

HETAS Experienced Worker Route – Experienced Worker Portfolio

Introduction and Guidance

The process and documentation that follows is designed to assist a worker experienced in a wide range of Building Services Sector activities and practices, to achieve a recognised qualification. It is expected the initial assessment of the candidate and the work history and prior experience documentation be completed during the induction process.

Currently the recognised sector qualifications are City & Guilds Level 2 & 3 NVQ Diplomas in Heating and Ventilating (6188), Plumbing and Domestic Heating (6189) and Refrigeration and Air Conditioning (6187).

These qualifications are unit structured with;

Performance Units: (achieved by producing evidence from the candidates work activities / workplace).

Knowledge Units: (assessed by multi-choice tests / assignments – delivered in the assessment centre).

Combination Units: (a mix of knowledge and practical activities in simulated conditions within the centre).

HETAS have adopted the City & Guilds process to assist experienced workers currently working in the industry. This enables the candidate to achieve the practical element of the combination unit(s) by submitting evidence of work activities from his/her workplace. Any learning outcomes not covered by this process will still need to be achieved using other assessment methods required for the qualification. All the Performance and Knowledge Unit assessments will still need to be completed.

For example, experienced workers undertaking the 6188-20 Level 2 NVQ Diploma in Heating and Ventilating Industrial and Commercial Installation, will be able to submit evidence from their workplace activities that may cover the learning outcomes and assessment criteria of Unit 201(88 GLH) and 205 (356 GLH). A significant proportion of the whole qualification, which would otherwise require attendance at a training and assessment centre for the required number of guided learning hours.

In order for assessors to identify the prior work experience in relation to the assessment criteria a template has been produced. The candidate should complete the template and submit to the assessment centre for consideration. Templates have been created for 6188-20 and 6189-1. The pre-requisite for this alternative assessment process is that the candidate provides documentary evidence of a minimum 3 years proven work experience. All evidence **must** be recorded on the 'Experienced worker route template'

Application for experienced workers alternative evidence 6188-20 equivalent to NVQ2 Domestic Heating

Candidate details			
Candidate name		Contact number	
e-mail			

Employer details			
Employer name			
Address			
Employer contact name		Contact number	
e-mail			

Qualification details			
City and Guilds registration number		City and Guilds registration date	
Qualification title		Qualification number	
Unit details			
Unit details			

Work history and prior experience <i>(a current CV could replace this section)</i>
Work related courses or qualifications: <i>eg safety, abrasive wheels, first aid, PASMA, related technical certificates etc</i>
Outline of current job role:
Previous roles and responsibilities relevant to the qualification:

Work history details: <i>brief description of projects you were involved in with approximate start and finish dates (relevant to the qualification assessment criteria)</i>			
Job title		Start date	
Job location		Finish date	
<i>Details:</i>			
Job title		Start date	
Job location		Finish date	
<i>Details:</i>			
Job title		Start date	
Job location		Finish date	
<i>Details:</i>			
Job title		Start date	
Job location		Finish date	
<i>Details:</i>			

Job title		Start date	
Job location		Finish date	
<i>Details:</i>			
Job title		Start date	
Job location		Finish date	
<i>Details:</i>			
Additional candidate comments:			
<i>Opportunity for additional comments related to the application</i>			
Employer supportive comments: (optional)			
<i>Opportunity for employer to comment on candidate strengths and abilities:</i>			

Learning Outcome(s) and/or Assessment Criteria to which Recognised Prior Learning (RPL) evidence applies. <i>The range for the assessment criteria identified below can be found in the 6188 qualification handbook.</i>	RPL Evidence to be considered. Learning and/or skills gained from current or prior experience. <i>Types of evidence could include one or more of the following; DO - Direct Observation, PE - Product evidence/assessment, OQ - Oral Questioning and / or, WQ - Written Question & answer, WA – Written account, WT - Witness testimony, PR - Professional Review, Sim - Simulation i.e. in a RWE - Real Work Environment</i>	Assessor Initial	Date
Unit 201, Outcome 4 Be able to apply manual handling techniques 4.1 perform manual handling of heavy and bulky items 4.2 manually handle loads using mechanical lifting aids.			
Unit 201, Outcome 7 Be able to apply basic electrical safety measures in the building services industry 7.1 demonstrate the electrical industry safe isolation procedure to safely isolate an item of fixed mechanical or electrical plant or equipment 7.2 carry out a visual safety inspection of power tools before use and report on their condition 7.3 demonstrate the application of temporary continuity bonding when cutting into a fixed metallic pipework system.			

<p>Unit 201, Outcome 9 Be able to safely work with gas heating equipment in the building services industry</p> <p>9.1 perform a safety check of gas heating equipment</p> <p>9.2 perform the safe assembly of gas heating equipment for use:</p> <p>9.3 demonstrate the use of a fire extinguisher in extinguishing a small solid fuel fire.</p>			
<p>Unit 201, Outcome 11 Be able to safely use access equipment in building services industry</p> <p>11.1 demonstrate the safe method of assembly and use of step ladders and ladders</p> <p>11.2 demonstrate the safe method of assembly and use of mobile tower scaffolds.</p>			
<p>Unit 205, Outcome 2 Be able to apply general site preparation techniques to install, test and decommission MES systems</p> <p>2.1 check the safety of the work location in order for the work to safely proceed</p>			

<p>Unit 205, Outcome 4 Be able to apply general administration procedures required to install, test, maintain and decommission Mechanical Electrical Systems (MES)</p> <p>4.1 implement the procedures for the ordering, requisitioning and checking of MES materials</p> <p>4.2 implement the procedures for the safe and secure storage of MES materials tools and equipment in the workplace.</p>	<p>RPL Evidence to be considered. Learning and/or skills gained from current or prior experience.</p>		
<p>Unit 205, Outcome 6 Be able to apply preparation techniques to fabricate, test, maintain and decommission MES systems</p> <p>6.1 use drawings and specifications to prepare for the fabrication of MES systems</p> <p>6.2 select the materials and fittings required to complete work and check them for damage including materials for MES systems pipe, fittings components etc.</p> <p>6.3 select the hand and power tools required to complete work</p> <p>6.4 check that tools are safe to use</p> <p>6.5 check that the tools have been correctly maintained</p>			

6.6 select Personal Protective Equipment relevant to the work activity.

<p>Unit 205, Outcome 8 Be able to fabricate MES systems</p> <p>8.1 apply the industry requirements for safe use of tools and tool maintenance</p> <p>8.2 fabricate MES systems to industry standards and specifications</p> <p>8.3 conduct material jointing techniques on pipework</p> <p>8.4 select and use hand tools, power tools, drills and fixing devices for fixing</p> <p>8.5 fabricate pipework for MES systems</p> <p>8.6 apply fixings to vertically and horizontally mounted pipework in accordance with appropriate industry standards.</p>	<p>RPL Evidence to be considered. Learning and/or skills gained from current or prior experience.</p>		
<p>Unit 205, Outcome 11 Be able to test MES systems</p> <p>11.1 use appropriate equipment for applying a soundness test to rigid or plastic pipework systems</p> <p>11.2 apply a soundness test to rigid or plastic pipework systems in accordance with appropriate industry standards and record the soundness test procedure</p> <p>11.3 take appropriate action when inspection and</p>			

testing reveals defects in MES systems, including remedial work associated with leakage from systems			
Unit 205, Outcome 13 Be able to decommission MES systems 13.1 check and confirm that the MES system will permit safe decommissioning. 13.2 conduct the decommissioning of pre-fabricated MES systems	RPL Evidence to be considered. Learning and/or skills gained from current or prior experience.		

Further actions and feedback		
Candidate declaration I confirm that the evidence supplied for the above selected units is authentic and a true representation of my own work.		
Candidate name	Candidate signature	Date
Assessment signatures (to be completed on final acceptance of the unit evidence)		
Assessor name	Assessor signature	Date
Internal Quality Assurance name	Internal Quality Assurance signature	Date
Qualification Consultant name (if applicable)	Qualification Consultant signature	Date