

**INFORMATION PACK FOR
EMPLOYERS AND LEARNERS
FOR THE**

**ADVANCED
APPRENTICESHIP IN**

**6012 NVQ in Gas Installation &
Maintenance (ACS Aligned)**

Introduction

The following information has been prepared to assist potential apprentices (including self funded), their parents and employer in making an informed decision when selecting a learning provider. We have included details on costs as well as other general information that we hope you will find useful.

Why Choose Steve Willis Training?

Steve Willis Training and Assessment Centres Ltd. (SWTAC) have been delivering high quality government funded Gas training programmes since September 2004.

We pride ourselves on high quality training in excellent dedicated gas training and assessment facilities. All our staff have extensive Gas industry experience as well as up-to-date third party ACS certificates.

We also operate a range of policies including Health and Safety, Equal Opportunities, Equality and Diversity, Internal Verification and Classroom Observations, which are carried out and then reviewed, monitored and updated via our system of embedded Team Meetings.

Unlike many of our local competitors, we don't operate a 36 week traditional academic year. The advantage to the learner is that it provides additional training/assessment days each year. Our facilities also benefit from being utilised by experienced installers who attend to both undertake initial and to renew their five yearly ACS gas assessment (many of whom are apprentice employers) bringing and creating both a stable and professional learning environment throughout the Centre.

We only offer courses to learners who are employed in the Gas industry, this assists in ensuring that all of our learners are focused and have a purpose for attending this essential off-the-job training.

We use a wide and diverse range of teaching and delivery strategies which seek to ensure that learning and understanding is taking place. These can include participation, practical and classroom review sessions, oral and formal written multi choice questions.

Confirmation of the practical and technical competences are carried out at strategic points in the programme from both direct observation and written tasks

If you are comparing us to another gas provider, we would ask you to please take the opportunity to view our facilities and to meet the staff before you make the very important selection of training provider. Please remember, we are not offering a Plumbing Apprenticeship, it is a high quality, dedicated and focused Gas Apprenticeship from day 1. If you want Plumbing, you should make this clear at the time of application and we can advise you further.

What Qualifications will I achieve / Am I suitable?

We only offer the Advanced Apprenticeship at SWTAC, this culminates in an NVQ Level 3 in Gas Service & Maintenance together with specified Key Skills qualifications for those who don't already hold exempting qualifications. It should be noted that self funded learners can complete a Level 2 only.

There is also a Technical Certificate in Gas at Level 2 & 3 (6132 Scheme). These Technical Certificates cover the knowledge and understanding elements (the technology) of the 6012 scheme.

The Advanced Apprenticeship is delivered in accordance within an industry and Learning & Skills Council approved 'framework'. The 'framework' determines how much funding money we will receive from the government (through our partner college provider) and details the minimum training duration and qualifications or outcomes that need to be included. The 'framework' should be seen as a contractual obligation between funding body, learner, employer and SWTAC. Separate arrangements are in place for self funded learners.

For the Advanced Apprenticeship for those who opt for a framework constrained programme, the outcome is an NVQ Level 3. Although the Level 2 is an integral part of the Level 3, it will NOT be awarded separately – However Technical Certificates will be issued for both Level 2 & 3 as they are achieved. Any person who commences the Advanced Apprenticeship must commit to completing the 6012 Level 3.

The compulsory Key Skills qualifications that go with the Gas Advanced Apprenticeship are as follows:

- ❖ Communication - Level 2
- ❖ Information Technology - Level 2 (all learners must have access to an internet compatible PC at their home or other address)
- ❖ Application of Number - Level 2.

To complete these qualifications within the programme length available the applicant must have a suitable level of literacy and numeracy. Applicants will be required to undertake and pass an entry test in these subject areas as well as a more general aptitude test.

Where an applicant fails to reach the required standard at initial assessment, they will be given advice on where and how to receive further help and guidance. If you have any concerns over the test, please bring these to our attention at the time of making your application. Please be assured that all sensitive information is treated in strictest confidence.

Applicants are invited to re-apply on completion of the above.

Learner Satisfaction

Learners will be invited to complete course review and evaluation forms at various stages of their learning programme.

Work Placement

A suitable (continuous) work placement is a fundamentally important requirement, without this, it is not possible to complete the apprenticeship framework or achieve the NVQ Gas qualification. The employer will be required to complete a questionnaire to assist in ensuring that they can cover the required range of gas work activities. The scheme has an element of on-site assessment, further guidance will be given at enrolment.

Where the employer has any concerns over the scope of their gas related work, they should contact us for further guidance.

Funding and Fees

General

All learners are expected to supply their own safety footwear (i.e. steel toe capped) for use in the practical workshop sessions. They will also be expected to provide writing and drawing equipment and IT storage media e.g. a memory stick for storing their IT Key Skills assessment(s). The learner will be responsible for backing up their data, SWTAC will not accept any liability in this respect.

The student will compile several portfolios during their time with us, for which they will be expected to provide suitable A4 storage files.

Our aim is to not only meet the Gas Apprenticeship Framework but to also provide the learner with an up-to-date Gas industry recognised qualification. Therefore, we may offer additional qualifications (subject to industry market forces) bringing added value to the programme. Any such qualifications will all be optional, learners will not be under any obligation to register for these qualifications. If the learner/employer would like to take advantage of these add-on qualifications, the learner/employer will need to cover external costs only e.g. Examination/Certification Fee, publications etc. Examples of optional added value qualifications include:

- ❖ City & Guilds 6084 Energy Efficiency Certificate or equivalent (Year 3) £45.00 Plus VAT (normal fee £150.00 Plus VAT)
- ❖ CITB Essential Electrics (Year 3) £63.00 Plus VAT (normal fee £275.00 Plus VAT)
- ❖ CITB Unvented Hot Water Storage Systems (Year 3) £50.00 Plus VAT (normal fee £192.00 Plus VAT)
- ❖ CPA1 Combustion Performance Analysis (Year 3) £195.00 Plus VAT (includes free training, and £45.00 Certification fee, normal fee £295.00 Plus VAT)

Cont.../

Funding and Fees – Cont.../

Age Group - 16 to 18 year old

Government funding is currently available and covers all tuition, centre based assessment, City & Guilds entry fees (for Key Skills & NVQ), consumables, work placed assessment etc.

Learners are expected to provide their own recommended reading (see Page 7). The cost per annum for supporting text books is as shown.

Age Group - 19 and above

Government funding is not currently guaranteed for learners in this age group. If you wish to attend as a Self Funded Learner the fees are £2918.08 Plus VAT per academic year (£3428.74 including VAT). The employer or learner will also be charged for City & Guilds entry, Certification fees and books. Self funded learners can opt to complete the NVQ Level 2 only over two years and there is no obligation to complete the NVQ Level 3. Key Skills qualifications are also optional for self funded learners. As the learning programme attracts no Learning and Skills Council funding, all fees will incur VAT.

Where government funding is available it falls far short of what is required to deliver the Advanced Apprenticeship requiring an employer or learner contribution of 50% of the fees quoted for a Self Funded Learner of £1459.04 Plus VAT per academic year (£1714.37 including VAT) plus City and Guilds entry, Certification fees and books). Learners must complete the NVQ Level 3 three year programme if they fall into this funding category.

Once I'm on the Programme, how does my employer know how I'm getting on?

Learners are subjected to continuous progress monitoring and review. We make it our business to ensure that learning is taking place.

We hold 12 weekly review sessions on a one-to-one basis which requires the learner to look at and complete prepared self review questions prior to the review. The employer is invited to attend the review sessions.

This provides the opportunity for all parties to discuss in private the progress being made against the targets set.

From this process, where a learner is found to be not progressing at the required pace we will attempt to resolve the problem directly with the learner. Where this is not possible, we will involve the employer (and parent or guardian if the learner is under 18 years of age).

Standards of Service – Processing of applications

All applications to SWTAC will be dealt with promptly and efficiently. If at any point you feel that the service you are receiving does not match your expectations, we would like to know.

The standards you can expect are as follows:

Activity	Duration
Acknowledgement of your application or initial contact to the centre	Within 5 working days
Invitation to attend initial assessment day	Initial assessment session to take place within six weeks of your first contact with the centre
Notify applicant of their results of initial assessment day (and if applicable offer of a place on the programme or further interview*)	Within 5 working days of attending initial assessment day
*Where an applicant has been unsuccessful, they will be invited to attend the centre for further guidance	

Any concerns over our standards of service should first be raised with our dedicated Apprentice Administrator. If this is still not resolved to your complete satisfaction, please write (in confidence) to:

Steve Willis
Managing Director
Steve Willis Training and Assessment Centres Ltd.
Unit F2 Sheddingdean Industrial Estate
Marchants Way, Burgess Hill
West Sussex, RH15 8QY

Recommended Reading – Course Text Books

Year One:

Construction Skills G88

Cost £59.00* Plus VAT (£80 if obtained direct from Construction Skills)

Construction Skills G6

Cost £25.00* Plus VAT (£40 if obtained direct from Construction Skills)

*Can be purchased directly from Construction Skills where VAT will not be charged.

Further Information

The final page of this document is our Learners Guide to the 6012 Scheme, this gives some more general information on the gas NVQ. You may wish to contact City & Guilds for further information at www.city-and-guilds.co.uk

A learner's guide to the National Vocational Qualifications (NVQ) in Domestic Natural Gas Installation and Maintenance, Level 2 and 3

There are lots of opportunities for a successful career in the gas industry one of which is working as an installation and maintenance gas engineer. This is a job that requires the highest standards of safety and skill, so it's crucial that you're well trained and you hold the right qualifications.

City & Guilds have worked with employers, the Health and Safety Executive, Energy & Utility Skills (E&US) and The Council for Registered Gas Installers (CORGI) to ensure that these qualifications equip you with the knowledge and skills that employers really want.

Is this qualification right for me?

The NVQ in Domestic Natural Gas Installation and Maintenance at Levels 2 and 3 is suitable for people entering the industry as well as those already working in the installation and maintenance sections of the domestic natural gas industry. By completing this qualification you can qualify as a skilled installation and maintenance gas engineer. It's a highly respected qualification and recognised by UK employers.

In addition, Appliance Pathway Routes have been developed which mean that you can specialise in one or more specific appliances such as:

- cooking and laundry
- space heating and leisure
- central heating and water heating
- warm air and water heating
- meters and pipework

Also this means that you can work towards modules that are really relevant to your work. When you complete one of the Appliance Pathway Routes you'll get a Certificate of Unit Credit. These can be achieved as part of the NVQ at level 2 or level 3.

So, if you're interested in a career as a gas service or installation engineer, this is a great starting point. And taking the NVQ you can also progress to careers in other industries such as plumbing, heating and ventilating etc.

Does this qualification mean I can work legally in the industry?

No, to work legally in this area you must be registered with CORGI. But, the good news is that once you've achieved this qualification you can apply for CORGI registration without having to do any further training or assessment - **this qualification is Accredited Certification Scheme (ACS) aligned – five years from completion you can renew it through ACS assessments.**

Where can I do the course and how is it assessed?

NVQ's assess your skills, knowledge and ability in work situations therefore they're usually completed at work or between the workplace and our facilities. You'll be observed performing various gas related skills by one of our qualified NVQ assessors. This person will provide you with constant feedback and you'll only perform the assessments when you're ready.

What will I learn?

You'll complete a number of units that will cover areas such as installing, commissioning and decommissioning gas systems, service maintenance, and maintaining a safe working environment. You'll learn everything you need to know to become fully qualified in the gas sector.

Does the qualification form part of a recognised framework?

The NVQ at level 2 forms part of a Modern Apprenticeship and at level 3 it forms part of the Advanced Modern Apprenticeship (AMA). SWTAC offers the Advanced Apprenticeship route culminating with the award of the NVQ level 3.

Whilst these routes will only attract government funding for students who are 16 to 18, the scheme does not have to be completed under the above framework (self or employer funded is possible). Please contact SWTAC for further details.

Are there learning materials available?

Yes, SWTAC will make these available to you on commencement.

Must I be working in the gas industry?

Yes, as most of the NVQ assessments will be carried out in the workplace. It is therefore important that you can access a broad range of gas activities and experience.

How can I find out more?

Contact us:

Steve Willis Training and Assessment Centres Ltd.
Unit F2 Sheddingdean Industrial Estate
Marchants Way
Burgess Hill
West Sussex
RH15 8QY
Tel.: 01444 870860
Fax: 01444 870820
Email: info@stevewillis.com
Web site: www.stevewillis.com