

LOGIC CERTIFICATION



SCHEME RULES

1. INTRODUCTION

This document explains the rules of the gas industry's Nationally Accredited Certification Scheme (ACS) and what potential candidates need to do in order to become certificated as a competent gas fitting operative.

The gas ACS scheme is a nationally approved scheme designed to ensure that candidates are assessed in a consistent manner wherever they choose to be assessed.

The ACS scheme is United Kingdom Accreditation Service (UKAS) approved.

2. SCOPE

These rules only apply to the assessment of an individual's competence relating to safe gas work. It does not cover electrical installation, plumbing installation or non-gas safety legislation.

These rules do not cover any training that may have been undertaken prior to taking an assessment under the ACS scheme.

3. POLICY STATEMENTS

Assessments are open to any individual that meets the entry requirements, regardless of race, colour, creed, nationality, ethnic origin, gender, marital status, religion, sexuality, political belief, disability or age.

Where a candidate believes they have special needs due to learning or physical difficulties, candidates should inform the assessment centre as soon as possible. Logic Certification (or its assessment centre) will take all reasonable steps to provide the necessary facilities to enable the candidate to undertake assessment.

Logic Certification will consider each candidate's request on individual merit and welcomes such candidates. It must be borne in mind that the nature of the work requires certain basic physical, numeracy and literacy skills.

4. SCHEME CRITERIA

Logic Certification offers assessments under the following main categories:

- Domestic natural gas
- Non-domestic natural gas
- Domestic LPG
- Emergency service provider
- Commercial catering

Where candidates already hold a core certificate in one area of work, it may be possible to extend the scope of their certificates by undertaking a changeover assessment. These changeover assessments do not assess subjects in which the candidate has already achieved certification.

5. APPLICATION

Candidates are required to apply using the application form provided by the Logic Certification approved centre. All of the details requested on the form must be provided before the application can proceed.

Applicants will normally need to provide two passport type photographs of themselves at the time of application. Where these photographs are not available the candidate will not be able to be certificated until he can provide them.

The scheme has entry requirements which candidates must meet before they can be assessed.

Candidates fall into one of the following three categories:

Category 1

Candidates in this category are experienced, practicing gas fitting operatives who are renewing their previous certification or extending their scope.

Category 2

Category 2 applicants are those who do not have existing gas qualifications or certificates of competence but do have relevant experience of mechanical services and may have gas experience.

Candidates in this category will need to provide evidence they have the experience and qualifications they claim and satisfy the approved centre that they meet the entry requirements for category 2. Those who do not meet the entry requirement or cannot provide the requisite evidence automatically become category 3.

As part of the requirements for this category a candidate will need to provide a written, signed statement from a CORGI registered installation company, which details supervised experience relating to the candidate. This statement should contain sufficient detail in order to make it auditable.

A separate category 2 application will be provided by the assessment centre and must be completed in full.

Category 3

Category 3 candidates are those with no previous relevant qualifications or experience. They are regarded as new entrants to the industry and as such are not eligible for ACS assessment.

Category 3 candidates need to undertake an S/NVQ course in order to achieve the necessary qualifications.

Alternatively the candidate may undertake a suitable training course which will meet the minimum standards laid down by CORGI (details can be obtained from an approved assessment centre).

Such a course will include 'off job' or classroom based training and 'on job' experience and training under the supervision of a suitably qualified person.

For further information on this type of course please contact an approved assessment centre.

Application forms also require a declaration to be signed confirming the validity of information provided on them and also confirming that the candidate has read and understood these scheme rules.

6. ASSESSMENT

Assessments take the form of both written and practical assessments against nationally agreed criteria.

Assessments have been structured to enable a candidate to focus on work which covers the typical range of activities, as carried out by the candidate in the course of his normal work. This means that candidates will not need to be assessed on a range of work outside that which they need.

Assessment centres provide all of the necessary tools, equipment and normative documents needed to undertake an assessment. Where a candidate wishes to provide their own tools (e.g. if a disabled candidate has his own specially adapted tools), equipment or normative documents, this can only be subject to inspection by and the agreement of the assessor.

In order to be fair to all candidates, assessments need to be conducted in a consistent structured manner. In order to achieve this, candidates are required to adhere to the rules of the scheme and follow any directions given to them by the assessor.

Assessment centres will notify candidates of the provisional recommended result of their assessment within 10 working days of completion of their assessment. This indicated result will be subject to verification by Logic Certification. In the event of the recommendation for certification not being accepted, Logic Certification and the assessment centre will work together to resolve the issues within 20 working days. The assessment centre shall inform the candidate of any outcome other than certification.

Logic Certification will download successful candidates' results to CORGI within 10 working days after receipt of all the necessary information. The certificate and ID card will then be posted to the candidate. Where a candidate's information (e.g. National Insurance number) is incomplete or incorrect, a certificate cannot be issued until the query is resolved.

7. CERTIFICATES AND ID CARDS

Certificates issued to successful candidates will contain: -

- Candidate's name
- Certificate number
- Candidate's National Insurance number
- Candidate's date of birth
- Details of the scope of certification
- The expiry date of the certificate (or where appropriate individual assessments)

ID cards issued to successful candidates will contain: -

- Candidate's name
- Candidate's National Insurance number
- Candidate's photograph
- Details of the scope of certification
- The expiry date of the individual assessments

Unless otherwise specified in writing by the candidate prior to assessment, Logic Certification will issue certificates directly to the individual to whom the certificate relates.

The certificate and ID card remain the property of Logic Certification at all times. A charge will be raised for supply of duplicate certificates and ID cards.

8. SUSPENSION OR WITHDRAWAL OF CERTIFICATION

Where it becomes apparent that a certificate holder is acting contrary to the requirements of the certificate of competence issued to him, and upon subsequent investigation the case is proven, Logic Certification may withdraw or revoke that certificate.

Where Logic Certification decides to suspend or withdraw a certificate, it will follow the established procedure detailed in the Scheme Manual.

9. COMPLAINTS

A formal complaints procedure is in place and maintained by Logic Certification and all of its' approved centres. A candidate may complain about any aspect of his assessment and certification under the scope of the scheme, but not about any training matters which are outside the scope of the scheme. Complaints relating to training need to be taken up with the centre itself.

A complaint lodged by a candidate regarding assessment or certification will be thoroughly investigated and duly reported on in writing to the complainant. Where it has been found the complaint was justified and remedial action is needed to prevent a recurrence, either Logic Certification or the assessment centre will take the necessary remedial action as soon as practicable.

10. APPEALS

A candidate has a right of appeal against: -

- a) Logic Certification's decision not to issue a certificate
- b) Logic Certification's decision to withdraw a certificate
- c) The decision arrived at by Logic Certification as a result of a complaint

Appeals must be notified in writing to the Scheme Director at Logic Certification, Unit 2, 1 Rowdell Road, Northolt, Middlesex UB5 5QR.

The candidate must lodge his appeal within 30 days of the decision against which he is appealing and pay the appropriate fee at the time of lodging the appeal. (If the appeal is upheld, then the fee will be returned in full).

Full details of the appeal procedure are available on request.

11. GENERAL CONDITIONS

Certification is conditional upon the continuing satisfactory work being carried out by the individual. Where Logic Certification receives information or has reason to believe that an individual is not carrying out work within the scope of the certificate, it reserves the right to investigate the issue by whatever means is appropriate and withdraw the certificate upon the facts being proven.

12. PUBLICITY

The holding of a Logic Certification certificate does not entitle the holder to use the Logic Certification logo or name, unless formally agreed in writing with Logic Certification.

Use of the UKAS marks and logos must comply with the requirements of the document URN 98/887 available at www.ukas.com.

In addition, the certificate should not be used to create a false impression of a competence or area of expertise or financial liability that does not exist or is irrelevant to the scope and nature of the certificate. Such use would render the certificate liable to withdrawal upon the fact being proven.

Under the ACS rules, details of the individual's certification may be given out to the public by either Logic Certification or CORGI and shall be limited to facts concerning the scope of certification.

13. CONFIDENTIALITY

Logic Certification will hold candidates information on computer records in accordance with the Data Protection Act 1998 (or any subsequent amendments or revisions).

Logic Certification will not disclose such information to a third party unless it is for the purposes detailed on the application form.

14. FEE STRUCTURE

Fees for both assessment and certification will be charged. The fee for assessment and the certification fee will be according to the rates published by the assessment centre.

Where the candidate chooses to lodge an appeal or complaint he will be liable for the full cost involved unless the appeal or complaint is upheld.

Where a candidate requests a duplicate or replacement certificate Logic Certification will charge a fee for the new certificate in accordance with the published charges.

15. GUIDANCE ON CORGI REGISTRATION

Individuals carrying out gas work within the scope of the Gas Safety (Installation & Use) Regulations 1998 must only do so provided:

- a) They are the holder of a current certificate of competence covering the scope of gas work they propose to carry out.
- b) Where the work is carried out as part of a business, that business (either as a sole trader or via their employer) must be CORGI registered.

Upon issue of a certificate of competence, Logic Certification will download the details of the scope of certification to CORGI to update the national database.

For further information regarding registration or an updated CORGI card individuals should contact CORGI at the address shown below.

16. CONTACT DETAILS

Logic Certification Ltd
Unit 2
1 Rowdell Road
Northolt
UB5 5QR

Phone 0208 839 2439
Fax 0208 839 8612
E-mail enquiries@logic-cert.com

CORGI
1 Elmwood
Chineham Business Park
Crockford Lane
Basingstoke
RG24 8WG

Phone 01256 372200