

## UK Certification Applicant Category Guidance Notes



This document has been produced to give centres a quick reference guide to the applicant categories for ACS and to confirm the type of evidence that will need to be supplied.

### Category 1 Applicants

Applicants in this category are regarded as experienced gas fitting operatives; they will need to provide evidence to the Assessment Centre prior to taking ACS assessments that they possess a gas fitting qualification or certificate(s) of gas safety competence issued either within or outside of the UK. The date of issue of their qualification/gas safety certificate may be greater than the normal five year validity period.

### Category 2 Applicants

Applicants in this category are regarded as holding a nationally recognised qualification e.g. NVQ or City & Guilds craft certificate in a trade associated with gas work, e.g. plumbing. Application conditions for this category requires that the applicant provides to the Assessment Centre evidence of their qualification and written evidence confirming that they have undertaken 'On the Job' gas installation and/or maintenance training and have experience of gas work that has been carried out under the direct supervision of a competent operative(s) employed by a Gas Safe Registered business. The Assessment Centre will need to be satisfied that the applicant has a sufficiency and range of gas work experience relating to the application, in accordance with the requirements below.

The Assessment Centre should ensure that a competent member of staff evaluates all evidence presented by the candidate and makes a professional judgement on its content and suitability against the areas of assessment the candidate intends to undertake.

Applicants need to provide to the Assessment Centre evidence of this Off the Job training and On the Job experience. The evidence must consist as a minimum the following:

- Name, address and the Gas Safe Registration number of the business(s) providing the training.
- The start and end dates of the Off the Job training programme.
- The start and end dates of the On the Job training programme.
- The types and sufficiency of gas work undertaken (not plumbing or other related work activities).
- The name(s) of the competent operative(s) of the business that has provided the On the Job training.

Assessment Centres if they doubt the authenticity of the information presented by the applicant must decline access to ACS assessment.

### Category 3 Applicants

Applicants in this category are regarded as new to the gas industry, which are not holding any national qualifications nor have any gas work experience. Application conditions for this category require that the Category 3 applicant may as an alternative to achieving a Gas Services N/SVQ either:

- Undertakes a training programme that is planned, managed and organised by a training provider. This training programme will incorporate both On and Off the Job training and experience with organisational support prior to the applicant taking ACS assessment. The On the Job training component will be carried out by a registered business in accordance with a training plan and programme designed by the training provider.

Evidence of the contents of the programme detailing the Off the Job training and On the Job experience must be presented to the Assessment Centre as described in Category 2 previously.