mm section to include stop/restart position
- 7 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-304

Outcome 4

Award in Manual Metal Arc Welding (pipe)

Produce a pipe tee fillet weld in the PF vertical-upwards (ASME 5F) position

Assessment Criteria

The candidate will be able to:

- 1 identify a 50 mm section containing the stop and restart within the root run of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one macro section at x 5 magnification
- 5 conduct one nick-break fracture test from the 50 mm section to include stop/restart position
- 6 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-304
Outcome 5

Award in Manual Metal Arc Welding (pipe)
produce a single-vee pipe butt weld in the H-
LO45 inclined (ASME 6G) position

Assessment Criteria

The candidate will be able to:

- 1 identify a 50 mm section containing the stop and restart within the root run of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct two root bend tests through 90°
- 5 conduct one macro section at x 5 magnification
- 6 conduct one nick-break fracture test from the 50 mm section to include stop/restart position
- 7 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-311

**Manual Metal Arc Welding (pipe) – (GOLA
On-line test).**

Outcome 6

Explain the health & safety and welding specific underpinning knowledge requirements for the process

Assessment Criteria – For full details please refer to the Practical Assessment Handbook

Notes for guidance

Outcome 6 is assessed by one on-line 30 question examination.

There are 10 questions relating to Health and Safety underpinning knowledge and 20 questions relating to Welding specific underpinning knowledge.

3268-305

Award in Manual Metal Arc (MMA) Welding (plate)

Level: 3

Credit value: 12

Award aim(s)

The award is designed to enable candidates to gain welding skills and knowledge to a level that will enable them to work in complex positions and prepare them for undertaking qualifications at NVQ level 3 and BS EN 287 Welder approval testing by having an acceptance standard based upon ISO 5817 – Arc welded joints in steel – Guidance on quality levels for imperfections.

Learning outcomes

There are **six** learning outcomes to this award. The candidate will be able to produce or answer questions relating to

- 1 Produce a single-vee butt weld from one side of a joint in the PC horizontal position
- 2 Produce a tee fillet weld on one side of the joint in the PD horizontal/overhead position
- 3 Produce a corner weld from one side of the joint in the PE overhead position
- 4 Produce a tee fillet weld on one side of the joint in the PE overhead position
- 5 Produce a single-vee butt weld from one side of the joint in the PE overhead position
- 6 Explain the health & safety and welding specific underpinning knowledge requirements for the process (MMA)

Guided learning hours

It is recommended that **90** hours should be allocated for this award. This may be on a full-time or part-time basis.

Details of the relationship between the award and relevant national occupational standards

This award is linked to the NVQ in Fabrication and welding engineering – welding materials by the manual metal arc process.

Endorsement of the award by a sector or other appropriate body

This award is endorsed by SEMTA.

Key Skills

This award contributes towards the Key Skills in the following areas:

- Communication
- Application of number
- Working with others

Assessment and grading

- 1 All welding plate/sheet sizes to be 200 mm long minimum by nominally 50 mm wide
- 2 The FIVE welding assessments are to be carried out on 5 to 10 mm thick Low Carbon Steel.
- 3 Multiple-run welds are permissible
- 4 There is a requirement for stop/restart positions to be included and identified
- 5 Acceptance to be assessed by visual inspection and destructive testing as identified
- 6 Welding symbols conform to BS EN 22553
- 7 Knowledge questions consist of a 30 question on-line examination

ASSESSORS MUST DENOTE THAT CRITERIA IS MET USING THE LETTER 'P'

AND A FAILURE TO MEET CRITERIA BY ENTERING THE LETTER 'X'

3268-305

Outcome 1

Award in Manual Metal Arc Welding (plate)

Produce a single-vee butt weld from one side of a joint in the PC horizontal position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the root run within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct two root bend tests through 90°
- 5 conduct one macro section at x 5 magnification
- 6 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 7 demonstrate having met all the essential acceptance criteria in the marking scheme.

3268-305

Outcome 2

Award in Manual Metal Arc Welding (plate)

Produce a tee fillet weld on one side of the joint in the PD horizontal/overhead position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the root run within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one macro section at x 5 magnification
- 5 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 6 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-305
Outcome 3

Award in Manual Metal Arc Welding (plate)
Produce a corner weld from one side of the joint in the PE overhead position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the root run within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one macro section at x 5 magnification
- 5 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 6 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-305

Outcome 4

Award in Manual Metal Arc Welding (plate)

Produce a tee fillet weld on one side of the joint in the PE overhead position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the root run within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one macro section at x 5 magnification
- 5 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 6 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-305

Outcome 5

Award in Manual Metal Arc Welding (plate)

Produce a single-vee butt weld from one side of the joint in the PE overhead position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the root run within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct two root bend tests through 90°
- 5 conduct one macro section at x 5 magnification
- 6 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 7 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-311

Manual Metal Arc Welding (plate) – (GOLA On-line test).

Outcome 6

Explain the health & safety and welding specific underpinning knowledge requirements for the process

Assessment Criteria – For full details please refer to the Practical Assessment Handbook

Notes for guidance

Outcome 6 is assessed by one on-line 30 question examination.

There are 10 questions relating to Health and Safety underpinning knowledge and 20 questions relating to Welding specific underpinning knowledge.

Level: 3

Credit value: 12

Award aim(s)

The award is designed to enable candidates to gain welding skills and knowledge to a level that will enable them to work in complex positions and prepare them for undertaking qualifications at NVQ level 3 and BS EN 287 Welder approval testing by having an acceptance standard based upon ISO 5817 – Arc welded joints in steel – Guidance on quality levels for imperfections.

Learning outcomes

There are **six** learning outcomes to this award. The candidate will be able to produce or answer questions relating to:

- 1 Produce a butt weld from one side of a joint in the PF vertical-upwards position
- 2 Produce a tee fillet weld on one side of a joint in the PF vertical-upwards position
- 3 Produce a lap fillet weld on one side of a joint in the PD horizontal/overhead position
- 4 Produce a corner weld from one side of a joint in the PE overhead position
- 5 Produce a square butt weld from one side of a joint in the PE overhead position
- 6 Explain the health & safety and welding specific underpinning knowledge requirements for the process.

Guided learning hours

It is recommended that **90** hours should be allocated for this award. This may be on a full-time or part-time basis.

Details of the relationship between the award and relevant national occupational standards (if appropriate, otherwise omit)

This award is linked to the NVQ in Fabrication and welding engineering – welding materials by the manual metal arc process.

Endorsement of the award by a sector or other appropriate body (if required, otherwise omit)

This award is endorsed by SEMTA.

Key Skills

This award contributes towards the Key Skills in the following areas:

- Communication
- Application of number
- Working with others

Assessment and grading

- 1 All welding plate/sheet sizes to be 200 mm long minimum by nominally 50 mm wide
- 2 The five welding assessments are to be carried out on 1.0 to 3.2 mm thick Low Carbon Steel.
- 3 Multiple-run welds are NOT permissible
- 4 There is a requirement for stop/restart positions to be included and identified
- 5 Acceptance to be assessed by visual inspection and destructive testing as identified
- 6 Welding symbols conform to BS EN 22553
- 7 Knowledge questions consist of a 30 question on-line examination

ASSESSORS MUST DENOTE THAT CRITERIA IS MET USING THE LETTER 'P'

AND A FAILURE TO MEET CRITERIA BY ENTERING THE LETTER 'X'

3268-306

Outcome 1

Award in Oxy-acetylene Welding

Produce a butt weld from one side of a joint in the PF vertical-upwards position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the weld within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one cupping test to include the centre 50 mm to include stop/restart position
- 5 demonstrate having met all the essential acceptance criteria in the marking scheme.

3268-306

Outcome 2

Award in Oxy-acetylene welding

Produce a tee fillet weld on one side of a joint in the PF vertical-upwards position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the weld within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 5 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-306

Outcome 3

Award in Oxy-acetylene welding

Produce a lap fillet weld on one side of a joint in the PD horizontal/overhead position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the weld within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 5 demonstrate having met ALL the essential acceptance criteria in the marking scheme

3268-306

Outcome 4

Award in Oxy-acetylene welding

Produce a corner weld from one side of a joint in the PE overhead position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the weld within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 5 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-306

Outcome 5

Award in Oxy-acetylene Welding

Produce a butt weld from one side of a joint in the PE overhead position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the weld within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one cupping test to include the centre 50 mm to include stop/restart position
- 5 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-306

**Award in Oxy-acetylene welding – (GOLA
On-line test).**

Outcome 6

Explain the health & safety and welding specific underpinning knowledge requirements for the process

Assessment Criteria – For full details please refer to the Practical Assessment handbook

Notes for guidance

Outcome 6 is assessed by one on-line 30 question examination.

There are 10 questions relating to Health and Safety underpinning knowledge and 20 questions relating to Welding specific underpinning knowledge.

3268-307

Award in Tungsten Inert Gas (TIG) Welding (aluminium)

Level: 3

Credit value: 12

Award aim(s)

The award is designed to enable candidates to gain welding skills and knowledge to a level that will enable them to work in complex positions and prepare them for undertaking qualifications at NVQ level 3 and BS EN 287 Welder approval testing by having an acceptance standard based upon ISO 5817 – Arc welded joints in steel – Guidance on quality levels for imperfections.

Learning outcomes

There are **six** learning outcomes to this award. The candidate will be able to produce or answer questions relating to:

- 1 Produce a single-vee butt weld from one side of a joint in the PC horizontal position
- 2 Produce a tee fillet weld on one side of the joint in the PD horizontal/overhead position
- 3 Produce a corner weld from one side of the joint in the PE overhead position
- 4 Produce a tee fillet weld on one side of the joint in the PE overhead position
- 5 Produce a single-vee butt weld from one side of the joint in the PE overhead position
- 6 Explain the health & safety and welding specific underpinning knowledge requirements for the process (TIG).

Guided learning hours

It is recommended that **90** hours should be allocated for this award. This may be on a full-time or part-time basis.

Details of the relationship between the award and relevant national occupational standards (if appropriate, otherwise omit)

This award is linked to the NVQ in Fabrication and welding engineering – welding materials by the manual TIG and plasma arc welding processes.

Endorsement of the award by a sector or other appropriate body (if required, otherwise omit)

This award is endorsed by SEMTA.

Key Skills

This award contributes towards the Key Skills in the following areas:

- Communication
- Application of number
- Working with others

Assessment and grading

- 1 All welding plate/aluminium sizes to be 200 mm long minimum by nominally 50 mm wide, except for outcome 5
- 2 The five welding assessments are to be carried out on 1.5 to 3 mm thick Aluminium.
- 3 Multiple-run welds are permissible
- 4 There is a requirement for stop/restart positions to be included and identified
- 5 Acceptance to be assessed by visual inspection and destructive testing as identified
- 6 Welding symbols conform to BS EN 22553
- 7 Knowledge questions consist of a 30 question on-line examination

ASSESSORS MUST DENOTE THAT CRITERIA IS MET USING THE LETTER 'P'

AND A FAILURE TO MEET CRITERIA BY ENTERING THE LETTER 'X'

3268-307

**Award in Tungsten Inert Gas Welding
(aluminium)**

Outcome 1

Produce a butt weld from one side of a joint in the PF vertical position (aluminium)

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the weld within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one cupping test to include the centre 50 mm to include stop/restart position
- 5 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-307

**Award in Tungsten Inert Gas Welding
(aluminium)**

Outcome 2

Produce a butt weld from one side of a joint in the PC horizontal position (aluminium)

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the weld within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one cupping test to include the centre 50 mm to include stop/restart position
- 5 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-307

**Award in Tungsten Inert Gas Welding
(aluminium)**

Outcome 3

Produce a tee fillet weld on one side of a joint in the PD horizontal/overhead position (aluminium)

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the weld within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 5 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-307

**Award in Tungsten Inert Gas Welding
(aluminium)**

Outcome 4

Produce a corner weld from one side of the joint in the PB horizontal/vertical position (aluminium)

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the weld within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 5 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-307

**Award in Tungsten Inert Gas Welding
(aluminium)**

Outcome 5

Produce a tube-to-sheet tee fillet weld in the PF vertical-upwards position (aluminium)

Assessment Criteria

The candidate will be able to:

- 1 identify a 30 mm section containing a stop and restart position of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one nick-break fracture test from the 30 mm section to include stop/restart position
- 5 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-307

**Award in Tungsten Inert Gas Welding
(aluminium) – (GOLA On-line test).**

Outcome 6

Explain the health & safety and welding specific underpinning knowledge requirements for the process

Assessment Criteria – For full details please refer to the Practical Assessment Handbook

Notes for guidance

Outcome 6 is assessed by one on-line 30 question examination.

There are 10 questions relating to Health and Safety underpinning knowledge and 20 questions relating to Welding specific underpinning knowledge.

3268-308

Award in Tungsten Inert Gas (TIG) Welding (pipe)

Level: 3

Credit value: 12

Award aim(s)

The award is designed to enable candidates to gain welding skills and knowledge to a level that will enable them to work in complex positions and prepare them for undertaking qualifications at NVQ level 3 and BS EN 287 Welder approval testing by having an acceptance standard based upon ISO 5817 – Arc welded joints in steel – Guidance on quality levels for imperfections.

Learning outcomes

There are **six** learning outcomes to this award. The candidate will be able to produce or answer questions relating to:

- 1 Produce a single-vee pipe butt weld in the PA flat-rotated (ASME 1G) position
- 2 Produce a single-vee pipe butt weld in the PC horizontal (ASME 2G) position
- 3 Produce a single-vee pipe butt weld in the PF vertical-upwards (ASME 5G) position
- 4 Produce a pipe tee fillet weld in the PF vertical-upwards (ASME 5F) position
- 5 Produce a single-vee pipe butt weld in the H-LO45 inclined (ASME 6G) position
- 6 Explain the health & safety and welding specific underpinning knowledge requirements for the process (TIG).

Guided learning hours

It is recommended that **90** hours should be allocated for this award. This may be on a full-time or part-time basis.

Details of the relationship between the award and relevant national occupational standards

This award is linked to the NVQ in Fabrication and welding engineering – welding materials by the manual TIG and plasma arc welding processes.

Endorsement of the award by a sector or other appropriate body

This award is endorsed by SEMTA.

Key Skills

This award contributes towards the Key Skills in the following areas:

- Communication
- Application of number
- Working with others

Assessment and grading

- 1 All welding pipe sizes to be 100 mm long minimum
- 2 All pipe outside diameters are to be between 50 and 160 mm
- 3 The five welding assessments are to be carried out on 4 to 8 mm thick Low Carbon Steel or Austenitic Stainless Steel pipe*.
- 4 Multiple-run welds are permissible
- 5 There is a requirement for stop/restart positions to be included and identified
- 6 Acceptance to be assessed by visual inspection and destructive testing as identified
- 7 Welding symbols conform to BS EN 22553
- 8 Knowledge questions consist of a 30 question on-line examination

ASSESSORS MUST DENOTE THAT CRITERIA IS MET USING THE LETTER 'P'

AND A FAILURE TO MEET CRITERIA BY ENTERING THE LETTER 'X'

* Where all five joints have been completed in Low Carbon Steel for certification can be obtained using 3268-03-396. Where they have been completed in Austenitic Stainless Steel certification can be obtained using 3268-03-397.

3268-308

**Award in Tungsten Inert Gas Welding
(pipe)**

Outcome 1

Produce a single-vee pipe butt weld in the PA flat-rotated (ASME 1G) position

Assessment Criteria

The candidate will be able to:

- 1 identify a 50 mm section containing the stop and restart within the root run of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct two root bend tests through 90°
- 5 conduct one macro section at x 5 magnification
- 6 conduct one nick-break fracture test from the 50 mm section to include stop/restart position
- 7 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-308

**Award in Tungsten Inert Gas (TIG) Welding
(pipe)**

Outcome 2

Produce a single-vee pipe butt weld in the PC horizontal (ASME 2G) position

Assessment Criteria

The candidate will be able to:

- 1 identify a 50 mm section containing the stop and restart within the root run of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct two root bend tests through 90°
- 5 conduct one macro section at x 5 magnification
- 6 conduct one nick-break fracture test from the 50 mm section to include stop/restart position
- 7 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-308

**Award in Tungsten Inert Gas (TIG) Welding
(pipe)**

Outcome 3

Produce a single-vee pipe butt weld in the PF vertical-upwards (ASME 5G) position

Assessment Criteria

The candidate will be able to:

- 1 identify a 50 mm section containing the stop and restart within the root run of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct two root bend tests through 90°
- 5 conduct one macro section at x 5 magnification
- 6 conduct one nick-break fracture test from the 50 mm section to include stop/restart position
- 7 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-308

**Award in Tungsten Inert Gas (TIG) Welding
(pipe)**

Outcome 4

Produce a pipe tee fillet weld in the PF vertical-upwards (ASME 5F) position

Assessment Criteria

The candidate will be able to:

- 1 identify a 50 mm section containing the stop and restart within the root run of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one macro section at x 5 magnification
- 5 conduct one nick-break fracture test from the 50 mm section to include stop/restart position
- 6 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-308

**Award in Tungsten Inert Gas Welding
(pipe)**

Outcome 5

Produce a single-vee pipe butt weld in the H-
LO45 inclined (ASME 6G) position

Assessment Criteria

The candidate will be able to:

- 1 identify a 50 mm section containing the stop and restart within the root run of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct two root bend tests through 90°
- 5 conduct one macro section at x 5 magnification
- 6 conduct one nick-break fracture test from the 50 mm section to include stop/restart position
- 7 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-308

Award in Tungsten Inert Gas (TIG) Welding (pipe) – (GOLA On-line test).

Outcome 6

Explain the health & safety and welding specific underpinning knowledge requirements for the process

Assessment Criteria – For full details please refer to the Practical Assessment Handbook

Notes for guidance

Outcome 6 is assessed by one on-line 30 question examination.

There are 10 questions relating to Health and Safety underpinning knowledge and 20 questions relating to Welding specific underpinning knowledge.

Level: 3

Credit value: 12

Award aim(s)

The award is designed to enable candidates to gain welding skills and knowledge to a level that will enable them to work in complex positions and prepare them for undertaking qualifications at NVQ level 3 and BS EN 287 Welder approval testing by having an acceptance standard based upon ISO 5817 – Arc welded joints in steel – Guidance on quality levels for imperfections.

Learning outcomes

There are **six** learning outcomes to this award. The candidate will be able to produce or answer questions relating to:

- 1 Produce a butt weld from one side of a joint in the PC horizontal position
- 2 Produce a tee fillet weld on one side of a joint in the PD horizontal/overhead position
- 3 Produce a corner weld from one side of a joint in the PE overhead position
- 4 Produce a tee fillet weld on one side of a joint in the PE overhead position
- 5 Produce a butt weld from one side of a joint in the PE overhead position
- 6 Explain the health & safety and welding specific underpinning knowledge requirements for the process (TIG)

Guided learning hours

It is recommended that **90** hours should be allocated for this award. This may be on a full-time or part-time basis.

Details of the relationship between the award and relevant national occupational standards

This award is linked to the NVQ in Fabrication and welding engineering – welding materials by the manual TIG and plasma arc welding processes.

Endorsement of the award by a sector or other appropriate body

This award is endorsed by SEMTA.

Key Skills

This award contributes towards the Key Skills in the following areas:

- Communication
- Application of number
- Working with others

Assessment and grading

- 1 All welding plate/sheet sizes to be 200 mm long minimum by nominally 50 mm wide
- 2 The five welding assessments are to be carried out on 1.5 to 3 mm thick Low Carbon Steel or Austenitic Stainless Steel sheet*.
- 3 Multiple-run welds are permissible
- 4 There is a requirement for stop/restart positions to be included and identified
- 5 Acceptance to be assessed by visual inspection and destructive testing as identified
- 6 Welding symbols conform to BS EN 22553
- 7 Knowledge questions consist of a 30 question on-line examination

ASSESSORS MUST DENOTE THAT CRITERIA IS MET USING THE LETTER 'P'

AND A FAILURE TO MEET CRITERIA BY ENTERING THE LETTER 'X'

Where all five joints have been completed in Low Carbon Steel for certification can be obtained using 3268-03-398. Where they have been completed in Austenitic Stainless Steel certification can be obtained using 3268-03-399.

3268-309

**Award in Tungsten Inert Gas Welding
(sheet)**

Outcome 1

Produce a butt weld from one side of a joint in the PC horizontal position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the weld within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one cupping test to include the centre 50 mm to include stop/restart position
- 5 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-309

**Award in Tungsten Inert Gas Welding
(sheet)**

Outcome 2

Produce a tee fillet weld on one side of the joint in the PD horizontal/overhead position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the weld within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 5 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-309

**Award in Tungsten Inert Gas Welding
(sheet)**

Outcome 3

Produce a corner weld from one side of the joint in the PE overhead position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the weld within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 5 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-309

**Award in Tungsten Inert Gas Welding
(sheet)**

Outcome 4

Produce a tee fillet weld on one side of the joint in the PE overhead position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the weld within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one nick-break fracture test from the centre 50 mm to include stop/restart position
- 5 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-309

**Award in Tungsten Inert Gas Welding
(sheet)**

Outcome 5

Produce a butt weld from one side of a joint in the PE overhead position

Assessment Criteria

The candidate will be able to:

- 1 stop and restart the weld within the middle 50 mm of the joint
- 2 perform the task within 120 minutes of welding time
- 3 visually assess the product in terms of performance of visual and destructive testing
- 4 conduct one cupping test to include the centre 50 mm to include stop/restart position
- 5 demonstrate having met all the essential acceptance criteria in the marking scheme

3268-313

**Tungsten Inert Gas welding (sheet) –
(GOLA On-line test).**

Outcome 6

Explain the health & safety and welding specific underpinning knowledge requirements for the process

Assessment Criteria – For full details please refer to the Practical Assessment Handbook

Notes for guidance

Outcome 6 is assessed by one on-line 30 question examination.

There are 10 questions relating to Health and Safety underpinning knowledge and 20 questions relating to Welding specific underpinning knowledge.

Sources of information about level accreditation, qualification and credit frameworks and level descriptors

If you would like help deciding how to design the information which relates to your qualification, please contact Co-ordinated Services.

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

Nation	Framework	Who to contact	Websites
England	Qualification and Credit Framework (QCF)	The Qualifications and Curriculum Authority	www.qca.org.uk
Scotland	Scottish Credit and Qualifications Framework (SCQF)	The Scottish Qualifications Authority	www.scqf.org.uk www.sqa.org.uk
Wales	The Credit and Qualifications Framework for Wales (CQFW)	The Department for Education, Culture and Welsh Language (DECWL)	www.wales.gov.uk
Northern Ireland	Qualification and Credit Framework (QCF)	The Council for Curriculum, Examinations and Assessment	www.ccea.org.uk

Appendix 1 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 2 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 assessment

Qualifications on the Qualifications and Credit 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 learners on the City & Guilds website or available from the Customer Relations department.

Appendix 3 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. 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 The Department for Education, Culture and Welsh Language (DECWL): www.wales.gov.uk</p>	<p>Contact the The Department for Education, Culture and Welsh Language (DECWL): www.new.wales.gov.uk</p>
Northern Ireland	<p>Please contact the Department for Employment and Learning at www.delni.gov.uk.</p>	<p>Contact the Department for Employment and Learning at www.delni.gov.uk.</p>

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