



Guidance for Gas Training in the Plumbing Modern Apprenticeship

There have been changes to the requirements of gas training throughout the United Kingdom. All gas training must be in line with IGEM IG/1 Standards of gas training. These changes will affect how apprentices will complete the gas fuel pathway in their plumbing apprenticeship. All new entrants to the gas industry are now required to complete an IGEM recognised training package to access ACS gas assessments. This will be achieved using a Gas Managed Learning Programme (MLP) provided by an approved body.

The changes will affect the **'on-site'** experience that the apprentice undertakes in their employment. The changes will affect how, and what gas evidence is collected and recorded within the gas portfolio. Apprentices will now collect evidence from site and record this in a Managed Learning Programme (MLP) portfolio where in the past an SQA portfolio was used. The MLP portfolio will identify specific tasks that have to be undertaken on a determined number of occasions.

This document is only a guide and will identify the new requirements for gas training, evidence, and experience within the plumbing apprenticeship. Everyone involved with the delivery of this training package should be familiar with the requirements of the gas portfolio that is provided for the apprentice.

**Note: This briefing document is only a guide to the new requirements and the gas portfolio provided by the college will dictate the exact requirements, portfolios are subject to changes in the future.*

***Note: this document is only providing guidance in respect to the BPEC MLP portfolio and supporting activities.*

****Note: this document provides guidance on 2 versions of the BPEC MLP portfolio, the existing portfolio, and the expected version to be released in 2021.*

*If there is a **'work log'** within the BPEC MLP portfolio you have the most recent version (released in 2021), if there **is not a 'work log'** this indicates that the MLP portfolio is an existing older version. There is guidance within this document to indicate what is required for both versions of the MLP portfolio.*

To help identify which version of the BPEC MLP portfolio the guidance refers to use the following key:

↔ - New version only

✓ - Both versions

Hours required for **'on-site'** gas work experience for the managed Learning Programme ✓

Timescales to complete gas work

Evidence/experience type	BPEC MLP Portfolio experience
'On site' gas experience	420 hours of gas work

**Note: gas work is classed as work that is directly connected to gas safety: For example, installation, service and repair of a gas appliances, gas pipe work, gas/combustion gas carrying components, flues/chimneys, flue gas analysis. Any work that covers 'matters of gas safety'.*

As businesses may have different weekly working hours, this table provides **guidance** regarding the duration in weeks. The information in the table is related to the apprentice carrying out 100% gas work.

Hours per week (100% gas work)	Total hours	Weeks
35	420	12 weeks
37.5	420	11.2 weeks
40	420	10.5 weeks
45	420	9.33 weeks

'On-site' experience and evidence ✓

Onsite gas experience should be a minimum of 420 hours, this duration must be configured to gain a mixture of:

- **Assisted experience** (being present with a Gas Safe registered person who carries out the gas work)
- **Unassisted experience** (being supervised by a Gas Safe person whilst the apprentice carries out the work)

**Note: All on-site evidence from both 'assisted' and 'unassisted' experience can be used towards the total 'on-site' time of 420 hours, there is no indicated time split for 'assisted' and 'unassisted' gas work.*

***Note: As apprentices go through a 3-year training programme as part of their 4-year apprenticeship they should have sufficient time to experience a minimum of 420 hours gas work.*

Assisted Evidence of Experience: ✓

This evidence can be used to complete job sheets from within the MLP portfolio and will add to the total hours required. The evidence must be of a 'gas' nature. This evidence can be collected as soon as an apprentice is experiencing gas work, this could occur as early as the first year of the apprenticeship, evidence has a life span of 3 years.

Unassisted Evidence of Experience ✓

There is a minimum of '**unassisted**' experience/evidence required during the 'on-site' work (the minimum evidence is dictated in the evidence matrix of the MLP portfolio). Unassisted evidence also counts to the total of 'on-site' time of 420 hours. Unassisted evidence must also be supported by evidence of **specific gas tasks the apprentice has undertaken whilst under the supervision of the gas Safe registered person**. The specific gas tasks are listed in the MLP portfolio as evidence criteria.

This criterion is spread across installation and maintenance (service / repair) work of gas appliances.

As a '**general**' requirement the MLP will require all apprentices to carry out the following types of work on gas wet central heating appliances, these occasions can be shared between 'on-site' and 'off-site' (college / training centre).

- 5 gas boiler installation (*minimum of 3 occasions on-site*)
- 5 gas boiler services (*minimum of 3 occasions on-site*)
- 4 gas boiler repairs (*minimum of 2 occasions on-site*)

**Note: this list is subject to changes and you should always refer to the MLP portfolio of the apprentice*

***Note: different MLP providers (other than BPEC) may identify different requirements.*

****Note: if an apprentice is not taking the CENWAT1 route and taking another appliance category they will be required to carry out the above occasions on that appliance type.*

It is **preferable** that all the occasions occur on-site in a real working environment. It may be the case that an employer may not be able to provide all 5 occasions of the above work types. If it is required that the apprentice needs to carry out some of the occasions in the college / training centre the college / training centre must be advised. The college / training centre must agree to this request to allow suitable measures to be put into place. You should liaise with your SNIPEF Regional Training Officer (RTO) if this is the case.

**Note: Completing gas work in college / training centre is a last resort and it is preferable if all occasions above occur 'on-site'.*

The occasions listed above (installation, repair & service) naturally encompass other gas related activities. For example, a boiler installation could include a range of gas tasks such as:

1. General gas safety requirements (equipotential bonding, pipework faults, gas meter installations, ventilation requirements, appliance clearances, labels etc.)
2. Pipework fabrication and jointing (various materials),
3. Flue installations
4. Tightness testing
5. Purging,
6. Commissioning
7. Unsafe situations
8. Re-establishing gas supplies
9. Re-lighting of appliances
10. Associated documentation

**note the above list is not exhaustive*

Within the MLP portfolio there is a requirement to record when 'on-site' gas work occurs. There is also a required number of occasions that they should occur both 'on-site' and 'off-site'. The MLP portfolio dictates the number of occasions and where they should take place.

Examples:

Example 1. Boiler installation:

A boiler installation is required on 5 occasions (minimum of 3 'on-site'), this type of work will generate 5 occasions of the other connected work from the list above, such as 1, 2, 4, 5, 6, etc. This means that through one job such as a boiler installation there will be an opportunity to satisfy other evidence requirements in the MLP portfolio for the '**unassisted**' experience.

Example 2. Maintenance – (repair / service)

Maintenance work also provides the opportunity for an apprentice to generate evidence that can be used to satisfy the evidence criteria in the portfolio. In this situation (dependent of job type) the apprentice may be able to carry out unassisted activities such 1, 4,7,8,10, from the list above. Again, these activities can be counted as evidence that the work activity has taken place and be counted as 'unassisted' evidence.

**note: the above are only examples, apprentices should look to source as much evidence as possible from every gas job.*

Once an apprentice has carried out the required number of 'unassisted' occasions of work types in the evidence portfolio they will have satisfied the 'unassisted' evidence requirements. However, the apprentice will need to ensure they have completed 420 hours of gas work. If they have not satisfied the 420-hour experience requirement they will need to complete more gas work (and job sheets) until the 420 hours are met.

Job sheets: ✓

As with the SQA gas portfolio used in the past, apprentices must complete an MLP job sheet for every piece of gas work they undertake either '**assisted**' or '**unassisted**'. Naturally, shadowing will occur at the earlier stages of the apprentices' gas experience., As the apprentices get towards the later stages of their training and are deemed to have sufficient knowledge and skills, they will carry out the gas work 'unassisted' under the supervision of the Gas Safe registered person.

Job sheets are provided by the MLP provider which will dictate what information and evidence should be gathered. This is achieved due to the job sheets providing cells/boxes where job details can be inserted, the apprentice can add all the technical tasks that took place. The job sheets will generate enough detail to allow the evidence performance criteria to be signed off.

The Job sheets will allow information to be recorded such as: (list not exhaustive)

- Type of work
- Location
- Types of appliances / components
- Technical tasks (tightness/strength testing, purging, commissioning, documentation etc.)
- Unsafe situations
- If the apprentice was 'assisted' or was 'unassisted'
- Detailed description of the work
- Time duration of gas work (*only in new versions of the portfolio*)

The job sheet allows a comprehensive description of the gas works to be provided. The information on the job sheets should be '**in-depth**' and contain sufficient information which will allow the relevant sections of the portfolio to be signed off.

It may be required that the apprentice be supported in the activity of completing the evidence performance criteria matrix in the MLP portfolio. This activity will require the support of a technically qualified person either the college / training centre or the Gas Safe registered person. Jobs sheets also allow the collection of photographic evidence of work to be logged.

It is required that the job sheets be signed by the Gas Safe registered person who supervised the apprentice carrying out the gas work.

Supporting evidence: ✓

The job sheets within the MLP portfolio will allow the apprentice to collect and use other types of information as supplementary evidence which can be used to support 'unassisted' work evidence:

- Photographs
- Pipework calculations
- Ventilation calculations
- Flus gas analysis reports
- Unsafe situations reports
- Purging calculations

**Note: any supplementary evidence will support the depth and quality of the portfolio evidence.*

Work Log: (to be introduced to the new version of the BPEC MLP Portfolio) ✓

All job sheets must be recorded in the work log, this will allow the time duration that makes up the 420 hours of gas work experience to be recorded as a 'running total'. The log will also allow the apprentice to record if they carried out the work 'assisted' or 'unassisted'. The work log allows the apprentice's portfolio to be monitored to track progress and establish if the relevant time has been achieved.

Disclaimer:

This document is for guidance only, the MLP portfolio and the recogniser of training should always be consulted on their specific requirements for their products.

Appendix:

Gas evidence process:

✓ - Available only in the new version of the BPEC MLP portfolio

✓ - Required in both versions

