



CREDITING ELECTROTECHNICAL COMPETENCE (CEC) SCHEME
FOR THE SVQ LEVEL 3
IN
ELECTRICAL INSTALLATION

Crediting Electrotechnical Competence (CEC) Scheme

Guidance
to
Employers & Candidates

Introduction

The CEC Scheme is for practising electricians who want to obtain industry-recognised qualifications, allowing them to qualify for SJIB grading. The Scheme enables individuals to have their previous experience and/or qualifications assessed against the standards set out in the SVQ in Electrical Installation at SCQF Level 7 (previously SVQ Level 3). The CEC Scheme is managed by SECTT on behalf of the Scottish Joint Industry Board (SJIB) for the Electrical Contracting Industry.

What are the benefits?

- Gain an SVQ Certificate in Electrical Installation
- Qualify for the SJIB Grade (ECS) Card
- Improve Health and Safety and Environmental Awareness
- Provide evidence of their skillset to an employer
- Improve future employment prospects

This Scheme (assessment process) is for those who:

- Cannot provide proof of apprenticeship
- Did not complete their full Electrical Installation apprenticeship
- Completed their apprenticeship outside the UK
- Have electrical qualifications and are looking to gain recognition due to electrical installation experience.

Eligibility (Appendix 1)

To be eligible for this Scheme Applicants need to have extensive experience as an Installation Electrician and must be able to provide evidence of practical experience and knowledge across the broad range of skills that are assessed within the SVQ.

It is important that Applicants review their work experience against the scope required before they decide to formally apply for the CEC Scheme. The Unit Evidence Tables (Appendix 3) provides detailed guidance which helps applicants decide if this is the right route for them.

The need to have evidence of competence across the full skillset expected of an Installation Electrician is vitally important within the Electrical Contracting Industry. Recognising this requirement the Scottish Joint Industry Board (SJIB) in conjunction with the Industry has reviewed the Crediting Electrotechnical Competence (CEC) Scheme.

To be eligible for this Scheme Applicants should:

1. Have at least ten years' experience as a practising electrician (if not in receipt of formal qualifications); **or**
2. Have at least three years' experience as a practicing electrician and hold relevant electrical qualifications; see Knowledge Evidence Map (Appendix 4) for further guidance on qualifications that will be considered; **and** are **currently** employed as an Installation Electrician.

Notes:

- I. *The minimum experience requirement is 3 years relevant experience as an Installation Electrician post accepted qualification. For some qualification types, we may require 5 years post qualification experience. This is at the discretion of the SECTT Training & Development Manager.*
- II. *Having relevant electrical qualifications may provide exemptions from some parts of the CEC process.*
- III. *Having trained abroad and gained relevant qualifications and verifiable experience. The qualifications must be reviewed by NARIC (www.naric.org.uk).*

If a Scheme Applicant is a practising electrician with the range and depth of experience needed, he/she should have no difficulty achieving the Electrical Installation SVQ. The college will work with the Applicant to identify any gaps in competence and a plan will be put in place to address the gaps and develop the skills needed.

About the Award

SVQ in Electrical Installation at SCQF Level 7

Scottish Vocational Qualifications (SVQ's) are qualifications that have been developed in partnership with Industry and Awarding Bodies. They are built around an assessment process that measures an individual's ability to competently perform to industry-set occupational standards. The evidence towards this qualification is predominantly gathered from workplace activity. CEC Applicants must provide verifiable evidence across a range of work-based projects that cover the scope and depth needed in order to meet the requirements set out in the SVQ in Electrical Installation. In addition, there will be at least one workplace observation where an Assessor will review site based work against the requirements for the SVQ.

What do Applicants need to do to be eligible to register for the CEC Scheme?

Applicants must be employed in the Electrical Contracting Industry and have substantial experience.

This experience should enable them to;

- Apply Health & Safety and Environmental legislation in the building engineering sector
- Establish and maintain relationships in the building services sector
- Coordinate a work site in the building services engineering sector
- Install enclosures for the electrical cables, conductors and wiring systems
- Install and connect electrical cables, conductors, wiring systems and equipment
- Inspect and Test Electrical Systems and Equipment
- Commission Electrical Systems and Equipment
- Identify and rectify faults in electrical systems and equipment
- Maintain electrical systems and equipment

The CEC Scheme has been designed to allow individuals to demonstrate how their professional skillset meets the requirements of the SVQ in Electrical Installation at SCQF level 7 (previously SVQ Level 3).

CEC Applicants need to provide workplace evidence that demonstrates their competence across all 9 SVQ units. The Unit Evidence Tables (Appendix 3) enables Applicants to benchmark their experience against these requirements.

The CEC Assessor(s) role is to assess the Candidates knowledge and work-based experience against the SVQ standards. This evidence must be verifiable (i.e. signed off by employer/supervisor/competent person) and clearly show their involvement. The majority of evidence should come from work that has been completed within the last 3 years (Appendix 2).

In addition, there will be at least one workplace observation. During this observation, an Assessor will review site-based work that Candidates have completed and observe them working on tasks that are relevant to the SVQ criteria.

Application Process

What should Applicants do to apply for the CEC Scheme?

In preparation for the CEC Scheme all Applicants should complete and return the following documentation and certificates to SECTT Training & Development Manager:

- The CEC Scheme Application Form;
- Copy of Unit Evidence Table contained within the CEC Application, signed by employer(s);
- A chronological CV which should consist of a list of references, detailing your electrical installation work experience, dates of employment with employers and the type of work you have undertaken. This CV must include details of your current employer;
- The ECS Health, Safety and Environmental Assessment or a valid approved equivalent (completed within the previous 30 months of application date); and
- Copies of any certificates for any relevant courses may also be enclosed. Applicant who trained abroad should contact UK Naric who will compare international qualifications against UK standards and will translate these into English. For more information go to: www.naric.org.uk

Applicant Guidance

The information contained and enclosed with the CEC Application should be sufficient to judge whether CEC is the correct progression route. However, the SECTT Training & Development Manager may contact the Applicant by phone or arrange a face-to-face meeting to discuss the application further if necessary.

If Applicants do not have sufficient demonstrable experience, we would recommend that they gain additional practical experience before they apply for the CEC Scheme or alternative routes are recommended. Further information is available from www.sjib.org.uk or www.sectt.org.uk.

Registration & Procedure (See Appendix 1)

What happens once Applicants have been accepted onto the CEC Scheme?

1. On SECTT approval of an application, the CEC Assessor will arrange an initial meeting at college.
2. During the initial meeting, the CEC Assessor will review the Candidates experience and qualifications against the SVQ Unit standards. During this meeting they will aim to;
 - Produce an Individual Assessment Plan which will detail how a Candidate can provide evidence to meet unit requirements. The objective will be to identify ways in which workplace evidence can be gathered so that it may be used across multiple SVQ units. This will simplify the overall process while ensuring the evidence gathered meets SVQ standards.
 - Review all existing qualifications to see if any can count towards prior achievement of any of the SVQ Units. If so, they will be identified and recorded - Acquired Prior Learning (APL).
 - Identify any skills or knowledge gaps. Where identified, a plan will be put in place to deal with these gaps (This would be after submission of portfolio, so it is in the Candidate's interest to match as much prior experience to the Unit Criteria).
 - During this initial meeting, should the CEC Assessor have any concerns about a Candidate's ability to meet CEC Scheme requirements, these concerns will be referred to the SECTT Training and Development Manager.
 - It is important that Candidates prepare for this meeting in advance. We would encourage Candidates to review their experience and knowledge against each unit (Appendix 3). Failure to prepare in advance for the meeting may make it less effective and is likely to extend the time it takes to complete the CEC process with possible cost implications.
3. Following this initial meeting there will be ongoing communication by phone and email with the CEC Assessor to review progress. The Assessor may arrange additional face to face meetings if required.
4. As part of this process, at least one workplace observation will be arranged with a qualified Assessor. Additional observations may be required. This is at the discretion of SECTT and the CEC Assessor.

5. An additional requirement of the CEC Scheme is that Candidates must hold a valid BS 7671 qualification before they can apply to sit the FICA (for the purpose of this scheme, valid is defined as completed within the last 5 years).

Valid BS 7671 qualifications include;

- SQA [SELECT] Customised Award in Requirements for Electrical Installations to BS 7671; or
- SQA [SELECT] Customised Award in Inspection and Testing (214) completed within the last 5 years; **or**
- City & Guilds IET Wiring Regulations – Full Course ;**or**
- City & Guilds 2394 & 2395 or 2391 Inspection and Testing (or equivalent); (**or**)
- EAL Level 3 Award in Requirements for Electrical Installations BS 7671 (601/5321/0) ;**or**
- LCL Level 3 Award in the Requirements for Electrical Installations BS 7671 (completed within the last 5 years); **and**

Unless clearly evidenced in your Portfolio submission; **and**

- Current Scottish Building Standards Certificate completed within the last 3 years.
6. In order to become eligible to apply to sit the Final Integrated Competency Assessment FICA, the CEC Assessor must sign off each unit and send result to SECTT for processing.
 7. The FICA is the final unit (HS57 04) and an integral part of the SVQ 3 in Electrical Installation at SCQF Level 7 and is only completed when Candidates have completed the required competencies. For more information and guidance visit the FICA section on www.sjib.org.uk .
 8. On successful completion of the FICA, an SVQ in Electrical Installations at SCQF level 7 will be awarded. Candidates will then be eligible to apply for the SJIB Gold Installation Card.

How long will it take to complete the CEC Scheme?

Success depends on a Candidates ability to collect evidence that demonstrates to the Assessor that they have the competence and practical experience to meet the standard. The maximum time from CEC enrolment to completion is 18 months.

Which SJIB card are CEC Candidates eligible for?

Once a Candidate has been formally accepted onto the scheme, they will receive an SJIB Provisional Electrician's card which will be valid for 18 months. This is to allow them time to complete the CEC process; during this 18-month period progress will be monitored. The SJIB retains the right to withdraw the Provisional Electrician card should sufficient progress not be made towards CEC Scheme completion.

On completion of the SVQ, an SJIB Grade (ECS) Card will be issued.

How much will it cost?

Candidates will have to pay for any courses, course materials and registration fees. This will vary as the amount of training and updating of skills will differ from Candidate to Candidate. On formal registration, the Colleges will charge **£500 (non-refundable)** for the completion of the SVQ Electrical Installation Portfolio. In addition, SECTT require **£250 (non-refundable)** to cover the costs of administration.

What should an Individual do if they have been declined for this scheme and disagree with the decision?

Applicants who believe that their CEC Application has been unfairly declined can appeal in writing to the Secretary of the SJIB setting out their case. A copy of the original CEC Application should be enclosed.

Contact SECTT on:

SECTT

The Walled Garden

Bush Estate

Midlothian

EH26 0SE

Tel: 0131 445 5659

Email: admin@sectt.org.uk

Contact SJIB on:

SJIB

The Walled Garden

Bush Estate

Midlothian

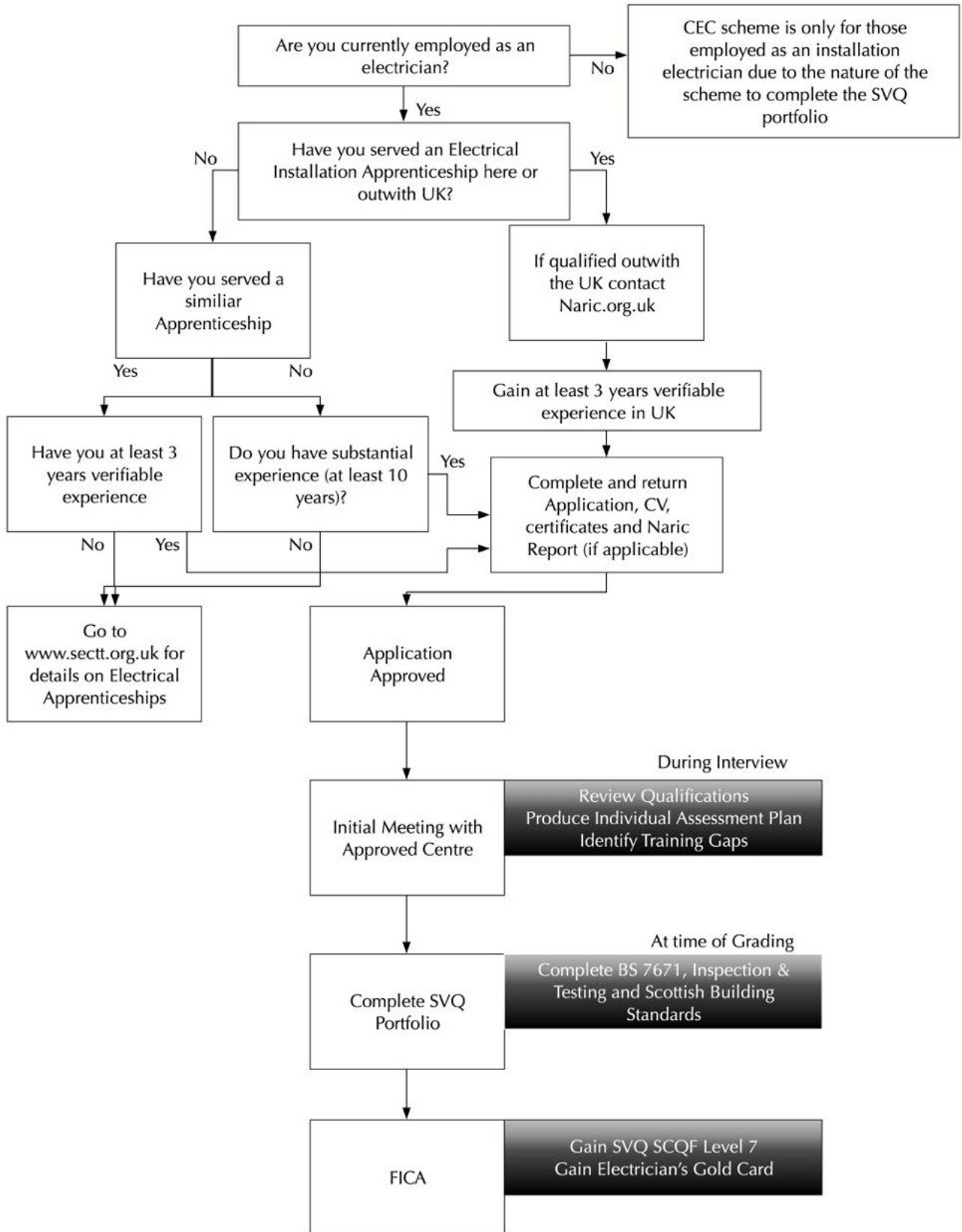
EH26 0SB

Tel: 0131 445 9216

Email: admin@sjib.org.uk

Appendix 1

CEC Flowchart



Appendix 2

Performance Evidence Guidance

The definition of performance criteria that is used is “to carry out work in accordance with the current versions of appropriate industry standards and regulations, the specification, working practices, the working environment and the natural environment”.

Note: It is the Candidate’s responsibility to comply with **General Data Protection Regulation (GDPR)** when submitting evidence. All data sensitive information should be redacted.

Candidates will need to provide evidence that they have practical work-based experience that meets the SVQ standard. The best source of workplace evidence will be from substantial projects that use a wide range of skills.

The Unit Evidence Table (Appendix 3) provides an overview of the units within the SVQ. Prior to the initial meeting with the CEC Assessor you should complete the following Unit Evidence Tables with as much relevant information as possible.

The types of evidence Candidates will be able to supply will vary depending on their experience. Some examples of evidence may include copies of:

- Plans or drawings of work
- Works Instructions
- Work Schedules
- Schedules of materials used
- Completed Inspection, Testing and Commissioning Records
- Risk Assessments/Site Safety Checks carried out
- Photographs of completed work
- Maintenance documentation
- Communication to/from customers relating to the work
- Handover arrangements
- Certificates from colleges or training providers verifying assessed knowledge

This evidence will need to be verified by witnesses. Guidance on suitable witnesses is included in this document under Verification of Evidence.

For each unit type, Candidates will be asked to submit evidence from a minimum of two separate activities. The evidence submitted is likely to be relevant to more than one unit. The CEC Assessor will provide guidance on the best approach to assessment to ensure that Candidates do not have unnecessary duplication.

With the help of the CEC Assessor and using evidence collection material provided, Candidates will build up a portfolio, which will be checked by the CEC Assessor, and when completed, will form the documented evidence that indicates that Candidates have met the SVQ in Electrical Installations standards.

Time to achieve the SVQ will be solely dependent on a Candidates ability to demonstrate to the CEC Assessor that they have the necessary knowledge and work experience to meet the current standards. The deadline from CEC registration to completion is 18 months.

Verification of Evidence

Employers will also be asked to support CEC applications and provide written testimony that the Electrical work Candidates have undertaken has been completed to acceptable standards in terms of quality of work and time taken. Witness need to have suitable qualifications and ideally should be an SJIB recognised Electrician or be able to demonstrate occupational competence.

For self-employed Candidates, the CEC Assessor may ask for witness testimony from clients that the work was

carried out as described. However, self-employed Candidates may need additional work-placed observations.

Workplace Observation Guidance

To ensure the authenticity of evidence submitted a field CEC Assessor will arrange a site visit for observation purposes. During these observations, the CEC Assessor may ask to see observed and/or non-observed product, gather witness testimony and/or ask oral questions to prove understanding of work carried out. The number and scope of this work placed observations will depend on the evidence that has been given, but at least one visit will take place. This will ensure that the submitted portfolio evidence is valid, authentic, reliable, current and sufficient.

Unit Evidence Tables

The tables will give an indication of the SVQ requirements and will help Candidates decide whether their experience fits with the scope of this course. Candidates should go through each point and mark a yes where they feel they would be able to gather evidence to support this claim. Candidates should record examples of evidence that they can provide which supports their claim for competence in the space provided. This evidence must be gathered from work carried out in the electrical installation field through your personal experience.

These tables list the key competencies for each Unit within the SVQ. Candidates will also be asked to provide evidence that demonstrates that they understand the theory that underpins the practical work, e.g. this means that not only can they provide evidence that they can select the right cables but they you can also explain the reason for doing so.

The same piece of evidence may be relevant across different competencies and/or units.

Appendix 3 - Unit Evidence Tables

NOS H94X 04 – SUMBSE01:

Apply health and safety and environmental legislation in the building services engineering sector

No	Activities you carried out	Examples of Evidence	Yes	No
1.	I carried out an assessment of risks on the site to comply with health and safety regulations and other relevant legislation.			
2.	I planned a safe system of work and agreed it with the relevant person(s). I carried out regular reviews and communicated these to colleagues and other relevant parties.			
3.	I used suitable warning notices and barriers to prevent unauthorised entry to the work site as identified by my assessment of risks.			
4.	I monitored regularly that the working conditions remained safe for work to continue.			
5.	I minimised the risks associated with using tools, plant, access equipment, materials and substances by following health and safety requirements and suppliers' instructions.			
6.	I checked that all tools, plant, access equipment, materials and substances available on site were stored safely and securely during work activities and were moved on completion.			
7.	I checked that the work site was cleared after the work ended and left in a safe and satisfactory condition in accordance with health and safety regulations and good housekeeping practice.			
8.	I completed and reviewed relevant documentation in accordance with the appropriate requirements, procedures and regulations.			

	Activities you carried out	Examples of Evidence	Yes	No
1.	I identified the relevant people that needed to be supplied with technical and functional information. Relevant People include; Customers Clients Other Contractors Colleagues			
2.	I discussed, with the relevant people, the technical and functional information requirements. This includes; Specifications Manufacturer’s Instructions User Instructions			
3.	I obtained current and relevant information from appropriate sources/ Manufacturers			
4.	I assessed the nature and extent of information required by the relevant people in order for the installation, or equipment, to be operated safely and effectively.			
5.	I passed on the information in a timely, courteous and professional manner, and in accordance with organisational procedures. This covers; Customers Clients Supervisors			
6.	I provided written technical and functional information to the relevant people in accordance with organisational procedures and working environment. This covers; Installation Specifications Manufacturer’s Instructions User Instructions			

7.	<p>I confirmed that the relevant people received the necessary health and safety information and advice in the approved manner.</p> <p>This covers; Customers Clients Others – please specify</p>			
8.	<p>I completed and reviewed relevant documentation in accordance with the appropriate requirements, procedures and regulations.</p>			

	Activities you carried out	Examples of Evidence	Yes	No
1.	I identified the relevant people that needed to be supplied with technical, functional and health and safety information. Relevant People include; Customers Clients Other Contractors Colleagues			
2.	I allocated duties and responsibilities to operatives when appropriate to make best use of their competence.			
3.	I instructed operatives where relevant about duties and responsibilities and confirmed instructions were understood.			
4.	I assessed the nature and extent of information required by the relevant people in order to coordinate effectively the work of others.			
5.	I ensured that safe and appropriate action was taken promptly where any non-compliance was identified during the programme and ensured that the documentation was completed accurately and timeously to the appropriate persons.			
6.	I liaised with the relevant people to resolve issues which were outside the scope of my job role but impacted on the programme.			
7.	I verified that the equipment, accessories and components were compatible to the working environment and were correct in accordance with the specification and that they were undamaged and suitably stored.			
8.	I confirmed with the appropriate persons that the work was completed as per specifications and client requirements			

	Activities you carried out	Examples of Evidence	Yes	No
1.	I confirmed that the existing electrical supply was compatible with the planned installation in accordance with laid down procedures. Evidence must cover; Single phase Three phase Other – Please specify			
2.	I confirmed before work started that the work location and area can be accessed safely. Appropriate action taken where risks were present.			
3.	I verified that job information and documentation is current and relevant and that all equipment, accessories and tools were fit for purpose. Must cover; Equipment Components			
4.	When required, I carried out isolation procedures to ensure a safe installation in accordance with electrical regulations and approved procedures	Equipment		
		Diagrams		
		Drawings		
5.	I measured and marked out all locations for wiring systems, wiring enclosures and equipment in accordance with electrical regulations and to meet an agreed specification. Evidence should include Plans, Drawings And Schedules			
6.	I checked that the planned locations were sensible, visually acceptable and were in accordance with other site services. Evidence could cover Client, Other Contractors and Plans			

7.	<p>I fixed the wiring systems, wiring enclosures and equipment safely and in accordance with relevant regulations and manufacturers' instructions.</p> <p>Evidence should include Plans, Drawings And Schedules</p>			
8.	<p>I reported to relevant people those necessary variations to the planned programme of work that had: The potential to be dangerous or had a cost implication.</p> <p>Relevant People include; Customer Client Supervisor Other – please Specify</p>			
9.	<p>I ensured the safe transport and disposal of waste materials, substances and liquid in accordance with suppliers, manufacturers or local authority instructions.</p>			

	Activities you carried out	Examples of Evidence	Yes	No
1.	<p>I was working within a safe system of work and identified any foreseeable hazards relating to the connection of wiring systems, wiring enclosures and equipment.</p> <p>Evidence must cover Equipment choices, and use of Permit to Work Systems</p>			
2.	<p>I identified accurately the means of electrical isolation prior to connection.</p> <p>Evidence must cover Equipment, Components and Connections</p>			
3.	<p>When required, I carried out isolation procedures to ensure a safe connection in accordance with electrical regulations and approved procedures.</p> <p>Evidence must cover Equipment used and Permit to Work systems</p>			
4.	<p>I verified that job information and documentation is current and relevant and that the plant, instruments, access equipment and tools are fit for purpose.</p>			
5.	<p>I installed fixed and connected cables in accordance with specifications and complied with current IET wiring regulations.</p> <p>This should cover;</p> <ul style="list-style-type: none"> Switchgear Distribution Boards Components Connections 			

6.	<p>I checked the connections were electrically and mechanically sound and ensured that they were identified correctly and clearly.</p> <p>This should cover; Switchgear Distribution Boards Components</p>			
7.	<p>Where appropriate, I took safe and sensible action to remedy any identified defects, manage alterations and variations.</p> <p>Evidence must cover Connections</p>			
8.	<p>I completed any necessary documentation about the work legibly, accurately and timely in accordance with organisational requirements.</p> <p>Evidence should include Procedures, Schedules and any job Paperwork</p>			

	Activities you carried out	Examples of Evidence	Yes	No
1.	Using relevant documentation and current information I planned and agreed the inspecting, testing and commissioning procedures with relevant people on site. Relevant people include ; Customers Clients Contractors Others – Please specify			
2.	I undertook an assessment of safe working practices in accordance with general and industry specific health and safety regulations. Evidence should cover use of Permit to work and hazard identification			
3.	I followed the correct procedures for identifying and carrying out a safe isolation before inspecting, testing and commissioning the electrical installation. Evidence must cover Equipment and Components			
4.	I confirmed that the test instruments and relevant resources were appropriate to the job in hand, fit for purpose, and were in calibration.			
5.	I conducted a visual inspection in accordance with the current IET wiring regulations.			

6.	<p>I conducted the required tests in accordance with current IET wiring regulations.</p> <p>Test must include;</p> <p>Continuity of C.P.C</p> <p>Ring circuit continuity</p> <p>Insulation resistance</p> <p>Polarity</p> <p>Earth fault loop impedance</p> <p>RCD Tests</p>			
7.	<p>I complied with organisational procedures for completion of relevant documentation informing relevant people and addressing issues and problems.</p>			
8.	<p>I prepared a formal record of testing (Test Sheets) which confirmed the safety and integrity of the installation, in accordance with organisational procedures and current IET wiring regulations.</p>			
9.	<p>I handed over the installation to relevant people and ensured that they had sufficient information and documentation for continued safe and effective use of the installation.</p> <p>Relevant people include;</p> <p>Customer</p> <p>Client</p> <p>Supervisor</p>			

	Activities you carried out	Examples of Evidence	Yes	No
1.	Using relevant documentation and current information I planned and agreed the commissioning procedures with relevant people on site. Relevant People include; Customers Clients Other Contractors Colleagues			
2.	I discussed, with the relevant people, the technical and functional information requirements. Evidence should cover specifications, manufacturer’s instructions and user instructions			
3.	I obtained current and relevant information from appropriate sources. This must include Manufacturers			
4.	I assessed the nature and extent of information required by the relevant people in order for the installation, or equipment, to be operated safely and effectively.			
5.	I carried out and completed the commissioning process in accordance with the client’s and IET requirements.			
6.	I verified that the electrical system and equipment was ready for hand over and met the customer’s requirements and resolved any problems identified during the process.			
7.	I prepared a formal record of the commissioning process which confirmed the safety and integrity of the installation.			

8.	<p>I passed on the information in a timely, courteous and professional manner and in accordance with organisational procedures.</p> <p>Information could cover installation specifications, manufacturer's instructions and user instructions</p>			
9.	<p>I confirmed that the relevant people received the necessary health and safety information and advice in the approved manner.</p> <p>Relevant people may include Customers, Clients, Others (specify)</p>			

	Activities you carried out	Examples of Evidence;	Yes	No
1.	I obtained clear and detailed information about the faults, including the system specification relating to the Electrotechnical systems and equipment. This must cover; Switchgear Distribution Board Motors			
2.	I advised the relevant people clearly and accurately about the potential disruption and consequences of carrying out a diagnosis and correction of faults. Relevant people may include Customers, Clients and Other Contractors			
3.	I agreed the appropriate repairs and their implications with the relevant people in accordance with organisational procedures. Relevant people may include Customer, Client, Supervisor			
4.	I conducted an assessment of safe working practices and performed suitable tests on the installed Electrotechnical systems and equipment, safely, to identify the fault. Suitable Tests must cover; Continuity Insulations resistance Earth Fault loop impedance RCD tests			

5.	<p>I followed the correct procedures for carrying out a safe and secure isolation, where required, before diagnosing and correcting the fault.</p> <p>Evidence must cover use of permit to works, equipment and components</p>			
6.	<p>I followed the correct procedures when rectifying the fault, including using the appropriate tools, test equipment and materials.</p> <p>Fault types must cover; Overload Open Circuits Short Circuits</p>			
7.	<p>Where the fault could not be corrected immediately, I left the Electrotechnical systems and equipment safe in accordance with industry regulations.</p>			
8.	<p>I inspected and tested that the repaired Electrotechnical systems and equipment were functioning in accordance with the relevant Industry Standards and specifications.</p> <p>Test types must include; Insulation Resistance Earth fault loop impedance Operation of RCDs</p>			
9.	<p>I informed the relevant people about the test results and completed the documentation clearly and accurately.</p> <p>Relevant people may include customers and clients</p>			

	Activities you carried out	Examples of Evidence	Yes	No
1.	I obtained current and relevant information from appropriate sources This must include Manufacturer Instructions			
2.	I identified the relevant people that needed to be supplied with technical and functional information. This may include Customers, Clients, Other Contractors and Colleagues			
3.	I discussed, with the relevant people, the technical and functional information requirements and prepared a programme of work. Relevant information can include specifications, manufacturer’s instructions and user instructions			
4.	I identified and obtained the resources, including tools and equipment required to undertake the maintenance activity.			
5.	I followed the correct procedures for carrying out safe and secure isolation, to ensure the safe maintenance of Electrotechnical systems.			
6.	I carried out maintenance activity including repairs, removal, replacement or adjustment as appropriate.			
7.	I ensured the safety of relevant Electrotechnical systems when maintenance activities could not be completed immediately.			
8.	I informed the relevant people about the commissioning process and completed the documentation clearly and accurately. This includes any variations or essential maintenance requirements.			

Appendix 4 - Knowledge Evidence Map

SVQ UNITS (2015)	SVQ Level 3 (’95 – 2014) G3SN 23/SG0304301 G6H6 23/SG0304902 G7NY 23 & G9FA 23	NC Modular Scheme NO. AG0304101 +(a) + (b) + (c)	2360 PT2 + (a)	2360 PT1 + (a)	Elect Installation A Course + (a)	Elect Installation B Course + (a)	Elect Installation C Course + (a)	C&G 2391 (2394/5)	NARIC SCQF level 7	Electrical Engineering
H94X 04	√	√	√	√ + Question Sheet OR + equiv. updates	√ + Question Sheet OR + equiv. updates	√ + Question Sheet OR + equiv. updates	√ + Question Sheet OR + equiv. updates		√ + CEC Portfolio	TBC
H94Y 04	√	√ + AM2	√ + AM2	√ + AM2	X - AM2 + equiv. updates	√	√		√ + CEC Portfolio	TBC
H950 04	√	√ + AM2	√ + AM2			√	√		√ + CEC Portfolio	TBC
H951 04	√	√ + AM2	√ + AM2	√ + AM2	√	√	√		√ + CEC Portfolio	TBC
H952 04	√	√ + AM2	√ + AM2	√ + AM2	X - AM2 + equiv. updates	X - AM2 + equiv. updates	√		√ + CEC Portfolio	TBC
H953 04	√	√ + AM2	√ + AM2	X - AM2 + equiv. updates	X - AM2 + equiv. updates	√	√	√ + CEC Portfolio	√ + CEC Portfolio	TBC
H954 04	√	√	√	X - + equiv. updates	X - AM2 + equiv. updates	√	√	√ + CEC Portfolio	√ + CEC Portfolio	TBC
H955 04	√	√	√	X - + equiv. updates	X - AM2 + equiv. updates	√	√		√ + CEC Portfolio	TBC
H956 04	√	√	√	X - + equiv. updates	X - AM2 + equiv. updates	√	√		√ + CEC Portfolio	TBC
H957 04 FICA	√	AM2	X	X	X	X	X		X	TBC