

# Managed Learning Programme

FOR NEW ENTRANTS TO THE GAS INDUSTRY

*Information Pack*

# **A MANAGED LEARNING PROGRAMME**

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**LPG Training & Assessment Ltd**

Deva Industrial Estate, Factory Road  
Sandycroft, Flintshire. CH5 2QJ  
United Kingdom

Tel: +44 (0)1244 539 997

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# What is a MLP?

A Managed Learning Programme (MLP) is a vocational training programme that has been designed to be robust, structured, subject to quality management and is accessible for audit purposes.

Applicants may be working with natural gas or LPG in domestic dwellings, holiday parks, residential parks or marinas. They must be able to produce an auditable portfolio containing evidence of gas related training and workplace experience carried out under the supervision of a Gas Safe registered operative.

We offer our Managed Learning Programme in two versions:

**MLP1** Complete full programme where we oversee all aspects of the applicant's training including on-site work experience.

**MLP2** As above but the candidate supplies their own work experience and evidence.

Our courses are suitable for the following work categories:

MLP 1 and 2    LPG                      Domestic Dwellings, Marinas, Holiday or Residential Parks  
 MLP 2 only    Natural gas                      Permanent Dwellings

## Which MLP is right for me?

**MLP1** Offers the Gold Standard for training and is designed to enable applicants to demonstrate their work experience and competence. This version of our MLP includes live on-site workplace training and portfolio building supervised by our dedicated team of expert trainers.

**MLP2** Suitable for companies and individuals able to provide their own evidence of extended work place training, including gas work experience carried out under qualified supervision. Those unable to provide such evidence should select MLP1.

Managed Learning Programme Comparison					
	MLP1	MLP2		MLP1	MLP2
LPG	✓	✓	Feedback on training progress	✓	
Natural gas		✓	Portfolio management	✓	
Theory training	✓	✓	On-going review of candidate's progress	✓	
Practical training	✓	✓	On-going review of portfolio evidence	✓	
Guidance on portfolio creation	✓	✓	Staged reviews of portfolio evidence	✓	✓
On-site training	✓		Certificate of Training	✓	✓
On-site work experience	✓		One to one assistance	✓	✓



Why?

All operatives working with gas in the UK must by law be competent to do so. Registration with the Gas Safe Register (GSR) is also a legal requirement.

There are minor exceptions for the need to register which apply to some operatives working on touring caravans, motorhomes and boats. However if any of these units are ever hired out (whether for financial reward or not) registration will be required to carry out gas work on them. As a rule of thumb just about everyone working with gas in the UK must be registered with GSR.

To apply for registration with Gas Safe Register a candidate must be able to demonstrate that they are capable of carrying out gas work competently. The only recognised method to determine this is to undertake ACS assessments of competence. ACS, is the abbreviated form of the *National Accredited Certification Scheme for Individual Gas Fitting Operatives* and has been in existence since 1998. ACS assessments consist of theory and practical tasks that are carried out under the direction of a qualified independent assessor.

There are very strict entry requirements detailing who is permitted to undertake ACS. The ACS scheme rules cover the prerequisites for category 1, 2 and 3 candidates. Anyone undertaking one of our MLP's will be either a category 2 or 3 candidate.

## **ACS Scheme Rules**

### **Category 1**

*Applicants in this category are regarded as experienced gas fitting operatives; they will need to provide evidence to the Assessment Centre prior to taking ACS assessments that they possess a gas fitting qualification or certificate(s) of gas safety competence issued either within or outside of the UK. The date of issue of their qualification/gas safety certificate may be greater than the normal five year validity period.*

### **Category 2**

*Applicants in this category are regarded as holding a nationally recognised qualification e.g. NVQ or City & Guilds craft certificate in a trade associated with gas work, e.g. plumbing. Application conditions for this category requires that the applicant provides to the assessment centre evidence of their qualification and written evidence confirming that they have undertaken 'On the Job' gas installation and/or maintenance training and have experience of gas work that has been carried out under the direct supervision of a competent operative(s) employed by a business registered with The Gas Safe Register.*

*Applicants need to provide to the Assessment Centre evidence of this Off the Job training and On the Job experience. The evidence must consist as a minimum the following:*

- *Name, address and the Gas Safe registration number of the business(s) providing the training.*
- *The start and end dates of the Off the Job training programme.*
- *The start and end dates of the On the Job training programme.*
- *The types and sufficiency of gas work undertaken (not plumbing or other related work activities).*
- *The name(s) of the competent operative(s) of the business that has provided the On the Job training.*

*Assessment centres will decline access to ACS assessment if they doubt the authenticity of the information presented by the applicant*

### **Category 3**

*Applicants in this category are regarded as new to the gas industry, which are not holding any national qualifications nor have any gas work experience. Application conditions for this category require that the Category 3 applicant may as an alternative to achieving a Gas Services N/SVQ either:*

- *Obtain employment with a Gas Safe registered business which is willing to provide an auditable extended 'in house' gas training programme incorporating both On and Off the Job components with organisational support prior to the applicant taking ACS assessment.*
- *Undertakes a training programme which is planned, managed and organised by a training provider. This training programme will incorporate both On and Off the Job training and experience with organisational support prior to the applicant taking ACS assessment. The On the Job training component will be carried out by a Gas Safe registered business in accordance with a training plan and programme designed by the training provider.*

Candidates with transferable skills may undertake one of our Managed Learning Programs subject to acceptance. Successful completion of the MLP will satisfy the entry requirements for ACS.

Evidence of the contents of the programme detailing *off the job* training and *hands on* work experience must be presented to LPG Training as described in Category 2 previously. For further details on the evidence/ experience requirements please contact us.

Successful completion of ACS will result in the issue of a Certificate of Competence from Logic Certification a UKAS accredited company. Without this certificate it is not possible to become registered with Gas Safe Register.

More information is available on Gas Safe Register's website [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk)

Our Managed Learning Programmes have been developed over many years to provide a clear, concise and robust route to gaining a valid qualification for working with gas. Below we take you step by step through the sections contained in a MLP, completing all sections is essential for a successful outcome.

## **Interview**

The candidate will undergo an initial interview to enable us to determine if the candidate has the appropriate background and fundamental knowledge to complete the programme. We undertake a short evaluation of relevant knowledge to allow us to establish the level of training that may be required. The interview will be carried out by a technically competent, qualified gas assessor who is fully conversant with the requirements of the ACS scheme.

If we are not satisfied with the candidate's suitability we will inform all interested parties, it is not in anyone's interests for us to enrol someone deemed unsuitable or lacking the necessary aptitude for the programme.

## **Theory Training**

Theory training in gas subjects will be undertaken, this can be intensive as a lot of knowledge will be relayed during this time. A full list of topics can be found on page13.

## **Practical Training (MLP1 only)**

Once the basics have been covered in theory training we move on to *hands-on* practical training. Real world gas work experience is delivered at a host site, that we have arranged. There is no substitute for practical hands-on training on live gas equipment. Candidate's receive every opportunity to get involved, make the most of this time.

## **Evidence Gathering**

To enable entry to the ACS gas scheme (and gain registration with Gas Safe) proof of gas work experience must be provided. You will gather evidence by carrying out live gas work in real time under the supervision of an operative registered with Gas Safe. This evidence must be gathered into a portfolio and will consist of work record sheets, photographs, copies of annual safety checks and other gas work that you complete.

We shall audit and prepare written reports for your portfolio at agreed regular intervals.

## **Evaluations**

To ensure all training sessions have been fully absorbed and understood, progress will be monitored. We undertake this by the periodic issue of assignments throughout the programme. In addition a final evaluation of progress will be conducted. This consists of practical tasks and multi-choice theory question papers. Only successful completion of these will allow you to enter the the full ACS training and assessment course.

## **Feedback**

The programme includes evaluation of your progress, feedback will be given to the candidate or his/her employer or both as deemed necessary by us. If you are having problems with the programme bring it to the attention of your trainer as soon as possible. This way we can explore alternative ways of helping.

## **Finally**

When a satisfactory level of competence has been demonstrated by successful completion of our evaluations, a *Certificate of Training* will be awarded. This certificate enables enrolment on our full ACS training and assessment course.

We have a very high success rate here at LPG Training so you can be assured you are in good hands.

# Programme management

## Co-operation

The management of the programme is a joint operation shared between several parties. Co-operation between all parties will ensure the smooth running of the programme.

- LPG Training
- The candidate
- The candidate's employer or sponsor
- The operative(s) supervising work experience

## Supervision

The candidate's training must be supervised at all times by an operative registered with GSR, this could be:

- One of our trainers
- The candidate's employer
- A fellow employee
- An outside contractor, employed by your company

The portfolio of evidence may be gathered under supervision of any one (or a mixture) of the above list.

## Support

LPG Training will support you throughout the Managed Learning Programme and agrees to:

- Manage and maintain the MLP process within agreed service levels
- Recognise employer training programmes where they meet specified criteria
- Operate and manage the quality assurance system
- Maintain the MLP within current standards and criteria for gas safety
- Ensure the MLP operates at all times within the statutory requirements of the gas industry
- Provide help and advice via telephone, email or face to face meeting
- Review the MLP process following feedback from users



# Training topics

- 1 Induction
- 2 Introduction to gas safety and the need for registration
- 3 Health & safety
- 4 Normative documents
- 5 The Gas Safety (Installation & Use) Regulations
- 6 Standards produced by British Standards, IGEM and UKLPG
- 7 Properties & characteristics of gas
- 8 Combustion
- 9 Carbon monoxide
- 10 LPG storage (applies to LPG programme only)
- 11 Pressures
- 12 Regulators
- 13 Gas controls
- 14 Gas pipework
- 15 Tools
- 16 Testing
- 17 Ventilation
- 18 Flues
- 19 Appliance installation, commission, service and repair
- 20 Unsafe situations



# Detailed syllabus

## 1 Induction

- Introduction and programme registration
- How our Managed Learning Programme works
- Requirements for theory training
- Safety measures for practical live gas training
- Producing a portfolio of evidence
- Evaluation of your progress
- Progress reports and feedback

## 2 Introduction to gas safety and the need for registration

- Historical incidents (Rowan Point etc)
- Current levels of incidents
- The need for a registration body and the formation of CORGI
- Gas Safe Register takes over

## 3 Health & safety

- The Health & Safety at Work etc Act 1974
- Safe working practices
- Manual handling
- Emergency procedures
- Personal Protective Equipment (PPE)

## 4 Normative documents

- Explanation of bodies producing legislative and advisory documentation

## 5 The Gas Safety (Installation & Use) Regulations

- Understanding and interpreting these legal regulations

## 6 Standards produced by British Standards, IGEM and UKLPG

- Their purpose, interpretation and scope in relation to manufacturer's instructions

## 7 Properties & characteristics of gas

- Origins
- Natural gas
- Propane\*
- Butane\*
- Appearance
- Calorific Value (CV)
- Specific Gravity (SG)
- Liquid expansion\*
- Vaporisation\*
- Flammability
- Hazards

## 8 Combustion

- Identifying complete combustion
- Visual signs of incomplete combustion
- Types of burner
- Air requirements

## 9 Carbon monoxide

- Carbon monoxide explained
- How it is produced
- How it can be avoided
- Symptoms of carbon monoxide poisoning
- Emergency actions to be employed

## 10 LPG storage\*

- Types of storage - cylinder and bulk vessel
- Cylinder handling
- Siting and permitted locations
- Cylinder sizing
- Cylinder installation
- Bulk storage vessels
- Siting and permitted locations
- Available vessel capacities
- Installation by an LPG supply company

## 11 Pressures

- Low, intermediate & high pressure phases
- Standing pressure
- Operating pressure

## 12 Regulators

- What is a regulator
- Why a regulator is required
- How a regulator works
- Regulator capacities
- How to select the correct regulator

## 13 LPG controls\*

- British & European manufacturing requirements
- Types of regulator available for LPG - Single stage, 1<sup>st</sup> and 2<sup>nd</sup> stage
- Automatic Changeover Devices (ACD)
- Butane regulators - Clip-on, screw on
- Different types of cylinder connections
- UPSO/OPSO
- Pressure relief valves
- Limited capacity relief valves

## 14 Gas pipework

- Correct & incorrect materials
- Available connection methods
- Pipework jointing
- Clipping and support
- How and when to provide protection
- Flexible tubing - High and low pressure\*
- Pipe sizing

## 15 Tools

- Essential hand tools for gas operatives
- The safe use of tools
- U gauges and bourdon gauges
- Electronic tools for gas operatives
- Electronic manometers and gas sniffers
- The safe use of flue gas analysers and interpretation of readings

- 16 **Testing**  
Air test\*  
Correct procedures to adopt when testing with gas  
Tightness testing low pressure installations  
Testing high pressure sections\*  
Purging
- 17 **Ventilation**  
Calculating requirements  
Understanding combustion air and cooling air  
Correct sizing and positioning of ventilation  
Permitted types of ventilators  
Appliances in compartments and enclosed spaces
- 18 **Flues**  
Types of flue  
Open flues  
Closed flues\*  
Room sealed appliances  
Fan assisted flues  
Positive and negative pressure appliances  
Installation requirements  
Testing and safe operation of flues
- 19 **Appliance controls and safety devices**  
Gas taps  
Thermoelectric devices  
Atmosphere sensing devices (ASD, VSD)  
Flame sensing devices (FFD, FSD)  
Spillage monitoring device (TTB)  
Solenoid valves  
Safety shut off valves  
Flame rectification  
Liquid expansion thermostats  
Electrical thermostats  
Multifunction devices  
Air/gas ratio valves
- 20 **Unsafe situations**  
Identification of situations and procedures required when dealing with installations that are:  
Immediately dangerous  
At risk  
Not to current standards

\* applies to LPG programme only



# *Suggested tool list*

## **Description**

- 1 Water pump pliers 10"
- 2 Adjustable spanner 6"
- 3 Adjustable spanner 8"
- 4 Adjustable spanner 10"
- 5 Screwdriver set
- 6 Long pozidrive No 2 screwdriver
- 7 24" Manometer
- 8 Manometer fluid colourant
- 9 1 metre neoprene manometer tubing
- 10 Test Tee
- 11 Leak detection spray
- 12 Leak detection fluid
- 13 Compressed air duster
- 14 Smoke matches
- 15 Smoke pellets
- 16 Gas PTFE tape
- 17 Do not use' labels
- 18 Warning/advice notice book
- 19 Utility knife
- 20 Stopwatch
- 21 Calculator
- 22 Pocket Torch

Specialist tools and supplies are available from many trade outlets and online retailers including:

BES	<a href="http://www.bes.co.uk">www.bes.co.uk</a>
GasFM	<a href="http://www.gasfm.co.uk">www.gasfm.co.uk</a>



# FAQ'S

## **How do I know if this is the right gas course for me?**

MLP1 This course has been designed from the ground up for those working with LPG by LPG experts. You will learn about the requirements of LPG tailored to your chosen field. You will not sit through hours talking about natural gas, it simply isn't included.

MLP2 This programme is tailored for operatives working with either natural gas or LPG and able to supply their own work experience through an employer or similar. Once again you will only receive training on the topics that match your requirements.

## **What will I receive at the end of the programme?**

On successful completion of the programme you will receive a *Certificate of Training* this permits entry to one of our ACS courses.

## **What is ACS?**

This is an accredited gas qualification awarded to successful operatives that have demonstrated their competence in gas safety.

The initials are an abbreviation of '*The Nationally Accredited Certification Scheme for Individual Gas Fitting Operatives*', a bit of a mouthful, it is a mandatory requirement for application to be Gas Safe Registered.

## **What is a Managed Learning Programme?**

This provides a structured approach to your training, enabling your progress to be monitored and verified.

## **How long does it take to complete?**

Our programme has been designed to be flexible and can be completed in just 3 months or up to a year if more convenient for the candidate.

## **Why do I need a portfolio of gas work?**

This is a Gas Safe Register pre-requisite requirement for entry into their registration scheme. Any operatives who are not currently registered or do not hold a valid gas qualification or ACS certificates of competence must produce a structured portfolio detailing their gas work experience.

## **Do I need your 'Certificate of Training' qualification?**

This qualification is an essential part of the Managed Learning Programme, without it you cannot prove you have undertaken gas training that will be recognised by the Gas Safe Register.

## **Where does the course take place?**

At our training centre near Chester or any suitable location within the UK. All we need is a host site and some willing candidates, we do the rest.

## **Will I have enough time to finish the course?**

Our MLP has been designed to be versatile, we know that not everyone learns at the same pace so we cater for this with our flexible approach to training. Our only stipulation is that all programmes must be completed within 12 months of the initial start date.

## **What qualifications will I have at the end of the ACS part of the course?**

We help candidates choose which assessments are relevant to their type of work. Candidates receive ACS certificates of competence in the categories they have successfully been assessed in.

**Will I be registered with Gas Safe at the end of the course?**

No, but you will be qualified for registration with Gas Safe, you must then apply for registration with Gas Safe. Only the candidate or their employer may apply for registration we cannot do this for you.

**Do I need to register with the Gas Safe Register?**

Yes absolutely, all businesses and self-employed persons undertaking gas work in the UK must by law be registered with the gas Safe Register. Further information can be obtained from the Gas Safe Register [www.gassaferegister.com](http://www.gassaferegister.com) or by telephone 0800 408 5577.

**How much does your MLP cost?**

We offer our MLP in 2 versions, both include training, assessment, training manuals and certification fees. Depending on your circumstances we also offer flexible payment options. Please contact our Sandycroft office for current pricing.

We safeguard your investment with our **PRICE GUARANTEE** - if after starting the course a candidate needs to *drop out* for any reason whatsoever, we will refund monies paid on a pro-rata basis. All programmes must be completed within 12 months of the initial start date.

**Who devised the programme?**

The complete programme was designed in-house by LPG Training.

**Who organises the programme?**

All aspects of the programme are administered by LPG Training.

**Why should I choose LPG Training?**

We have over 10 years experience in the delivery of on-site courses and are acknowledged as the UK's leading supplier of gas training for new entrants working within the leisure industry.

Our staff are qualified and experienced in the delivery of training and assessments for natural gas, oil, LPG and water.

We can supply references or you may contact our previous customers directly and ask them about their experience of our training programmes.

**I have more questions is there anyone I can talk to?**

Most definitely, call us on the number below and you can speak to the people who actually designed and deliver the course; we welcome your calls and will gladly discuss any queries you may have.



# Our training courses

## **NATURAL GAS**

CCN1	Core gas safety
COLPNG1	Changeover LPG to natural gas

## **LPG**

CCLP1	Core gas safety
CONGLP1	Changeover natural gas to LPG
PD	Permanent Dwellings
LAV	Leisure Accommodation vehicles
RPH	Residential Park Homes
B	Boats
EP	External Pipework

## **MODULES**

CENWAT1	C/H boilers and water heaters
CKR1	Gas cookers
CPA1	Combustion performance analysis
DAH1	Warm air heaters
EFJLP1	Electro-fusion jointing
HTR1	Gas fires
HTRLP2	Closed flue gas fires
HTRLP3	Truma type space heaters
MET1	Gas meters
REFLP2	Gas refrigerators
WATLP2	Carver type water heaters
VESLP1	Single vessel pipework
VESLP2	Multiple vessel pipework

## **OIL**

OFT10 101	Pressure jet service and commission
OFT10 105e	Pressure jet appliance installation
OFT10 600a	Oil storage and supply systems

## **SPECIALIST**

STGW 100	Touring caravans & motorhomes
STGW 110	Boats and inland waterway craft
STGW 120	European mobile homes
STGW 130	Cavity wall insulation technician
STGW 140	An introduction to LPG
STGW 150	Portable building manufacturer
STGW 160	LPG bulk storage vessels & pipework
STGW 170	Routine inspection of bulk LPG storage
STGW 200	Road marking vehicles
MLP 1	LPG LAV operative
MLP 2	Touring caravans & motorhomes
MLP 3	Boats & inland waterway craft
MLP 4	LPG vessels and external pipework
MLP 5	Natural gas operative
EEF1	Energy efficiency
WREG	Water regulations
HWSS	Vented & unvented hot water systems