

Energy Efficiency for Domestic Heating

New Centres wishing to offer Training and Assessment

The Skills for Business Network coordinates this provision which has been established following the Pilot Programme funded by LSC in England from January 2004 to December ending 2005. Over 40,000 installers have already completed training and a further 30,000 + are expected to undertake the training.

The programme of training has been developed by a working group and directed by the Heating Strategy Group, extending the Best Practice Programme developed by the Energy Saving Trust and funded by DEFRA.

The programme has been developed to match the appropriate National Occupational Standards and is accredited by the Qualifications and Curriculum Authority for funding and is therefore listed on the Learning Aims Database.

The Funding Bodies have agreed that funding can be accessed in England through the Local LSC, as part of the mainstream funding route for QCA accredited certification.

A briefing note was circulated to all local LSC in November 2005.

- Currently City & Guilds 6084 is listed on the LAD.
- ConstructionSkills are currently seeking QCA approval.

As funding becomes available in Wales, Scotland and Northern Ireland then the same requirements will apply subject to the following conditions.

1. The Centre has adequate numbers of trainers who have completed a Skills for Business approved "Train the Trainers" programme.
 - E mail rob.wellman@summitskills.org.uk to arrange a place for Trainers on the Train the Trainers programme.
 - This is a full cost provision and you will be advised of available programmes and cost.
2. All Trainers have achieved a pass in the City & Guilds 6084 or Skills for Business approved equivalent certificate.
3. That Trainers are registered on the Skills for Business Central register of Trainers.
 - energyefficiency@skills4business.org.uk for registration forms for Trainers.
4. That all successful Candidates are registered with Skills for Business in accordance with the Administration Guidance in the "Centres" section on www.skills4business.org.uk. Contact energyefficiency@skills4business.org.uk for registration forms for Candidates.

From November 2005 registration will be carried out on an electronic registration form provided by the Skills for Business Network for each course. Centres will be required to include notification in the information provided to Candidates indicating that data will be passed to the Skills for Business Network for use in identification of competent persons.

Energy Efficiency for Domestic Heating

Centres are responsible as part of Scheme Approval for keeping original documentation signed by the candidate to indicate that candidates have agreed to this process. This process will be carried out by the alternative certification bodies for centres registered with BPEC Certification, ConstructionSkills, Logic Certification and NIC Certification

Centres will provide the Skills for Business Network with both the registration information and the registration fee of £5-00 which should be forwarded to
Energy Efficiency - Skills for Business Network
SummitSkills
Vega House
Opal Drive
Fox Milne
Milton Keynes
MK15 0DF

5. The Centre trainers are using the training material provided by Skills for Business and the Energy Saving Trust on CD and the website www.skills4business.org.uk including:

- Candidate Pre-Course Study pack consisting of Good Practice Guides and Study Guide which should be provided to candidates prior to attendance in accordance with the administration and study guidelines.
- Candidates are made aware of the material provided within the “Heating Installer” section of www.skills4business.org.uk and are carrying out the **16 hours pre-course attendance study** required.
- The Candidates receive the training notes sheets provided on the CD, for use on the training day.
- The Trainer uses the PowerPoint package and updates provided on CD and the website to deliver the training.

6. Skills for Business is notified of the achievements of candidates for registration on the National Skills for Business Energy Efficiency register.

7. Complete and achieve City & Guilds Scheme approval (SAP form from www.city-and-guilds.co.uk) or alternative Certification Body Scheme Approval.

8. Notify energyefficiency@skills4business.org.uk that you are offering training and assessment

9. Notify Helpline by e mailing Ana.Santidrian@hotcourses.com and they will contact your centre to add information to telephone help line database information.

Centres funded will be subject to City & Guilds External Verification, LSC audit and ALI inspection requirements.

Updated December 2005