

OFTEC Ltd Liquid Fuel Technician Assessment Scheme Rules

1 Introduction

This document contains the Scheme Rules applied by NICEIC Certification in the operation of the UK liquid fuel industry's 'Nationally Accredited Certification Scheme' for Individual Liquid Fuel Technicians for Individuals working within the liquid fuel Industry. A definition of terms used throughout this document is given in section 3. The document contains details about how to obtain Certification by undergoing Assessment at an Assessment Centre approved by NICEIC Certification, within the scope of accreditation awarded by the United Kingdom Accreditation Service (UKAS).

2 Scope

These Scheme Rules cover the steps necessary for the Certification of an Individual by NICEIC Certification in accordance with the pre-requisite in RCP3 (current version). These Scheme Rules apply only to Assessment and Certification and not to any training which may have been undertaken prior to the Assessment.

The Scheme will assess an Individual's competence to carry out liquid fuel work safely. The Scheme is not intended to assess an Individual's competence in other areas of work which are often undertaken within the complete range of work activity. Employers, employees and the self-employed should recognise the responsibilities and duties they have under all legislation that encompasses their range of work.

3 Definitions

Assessment - The activity that an Individual must complete to demonstrate competence (see section 6 for details).

Assessment Centre - A location approved by NICEIC Certification where Assessment can be undertaken.

Assessor - A person approved and registered by NICEIC Certification who is qualified to carry out Assessments.

Certification - The issue of a certificate of achievement following successful Assessment of competence within the framework of the scheme.

Certsure LLP - The board of directors of Certsure LLP

OFTEC Ltd - Maintain a register of certificated liquid fuel operatives and issue identity cards and registration certificates indicating registration details.

Individual - A person applying for Assessment/Certification, undergoing Assessment or in receipt of certificate(s).

NICEIC Certification - NICEIC Certification is part of Certsure LLP, accredited by UKAS for operating the Scheme described herein.

Scheme - Nationally Accredited Certification Scheme for Individual Liquid Fuel Technicians.

Scheme Committee - The OFTEC Ltd Scheme Committee (OSC) is drawn from all sectors of the liquid fuel industry and act as the custodian for the operation of the Scheme Requirements for Certification Bodies and Assessment Centres for the Operation of the Nationally Accredited Scheme for Individual OFTEC Ltd Liquid Fuel Technicians.

Scheme Rules - This document.

UKAS - The United Kingdom Accreditation Service, the organisation recognised by the UK Government as the national body for accrediting certification bodies such as Certsure LLP.

4 Introduction policy statements

It is the policy of NICEIC Certification that impartial Assessment shall be open to any and all Individuals meeting the Scheme entry requirements (see section 6) regardless of race, colour, creed, nationality, ethnic origin, gender, marital status, religion, sexuality, political belief, disability or age.

The Scheme shall be available to Individuals both with and without preparatory training.

It is the policy of NICEIC Certification to take all reasonable steps to offer methods of Assessment that cater for the needs of Individuals with learning and physical difficulties. Individuals are invited to indicate any special needs that they wish to be taken into consideration at the time of application. Each declared situation will be considered on an individual basis.

5 Scheme criteria

The criteria that define Assessments are produced at a national level by the OSC and its sub groups. The Scheme is modular in design and the number and nature of modules available are subject to periodic change.

A current list of modules is available on request. The current scope of UKAS accreditation can be obtained via the UKAS website listed as Certsure LLP trading as NICEIC Certification (see useful numbers on page 6). Modules are grouped into general work sectors, comprising:

- pressure jet appliances
- vaporising appliances
- installation technician
- liquid fuel storage tank installation technician.

Individuals taking the Assessment for the first time will take the initial Assessment, however, for those individuals who are renewing their certificate(s) they may be eligible to undertake a re-assessment process providing the recertification is within 12 months of the expiry for the certificate of achievement.

For advice regarding the appropriate modules required to cover the work activities of an individual, contact should be made with the local Assessment Centre, details of which can be found by calling 01246 269048 or visit niceic.com/business/niceic-certification

6 Application

All formal applications shall be made on the application form provided, which must be complete in all its details before Certification can be processed. Renewal of a certificate can be taken up to six months prior to the expiry of existing certificate, without the loss of any time on an existing certificate. To take advantage of this initiative, operatives will be able to take expiring liquid fuel assessments up to six months prior to the expiry date of existing certification. The expiry date of the new certificate will be five years plus the remaining time period on the expiring certificate. Note if the period is greater than six months the certificate issued will have an expiry date of five years only from the date of completion of the Assessment.

The application form requires a declaration of category for the Individual making the application.

CATEGORY 1,2 AND 3 APPLICATION CONDITIONS

Category 1

Applicants in this category are regarded as experienced liquid fuel technicians and are required to hold OFT accredited certificate(s); they will need to provide an original certificate as evidence to the Assessment Centre prior to taking OFTEC Ltd assessments.

- Candidates holding OFT10-101 and/or OFT10-102 may take OFT10-105E and/or OFT10-600a assessment without training (and are therefore Category 1).
- Candidates holding OFT10-101 may take OFT10-201 without training (and are therefore Category 1).
- Candidates holding OFT10-105E and/or OFT10-600a must undertake training before taking OFT10-101 and/or OFT10-102 (and are therefore Category 2).
- Candidates holding OFT10-105E, and/or OFT10-102(D/W) and/or OFT10-600a, must undertake training before taking OFT10-201 (and are therefore Category 2).

Note: A candidate who holds OFT10-102D, and then wishes to take OFT10-102W, would only have to sit Theory Paper 6 in order to achieve this, on condition that the candidate had achieved the first qualification no more than 3 months before the add-on is taken.

Category 2

Applicants in this category are regarded as holding a nationally recognised qualification in a trade associated with liquid fuel work, candidates must provide relevant qualifications to support entry (see R576 current version),

Or

Must provide written evidence to the AC confirming that they have undertaken 'on the job' liquid fuel installation and/or maintenance training that would support their application for the range of assessments to be undertaken. That evidence shall be in writing from the employer detailing precisely the type, range and volume of work carried out.

Or

Have relevant skills and experience gained from working in a related trade such as Plumbing / Heating / Ventilation / Refrigeration / Air-Conditioning / Gas Fitting or servicing.

Applicants must provide evidence of this related experience to the AC. The evidence must consist of, as a minimum, the following:

- name and address of the business(s) providing the related experience
- the types of related work undertaken.

All Category 2 candidates must also undertake training at an OFTEC Ltd approved training centre.

The training must consist of training utilising the current OFTEC Ltd technical books appropriate to the type of work and equipment that the candidate requires to be assessed against. The possession of these OFTEC Ltd technical books prior to training and subsequent assessment is mandatory.

Category 3

Applicants in this category are regarded as new to the liquid fuel industry, and do not hold any national qualifications in a related field nor have any related work experience. Application conditions for this category require that the Category 3 applicant may either:

- Obtain employment with an OFTEC Ltd registered business which is willing to provide an auditable extended liquid fuel training programme incorporating both on and off the Job components with organisational support prior to the applicant taking OFTEC Ltd assessment. Evidence of the contents of the programme detailing the off the Job training and on the job experience must be presented to the AC as above, and;
- Undertake a training programme (such as the OFT50) at an OFTEC Ltd approved training centre, which is planned, managed and organised by the training centre.

7 Assessment

The Scheme comprises a number of liquid fuel-safety Assessments, which can be tailored to reflect an Individual's area of work. Each Assessment is subdivided into elements that reflect the competence that an individual is required to demonstrate in accordance with Assessment criteria.

The Assessment(s) require an Individual to complete written and/or practical assessments dependent upon the modules selected. Where necessary, Individuals may be asked oral questions posed by an Assessor.

Individuals must comply with instructions given to them at the Assessment Centre regarding conduct and safety and must abide by any documented requirements, including the following:

- I. General conduct
- II. Provision of tools and equipment necessary to undertake any required practical Assessment. In the event that an Individual provides his/her own material, then these will be subject to approval by the Assessor prior to use
- III. Provision of protective clothing and safety equipment necessary for the Assessments attempted. In the event that an Individual provides his/her own protective clothing and safety equipment, then these will be subject to approval by the Assessor prior to use

- IV. Provision of reference documentation, industry or legislative source publications or material adapted or adopted from training programmes or other sources provided they require liquid fuel safety knowledge to be used to select necessary information, to enable the answering of 'open book' questions. In the event that an Individual provides his/her own clean and unmarked material, then these will be subject to approval by the Assessor prior to use
- V. Provision by the Assessment Centre of full instructions to enable the completion of both written and practical Assessments
- VI. In the event that an Individual does not satisfy the full range of criteria required by an Assessment, a partial re-assessment may be allowed, covering only those elements or tasks where Assessment was incomplete. Assessment Centres shall advise such Individuals to the areas where re-assessment may be necessary

Note: With the agreement of the Individual taking assessment, the transmission of results to NICEIC Certification and subsequent Certification may be delayed, dependant on the assessment being taken, which are:

- Assessment shall be completed within 90 days of application to the recommendation for certification or recorded as failure.

8 Certification

The Assessment Centre will indicate to Individuals the provisional outcome of their Assessment within five working days of the completion of the Assessment. This indicated result will still be subject to verification, following which records will be transmitted to NICEIC Certification. Assessment Centres may only recommend Certification; the final decision rests with NICEIC Certification. In the event that the recommendation for Certification is not accepted, NICEIC Certification and the Assessment Centre will work to resolve any issues within twenty working days of receipt of the recommendation and the Assessment Centre shall inform the Individual of any outcome other than Certification.

NICEIC Certification will endeavour to provide successful Individuals with Certification within twenty working days of the receipt of correctly completed paperwork from the Assessment Centre.

Certificates of achievement issued contain the following details: the scope of the Certification; the Individual's full name; certificate number; national insurance number; date of birth; a description of each Assessment; the expiry date of the Certification; the certificate holders signature; and a clear warning statement that the certificate is only valid when presented on original paper.

Photocopied certificates are not evidence of achievement and should not be accepted as such. The certificate remains at all times the property of NICEIC Certification, its display or use being subject to existing Certification.

Replacement or duplicate certificates can be obtained from NICEIC Certification. A fee, paid in advance and in line with current Certification fees will be charged by NICEIC Certification in the event of any such request.

Unless NICEIC Certification has a specific formal arrangement with an employer or any other third party, certificates will be issued directly to the Individual assessed. Where employer agreements exist, they will specifically require that original certificates must be issued to the certificated Individual.

9 Suspension or withdrawal of Certification

NICEIC Certification reserves the right to suspend or withdraw Certification upon evidence of a breach of the Scheme Rules, misuse of the NICEIC Certification logo (also see section 15). NICEIC Certification may prescribe corrective actions to remedy the breach with a time limit for implementation, normally one month. If, after one month, implementation of corrective actions have not been completed instigation of withdrawal procedures will commence.

Upon receiving written notification of the withdrawal of Certification, howsoever determined, the Individual shall forthwith: cease use and distribution of any stationary, advertising or literature containing the Certification logo; return to NICEIC Certification appropriate certificates; cease carrying out work within the scope of Certification that has been withdrawn; and follow any other instructions included in the written notification. Withdrawal of an Individual's Certificate(s) will be made public via identification in suitable industry publications and details will be submitted to OFTEC Ltd.

The holder of the OFTEC Ltd liquid fuel certificate must inform the Certification body, without delay, of matters that can affect the capability of the certified person to continue to fulfill the certification requirements.

Individuals have the right of appeal to NICEIC Certification as described in section 11 below.

10 Complaints

Individuals may make a complaint concerning this Scheme to the Assessment Centre attended or to NICEIC Certification. Complaints will be investigated, reported, resolved and the results of any investigation will be communicated in writing to the Individual. Complaint procedures shall be in place at each Assessment Centre and NICEIC Certification and shall be made available to any Individual on request. The Individual has the right of appeal against a decision reached by NICEIC Certification (see section 11 below).

11 Appeals

- (1) You may make an appeal against any decision made by Us to refuse your application for certification or to cancel your certificate. The grounds for appeal must be sent to Us, in writing, by Royal Mail signed for service, within fourteen days of the date of the notification of the decision.
- (2) We shall make a ruling within a reasonable time scale on the appeal submitted. No person who participated in making the decision being disputed shall participate in Our consideration of your appeal.
- (3) If You do not accept Our ruling, You may make a final written appeal which will be heard by an appeals committee. The appeal and grounds for appeal including all supporting documentation must be sent to Us, by Royal Mail signed for service, within twenty eight days of notification of the ruling.
- (4) The appeal committee shall be made up of individuals who have had no prior involvement with the decision under appeal and We shall notify You of the composition of the appeal committee as soon as practical after they have been appointed.
- (5) The appeal committee shall have full powers to:
 - a) uphold the appeal and either to reverse or modify the decision appealed against, subject to any conditions that the appeal committee may apply;
 - b) to reject the appeal;
 - c) in the absence of any order by the appeal committee to the contrary, each party shall bear its own costs.
- (6) The decision of the appeal committee shall be final, conclusive and binding on Us and You. Full details of the appeals process is outlined within the Certsure Appeals Leaflet which is available upon request.

12 General condition

Certification is subject to the Scheme Rules. NICEIC Certification reserves the right to carry out verification as deemed necessary to confirm continuing satisfactory performance, or to act upon evidence received concerning lack of competence. Certification does not discharge or lessen an Individual's responsibilities, statutory or otherwise.

NICEIC Certification will not be responsible for any losses or alleged losses incurred by any individual, company or organisation where scheme rules are not met.

We reserve the right for UKAS to accompany our employees and agents on assessment visits.

13 Publicity

Certification does not allow the use of the logos either of NICEIC Certification or of UKAS unless under a formal agreement for such use. The scope of Certification of an Individual must be available to members of the public. Through this Scheme, information about an Individual's Certification may be given either by NICEIC Certification or by OFTEC Ltd and shall be limited to facts concerning the scope of Certification.

14 Confidentiality

NICEIC Certification shall hold an Individual's details in accordance with the Data Protection Act 1998 and shall use the data only for the purposes as indicated on the application form. All official parties to the Scheme (comprising NICEIC Certification, Assessment Centres and OFTEC Ltd) shall ensure that they and their staff shall keep in full confidence all information of a private, confidential or secret nature. At no time shall such information be disclosed to any third party except as permitted within these Scheme Rules to enable the official parties to carry out their duties and obligations.

15 Fee structure

Fees for Assessment and Certification will be levied by the Assessment Centre and must be paid in full. Non payment to the centre may result in an individuals assessment results being held at the centre.

The cost of any complaint investigations or appeals by an Individual shall be borne by the Individual where the complaint or appeal is not upheld by NICEIC Certification under these Scheme Rules.

16 Guidance on OFTEC Ltd registration

OFTEC Ltd maintain a register of certificated liquid fuel operatives and issue identity cards and registration certificates indicating registration details. Please note that registration certificates are different from certificates of achievement and are not covered by these Rules, this note is for guidance only. OFTEC Ltd Registration cannot proceed until:

- a) OFTEC Ltd have been informed by NICEIC Certification that certificates of achievement have been issued
- b) OFTEC Ltd are in receipt of the appropriate registration fees
- c) OFTEC Ltd are in receipt of completed registration forms and evidence of insurance

Individuals should contact OFTEC Ltd directly for information relating to OFTEC Ltd Registration and the issue of identification cards and registration certificates.

Contact details

NICEIC Certification
Whitting Valley Road
Old Whittington
Chesterfield
S41 9EY
Tel: 01246 269048
Email: certification@niceic.com
Website: niceic.com/business/niceic-certification/

Useful contact details

OFTEC Ltd
Unit 25, Riduna Park,
Station Road,
Melton,
Woodbridge
IP12 1QT
Tel: 01473 626298
Email: enquiries@oftec.org
Website: oftec.co.uk

United Kingdom Accreditation Service
2 Pine Trees
Chertsey Lane
Staines-upon-Thames
TW18 3HR
Tel: 01784 429000
Email: info@ukas.com
Website: ukas.com

Certsure LLP t/a NICEIC Certification

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Registered office: Warwick House, Houghton Hall Park, Houghton Regis, Dunstable, Bedfordshire LU5 5ZX
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