



Training and Assessment Programme

Learner Portfolio/Logbook

SVQ level 3 in Domestic Plumbing and Heating
ACS GAS

Learner's name

Employer's name

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History of changes

Version number	Date	Description
2	June 2015	Minor alteration for centre/trainer signature in College based work.
2	June 2015	Job sheets and completed work logs on same page.
2	June 2015	Workplaced evidence at the start of the portfolio.

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Introduction

Your portfolio is an important and essential part of your SVQ level 3 in Domestic Plumbing and Heating. It is designed to enable you to produce both 'workplace evidence' and 'college-based evidence'. The portfolio will also contain declaration information from your employer, workplace trainer and college lecturer endorsing the work carried out. Once complete, this evidence will be presented to your ACS assessment centre as evidence to allow you to proceed to assessment.

Remember you cannot collect too much evidence.

During your training programme you will be provided with an **ACS assessment start date** and **portfolio completion date**. Any learner that does not produce the portfolio of work evidence cannot be admitted for assessment as per the scheme rules stated below.

Scheme rules

All category 2 and 3 applicants must provide written evidence to the assessment centre confirming that they have undertaken 'on the job' gas training on installation and/or gas systems. Learners must also have experience of gas work under the direct supervision of a competent person(s) employed by a 'Gas Safe' registered business to support the range of assessments to be undertaken.

(Regulation 3) Qualification and supervision

- 1 No person shall carry out any work in relation to a gas fitting or gas storage vessel unless he is competent to do so.***

So remember you must ensure all work is supervised by a 'Gas Safe' registered operative with all relevant qualifications for work carried out.

Evidence Gathering

To enable the college to allow any learner to go forward for ACS assessment we must ensure that they have produced adequate evidence of 'workplace' and 'college-based' gas work.

Example

Assessment category	Number of days required work-based	Number of days required college-based
CCN1/CPA	35	35
CEN/WAT 1	5	5
HTR1 1	5	5
CKR 1	5	5
WAT 1	5	5

The numbers of days stated above are notional guidelines. It is more beneficial to gather a range of evidence from the 'gas portfolio work areas'

This logbook/portfolio is used to keep a record of all gas work undertaken by the learner prior to assessment and is a requirement of all awarding bodies prior to assessment. The logbook/portfolio contains two main sections for gathering the required evidence.

Workplace evidence

This is a record of work undertaken by the learner at their workplace and is recorded a job information log and a gas work log contained on one sheet exemplified pages 17 and 18 for completion.

- ◆ Job information log
- ◆ Gas work log

The 'job information log' is a summary of the location and type of work undertaken and must be completed for every job entered as evidence.

The 'gas work log' is used in conjunction with the 'gas portfolio work areas' on pages 6 and 7.

Both logs must be completed and signed by the learner and a suitably qualified Gas Safe Registered engineer.

Examples of how to complete the logs are on page 18.

The 'college-based evidence' will be completed by the learner and lecturer during college attendance.

Gas Portfolio Work Areas

Used in conjunction with the gas work log for both 'workplace' and 'college-based evidence'.

The sections below indicate the areas of work required to be carried out to enable the learner to create a balanced and concise portfolio of evidence and should be used in conjunction with the Gas Work Log.	
Category	Description of work
1 Normative document.	Work carried out to relevant standards and regulations.
2 Pipe work installations.	<ul style="list-style-type: none"> a Standards relating to pipe work: Passing through walls, support and fixings, position relating to other services, connection and disconnection. b Installation pipe work: copper, mild steel, corrugated stainless steel (tracpipe). c Use of temporary continuity bonding. d Purging.
3 Tightness test.	<ul style="list-style-type: none"> a With gas meter and appliances installed. b Without gas meter and appliances installed. c Identify, locate repair gas escapes.
4 Checking and or setting domestic meter, supply, and appliance.	<ul style="list-style-type: none"> a Check standing/working pressures at meter. b Check inlet working pressure at appliance.
5 Checking and setting appliance burner pressure and gas rate.	Check and set burner pressure and gas rate as per the manufacturer's instructions.
6 Re-establish existing gas supply and relight appliance.	Re-establish an existing gas supply by completing visual inspection of the system, purging, relighting appliances and checking for spillage at any open flued appliance.
7 Characteristics of combustion.	<p>Identify visual signs of complete and incomplete combustion due to faults arising from:</p> <ul style="list-style-type: none"> a lack of primary air b condition of the burner and its components c carry out combustion tests on appliances d CO detection system protection equipment

Category	Description of work
8 Identification of unsafe situations and use of emergency notices and warning labels.	<ul style="list-style-type: none"> a Identify and classify unsafe situations as: immediately dangerous, at risk, not to current standards to include RIDDOR reportable. b Explain gas emergency actions and procedures. c Select appropriate warning labels and notices to appropriate unsafe situations.
9 Ventilation.	<ul style="list-style-type: none"> a Calculate ventilation for specific situations and select appropriate air vents/bricks/grills. b Identify adequate and inadequate pre selected air vents/grills/bricks.
10 The operation and checking of appliance gas safety devices and controls.	<ul style="list-style-type: none"> a Identify and explain the operation of gas safety controls. b Identify any controls not operating correctly. c Remove/Replace/Repair faulty controls/safety devices.
11 The installation and testing of open, balanced and fan assisted flues.	<ul style="list-style-type: none"> a Identify correct and incorrect methods of flue installations to relevant standards and code of practice. b Check for correct termination, support, construction, installation, condition, fire precautions and flue performance. c Visually inspect balanced and fan assisted flues to ensure correct assembly, flue bends, joint method, termination. d Termination and ventilation requirements for vertex/solver flues. e Visual inspection of brick/precast flues and notify any defects. f Carry out flue flow/spillage test and correctly interpret results. g Complete the installation of balanced/fan assisted flues. h Identify correct/incorrect plastic flue assemblies. i Identify incorrect and correct flexible flue liner assemblies.
12 Appliance installation.	In accordance with all relevant standards and manufacturer's instructions.
13 Appliance servicing.	In accordance with all relevant standards and manufacturer's instructions.

Employer/Learner Agreement

The college/centre thanks you for your participation and assistance in enabling your employee/apprentice to complete their SVQ level 3 in Domestic Plumbing and Heating ACS gas training and assessment.

Your employee/apprentice must complete a number of 'workplace' tasks under the direct supervision of a suitably qualified 'Gas Safe' registered operative. This part of their portfolio requires you to confirm the tasks undertaken by signing the work log sheets and must include 'Gas Safe' registration and the supervising operative card details.

We appreciate that as a busy firm this may not always be done immediately after completion of the work carried out, but it is imperative that these details are a true and valid reflection of the work undertaken and that early completion may in fact save time. However, please do not sign off work logs until the employee/apprentice has completed the work.

Please complete the following details prior to commencing your portfolio, to confirm the agreement between the employee/apprentice and company providing 'workplace evidence' training.

Applicant's name		
Applicant's address		
Telephone number		
Mobile number (if available)		
Category 2 (please tick)		Category 3 (please tick)

Organisation name		
Organisation address		
Telephone number		
Mobile number (if available)		
Gas Safe Registration Number		

Training Operatives Details

This section must provide details of all operatives providing 'workplace evidence' training to the learner. To ensure that the learners portfolio is accepted by the assessment centre, the employer must ensure that the operative is suitably competent and qualified to carry out 'workplace training' with the learner, **ie must hold all relevant ACS certification.**

Application will not be accepted without relevant 'Gas Safe' Registration Number and qualification details.

Name		Name	
Address		Address	
Telephone number		Telephone number	
Gas Safe Registration Number		Gas Safe Registration Number	
ACS certificates held	Expiry date	ACS certificates held	Expiry date
CCN1		CCN1	
CEN1		CEN1	
HTR1		HTR1	
WAT1		WAT1	
CKR1		CKR1	
MET1		MET1	
DAH1		DAH1	
Other		Other	
Signature		Signature	

Name		Name	
Address		Address	
Telephone number		Telephone number	
Gas Safe Registration Number		Gas Safe Registration Number	
ACS certificates held	Expiry date	ACS certificates held	Expiry date
CCN1		CCN1	
CEN1		CEN1	
HTR1		HTR1	
WAT1		WAT1	
CKR1		CKR1	
MET1		MET1	
DAH1		DAH1	
Other		Other	
Signature		Signature	

Name		Name	
Address		Address	
Telephone number		Telephone number	
Gas Safe Registration Number		Gas Safe Registration Number	
ACS certificates held	Expiry date	ACS certificates held	Expiry date
CCN1		CCN1	
CEN1		CEN1	
HTR1		HTR1	
WAT1		WAT1	
CKR1		CKR1	
MET1		MET1	
DAH1		DAH1	
Other		Other	
Signature		Signature	

Name		Name	
Address		Address	
Telephone number		Telephone number	
Gas Safe Registration Number		Gas Safe Registration Number	
ACS certificates held	Expiry date	ACS certificates held	Expiry date
CCN1		CCN1	
CEN1		CEN1	
HTR1		HTR1	
WAT1		WAT1	
CKR1		CKR1	
MET1		MET1	
DAH1		DAH1	
Other		Other	
Signature		Signature	

Name		Name	
Address		Address	
Telephone number		Telephone number	
Gas Safe Registration Number		Gas Safe Registration Number	
ACS certificates held	Expiry date	ACS certificates held	Expiry date
CCN1		CCN1	
CEN1		CEN1	
HTR1		HTR1	
WAT1		WAT1	
CKR1		CKR1	
MET1		MET1	
DAH1		DAH1	
Other		Other	
Signature		Signature	

Learner/Employer/Training Provider Declaration

Learner

I declare that all information I have collected for this portfolio is true and correct. I have not had a gas competency certificate withdrawn in the past and have not been deemed incompetent in matters of gas safety. (Cat 2 must supply relevant qualifications for assessment centre to verify, ie SVQ level 3 Domestic Plumbing and Heating.

Apprentices are reminded that once ACS certification is gained that under your apprenticeship agreement all work must be supervised and that once qualified, your ACS certification does not guarantee acceptance onto the 'Gas Safe' register.

Learner's signature _____

Employer/business proprietor/manager

I declare that the information regarding our business is true and correct. I confirm that records of workplace evidence will be available to support the involvement of the learner throughout the 'on the job' training programme.

Employers are also reminded of paragraph 2 of the learner declaration.

Name _____ Signature _____

Company _____ Position _____

Training Provider

I declare the above applicant has registered to complete 'college-based' training at _____ as detailed in this portfolio.

Auditable records will be available detailing and documenting the above applicant's successful completion of the SVQ 3 Plumbing programme.

Name _____ Signature _____

Company _____ Position _____

Company/Organisation/Declaration

This must be produced on letter headed paper to include the following:

- ◆ Company name.
- ◆ Company address and contact number.
- ◆ 'Gas Safe' Registration Number.
- ◆ Signed statement of declaration.

Exemplar enclosed on the following page.

This declaration must only be sent on completion of the learner's portfolio.

Company name
Address/contact number
'Gas Safe' Registration Number

Learner/Employer/Trainer Provider Declaration Example

Date

To _____

Re _____ Learner's name _____

I declare that the above applicant has satisfactorily completed the 'workplace evidence' training programme and number of days required as per the industry scheme rules for ACS assessment.

I can also confirm that records are available to support this.

Yours

Responsible person's signature

Job Information/Gas Work Log

The following pages are used to supply the evidence required to complete your 'workplace evidence' portfolio.

Job Information Log

This provides the learner with evidence relating to the location and nature of work carried out and must be completed as shown below.

Example

Name Tony McDonald Log number 1

Job address	<i>123 Avenue Road</i>		
Telephone number	<i>0141 321 1234</i>		
Appliance make and model	<i>Baxi Bermuda 57/4, PW 5 Fire Front. Fit new cooker Cannon Keswick.</i>		
Job description, ie service, maintenance, inspection, installation			
<i>Service boiler and fire to manufacturer's specification. Install new cooker.</i>			
Date	<i>21/10/2012</i>		
Learner's signature	<i>Tony McDonald</i>		
Gas Safe registered installer's signature	<i>Jim Robertson</i>		
Gas Safe Registration Number	<i>55646</i>		

Gas Work Log

This provides the learner with evidence of more gas specific work carried out on the job using the 'gas portfolio work area' table, and is completed as follows.

Log no	Subject area <i>(Insert numbered categories from pages 6 and 7)</i>	Start date	End date	Total duration (days)	Signature of supervising engineer and learner
1	1, 2a, b, c, d, 3a, 4a, b, 5, 6, 9a, b, 10a, 11a, b, c, d, e, f, 12, 13	21/10/2012	21/10/2012	1	<i>Jim Robertson</i> <i>Tony McDonald</i>

Work-based Job Information Log

Name _____ Log number _____

Job address			
Telephone number			
Appliance make and model			
Job description, ie service, maintenance, inspection, installation			
Date			
Learner's signature			
Gas Safe registered installer's signature			
Gas Safe Registration Number			

Complete Gas Work Log

Log no	Subject area (Insert numbered categories from pages 4 and 5)	Start date	End date	Total duration (days)	Signature of supervising engineer and learner

Work-based Job Information Log

Name _____ Log number _____

Job address			
Telephone number			
Appliance make and model			
Job description, ie service, maintenance, inspection, installation			
Date			
Learner's signature			
Gas Safe registered installer's signature			
Gas Safe Registration Number			

Complete Gas Work Log

Log no	Subject area (Insert numbered categories from pages 4 and 5)	Start date	End date	Total duration (days)	Signature of supervising engineer and learner

Work-based Job Information Log

Name _____ Log number _____

Job address			
Telephone number			
Appliance make and model			
Job description, ie service, maintenance, inspection, installation			
Date			
Learner's signature			
Gas Safe registered installer's signature			
Gas Safe Registration Number			

Complete Gas Work Log

Log no	Subject area (Insert numbered categories from pages 4 and 5)	Start date	End date	Total duration (days)	Signature of supervising engineer and learner

Work-based Job Information Log

Name _____ Log number _____

Job address			
Telephone number			
Appliance make and model			
Job description, ie service, maintenance, inspection, installation			
Date			
Learner's signature			
Gas Safe registered installer's signature			
Gas Safe Registration Number			

Complete Gas Work Log

Log no	Subject area (Insert numbered categories from pages 4 and 5)	Start date	End date	Total duration (days)	Signature of supervising engineer and learner

Work-based Job Information Log

Name _____ Log number _____

Job address			
Telephone number			
Appliance make and model			
Job description, ie service, maintenance, inspection, installation			
Date			
Learner's signature			
Gas Safe registered installer's signature			
Gas Safe Registration Number			

Complete Gas Work Log

Log no	Subject area (Insert numbered categories from pages 4 and 5)	Start date	End date	Total duration (days)	Signature of supervising engineer and learner

Work-based Job Information Log

Name _____ Log number _____

Job address			
Telephone number			
Appliance make and model			
Job description, ie service, maintenance, inspection, installation			
Date			
Learner's signature			
Gas Safe registered installer's signature			
Gas Safe Registration Number			

Complete Gas Work Log

Log no	Subject area (Insert numbered categories from pages 4 and 5)	Start date	End date	Total duration (days)	Signature of supervising engineer and learner

Work-based Job Information Log

Name _____ Log number _____

Job address			
Telephone number			
Appliance make and model			
Job description, ie service, maintenance, inspection, installation			
Date			
Learner's signature			
Gas Safe registered installer's signature			
Gas Safe Registration Number			

Complete Gas Work Log

Log no	Subject area (Insert numbered categories from pages 4 and 5)	Start date	End date	Total duration (days)	Signature of supervising engineer and learner

Work-based Job Information Log

Name _____ Log number _____

Job address			
Telephone number			
Appliance make and model			
Job description, ie service, maintenance, inspection, installation			
Date			
Learner's signature			
Gas Safe registered installer's signature			
Gas Safe Registration Number			

Complete Gas Work Log

Log no	Subject area (Insert numbered categories from pages 4 and 5)	Start date	End date	Total duration (days)	Signature of supervising engineer and learner

Work-based Job Information Log

Name _____ Log number _____

Job address			
Telephone number			
Appliance make and model			
Job description, ie service, maintenance, inspection, installation			
Date			
Learner's signature			
Gas Safe registered installer's signature			
Gas Safe Registration Number			

Complete Gas Work Log

Log no	Subject area (Insert numbered categories from pages 4 and 5)	Start date	End date	Total duration (days)	Signature of supervising engineer and learner

Work-based Job Information Log

Name _____ Log number _____

Job address			
Telephone number			
Appliance make and model			
Job description, ie service, maintenance, inspection, installation			
Date			
Learner's signature			
Gas Safe registered installer's signature			
Gas Safe Registration Number			

Complete Gas Work Log

Log no	Subject area (Insert numbered categories from pages 4 and 5)	Start date	End date	Total duration (days)	Signature of supervising engineer and learner

Work-based Job Information Log

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Job address			
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Learner's signature			
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Gas Safe Registration Number			

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Work-based Job Information Log

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Job address			
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Appliance make and model			
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Learner's signature			
Gas Safe registered installer's signature			
Gas Safe Registration Number			

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Work-based Job Information Log

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Job address					
Telephone number					
Appliance make and model					
Job description, ie service, maintenance, inspection, installation					
Date					
Learner's signature					
Gas Safe registered installer's signature					
Gas Safe Registration Number					

Complete Gas Work Log

Log no	Subject area (Insert numbered categories from pages 4 and 5)	Start date	End date	Total duration (days)	Signature of supervising engineer and learner

College-based Job Information Log

Name _____ Log number _____

Job address			
Telephone number			
Appliance make and model			
Job description, ie service, maintenance, inspection, installation			
Date			
Learner's signature			
Gas Safe registered installer's signature			
Gas Safe Registration Number			

Complete Gas Work Log

Log no	Subject area (Insert numbered categories from pages 4 and 5)	Start date	End date	Total duration (days)	Signature of learner and centre trainer

College-based Job Information Log

Name _____ Log number _____

Job address			
Telephone number			
Appliance make and model			
Job description, ie service, maintenance, inspection, installation			
Date			
Learner's signature			
Gas Safe registered installer's signature			
Gas Safe Registration Number			

Complete Gas Work Log

Log no	Subject area (Insert numbered categories from pages 4 and 5)	Start date	End date	Total duration (days)	Signature of learner and centre trainer

College-based Job Information Log

Name _____ Log number _____

Job address					
Telephone number					
Appliance make and model					
Job description, ie service, maintenance, inspection, installation					
Date					
Learner's signature					
Gas Safe registered installer's signature					
Gas Safe Registration Number					

Complete Gas Work Log

Log no	Subject area (Insert numbered categories from pages 4 and 5)	Start date	End date	Total duration (days)	Signature of learner and centre trainer

College-based Job Information Log

Name _____ Log number _____

Job address			
Telephone number			
Appliance make and model			
Job description, ie service, maintenance, inspection, installation			
Date			
Learner's signature			
Gas Safe registered installer's signature			
Gas Safe Registration Number			

Complete Gas Work Log

Log no	Subject area (Insert numbered categories from pages 4 and 5)	Start date	End date	Total duration (days)	Signature of learner and centre trainer

College-based Job Information Log

Name _____ Log number _____

Job address			
Telephone number			
Appliance make and model			
Job description, ie service, maintenance, inspection, installation			
Date			
Learner's signature			
Gas Safe registered installer's signature			
Gas Safe Registration Number			

Complete Gas Work Log

Log no	Subject area (Insert numbered categories from pages 4 and 5)	Start date	End date	Total duration (days)	Signature of learner and centre trainer

College-based Job Information Log

Name _____ Log number _____

Job address			
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Appliance make and model			
Job description, ie service, maintenance, inspection, installation			
Date			
Learner's signature			
Gas Safe registered installer's signature			
Gas Safe Registration Number			

Complete Gas Work Log

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Job address			
Telephone number			
Appliance make and model			
Job description, ie service, maintenance, inspection, installation			
Date			
Learner's signature			
Gas Safe registered installer's signature			
Gas Safe Registration Number			

Complete Gas Work Log

Log no	Subject area (Insert numbered categories from pages 4 and 5)	Start date	End date	Total duration (days)	Signature of learner and centre trainer

College-based Job Information Log

Name _____ Log number _____

Job address					
Telephone number					
Appliance make and model					
Job description, ie service, maintenance, inspection, installation					
Date					
Learner's signature					
Gas Safe registered installer's signature					
Gas Safe Registration Number					

Complete Gas Work Log

Log no	Subject area (Insert numbered categories from pages 4 and 5)	Start date	End date	Total duration (days)	Signature of learner and centre trainer

College-based Job Information Log

Name _____ Log number _____

Job address			
Telephone number			
Appliance make and model			
Job description, ie service, maintenance, inspection, installation			
Date			
Learner's signature			
Gas Safe registered installer's signature			
Gas Safe Registration Number			

Complete Gas Work Log

Log no	Subject area (Insert numbered categories from pages 4 and 5)	Start date	End date	Total duration (days)	Signature of learner and centre trainer

College-based Job Information Log

Name _____ Log number _____

Job address			
Telephone number			
Appliance make and model			
Job description, ie service, maintenance, inspection, installation			
Date			
Learner's signature			
Gas Safe registered installer's signature			
Gas Safe Registration Number			

Complete Gas Work Log

Log no	Subject area (Insert numbered categories from pages 4 and 5)	Start date	End date	Total duration (days)	Signature of learner and centre trainer

Additional Supporting Evidence

In this section you may add any additional information or evidence to support your 'workplace evidence' training experience. This may take the form of the following:

- A Copy of job sheets.
- B Copy of any commissioning documents: *landlord safety check sheets, safety inspection sheets, warning advice notice, benchmark notice.*
- C Photographic evidence.