

# **Level 3 Certificate in the Requirements for Electrical Installations (16th to 17th edition update BS 7671 2008) (2382-20)**

**Qualification handbook**  
QCA number 500/3446/7



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# **Level 3 Certificate in the Requirements for Electrical Installations (16th to 17th edition update BS 7671 2008) (2382-20)**

## **Qualification handbook**



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# 1 About this document

This document contains the information that centres need to offer the following qualification:

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**Level 3 Certificate in the Requirements for Electrical Installations (16th to 17th edition update BS 7671 2008) (2382-20)**

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<b>QCA accreditation number</b>	<b>500/3446/7</b>
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This document includes details and guidance on:

- centre resource requirements
- candidate entry requirements
- information about links with, and progression to, other qualifications
- qualification standards and specifications
- assessment requirements

## **2 About the qualification**

### **2.1 Aim of the qualification**

The IEE Wiring Regulations (BS 7671) are the definitive standards for the electrical industry in respect of safe use and operation of electrical equipment and systems. They set requirements and operating criteria for the UK and correspond to EC standards and are recognised by the British Standards Institute as a British Standard (BS 7671).

The 17th Edition of the IEE wiring regulations (BS 7671) publication date is January 2008. This qualification aims to update candidates on the changes since the 16th edition. It will focus on the main additions and alterations from the 16th edition that have been incorporated from the 16th edition in the 2008 17th edition.

This qualification is primarily aimed at practising electricians with a working knowledge of the 16th edition of the BS 7671 and who have already achieved a qualification addressing BS 7671 such as the City & Guilds Certificate in the requirements for electrical installations (BS 7671 June 2001) 2381 or the 2330-07, 2330-08 or the 2360 part 2 post 1st January 2004 (see section 3 for more details). It is intended to ensure that they are conversant with the format, content and application of the current edition of the Requirements for Electrical Installations BS 7671: 2008 (17th edition).

Anyone without existing knowledge, as detailed above, of the requirements of BS 7671 must undertake the qualification addressing the Wiring Regulations in full – the City & Guilds Level 3 Certificate in the Requirements for Electrical Installations (BS 7671 2008) (2382-10).

This qualification was developed by City & Guilds in conjunction with members of the electrical industry including NICEIC, ECA and is approved by the SSC SummitSkills.

The aims of this qualification are to:

- meet the needs of candidates who work in the Building Services Engineering sector, such as Electricians, and who need to be able to demonstrate knowledge of the IEE 17th Edition Wiring Regulations
- update candidates with additions and changes to BS 7671 since the last edition
- act as an update certificate from 16th to 17th edition.

#### **Accreditation details**

This qualification is accredited by the Qualifications and Curriculum Authority at Level 3 of the NQF. For further details about accreditation, national qualification frameworks and level descriptors please refer to Appendix 1.

## 2 About the qualification

### 2.2 The structure of the qualification

The qualification will be awarded to candidates on successful completion of a **single** unit:

<b>QCA unit reference</b>	<b>City &amp; Guilds unit number</b>	<b>Unit title</b>
R/501/4018	200	Requirements for Electrical Installations Update to BS 7671: 2008

## 2 About the qualification

### 2.3 Sources of information and assistance

#### Related publications

The primary publication associated with this qualification is the IEE Wiring Regulations: Requirements for Electrical Installations BS 7671 2008.

This publication can be obtained from the IET **www.theiet.org**

Candidates will require access to a copy of BS 7671 during the assessment and the examination will be based upon this document only.

City & Guilds also provides the following documents specifically for this qualification:

Publication	Available from
NICEIC Wiring Regulations Teaching and Learning Materials Toolbox	www.niceic.com
2382-20 Exam Success Book	City & Guilds Walled Garden and IEE <b>www.theiet.org</b>
Fast track approval forms/generic fast track approval form	City & Guilds website

#### Other essential City & Guilds documents

There are other City & Guilds documents which contain general information on City & Guilds qualifications:

- **Providing City & Guilds qualifications – a guide to centre and qualification approval** contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve ‘approved centre’ status, or to offer a particular qualification.
- **Ensuring quality** contains updates on City & Guilds assessment and policy issues.
- **Centre toolkit** contains additional information on *Providing City & Guilds qualifications*, in a CD-ROM, which links to the internet for access to the latest documents, reference materials and templates. The *Centre Toolkit* is sent to centres when they receive approved centre status. It is also available from to order at an additional cost.
- **Online catalogue** contains details of general regulations, registration and certification procedures and fees. This information is also available online.

For the latest updates on our publications and details of how to obtain them and other City & Guilds resources, please refer to the City & Guilds website.

## City & Guilds websites

Website	Address	Purpose and content
City & Guilds main website	<b><a href="http://www.cityandguilds.com">www.cityandguilds.com</a></b>	This is the main website for finding out about the City & Guilds group, accessing qualification information and publications.
SmartScreen	<b><a href="http://www.smartscreen.co.uk">www.smartscreen.co.uk</a></b>	SmartScreen is the City & Guilds online learning support website. It gives registered subscribers access to qualification-specific support materials.
Walled Garden	<b><a href="http://www.walled-garden.com">www.walled-garden.com</a></b>	The Walled Garden is a qualification administration portal for approved centres, enabling them to register candidates and claim certification online.

## Contacting City & Guilds by e-mail

The following e-mail addresses give direct access to our Customer Relations team.

e-mail	Query types
<b><a href="mailto:learnersupport@cityandguilds.com">learnersupport@cityandguilds.com</a></b>	all learner enquiries, including <ul style="list-style-type: none"><li>• requesting a replacement certificate</li><li>• information about our qualification</li><li>• finding a centre.</li></ul>
<b><a href="mailto:centresupport@cityandguilds.com">centresupport@cityandguilds.com</a></b>	all centre enquiries
<b><a href="mailto:walledgarden@cityandguilds.com">walledgarden@cityandguilds.com</a></b>	all enquiries relating to the Walled Garden, including <ul style="list-style-type: none"><li>• setting up an account</li><li>• resetting passwords.</li></ul>

### 3 Candidate entry and progression

#### Candidate entry requirements

Candidates should not be entered for a qualification of the same type, content and level as that of a qualification they already hold.

The Certificate in the Requirements for Electrical Installations (16th to 17th edition update BS 7671 2008) (2382-20) qualification addresses the changes and additions from the June 2001 amendment to the 2008 17<sup>th</sup> edition. As such it is only suitable for candidates who can demonstrate achievement against qualifications that cover this version of the regulations in its entirety. The decision on suitable qualifications has been made in conjunction with the Sector Skills Council; SummitSkills. Therefore, it is expected that candidates must have achieved one of the following qualifications which address the requirements of the 16<sup>th</sup> edition June 2001 BS 7671 in order to enter this qualification:

- City & Guilds Level 3 Certificate in the Requirements for Electrical Installations BS 7671: June 2001 (2381), or
- City & Guilds Level 3 Certificate in Electrotechnical Technology Installation (Building and Structures) (2330-07), or
- City & Guilds Level 3 Certificate in Electrotechnical Technology Electrical Maintenance (2330-08), or
- City & Guilds Level 3 Certificate in Electrical Installation Part Two (2360) (from January 1st 2004 onwards only), or
- City & Guilds Level 3 Certificate in Knowledge of Electrical Installation Engineering (2351) (only if achieved as part of an Electrotechnical Advanced Apprenticeship completed post 1 January 2004.)

Centre staff must have seen the original certificate and must hold a printed or virtual copy of each candidates above certificate(s), signed and dated by the centre staff to confirm the authenticity of the certificate. Alternatively, with access to the candidates City & Guilds enrolment number, centres can retain a Walled Garden print-out confirming the candidate's achievement for external verification monitoring.

Each centres IV strategy must detail how adherence to this is being internally monitored. As with all examinations the centre staff must have confirmed the identify of the candidate via photographic ID both for the examination and against previous certificates. Suitable centre staff to confirm the identity of the candidate include Exam Secretary's, registered Assessors and / or IV's. Failure to hold such records will result in sanctions being applied and approval being removed.

Candidates that are unable to provide evidence of prior achievement of the above qualifications must undertake the full 17<sup>th</sup> edition qualification, the Certificate in the Requirements for Electrical Installations (BS 7671 2008) (2382-10.)

## **Progression**

On completion of this qualification candidates may progress into employment or to the following City & Guilds qualifications:

- City & Guilds Level 2 Certificate in Fundamental Inspection, Testing and Initial Verification (2392-10)
- City & Guilds Level 3 Certificate in Inspection, Testing and Certification of Electrical Installations (2391-10)
- City & Guilds Level 3 Certificate in Design, Erection and Verification of Electrical Installations (2391-20)
- City & Guilds Level 3 Certificate in Building Regulations for Electrical Installation Contractors In Dwellings (2393-10)
- City & Guilds Level 4 Higher Professional Diploma in Building Services Engineering (4467-04)

## 4 Centre requirements

### 4.1 Centre, qualification and fast track approval

#### Centres not yet approved by City & Guilds

To offer this qualification, new centres will need to gain both **centre and qualification approval**. Please refer to Appendix 2 for further information.

#### Existing City & Guilds centres

To offer this qualification, centres already approved to deliver City & Guilds qualifications will need to gain **qualification approval**. Please refer to Appendix 2 for further information.

#### Centres already offering City & Guilds qualifications in this subject area

Centres approved to offer the qualification Certificate in the Requirements of Electrical Installations BS 7671: June 2001 (2381) or City & Guilds Level 3 Certificate in the Requirements of Electrical Installations (BS 7671 2008) (2382-10) may apply for approval for the new City & Guilds Level 3 Certificate in the Requirements of Electrical Installations (16th to 17th edition update BS 7671 2008) (2382-20) using the **fast track approval form**, available from the City & Guilds website.

Centres may apply to offer the new qualification using the fast track form

- providing there have been no changes to the way the qualifications are delivered, and
- if they meet all of the approval criteria specified in the fast track form guidance notes.

Fast track approval is available for 12 months from the launch of the qualification. After this time, the qualification is subject to the **standard** Qualification Approval Process. It is the centre's responsibility to check that fast track approval is still current at the time of application.

## 4 Centre requirements

### 4.2 Registration and certification

#### Administration

Full details of City & Guilds' administrative procedures for this qualification are provided in the *Online Catalogue*. This information includes details on:

- registration procedures
- enrolment numbers
- fees
- entry for examinations
- claiming certification.

Centres must be aware of time constraints regarding the registration and certification periods for the qualification, as specified in the City & Guilds *Online Catalogue*.

Centres must follow all administrative guidance carefully, particularly noting that fees, registration and certification end dates for the qualification are subject to change. The latest news is available on the website ([www.cityandguilds.com](http://www.cityandguilds.com)).

#### Regulations for the conduct of examinations

Regulations for the conduct of examinations for online and written examinations are given in *Providing City & Guilds qualifications - a guide to centre and qualification approval* and in the *Online Catalogue*. Centres must ensure they are familiar with all requirements prior to offering assessments.

#### Retaining assessment records

Centres must retain copies of candidate assessment records for at least three years after certification.

#### Notification of results

After completion of assessment, candidates will receive, via their centre, a 'notification of candidate results', giving details of how they performed. It is not a certificate of achievement.

#### Certificate of unit credit (CUC)

As this is a single unit qualification, certificates of unit credit are not available.

#### Full certificates

Full certificates are only issued to candidates who have met the full requirements of the qualification, as well as the pre-entry requirements, as described in section 2.2 The structure of the qualification.

## 4 Centre requirements

### 4.3 Quality assurance

This information is a summary of quality assurance requirements.

*Providing City & Guilds qualifications* and in the *Centre toolkit* provide full details and guidance on:

- internal quality assurance
- external quality assurance
- roles and responsibilities of quality assurance staff.

#### **Internal quality assurance**

Approved centres must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications.

Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance, and City & Guilds is responsible for external quality assurance.

#### **External quality assurance**

External quality assurance for the qualification will be provided by City & Guilds external verification process.

External verifiers are appointed by City & Guilds to approve centres, and to monitor the assessment and internal quality assurance carried out by centres. External verification is carried out to ensure that assessment is valid and reliable, and that there is good assessment practice in centres.

#### **External verifiers:**

The role of the external verifier is to:

- provide advice and support to centre staff
- ensure the quality and consistency of assessments within and between centres by the use of systematic sampling
- provide feedback to centres and to City & Guilds.

## **5 Course design and delivery**

### **5.1 Initial assessment and induction**

It is recommended that centres make an initial assessment of each candidate prior to the start of their programme to ensure they are entered for an appropriate type and level of qualification. Please refer to Section 3 – Candidate entry and progression.

Further guidance about initial assessment and induction, as well as a learning contract that centres may use, are available in the *Centre toolkit*.

## **5 Course design and delivery**

### **5.2 Recommended delivery strategies**

Centre staff must familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

Centres may design course programmes of study in any way that

- best meets the needs and capabilities of their candidates
- which satisfies the requirements of the qualification.

Centres may wish to include topics as part of the course programme which will not be assessed through the qualification.

This qualification specifically addresses the IEE Wiring Regulations BS 7671 and delivery methods must concentrate on this publication. Useful material for candidates includes the City & Guilds 2382-20 Exam Success Book and the NICEIC wiring regulations teaching and learning materials toolbox.

## **5 Course design and delivery**

### **5.3 Data protection, confidentiality and legal requirements**

#### **Data protection and confidentiality**

Data protection and confidentiality must not be overlooked when planning the delivery of this qualification.

Centres offering this qualification may need to provide City & Guilds with personal data for staff and candidates. Guidance on data protection and the obligations of City & Guilds and centres are explained in *Providing City & Guilds qualifications*.

## 5 Course design and delivery

### 5.4 Learning and support resources

City & Guilds provides the following resources for this qualification.

Resource	How to access
2382-20 Exam Success Book	<a href="http://www.theiet.org">www.theiet.org</a> <a href="http://www.cityandguilds.com">www.cityandguilds.com</a>
NICEIC Wiring Regulations Teaching and Learning Materials Toolbox	<a href="http://www.niceic.com">www.niceic.com</a>

## **6 Relationships to other qualifications**

### **6.1 Links to National Occupational Standards and N/SVQs**

This qualification is based upon the IEE BS7671 17th edition rather than linked to N/SVQs and National Occupational Standards.

## **6 Relationships to other qualifications**

### **6.2 Relationship to previous versions of the qualification**

As this qualification details additions and alterations from the City & Guilds Certificate in the Requirements for Electrical Installations (2381), there is no direct content contained in previous qualifications that could be used towards this qualification.

This qualification has pre-requisite connections to the:

- City & Guilds Level 3 Certificate in the Requirements for Electrical Installations (2381)
- City & Guilds Level 3 Certificate in Electrotechnical Technology Installation (Buildings and Structures) (2330-07)
- City & Guilds Level 3 Certificate in Electrotechnical Technology Electrical Maintenance (2330-08)
- City & Guilds Level 3 Certificate in Electrical Installation Theory Part Two (2360) (from January 1st 2004 onwards only)
- City & Guilds Level 3 Certificate in Knowledge of Electrical Installation Engineering (2351) (only if achieved as part of an Electrotechnical Advanced Apprenticeship completed post 1 January 2004).

## **6 Relationships to other qualifications**

### **6.3 Key skills (England, Wales and Northern Ireland)**

City & Guilds recognises the importance of opportunities for developing and generating evidence for the assessment of the nationally specified key Skills. However, as the intention of this qualification is to itself support technical knowledge for those employed within the industry we would suggest that the opportunities for key skills would be found in the complementary qualifications at level 3 for electrical schemes.

## **6 Relationships to other qualifications**

### **6.4 The wider curriculum**

City & Guilds recognises the importance of the contribution to candidates of wider issues in terms of health and safety, environmental and relevant international agreements. As with Key Skills, we would suggest that the content is confined to the technical needs of the IEE Wiring Regulations. These are essential to safe working and compliance with the electrical industry. The wider issues are more appropriately addressed in supporting qualifications.

## 7 Assessment

### 7.1 Summary of assessment requirements

For this qualification, candidates will be required to complete the following assessments:

- **one** multiple choice online (GOLA) test covering outcomes 1-8

Candidates will also have to detail successful prior achievement to any **one** of the following qualifications:

- City & Guilds Level 3 Certificate in the Requirements for Electrical Installations (BS7671:June 2001) (2381)
- City & Guilds Level 3 Certificate in Electrotechnical Technology Installation (Building and Structures) (2330-07)
- City & Guilds Level 3 Certificate in Electrotechnical Technology (Electrical Maintenance) (2330-08)
- City and Guilds Level 3 Certificate in Electrical Installation Work (2360) (certificated from 1st January 2004 onwards.)
- City & Guilds Level 3 Certificate in Knowledge of Electrical Installation Engineering (2351) (only if achieved as part of an Electrotechnical Advanced Apprenticeship completed post 1 January 2004).

This is an open book assessment and candidates will be allowed to take in the following permitted reference material:

- IEE Wiring Regulations BS 7671:2008

IEE wiring regulations books taken into examinations **can** contain the following:

- Bookmarks (eg blank post-it notes or corners of pages folded)
- Highlighting of text
- The Corrigendum, issued by the IEE as a supplement to the wiring regulations in July 2008.

IEE wiring regulations books taken into exams **cannot** contain the following:

- Sample exam questions, answers or diagrams
- Any writing in the regulations or accompanying written notes
- Notes, diagrams or any content that may in anyway advantage the candidate in answering questions within the exam.

It is the responsibility of the centre to ensure the material in the candidate's IEE Requirements to Electrical Installations cannot unfairly advantage candidates in any way. If there is any doubt over the suitability of content the publication should not be used and replaced with 'clean' regulations. Many centres may find it easier to continue using 'clean' regulations

Candidates will also require a non-programmable calculator.

## **Grading and marking**

Grading of the assessments for this qualification is pass or fail.

## **Sample assessments**

Guidance on undertaking assessments for this qualification is available within the City & Guilds Exam Success Books available from **[www.cityandguilds.com](http://www.cityandguilds.com)** and **[www.iet.org](http://www.iet.org)**.

## 8 Test specification

### 8.1 Test specification

The test specification for this qualification is below:

**Multiple choice online test:** Updated Requirements of Electrical Installations

**Duration:** 1 hour

**No of questions:** 30

Outcome number	Unit title	Number of items	Approximate percentage %
1	Scope, object and fundamental principles	2	7
2	Definitions	2	7
3	Assessment of general characteristics	1	3
4	Protection for safety	8	26
5	Selection and erection of equipment	6	20
6	Inspection and testing	2	7
7	Special installations or locations	7	23
8	Appendices	2	7
<b>Total</b>		<b>30</b>	<b>100</b>

### Rationale

The aim of this unit is to provide the candidate with an awareness of the main alterations and additions from the 16th edition incorporated in BS 7671:2008. Please note that the lists under each outcome are not exhaustive lists. Where a topic is listed, only those parts of that topic that have changed or been added to will be assessed.

### Learning outcomes

There are **eight** outcomes to this unit. These outcomes relate to Parts 1-7 and the Appendices of BS 7671:2008. These include a knowledge and understanding of

- Scope, object and fundamental principles
- Definitions
- Assessment of general characteristics
- Protection for safety
- Selection and erection of equipment
- Inspection and testing
- Special installations or locations
- Appendices

### Guided learning hours

It is recommended that 7 hours should be allocated for this unit. This may be on a full-time or part-time basis.

### Assessment and grading

This unit will be assessed by a multiple choice online test covering the underpinning knowledge of all eight outcomes.

## **Unit 200**

# **Requirements for Electrical Installations Update to BS 7671: 2008**

### **Outcome 1**

Scope, object and fundamental principles

#### **Underpinning knowledge**

The candidate will be able to:

- 1.1 Identify examples of installations in the scope of BS 7671 and particular requirements for specific installations and locations
- 1.2 Identify those installations that are excluded from BS 7671
- 1.3 Identify requirements for protection against voltage disturbances
- 1.4 Identify the measures required for protection from electromagnetic influences

## **Unit 200**

# **Requirements for Electrical Installations Update to BS 7671: 2008**

## **Outcome 2**

## **Definitions**

### **Underpinning knowledge**

The candidate will be able to:

- 2.1 Use part 2 of BS 7671 in relation to all other parts of BS 7671.

## **Unit 200**

# **Requirements for Electrical Installations Update to BS 7671: 2008**

### **Outcome 3**

Assessment of general characteristics

#### **Underpinning knowledge**

The candidate will be able to:

- 3.1 State the source (eg standby, safety) and characteristics necessary for a supply.
- 3.2 State the need to divide an installation into suitable circuit arrangements.
- 3.3 State the need for an assessment of each circuit regarding continuity of service.

**Underpinning knowledge**

The candidate will be able to:

- 4.1 Identify the differences between basic and fault protection
- 4.2 State means of protection against electrical shock by
  - a basic protection
  - b fault protection
  - c both basic and fault protection (excluding IT)
  - d additional protection
- 4.3 Describe how the requirements for shock protection are affected by
  - a value of the external loop Impedance ( $Z_e$ )
  - b compliance with  $Z_s = Z_e + R_1 + R_2$
  - c compliance with tables 41.1, 41.2, 41.3, 41.4, 41.5 and 41.6
- 4.4 Describe means of protection against fire, burns and harmful thermal effects and identify precautions where particular risks of danger of fire exists
- 4.5 State the requirements for protection against
  - a voltage disturbances
    - i. overvoltage
    - ii. undervoltage
  - b electromagnetic disturbances.

## Unit 200

## Requirements for Electrical Installations Update to BS 7671: 2008

### Outcome 5

### Selection and erection of equipment

#### Underpinning knowledge

The candidate will be able to:

- 5.1 Identify the requirements for selection and erection of busbar trunking and powertrack wiring systems
- 5.2 Identify requirements for cables concealed in a floor or ceiling
- 5.3 Identify devices used for protection against
  - a the risk of fire
  - b overvoltage
- 5.4 Describe the function of, and the devices used for, monitoring
  - a insulation
  - b residual current
- 5.5 Identify under what circumstances metal water pipes may be used as earth electrodes
- 5.6 State the requirements for the protection of socket-outlets by an RCD
- 5.7 Identify the requirements for luminaires and lighting installations
- 5.8 State the requirements for low voltage generating sets
- 5.9 State that cables are subject to electromechanical and electro-magnetic stress in addition to thermal damage under fault conditions.
- 5.10 State the requirements for supplies for safety services and their associated circuits and cables

## **Unit 200**

## **Requirements for Electrical Installations Update to BS 7671: 2008**

### **Outcome 6**

### **Inspection and testing**

#### **Underpinning knowledge**

The candidate will be able to:

- 6.1 State the requirements for protection by SELV, PELV or by electrical separation
- 6.2 State minimum values of insulation resistance
- 6.3 State the requirements for verification of phase sequence
- 6.4 State the requirements for verification of voltage drop

## Unit 200

## Requirements for Electrical Installations Update to BS 7671: 2008

### Outcome 7

### Special installations or locations

#### Underpinning knowledge

The candidate will be able to state the special requirements for electrical installations in:

- 7.1 locations containing a bath or shower
- 7.2 swimming pools and other basins
- 7.3 rooms or cabins containing sauna heaters
- 7.4 construction and demolition sites
- 7.5 agricultural and horticultural premises
- 7.6 caravans, motor caravans and caravan parks
- 7.7 conducting locations with restricted movement
- 7.8 marinas and similar locations
- 7.9 exhibitions, shows and stands
- 7.10 locations containing solar photovoltaic power supply systems
- 7.11 mobile or transportable units
- 7.12 temporary electrical installations for structures, amusement devices and booths at fairgrounds, amusement parks and circuses
- 7.13 locations containing floor and ceiling heating systems.

**Underpinning knowledge**

The candidate will be able to:

**8.1 Apply relevant information/data within Appendices**

- a British Standards to which reference is made in the Regulations
- b Statutory regulations and associated Memoranda
- c Time/Current characteristics of overcurrent protective devices
- d Current-carrying capacity and voltage drop for cables and flexible cords
- e Classification of external influences
- f Electrical Installation Certificate, Minor Works Certificate and Periodic Inspection Report
- g Harmonized cable core colours
- h Current-carrying capacity and voltage drop for busbar trucking and powertrack systems
- i Definitions – other systems
- j Protection of conductors in parallel against overcurrent
- k Effect of harmonic currents on balanced three-phase systems
- l Voltage drop in consumers' installations
- m Methods for measuring the insulation resistance/impedance of floors and walls to earth or to the protective conductor
- n Measurement of fault loop impedance: consideration of the increase of the resistance of the conductor with the increase of temperature
- o Ring and Radial final circuit arrangements.

## Appendix 1      Accreditation, national frameworks and qualification level descriptors

Please visit the following websites to find information on accreditation, national frameworks and qualification level descriptors in each country.

<b>Nation</b>	<b>Who to contact</b>	<b>Website</b>
<b>England</b>	The Qualifications and Curriculum Authority	<a href="http://www.qca.org.uk">www.qca.org.uk</a>
<b>Scotland</b>	The Scottish Qualifications Authority	<a href="http://www.sqa.org.uk">www.sqa.org.uk</a>
<b>Wales</b>	The Department for Education, Lifelong Learning and Skills Wales (DELLS)	<a href="http://www.wales.gov.uk">www.wales.gov.uk</a>
<b>Northern Ireland</b>	The Council for Curriculum, Examinations and Assessment	<a href="http://www.ccea.org.uk">www.ccea.org.uk</a>

## Appendix 2      Obtaining centre and qualification approval

Only approved organisations can offer City & Guilds qualifications. Organisations approved by City & Guilds are referred to as **centres**.

Centres must meet a set of quality criteria including:

- provision of adequate physical and human resources
- clear management information systems
- effective assessment and quality assurance procedures including candidate support and reliable recording systems.

An organisation that has not previously offered City & Guilds qualifications must apply for approval to become a centre. This is known as the **centre approval process (CAP)**. Centres also need approval to offer a specific qualification. This is known as the **qualification approval process (QAP)**, (previously known as scheme approval). In order to offer this qualification, organisations which are not already City & Guilds centres must apply for centre and qualification approval at the same time. Existing City & Guilds centres will only need to apply for qualification approval for the particular qualification.

Full details of the procedures and forms for applying for centre and qualification approval are given in *Providing City & Guilds qualifications - a guide to centre and qualification approval*, which is also available on the City & Guilds centre toolkit, or downloadable from the City & Guilds website.

Regional / national offices will support new centres and appoint a Quality Systems Consultant to guide the centre through the approval process. They will also provide details of the fees applicable for approvals.

Assessments must not be undertaken until qualification approval has been obtained.

City & Guilds reserves the right to withdraw qualification or centre approval for reasons of debt, malpractice or non-compliance with City & Guilds' policies, regulations, requirements, procedures and guidelines, or for any reason that may be detrimental to the maintenance of authentic, reliable and valid qualifications or that may prejudice the name of City & Guilds. Further details of the reasons for suspension and withdrawal of approval, procedures and timescales, are contained in *Providing City & Guilds qualifications*.

### Approval for global online assessment (GOLA)

In addition to obtaining centre and qualification approval, centres are also required to set up a GOLA profile in order to offer online examinations to candidates. Setting up a GOLA profile is a simple process that need only be completed once by the centre.

Details of how to set up the profile and GOLA technical requirements are available on the City & Guilds website ([www.cityandguilds.com/e-assessment](http://www.cityandguilds.com/e-assessment)). The GOLA section of the website also has details of the GOLA helpline for technical queries and downloads for centres and candidates about GOLA examinations.

Centres should also refer to *Providing City & Guilds qualifications - a guide to centre and qualification approval* for further information on GOLA.

## Appendix 3      Summary of City & Guilds assessment policies

### Health and safety

The requirement to follow safe working practices is an integral part of all City & Guilds qualifications and assessments, and it is the responsibility of centres to ensure that all relevant health and safety requirements are in place before candidates start practical assessments.

Should a candidate fail to follow health and safety practice and procedures during an assessment, the assessment must be stopped. The candidate should be informed that they have not reached the standard required to successfully pass the assessment and told the reason why. Candidates may retake the assessment at a later date, at the discretion of the centre. In case of any doubt, guidance should be sought from the external verifier.

### Equal opportunities

It is a requirement of centre approval that centres have an equal opportunities policy (see *Providing City & Guilds qualifications*).

The regulatory authorities require City & Guilds to monitor centres to ensure that equal opportunity policies are being followed.

The City & Guilds equal opportunities policy is set out on the City & Guilds website, in *Providing City & Guilds qualifications*, in the *Online Catalogue*, and is also available from the City & Guilds Customer Relations department.

Access to qualifications on the National Qualifications Framework is open to all, irrespective of gender, race, creed, age or special needs. The centre co-ordinator should ensure that no candidate is subject to unfair discrimination on any ground in relation to access to assessment and the fairness of the assessment.

### Access to assessment

Qualifications on the National Qualifications Framework are open to all, irrespective of gender, race, creed, age or special needs. The centre co-ordinator should ensure that no candidate is subject to unfair discrimination on any ground in relation to access to assessment and the fairness of the assessment.

City & Guilds' *Access to assessment and qualifications guidance and regulations* document is available on the City & Guilds website. It provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

Access arrangements are pre-assessment adjustments primarily based on history of need and provision, for instance the provision of a reader for a visually impaired candidate.

Special consideration refers to post-examination adjustments to reflect temporary illness, injury or indisposition at the time of the assessment.

## Appeals

Centres must have their own, auditable, appeals procedure that must be explained to candidates during their induction. Appeals must be fully documented by the quality assurance co-ordinator and made available to the external verifier and/or City & Guilds.

Further information on appeals is given in *Providing City & Guilds qualifications*. There is also information on appeals for centres and candidates on the City & Guilds website or available from the Customer Relations department.

## Appendix 4 Funding

City & Guilds does not provide details on funding as this may vary between regions.

Centres should contact the appropriate funding body to check eligibility for funding and any regional/national arrangements which may apply to the centre or candidates.

For funding regulatory purposes, candidates should not be entered for a qualification of the same type, level and content as that of a qualification they already hold.

Please see the table below for where to find out more about the funding arrangements.

Nation	Who to contact	For higher level qualifications
<b>England</b>	<p>The Learning and Skills Council (LSC) is responsible for funding and planning education and training for over 16-year-olds. Each year the LSC publishes guidance on funding methodology and rates. There is separate guidance for further education and work-based learning.</p> <p>Further information on funding is available on the Learning and Skills Council website at <b><a href="http://www.lsc.gov.uk">www.lsc.gov.uk</a></b> and, for funding for a specific qualification, on the Learning Aims Database <b><a href="http://providers.lsc.gov.uk/lad">http://providers.lsc.gov.uk/lad</a></b>.</p>	<p>Contact the Higher Education Funding Council for England at <b><a href="http://www.hefce.ac.uk">www.hefce.ac.uk</a></b>.</p>
<b>Scotland</b>	<p>Colleges should contact the Scottish Further Education Funding Council, at <b><a href="http://www.sfc.co.uk">www.sfc.co.uk</a></b>.</p> <p>Training providers should contact Scottish Enterprise at <b><a href="http://www.scottish-enterprise.com">www.scottish-enterprise.com</a></b> or one of the Local Enterprise Companies.</p>	<p>Contact the Scottish Higher Education Funding Council at <b><a href="http://www.shafc.ac.uk">www.shafc.ac.uk</a></b>.</p>
<b>Wales</b>	<p>Centres should contact the Welsh Assembly Government <b><a href="http://www.learning.wales.gov.uk">www.learning.wales.gov.uk</a></b></p> <p>0845 010 3300 – bilingual greeting, or 0845 010 4400 – Welsh language greeting</p>	<p>Centres should contact the Welsh Assembly Government <b><a href="http://www.learning.wales.gov.uk">www.learning.wales.gov.uk</a></b></p> <p>0845 010 3300 – bilingual greeting, or 0845 010 4400 – Welsh language greeting</p>
<b>Northern Ireland</b>	<p>Please contact the Department for Employment and Learning at <b><a href="http://www.delni.gov.uk">www.delni.gov.uk</a></b>.</p>	<p>Please contact the Department for Employment and Learning at <b><a href="http://www.delni.gov.uk">www.delni.gov.uk</a></b>.</p>

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