

# Experienced Worker's Evidence Template

## 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).

City & Guilds has developed a 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

<b>Candidate details</b>			
<b>Candidate name</b>	<i>Patrick Waters</i>	<b>Contact number</b>	<i>0898747474</i>
<b>e-mail</b>	<i>pw@me.goggle.co.uk</i>		

<b>Employer details</b>			
<b>Employer name</b>	<i>RAM Mechanical Services</i>		
<b>Address</b>	<i>Unit 5 trafford Park business park Manchester M15 Y5S</i>		
<b>Employer contact name</b>	<i>D Gaffer</i>	<b>Contact number</b>	<i>0898263646</i>
<b>e-mail</b>	<i>Dgaffer@hotmail.com</i>		

<b>Qualification details</b>			
<b>City and Guilds registration number</b>	<i>DYE 2365</i>	<b>City and Guilds registration date</b>	<i>09/09/13</i>
<b>Qualification title</b>	<i>Diploma in Heating and Ventilating Industrial and Commercial Installation</i>	<b>Qualification number</b>	<i>6188-20</i>
<b>Unit details</b>	<i>Unit 201 Understand and carry out safe working practices in building services engineering</i>		
<b>Unit details</b>	<i>Unit 205 Understand and carry out site preparation and pipework fabrication techniques for industrial and commercial systems</i>		

**Work history and prior experience** *(a current CV could replace this section)*

**Work related courses or qualifications:**

*e.g. safety, abrasive wheels, first aid, PASMA, related technical certificates etc.*

*Current first aid certificate*

*In house company safety certificate from induction to the company.*

**Outline of current job role:**

*Heat & vent fitter working on mainly schools, hospitals and small commercial properties. I have been with the company now for 5 years and I am working unsupervised on a daily basis. I work for the site supervisor who instructs me on what pipe runs to install at the start of the day and I then follow the drawing. We mainly work on steel and copper pipework and the brackets and fittings which are used for the installation. I am now working with the team who carry out the plant room refurbishments which again is giving me good experience*

**Previous roles & responsibilities relevant to the qualification:**

*For the first two years with the company I was a fitter's mate and helped the fitters carry out the installation work. I then gained more experience and the company promoted me and I am now carrying out the same work as other fitters at the company*

<b>Work history details:</b> <i>brief description of projects you were involved in with approximate start and finish dates (relevant to the qualification assessment criteria)</i>			
<b>Job title</b>	<i>Fitters mate</i>	<b>Start date</b>	<i>09/2008</i>
<b>Job location</b>	<i>Grassmoor hospital, Derbyshire</i>	<b>Finish date</b>	<i>09/2010</i>
<i>Details:</i> <i>Assisting the fitters with the installation of all the mechanical services to the hospital. This was a two year project where I gained a lot of experience. The services included all the hot and cold water supply to all areas of the hospital. This was all installed in copper and stainless pipe and the fitting's used were mainly press fit for the main pipe runs. I large amount of my work was installing the initial brackets and the main pipe runs in the corridors.</i>			
<b>Job title</b>	<i>Heat &amp; vent fitter</i>	<b>Start date</b>	<i>09/2010</i>
<b>Job location</b>	<i>Tupton hall school</i>	<b>Finish date</b>	<i>07/2011</i>
<i>Details:</i> <i>Installing the central heating to the whole school although we did not do the plant rooms this was completed by a sub-contractor. The system main pipe runs were installed in LCS steel pipe with threaded joints. This was bracketed from unistrut hangers from the ceiling. The heat emitters varied dependant on location and included fan coil units radiators and underfloor heating circuits. The pipe runs all had to be agreed with the electrical team before we started as the tray for the wiring was clashing with us at various points. This meant looking back at drawings and changing agreed routes.</i>			
<b>Job title</b>	<i>Heat &amp; vent fitter</i>	<b>Start date</b>	<i>07/2011</i>
<b>Job location</b>	<i>Various school plant rooms</i>	<b>Finish date</b>	<i>Present day</i>
<i>Details:</i> <i>Refurbishing plant rooms across Derbyshire schools and fire stations. This involved the replacement of the coal boiler and all the associated pipework and controls with new gas boilers. The replacement pipework was a mixture of steel and copper. The steel was threaded and the copper was mainly soldered joints. I also assisted the gas fitter install the gas pipework which was galvanised steel tube and threaded joints.</i>			
<b>Job title</b>		<b>Start date</b>	
<b>Job location</b>		<b>Finish date</b>	
<i>Details:</i>			

<b>Job title</b>		<b>Start date</b>	
<b>Job location</b>		<b>Finish date</b>	
<i>Details:</i>			
<b>Job title</b>		<b>Start date</b>	
<b>Job location</b>		<b>Finish date</b>	
<i>Details:</i>			
<b>Additional candidate comments:</b>			
<i>Opportunity for additional comments related to the application</i>			
<i>As well as the jobs identified in the profile I have also undertaken numerous jobs for friends and family at weekends on more domestic systems, changing radiators, outside taps, mending leaks, unblocking drains etc.</i>			
<b>Employer supportive comments:</b> (optional)			
<i>Opportunity for employer to comment on candidate strengths and abilities:</i>			
<i>Employer representative unable to complete although assessor contacted via telephone. The employer was very supportive of the candidate and praised his standard of work and professionalism.</i>			

<b>Learning Outcome(s) and/or Assessment Criteria to which RPL evidence applies.</b>	<b>RPL Evidence to be considered. Learning and/or skills gained from current or prior experience.</b>	<b>Assessor Initial</b>	<b>Date</b>
<p><i>The range for the assessment criteria identified below can be found in the 6188 qualification handbook.</i></p>	<p><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 &amp; answer, WA – Written account, WT - Witness testimony, PR - Professional Review, Sim - Simulation i.e. in a RWE - Real Work Environment</i></p>		
<p><b>Unit 201, Outcome 4 Be able to apply manual handling techniques</b></p> <p><i>4.1 perform manual handling of heavy and bulky items:</i></p> <p><i>4.2 manually handle loads using mechanical lifting aids.</i></p>	<p><i>4.1 Direct observation carried out 15/8/13 see job report 1</i></p> <p><i>4.2 Direct observation carried out 15/8/13 see job report 1</i></p>	<p>PW</p>	<p>27/8/13</p>
<p><b>Unit 201, Outcome 7 Be able to apply basic electrical safety measures in the building services industry</b></p> <p><i>7.1 demonstrate the electrical industry safe isolation procedure to safely isolate an item of fixed mechanical or electrical plant or equipment</i></p> <p><i>7.2 carry out a visual safety inspection of power tools before use and report on their condition</i></p> <p><i>7.3 demonstrate the application of temporary continuity bonding when cutting into a fixed metallic pipework system.</i></p>	<p><i>7.1 RWE set up in centre assessment documents included in submission</i></p> <p><i>7.2 RWE set up in centre assessment documents included in submission</i></p> <p><i>7.3 RWE set up in centre assessment documents included in submission</i></p>	<p>PW</p>	<p>29/8/13</p>

<p><b>Unit 201, Outcome 9 Be able to safely work with gas heating equipment in the building services industry</b></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>9.1 RWE set up in centre assessment documents included in submission</p> <p>9.2 RWE set up in centre assessment documents included in submission</p> <p>9.3 RWE set up in centre assessment documents included in submission</p>	<p>PW</p>	<p>29/8/13</p>
<p><b>Unit 201, Outcome 11 Be able to safely use access equipment in building services industry</b></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>11.1 RWE set up in centre assessment documents included in submission</p> <p>11.2 RWE set up in centre assessment documents included in submission</p>	<p>PW</p>	<p>29/8/13</p>
<p><b>Unit 205, Outcome 2 Be able to apply general site preparation techniques to install, test and decommission MES systems</b></p> <p>2.1 check the safety of the work location in order for the work to safely proceed</p>	<p>2.1 Documentary evidence of risk assessments and method statements from site countersigned by the site supervisor.</p> <p>2.1 Oral questioning carried out by the assessor and recorded in the candidate file.</p>	<p>PW</p>	<p>17/9/13</p>

<p><b>Unit 205, Outcome 4 Be able to apply general administration procedures required to install, test, maintain and decommission MES systems</b></p> <p><i>4.1 implement the procedures for the ordering, requisitioning and checking of MES materials</i></p> <p><i>4.2 implement the procedures for the safe and secure storage of MES materials tools and equipment in the workplace.</i></p>	<p><b>RPL Evidence to be considered. Learning and/or skills gained from current or prior experience.</b></p> <p><i>4.1 copies of company order book identifying materials list for G wing of the place of work. This was a take off from a drawing which was provided as supplementary evidence.</i></p> <p><i>4.2 Written questions and answers were completed to identify the procedures used for safe storage of tools and equipment.</i></p>	<p>PW</p>	<p>17/9/13</p>
<p><b>Unit 205, Outcome 6 Be able to apply preparation techniques to fabricate, test, maintain and decommission MES systems</b></p> <p><i>6.1 use drawings and specifications to prepare for the fabrication of MES systems</i></p> <p><i>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.</i></p> <p><i>6.3 select the hand and power tools required to complete work</i></p> <p><i>6.4 check that tools are safe to use</i></p> <p><i>6.5 check that the tools have been correctly maintained</i></p> <p><i>6.6 select Personal Protective Equipment relevant to the work activity.</i></p>	<p><i>6.2 delivery notes provided which included checks on delivery and suitability of materials to ensure no transit damage had occurred for section of work carried out. This was signed as checked when completed.</i></p> <p><i>6.3 List of hand and power tools provided completed and signed off by the supervisor</i></p> <p><i>6.4, 6.5, 6.6 oral questioning completed related to criteria to reinforce work carried out. Dictaphone recording included on CD rom.</i></p>		



<p><b>Unit 205, Outcome 8 Be able to fabricate MES systems</b></p> <p><i>8.1 apply the industry requirements for safe use of tools and tool maintenance</i></p> <p><i>8.2 fabricate MES systems to industry standards and specifications</i></p> <p><i>8.3 conduct material jointing techniques on pipework</i></p> <p><i>8.4 select and use hand tools, power tools, drills and fixing devices for fixing</i></p> <p><i>8.5 fabricate pipework for MES systems</i></p> <p><i>8.6 apply fixings to vertically and horizontally mounted pipework in accordance with appropriate industry standards.</i></p>	<p><b>RPL Evidence to be considered. Learning and/or skills gained from current or prior experience.</b></p> <p><i>8.1, 8.2, 8.3, 8.4, 8.5, 8.6 Written accounts with supporting photographs of installation practices witnessed by the employer.</i></p>	<p>PW</p>	<p>20/9/13</p>
<p><b>Unit 205, Outcome 11 Be able to test MES systems</b></p> <p><i>11.1 use appropriate equipment for applying a soundness test to rigid or plastic pipework systems</i></p> <p><i>11.2 apply a soundness test to rigid or plastic pipework systems in accordance with appropriate industry standards and record the soundness test procedure</i></p> <p><i>11.3 take appropriate action when inspection and testing reveals defects in MES systems, including remedial work associated with leakage from systems</i></p>			

<p><b>Unit 205, Outcome 13 Be able to decommission MES systems</b></p> <p><i>13.1 check and confirm that the MES system will permit safe decommissioning.</i></p> <p><i>13.2 conduct the decommissioning of pre-fabricated MES systems</i></p>	<p><b>RPL Evidence to be considered. Learning and/or skills gained from current or prior experience.</b></p> <p><i>13.1, 13.2 Direct observation carried out 15/8/13 see job report 1</i></p>	<p><i>PW</i></p>	<p><i>20/9/13</i></p>
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**Further actions and feedback**

6.1 drawings supplied excellent supplementary evidence but criteria asks for evidence of how the drawings are used on site. Please include further evidence on how the take off was completed for G wing (see 4.1) or other information on how you used the drawings.

6.4, 6.5, 6.6 various questions need more work see question paper which has been assessed and complete related actions.

8.6 fixings to vertically and horizontally mounted pipework not observed whilst on site as this was completed prior to the visit and assessment was not possible due to access requirements on site. Please provide details of procedure carried out to apply fixings and details of bracket spacing etc., this could be in the form of a written account.

11.1, 11.2, 11.3 Evidence not produced for this outcome. Candidate does not complete on site testing and commissioning frequently. centre simulated activity arranged to be completed which will meet all assessment criteria

**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