



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)*

8 April 2024

Dear Councillor

I write to summon you to an **Extraordinary Personnel Committee meeting** to be held at the Guildhall on **Friday 12th April 2024 at 6.00 pm**.

The meeting is open to members of the public and press up until the Public Bodies (Admission to Meetings) Act 1960.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'S. Martin'.

Councillor S Martin  
Chairman of the Personnel Committee

**To Councillors:**

J Dent J Foster S Martin (Chairman) S Miller J Peggs (Vice-Chairman) B Stoyel	Other members of the Council for information
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## Agenda

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration
4. To receive and approve the minutes of the Personnel Committee held on 29th February 2024 as a true and correct record. (Pages 4 - 14)
5. To receive the Personnel Committee budget statement and consider any actions and associated expenditure. (Page 15)
6. To receive and note a report on Rosevale Accountants Finance and Payroll Service. (Page 16)
7. To receive reports on staff training and consider any actions and associated expenditure:
  - a. Training Budget; (Page 17)
  - b. Training Requests. (Pages 18 - 71)
8. To ratify the Easter payroll processed on 28th March 2024 due to the bank holiday weekend.
9. Public Bodies (Admission to Meetings) Act 1960  
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

Chairman to confirm the Personnel Meeting is now in Part Two.

Members are reminded that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

Members are to refrain from taking notes in part two confidential session and to refer to the private and confidential reports provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

10. To receive a report on Health Surveillance Assessments and consider any actions and associated expenditure.
11. To receive a staffing report from the Town Clerk and consider any actions and associated expenditure.
12. To consider any items referred from the main part of the agenda.
13. Public Bodies (Admission to Meetings) Act 1960  
To resolve that the public and press be re-admitted to the meeting.
14. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Thursday 27 June 2024 at 6.30 pm

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 29th February 2024 at 6.30 pm

**PRESENT:** Councillors: J Dent, J Foster, S Martin (Chairman), S Miller and B Stoyel.

**ALSO PRESENT:** Councillor R Bickford, S Burrows (Town Clerk)

**APOLOGIES:** J Peggs (Vice-Chairman).

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#### **75/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

The Chairman informed those present of the actions required in the event of a fire or emergency.

The Chairman welcomed Cllr Richard Bickford to the meeting.

Cllr Bickford informed the Chairman of the reason for his attendance this evening – he is interested to listen to the discussions relating to agenda items 19a and 19b.

#### **76/23/24 DECLARATIONS OF INTEREST:**

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

**77/23/24**      **TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 16TH NOVEMBER 2023 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Stoyel, seconded by Councillor Martin and unanimously **RESOLVED** to amend 'date of next meeting' from '6.30am' to '8pm'.

It was proposed by Councillor Stoyel, seconded by Councillor Dent and unanimously **RESOLVED** that the minutes of the Personnel Meeting held on 16<sup>th</sup> November 2023 were confirmed as a true and correct record.

**78/23/24**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**79/23/24**      **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

80/23/24

**TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members that the staff training budget codes are split across Services, Library and Policy and Finance in the same manner as the salaries. There is potential for staff to miss training opportunities due to the lengthy approval process for training requests over the delegated amount of £200.

Members asked various questions.

The Town Clerk confirmed that salary incremental is a recommendation to Full Council.

It was **RESOLVED** to note the budget statement.

It was proposed by Councillor Dent, seconded by Councillor Martin and unanimously resolved to **RECOMMEND** to the Policy and Finance Committee held on 12<sup>th</sup> March to consider virement of the staff training budget codes to the Personnel Committee to assist with staff training requests in line with the Committee Terms of Reference.

It was proposed by Councillor Martin, seconded by Councillor Dent and unanimously resolved to **RECOMMEND** to the Policy and Finance Committee held on 12<sup>th</sup> March to consider virement of the staff salary budget codes to the Personnel Committee.

**81/23/24** **TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. Training Budget

It was **RESOLVED** to note.

b. Training Attended

Councillor Foster left the meeting and then re-joined the meeting during discussion of this item.

It was **RESOLVED** to note.

c. Training requests

It was proposed by Councillor Martin, seconded by Councillor Stoyel and unanimously resolved to **RECOMMEND** to the Services Committee to be held on 11<sup>th</sup> April to ratify the Town Clerk's delegated authority for the Service Delivery Manager to attend RoSPA Routine Visual Inspection course at a cost of £335+VAT allocated to budget code 6676 Service Delivery Staff Training.

It was proposed by Councillor Stoyel, seconded by Councillor Foster and unanimously resolved to **RECOMMEND** to the Policy and Finance Committee to be held on 12<sup>th</sup> March to approve the Finance Officer to attend the Local Government Association Employer Role training on the 16<sup>th</sup> April at a cost of £250+VAT allocated to budget code 6656 Staff Training.

**82/23/24** **TO RECEIVE AN UPDATE ON STAFF END OF YEAR ANNUAL LEAVE 2023-24 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**83/23/24** **TO NOTE THE APPOINTMENT OF A SERVICE DELIVERY GENERAL ASSISTANT.**

It was **RESOLVED** to note the appointment on 15<sup>th</sup> February 2024 of a Service Delivery General Assistant and to welcome him to Saltash Town Council.

**84/23/24**      **TO REVIEW THE CHRISTMAS AND NEW YEAR SHUT DOWN FOR THE YEAR 2024 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Miller and unanimously resolved to **RECOMMEND** to Full Council held on 7<sup>th</sup> March:

1. The Town Council Christmas shutdown period to commence on Tuesday 24<sup>th</sup> December 2024 at 12.30 and re-opens on Thursday 2<sup>nd</sup> January 2025;
2. Staff to take annual leave on 27<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> December 2024 to cover the Christmas shutdown period;
3. This will not apply to operational staff who are required to remain on duty during this period by an agreed on call rota system to carry out essential services in the town.

**85/23/24**      **TO REVIEW THE 'SALTASH DAY' FOR THE YEAR 2024 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and unanimously resolved to **RECOMMEND** to Full Council held on 7<sup>th</sup> March:

1. Half a day be awarded to all staff on Tuesday 24<sup>th</sup> December 2024, finishing at 12.30;
2. To allocate staff that work part time, the half a day in the morning rather than the afternoon.

**86/23/24**      **TO RECEIVE A REPORT ON BRIGHTPAY SOFTWARE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and unanimously **RESOLVED** to:

1. Purchase an annual licence for BrightPay 2024/25 at a cost of £289+VAT;
2. Purchase BrightPay Connect at a cost of 0.65p+VAT per employee per month;
3. **RECOMMEND** to the Policy and Finance Committee held on 12<sup>th</sup> March that the associated cost be allocated to budget code 6305 Finance Software due to the function moving back in-house.



**87/23/24**      **TO REVIEW TEAM COMPLIMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Dent and unanimously **RESOLVED**:

1. To note and thank the Town Council Departments for their continued commitment and hard work given to the Town Council and community;
2. That future recognition received from the public be reported back to Personnel and Full Council meetings.

**88/23/24**      **TO REVIEW ROSEVALE ACCOUNTANTS PAYROLL SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note termination of Rosevale Accountants payroll services.

**89/23/24**      **TO REVIEW ROSEVALE ACCOUNTANTS FINANCE SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Foster and unanimously **RESOLVED**:

1. To continue with the temporary appointment of Rosevale Accountants to support the Finance Officer with the year-end and AGAR work;
2. At a cost of £33+VAT per hour;
3. The Town Clerk to continue to oversee the working relationship with Rosevale and ensure contracted hours are only as necessary and stay within budget;
4. To note the 12 month training plan ceases on 31<sup>st</sup> March 2024;
5. To **RECOMMEND** to the Policy and Finance Committee held on 12<sup>th</sup> March to allocate the associated cost to budget code 6661 Finance Consultancy Fees.

**90/23/24**      **TO REVIEW THE PROTOCOL FOR MEMBER OFFICER RELATIONS POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman reminded Members of the advice received from CALC relating to the Protocol for Member Officer Relations.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and unanimously **RESOLVED** that Councillors Martin and Stoyel revisit the CALC recommendations applying amendments to the policy for consideration at the 27<sup>th</sup> June Personnel Committee meeting.

**91/23/24**      **TO REVIEW THE APPOINTMENT OF A TOWN CRIER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Foster, seconded by Councillor Dent and unanimously **RESOLVED** to defer to the 27<sup>th</sup> June Personnel Committee meeting.

**92/23/24**      **TO RECEIVE THE FOLLOWING DRAFT JOB DESCRIPTIONS AND PERSON SPECIFICATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. Development Manager;

It was proposed by Councillor Foster, seconded by Councillor Miller and unanimously resolved to **RECOMMEND** to Full Council held 7<sup>th</sup> March to:

1. Approve the new role, Development and Engagement Manager into the existing Town Council organisation structure;
2. Approve the job description and person specification (as attached) subject to the HR Advisers review and sign off;
3. To advertise from 1<sup>st</sup> April 2024;
4. To note the new role will assist with the implementation of the Business Plan and other Town Council business.

b. Communications and Engagement Officer.

It was proposed by Councillor Martin, seconded by Councillor Miller and unanimously resolved to **RECOMMEND** to Full Council held 7<sup>th</sup> March to:

1. Approve the new role, Communications and Engagement Officer into the existing Town Council organisation structure;
2. Approve the job description and person specification (as attached) subject to the HR Advisers review and sign off;
3. To advertise from 1<sup>st</sup> April 2024.

Councillor Bickford left the meeting.

**93/23/24**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

Members in attendance noted the Chairman's statement.

**94/23/24**      **TO RECEIVE A REPORT ON THE ANNUAL STAFF PERFORMANCE REVIEWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members that the annual staff performance reviews have taken place.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and unanimously resolved to **RECOMMEND** to Full Council held on 7<sup>th</sup> March to approve all incremental point progressions for eligible staff for the year 2024-25, from 1<sup>st</sup> April 2024.

**95/23/24**      **TO RECEIVE A FLEXIBLE WORKING REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to:

1. Approve the reduction of working hours for a Library member of staff from 19 hours per week to 17 hours per week to commence on 1<sup>st</sup> April 2024;
2. Approve the increase of working hours for a Library member of staff from 16 hours to 18 hours per week to commence on 1<sup>st</sup> April 2024;
3. HR Advisers to issue an addendum to the member of staff contracts of employment.

The Town Clerk informed Members that the meeting is about to exceed 2.5 hours breaching Standing Orders.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to suspend Standing Order 2.V to allow the remaining business to be considered.

**96/23/24**      **TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of the need to appoint an Occupational Health Assessor (OHA) in line with being a good employer and employment regulations.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to appoint an OHA at a cost of £250 plus a mileage charge from Paignton.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to appoint an OHA at a cost of £250 plus a mileage charge from Paignton.

It was **RESOLVED** to note the remainder of the staffing report received from the Town Clerk.

**97/23/24**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**98/23/24**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved that the public and press be re-admitted to the meeting.

**99/23/24**      **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**100/23/24**      **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Thursday 27 June 2024 at 6.30 pm

Rising at: 9.30 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

# Agenda Item 5

Personnel Committee - Personnel Budget 2023-24  
Saltash Town Council  
For the year ended 31 March 2024

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Personnel Operating Expenditure</b>										
<b>Personnel Expenditure</b>										
6654 ST PE Staff Welfare	627	0	0	1,693	261	1,432	2,385	2,560	2,747	2,948
6662 ST PE HR Professional Fees	14,386	0	2,700	10,282	13,073	(91)	9,380	10,065	10,800	11,589
<b>Total Personnel Expenditure</b>	<b>15,013</b>	<b>0</b>	<b>2,700</b>	<b>11,975</b>	<b>13,334</b>	<b>1,341</b>	<b>11,765</b>	<b>12,625</b>	<b>13,547</b>	<b>14,537</b>
6660 ST PE Staff Recognition	0	0	0	0	0	0	250	250	250	250
<b>Total Personnel Operating Expenditure</b>	<b>15,013</b>	<b>0</b>	<b>2,700</b>	<b>11,975</b>	<b>13,334</b>	<b>1,341</b>	<b>12,015</b>	<b>12,875</b>	<b>13,797</b>	<b>14,787</b>
<b>Total Personnel Operating Surplus/ (Deficit)</b>	<b>(15,013)</b>	<b>0</b>	<b>(2,700)</b>	<b>(11,975)</b>	<b>(13,334)</b>	<b>(1,341)</b>	<b>(12,015)</b>	<b>(12,875)</b>	<b>(13,797)</b>	<b>(14,787)</b>
<b>EMF Personnel Expenditure</b>										
6691 ST PE EMF Legal Fees (Staffing)	1,072	5,713	(2,000)	685	0	4,398	0	0	0	0
6701 ST PE EMF Staff Recruitment	947	2,228	8,000	0	9,910	318	15,000	0	0	0
<b>Total EMF Personnel Expenditure</b>	<b>2,019</b>	<b>7,941</b>	<b>6,000</b>	<b>685</b>	<b>9,910</b>	<b>4,716</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Personnel Expenditure (Operational &amp; EMF)</b>	<b>17,031</b>	<b>7,941</b>	<b>8,700</b>	<b>12,660</b>	<b>23,244</b>	<b>6,057</b>	<b>26,765</b>	<b>12,625</b>	<b>13,547</b>	<b>14,537</b>
<b>Total Personnel Budget Surplus/ (Deficit)</b>	<b>(17,031)</b>	<b>(7,941)</b>	<b>(8,700)</b>	<b>(12,660)</b>	<b>(23,244)</b>	<b>(6,057)</b>	<b>(27,015)</b>	<b>(12,875)</b>	<b>(13,797)</b>	<b>(14,787)</b>

**To/From Reserves & Budget Virements 2023/24**

1. Virement from 6694 P&F Staff Contingency to 6701 PE Staff Recruitment - £6,000 - P&F 43/23/24
2. Virement from 6694 P&F Staff Contingency to 6662 ST PE HR Professional Fees - £2,700 - P&F 43/23/24
3. Virement from 6691 ST PE EMF Legal Fees to 6701 ST PE EMF Staff Recruitment - £2,000 - PE 50/23/24

## To receive and note a report on Rosevale Accountants Finance and Payroll Service

The Personnel Committee held on 29<sup>th</sup> February 2024 noted termination of Rosevale Accountants Payroll Service.

At the same meeting Members agreed to continue with the temporary appointment of Rosevale Accountants to support the Finance Officer with year-end and AGAR work at a cost of £33ph, recommended to Policy and Finance.

However, Rosevale Accountants were unable to provide year-end and AGAR support at a cost of £33ph leaving their finance services terminated with immediate effect.

Due to the finance services being a recommendation to the 12<sup>th</sup> March P&F meeting, Members were advised and it was resolved at that meeting:

The Town Clerk advised Members of an update to the existing finance agreement with Rosevale Accountants that has been notified to all Members of the Personnel Committee by email.

Due to a change in Rosevale Accountants billing system the finance agreement has been terminated with immediate effect. The Finance Officer will undertake year-end and AGAR work in-house.

To allow the Finance Officer to undertake this work, the Personnel Committee agreed by email that Rosevale Accountants continue to operate the payroll on a temporary basis up to and including June 2024 at a cost of £10 + VAT per employee to process the payroll on BrightPay and £12 + VAT per employee to manage BrightHR allocated to budget code 6661 Finance Consultancy.

The purchase of an annual licence for BrightPay will take place prior to payroll moving back in-house (recommendation 3 approved – minute 178/23/24).

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED** that Rosevale Accountants continue to operate the payroll on a temporary basis up to and including June 2024 at a cost of £10+VAT per employee and to manage BrightHR at a cost of £12+VAT per employee, allocated to budget code 6661 Finance Consultancy Fees.

**End of Report**  
**Town Clerk/RFO**



**To receive a report on Training Budget**

Budget Code	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept Budget 2024/25
6678 ST GH Staff Training (Guildhall)	£0	£565	£0	£565	£607
6682 ST LI Staff Training (Library)	£0	£1,101	£331	£770	£1,182
6656 ST PF Staff Training	£0	£4,542	£1,878	£2,664	£2,000
6676 ST SE Services Delivery Staff Training	£757	£11,010	£6,156	£5,611	£6,500
<b>TOTAL</b>	<b>£757</b>	<b>£17,218</b>	<b>£8,365</b>	<b>£9,610</b>	<b>£10,289</b>

*Finance Officer*  
**End of Report**

## To receive a training request

### Chain saw training and advantages:

Following the recent staff 1-1s it became clear that training for Chainsaws would be a great addition for the Service Delivery department, this would be for two staff only.

This is based on that we now have the chipper and to make better use of it we need to be able to cut larger branches down to a manageable size, or if they are too large for the chipper we can cut the logs for stacking or to give to SEA for the environment projects they work with. This would sit alongside the current work we do and would not impact on extra time as it would benefit us in managing tree work. We also have the correct barriers and signs to be in place when work is carried out so we will be covered with H&S.

I would look at having 2 staff trained for this purpose. The course is more involved and expensive, see below. The Operator course is the best one.

Chainsaw – Lantra Awards Certificates of Competence with photo ID card. This is an extensive course for the Basic Operator & Maintenance,

Cross Cutting & Felling to 200mm / 8". Over 4 days at £625 per person.

Additional to the course we would need:

1. The correct PPE at a cost of £330 per person (Trousers, boots and gloves);
2. To purchase a chainsaw at approx. £300, items to be stored in the workshop.



Budget availability:

Budget code 6214 PF Health and Safety

Budget availability £8,861

Budget code 6676 Services Delivery Staff Training

Budget availability £6,500

Syllabus:

See attached.

Next Steps:

Members are asked to consider approving the cost of the training and PPE.

**End of Report**

**Service Delivery Manager**

### Who is the course for?

Anyone using a chainsaw to fell small trees for work or domestic purposes. Operators who work for certain organizations (e.g. Network Rail or the Forestry Commission), or who wish to continue to felling trees over 200mm, or to use a chainsaw in trees should attend the five-day maintenance cross cutting and felling small trees training course in preparation for the NPTC assessment.

### Course Outline

4 days for novice or less experienced users.

3 days for people looking for a refresher who already hold a certificate

Includes assessment at end of course; practical assessment with short questions

Takes place in workshop on first day; second, third & fourth days in woodland.

The course covers

- Identify the necessary personal protective equipment required, report on its condition and locate the various standard marks
- Identify required health and safety features on a chainsaw
- Prepare the chainsaw for use with the correct fuel/oil mix and chain lubrication
- Start the chainsaw from both cold and hot in a safe manner
- Carry out pre-cutting safety tests - and state the procedures if the chainsaw fails these tests
- State the possible hazards/risks when carrying out maintenance or operational tasks
- Organise site safety and state the procedures required
- Identify faults and defects on a chainsaw and decide which you can sort yourself and which will need the help of a service engineer
- Select and identify the correct tools to enable maintenance and report on their serviceability
- Carry out all routine maintenance in accordance with the manufacturer's instruction book and/or the Lantra Awards workbook
- Cross-cut timber accurately to required lengths
- Assess and explain the terms 'tension' and 'compression' in timber
- Adopt safe procedures to remove a trapped guide bar
- Handle and stack timber in a safe manner.
- Assess trees to be felled for hazards and associated risks
- Prepare trees to be felled and identify escape routes
- Fell trees which have a diameter up to 200mm/8" safely and accurately using appropriate techniques
- Remove branches from felled trees in a safe and methodical manner
- Select and use hand tools and maintain them in a safe condition
- Take down hung-up trees using hand tools
- State techniques which must not be used for the takedown of hung-up trees.

### What should you bring to the course?

Full Personal Protective Equipment:

Chainsaw helmet (with mesh visor & ear defenders) to EN 397 and within manufacturers' date recommendations (usually 3 years). Mesh Visor to EN1731 or safety glasses to EN166 and Hearing protection to EN352

Chainsaw gloves CE stamped for chainsaw use (EN 381-7)

Steel toe-capped **chainsaw** work boots, CE stamped for chainsaw use to EN 345-2 – wellington style or forestry boots.

Chainsaw trousers CE stamped for chainsaw use – Class 1 / type C – EN 381-5 Full, all round protection with no damage to fibres. Full protection types are compulsory for tree climbing or inexperienced ground users, Type A are permitted for experienced ground users only.

Jacket protective chainsaw jackets are now widely available and recommended for tree work but not compulsory – all upper body clothing should be non-snag

## Chainsaw Maintenance, Cross Cutting and Felling to 200mm

the manual) Please make sure that the chain on the saw **is new or nearly new**, if in doubt bring a spare chain with the supplied box

Tool kit to include sharp files, knock-in vice, depth gauge, raker (guide bar cleaner), plug spanner & screwdrivers, felling lever. Fuel/2 stroke & Chain Oil.

The above – excluding jackets - can be hired for the course.

5 metre tape –for measuring felled timber – a cheap one is ok

Personal First Aid Kit. We strongly recommend that all chainsaw users undertake suitable first aid training.

Non-sag outer clothing

Please bring packed lunch and drinks for each day and sufficient warm clothing & wet weather gear to allow for weather conditions. Sun protection is advised for those rare occasions that we see it – minimum recommended is SPF 15 but this can be higher depending on skin type.

### Certificates



Lantra Certificate of Competence  
Refresher Training is recommended  
about every 5 years

### For individuals

Come and join us at our next 'open course' - please contact us for details or check our website for dates and prices

### For Groups

Please ask for more details if you would like us to come to your site.

**All trainees must be over 16 years of age and be “physically fit”. Anyone under the age of 18 can only use a chainsaw under the supervision of a certificated operator. Persons with certain ailments or on certain medication may not be able to take part in the practical sessions.**

**First Aid training is strongly recommended by the HSE.**

#### **Lynher Training:**

Oakleigh House, Hoopers Lane,  
Gunnislake Cornwall PL18 9NN

Tel: 01822 832232

Email: admin@lynher.com

Powered Pole Pruners are useful pieces of equipment. They save time and work efficiently in tricky terrains and situations. But they also have the potential to be one of the most dangerous machines in common use. Our course will help novice users recognise and reduce those dangers. You'll also learn how to optimise performance and carry out routine maintenance.

## Who is the course for?

This is an integrated training and assessment course for anyone employed in the agriculture, horticulture, landscaping, and grounds maintenance industry that currently operates, or will be required to operate a powered pole pruner.

This course is physical so you must be fit and able to carry out the tasks required in the course programme.

## Course Outline

1 day for all users\* - an integrated training and assessment course, with mix of theory and practical sessions. Refresher training is recommended every three to five years.

By the end of the course, you'll be able to:

- Complete basic environmental checks prior to work operations
- Identify the necessary personal protective equipment required, report on its condition and locate standard markings
- Identify the health and safety features required on a pruning saw
- Identify faults and defects on a pruning saw and cutting equipment and decide which the operator can remedy and which require a service engineer's attention
- Carry out correctly all routine maintenance in accordance with the machine manufacturer's instruction book and/or the Lantra Awards workbook
- Prepare the pruning saw for use with the correct fuel/oil mix
- Start the pruning saw from both hot and cold start in a safe manner
- Carry out pre-cutting checks and state the procedures if pruning saw fails these tests
- State the possible hazards/risks when carrying out maintenance or operational tasks
- Assess and explain the terms 'tension' and 'compression' in timber
- Adopt safe procedures to remove a trapped guide bar
- Use correct pruning methods
- Clear the pruned branches in a safe manner
- Organise site safety and state the procedures required.

## What should you bring to the course?

Powered Pole Pruner with manual and 2-stroke fuel and saw chain oil.  
Chainsaw helmet or similar, visor / goggles, gloves, work boots with toe protection, loose non-snag work clothing, a passport-style photo for the card (hardcopy or e-mail a .jpeg file), and photo id.  
We recommend that all candidates carry a personal first aid kit (including a large wound dressing) and that all chainsaw users undertake suitable first aid training.

## Certificate

Lantra Awards certificate of training and skills card

Come and join us at our next 'open course'. Please contact us for details or check our website, lynher.com for dates and prices. If you have a group of people needing training (maximum of four per course) and would like us to come to your site, please contact us for a quote.

\*All trainees must be over 16 years of age and in good health. Persons with certain ailments or on certain medication may not be able to take part in the practical sessions.



## Powered Pole Pruner



### Cost

Date: 15th May 2024

Course Provider: Lynher Training (LANTRA qualification)

Venue: Saltram

Total no of delegates permitted: 3

Cost for 3 delegates: £225 p.p. (No VAT and includes qualification card and certificate)

## **PAT Testing Course**

Following a discussion re training and sharing responsibilities we have looked at training for another person to help cover the PAT testing so it's not just left to one person.

Below is the cost to train a SDGA and attached is the syllabus.

Available date – 30th April (1 space)

Duration – 2 days

Cost - £215 + £60 + VAT = £330

Candidates will need to have a copy of Code of Practice for In-service Inspection and Testing of Electrical Equipment - 5th Edition (ISBN-13: 978-1785619663) and should study.

This is available from electrical wholesalers or bookshops. £50.00

**End of Report**

**Service Delivery Manager**



# South West Assessment and Training



We target your training needs

## ELECTRICAL COURSE PROSPECTUS 2023



Portable Appliance Testing

1 Quimperle Road, Liskeard Business Park, Liskeard, Cornwall, PL14 3US

Tel: 01579 348544

Email: [info@swaat.co.uk](mailto:info@swaat.co.uk)

Web: <http://www.swaat.co.uk>

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## How to book a course

Booking a course or training package is very straightforward. Contact our office on **01579 348544** and speak to our admin team or, alternatively, email us at **info@swaat.co.uk** and we can provide details of course dates and cost before a booking is made.

Payment can be made by all major debit / credit cards (excluding American Express). We also accept bank transfers and CHAPS payments. Larger organisations may apply for Account Facilities with us - please call for more details.

## Online Resources

At SWAAT we believe in supporting our customers before, during and after they attend a training event. Our website features a FREE comprehensive online resource section for all our customers containing manufacturer instruction manuals, training notes, practice exams and much more.

## Onsite Training

A number of courses can be undertaken 'on-site' at the customer's premises. These courses are;

- **Electrical Courses**
  - Basic Electrics - One day course
  - EAL Portable Appliance Testing (PAT)
  - EAL 18th Edition Wiring Regulations (Full course)
  - EAL 18th Edition Wiring Regulations (One day update course)
  - BS7909 - Temporary Electrical Supplies
  - Emergency Lighting Fire Alarm Design and Certification to BS5839 Parts 1 and 6
- Water Regulations
- Unvented Hot Water Reassessment
- Microgeneration Certification Scheme (MCS) Accreditation Advisory Course
- Foundation Certificate in Basic Heating and Hot Water System Design and Specification
- Health and Safety Awareness for Operatives Health and Safety Awareness for Supervisors and Managers
- NEBOSH National General Certificate Training – **Exam to be taken at an approved centre**
- Asbestos Awareness
- Control of Substances Hazardous to Health
- Manual Handling
- QCF Level 2 Award in Gas Safety Awareness in Residential Premises (including Social Housing)

## How to find us

**Directions from Bodmin/St Austell:** Take the A38 through the Glynn Valley passing Trago Mills on the right-hand side. At the Dobwalls roundabout take the first exit for Liskeard and follow the bypass down the hill heading in the direction of Plymouth.

Do not take the first junction off for Liskeard on the left-hand side but instead continue a short distance and take the next turning on the left signposted for Callington. At the small roundabout adjacent to the Premier Inn (Liskeard Tavern) take the first exit, arriving at another roundabout opposite Morrisons supermarket.

Take the third exit and follow the road up the hill heading for Callington. The South West Assessment and Training (SWAAT) building is almost at the top of the hill on the right-hand side. However, if you reach Liskeard Hospital you have driven too far!



**From Plymouth:** Cross Tamar Bridge and at roundabout take the 2nd exit onto the A38 Signposted Liskeard. At next roundabout take the 3rd exit onto the A38 Signposted Liskeard A390. At Island Shop junction branch left, then at roundabout take the 2nd exit onto the A390 Signposted Liskeard, Bodmin.

At roundabout take the 3rd exit onto the A390 Signposted Tavistock. At roundabout (opposite Morrisons Supermarket) take the 2nd exit onto the A390 Signposted Callington, Tavistock. The South West Assessment and Training (SWAAT) building is almost at the top of the hill on the right-hand side. However, if you reach Liskeard Hospital you have driven too far!

# How do I become electrically qualified?

**Two routes are available** for those wishing to become electrically qualified, in order to **self-certify\*** their own work, through South West Assessment and Training;

## NEW ENTRANTS ROUTE

For those **with no or limited experience**, South West Assessment and Training *recommend* the following courses;

### New Entrant Domestic Electrical Practitioner qualification

This qualification includes –

- **Health and Safety modules**  
(Asbestos Awareness, Manual Handling, Fire Safety, Working at Heights, Working Safely, PPE)
- **Foundation Electrics course**  
(Introduces electrical concepts alongside practical wiring skills and knowledge)
- **Domestic Electrical Installer course**  
(Develops practical wiring and inspection and testing skills)
- **5-day 18<sup>th</sup> Edition Wiring Regulations course**  
(Provides in-depth knowledge of the requirements of BS7671)
- **Safe electrical isolation**  
(Provides instruction on how to safely isolate electrical supplies)
- **Initial Verification, Testing and Certification of Electrical Installations – EAL Level 3 RQF qualification**  
(Confirms knowledge and practical skills required for the inspection and testing of domestic electrical installations)



### LCL Awards Level 3 certificate in Installing, Testing and Ensuring Compliance of Electrical Installations in Dwellings

(NVQ Level qualification designed to provide candidates with electrical knowledge and practical skills to undertake electrical work within domestic properties)

In addition to the courses listed above, applicants **MUST** be working with an electrical organisation (or self-employed electrician) registered with an approved Competent Persons Scheme and be able to provide **TWO YEARS'** worth of evidence.

# Electrical Courses

## Basic Electrics - One Day Course

### Introduction

This one day course combines the essential knowledge and understanding of safe electrical good practice with some "hands on" experience of using the necessary tools and equipment.

The course is ideal for technical staff who may not be qualified electricians but require the basic knowledge in order to disconnect, reconnect and diagnose faults safely on electrical equipment.

**PLEASE NOTE: This course can be undertaken 'on-site' at the delegates' premises. Please contact our office on 01579 348544 or [info@swaat.co.uk](mailto:info@swaat.co.uk) for further details.**

### Course objectives/key benefits

On completion delegates will be able to demonstrate their safety awareness in electrical installations.

### Who is the course aimed at?

Anyone who requires a basic understanding of electrical installations, protective devices and general safe electrical practice. This may include technicians, plumbing and heating engineers, or anyone responsible for day-to-day maintenance of a building.

### Entry requirements/pre-requisites

There are no entry/pre-requisite requirements to undertaking this course.

The course is designed for anyone, with any or no electrical knowledge and is open to all ages over the age of 18 years old. Students wishing to enrol can speak to a member of the SWAAT training staff to be advised of their suitability.

### Course content

- Applicable electrical legislation/regulations
- Electrical terminology
- Electrical power theory, AC supplies, DC supplies, Ohm's law
- Use of electrical test equipment
- Safe electrical isolation
- Conventional circuits
- Basic Wiring
- Electrical earthing systems
- Protective devices
- End of course question paper and practical tasks

### Course duration

One day

**PLEASE NOTE: A three-day version of this course is also available for anyone wishing to have a more extensive understanding of electrical installations.**

### Training Method

Theory and practical workshop

### Assessment

Although there is no formal assessment a question paper and tasks related to basic electrical work is given to each candidate to complete at the end of the course.

### Course Outcome/Qualification

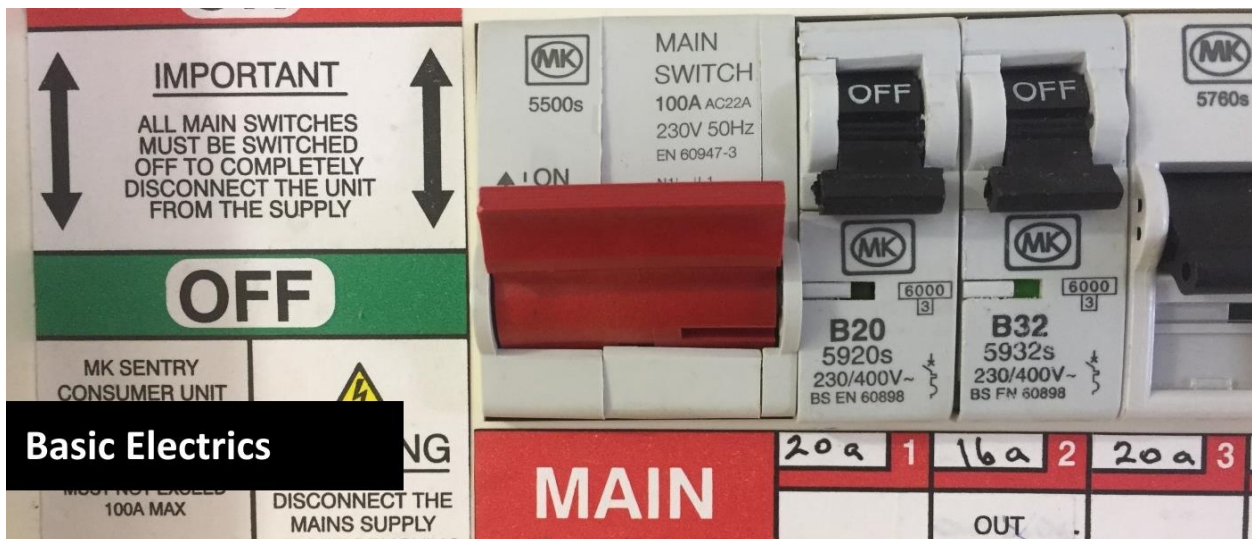
All candidates who attend this course will receive a SWAAT Certificate in Basic Electrics.

### Materials Provided

Candidates will be provided with a training pack.

### Prices

Available upon application from our office on **01579 348544** or at **info@swaat.co.uk**



## Foundation Electrics – Three Day Course

### Introduction

This three day course combines the essential knowledge and understanding of safe electrical good practice with "hands on" experience of using the necessary tools and equipment.

The course is ideal for technical staff who may not be qualified electricians but require the basic knowledge in order to disconnect, reconnect and diagnose faults safely on electrical equipment.

First class technical facilities are provided where candidates can develop their installation and/or maintenance skills and knowledge in realistic simulations.

A full range of current and latest design of appliances, systems, controls and equipment is also freely available for candidates to use and work with.

**PLEASE NOTE: This course can be undertaken 'on-site' at the delegates' premises. Please contact our office on 01579 348544 or at [info@swaat.co.uk](mailto:info@swaat.co.uk) for further details.**

### Course objectives/key benefits

On completion delegates will be able to demonstrate their safety awareness in electrical installations.

### Who is the course aimed at?

New entrants into the electrical/heating industry with no previous electrical qualifications and/or limited electrical knowledge.

This course serves as a good introduction to general electrical practices, for anyone considering undertaking either the Domestic Electrical Installer course.

### Entry requirements/pre-requisites

There are no entry/pre-requisite requirements to undertaking this course.

The course is designed for students of either gender and is open to all ages. Students wishing to enrol can speak to a member of the South West Assessment and Training administration staff to be advised of their suitability.



## Course content

### **DAY ONE**

- Applicable electrical legislation/regulations
- Electrical terminology
- Use of electrical test equipment
- Safe electrical isolation

### **DAY TWO**

- Electrical power theory, AC supplies, DC supplies, Ohm's law
- Conventional circuits
- Wiring and fault finding

### **DAY THREE**

- Electrical earthing systems
- Protective devices
- Location of cables
- End of course question paper and practical tasks

## Course duration

Three days

**PLEASE NOTE: A one-day version of this course is also available for anyone not requiring such an 'in-depth' understanding of the subject.**

## Training Method

Theory and practical workshop

## Assessment

Although there is no formal assessment a question paper and tasks related to basic electrical work is given to each candidate to complete at the end of the course.

## Course Outcome/Qualification

All candidates who attend this course will receive a SWAAT Certificate in **Foundation Electrics**.

## Materials Provided

Candidates will be provided with a training pack.

## Prices

£275 + VAT (no certification fee)

# LCL AWARDS Domestic Electrical Installer Course

## Introduction

South West Assessment and Training offer this LCL Awards training course to cover the requirements of domestic installation and at the end of the course students will have a sufficient level of competence, so that once registered with a relevant body, they will be able to work safely, efficiently and legally on domestic electrical installations.

Candidates will be provided with training to enable them to understand electrical terminology and theory and provide them with practical skills.

## Course objectives/key benefits

To provide candidates with electrical knowledge and practical skills to undertake electrical work within domestic properties

## Who is the course aimed at?

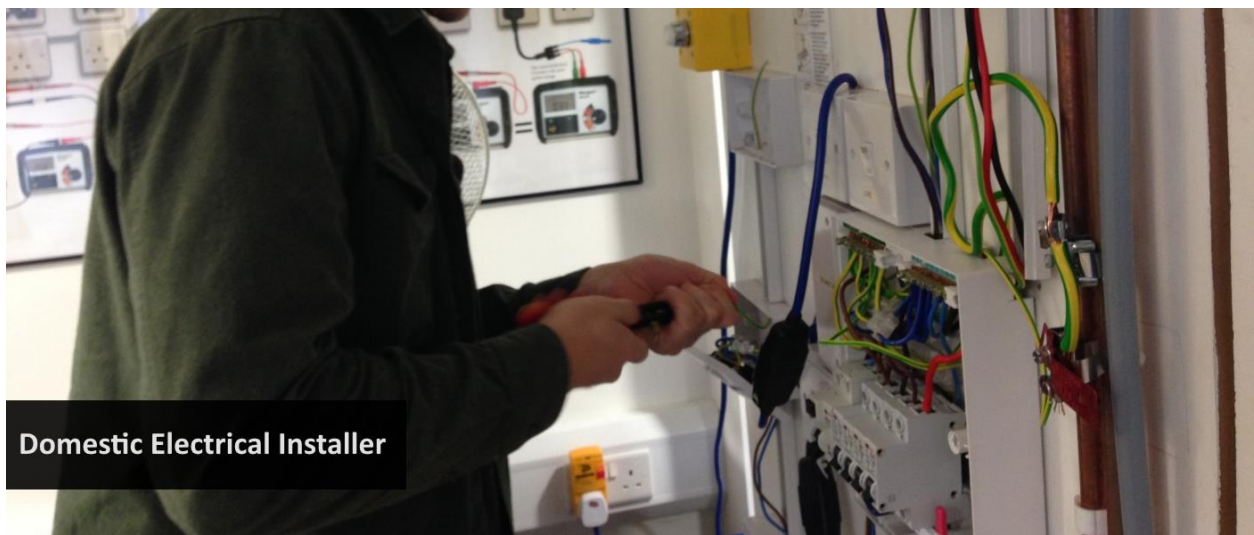
Anyone who has an existing knowledge of electrical installation work and some practical skills. **PLEASE NOTE: This qualification is not designed to progress non-qualified or candidates from non-electrical backgrounds and make them into electricians.**

## Entry requirements/pre-requisites

Although there are no entry/pre-requisite requirements to undertaking this course, the course is very intensive and candidates undertaking it are expected to have a basic knowledge of electrical installations and some practical skills.

The course is designed for students of either gender and is open to all ages. Students wishing to enrol can speak to a member of the SWAAT training staff to be advised of their suitability.

For anyone new to electrical work, or who would like to update their knowledge and skills, it is highly recommended that they undertake the **Foundation Electrics** course prior to this course.



Domestic Electrical Installer

### Course content

- Application of Building Regulations
- Electrical safety legislation, regulations and standards
- Pre-work survey/inspection
- Safe isolation procedures
- Identification of unsafe electrical situations
- Earthing and bonding requirements
- Electrical safety legislation, regulations and standards
- Performing electrical test procedures
- Component and cable selection
- Installation techniques and component replacement
- Reading of test results and certification of completion
- Installation and routing of cables
- New circuitry requirements
- Special locations
- Lighting installations
- Maintenance
- Types of electrical supply

### Course duration

Five days

### Training Method

Mainly practical workshop with some theory

### Assessment

Practical assessment and multiple-choice question papers.

### Course Outcome/Qualification

Candidates who successfully complete the assessment will receive a LCL AWARDS certificate in Domestic Electrical Installation and will be eligible to join an electrical Competent Persons Scheme.

**PLEASE NOTE: Anyone either belonging to, or wishing to join an electrical Competent Persons Scheme, must also hold the 18th Edition Wiring Regulations qualification.**

**It is a requirement of the NAPIT electrical Competent Persons Scheme that this qualification is held.**

### Materials Provided

Candidates will be provided with a training pack

### Prices

£550 + VAT (plus £65 + VAT certification fee)

# EAL 18<sup>th</sup> Edition Wiring Regulations

## Introduction

This EAL 18th Edition electrical course is ideal for anyone working in the electrical industry that needs to prove they are up to date with the latest IEE wiring regulations.

The 18th Edition Wiring Regulations qualification is for practicing technicians who are experienced with electrical installations as well as those who may require a working knowledge of BS7671, for example architects or designers.

It is designed to ensure that all who undertake the course are up-to-date with the format, content and applications of BS7671 and is an in-depth course covering everything needed to be known about the 18th Edition.

## Course objectives/key benefits

To provide the required knowledge and understanding of the 18th Edition electrical wiring regulations (BS7671:2018) necessary to undertake work on electrical installations.

**PLEASE NOTE: This course can be undertaken 'on-site' at the delegates' premises. Please contact our office on 01579 348544 or [info@swaat.co.uk](mailto:info@swaat.co.uk) for further details.**

## Who is the course aimed at?

Experienced operatives either carrying out or intending to carry out electrical installation, maintenance and testing work.

## Entry requirements/pre-requisites

Candidates should also have a working knowledge of electrical installations.

For anyone new to electrical work, or who would like to update their knowledge and skills, it is highly recommended that they undertake the **Foundation Electrics** course prior to this course.

For anyone already holding a 17th edition qualification, **a one day update course is available.**

## Course content

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

## Course duration

The course is run over five days - four days are training and the fifth day is the assessment. There is some home study and the course is very intensive!

## Training Method

Theory

## Assessment

Multiple-choice computer EAL on-line examination.

## Course Outcome/Qualification

Candidates who successfully complete the assessment will receive a EAL certificate of competence and will also be able to carry out work in accordance with the scope of this course.

At the end of the course candidates will be have an understanding of most of the requirements of BS7671, as well as the most recent changes specified by IET.

The qualification is required by most employers within the industry.

## Materials Required

Candidates will need to have a copy of (and should study!!!)

**BS7671: Requirements for Electrical Installations - IET Wiring Regulations 2018 (18th Edition)**

and

**On-Site Guide; BS7671:2018**

These are available from electrical wholesalers or bookshops.

## Prices

£330 + VAT (plus £55 + VAT certification fee)



# LCL Awards Level 3 Award in the Installation and Commissioning of Electric Vehicle Charging Equipment in Domestic, Commercial and Industrial locations

## Introduction

This qualification is aimed at practicing electricians, electrical technicians and engineers with experience of electrical installations, and associated inspection and testing. Electric Vehicles have an important role to play in meeting air quality legislation and the UK's commitment to climate change targets. For this reason, the UK government is actively supporting the switch to electric vehicles.

This qualification covers the installation of dedicated conductive charging equipment for the charging of pure electric and plug-in hybrid electric road vehicles (PHEV) and includes the extended range of electric vehicles (E-REV). It covers the installation of both AC and DC charging equipment intended for plug-in electric vehicles (PEV) complying with BS EN 61851 and "The Code of Practice for Electric Vehicle Charging Equipment Installations".

## Course objectives/key benefits

- Know the key requirements for electric vehicle charging equipment (EVCE) installations.
- Know and identify Equipment of, and differences between, the four charging modes, and Wireless Power Transfer types (WPT).
- Understand the preparation for design and installation of EVCE.
- Be able to prepare to design and install EVCE.
- Be able to install EVCE in Dwellings, Commercial and Industrial Locations.
- Understand requirements for initial verification and handover of an EVCE installation.
- Be able to conduct inspection and testing, and complete handover to client.

## Who is the course aimed at?

Anyone wishing to install, commission and test electric vehicle charging equipment.

Anyone undertaking the course must hold an **18th Edition** and an up-to-date **Inspection and testing** qualification.

For anyone new to electrical work, or who would like to update their knowledge and skills, it is highly recommended that they undertake the **Foundation Electrics course** prior to this one

## Entry requirements/pre-requisites

Anyone undertaking the course must hold an **18th Edition** and an up-to-date **Inspection and testing** qualification.

### Course content

- Key requirements for electric vehicle charging equipment (EVCE) installations
- Requirements of BS EN 61851
- Requirements of the Code of Practice for Electric Vehicle Charging Equipment Installations
- Installation of dedicated conductive charging equipment for the charging of pure electric and plug-in hybrid electric road vehicles (PHEV) as well as the extended range of electric vehicles (E-REV)
- AC and DC charging equipment

### Course duration

Two days

### Training Method

Practical workshop and theory.

### Assessment

Practical assessments and written question papers

### Course Outcome/Qualification

Candidates who successfully complete the assessment will receive a LCL Awards Level 3 Award in the Installation and Commissioning of Electric Vehicle Charging Equipment in Domestic, Commercial and Industrial locations and will also be able to carry out work in accordance with the scope of this course.

### Materials Required/Provided

Candidates will need to have a copy of (and should study!!!)

**BS7671: Requirements for Electrical Installations - IET Wiring Regulations 2018 (18th Edition)**

and

**Code of Practice for Electric Vehicle Charging Equipment Installation (IET Standards) (3rd Edition)**

These are available from electrical wholesalers or bookshops.

### Prices

£245 + VAT (plus £65 + VAT certification fee)

**PLEASE NOTE: Regretfully, in the event of a confirmed booking being cancelled by the course delegate, we are unable to refund the certification fee for this course.**

# **New Entrant Domestic Electrical Practitioner (NEDEP) qualification**

## **Introduction**

This suite of qualifications is for candidates who are looking to start a career as a domestic electrical installer but do not yet have the skills and knowledge to join an electrical competent person scheme (CPS).

This course provides a suitable starting point for those wishing to begin a career or change careers to a domestic electrical installer, covering all the core competencies required to install and maintain electrics in residential properties.

It enables successful delegates to undertake the LCL Awards Level 3 Certificate in Installing, Testing and Ensuring Compliance of Electrical installations in Dwellings, which is recognised and accepted under the EAS scheme for entry to a CPS (Part P) as a Qualifying Supervisor (QS) for Dwellings.

This suite of qualifications is also suitable for Installers whose primary role is not electrical but may involve elements of wiring or electrical installation.

## **Course objectives/key benefits**

To provide candidates with electrical knowledge and practical skills to embark on a career as a domestic electrician.

## **Who is the course aimed at?**

Anyone wishing to undertake domestic electrical work with a view to eventually join an electrical Competent Persons Scheme.

## **Entry requirements/pre-requisites**

There are no entry/pre-requisite requirements to undertaking this course.

The course is designed for students of either gender and is open to all ages. Students wishing to enrol can speak to a member of the South West Assessment and Training administration staff to be advised of their suitability.

## **Course content**

This course covers a number of electrical-related subjects and includes the following qualifications:

- General Health and Safety – online in-house certificate
- Asbestos Awareness – online in-house certificate
- Manual Handling – online in-house certificate
- Fire Safety – online in-house certificate
- Working at Heights – online in-house certificate
- Working Safely – online in-house certificate
- PPE – online in-house certificate
- Foundation electrics – in-house qualification
- Domestic Electrical Installer - LCL Awards qualification



- 18th Edition Wiring Regulations – EAL (2382-22, Level 3) qualification
- Initial Verification, Testing and Certification of Electrical Installations – EAL Level 3 RQF qualification.

### Course duration

The course takes approximately **20 days** in total. This will be split over individual weeks, within the two year period that the course is required to be completed within.

- **Health & Safety elements** – online at a time to suit the learner
- **Foundation Electrical** knowledge and installation skills – 7/8 Days (this includes the Domestic Electrical Installer qualification)
- **18th Edition Wiring Regulations** – 5 days
- **Initial verification, testing and certification** of electrical installations qualification – 4 days

**PLEASE NOTE:** The Initial verification, testing and certification part of this qualification is aimed at practicing electrical operatives who wish to gain qualifications in periodic inspection and testing as well as initial verification of new systems. Therefore, a MINIMUM period of six months must occur between completing all of the other elements of this course and undertaking this module. This is to enable on-site testing experience to be gained.

### Training Method

Practical workshop, classroom and home-learning theory modules.

### Assessment

Practical assessment, multiple-choice and written answer question papers, as well as online multiple-choice exams

### Course Outcome/Qualification

Candidates who successfully complete the course will be eligible to undertake the LCL Awards Level 3 certificate in Installing, Testing and Ensuring Compliance of Electrical Installations in Dwellings

### Materials Required

Candidates will need an up-to-date TD Publications Electrical Book, which is available direct from our office on **01579 348544** or at **info@swaat.co.uk**.

Candidates will also need to have a copy of (and should study!!!)

**BS7671:2018+A2:2022 Requirements for Electrical Installations, IET Wiring Regulations, 18<sup>th</sup> Edition (Electrical Regulations)** (ISBN-13: 978-1839532184)

**On-Site Guide (BS7671:2018+A2:2022)** (ISBN-13: 978-1839532276)

**Guidance Note 3: Inspection and Testing (Guidance Notes for BS 7671)** (ISBN-13: 978-1839532368)

These are available from electrical wholesalers or bookshops.

### Prices

Please speak to our office (01579 348544) and we can ascertain which modules need to be undertaken. This will determine the cost of the course.

## **LCL Awards Level 3 Certificate in Installing, Testing and Ensuring Compliance of Electrical Installations in Dwellings (QCF)**

### **Introduction**

South West Assessment and Training offer this LCL training course to anyone wanting to gain entry onto a competent person scheme as a Qualified Supervisor for domestic properties.

Successful completion will **enable application to join a Government approved Competent Persons Scheme for the self-certification of electrical work.**

### **Course objectives/key benefits**

To provide candidates with electrical knowledge and practical skills to undertake electrical work within domestic properties.

### **Who is the course aimed at?**

Anyone wishing to undertake domestic electrical work and join an electrical Competent Persons Scheme.

### **Entry requirements/pre-requisites**

Applicants **MUST** be working with an electrical organisation (or self-employed electrician) registered with an approved Competent Persons Scheme.

Candidates must have access to a qualified and registered mentor in order to complete this qualification and complete the **New Entrant Domestic Electrical Practitioner qualification** (see pages 16 to 18 of this prospectus) prior to undertaking this qualification.

### **Course content**

- Understand and apply Health and Safety legislation, practices and procedures in electrical installations within dwellings.
- Understand and apply environmental legislation, working practices and the principles of environmental technology systems associated with Electrical Installations in Dwellings
- Understand and apply the practices and procedures for overseeing and organising the work environment when installing electrical installations in dwellings.
- Understanding and applying the principles, practices and procedures for the planning, preparation and selection of wiring systems and electrotechnical equipment in dwellings.
- Understand and apply the practices and procedures for the installation and connection of wiring systems and electrotechnical equipment in dwellings.
- Understand and apply the principles, practices and legislation for the inspection, testing, commissioning, approving and certification of electrical installations in dwellings.

- Understand and apply the principles, practices and legislation for diagnosing and correcting electrical faults in electrical installations in dwellings.

Candidates will be required to undertake:

- An independent electrical installation design assignment.
- A domestic electrical installation carried out in-centre.
- Onsite portfolio including at least two electrical installations.

### Course duration

The course comprises of **twelve sessions** at our centre in Liskeard, Cornwall and requires completion of a work-based portfolio, which **must be completed within a two year period**.

### Training Method

Practical workshop and home-learning theory modules.

### Assessment

Practical assessment, multiple-choice and written answer question papers.

### Course Outcome/Qualification

Candidates who successfully complete the assessment will receive an **LCL Awards Level 3 certificate in Installing, Testing and Ensuring Compliance of Electrical Installations in Dwellings** and **will be eligible to apply to join an electrical Competent Persons Scheme**.

**PLEASE NOTE:** Anyone wishing to undertake this qualification **must** be working with an electrical organisation (or alongside a self-employed electrician) registered with an approved Competent Persons Scheme.

Anyone wishing to join an electrical Competent Persons Scheme on completion of this course, **MUST** determine what qualifications the scheme they are hoping to join will accept prior to enrolling on this or any other electrical course offered by South West Assessment and Training. **We can take no responsibility for the requirements of any electrical Competent Persons Scheme.**

**Further details regarding this course can be found on the following page.**

### Materials Required

Candidates will need an up-to-date TD Publications Electrical Book, which is available direct from our office on **01579 348544** or at **info@swaat.co.uk**.

Candidates will also need to have a copy of (and should study!!!)

**BS7671:2018+A2:2022 Requirements for Electrical Installations, IET Wiring Regulations, 18<sup>th</sup> Edition (Electrical Regulations)** (ISBN-13: 978-1839532184)

**On-Site Guide (BS7671:2018+A2:2022)** (ISBN-13: 978-1839532276)

**Guidance Note 3: Inspection and Testing (Guidance Notes for BS 7671)** (ISBN-13: 978-1839532368)

These are available from electrical wholesalers or bookshops.

### Prices

£1950 + VAT

## Protective Equipotential Bonding (Main Equipotential Bonding) training course

### Introduction

This one day course is designed to provide installers with the competence required to install or extend the protective electrical bonding to a gas or cold water pipework installation.

### Course objectives/key benefits

To provide the knowledge, understanding and skill to install or extend protective electrical bonding to a gas or mains water pipework installation.

### Who is the course aimed at?

Ideally suited to anyone who holds a current domestic or commercial/industrial core gas safety qualification and wishes to undertake the installation or extension of gas pipework electrical bonding.

For anyone new to electrical work, or who would like to extend their knowledge and skills, SWAAT also offer a **Foundation Electrics** course. Please contact our office on **01579 348544** or at **info@swaat.co.uk** for further details.

### Entry requirements/pre-requisites

Candidates **MUST** hold a current relevant core gas qualification and will need to present the training centre with evidence in the form of past certificates of competence.

### Course content

- Legislation affecting electrical earth bonding
- Installation of protective equipotential bonding
- Testing electrical earth bonding

### Course duration

One day

### Training Method

Practical workshop and theory

### Assessment

Practical assessment and multiple-choice question paper.

### Course Outcome/Qualification

Candidates who successfully complete the assessment(s) will be certificated under the ACS scheme to carry out the work for which they have been assessed.

### Materials Provided

Candidates will be provided with a training pack

### Prices

Available upon application from our office on **01579 348544** or at **info@swaat.co.uk**.



# EAL Portable Appliance Testing training course

## Introduction

To meet the requirements of those who are contracted to maintain and test electrical equipment, or who wish to undertake such work.

## Course objectives/key benefits

To provide the relevant knowledge, understanding and skills required to test, maintain and keep records of the portable electrical equipment within the workplace.

**PLEASE NOTE: This course can be undertaken 'on-site' at the delegates' premises. Please contact our office on 01579 348544 or at [info@swaat.co.uk](mailto:info@swaat.co.uk) for further details.**

## Who is the course aimed at?

Anyone involved in, or wishes to become involved in, the testing, maintenance and record-keeping of the portable electrical equipment within the workplace.

## Entry requirements/pre-requisites

Candidates should have a knowledge and understanding of domestic electrical installations.

For anyone new to electrical work, or who would like to update their knowledge and skills, it is highly recommended that they undertake the **Foundation Electrics course** prior to this one

## Course content

- The legal requirement to test electrical equipment
- Class I, II and III appliances
- Safety risks and typical faults
- Frequency of testing
- Earth bond resistance tests
- Insulation resistance tests
- Earth leakage and touch current
- Load/run testing
- HV flash testing
- Testing office PCs and I.T. equipment
- Pass and fail labelling
- Results and maintenance records

## Course duration

Two days (One and a half days of training followed by the examination)

## Training Method

Theory and practical workshop



## Assessment

Multiple-choice computer-based examination.

## Course Outcome/Qualification

Candidates who successfully complete the assessment will receive a EAL certificate of competence and will also be able to carry out work in accordance with the scope of this course.

## Materials Provided

Candidates will need to have a copy of (and should study!!!);

- **Code of Practice for In-service Inspection and Testing of Electrical Equipment - 4th Edition** (ISBN-13: 978-1849196260).

This is available from electrical wholesalers or bookshops.

## Prices

£195 + VAT (plus £55 + VAT certification)



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**PLEASE NOTE: PHOTO-VOLTAIC SOLAR COURSES ARE ALSO OFFERED. PLEASE SEE PAGES 45 – 49 FOR DETAILS**

# **Safe Electrical Isolation**

## **Introduction**

This course is aimed at anyone looking to gain knowledge and practical understanding of how to safely and correctly isolate electrical systems to complete electrical repairs or installation work.

## **Course objectives/key benefits**

To provide candidates with the knowledge, understanding and skills to safely isolate electrical supplies in order to be able to carry out further electrical work.

**PLEASE NOTE: This course can be undertaken 'on-site' at the delegates' premises. Please contact our office on 01579 348544 or [info@swaat.co.uk](mailto:info@swaat.co.uk) for further details.**

## **Who is the course aimed at?**

Anyone wishing to undertake safe electrical isolation but is unaware of the correct procedures.

## **Entry requirements/pre-requisites**

There are no pre-requisites to undertaking this course. However, an understanding of electrical systems would be advantageous. A **Foundation Electrics course** is also available for anyone wishing to gain or update their electrical knowledge.

## **Course content**

- The Electricity at Work Regulations
- Voltage testing equipment types and compliance
- Safe isolation procedure explained and demonstrated
- Practical safe isolation techniques explained and demonstrated

## **Course duration**

Half a day

## **Training Method**

Practical workshop and theory

## **Assessment**

Practical assessment and multiple-choice question paper

## **Course Outcome/Qualification**

Candidates who successfully complete the assessment will receive a CERT-AIN certificate of competence in carrying out safe electrical isolation.

## Materials Provided

Candidates will be provided with a training pack.

## Prices

£95 + VAT (plus £55 + VAT certification)



# EAL Diploma in Inspection and Testing (equivalent to City & Guilds 2394 & 2395)

## Introduction

The EAL Diploma in Inspection and Testing course has been designed to provide a comprehensive awareness of procedures required when undertaking the inspection and testing of an existing electrical installation.

## Course objectives/key benefits

Provide an understanding of the requirements and procedures of periodic inspection and testing of electrical installations.

## Who is the course aimed at?

Electrical installers and operatives who hold a full scope electrical qualification.

For anyone wishing to attend this course but who does not currently hold a full scope electrical qualification, South West Assessment and Training also offer the EAL 18th Edition training course.

## Entry requirements/pre-requisites

Anyone undertaking this course must hold a 18th Edition electrical qualification.

For anyone new to electrical work, or who would like to update their knowledge and skills, it is highly recommended that they undertake both the **Foundation Electrics** and Domestic Periodic Inspection and Testing of Electrical Installations courses prior to this course.

## Course content

- Statutory requirements for safe working practices
- Visual Inspection
- Long lead testing
- R1 & R2 testing for radial and ring circuits
- Safe isolation
- Insulation resistance and polarity
- RCD testing including Ramp test
- Earth fault loop impedance of main incoming, radial and ring circuits
- Prospective short circuit current
- Prospective fault current
- Protective devices (in situ and non-compliant with BS7671) and earthing arrangements
- Selection of test equipment
- Hands on electrical testing
- Completing the report inspection and test schedules

## Course duration

Five days

## Training Method

Practical workshop and theory

## Assessment

Practical and theory assessment

## Course Outcome/Qualification

Candidates who successfully complete the assessment will receive an EAL Certificate in Electrical Inspection and Testing.

This qualification will enable the candidate to carry out periodic inspection and testing and issue relevant certification.

## Materials Required

Candidates will need to have a copy of (and should study!!!);

**BS7671: Requirements for Electrical Installations - IEE Wiring Regulations 2018** (ISBN-13: 978-1785611704)

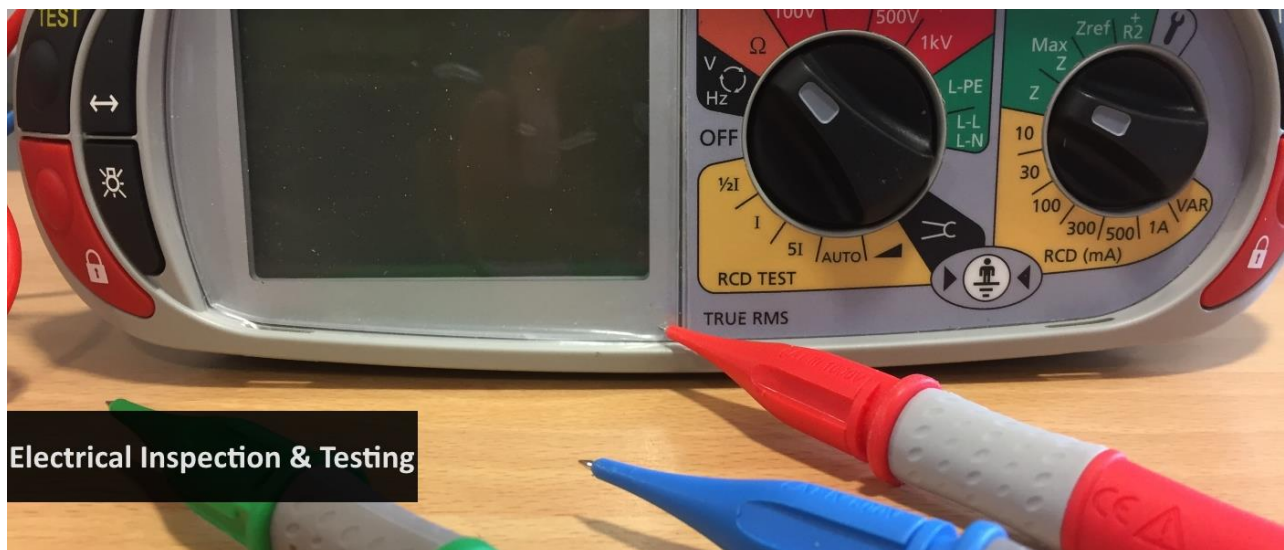
**On-Site Guide (BS7671:2018)** (ISBN-13: 978-1785614422)

**Guidance Note 3: Inspection and Testing** (Guidance Notes for BS 7671) (ISBN-13: 978-0863418570).

These are available from electrical wholesalers or bookshops.

## Prices

Available upon application from our office on **01579 348544** or at [info@swaat.co.uk](mailto:info@swaat.co.uk).



# EAL Level 3 Award in the Initial Verification and Certification of Electrical Installations

## Introduction

This qualification provides an understanding of the theory and practice involved in the initial verification and commissioning of single and three phase electrical installations.

Successful learners will gain the knowledge to work safely in line with industry safety standards, including BS 7671 and the IET Guidance Note 3.

## Course objectives/key benefits

Learners will cover safe isolation, inspection, safe testing, pre-energised and energised tests, documentation and the practical use of test equipment to be able to carry out initial verification and commissioning of single and three phase electrical installations.

## Who is the course aimed at?

Electricians wishing to carry out inspection, testing and commissioning.

SWAAT also offer a Level 3 award for anyone also wishing to carry out periodic inspection, testing and condition reporting.

Candidates may take both courses simultaneously and both the assessments for Initial Verification and Periodic Inspection qualifications.

## Entry requirements/pre-requisites

Candidates should have basic knowledge and understanding of electrical science and principles and experience of electrical installation work either within the electrical contracting industry or an allied trade.

Candidates must also hold an up-to-date 18th Edition qualification.

For anyone new to the electrical industry South West Assessment and Training also offer a **Foundation Electrics** course.

## Course content

- Initial inspection
- Earth fault loop impedance testing
- Insulation resistance testing
- Commissioning of three phase systems.

## Course duration

5 days (or 7 if taken with the periodic inspection, testing and condition reporting course)

However, this course must be taken prior to the periodic inspection, testing and condition reporting course.

### Training Method

Theory and practical workshop

### Assessment

Practical and theory assessment

### Course Outcome/Qualification

Candidates who successfully complete the assessment will receive an EAL Certificate in the Initial Verification and Certification of Electrical Installations.

### Materials Provided

Candidates will be provided with a training pack.

### Materials Required

Candidates will also need to have a copy of (and should study!!!)

**BS7671: Requirements for Electrical Installations - IEE Wiring Regulations 2008 Amendment No. 3** (ISBN-13: 978-1849197694)

**IEE On-Site Guide; BS7671: 2008 incorporating Amendment No. 3** (ISBN-13: 978-1849198875).

**Guidance Note 3: Inspection and Testing (Guidance Notes for BS 7671)** (ISBN-13: 978-0863418570).

These are available from electrical wholesalers or bookshops.

### Prices

£595 + VAT (plus £55 + VAT certification fee)



# EAL Level 3 Award in the Periodic Inspection, Testing and Certification of Electrical Installations (2394)

## Introduction

The course has been developed for those candidates who need an advanced level qualification in carrying out periodic inspection and testing and correct completion of all relevant documentation.

## Course objectives/key benefits

This course will allow Periodic Inspection, Testing & Certification of electrical installations to be carried out.

The course is designed to demonstrate a level of competence that will enable the holder of the qualification to verify new jobs and rewires that they have installed, as well as existing installs carried out by others to ensure they meet building regulation requirements.

## Who is the course aimed at?

Anyone experienced in initial verification of electrical installations, regularly report on different types of existing installations or need refresher training covering both single and three phase supplies.

## Entry requirements/pre-requisites

Candidates must hold both a 18th Edition qualification as well as the EAL Level 3 Award in the Initial Verification and Certification of Electrical Installations.

For anyone new to the electrical industry, or who want to update their existing knowledge and skills, South West Assessment and Training also offer a **Foundation Electrics** course. Please contact our office on **01579 348544** or email **info@swaat.co.uk** for further details.

## Course content

- Statutory requirements
- HSE document GS38
- Circuit Isolation
- The inspection process
- Continuity testing of protective conductors
- Continuity testing of Ring final circuits
- Insulation resistance
- Earth electrode resistance
- Earth fault loop impedance
- Prospective fault current
- Residual current devices
- Practical testing techniques
- Examination technique
- Practical testing



### Course duration

2 days (or 7 if taken with the EAL Level 3 Award in the Initial Verification and Certification of Electrical Installations).

### Training Method

Theory and practical workshop

### Assessment

Practical and theory assessment

### Course Outcome/Qualification

Candidates who successfully complete the assessment will receive an EAL Certificate in the Periodic Inspection, Testing and Certification of Electrical Installations

### Materials Provided

Candidates will be provided with a training pack

### Materials Required

Candidates will also need to have a copy of (and should study!!!)

**BS7671: Requirements for Electrical Installations - IEE Wiring Regulations 2018** (ISBN-13: 978-1785611704)

**On-Site Guide (BS7671:2018)** (ISBN-13: 978-1785614422)

**Guidance Note 3: Inspection and Testing (Guidance Notes for BS 7671)** (ISBN-13: 978-0863418570).

These are available from electrical wholesalers or bookshops.

### Prices

£350 + VAT (plus £55 + VAT certification fee)



## EAL Level 3 NVQ Diploma in Electrotechnical Services (maintaining electrotechnical systems) – 501/1604/6

### Introduction

This qualification is designed for experienced persons who are working in the electrotechnical industry as practicing electricians (and have done so for a **minimum of 5 years**) and who can demonstrate their technical knowledge, performance and competence to the industry standards at Level 3 and in line with the current edition of the IET Wiring Regulations BS 7671.

This qualification is for;

- Experienced operatives who are/have been working in the electrotechnical industry as practicing electricians for a **minimum of 5 years**
- Those who wish to have their competencies recognised by the JIB and hold an ECS card
- Those who wish to develop their career

### Course objectives/key benefits

The objective is that those persons who successfully complete this **Experienced Worker Assessment Route** will be judged to have met the eligibility requirements sufficient to apply for an ECS card from the JIB in the occupation that they have qualified.

### Who is the course aimed at?

This course is for anyone who has been working in the electrotechnical industry as a practicing electrician for **at least five years**.

### Entry requirements/pre-requisites

This assessment route is NOT suitable for new entrants to the electrotechnical industry, apprentices or other operatives who require any training or those who have completed an electrotechnical technical certificate with less than last five years relevant industry experience (relevant industry experience gained whilst training can be acceptable and will be verified as meeting the qualification requirements).

Such candidates are required to study and complete the training and assessment requirements of the **Level 3 NVQ Diploma in Installing Electrotechnical Systems and Equipment (Buildings, structures and the environment)** or the **Level 3 Electrotechnical qualification (installation) or (maintenance)**.

Learners must be of a **minimum age of 21 years old**.

## Course content

The qualification will be obtained by the learner once they have completed the mandatory units and one of the pathways relevant to their occupational role.

- **ET3-001** Ensure Safe Site Working
- **ET3-002** Provide Technical and Functional Information
- **ET3-004** Maintain a Healthy and Safe Working Environment
- **ET3-011** Diagnose and Correct Faults in Electrotechnical Systems and Equipment
- **ET3-012** Prepare to Install Electrical Wiring Systems, Wiring Enclosures and Equipment
- **ET3-013** Install Electrical Wiring Systems, Wiring Enclosures and Equipment
- **ET3-014** Connect Wiring Systems and Equipment using Safe and Approved Methods
- **ET3-015** Inspect, Test and Commission an Electrical Installation
- **EOC3/001** Electrotechnical Occupational Competence (AM 2)

## Course duration

Please contact our office on **01579 348544** or [info@swaat.co.uk](mailto:info@swaat.co.uk) for information regarding the course duration

## Training Method

There is no training provided on this course. It is **on-site assessment only**.

## Assessment

On-site assessment.

## Course Outcome/Qualification

Those persons who successfully complete this qualification will be judged to have met the eligibility requirements sufficient to apply for an Installation Electrician ECS Card from the JIB.

## Materials Required

Candidates will need to have access to and be conversant with the following publications;

**BS7671: Requirements for Electrical Installations - IEE Wiring Regulations 2018** (ISBN-13: 978-1785611704)

**On-Site Guide (BS7671:2018)** (ISBN-13: 978-1785614422)

**Guidance Note 3: Inspection and Testing (Guidance Notes for BS 7671)** (ISBN-13: 978-0863418570).

## Prices

This course is available as part of a special price package. Please contact our office on **01579 348544** or at [info@swaat.co.uk](mailto:info@swaat.co.uk) for further details.

## **BS7909 Temporary Electrical Supplies training course**

### Introduction

This course deals with the requirements of BS7909: 2008 - The Code of Practice for the creation and operation of Temporary Electrical Systems for Entertainment and Related Purposes.

BS7909 is used in a huge range of events beyond the scope of the IEE Regulations.

The Standard outlines the necessary management arrangements and the required range of electrical supplies, heavy-duty flexible cables and portable distribution units needed.

The systems used range from very simple to highly complex and the Standard gives recommendations for all temporary electrical systems.

PLEASE NOTE: This course can be undertaken 'on-site' at the delegates' premises. Please contact our office on **01579 348544** or **info@swaat.co.uk** for further details.

### Course objectives/key benefits

To provide a knowledge and understanding of BS7909: 2008 - The Code of Practice for the creation and operation of Temporary Electrical Systems for Entertainment and Related Purposes.

### Who is the course aimed at?

The course is intended for all those involved in electrical work that is required to comply with BS7909.

For candidates expecting to gain the necessary understanding to allow them to do work in temporary installations, an understanding of electrical principles together with an appreciation of electrical installation working practices is a pre-requisite of the course, and these participants should possess an up-to-date BS7671 18th Edition electrical qualification.

For studio managers, production directors and other non-electrical candidates who need to gain an understanding of the Standard without the need to actually perform electrical work in temporary installations, there are no pre-requisites to the course.

### Entry requirements/pre-requisites

Candidates must hold a current 18th Edition Electrical qualification and should possess an understanding of electrical principles together with an appreciation of electrical installation working practices.

South West Assessment and Training offer a 18th Edition Electrical qualification for anyone who does not currently hold one.

## Course content

On completion of the course, participants will understand;

- the scope of activities that require compliance with BS7909
- the relationship of BS7909 to other standards, regulations and the legislative framework
- the terms defined in BS7909
- the required management arrangements and responsibilities
- the requirements of planning and procurement of electrical equipment
- the meaning of 'small/simple' and 'large/complex' events
- the cables and connectors required
- the earthing and bonding arrangements required
- the requirements for RCDs
- the importance of compliance with maximum earth fault loop impedance values
- how cables and switchgear etc. should be protected against damage
- how circuits should be identified and isolated
- how inspection and testing should be performed and the documentation required
- how completion certificates and schedules of test results should be completed.

## Course duration

One day (including assessment).

## Training Method

Classroom based.

**PLEASE NOTE: This course can also be delivered through distance-learning. However, the practical assessment MUST be undertaken at our training centre in Liskeard, Cornwall.**

Please contact our office on **01579 348544** or by email at **info@swaat.co.uk** for further details.

## Assessment

Written question paper

## Course Outcome/Qualification

Candidates who successfully complete the assessment will receive a CERT-AIN certificate in the Requirements for Temporary Electrical Installations (BS7909:2008) and will also be able to carry out work in accordance with the scope of this course.

## Materials Provided

Candidates will be provided with a training pack.

## Prices

Theory £120 + VAT, Practical £160 + VAT

# EAL NVQ Level 2/3 Electrical Installations & Fire Alarm training course

## Introduction

Based on BS 5266-1 and British Standard (BS) 5839 Part 1: 2002 (Fire detection and alarm systems for buildings) this course covers the requirements for emergency lighting, fire detection and protection systems.

These are code of practices for system design, installation, commissioning and maintenance and are standards used by fire authorities and building control officers

Suitable escape routes must be available and easy to follow, so it is therefore of vital importance that emergency lighting is working effectively, whilst alarms should sound when required and be fully audible.

This course has been designed to provide the essential basics for new engineers as well as update the knowledge of any experienced engineer.

## Course objectives/key benefits

On completion delegates will be able to design and install emergency lighting to BS 5266-1 and alarm systems to British Standard (BS) 5839 Part 1: 2002

PLEASE NOTE: This course can be undertaken 'on-site' at the delegates' premises. Please contact our office on 01579 348544 or [info@swaat.co.uk](mailto:info@swaat.co.uk) for further details.

## Who is the course aimed at?

Anyone wishing to design, install, commission or maintain an emergency lighting system and/or fire alarm system#

## Entry requirements/pre-requisites

Candidates should have a basic electrical knowledge and a knowledge of lamps and light fittings.

For anyone new to electrical work, or who would like to update their knowledge and skills, it is highly recommended that they undertake the **Foundation Electrics** course prior to this course.

## Course content

- Basic regulations, relevant standards, and the need for emergency lighting
- Types of emergency lighting describing self-contained, central systems with slave luminaires and conversions of luminaires for emergency use
- Exit sign pictograms, luminance and viewing distances
- Luminance requirements, lux levels, uniformity and duration requirements
- Emergency lighting of cinema and theatre auditoria
- Choosing maintained or non-maintained luminaires
- Design procedures covering all points of emphasis, e.g., stairs
- Using manufacturers' spacing tables for escape routes and open areas
- Simple designs for high-risk areas
- Conversion of mains luminaires for emergency use, to achieve the lux levels discussed previously and using conversion spacing tables
- Disability glare and colour requirements
- Basic installation, wiring and fuse protection
- Testing and servicing to BS 5266-8
- Automatic testing
- Relevant legislation relevant to BS5839
- Design and planning
- Meeting the requirements of BS5839
- Risk assessments
- Commissioning and maintenance
- Completion of appropriate forms and certificates
- Guidance on false alarms changes and recommendations for cables
- Categories of system servicing and maintenance
- Recommendations of fire warning systems for people with hearing difficulties.

## Course duration

Three days

## Training Method

Theory and practical workshop

## Assessment

Practical assessment and multiple-choice question papers

## Course Outcome/Qualification

Anyone who attends this course will receive a City and Guilds/NAPIT certificate in Fire Alarm and Emergency Lighting installation and maintenance.

### Materials Provided

Candidates will be provided with a training pack.

### Prices

[Click here to see a list of our course prices](#)





## **LCL Awards Photovoltaic Solar course (for installers)**

### **Introduction**

This is a nationally recognised qualification in the installation and maintenance of small scale solar photovoltaic systems.

The qualification is developed from the National Occupational Standards and is recognised by the Micro-generation Certification Scheme (MCS) registration bodies as an acceptable qualification to join one of their respective schemes.

### **Course objectives/key benefits**

To provide the knowledge, understanding and skills necessary to install, commission and maintain photovoltaic solar electrical panels and systems. This is a level 3 course worth 4 credits.

### **Who is the course aimed at?**

Qualified or experienced electrical operatives wishing to install photovoltaic systems and who hold a minimum of a 18th Edition qualification.

However, it is recommended that anyone looking to undertake this course also holds a Periodic Inspection and Testing qualification.

**PLEASE NOTE: A course is available for anyone not involved in installing solar photovoltaic systems but who require a background knowledge. Please click [here](#) for details of the course**

Anyone who has no electrical experience or qualifications, or for those wishing to update their existing knowledge, are highly recommended to undertake the **Foundation Electrics** and the 18th Edition electrical courses prior to this one.

### **Entry requirements/pre-requisites**

Trainees should hold a formal craft qualification e.g., N/SVQ 3 in Electrical Installation (Buildings and Structures) or equivalent earlier certification that includes Inspection & Testing or a recognised competence certification that includes Inspection & Testing and a BS 7671: 2018 Requirements for Electrical Installations (18th Edition) qualification.

Anyone who has no electrical experience or qualifications, or for those wishing to update their existing knowledge, will need to undertake the **Foundation Electrics**, and/or **Domestic Installer**, and **18th Edition** electrical courses prior to this one.

### Course content

- The solar resource
- System configurations
- Solar system design
- Solar modules
- Solar module mounting structures & arrays
- Electrical wiring of the solar system and associated components \*
- Solar modules
- Grid-connected solar systems
- Charge controllers
- Batteries
- Practical PV wiring and maintenance sessions
- Sizing solar systems
- System testing & commissioning

### Unit details

- D/602/3086 Know the requirements to install, commission and handover small scale solar photovoltaic systems
- K/602/3088 Install, commission and handover small scale solar photovoltaic systems
- M/602/3089 Know the requirements to inspect, service and maintain small scale solar photovoltaic systems
- M/602/3092 Inspect, service and maintain small scale solar photovoltaic systems

### Course duration

Four Days

### Training Method

Practical workshop and theory

### Assessment

Assessments consist of a combination of practical and theory examinations.

### Course Outcome/Qualification

Candidates who successfully complete the assessment will receive a LCL AWARDS Photovoltaic Solar certificate.

### Materials Provided

Candidates will be provided with a LCL AWARDS Photovoltaic manual

Qualification Code

600/6283/6

Prices

£485 + VAT (plus £65 + VAT certification fee)



## LCL AWARDS Photovoltaic Solar course (for non-installers)

### Introduction

This course has been created specifically for candidates who require a fuller understanding of photovoltaic system configuration, but are not looking to install PV systems, for example anyone involved in designing, managing or surveying solar photovoltaic systems for others to install.

The introduction of Feed in Tariffs (FiTs) and government targets to cut carbon emissions has meant that solar photovoltaics is a natural development for the electrical market and should be considered by any electrical installation company or engineer.

As with all of our training at SWAAT, the training is delivered by our team of qualified and experienced tutors.

### Course objectives/key benefits

To provide knowledge and an understanding of photovoltaic solar and electrical systems.

### Who is the course aimed at?

Those working alongside photovoltaic solar installers.

Typical course candidates include roofers, architects, building engineers, local Government, housing association employees and salespersons working within the renewable sector.

### Entry requirements/pre-requisites

Candidates must have some basic electrical knowledge, but do not require the electrical qualifications needed for the other solar photovoltaics courses offered by South West Assessment and Training.

For anyone wishing to install solar photovoltaic systems SWAAT also offer a solar photovoltaic installation course.

For anyone new to electrical work, or who would like to update their knowledge and skills, it is highly recommended that they undertake the **Foundation Electrics** course prior to this course.

### Course content

- Background to market and grant funding routes (including MCS)
- Regulations and standards
- Health & Safety considerations
- AC & DC theory
- PV cell types and benefits
- PV external and internal site survey requirements
- Solar PV circuit design
- PV system design and integration
- Setting to work and commissioning
- Solar PV servicing and fault finding

### Course duration

Two days

### Training Method

Classroom based - although candidates will be introduced to the practical elements of photovoltaic installation

### Assessment

Some practical elements and multiple-choice papers.

### Course Outcome/Qualification

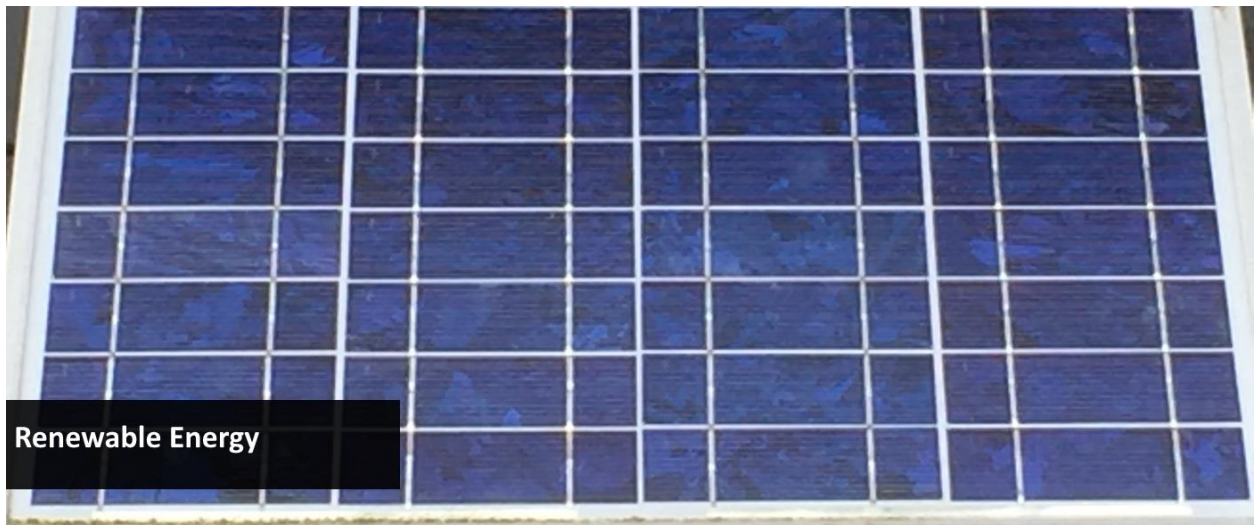
Candidates who successfully complete the assessment will receive a LCL AWARDS certificate of competence in photovoltaic solar awareness.

### Materials Provided

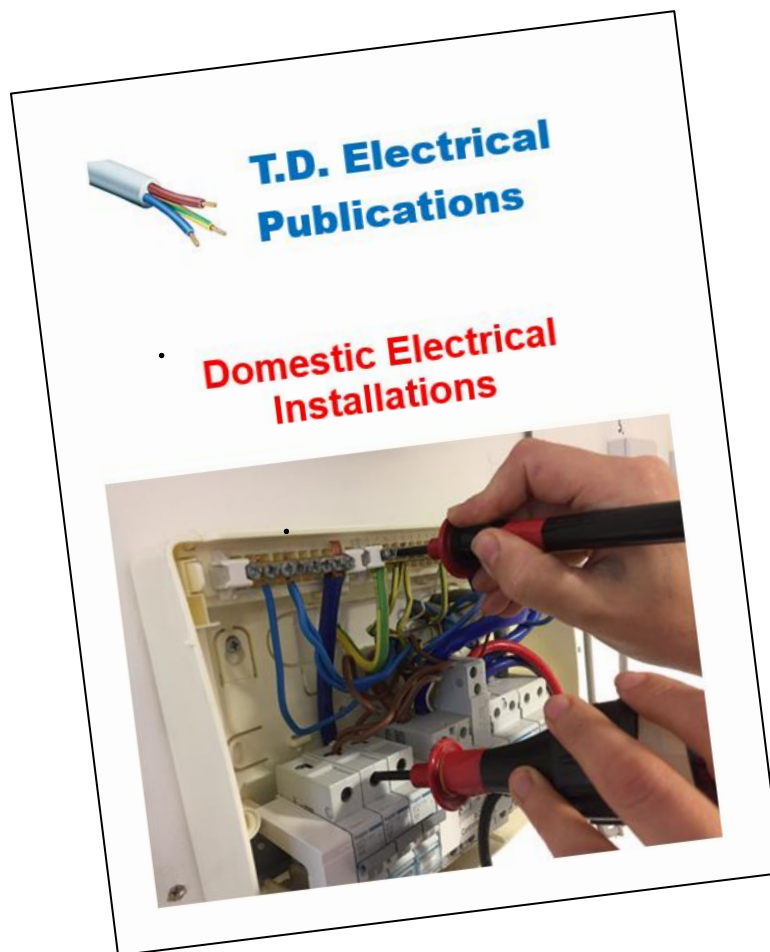
Candidates will be provided with a training pack

### Prices

Available upon application from our office on **01579 348544** or at **info@swaat.co.uk**.



# Electrical Reference Book Available – now incorporating a section on BS7671 (18<sup>th</sup> Edition) Wiring Regulations



Please contact our office (01579 348544) or [info@swaat.co.uk](mailto:info@swaat.co.uk) for further details

# South West Assessment and Training

We target your training needs



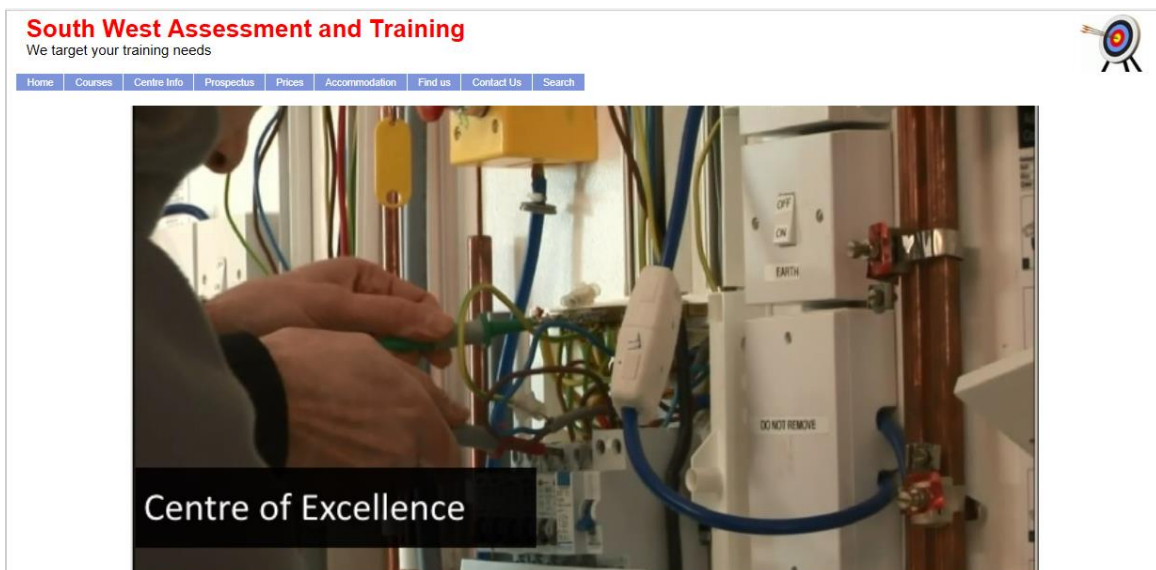
If you have already attended a course at SWAAT, we hope you have enjoyed learning with us. If so, why not 'like' us on Facebook. That way we can keep you up-to-date on all the news in the industry as well as informing you of new courses that you might be interested in.



You don't even have to type in the address; simply scan the image below and it will take you straight to the page!



Also take a look at our website: [www.swaat.co.uk](http://www.swaat.co.uk) where you will find details of all of the course that we offer. We look forward to seeing you again.



## DISCLAIMER

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