

Qualification handbook



## **Introduction**

Cert-ain Certification Ltd. is a certification body accredited by the regulatory authorities to offer a range of qualifications for operatives working in the building services engineering sector.

The Cert-ain Certification Ltd. qualifications are designed to be user-friendly for both the assessment centres delivering them and the candidates undertaking them. Our aim is to keep things as simple as possible whilst at the same time, maintaining the highest possible industry standards.

Our qualifications are designed to encourage learning and achievement, providing operatives with the appropriate knowledge and skills to help them progress in their chosen career.

## **Domestic Electrical Installation (Part P)**

The aim of this handbook is to provide the necessary information for those wishing to complete the Domestic Electrical Installation (Part P) course.

The handbook also aims to provide assessment centres with details of the requirements for delivering the course.

## **Contents**

Introduction	2
Domestic Electrical Installation (Part P)	2
Summary	3
Eligibility	3
Training	3
Reference material	3
Assessment competencies	4
Assessment process	5
Assessors	5
Internal verifiers	6
Centre approval	6
External verifiers	6
Contact details	6

## Domestic Electrical Installation (Part P) Summary

The course is designed for individuals who carry out work on low voltage single phase electrical installations within domestic dwellings to ensure compliance with the Electricity at Work Regulations 1989 and Part P of the Building Regulations (see below).

Notifiable work

Electrical work that is notifiable (extract from Part P):	Course content
a. the installation of a new circuit	✓
b. the replacement of a consumer unit	x
c. any addition or alteration to existing circuits in a special location*	✓

\*details on what constitutes a 'special location' is covered within the course.

The course normally takes five days to complete and those individuals successfully completing the course shall be recognised as being competent in those areas listed on page 4.

All successful individuals will be issued with a Cert-ain Certification Ltd. certificate of competence.

### Eligibility

There are no specific pre-requisites for individuals wishing to undertake the course although a knowledge of basic electrical principles would be an advantage but is not essential.

Individuals with any disabilities that may affect their ability to successfully complete the course should inform the assessment centre on application. Assessment centres shall consider any reasonable requests for any aids or equipment that are designed to alleviate any disability if the required assessment standard is not compromised.

### Training

Assessment centres deliver a training programme focussing on the contents of key 'normative' documents, some of which are freely downloadable from the internet. The training programme is designed to help operatives to prepare for the assessment process.

### Reference material

The reference material used for the training and assessment:

- HSE Memorandum of Guidance on The Electricity at Work Regs. 1989 (HSR 25)
- Building Regulations Approved Document P
- HSE Electrical test equipment for use by electricians Guidance Note GS 38
- Electricity Safety Council - Best Practice Guide 2 - Guidance on safe isolation procedures for low voltage installations
- British Standard 7671 Requirements for electrical installations – IET Wiring Regs.
- IEE Electricians guide to the building regulations
- IEE On-site Guide to BS 7671
- Manufacturer's instructions specific to centre equipment

## Assessment competencies

### Knowledge

<b>1</b>	<b>Applicable Building Regulations</b>
<b>2</b>	<b>Electrical safety legislation, regulations, standards and terminology</b>
<b>3</b>	<b>Pre-work survey/inspection</b>
<b>4</b>	<b>Safe isolation procedures</b>
<b>5</b>	<b>Identification of unsafe electrical installations</b>
<b>6</b>	<b>Earthing and bonding requirements</b>
<b>7</b>	<b>Electrical test procedures</b>
<b>8</b>	<b>Cable, component and fitting selection</b>
<b>9</b>	<b>Installation and replacement of electrical components and fittings</b>
<b>10</b>	<b>Checking the correct and safe operation of installed electrical components</b>
<b>11</b>	<b>Recording of electrical test results, completion of certification and notification requirements</b>
<b>12</b>	<b>Installing and/or rerouting cables to form suitable outlet connections</b>
<b>13</b>	<b>Installing and/or rerouting cables to form two-way switching of lighting circuits</b>
<b>14</b>	<b>Electrical equipment installed within rooms containing a bath or shower</b>

### Performance

<b>3</b>	<b>Pre-work survey/inspection</b>
<b>4</b>	<b>Safe isolation procedures</b>
<b>5</b>	<b>Identification of unsafe electrical installations</b>
<b>6</b>	<b>Earthing and bonding requirements</b>
<b>7</b>	<b>Electrical test procedures</b>
<b>8</b>	<b>Cable, component and fitting selection</b>
<b>9</b>	<b>Installation of electrical components and fittings</b>
<b>10</b>	<b>Checking the correct and safe operation of installed electrical components</b>
<b>11</b>	<b>Recording of electrical test results, completion of certification and notification requirements</b>
<b>12</b>	<b>Installing and/or rerouting cables to form suitable outlet connections</b>
<b>13</b>	<b>Installing and/or rerouting cables to form two-way switching of lighting circuits</b>
<b>14</b>	<b>Installation of electrical equipment in rooms containing a bath of shower</b>
<b>15</b>	<b>Installation of external supplies</b>
<b>16</b>	<b>Recognition of three phase electrical supplies</b>

## **Assessment process**

Candidates will undertake several tests to confirm their progress – these tests will include multi-choice examinations and practical assessments. The pass-rate is 100%, candidates are allowed up to 3 attempts.

### **Theory**

1. The pass rate for the theory examination is 100%
2. If the candidate does not achieve 100% on the first attempt, they will be allowed a second attempt on at the questions that they got wrong on the first attempt
3. If the candidate does not achieve 100% on the second attempt, providing they have achieved over 80%, they will be orally questioned by the assessor to establish their competence
4. Candidates not achieving 80% after the second attempt or 100% after oral questioning will be deemed to be unsuccessful
5. Unsuccessful candidates will be required to retake the assessment in its entirety

### **Practical**

1. The pass rate for the performance assessment is 100%
2. If the candidate does not achieve 100% on the first attempt, they will be allowed a second attempt at the tasks that they failed to complete successfully
3. If the candidate does not achieve 100% on the second attempt, at the assessors' discretion, they will be orally questioned by the assessor to establish their competence
4. Candidates not achieving 100% after oral questioning will be deemed to be unsuccessful
5. Unsuccessful candidates will be required to retake the assessment in its entirety.

### **Assessors**

Assessors shall be approved by Cert-ain Certification Ltd. They must be occupationally competent and hold a current relevant electrical qualification.

Assessors must also hold one of the following assessor qualifications:

- D32 or A1
- Level 3 certificate 'assessing vocationally related achievement' or suitable equivalent

## **Internal verifiers**

Internal verifiers shall be approved by Cert-ain Certification Ltd. They must be occupationally competent and hold or be working towards one of the following internal verifier qualifications:

- D34 or V1
- Level 4 award 'internal quality assurance of assessment processes and practice' or suitable equivalent

## **Centre approval**

All centres delivering the qualifications are subject to approval and monitoring to ensure that they have the appropriate personnel and facilities in place to deliver a fair and impartial training and assessment process.

The Cert-ain Certification Ltd. external verifier shall carry out quality assurance of the training, assessment and internal verification process. This includes sampling of:

- training and assessment facilities
- candidate records
- assessment decisions

## **External Verifiers**

External verifiers shall hold or be working towards one of the following qualifications:

- D35 or V2
- Level 4 certificate 'external quality assurance of assessment processes and practices' or suitable equivalent

## **Contact details**

If you would like any further information relating to the Cert-ain Certification Ltd. qualifications, please contact:

**Cert-ain Certification Ltd.**  
**58a High Street**  
**Melbourne**  
**Derbyshire**  
**DE73 8GJ**

**Tel: 01332 987220**  
**Fax: 01332 895989**  
**Email: [info@cert-ain.com](mailto:info@cert-ain.com)**  
**Web: [www.cert-ain.com](http://www.cert-ain.com)**