
REGULATED QUALIFICATION FRAMEWORK (RQF)

QUALIFICATION SPECIFICATION

- **LCL Awards Level 3 Award in Auditing of Gas Work**

1. Objective:

The qualification allows learners to continue to learn, develop and practise the skills required for employment within the gas sector. This qualification is designed for new and existing operatives wishing to undertake an auditing role within the gas industry. This allows them to gain a formal qualification to enable them to undertake this task. The qualification covers:-

- Being able to plan and conduct for an audit,
- Understand the requirements for maintaining audit records and information,
- Be able to apply audit interview techniques,
- Understand the purpose and function of an audit report,
- Be able to provide constructive feedback on the findings of an audit,
- Understand the technical and safety considerations in planning and conducting audits of gas work,
- Know the legislation and standards relevant conducting audits of gas work,
- Know how to work safely when conducting audits

Progression:

Learners gaining this qualification can progress on to LCL Level 3 Award in Auditing of a Gas Business's Work Management Procedures.

The target groups for the qualification are those learners who are;

1. Updating occupational competence, continuous professional development and or obtaining a licence to practice
2. Preparing for further learning or training and/or developing knowledge and or skills in a subject area who are existing workers in the occupation seeking to extend their range of work

2. Qualification Framework:

The qualification comprises of 2 mandatory Units;

Unit Title	Unit Reference Number	Type of Unit	Level	GLH	TQT
Gas Work Auditing Practices and Procedures	LCL-G3006	Knowledge	3	8	12
Technical and Safety Considerations	LCL-G3009	Knowledge	3	5	6

Qualification Structure:

- **LCL Awards Level 3 Award in Auditing of Gas Work**
- **QAN 603/1922/7**
- **QW C00/2510/3**
- The Guided Learning Hours (GLH) are **13**
- Total Qualification Time (TQT) is **18**
- The total credit required to achieve the qualification is **2**

3. Unit Grading Structure:

The learner is required to answer all 4 question papers to PASS both mandatory units.
(Assessors should consult the “Assessment Guidance” Documentation prior to undertaking these assessments).

4. Unit specification:

LCL-G3006: Gas Work Auditing Practices and Procedures Assessment Method {SR}

Learning Outcome 01: The learner will know how to plan for an audit.

Assessment Criteria – The learner will demonstrate knowledge of:

- 1.1 The procedures for audit planning, conducting and feedback of audited work.
- 1.2 The objectives for conducting an audit.
- 1.3 Five key activities to be considered in the planning of an audit.
- 1.4 Types of audit.

Learning Outcome 02: The learner will know how to conduct an audit.

Assessment Criteria – The learner will demonstrate knowledge of:

- 2.1 The factors to consider in the opening of an audit.
- 2.2 The behavioural characteristics that should be adopted by the auditor during the audit.
- 2.3 The considerations to be made by the auditor to keep the audit to its intended purpose.
- 2.4 The factors to be considered in the closing of an audit.
- 2.5 The actions to be taken by the auditor on the completion of the audit.
- 2.6 The interview techniques to be used by the auditor during the audit.
- 2.7 The essential personal attributes of an auditor.

Learning Outcome 03: The learner will know the requirements for maintaining audit records and information.

Assessment Criteria – The learner will demonstrate knowledge of:

- 3.1 The company procedures for maintaining the confidentiality of audit information and records.
- 3.2 The company procedures for keeping audit records secure and the control measures in place for restricting access to audit records to unauthorised persons.
- 3.3 The company procedures for the retention and disposal of audit records.

Learning Outcome 04: The learner will know how to apply audit interview techniques.

Assessment Criteria – The learner will demonstrate knowledge of:

- 4.1 The benefits of effective communication with customers.
- 4.2 The benefits of non-verbal communication.
- 4.3 The effects of using open and closed questions.
- 4.4 The techniques used by an auditor when asking questions.
- 4.5 The criteria which make for effective questions.
- 4.6 The benefits of effective listening by the auditor.
- 4.7 Four considerations to be made when note taking.

Learning Outcome 05. The learner will know the purpose and function of an audit report.

Assessment Criteria – The learner will demonstrate knowledge of:

- 5.1 The principle objectives of an audit report.
- 5.2 Three functions of an audit report.
- 5.3 Two types of audit report and the uses of each type.

Learning Outcome 06. The learner will know how to provide feedback on the findings of the audit.

Assessment Criteria – The learner will demonstrate knowledge of:

- 6.1 The advantages and disadvantages of using written reports to feedback the results of the audit.
- 6.2 The advantages and disadvantages of using audio – visual presentations to feedback the results of the audit.
- 6.3 The purpose and benefits of writing action plans on the completion of an audit.
- 6.4 The techniques used by auditors to prevent confrontation during feedback of the audit findings.
- 6.5 The actions to take where confrontation cannot be resolved.

Learning Outcome 07. The learner will know the structure and format of a written audit report.

Assessment Criteria – The learner will demonstrate knowledge of:

- 5.1 The titles and contents of each section of a written audit report.

LCL –G3009: Technical and Safety Considerations**Learning Outcome 01. The learner will know the technical and safety considerations in planning and conducting gas work audits.**

Assessment Criteria – The learner will demonstrate knowledge of:

- 1.1 The criteria used to determine the number of work audits to be completed per day.
- 1.2 The requirements to make work completion records and other base line data available to the auditor.
- 1.3 How to identify premises and appliances which may present an unacceptable safety risk.
- 1.4 How to determine the work audit ratio and work plan based on the safety risk and appliance type.
- 1.5 How to identify and obtain any specialist tools, equipment, documentation and parts to conduct the work audit.
- 1.6 The minimum checks required to ascertain whether appliances and or pipework had been serviced and or installed or inspected for safety correctly for the following:
 - Open flued boiler (Floor standing/wall mounted)

- Open flued boiler (Back boiler unit)
 - Room sealed boiler
 - Room sealed boilers and water heaters (fan assisted)
 - Room sealed boiler (condensing)
 - Combination or sealed system boiler
 - Open flued and room sealed Ducted Air Heaters
 - Open flued, room sealed and flueless gas fires
 - Cooking appliances
 - Meters and associated controls & pipework
- 1.7 The minimum checks required to ascertain whether related plumbing and electrical services had been installed or inspected for safety correctly:
- Plumbing
- Water treatment
 - Condense disposal
 - Hot and cold supplies
 - Heating pipework
 - Pressure Relief Valve termination
- Electrical
- Safe isolation
 - Fuse rating
 - Types and condition of wiring circuits and components
 - Equipotential and supplementary bonding
- 1.8 The minimum audit checks required for tenants own appliances.
- 1.9 The requirements for carrying out gas tightness testing.
- 1.10 The actions to take where the auditor does not hold valid certificates of competence or is unfamiliar with the appliance type.
- 1.11 The criteria for the auditor taking corrective actions during the audit.
- 1.12 The procedures for ending work audit in accordance with the work plan and company instructions.
- 1.13 How to analyse work audit test results in comparison with existing work completion records.
- 1.14 How to determine whether existing work completion records are accurate and reflect the work carried out.

Learning Outcome 02. The learner will know legislation and standards relevant to conducting audits of gas work.

Assessment Criteria – The learner will demonstrate knowledge of:

- 2.1 The key points of the following:
- Application of the Gas Safety (Installation & Use) Regulations to work activities
 - Application of relevant Building Regulations; Approved Documents & Standards
 - Precautionary actions to prevent the continued use of unsafe installations, systems or equipment in premises in accordance with the Gas Industry Unsafe Situations Procedure.
 - Industry informative and normative guidance and standards.
 - COSHH regulations.
 - Health and Safety at Work Act.

Learning Outcome 03. The learner will know how to work safely when conducting audits.

Assessment Criteria – The learner will demonstrate knowledge of:

- 3.1 How to survey the work site to check for any pre-existing damage to fixtures, fittings, equipment, appliances and substances & materials hazardous to health.
- 3.2 The methods used to ensure work site areas are protected from damage during the audit.

3.3 How to minimise disturbance to the audit process.

3.4 How to maintain a safe working environment

5. National Occupational Standard:

The qualification is based on NOS CFAMLF15 Carry out quality audits

6. RQF Descriptor Level {3}.

Knowledge descriptor: *(the holder can)*

- *Has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks and address problems that while well-defined, may be complex and non-routine.*
- *Can interpret and evaluate relevant information and ideas.*
- *Is aware of the nature of the area of study or work.*
- *Is aware of different perspectives or approaches within the area of study or work.*

7. Prior qualifications, knowledge, skill or understanding which the learner is required to have before taking this qualification. (Pre-requisites)

Learners must hold a current and valid certificate of gas safety competence for the range and type of gas appliances and installations to be audited.

8. Units which a learner must have completed before the qualification will be awarded and any optional routes.

none

9. Other requirements which a learner must have satisfied before the learner will be assessed or before the qualification will be awarded.

none

10. The design and delivery of the examination associated with these units are based on the following documents;

The qualification is based on NOS CFAMLF15 Carry out quality audits

The design and delivery of the examinations associated with this qualification are based on the following normative and informative documents;

- Company procedures and working methods
- Gas industry normative and legislative standards
- Learning input manual

11. The criteria against which learners' level of attainment will be measured.

The Learning Outcomes and Assessment Criteria against which learners' level of attainment will be measured are detailed in Section 4 of this specification.

12. Planned exemptions

None

13. Specimen assessment materials.

None

14. Specified levels of attainment

Learners must pass all the mandatory units for the qualification to be awarded.

15. Other information

Where the qualification is awarded in the various devolved regions of the UK i.e. England, Scotland, Northern Ireland and Wales, the examination questions and learner responses to those questions are set and responded to in the context of the legislation, normative standards and guidance applicable in that region. Assessors will mark examinations in accordance with the generic model answers and rationales provided by LCL taking into account any variations applicable to that region.

SSAs: 4.1 Engineering

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