

ASCP

Association of Safety and
Compliance Professionals

New
courses
added for
2018!

National Academy

Qualifications Prospectus



In association with



AGSM

AESM

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Welcome

The ASCP National Academy was established in association with CORGI Technical Services, to provide high quality training and qualifications to those with an involvement in, or responsibility for, gas safety, electrical safety and compliance.

Over CORGI's 48-year history, we have become the UK's leading technical experts in compliance, gas and electrical safety training. We offer fully-accredited and regulated courses for both junior and senior team members, to equip them with the skills and knowledge to succeed in their field of expertise.

We also understand that every organisation and every individual is different, and that is why we offer bespoke courses too – our training modules can be built around the needs of you and your team, and we can arrange to deliver this at your own premises or offsite as required.

Making the right decision about your career can be daunting at any stage in your life, but choosing a training provider shouldn't be. Completing your study with the ASCP National Academy will give you a recognised qualification and the added reassurance that you have the support and guidance of our team of expert tutors every step of the way.



You'll find some useful information about our courses in this prospectus, however if you'd like further details on our training and qualifications, simply contact us on:
training@corgitechnical.com or call 01256 548 040

Meet the tutors

1. Kim Morris Head of Training & Membership

With extensive experience in plumbing and gas education, Kim worked for EAL (Excellence, Achievement & Learning Ltd) as an External Verifier for Gas and Plumbing qualifications before joining CORGI. He was also a lecturer at Chichester College and was the Training Support Inspector at CAPITA for the Gas Safe Register and CORGI for over 18 years.

2. Mark Baker Technical Safety Manager

Mark worked for British Gas for 40 years. He is a qualified and experienced CO Incident Investigator, working closely with the Health & Safety Executive in investigating incidents and preparing reports. Mark also trained, coached and assessed engineers, managers and team leaders within British Gas.

3. Kevin Winship Technical Safety Manager

Kevin has over 30 years' experience within the gas service industry, starting out with British Gas and joining CORGI in 1991 as an Inspector. Kevin has developed an extensive knowledge of gas management processes both from a technical and housing management perspective. Kevin is a qualified CO Incident Investigator and has considerable experience delivering technical training seminars to the RSL sector.

4. Chris Jones Technical Safety Manager

Chris has over 30 years' experience, joining CORGI in 1992 as a Field Inspector. His experience includes inspection of large business gas management operating procedures. As a Gas Safety Expert and a qualified CO Incident Investigator, he now carries out contract management support for Local Authorities, Housing Associations and associated gas contractors and delivers gas safety seminars and accredited CORGI training courses.

5. Trevor Batt Technical Safety Manager

Trevor joined British Gas in 1983, leaving them to join CORGI, the gas safety regulator, in 1992 as an Inspector. Since 2001 Trevor has been working with clients in the social housing sector. An Incorporated Engineer and CO Incident Investigator, Trevor has attained CIH qualifications in Housing Maintenance.

6. Mark Duffy Technical Safety Manager

Mark began working at British Gas in 1990. He left them in 1998 to go on to quality control, supervision and then management. He then moved to teaching and training, giving Mark the opportunity to contribute to the development of the ACS gas training scheme and provide building services training for several awarding bodies and commercial companies. Latterly, Mark worked in project & compliance management for social housing groups.

7. Peter Carty Technical Safety Manager

Peter has technical and incident investigator qualifications and experience. He has developed quality assurance and operational processes to enhance engineer and customer safety. He also has experience developing technical safety processes, working within operative safety, business safety and legislative compliance. His work includes developing and adapting business operating models to suit various legislative, code of practice and legal requirements.

8. Gary Gundry Electrical Safety Specialist, Trainer and Technical Consultant

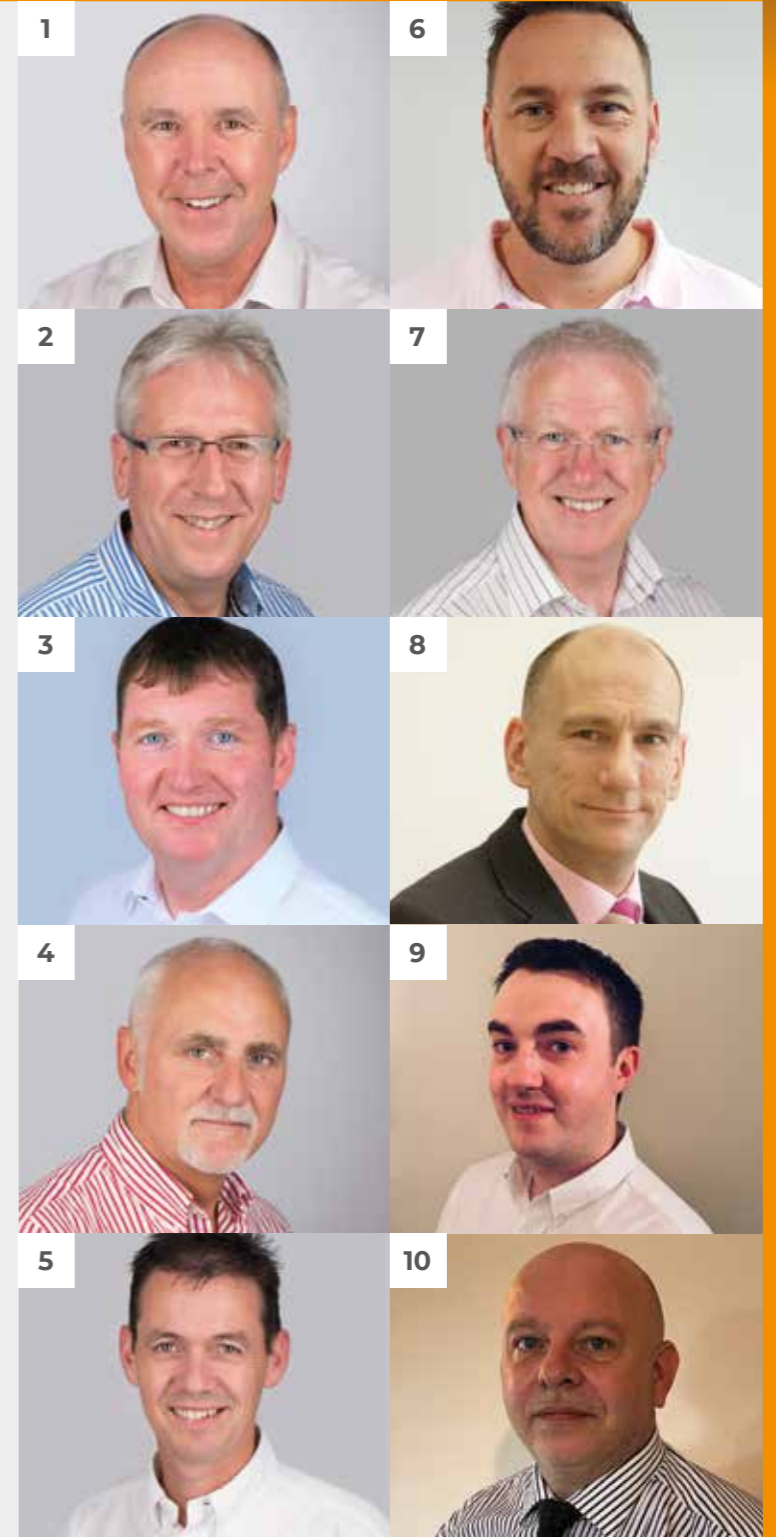
Gary is one of the UK's leading experts on electrical installation safety matters. He has over 25 years of extensive knowledge and is a published author on the subject. A highly successful and respected member of the electrical industry, he contributes at the BSI committees responsible for the technical content of UK's Wiring Regulations (BS 7671), and currently works on a consultancy basis for the Electrical Contractors' Association (ECA), the Institution of Engineering and Technology (IET) and the Association of Electrical Safety Managers (AESM).

9. Joe Beesley Technical Safety Manager

Joe is a qualified carbon monoxide incident investigator and level 3 assessor, with over 16 years' experience working professionally in the gas industry. Before his most recent role as Head of Compliance for a renewable energy organisation, Joe worked for two large contractor organisations within the social housing sector, where he provided training and support as a regional Compliance Manager.

10. John Vaughan Technical Safety Manager

Having recently completed 8 years as a Gas Safety Compliance Officer with the Health & Safety Executive in Northern Ireland (HSENI), and a total of 30 years in the gas and electrical industry, John brings a wealth of knowledge and experience to his training. A qualified carbon monoxide investigator and experienced expert witness, he has been involved in the training of engineers and managers in all aspects of health & safety, specialising in gas, solid fuel and electrical safety and compliance.



Why study with us?

Who are we?

The Association of Safety & Compliance Professionals (ASCP) is a professional membership organisation established to support safety and compliance professionals within the social housing and facilities management sectors, and bring about positive change in the industry. The ASCP includes three special interest groups; the Association of Gas Safety Managers, the Association of Electrical Safety Managers and Women in Compliance.

The ASCP's National Academy works in partnership with CORGI Technical Services to provide the highest level of training courses and qualifications for those responsible for gas safety, electrical safety and compliance. Our aim is to educate and facilitate the sharing of best practice, and to raise safety and compliance standards in the industry.

Why study with us?

All ASCP National Academy courses have been created by our team of experts in the field of gas safety, electrical safety and compliance, and are reviewed and updated on a regular basis to ensure you receive the latest and most relevant information. We are the only training provider to offer the nationally recognised CORGI accredited courses, and our VRQ qualifications are EAL accredited.

Our tutors have many years of experience in their specialist field and are on hand to support you – whether it be for a one-day training course or a year's diploma study. We also offer access to online resources, flexible course dates and study solutions, allowing you to fit your qualification around existing work and home commitments.

Our aim is to educate and facilitate the sharing of best practice, and to raise safety and compliance standards in the industry.

Qualification Overview

At the ASCP National Academy, we offer 4 Levels of training:

Level

1

This is an introductory awareness course suitable for individuals who have no previous knowledge of the subject area and do not work in the field.

Level

2

This course is a beginner's level qualification for anyone working in the field of study with direct management responsibilities for the subject area. This may be more junior team members, those in an administration or customer-facing role who need a basic understanding, or senior/board members who do not have a technical safety background.

Level

3

This is for those who have a good understanding of gas safety and formal technical qualifications, to allow them to become a gas auditor. This qualification is equivalent to A level, BTEC National or NVQ Level 3.

Level

4

A management-level qualification for those responsible for safety or compliance in their organisation. Equivalent to a Higher National Certificate or the 1st year of a degree course, these qualifications are highly regarded by employers.



CORGI Level 1 VRQ Award in Gas Safety Awareness for Tenants

Gas Safety Qualifications

Overview

Our Gas Safety qualifications are designed for management, frontline staff, new starters and administrators who are involved with, or responsible for, gas safety within their organisation. Each course is specifically tailored to offer just the right level of information needed, and every course is delivered in an informative and engaging manner by one of our qualified technical experts.

Entry Level

- **CORGI Level 1 VRQ Award in Gas Safety Awareness for Staff or Tenants**

Half-day course, providing new starters or tenants with a basic induction into gas safety awareness.

- **Level 1 VRQ Award in Gas & Electrical Safety Essentials**

Half day course providing combined gas and electrical safety essentials training for frontline staff, tenants or new team members.

Intermediate

- **CORGI Level 2 VRQ Award in Gas Safety Awareness in Social Housing**

Designed for staff in support roles, such as housing officers, social workers, surveyors, maintenance operatives and frontline staff, delivered over one day, with a short assessment to achieve the EAL regulated qualification.

Advanced

- **CORGI Level 3 VRQ Certificate in Gas Auditing Processes**

The ideal course for those responsible for gas audit work, this is a one-day guided learning event followed by supported self-study to achieve the EAL accredited qualification.

- **CORGI Level 4 VRQ Certificate in Gas Safety in Social Housing**

A comprehensive course for professional managers responsible for gas safety management, delivered as a one-day guided learning event followed by supported self-study to achieve the EAL regulated VRQ qualification.

- **CORGI Level 4 VRQ Certificate in Gas Safety in Facilities Management**

Developed for professional managers responsible for gas safety management within facilities and estate management, delivered as a one-day guided learning event followed by supported self-study to achieve the EAL regulated VRQ qualification.

Overview

Would a greater awareness of gas safety amongst your tenants help with access issues? Do they fully understand gas safety and your responsibilities as a landlord? The majority of tenants living within housing trusts or associations do not fully understand the legal responsibilities the landlord has when it comes to gas safety, nor do they possess basic gas safety awareness. This course is designed to raise awareness of basic safety aspects of gas installations, carbon monoxide and landlord and tenant responsibilities.

Who is it suitable for?

This qualification is designed for tenants in social housing to help increase their awareness of gas safety and fully understand the responsibilities of their landlord to comply with current legislation. It is particularly suitable for those who sit on resident panels, are tenant champions or who work closely with neighbourhood teams.

What will the outcomes be?

Every social housing landlord has a responsibility to ensure they comply with legislation. In particular the Gas Safety (Installation & Use) Regulations 1998 and the Health and Safety at Work Act. This qualification will help to build stronger relationships between the landlord and the tenant which will contribute to continuous improvement in gas safety. It can also be used to educate tenants who consistently refuse to allow access for annual service visits.

What experience and qualifications are needed to take the course?

There are no formal entry requirements for this qualification.

How is the course delivered?

The qualification combines a half-day guided learning event given by CORGI tutors followed by an assessment consisting of a multiple-choice question paper. Topics covered include:

- Gas industry legislation
- Carbon monoxide awareness including the combustion process
- Landlord and tenant responsibilities
- Emergency control valves

Courses are run on demand.

What previous course delegates have said

"The presentation couldn't have been better, absolutely professional"

"Probably the best presentation I have ever attended - anywhere"

To find out more or make a booking, visit www.corgitechnical.com, email training@corgitechnical.com or call 01256 548 040.

CORGI Level 1 VRQ Award in Gas Safety Awareness for Staff

Overview

This is a nationally recognised qualification for your staff to demonstrate your commitment to gas safety. Do your staff understand gas safety issues? Do you have new starters who need to have a basic induction into gas safety issues? Increase gas safety levels for you and your staff by setting up a CORGI Level 1 VRQ Award for Gas Safety Awareness for Staff course at your organisation – designed and delivered by highly experienced CORGI tutors.

Who is it suitable for?

This qualification builds awareness in a non-technical way and so is suitable for internal or external social housing staff. It can be taken by staff members who visit properties or interact with tenants and those who need to understand organisational and tenant responsibilities regarding gas safety. These could include roles such as finance, tenant liaison officers or HR departments. It would be particularly useful as an induction tool for new starters to give a basic understanding of gas safety and legislation.

What will the outcomes be?

This VRQ Award will introduce the learner to the requirements of current gas legislation with regard to landlords, make them aware of signs of poor combustion spillage of combustion products back into properties, enable them to recognise the symptoms of carbon monoxide poisoning and give them the confidence to act swiftly and correctly if they do come across such issues.

This qualification is also designed for those employees who wish to increase their individual awareness of gas safety and have an introduction to the responsibilities of their organisation to comply with current legislation. This will build stronger relationships between the organisation and the tenants which will contribute to continuous improvement within this sector.

What experience and qualifications are needed to take the course?

There are no formal entry requirements for this qualification.

How is the course delivered?

The qualification combines a half-day guided learning event given by CORGI tutors followed by a multiple choice question paper. The course covers:

- Gas industry legislation
- Carbon monoxide awareness including the combustion process
- Emergency control valves
- Landlord and tenant responsibilities

Course are run on demand.

What can this course lead to?

[CORGI Level 2 VRQ Award in Gas Safety Awareness in Social Housing](#)

What previous course delegates have said

“Excellent informative course, great trainer full of knowledge, friendly and easy going would recommend, next level please”

CORGI Level 2 VRQ Award in Gas Safety Awareness in Social Housing

Overview

Do you want your front line staff to have a recognised qualification in gas safety awareness? Would your reputation be enhanced by demonstrating your commitment to gas safety? The Level 2 VRQ has been designed specifically for front line social housing staff to help raise their awareness of gas safety issues so that they can better carry out their roles within social housing.

Who is it suitable for?

It is suitable for housing staff who are in the front line of gas safety every day, in roles such as housing officers, social workers, surveyors, maintenance operatives, call centre staff, gas admin staff and voids officers. This qualification builds awareness in a non-technical way and so is suitable for internal or external social housing staff.

What will the outcomes be?

The topics in this qualification provide staff with enough in-depth information to give them the confidence to identify and act upon situations that they may encounter when visiting properties or talking to tenants on the telephone. The topics covered are:

- **Gas awareness**
an understanding of how gas behaves as it leaks and how it burns safely
- **Carbon monoxide (CO) awareness**
an explanation of how CO is produced, what it does to the body and how to recognise the symptoms of CO poisoning
- **CO detection**
understanding the safety measures that can reduce the risk of CO poisoning
- **Safe gas appliances**
identifying good combustion and unsafe appliances/installations
- **Landlord responsibilities and legislation**
an overview of the legal requirements placed on social landlords
- **Gas Safe registration**
an understanding of the registration requirements and how to check operatives' qualifications
- **Dealing with reports of fumes and gas escapes**
how to keep your customers/tenants safe in their homes

What experience and qualifications are needed to take the course?

There are no formal entry requirements for this qualification.

How is the course delivered?

A half day training programme with an experienced CORGI tutor, followed by a written assessment consisting of multiple choice questions and short answer responses.

What can this course lead to?

[CORGI Level 4 VRQ Certificate in Gas Safety Management in Social Housing](#)
[CORGI Level 4 VRQ Certificate in Gas Safety in Facilities Management](#)
[Level 4 VRQ Diploma in Asset and Building Management Compliance](#)
[CORGI Level 3 VRQ Certificate in Gas Auditing Processes](#)

What previous course delegates have said

“Course was very helpful, in detail and appropriate for learning needs. The trainer was engaging and prompted all present to participate with discussion.”

CORGI Level 3 VRQ Certificate in Gas Auditing Processes

Overview

A qualification designed for those who would like to undertake gas audit work in any sector, including social housing, so that they can assess an organisation's management of risk. It gives a detailed understanding of the role of a gas auditor and best practice procedures, as required by gas managers.

Who is it suitable for?

This qualification is designed for those who undertake gas audit work in any sector, including social housing. Those working within the gas industry have a great responsibility to ensure that individuals are not affected by the work activities undertaken by any company or organisation. One of the main aspects of ensuring these properties are safe is by confirming that gas appliances have been installed and serviced correctly by employing quality control auditing processes. There is also a need for the social housing landlord to ensure they comply with legislation, in particular the Gas Safety (Installation & Use) Regulations 1998 and the Health and Safety at Work Act.

What will the outcomes be?

The learner will be able to carry out the assessments required to evaluate an organisation's management of risk. The qualification gives an understanding of the role of a gas auditor and the best practice procedures in gas auditing activities, such as identifying unsafe situations and the importance of detailed technical reports.

What experience and qualifications are needed to take the course?

It is expected that the learner has achieved at least five years of gas experience and holds current gas qualifications.

How is the course delivered?

One-day guided learning event taken by experienced CORGI tutors, followed by self-study modules and assessment based distance learning which is supported by the CORGI tutors.

Covers key areas of gas audit processes:

• Gas Industry Legislation

An overview of the legal requirements placed on social landlords

• Assessing Quality Control Level

Understand how to assess the level of Quality Control that will be required to determine risk

• Planning Gas Audit Processes

Schedule operations to meet customer requirements when planning Gas Auditing activity

• Assessing Gas Work

Understand how to safely assess the potential risks by applying current legislation and regulations

• Effective Communications

Develop and maintain effective customer relationships. The qualification is flexible and to be completed within 18 months of the induction day.

What can this course lead to?

[CORGI Level 4 VRQ Certificate in Gas Safety Management in Social Housing](#)

[CORGI Level 4 VRQ Certificate in Gas Safety in Facilities Management](#)

[Level 4 VRQ Diploma in Asset and Building Management Compliance](#)

What previous course delegates have said

"I have found your course to be one of the best that I have attended. It has opened my eyes in many areas, and at times it has been very challenging, but at the same time most enjoyable. I will most certainly recommend this course to all others. I thank you all for your time, and knowledge. The course, and the support you provide is outstanding, I hope that I get the chance to complete other courses that you hold."

CORGI Level 4 VRQ Certificate in Gas Safety in Facilities Management

Overview

Would a qualification in gas safety that has been tailored for those in facilities management help you to better carry out your role? Can you demonstrate that you have the skills and knowledge in gas safety management?

This CORGI Level 4 VRQ Certificate in Gas Safety in Facilities Management has been designed specifically for those with a responsibility for gas safety in facilities and estate management. It is intended to ensure that they understand the dangers that can be associated with gas appliances and installations and will be more able to identify risks before incidents occur.

Who is it suitable for?

This course is suitable for management or contractors working in facilities management roles in any large facility with mixed domestic or commercial applications in any sector – including FM, NHS, prisons, MOD, education or similar – and who have responsibility for gas safety.

What will the outcomes be?

This qualification will enable the learner to understand the requirements of gas safety management with regard to legislation. They will understand the responsibilities they, and their organisation, need to fulfil to ensure gas safety, and that regulatory requirements are met.

It will also ensure they are able to work with other departments in their organisations which are carrying out works which may affect gas safety on, for example, new/existing gas appliances and installations.

What experience and qualifications are needed to take the course?

No formal qualifications are required, however, anyone working in facilities management who is responsible for gas safety management, including those who may not have a gas background or technical qualification can apply.

How is the course delivered?

The qualification is a one-day guided learning event taken by an experienced gas expert from CORGI, followed by self-study modules and assessment-based distance learning, all supported by the CORGI tutors units covered:

• Gas Safety Legislation

An understanding of industry documentation and standards, and how they affect the work undertaken by qualified operatives

• Gas Safety in Facilities Management

The requirements of facilities and estate management providers when dealing with gas in all aspects of their work, covering such areas as employee awareness and quality control

• Carbon Monoxide & Combustion

An explanation of the combustion process, how carbon monoxide is formed, its effect on the human body and how to spot the danger signs

• Flueing and Ventilation of Industrial & Commercial Gas Appliances

An in-depth look at two of the most important aspects that determine the safe functioning of appliances

• Industrial Gas Appliances, Meters and Pipework

An understanding of the different types of appliances, meter and gas installations that are found in facilities management and estates

• Commercial Catering Installations & Appliances

An overview of a safe working environment within commercial catering

The qualification is flexible and to be completed within 24 months of the induction day.

What can this course lead to?

[Level 4 Diploma in Asset & Building Management Compliance](#)

What previous course delegates have said

"The course has made me feel more confident in my role, filled in gaps in my knowledge and should increase my value as an employee. I should be very well qualified for any role in gas management."

CORGI Level 4 VRQ Certificate in Gas Safety Management in Social Housing

Overview

Do you have the skills and knowledge to deliver effective gas safety management? Demonstrate your commitment to gas safety with a nationally recognised professional qualification.

The CORGI Level 4 VRQ Certificate in Gas Safety Management in Social Housing has been specifically designed to meet the needs of management in social housing who are responsible for gas safety in their organisation. It is intended to ensure that they understand the dangers that can be associated with domestic gas appliances and installations and will be more able to identify risks before incidents occur.

Who is it suitable for?

This qualification is suitable for staff who manage or oversee work on gas appliances. They will gain a comprehensive understanding of all aspects of gas safety, giving them credibility and confidence when dealing with qualified gas operatives. The qualification is for anyone in social housing who is responsible for gas safety management in their organisation including gas managers, asset managers, contract managers or similar.

What will the outcomes be?

This course will provide sufficient understanding and knowledge across the field of gas safety responsibilities. The learner will understand about the recruitment and management of contractors, about overseeing the annual gas maintenance programme, advising others within the organisation on safety matters, verifying documentation, managing quality control programmes etc.

What experience and qualifications are needed to take the course?

No formal entry requirements are needed for this course although anyone working in social housing responsible for gas safety management, including those who may not have a gas background or technical qualification, can apply.

How is the course delivered?

The qualification starts with a one-day guided learning event taken by experienced tutors, followed by self-study modules. The qualification is flexible and to be completed within 18 months of the induction day. The units covered are:

• Gas Safety Legislation

An understanding of industry documentation and standards, and how they affect the work undertaken by qualified operatives

• Gas in Social Housing

The requirements of social housing providers when dealing with gas in all aspects of their work, covering such areas as employee awareness and quality control

• Carbon Monoxide

An explanation of the combustion process, how carbon monoxide is formed, its effect on the human body and how to spot the danger signs

• Flues and Ventilation

An in-depth look at two of the most important aspects that determine the safe functioning of appliances

• Appliances, Meters and Pipework

An understanding of the different types of appliances, meter and gas installations that are found in social housing properties

The qualification is flexible and to be completed within 24 months of the induction day.

What can this course lead to?

CORGI Level 4 VRQ Certificate in Gas Safety in Facilities Management

Level 4 Diploma in Asset & Building Management Compliance

CORGI Level 4 VRQ Certificate in Electrical Safety Management in Social Housing

What previous course delegates have said

"A HUGE THANK YOU to you and the team for helping me pass this course, I have found it extremely satisfying and this has increased my knowledge in gas in social housing environment exponentially, I am so pleased. THANK YOU !!!"



Electrical Safety Qualifications

Overview

Delivering knowledge and understanding of safety legislation, these qualifications enable social housing organisations to maintain a competent and motivated workforce and to provide good customer service at all levels. Each course is delivered in an informative, co-operative and engaging manner by one of our qualified technical experts. They are designed for management, frontline staff, new starters and administrators involved with, or responsible for, electrical safety within their organisation.

Entry level

• AESM Level 1 VRQ Award in Basic Electrical Principles

Half-day course, providing new starters or tenants with a basic introduction into electrical safety awareness

• Level 1 VRQ Award in Gas & Electrical Safety Essentials

A half day course providing combined gas and electrical safety essentials training for frontline staff, tenants or new team members

Intermediate

• AESM Level 2 Electrical Safety Awareness in Social Housing

Designed specifically to help organisations achieve electrical compliance. Those working in roles such as housing officers, surveyors, maintenance operatives, call centre staff, admin staff and voids officers will find this course beneficial. This qualification is also ideal for senior managers who do not hold a professionally recognised electrical qualification.

Advanced

• Level 3 VRQ Certificate in 18th Edition Electrical Wiring Regulations (BS 7671)

An online or classroom-based course specifically designed for anyone working in the electro-technical sector needing knowledge of Electrical Installations BS 7671: 2018 – commonly referred to as 18th Edition or Wiring Regulations

• CORGI Level 4 VRQ Certificate in Electrical Safety Management in Social Housing

Designed for managers in social housing who have responsibility for the safety of electrical appliances and installations in their tenants' properties. It builds an understanding of electrical dangers, landlord responsibilities and legislation, in particular, the Electricity at Work Regulations, IET Wiring Regulations and the Health & Safety at Work Act.

To find out more or make a booking, visit www.corgitechnical.com, email training@corgitechnical.com or call 01256 548 040.

Level 1 VRQ Award in Gas and Electrical Safety Essentials

Overview

If you have new starters or staff who are required to have a basic understanding and awareness of gas and electrical safety issues, then this course is an ideal introduction into these two important key compliance areas.

Who is it suitable for?

This qualification is ideal for staff working within any organisation including social housing. It covers the essentials of gas and electrical safety from a non-technical viewpoint, making it perfect for those in customer-facing roles, as well as those who need a basic understanding of organisational and tenant responsibilities regarding gas and electrical safety. Roles might include Tenant Liaison, Call Centre Response, Maintenance Scheduling. Support functions such as HR and Finance would find it beneficial to attend. This course can also be used as part of an induction for new starters to the organisation, to aid comprehension of their own role and their organisations' responsibilities in relation to gas and electrical safety.

What will the outcomes be?

This VRQ award has been designed to give a good entry-level understanding of some of the issues surrounding gas and electrical safety within social housing. It looks at some of the different aspects of gas and electrical safety, gives an overview of key legislation that exists, their organisation's responsibilities, and how their own role can contribute to meeting compliance and identify potential gas and electrical safety issues.

What experience and qualifications are needed?

There are no formal entry requirements for this qualification.

How is the course delivered?

The qualification is centre-based and combines a half-day guided learning event led by one of our experienced tutors, followed by a summative assessment consisting of a multiple-choice question paper, to assure students they have learnt and understood the course content.

The course will be accredited by the Association of Safety Compliance Professional (ASCP) as 'Successful Completion' and will therefore be invaluable for Continued Professional Development.

This qualification covers the following aspects of gas and electrical safety:

Gas Safety:

- **Registration for Gas Engineers**
- **Emergency Control Valves**
- **Combustion Process**
- **Ventilation**
- **Carbon Monoxide Awareness**
- **Legislation – Regulation 36**

Electrical Safety:

- **Understanding Electricity**
- **Hazards of Electricity**
- **How to Stay Safe**
- **Landlord's Responsibilities**

Courses can be provided to groups of colleagues in-house if required

What can this course lead to?

- **Level 2 VRQ Award in Electrical Safety Awareness**
- **CORGI Level 2 VRQ Award in Gas Safety Awareness in Social Housing**
- **Level 2 VRQ Award in Asset & Building Compliance Awareness**

AESM Level 1 VRQ Award in Basic Electrical Principles

Overview

This qualification covers a wide range of subjects required by someone wishing to increase their awareness of electrical safety:

- Understanding electricity
- Hazards of electricity
- How to stay safe
- Landlords' responsibilities
- Working with tenants to achieve compliance

Who is it suitable for?

This qualification builds awareness in a non-technical way and so is suitable for internal or external social housing staff. It can be taken by staff members who visit properties or interact with tenants and those who need to understand organisational and tenant responsibilities regarding electrical safety. These could include roles such as finance, tenant liaison officers or HR departments. It would be particularly useful as an induction tool for new starters to give a basic understanding of electrical safety and legislation.

What will the outcomes be?

The course attendees will be assessed upon completion of the course so that they can be assured that they have learnt. The course will be certificated by the Association of Electrical Safety Managers (AESM) as 'Successful Completion' and will therefore be invaluable for health and safety purposes.

What experience and qualifications are needed to take the course?

There are no formal entry requirements for this course although anyone working in electrical safety in social housing and require an introduction to the basic principles can apply.

How is the course delivered?

The qualification combines a half-day guided learning event given by AESM tutors followed by a summative assessment consisting of a multiple-choice question paper.

The qualification is assessed by internally set and marked written examination consisting of multiple choice responses.

What can this course lead to?

- **AESM Level 2 VRQ Award in Electrical Safety Awareness in Social Housing**
- **Level 2 VRQ Award in Asset & Building Compliance Awareness**

Level 2 VRQ Award in Electrical Safety Awareness in Social Housing

Overview

The Level 2 VRQ has been designed specifically for front line social housing staff to help raise their awareness of electrical safety issues so that they can better carry out their roles. The course delivers a recognised qualification which demonstrates the commitment of housing associations to electrical safety with relevant, quality training.

Who is it suitable for?

Designed specifically for housing staff in the frontline of electrical safety every day, it would suit roles such as housing officers, social workers, surveyors, maintenance operatives, call centre staff, void officers and administration staff. This qualification is also ideal for senior managers who do not hold a professionally recognised electrical qualification.

What will the outcomes be?

The topics in this qualification provide staff with enough in-depth information to give them an increased level of confidence to identify and act upon situations that they may encounter when visiting properties or talking to tenants on the telephone. Units covered:

• Understanding Electricity

A basic understanding of the components needed for electricity to work

• Understanding Basic & Fault Protection

What are the things we can do to reduce risk

• Legislative Documents

The documentation you need in place to demonstrate and maintain compliance

• Inspection & Testing of Electrical Installations & Equipment

An understanding of your legal responsibilities for servicing electrical installations

• Managing Electrics in Social Housing

An overview of the challenges encountered, identifying solutions and improving best working practices

• Electrical Safety Responsibilities

Covers who is legally accountable for electrical compliance within your organisation

What experience and qualifications are needed to take the course?

There are no formal entry requirements for this qualification.

How is the course delivered?

This course consists of a half day training event followed by an assessment via a multiple choice paper in the afternoon.

What can this course lead to?

Level 4 VRQ in Electrical Safety Management in Social Housing

Level 4 Diploma in Asset & Building Management Compliance

What previous course delegates have said

"Very helpful – the trainer was fun making the session easy to understand."

Level 3 VRQ Certificate in 18th Edition Electrical Wiring Regulations (BS7671)

Overview

This brand-new course is designed for anyone working in the electro-technical sector looking to achieve a Level 3 Award in the Requirements for Electrical Installations BS 7671: 2018 – commonly referred to as an 18th Edition or Wiring Regulations qualification. This course is available in two formats to suit individual requirements; classroom-based, usually delivered at your place of work, or online self study.

Who is it suitable for?

This qualification is suitable for individuals that require an understanding of BS 7671 such as Electrical Safety Managers, Contractors, Practicing Electricians, Electrical Engineers, Contracts Managers and other related trades.

What will the outcomes be?

Upon completion of the full course, individuals will be conversant with the format, content and application of the Requirements for Electrical Installations BS 7671:2018 (18th Edition). Upon completion of the refresher course, delegates will be conversant with the scope and nature of the changes from BS 7671:2015 - Requirements for Electrical Installations (17th Edition) Amendment 3 to BS 7671:2018 - Requirements for Electrical Installations (18th Edition).

What experience and qualifications are needed to take the course?

There are no formal entry requirements for the full course. However, it is generally accepted that learners should have a good knowledge of electrical installation work and electrical science. The update course is designed for individuals who have a good working knowledge of the regulations and have a current qualification to BS 7671:2015

How is the course delivered?

Whether you choose to study the refresher course or the full training course, you can select to learn via either:

• Self-led online training

Study at your own pace and access online resources and materials to support your learning. This option takes you through a series of modules, finishing with an online exam simulation with result analysis,

preparing you for the final examination. Average study duration for the online course is estimated between 15-20 hours, dependant on existing knowledge level. The innovative online system tracks progress, meaning you can stop, start and revisit modules at any time during the process.

• Classroom-based study

A one-day refresher or three-day full tutor-led course with advice and guidance from experts in the subject field. Courses are delivered by highly experienced tutors who will support students providing clarification and answering specific questions.

In order to achieve a certificate in Requirements for Electrical Installations BS 7671:2018 (18th Edition) all delegates, whether studying online or in a classroom environment, are required to complete a full 2-hour, 60 question examination, which covers the whole book of Regulations. It is therefore strongly recommended that anyone who does not have a current 17th Edition Amendment 3 qualification undertake the full course. The final invigilated exam requires delegates to bring a copy of the Regulations with them for reference and must be undertaken in person at an approved centre.

What can this course lead to?

Level 4 VRQ in Electrical Safety Management in Social Housing

Level 4 Diploma in Asset & Building Management Compliance

Level 4 VRQ Certificate in Electrical Safety Management in Social Housing

Overview

This course has been designed for managers in social housing who have responsibility for the safety of electrical appliances and installations in their tenants' properties. It builds an understanding of electrical dangers, landlord responsibilities and legislation, in particular the Electricity at Work Regulations, IET Wiring Regulations and the Health & Safety at Work Act.

Who is it suitable for?

The qualification is for anyone in social housing responsible for electrical safety management, including those who may not have an electrical background or technical qualification but need to have a good understanding of electrical issues. These roles might include asset managers, mechanical & electrical managers, FM manager, contract manager, cyclical works manager, compliance manager, technical safety officer/manager or people wishing to progress their career opportunities.

What will the outcomes be?

This course will enable the learner to understand the requirements of the social landlord with regard to legislation. They will understand the responsibilities they, and their organisation, need to fulfil to ensure tenants are safe and regulatory requirements are met.

It will also ensure they are able to work with other departments in their organisations which are carrying out works which may affect electrical safety, for example on new/existing electrical appliances and installations.

What experience and qualifications are needed to take the course?

There are no formal entry requirements for this qualification although anyone working in social housing responsible for electrical safety management, including those who may not have an electrical background or technical qualification, can apply.

How is the course delivered?

The course starts with a one-day guided learning event taken by experienced tutors and is followed by self-study modules. The qualification is flexible and to be completed within 18 months of the induction day. Units covered:

- **Statutory and Non-Statutory Requirements**

To achieve a good appreciation of statutory and non-statutory requirements relevant to electrical equipment, installations and maintenance

- **Understanding Circuits, Definitions, Installation Methods and Classification Types**

Encompasses the knowledge required to reduce the possibility of electrical shocks

- **Procedure for the In-Service Inspection and Testing of Electrical Equipment**

An understanding of the principles and reasons for the in-house inspection and testing of electrical installations and equipment

- **Managing Electrics in Social Housing**

An understanding of the requirements of a manager who is responsible for managing electrical operatives in the field

- **Electrical Safety and Responsibilities**

Covers the responsibilities a manager might encounter to ensure electrical safety is not compromised

What can this course lead to?

Level 4 Diploma in Asset and Building Management Compliance

CORGI Level 4 VRQ in Gas Safety Management in Social Housing

What previous course delegates have said

"Initially, I found the assignments quite challenging. However, as I progressed I could see a clear path the units were following. Students learn how to understand, identify and implement management of electrical safety which minimises the risk of incidents occurring as a result of unsafe working practices."



Asset & Building Management Compliance Qualifications

Overview

In more recent times, we have seen a shift in training need as many roles encompass more compliance responsibilities. It is for this reason that we have developed both the Level 2 and Level 4 qualifications in asset and building management compliance. These unique qualifications incorporate not only gas and electrical safety, but also legionella, asbestos and fire safety – so relevant to many housing associations.

Advanced

- **Level 2 VRQ Award in Asset & Building Compliance Awareness**

A course that has been carefully created to suit the needs of those who need to understand the 5 main areas of asset safety in order to support the compliance activities of their organisation.

- **Level 4 Diploma in Asset and Building Management Compliance**

Specially tailored course for professional managers responsible for compliance management across multiple disciplines, delivered as a one-day guided learning event followed by supported self-study to achieve the EAL accredited diploma qualification.

To find out more or make a booking, visit www.corgitechnical.com, email training@corgitechnical.com or call 01256 548 040.

Level 2 VRQ Award in Asset and Building Compliance Awareness

Overview

This qualification builds sufficient awareness of the 5 key areas of compliance enabling individuals to support those responsible for compliance management. It is delivered at a non-technical level, making it the ideal qualification for those working in, or new to, asset compliance.

Who is it suitable for?

This course is designed specifically for those who are involved in asset compliance activities within their organisation, or those looking to move into this area.

What will the outcomes be?

This qualification will enable the learner to gain a basic understanding of the legal responsibilities and requirements of gas, electrical, fire, legionella and asbestos safety and compliance within rented residential accommodation, and their importance in maintaining the safety of tenants and assets.

Learners will gain a suitable level of knowledge of compliance requirements to enable them to contextualise their own work within the team and carry out their compliance support activities effectively.

What experience and qualifications are needed to take the course?

No formal entry requirements are needed for this course. Anyone working in the rented accommodation sector and those involved in supporting asset compliance activities in their organisation will benefit from this course. This course is also suitable for anyone wishing to move into a compliance support role who have no prior knowledge of this subject.

How is the course delivered?

This course consists of a half day training event followed by an assessment via a multiple-choice paper in the afternoon. Units covered:

- **Fire safety**
An explanation of fire risk assessments and their application
- **Asbestos awareness**
Understanding the risks of asbestos and associated safety requirements
- **Assessing risk from legionella**
An overview of legionella risk management and control responsibilities
- **Electrical Compliance**
understanding existing legislation and guidance for electrical safety compliance
- **Gas Safety**
an outline of regulations and requirements for gas safety and compliance

Level 4 VRQ Diploma in Asset and Building Management Compliance

Overview

This qualification is designed to enhance awareness and understanding of crucial asset and building management fields and provide the skills and knowledge to meet current legislation requirements across a variety of disciplines, namely gas, electrical, legionella, asbestos and fire.

Who is it suitable for?

This course is designed specifically for those who are responsible for asset compliance in their organisation, and will enable managers not only to achieve legislative standards, but also ensure best practice is consistently maintained across their organisation.

What will the outcomes be?

This qualification will enable the learner to understand the requirements of managing gas safety, managing electrical compliance within rented residential accommodation, understanding how to manage fire safety, asbestos management for duty holders and legionella risk assessment for simple domestic-style water systems.

They will understand the principles around asset and buildings management compliance and the various pieces of legislation that need to be understood and followed.

It will also ensure they are able to work with other departments in their organisations with regards to compliance safety issues which need to be considered within a wide range of the activities the organisation undertakes.

What experience and qualifications are needed to take the course?

No formal entry requirements are needed for this course. Anyone working in social housing responsible for asset compliance across their organisation, including those who may not have a technical qualification, can apply.

Reduced fees and exemptions from some of the gas and / or electrical modules are available for students who have completed CORGI Level 4 VRQ gas or electrical qualifications.

How is the course delivered?

This course consists of a one-day training event and access to online learning materials to equip learners with the knowledge they require. Assessment will be via a series of set assignments. The qualification is flexible and to be completed within 24 months of the induction day. Units covered:

- **Gas safety**
Understand the requirements of the gas safety manager in relation to Gas Safety (Installation & Use) Regulations.
- **Electrical safety**
Understand the requirements of the electrical safety manager within tenanted accommodation.
- **Fire safety**
Designed for any professional contributing to the fire risk assessment process.
- **Asbestos Legislation Compliance**
Learn how to manage asbestos and comply with Regulation 4: The Duty to Manage.
- **Legionella Risk Control**
Understand the day-to-day responsibilities when managing and controlling the risk of legionella.

What previous course delegates have said

"Very informative and rewarding training."

Bespoke Courses

In partnership with CORGI, AGSM and AESM, the ASCP National Academy offers the option to create bespoke courses to suit the needs of your organisation or team. Whether it be a selection of modules from our existing qualifications or something completely tailored, we work with you to create a training course that will meet your specific requirements, at a level that is appropriate to the audience.

We can offer training in domestic and commercial safety and compliance, and our courses can range from advanced level training to more basic awareness seminars.

You may know exactly what you need or could perhaps do with some advice. Simply contact us and we'll help you achieve the right level and type of training, which can be delivered at your own premises or offsite as required.

We work with you to create a training course that will meet your specific requirements



How to Apply

It's easy to apply for one of our courses – simply:

Apply by Phone

Call **01256 548 040** and speak to a member of our training team to request an enrolment form

Apply Online

1. Visit our website at www.corgitechnical.com/qualifications
2. Download the enrolment form at the bottom of the page

How to return your form:

You can return your completed form in the following ways:

- Email to: training@corgitechnical.com
- Post to: CORGI Technical Services, 11 Campbell Court, Bramley, Hampshire, RG26 5EG

If you have any questions, or would like further details of our bespoke courses, call **01256 548 040** or email training@corgitechnical.com

Association Membership

Have you thought about becoming a member of the Association of Safety and Compliance Professionals?

Who are we?

The Association of Safety and Compliance Professionals (ASCP) is the leading professional membership organisation for those responsible for safety management and compliance within social housing and facilities management. We are the only industry organisation raising standards in safety and compliance – we inform, support and empower our members, and represent their views by being the voice of safety and compliance in our sector.

The ASCP incorporates two specialist associations, bringing together like-minded professionals to network and share best practice. Acting as the voice of their members, these organisations campaign for positive change within the sector, and provide support, resources, news, events and training to members. The Association of Gas Safety Managers (AGSM) supports the needs of gas safety managers and the Association of Electrical Safety Managers (AESM) brings together Electrical Safety professionals, to learn, network and share best practice.

Our objectives

Our mission is to move the industry forward by raising the profile of safety & compliance at the highest level, to positively influence change. We aim to raise standards through education and best practice sharing, enabling our members and their organisations to face the ongoing challenges of safety and compliance.

Why join?

Being part of a professional association demonstrates commitment to your career and sets you apart from the crowd, giving you recognition as an experienced and qualified safety and compliance professional.

As a member you will not only receive a whole host of benefits such as exclusive technical updates, sector news and special events, but you'll also become part of a community of like-minded peers, allowing you to network and share best practice.

Who is eligible?

Anyone working in, or responsible for management of gas, electrical or fire safety, asbestos or legionella.

How do I join?

Those studying a CORGI Level 3 qualification or above are automatically eligible to join, or alternatively you may apply with evidence of your relevant career experience.

Simply download a membership application form from our website: www.ascp.org.uk

Email enquiries@corgitechnical.com or call our membership team on 01256 548 040 for more details

We are the only industry organisation raising standards in safety management and compliance



For further details:

Tel: 01256 548 040

Email: enquiries@corgitechnical.com

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