

Qualification Manual

EAL L3 Certificate in Power Supply and Distribution Cabling

A grayscale photograph of an electrical worker wearing a hard hat and safety glasses, looking at a piece of equipment. The image is partially obscured by the large 'ELECTRICAL' text.

Qualification Code: 603/6345/9

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1.0 About EAL

Since 1964 EAL (**Excellence Achievement and Learning**) has been the specialist awarding organisation for the engineering industry and related sectors. Our commitment to partnering industry together with the focus on our core sectors gives us an unrivalled understanding of the skills employers need. This results in qualifications that carry weight and respect with employers which deliver real career benefits for learners.

We support the delivery network with an unparalleled level of service to ensure that learners are well prepared for the roles they plan to take on. Through its programme of continuous improvement, EAL strives to meet the demand from employers for high performing, high quality products.

1.1 Equal opportunities and diversity

EAL expects its centres to enable Learner's to have equal access to training and assessment for qualifications in line with the Equality Act 2010 and protected characteristics. Further details can be located in the EAL Equal Opportunities and Diversity Policy: <http://www.eal.org.uk/centre-support/centre-support/policies-and-important-documents>

1.2 Customer service and feedback

Customer service is a fundamental part of EAL's commitment to you. EAL aims to ensure that all customers receive a high quality efficient service. We are always interested in feedback and if you have any comments or feedback on our qualifications, products or services, please contact the customer experience team:

EAL Customer Experience

Tel: +44 (0)1923 652 400

Email: customer.care@eal.org.uk

2.0 Introduction to the Qualification

What is this qualification?

This is an occupational qualification and is for learners who work in the electrotechnical industry carrying out either power supply distribution cabling or cable jointing and require a formal qualification to facilitate progression to becoming industry recognised in their role. The content was created from working with employers, their representatives, and the Electrical JIB/ECS. This qualification requires occupational evidence from the workplace.

Learners for the cable jointing pathway must also undertake an occupational competence assessment of cable jointing administered by NET (not in the qualification) for application for the ECS card for their occupation.

Who is this qualification for?

Those who work in the industry carrying out either power supply cable installation or cable jointing and wish to gain industry recognition in their occupation.

What does this qualification cover?

This qualification comprises of knowledge and performance outcomes within single units covering: safe site working, overseeing and organising the work, and optional units for installation of power supply/distribution cabling and cable jointing of power supply/distribution cabling. It provides a flexible approach for learners to gather evidence of their safe working from carrying out their occupational role. This qualification is graded pass or fail only.

This qualification has 66 Guided Learning Hours (GLH). It has a Total Qualification Time (TQT) 181 hours (notional time required by the learner to complete the qualification).

2.1 Regulation and Industry Support for this Qualification

This qualification is:

- regulated at Level 3
- supported by the electrical industry stakeholders.

2.2 Achievement of the Qualification

This qualification is gained when all the necessary units have been achieved. The centre will then be able to apply for the learner's Certificate. The learner will also receive a Certificate of Unit Credit, listing all the achieved units.

2.3 Qualification Support Materials

The following materials are available for these qualifications:

- **Interactive Knowledge, Understanding and Performance Units:** These documents allow both the learner and the assessor to record the progress through the qualification. They contain the performance and knowledge to be assessed, and the evidence required from the learner to demonstrate their competence.
- **Performance Assessment Plan and Evidence Record (X200):** This allows effective and holistic assessment planning and cross tracking of the learner portfolio to the units.

All materials can be accessed by EAL registered Centres from the EAL Website www.eal.org.uk

3.0 Rule of Combination (Qualification Structure)

This qualification will be obtained by the learner once they have completed the mandatory units and one of the pathways relevant to their occupational role. The qualification has 66 Guided Learning Hours (GLH). It has a Total Qualification Time (TQT) 181 hours (notional time required by the learner to complete the qualification).

Mandatory Units:

Unit	Unit title	GLH
CP3-01	Apply Health, Safety and Environmental Considerations	25
CP3-03	Organise and Oversee the Electrical Work Environment	24

Cable Installation Pathway:

Unit	Unit title	GLH
CP3-12	Installation of Power Supply/Distribution Cabling	17

Cable Jointing Pathway:

Unit	Unit title	GLH
CP3-14	Cable Jointing of Power Supply/Distribution Cabling	17

4.0 Centre and Qualification Approval

Centres wishing to run the qualification will need to comply with this Qualification Manual and EAL's centre recognition criteria for this qualification upon accreditation and launch. Centres must also put in place the appropriate physical and human resources and administration systems to effectively run the qualification. Please refer to Section 5 for the requirements of centre staff involved in the delivery of the qualification.

For existing EAL centres to put the qualification on your centre remit:

- To add this qualification to your centre qualification remit, create and complete a qualification approval application form in Smarter Touch and submit to EAL.

For non EAL centres to gain centre approval to run the qualification:

- Please contact the EAL Customer Experience Department who will be delighted to hear from you:

Tel: +44 (0)1923 652400

Email: customer.care@eal.org.uk

5.0 Profiles and Requirements

The staff involved in the delivery of these qualifications at the Centre must meet ALL of the requirements in this section.

5.1 Staff Responsible for Registering and Certification of Learners

Centres are required to appoint a suitable member of staff who can take responsibility for registering learners onto the qualification. They may also be responsible for applying to EAL for learner certificates. The role may be undertaken by the same person who undertakes quality assurance.

5.3 Assessors

The Centre MUST provide EAL with the names of any teachers, trainers or other individuals who will undertake internal assessment (referred to as assessors), so that these can be approved prior to them carrying out an assessment role.

Assessors must be working towards or have achieved a relevant recognised assessor qualification such as a Level 3 Certificate in Assessing Vocational Achievement and continue to practice to that standard. Assessors who hold earlier qualifications (D32 or D33 or TQFE/TQSE) should have CPD evidence to the most current standards.

They must be occupationally competent electricians. Evidence which supports this is by the assessor holding a relevant electrotechnical NVQ L3* and/or having registration with the JIB as Installation Electrician status or Eng-Tech status via the IET.

*Assessors who qualified before NVQs were developed should provide evidence of how they are occupationally competent (such as through a CV together with any relevant references).

Assessors must be able to demonstrate evidence of being up to date with the electrical industry. This can be evidenced for example by either accessing trade publications, undertaking updates to wiring regulations or other course of learning, attending networking events relevant to this qualification and/or attending industry events.

5.4 Expert Witnesses

Where "Expert Witnesses" are used in the assessment process identified above they must be sector competent individuals who can attest to the learner's performance in the workplace.

It is not necessary for expert witnesses to hold an assessor qualification, as a qualified assessor must assess the performance evidence provided by an expert witness. Evidence from expert witnesses must meet the tests of validity, reliability, authenticity and sufficiency.

Expert witnesses will need to demonstrate:

- They have relevant current knowledge of industry working practices and techniques
- That they have no conflict of interest in the outcome of their evidence.

5.6 Internal Quality Assurers

This relates to staff undertaking internal verification of assessment. The Centre MUST provide EAL with the names of any teachers, trainers or other individuals who will undertake internal quality assurance, so that these can be approved prior to them carrying out this role.

The main focus of internal quality assurance for this qualification is the quality assurance of assessment procedures, including standardisation of assessment practice across different assessors within the Centre.

Internal quality assurers must have a minimum of occupational experience evidenced by having a building services engineering related qualification or proven sector competence/experience plus access to relevant 'occupational expertise' to enable them to conduct their role as an internal quality assurer. This evidence and access to 'occupational expertise' is quality assured by the Awarding Organisation.

They must be working towards or have achieved a relevant recognised internal quality assurance qualification such as the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice and continue to practice to that standard. Assessors who hold earlier qualifications (D34 or V1) should have CPD evidence to the most current standards.

They must be able to demonstrate evidence of being up to date with building services engineering industry. This can be evidenced for example by either accessing trade publications, undertaking courses of learning, attending networking events relevant to this qualification and/or attending industry events.

5.8 Learners

EAL expects its centres to enable individuals to have equal access to training and assessment for qualifications irrespective of their sex, marital status, age, religion, colour, race, nationality, ethnic origin or disability. In essence centres must deliver our qualifications and units in accordance with relevant Equalities Legislation.

Centres are required to have in place a policy to ensure that such discrimination does not occur either directly, indirectly or as a result of pressure from other bodies. This policy should apply to all satellites and there should be arrangements in place to monitor its application and effectiveness.

5.9 Age Restrictions

Learners must be at least 18 years old.

6.0 Assessment

The assessment of this qualification involves the learner providing sufficient valid and authentic occupational evidence attesting to the unit's requirements. The learner will also be expected to demonstrate acceptable job knowledge and understanding by successfully completing the underpinning knowledge and understanding questions in each unit. Practical/performance assessment contributes to approximately two-thirds of the assessments within the qualification. All assessments are pass or fail only.

Evidence for the performance criteria and any applicable range requirements of each unit must be provided on the number of occasions as specified in each unit these are:

- Units CP3: 01, 03, 12, requires learners to evidence on **three separate occasions** that they have sufficiently met the performance requirements of this unit.
- Unit CP3-14, requires learners to evidence on **two separate occasions** that they have sufficiently met the performance requirements of this unit. This is due to the additional requirement of learners to undertake the cable and jointing occupational test for the ECS card (outside qualification).

Evidence can be generated by

- Direct observation of performance in the workplace by a qualified assessor and/or testimony from an expert witness subject to the activity being assessed (see annex 1). This will be the preferred source of evidence
Or
- Learner's reflective account of performance and work plans / work based products e.g. risk assessment documentation, method statements, diagrams, drawings, specifications, customer testimony, authorised and authenticated photographs/images and audio visual records of work completed together with learner questioning
Or
- Evidence from prior achievements that demonstrably match the requirements of the Performance Unit
Or
- Witness testimony only.

Assessment of performance should be carried out holistically using a range of approved assessment methods e.g. reflective account, witness testimony, professional discussion, authenticated and verified photographs) and additionally **the centre assessor shall observe the learner on at least one occasion as part of the evidence gathering process.**

Learners must be adequately supervised in the workplace in accordance with relevant legislation. This is particularly important when working toward these units when working at heights, or in confined spaces or using equipment and plant. They must be fully aware of the dangers of electrical energy.

Meeting the assessment requirements of units will need initial discussions and assessment planning between the learner and assessor, as an essential activity to identify opportunities to assess real working environment evidence, gaps that need to be filled or opportunities to recognise the prior achievement of the learner.

7.0 External Quality Control of Assessment

There are two major activities in which EAL interacts with the Centre in relation to the External Quality Control of Assessment for this qualification and these are:

- Recognition: When a Centre decides to offer the qualification, the EAL External Quality Assurer (EQA) ensures that the Centre is suitably equipped and prepared for delivery and assessment.
- Engagement: Throughout the ongoing delivery of the qualification EAL, through EQA monitoring and other mechanisms will review the quality and consistency of assessment and internal quality assurance and recommend actions to address issues of concern.

Recognition

In granting approval, EAL, normally through its EQAs, will ensure that the prospective Centre:

- Meets any procedural requirements specified by EAL.
- Has sufficient and appropriate physical and staff resources.
- Meets relevant health and safety and/or equality and access requirements.
- Has a robust plan for the delivery, assessment and QA for the qualifications (including, where appropriate, scope for involving employers).

EAL may decide to visit the Centre to view the evidence provided.

Engagement

EAL, through EQA Engagement and other mechanisms will ensure that:

- A strategy is developed and deployed for the on-going monitoring of the centre – this will be based on an active risk assessment of the Centre, and will include details of the learner, assessor and internal quality assurer's sampling strategy and the rationale behind this.
- The Centre's internal quality assurance processes are effective in learner assessment.
- Outcomes of internal assessment are verified, through sampling, to ensure standards are being maintained.
- Sanctions are applied to a Centre where necessary and that corrective actions are taken by the Centre and monitored by the EQA.
- Reviews of EAL's external auditing arrangements are undertaken.

Appendix 1: Qualification Amendments

EAL is committed to a policy of continuous improvement, which can sometimes result in changes being made to our publications.

Whilst every effort is made to inform customers of any changes that are made it is important that centres, assessors and learners use only the latest issue of EAL publications to ensure that all the current requirements are fully met.

The table below lists the amendments and the current issue number/s for the Qualification Manual and the Units.

Unit	Amendment	Issue N°	Effective From
CP3-01	New publication	1	01.08.20
CP3-03	New publication	1	01.08.20
CP3-12	New publication	1	01.08.20
CP3-14	New publication	1	01.08.20

Qualification Manual	Amendment	Issue N°	Effective From
	New publication	1	01.08.20

Appendix 2: Learner Registration and Certification

Learners must be registered with EAL on a code which relates to the qualification -this must be completed prior to assessment. Both learner registration and certification can be completed on line at the EAL Website www.eal.org.uk. For paper based registration and certification the appropriate forms are located on the EAL Website. For guidance on registration and Certification please refer to the Registration and Certification User Guide.

To register the learner on this qualification/pathway code:

Qualification title: EAL L3 Certificate in Power Supply and Distribution Cabling	Code
Pathway - Cable Jointing	603/6345/9 CJ
Pathway - Cable Installation	603/6345/9 CI

For further information please contact EAL Customer Services +44 (0)1923 652 400.

