

# Level 3 Certificate in the Building Regulations for Electrical Installations in Dwellings (2393-10)

## Qualification handbook



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## **City & Guilds**

**1 Giltspur Street**

**London EC1A 9DD**

**T +44 (0)20 7294 2800**

**F +44 (0)20 7294 2400**

**[www.cityandguilds.com](http://www.cityandguilds.com)**

**[learnersupport@cityandguilds.com](mailto:learnersupport@cityandguilds.com)**

# **Level 3 Certificate in the Building Regulations for Electrical Installations in Dwellings (2393-10)**

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**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 Building Regulations for Electrical Installations in Dwellings (2393-10)**

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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 Government approved Document P (electrical safety) came into effect on the 1 January 2005. For the first time the mainstream work of domestic electrical installers became subject to the requirements and procedures associated with Building Control.

Domestic electrical installers need to appreciate the requirements that apply to building work they carry out in connection with their electrical work, and they need to understand the way that Building Control works and the procedures that need to be followed.

The primary aim of this knowledge based level 3 qualification is to enable practising electricians, operating in the domestic environment, to gain an understanding of how electrical installations in dwellings must comply with all relevant Building Regulations.

This qualification does not deal with how to meet the technical electrical requirements when carrying out such work. This would be covered by the City & Guilds Level 3 Certificate in the requirements for electrical installations (BS 7671 2008) (2382-10).

It is suitable for those working in the building trades and others who require a working knowledge of how electrical installations in dwellings can affect the building construction.

To summarise, the aim of this qualification is to:

- Meet the needs of candidates who work in the Building Service Engineering sector such as Electricians, who need to be able to demonstrate knowledge of the Building Regulations for electrical installations in dwellings and associated areas in England and Wales.

Please note that this qualification is only suitable for those practising their trade in England and Wales due to there being different regulations in Scotland and Northern Ireland.

## 2 About the qualification

### 2.2 The structure of the qualification

This section provides information about the structure of the qualification.

#### **Full qualifications**

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

<b>City &amp; Guilds unit number</b>	<b>Unit title</b>
Unit 101	Building Regulations for Electrical Installations in Dwellings

## 2 About the qualification

### 2.3 Sources of information and assistance

#### Related publications

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

Publication	Available from
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 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	<a href="http://www.cityandguilds.com">www.cityandguilds.com</a>	This is the main website for finding out about the City & Guilds group, accessing qualification information and publications.
SmartScreen	<a href="http://www.smartscreen.co.uk">www.smartscreen.co.uk</a>	SmartScreen is the City & Guilds online learning support website. It gives registered subscribers access to qualification-specific support materials.
Walled Garden	<a href="http://www.walled-garden.com">www.walled-garden.com</a>	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
<a href="mailto:learnersupport@cityandguilds.com">learnersupport@cityandguilds.com</a>	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>
<a href="mailto:centresupport@cityandguilds.com">centresupport@cityandguilds.com</a>	all centre enquiries
<a href="mailto:walledgarden@cityandguilds.com">walledgarden@cityandguilds.com</a>	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.

### Progression

On completion of this qualification candidates may progress onto the following City & Guilds qualifications:

- City & Guilds Level 3 Certificate in the Requirements for Electrical Installations (BS 7671 June 2008) (2382-10)
- City & Guilds Level 3 Certificate in the Requirements for Electrical Installations (16th to 17th edition update BS 7671) (2382-20)
- 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 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 Level 3 Certificate in Inspection, testing and certification of electrical installations (2391) and that are already approved for GOLLA may apply for approval for the new City & Guilds Level 3 Certificate in the Building Regulations for Electrical Installations in Dwellings (2393-10) 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 should 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 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.

To carry out their quality assurance role, external verifiers must have appropriate occupational and verifying knowledge and expertise. City & Guilds external verifiers attend training and development designed to keep them up-to-date, facilitate standardisation between verifiers and share good practice.

#### **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 should 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
- 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.

## **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

The examination for this qualification is open book and one or both of the below publications can be taken into the examination.

<b>Resource</b>	<b>How to access</b>
Electrical Installers' guide to the Building Regulations for Dwellings and Associated Areas in England and Wales jointly published between NICEIC and ECA (ISBN: 0-9548791-0-4)	<a href="http://www.niceic.org.uk">www.niceic.org.uk</a>
Electrician's Guide to the Building Regulations (Part P, 2 <sup>nd</sup> Edition). Published by the IET. (ISBN: 978-0-86341-862-4)	<a href="http://www.theiet.org">www.theiet.org</a>

## **6 Relationships to other qualifications**

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

This qualification is based upon the Building Regulations for England and Wales rather than linked to N/SVQs and National Occupational Standards.

## **6 Relationships to other qualifications**

### **6.2 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**

### **6.3 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 requirements of the Building Regulations. These are essential to safe working. 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 and 2.

This is an open book assessment and candidates will be allowed to take into the examination one or both of the following permitted reference material:

- Electrical Installers' guide to the Building Regulations for Dwellings and Associated Areas in England and Wales jointly published by the NICEIC and ECA (ISBN: 0-9548791-0-4)
- Electrician's Guide to the Building Regulations (Part P, 2<sup>nd</sup> Edition). Published by the IET. (ISBN: 978-0-86341-862-4).

Please refer to Appendix 2 for information regarding GOLA approval.

#### **Grading and marking**

Grading of the assessment 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).

## 8 Test specification

### 8.1 Test specification

The test specification for this qualification is below:

**Multiple choice online test:** Building Regulations for Electrical Installations in Dwellings

**Duration:** 40 minutes

**No of questions:** 20

<b>Outcome number</b>	<b>Unit title</b>	<b>Number of items</b>	<b>Approximate percentage %</b>
1	The general requirements of the Building Regulations in relation to electrical installations in dwellings	8	33
2	Methods of compliance with the six parts of the Building Regulations most relevant to electrical installations in dwellings	12	67
<b>Total</b>		<b>20</b>	<b>100</b>

## Unit 101

# Building Regulations for Electrical Installations in Dwellings

### Rationale

The primary aim of this level 3 qualification is to enable practising electricians, operating in the domestic environment, to gain an understanding of how electrical installations in dwellings must comply with all relevant Building Regulations.

It is suitable for those working in the building trades and others who require a working knowledge of how electrical installations in dwellings can affect the building construction.

### Learning outcomes

There are **two** outcomes to this unit. These outcomes relate to the general requirements of the Building Regulations and methods of compliance with them. A candidate will have a knowledge and understanding of:

- The general requirements of the Building Regulations in relation to electrical installations in Dwellings
- Methods of compliance with the six parts of the Building Regulations most relevant to electrical installations in dwellings.

### Guided learning hours

It is recommended that 6 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 GOLLA online test covering the underpinning knowledge of both outcomes.

## **Unit 101            Building Regulations for Electrical Installations in Dwellings**

Outcome 1            The general requirements of the Building Regulations in relation to electrical installations in Dwellings

### **Underpinning knowledge**

The candidate will be able to:

- 1.1      describe the Building Regulations in terms of scope, purpose and structure
- 1.2      state the type of building work that is:
  - a)    notifiable and;
  - b)    non-notifiable
- 1.3      identify relevant Approved Documents
- 1.4      describe how Building Regulations are enforced
- 1.5      identify the role of Building Control Services by the
  - a)    Local Authority Building Control Services
  - b)    Approved Inspector's Building Control Services

## **Unit 101            Building Regulations for Electrical Installations in Dwellings**

Outcome 2            Methods of compliance with the six parts of the Building Regulations most relevant to electrical installations in dwellings

### **Underpinning knowledge**

The candidate will be able to:

- 2.1      identify methods of compliance with Approved Document A (Structure) for electrical installations
  - a)    Notches and holes in floors and roof joists
  - b)    Chases in a structure
- 2.2      identify methods of compliance with Approved Document B (Fire Safety) for electrical installations:
  - a)    Fire alarm and fire detection systems
  - b)    Recessed luminaires and other electrical equipment installed in ceilings and maintenance of breaches of required fire barriers
  - c)    Lighting of escape routes
- 2.3      identify methods of compliance with Approved Document E (Resistance to the passage of sound) for electrical installations
  - a)    Recessed luminaires and other electrical equipment installed in ceilings containing sound absorbent material and maintenance of breaches of sound absorbent material following installation of equipment
- 2.4      identify methods of compliance with Approved Document F, including Ventilation Extraction rates and the interaction of mechanical extract ventilation and combustion appliances
- 2.5      identify methods of compliance with Approved Document L1 (Conservation of fuel and power) for electrical installations
  - a)    Internal lighting
  - b)    External lighting
  - c)    Suitable types of lamps
- 2.6      identify methods of compliance with Approved Document M (Access to, and use of, buildings) for electrical installations
  - a)    Mounting heights for electrical equipment.

## 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>www.lsc.gov.uk</b> and, for funding for a specific qualification, on the Learning Aims Database <b>http://providers.lsc.gov.uk/lad</b>.</p>	<p>Contact the Higher Education Funding Council for England at <b>www.hefce.ac.uk</b>.</p>
<b>Scotland</b>	<p>Colleges should contact the Scottish Further Education Funding Council, at <b>www.sfc.co.uk</b>.</p> <p>Training providers should contact Scottish Enterprise at <b>www.scottish-enterprise.com</b> or one of the Local Enterprise Companies.</p>	<p>Contact the Scottish Higher Education Funding Council at <b>www.shefc.ac.uk</b>.</p>
<b>Wales</b>	<p>Centres should contact the Welsh Assembly Government <b>www.learning.wales.gov.uk</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>www.learning.wales.gov.uk</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>www.delni.gov.uk</b>.</p>	<p>Please contact the Department for Employment and Learning at <b>www.delni.gov.uk</b>.</p>

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**Published by City & Guilds  
1 Giltspur Street  
London  
EC1A 9DD  
T +44 (0)20 7294 2800  
F +44 (0)20 7294 2400  
[www.cityandguilds.com](http://www.cityandguilds.com)**

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and training**