

# GAS COMPETENCE TRAINING

## Information Pack



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#### Contents

- ◆ ACS or ACOPS: an introduction to Gas Training
- ◆ NCC Technical Bulletin: ACOPS GAS
- ◆ ACOPS 5 Day: full ACoP training
- ◆ ACOPS 3 Day: refresher ACoP course
- ◆ ACOPS Syllabus
- ◆ ACS Gas
- ◆ ACS Gas Course Modules
- ◆ Booking Form for Training
- ◆ Terms & Conditions

Skills Active

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# Gas Competence Training for the Caravan Industry

## Contents

<b>ACS or ACOPS: an introduction to Gas Training</b>	<b>2</b>
<b>NCC Technical Bulletin: ACOPS GAS</b>	<b>3</b>
<b>ACOPS 5 Day: full ACoP training</b>	<b>5</b>
<b>ACOPS 3 Day: refresher ACoP course</b>	<b>6</b>
<b>ACOPS Syllabus</b>	<b>7</b>
<b>ACS Gas</b>	<b>8</b>
<b>ACS Gas Course Modules</b>	<b>9</b>
<b>Booking Form for Training</b>	<b>10</b>
<b>Terms &amp; Conditions</b>	<b>11</b>

# GAS COMPETENCE

## ACS of ACoPs



CITO Gas Courses are specifically designed to ensure gas engineers working within the caravan industry receive the appropriate training and accreditation for the level of gas service they work at. For most service engineers this will be at ACoPs Competence level, however for some engineers and especially those working on static caravans on holiday parks or residential parks, they must have an ACS qualification.

### What is ACoPs and ACS?

- **ACoPs** stands for Approved Code of Practice.
- **ACS** stands for Accredited Certification Scheme)

### Who needs which qualification level?

Where Gas Safe (formally known as CORGI) registration is not required i.e. work is only on tourers and motorhomes which are NOT hired out in the course of business, Caravan Industry Training has negotiated with the certification body UK Certification Ltd to deliver a competence based training and assessment course aimed specifically at the requirements of caravan service engineers. This is an ACoP industry qualification which is assessed by an accredited ACS centre. The course is usually based in a caravan workshop (or a Gas Training Centre), with classroom tuition and practical demonstration & assessment.

ACoPs should be seen as the minimum standard for anyone working on gas appliances where Gas Safe registration is not required. It can however be used as a 'stepping stone' to advance to the ACS training level. The ACoPs qualification is now required for membership of the Approved Workshop Scheme.

The ACoPs Qualification is for: Engineers working with LPG on Touring and/or Motorhomes – provided they are not hired out in the course of business. It is NOT sufficient for engineers working on Caravan Holiday Homes or Park Homes and it will not be recognised by Gas Safe. Please see our ACS Gas Courses for training to Gas Safe registration.

### Why CITO

Gas training to ACS and ACoPs standard is available nationwide, however SkillsActive Caravan Industry Training can only guarantee CITO Gas Courses as covering the skills required for industry standards and legislation. Therefore only CITO Gas Courses can be verified for the purposes of the ActivePassport scheme. It is essential if you book training elsewhere to ensure you will cover the necessary elements and receive the correct ACoP and ACS units.



NATIONAL CARAVAN  
COUNCIL LIMITED

# DEALER TECHNICAL BULLETIN

## IMPORTANT NOTICE TO ALL TOURING/MOTOR CARAVAN DEALERS

### COMPETENCY OF GAS FITTERS

YOU WILL BE AWARE THAT UNDER THE GAS SAFETY (INSTALLATION & USE) REGULATIONS 1998 (GSI&URS) DEALERS **DO NOT** REQUIRE TO BE GAS-SAFE REGISTERED OR USE GAS-SAFE REGISTERED INSTALLERS TO CARRY OUT GAS WORK ON **PRIVATELY** OWNED TOURING/MOTOR CARAVANS.

HOWEVER, ALL TOURING/MOTOR CARAVANS WHICH ARE OFFERED FOR **HIRE** DO FALL WITHIN SCOPE OF THE GSI&UR'S. TO CARRY OUT GAS WORK ON **HIRE** FLEET TOURING CARAVANS OR MOTORHOMES YOU MUST BE GAS-SAFE REGISTERED.

### WORKSHOP STAFF THAT ONLY WORK ON **PRIVATELY** OWNED TOURING CARAVANS & MOTORHOMES

All persons working on gas must be competent. Competency is not actually defined other than for the purposes of GAS-SAFE Registration.

Some Dealers have argued that a person holding a City & Guilds certificate for "Caravan Engineering" would be deemed competent. The NCC does not believe that this alone would adequately demonstrate gas competence.

Those working on gas should at a minimum hold an ACoP gas competency certificate covering caravan installations. We consider this as being the MINIMUM level of competence

CITO is offering five day courses providing ACoP training and assessment on all major gas work in touring/motor caravans. These are held where possible in host caravan dealerships. For further details contact CITO direct on 01252-796085.

### WORKSHOP STAFF THAT WORK ON **HIRE** FLEET UNITS MUST BE GAS-SAFE REGISTERED

To become GAS-SAFE registered, an individual must prove their competence by having an ACS level qualification for touring caravan/motorhome.

## **DEALER TECHNICAL BULLETIN - COMPETENCY OF GAS FITTERS**

However, please be warned that under ACS the candidate will have to satisfy certain criteria before they are even allowed onto the course! They will also have to satisfy GAS-SAFE as to competence by demonstrating their ability across a range of tasks over a period of time.

It is unlikely that most caravan service engineers will satisfy the criteria for entry unless they have held a valid ACoP certificate or are apprenticeship served gas fitters/qualified engineers.

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### **CONCLUSION**

In the field of health and safety there exists the possibility of both criminal and civil liability and it is only when things go wrong that people appreciate the legal framework.

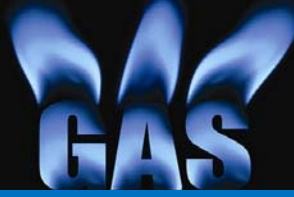
**Criminal or civil liability can expose a business to significant financial loss that may threaten its profitability or even its survival.**

**THE BUSINESS HAS A LEGAL DUTY TO ENSURE THAT ANY EMPLOYEE OR CONTRACTOR WORKING ON GAS INSTALLATIONS IS COMPETENT TO DO SO.**

**If any member requires further information on the GSI&UR's and their application to the caravan industry they should contact the NCC's Technical Services on 01252-318251.**

# ACOPS GAS COMPETENCE

## 5 Day Training Course



### What is ACoPs

Where GAS-SAFE registration is not required i.e. work is only on tourers and motorhomes which are NOT hired out in the course of business, Caravan Industry Training has negotiated with the certification body UK Certification to deliver a competence based training and assessment course aimed specifically at the requirements of caravan dealers. This is an ACoP industry qualification which is assessed by an accredited ACS centre. The course lasts five days, and is usually based in a caravan workshop, with classroom tuition and practical demonstration & assessment.

This course should be seen as the minimum standard for anyone working on gas appliances where GAS-SAFE registration is not required. It can however be used as a 'stepping stone' to advance to the ACS training level. This qualification is now required for membership of the Approved Workshop Scheme.

Caravan Industry Training ensures that engineers attending a CITO ACoPs training course cover the relevant sections specific to touring caravans and motorhomes. Caravan Industry Training can not guarantee other courses will provide an engineer with all the necessary minimum industry standards and therefore will be unable to verify non CITO training for an engineer's ActivePassport.

### 5 Day Full Course

This is a full five day course for engineers taking their ACoPs gas competence training for the first time or who are refreshing their certificate and are unable to attend the alternative 3day Refresher Course. Engineers taking the ACoPs training for the first time must complete the five day course and are not eligible for the short course.

### The course will give you:

A Certificate & ID Card proving satisfactory completion of practical and written assessments in safety and appliances for LPG in caravans/motorhomes, issued by UK Certification Ltd, and for a limited time an ActivePassport for engineers who do not currently hold one.

### This course is for:

Experienced engineers working with LPG on Touring and/or Motorhomes – provided they are not hired out in the course of business. **It is NOT sufficient for engineers working on Caravan Holiday Homes or Park Homes and it will not be recognised by GAS-SAFE.**

The accreditation lasts for 5 years, after which re-assessment will be required.

#### Course Cost:

BH&HPA/NCC Members: £620 + VAT  
Non Members: £680 + VAT  
ActivePassport Holders £20 discount

*\*£100 discount applicable for 5day courses held at the Birmingham Gas Training Centre only*

#### Training Coordinator

Sallyann Adams  
sallyann@cito.org.uk / 01252 796 085

# ACOPS GAS COMPETENCE

## 3 Day Refresher Course



### What is ACoPs

Where GAS-SAFE registration is not required i.e. work is only on tourers and motorhomes which are NOT hired out in the course of business, Caravan Industry Training has negotiated with the certification body UK Certification to deliver a competence based training and assessment course aimed specifically at the requirements of caravan dealers. This is an ACoP industry qualification which is assessed by an accredited ACS centre. The course lasts five days, and is usually based in a caravan workshop, with classroom tuition and practical demonstration & assessment.

This course should be seen as the minimum standard for anyone working on gas appliances where GAS-SAFE registration is not required. It can however be used as a 'stepping stone' to advance to the ACS training level. This qualification is now required for membership of the Approved Workshop Scheme.

### 3 Day Refresher Course

This is an intense three day refresher course which is based upon the full five day training programme. This course is only available to engineers who want to renew their existing ACoPs certification and is not suitable for Engineers requiring their initial ACoPs certification.

Engineers who have an ACoPs certificate with less than 6 months to run or which expired not more than 1 year ago are eligible to apply. Engineers with an existing or recently expired ACS qualification that do not need to be re-assessed to the same ACS standard are also eligible.

### The course will give you:

A Certificate & ID Card proving satisfactory completion of practical and written assessments in safety and appliances for LPG in caravans/motorhomes, issued by UK Certification Ltd.

### This course is for:

Experienced engineers working with LPG on Touring and/or Motorhomes – provided they are not hired out in the course of business. **It is NOT sufficient for engineers working on Caravan Holiday Homes or Park Homes and it will not be recognised by GAS-SAFE**

The accreditation lasts for 5 years, after which further re-assessment will be required.

#### Course Cost:

BH&HPA/NCC Members:	£395 + VAT
Non Members:	£470 + VAT
ActivePassport Holders	£20 discount

#### Training Coordinator

Sallyann Adams  
sallyann@cito.org.uk / 01252 796 085

## ACoP Course Syllabus for LPG Awareness

### Course Content:

1. Gas Safety Legislation and Regulations
2. Characteristics of Liquefied Petroleum Gas
3. Characteristics of Complete and Incomplete Combustion
4. Expansion, Flammability and Explosive Limits
5. Flueing and Ventilation Requirements
6. Supply and Operating Pressures
7. Pipework Installation and Sizing
8. Testing for Gas Tightness
9. Gas Emergency Actions and Procedures
10. Positioning and Operation of Emergency Controls
11. Operation, Positioning and Checking of Gas Controls
12. Inspection, Checking and Testing of LPG Appliances

Produced by Natural Gas Services (Training) Ltd

# ACS GAS for Service Engineers TRAINING & ASSESSMENT



## New ACS Engineers

Engineers, who work on units that are hired out in the course of their business, must be Gas-Safe registered. The Nationally Accredited Certification Scheme for Individual Gas Fitters (ACS) is available to all engineers who hold an ACoPs gas competency certificate covering caravan installations or equivalent. We consider this as being the minimum requirement before taking ACS assessment.

The standard course duration is 7/8 days and includes assessment in core LPG safety, holiday caravan and or park homes (LAV and RPH), water heaters, cookers, fires and refrigeration. Additional assessments can be added where required. Additional modules are available to build your certification to your own specific requirements. Please select from the appropriate ACS LPG caravan course code listing attached. Additional modules are charged as extra. Please note all durations given are guidance only and are dependant on the engineer's ability, therefore, the duration may vary from person to person. The above duration guidance does not include weekends.

Gas Safe require us to see and take a copy of your original ACoPs certificate irrespective of whether you conducted your training previously through CITO or not.

Please note all certifications must be registered with Gas Safe before your ACS is complete. There is an additional charge for this set by Gas Safe; for further details see [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk)

## Re-Assessment

The ACS qualification is valid for five years, after which time engineers will need to be re-assessed. Engineers due for re-assessment are required to attend a 3/4 day re-assessment course. This course is examination based only and includes written assessments to ensure knowledge of theory and practical assessment to check competency. Re-assessments do not include any training days; however they can be included as extra should an engineer require them.

Re assessment is usually taken on the modules indicated on the engineer's current certification. If the engineer requires additional modules, these will be quoted separately along with the additional training required to complete.

Engineers can begin their re-assessment up to six months prior to their existing certificate's expiry date with the new expiry date being calculated from the originals expiry. This therefore allows the engineer to be re-assessed in plenty of time without losing any of their certificates validity.

Once you have received your certification documents you should apply to Gas Safe for registration. There is a mandatory charge imposed by Gas Safe.

## Course Locations

All ACS training and assessments are held at the Gas Training Centres in Birmingham, Leeds and Somerset. Regardless of course duration, no training or assessments are carried out over weekends.

### Course Cost:

The cost of training/assessment is given on application as it is dependent upon the number of modules required.

### Training Coordinator

**Sallyann Adams**  
[sallyann@cito.org.uk](mailto:sallyann@cito.org.uk) / 01252 796 085

# ACS GAS TRAINING & ASSESSMENT



## ACS LPG Caravan Course Codes

CCLP PD/Caravan (RPH & LAV) Boats Gas Safety

DAHLP1 – LPG Warm Air Units (Statics only)

WATLP1 LPG Water Heaters (Statics only)

LAULP1 – LPG Laundry (Statics only)

CKRLP1 – LPG Cookers

\*CENLP1 – LPG Central Heating (Statics only)

WATLP1 LPG Caravan Water Heating (Statics only)

WATLP2 – LPG Caravan Water Heating (Tourers/Motorhomes)

REFLP2 – LPG Caravan Refrigerators (and or boats) (Tourers)

WAHLP1 – LPG Warm Air for Caravans (and or boats) (Statics)

HTRLP2 – LPG Gas Fires Widney Leisure Range (Statics only)

HTRLP3 – LPG Caravan Space Heaters (Tourers/Motorhomes)

\*CPA1 – Combustion Performance Analysis test must be taken with CENLP1 and will be charged as an additional module – (as provided by GasSafe reg. 2010)

RPH = Residential Park Homes

LAV = Leisure Vehicles

# GAS COMPETENCE COURSE Booking Form

## Gas Training

3 Day ACPOPS  5 Day ACOPS   
 ACS Initial Training  ACS Re-Accreditation

Course Location  Course Date

Contact Name

Company Name

Address

Post Code  Tel No

Email Address

NCC/BH Member? Yes  No  Membership No

## Delegates

First Name	Surname	ActivePassport No	ACOPS certificate expiry date	Special Needs
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

## Terms and Conditions

Please read the terms and conditions on the reverse of this form carefully before returning to us as they contain important information regarding your rights and obligations. Receipt by CITO of an application form will be regarded as acceptance of these terms and conditions.

Signed  Date

### Course Cost:

Please refer to specific gas course for correct pricing. All prices are subject to VAT at the current rate and includes training and relevant course material and certification.

### Training Coordinator

Sallyann Adams  
sallyann@cito.org.uk

Office Use Only	EM <input type="checkbox"/>	WB <input type="checkbox"/>	DB <input type="checkbox"/>	JP <input type="checkbox"/>	ID	INV	AC	Cert <input type="checkbox"/>
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# Terms & Conditions

## Section I [Applications & Booking]

1. Receipt of a booking form by SkillsActive is regarded as acceptance of these Terms and Conditions.
2. All Applications must be made in writing and received at the SkillsActive: Caravan Industry Training office by the closing date (where applicable).
3. Bookings will be confirmed if minimum numbers are reached by the end of the cancellation period (see section iii).

## Section II [Payment]

4. Invoices are raised upon confirmation of the course. Unless otherwise stated, invoices must be paid within 30 days and/or before the start of the course (whichever is sooner).
5. All SkillsActive training is subject to VAT at the current rate.
6. For any course where companies are benefiting from a subsidy additional forms will have to be completed. If these forms are not completed, or in case of late cancellation of any places (see below) the business will be invoiced and liable for the cost of the place.
7. If your business is a member of the National Caravan Council or British Holiday & Home Park Association, please ensure that you indicate on the booking form and include your membership number. Any changes requested to invoice address or due amount if membership is not indicated at time of registration, will result in an administration fee. Applicants must be members at the time of registration – discount can not be made against subsequent membership.

## Section III [Cancellation]

8. Due to the financial commitments SkillsActive must make in arranging training, a cancellation period is strictly adhered to and no refund can be made after this date. For all gas and electrical training, cancellation is possible up to six weeks before the start of the course. Unless otherwise stated all other training can be cancelled up to four weeks before the start of the course. This applies equally to bookings received after the cancellation date.
9. There will be an obligation upon the delegate's employer to honour any invoices relating to course applications when bookings are cancelled after the latest date for any course.
10. In the event a delegate is unable to attend a training event, the delegate or employer must contact SkillsActive Caravan Industry Training by telephone to receive further instruction.
11. It is usually possible to transfer the place to another employee (an administrative charge of not more than 20% of the course fee may be required for courses with external verification). However cancellation of the place will not be possible outside of the cancellation period.
12. SkillsActive may on occasion have to cancel a course at short notice if circumstances dictate. SkillsActive and its Affiliates shall not be responsible for any loss, damage, delay or failure of performance resulting directly or indirectly from any cause which is beyond its reasonable control ("Force Majeure"). SkillsActive will always endeavour to rearrange the course as soon as possible and at the least inconvenience to the candidate. In the event that this is not possible, CITO will refund the course fee in full.

*We strongly suggest that employers have appropriate insurance against events which may prevent them from attending the training which they are committed to.*

## Section IV [Grievance]

13. In the event of dissatisfaction with any aspect of the training, CITO must be notified in writing within 7 days of the course.

## Section V [Ownership of Qualification & Certificate]

14. Regardless who pays for the exam, in all instances the qualification and accompanying certificate is still the property of the employee. SkillsActive cannot withhold the certificate from a candidate who successfully completes their assessment, even if they subsequently leave your employment. Employers are advised to consider the merits of a pre-training agreement between themselves and their employees prior to enrolment. Please refer to FAQ and Advice section of our webpage for guidance on writing a pre-training agreement.

May 2010