



R557HP - Checklist for Candidates Claiming Category 2 Status for Heat Pump assessment

To be completed by candidates wishing to be assessed under the OFTEC Heat Pump Certification Scheme as a Category 2 Applicant as defined in document R576-NA – “OFTEC Non-Accredited Assessments - Guidance Note for Certification Bodies and Approved Centres”

Completed Checklist to be submitted to the Certification Body with Candidates completed Assessment Paperwork

SECTION 1	Candidate Details				
Title (Mr, Mrs, Miss etc.)		First Name		Surname	
Address:					
Postcode		NI /PPS Number			
Telephone No.		Mobile No.			

SECTION 2	Work Experience / Qualifications
<p>Applicants in this category are regarded as holding a nationally recognised qualification and/or registration in a trade associated with heating and/or plumbing and/or heat pump system design work** for a period of not less than two years. Candidates must provide evidence of relevant qualifications and / or registration to support entry. <i>**heat pump system design work - OFT21-504D only</i></p> <p>OR</p> <p>Must provide written evidence to the Assessment Centre confirming that the candidate has 'on the job' heating installation and/or maintenance experience for a period of not less than two years, that would support their application for the range of assessments to be undertaken and evidence of ongoing continual professional development. The evidence shall be in writing from the employer detailing precisely the type, range and volume of work carried out.</p> <p>And in addition to the above</p> <ul style="list-style-type: none">• Hold current and valid Water Regulations certificate (<i>OFT21-504A and OFT21-504G only</i>)• Hold current and valid Unvented Hot Water certificate (<i>OFT21-504A and OFT21-504G only</i>)• Undertake heat pump training at an OFTEC Approved Training Centre prior to accessing the OFTEC assessments. This training will be provided impartially by the Approved Training Centre <p>Applicants must provide evidence of this related experience to the Assessment Centre. The evidence must consist of, as a minimum, the following:</p> <ul style="list-style-type: none">• Name and address of the business(s) providing the related experience.• The types of related work undertaken. <p>All Category 2 candidates must also undertake training at an OFTEC approved training centre.</p> <p>The training must utilise the current OFTEC Heat Pump Technical Book appropriate to the type of work and equipment that the candidate requires to be assessed against. The possession of this OFTEC Technical Book prior to training and subsequent assessment is mandatory.</p>	

Details of training/work experience undertaken showing location(s) and duration:

SECTION 3	Employer Declaration - to be completed by the candidate's employer (only if applicable- see Section 2)		
I confirm that the above-named individual has worked under supervision and that the areas of work detailed in Section 2 have been undertaken by the applicant.			
Name:		Signature:	
OFTEC Registration No.		Date:	
Telephone Number:			

SECTION 4	Candidate Declaration - to be completed by all candidates		
I confirm that the details I have provided are to the best of my knowledge and belief true and complete. I understand that any Certificates of Achievement awarded may later be withdrawn if any information is found to be incorrect, false or incomplete.			
Candidate Signature:		Date:	

SECTION 5	Decision of the Centre		
I confirm that I have viewed the evidence referred to in steps 2, 3 and 4 and have carried out verification of the details provided.			
CATEGORY 2 STATUS CONFIRMED	YES* / NO*	<i>*delete as applicable</i>	
Name:		Signature:	
Centre Name:		Date:	

Document change record

Date	Version	Detail of change
31 st October 2023	2.0	Replacement of 'R576 – OFTEC Assessments' with 'R576-NA – "OFTEC Non-Accredited Assessments'