

# Level 3 Certificate in Inspection, Testing and Certification of Electrical Installations (2391-10)

## Frequently asked questions

## Contents

<b>1</b>	<b>General Questions</b>	<b>3</b>
	Who is this qualification for?	3
	What level is this qualification available at?	3
	What are the Guided Learning Hours (GLH) for this qualification?	3
	What is the QCA reference number?	3
	What is the full title for this qualification?	3
	Which qualifications are related to this one?	3
	What progression to other qualifications is available?	3
	What do candidates have to do to complete the 2391 qualification?	4
<b>2</b>	<b>Further information on the up-date to 17<sup>th</sup> edition</b>	<b>5</b>
	When will the qualification become available and when will the first test be?	5
	What about the spring series of examinations?	5
	What happens if candidates answer questions to the 17th edition in the spring exam series?	5
	Is the examination open or closed book?	5
	Why is the examination closed book?	5
	Has the practical been changed?	5
	Can I see the handbook?	5
<b>3</b>	<b>2391-301 Inspection, Testing and Certification of Electrical Installations – Written examination</b>	<b>6</b>
	What is the pass mark for 2391-301?	6
	The pass rates at our centre were lower for recent exam series – why is this?	6
	Are there any plans to publish the Chief Examiners' examination reports?	6
	Are there any sample papers for 2391-301?	6
	Can we receive results analysis for each exam and each series?	6
	Do candidates get penalised if they don't answer all the questions?	6
	Some of our candidates prefer to use day-to-day, non-technical language in the exam. Is this acceptable?	6
	What should centres do with the 2391 question papers after the exam has ended?	7

<b>4</b>	<b>2391-302 Inspection, Testing and Certification of Electrical Installations – Practical assessment</b>	<b>8</b>
	How do centres obtain the 2391-302 practical assessment guide?	8
	How much notice must centres give EVs of their practical exam dates?	8
	I have achieved the 2391-101 practical. Can I use this towards achievement of this qualification?	8

# 1 General Questions

## **Who is this qualification for?**

This qualification is intended for experienced personnel working in the electrical industry. Although City & Guilds does not state formal candidate entry requirements, the qualification is **not** intended for non-qualified electricians and/or those who do not have experience in inspecting, testing and certifying electrical installations.

The Level 3 Certificate in inspection, testing and certification of electrical installations has been developed in association with the National Inspection Council for Electrical Installation Contracting (NICEIC) and will satisfy the NICEIC's particular requirement that proposed Qualified Supervisors (QoSs) and operatives are conversant with the requirements of BS 7671 for inspection, testing and certification of electrical installations.

## **What level is this qualification available at?**

Level 3.

## **What are the Guided Learning Hours (GLH) for this qualification?**

30 GLH

## **What is the QCA reference number?**

500/3517/4

## **What is the full title for this qualification?**

Level 3 Certificate in Inspection, Testing and Certification of Electrical Installations.

## **Which qualifications are related to this one?**

- City & Guilds Level 3 Certificate in Electrotechnical Technology (2330)
- City & Guilds Level 3 NVQ in Electrotechnical Services (2356)
- City & Guilds Level 3 Certificate for In-Service Inspection and Testing of Electrical Equipment (2377)
- City & Guilds Level 3 Certificate in the Requirements for Electrical Installations (BS 7671) (2381)

## **What progression to other qualifications is available?**

The 2391 qualification is accepted by some register holding bodies as suitable criteria for competent persons schemes registration, for example Part P, NICEIC approved contractors.

The qualification forms part of the Continuous Professional Development available to the electrical sector, allowing those working in the industry to develop their skills and keep up to date with requirements.

The 2391-10 qualification may lead to progression onto the 2391-20 qualification (Level 3 Certificate in design, erection and verification of electrical installations).

**What do candidates have to do to complete the 2391 qualification?**

Candidates must successfully complete:

- A 2 ½ hour written examination consisting of 26 questions (2391-301)
- A practical assessment (2391-302)

## 2 Further information on the up-date to 17<sup>th</sup> edition

### **When will the qualification become available and when will the first test be?**

The qualification will be available from February 2008, with the first exams commencing in June 2008.

### **What about the spring series of examinations?**

They will be the last opportunity for 2391-01 candidates to undertake the examination.

### **What happens if candidates answer questions to the 17th edition in the spring exam series?**

They will not be penalised. As long as candidates answer questions correctly to either the 16th edition (2001 amendment) or 17th edition for the spring series, their answers will be correct. From June 2008 onwards, answers will only be marked correct if they relate to the 17th edition.

### **Is the examination open or closed book?**

Closed-book.

### **Why is the examination closed book?**

This is to ensure that candidates understand and correctly answer questions on everyday tasks and knowledge that will need to be applied in the workplace.

### **Has the practical been changed?**

No.

### **Can I see the handbook?**

This will shortly be available on our website under the 2391 section for you to view.

### **3 2391-301 Inspection, Testing and Certification of Electrical Installations – Written examination**

#### **What is the pass mark for 2391-301?**

City & Guilds does not publish a pass mark for this examination because it is not a fixed mark and may vary from series to series depending on many factors such as the difficulty of the paper.

#### **The pass rates at our centre were lower for recent exam series – why is this?**

The pass rates have been lower on a national level since the end of 2005. Reasons may be that many candidates wanting to achieve the qualification, e.g. for Part P registration, may not have the appropriate knowledge and experience to undertake the 2391 examinations.

New questions are being produced for 2391 so candidates will no longer be able to rely on using past papers. Candidates should **not** have access to any past papers and centres should destroy or return papers to City & Guilds once an exam has ended.

#### **Are there any plans to publish the Chief Examiners' examination reports?**

The 2391-101/301 Chief Examiners' Reports are available to download from the City & Guilds website. They are located on the 2391 qualification page.

#### **Are there any sample papers for 2391-301?**

Sample papers will be a feature of the 2391-10 'Exam Success' book, due for publication in March 2008.

#### **Can we receive results analysis for each exam and each series?**

Centres are automatically provided with their own statistics and the national statistics once a year. Results statistics are not currently published on a series by series basis; however this information may be included in the Chief Examiners' report.

#### **Do candidates get penalised if they don't answer all the questions?**

No. Candidates should try to attempt all questions in order to maximise the number of marks they get. The criteria is that candidates must achieve a certain number of marks overall, regardless of which questions or how many questions they answer.

#### **Some of our candidates prefer to use day-to-day, non-technical language in the exam. Is this acceptable?**

Candidates need to use correct terminology as per BS 7671, however spelling and grammar is not taken into account when marking candidate scripts. Centres should incorporate use of correct terminology when preparing candidates for an exam.

**What should centres do with the 2391-301 question papers after the exam has ended?**

Centres must either return all question paper to City & Guilds (not the examiner) or destroy them. Candidates must not be permitted to take the question paper out of the exam room and centre exam offices must maintain security over the papers.

## 4 2391-302 Inspection, Testing and Certification of Electrical Installations – Practical assessment

### **How do centres obtain the 2391-302 practical assessment guide?**

The assessment guide is available to download from the 2391 page of the City & Guilds website ([www.cityandguilds.com](http://www.cityandguilds.com)). Please note that this document is password protected and therefore approved centres have to request it on headed paper by:

Fax 020 7294 2414

or by

Post to: Building Services team, Construction & Engineering Technology Sector, City and Guilds, 1 Giltspur Street, London EC1A 9DD.

Centres should provide a valid email address so that the document can be sent electronically.

### **How much notice must centres give EVs of their practical exam dates?**

The more advance notice the better; however we ask centres to notify at least 2 days beforehand. The preferred method is by email. Centres should also notify EVs of the location, as well as date and time, if centres have any satellite centres.

### **I have achieved the 2391-101 practical. Can I use this towards achievement of this qualification?**

Yes.