

## Qualification Manual

Level 3 Award in

### **Mobile Oxy - Fuel Gas Equipment Inspection**

Qualification Code: 600/1432/5

Level 3 Award in

### **Applied Compressed Gas Safety (Cylinders)**

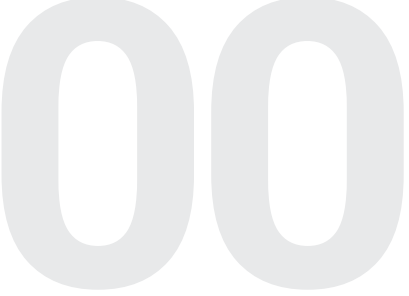
Qualification Code: 600/1433/7

Level 3 Award in

### **Mobile Oxy – Acetylene / Propane Gas User Safety Practice and Procedures**

Qualification Code: 600/9414/X





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# 01

## 1.0 About EAL

Since 1964 EAL (Excellence Achievement and Learning) has been the specialist awarding organisation for the 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 services team:

**EAL Customer Services**

**Tel: +44 (0)1923 652 400**

**Email: [customercare@eal.org.uk](mailto:customercare@eal.org.uk)**

# 02

## 2.0 Introduction to the Qualification(s)

### What is this qualification?

The qualifications provide learners with evidence of their competencies and skills, to support their ongoing career development. This knowledge for life is important for the safety of the operator and colleagues alike leading to an assured workforce and a safer workplace.

The qualification also demonstrates that employers have complied with UK Health & safety law which is clear that 'Employer's MUST provide employees with the necessary health & safety training required to do their job'.

### Who is this qualification for?

Suitable for apprenticeship programme enrichment and workforce development training. These qualifications are relevant to learners from a wide range of industry backgrounds, work environments and sectors, including engineering and manufacturing, technology, medical, laboratory, chemical, transport, defence and cryogenic applications.

### What does this qualifications cover?

The training provides valuable advice and guidance on the safe use of gases used in many applications and processes frequently overlooked during vocational training.

## 2.1 Accreditation & Industry Support for this Qualification

The EAL Level 3 Award in Mobile Oxy -Fuel Gas Equipment Inspection, EAL Level 3 Award in Applied Compressed Gas Safety (Cylinders) and Level 3 Award in Mobile Oxy – Acetylene / Propane Gas User Safety Practice and Procedures qualifications have been developed in consultation with colleges, training associations and industry to ensure that they meet the needs of learners and the engineering sector.

This qualifications are:

- Regulated by Ofqual at Level 3

## 2.2 Achievement of the Qualification

The EAL Level 3 Award in Mobile Oxy -Fuel Gas Equipment Inspection, EAL Level 3 Award in Applied Compressed Gas Safety (Cylinders) and EAL Level 3 Award in Mobile Oxy – Acetylene / Propane Gas User Safety Practice and Procedures qualifications will be awarded when the learner has successfully completed the mandatory unit. Learners are assessed through multiple choice testing and a portfolio of evidence, including practical demonstration and observation.

## 2.3 What are the Progression Opportunities?

The EAL Level 3 Award in Mobile Oxy -Fuel Gas Equipment Inspection, EAL Level 3 Award in Applied Compressed Gas Safety (Cylinders) and EAL Level 3 Award in Mobile Oxy – Acetylene / Propane Gas User Safety Practice and Procedures qualifications can support progression to a range of EAL engineering qualifications, for example:

- EAL Level 2 Diploma in Performing Engineering Operations
- EAL Level 3 Certificates and Diplomas in Engineering and Technology subjects, such as mechanical, electrical, welding, maintenance, and plumbing
- Further EAL level 2 engineering and manufacturing competence qualifications.

Further information can be obtained from the EAL Website or alternatively contact:

EAL Customer Services

Tel: +44 (0)1923 652400

Email: [customercare@eal.org.uk](mailto:customercare@eal.org.uk)

## 3.0 Rule of Combination (Qualification Structures)

### EAL Level 3 Award in Mobile Oxy-Fuel Gas Equipment Inspection

This qualification will be obtained by the learner once they have successfully completed the **mandatory unit** listed below. The qualification has 2 credits, 8 Guided Learning Hours (GLH) and 20 hours Total Qualification Time (TQT).

#### Mandatory unit:

Unit	Unit title	Credit	GLH	Ofqual Code
MGE3/001	Mobile Oxy-Fuel Gas Equipment Inspection	20	8	T/503/0938

### EAL Level 3 Award in Applied Compressed Gas Safety (Cylinders)

This qualification will be obtained by the learner once they have successfully completed the **mandatory unit** listed below. The qualification has 2 credits, 8 Guided Learning Hours (GLH) and 20 hours Total Qualification Time (TQT).

#### Mandatory unit:

Unit	Unit title	Credit	GLH	Ofqual Code
CGS3/001	Applied Compressed Gases Safety - Cylinders	20	8	K/503/0936

### EAL Level 3 Award In Oxy-Acetylene/Propane Gas User Safety, Practice and Procedures

This qualification will be obtained by the learner once they have successfully completed the **mandatory unit** listed below. The qualification has 2 credits, 15 Guided Learning Hours (GLH) and 20 hours Total Qualification Time (TQT).

#### Mandatory unit:

Unit	Unit title	Credit	GLH	Ofqual Code
QOAP-001	Safely Operating Oxy-Fuel Gas Equipment	20	15	A/505/1290

## 4.0 Centre and Qualification Approval

Centres wishing to run the qualification will need to comply with the 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 this 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 Services Department who will be delighted to hear from you:  
Tel: +44 (0)1923 652400  
Email: [customercare@eal.org.uk](mailto:customercare@eal.org.uk)

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## 5.0 Profiles and Requirements

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

### 5.1 Staff responsible for registering and certificating learners

Centres are required to appoint a suitable member of staff who can take responsibility for registering learners onto the qualification, submitting entries for externally set assessments to EAL, and taking receipt of external assessment procedures. 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 (see Section 5.4).

### 5.2 Teaching staff

**Teaching staff must have knowledge and understanding of:**

- The qualification structure and content.
- The learning outcomes and assessment criteria they are delivering.

**It is a recommendation that teaching staff will:**

- Have 2 years' experience in teaching/training  
**or**
- Be working towards an appropriate teaching/training qualification  
**or**
- Hold an appropriate teaching/training qualification (e.g. Cert Ed or Learning and Development trainer units).

### 5.3 Assessors

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

**Internal assessors must:**

- Have knowledge and understanding of the assessment criteria they are assessing.
- Have knowledge and understanding of the qualification structure, content and assessment components.
- Understand the assessment process.

**It is a recommendation that teaching staff will:**

- Have 2 years' experience in assessment (e.g. within an N/SVQ or teaching/training environment)  
**or**
- Be working towards an appropriate assessment qualification, such as the 'Level 3 Award in Assessing Vocationally Related Achievement'  
**or**
- Hold an appropriate assessment qualification (as above).

#### **Assessor continuing professional development**

It is the responsibility of each assessor to identify and make use of opportunities for Continuing Professional Development (CPD), such as industry conferences, access to trade journals, and Professional Body/Trade Association events, at least on an annual basis to enhance and upgrade their professional development and technical knowledge.

It is imperative that records are kept of all such CPD opportunities/occasions and that they provide evidence of cascading such technical knowledge and industry intelligence to all relevant colleagues.



## 5.4 Quality assurance staff

This relates to staff undertaking internal verification/moderation 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 these qualifications are:

- The quality assurance of assessment procedures, including standardisation of assessment practice across different assessors within the Centre.
- Internal standardisation of marking and moderation of learner marks awarded.

### **Internal quality assurance staff must:**

- Be familiar with the occupation(s) covered by the qualification.
- Have knowledge and understanding of the qualification structure and content.
- Understand the assessment process and the role of quality assurance.

### **It is a recommendation that the quality assurance staff will:**

- Have experience in quality management/internal verification
- or**
- Hold an appropriate qualification, such as the 'Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice, or the 'Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice'

### **Continuing professional development of internal quality assurance staff**

It is the responsibility of each internal quality assurance staff member to identify and make use of opportunities for CPD, such as industry conferences, access to trade journals, and SSC and Professional Body/Trade Association events, at least on an annual basis to enhance and upgrade their professional development and technical knowledge. It is imperative that records are kept of all such CPD opportunities/occasions and that they provide evidence of cascading such technical knowledge and industry intelligence to all relevant colleagues.

## 5.5 Learners with particular requirements

There are no formal entry requirements for this qualification. Centres should ensure that learners have the potential to achieve the qualification undertaken.

Centres should make learners with particular requirements aware of the content of this qualification and they should be given every opportunity to successfully complete it. EAL will consider any reasonable suggestions for, and from, those with disabilities that would help them to achieve the learning outcomes without compromising the standards required.

## 5.6 Age restrictions

Learners must be at least 18 years old.

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## 6.0 Assessment

### 6.1 Internal Assessment

Internal assessment includes practical and/or theory assessments, which have been designed to assess the knowledge, understanding and skills of learners for individual units. The internal assessment for each unit is set within the unit and marked by members of the delivery team at the Centre. All assessment decisions are then subject to internal standardisation and external quality assurance.

Internal assessments involve collecting and evaluating evidence that demonstrates achievement of the learning outcomes in each unit. The internal assessments are accompanied by marking criteria, checklists and other materials to ensure that the delivery team is consistent in their approach to internal assessments across learners.

Centres are responsible for ensuring that internal assessment is suitably controlled to ensure that assessment decisions are valid and reliable, and that work submitted for assessment by learners is prepared and produced by them independently, without assistance from others, and free of plagiarism.

Where the assessment takes the form of written/short answer or multiple choice question papers, these should be treated as controlled assessments therefore imposing the necessary restrictions on the learner, as necessary. Guidance sheets have also been created to hand out to the learners, to ensure they are aware how to complete the multiple choice and short answer questions papers.

All learning outcomes of the qualification must be assessed. In order to help meet this requirement it is advised that learners should produce a logbook/portfolio where they can file and make reference to evidence that shows their achievements against the learning outcomes. Centres should also maintain an assessment and feedback record for each learner, which details the evidence evaluated against the learning outcome and the feedback given to the learner. These records must be available to the External Quality Assurer.

Further guidance on assessment is provided within each unit Delivery Pack.

#### **Re-taking internal assessments**

Learners who fail to achieve a pass in the internally marked controlled assessments will be permitted to re-take after feedback and appropriate tuition has taken place.

#### **Standardisation of internal assessments**

Members of the internal quality assurance team at the Centre have an important role to play in ensuring that internal assessment is standardised. In particular, they should work with tutor/assessors to ensure that the correct procedures are being followed at all times, and to ensure that assessment decisions taken by different assessors are consistent, fair and reliable. Key activities will include:

- Meeting with tutor/assessors (individually and collectively) throughout the course to discuss quality assurance and standardisation issues and provide support and guidance where needed.
- Observing tutor/assessors and giving them feedback to help improve their assessment technique.
- Sampling learner evidence across different learner cohorts to ensure that appropriate standards have been met.
- Arranging cross-marking of learner work to compare results and agree benchmarks.

## 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 the 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.

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## Appendix 1: 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](http://www.eal.org.uk). For paper based registration and certification, please use the appropriate forms. For guidance on registration and certification, please refer to the Registration and Certification User Guide.

### To register the learner on the qualification code:

Qualification Title	Code
Level 3 Award in Mobile Oxy - Fuel Gas Equipment Inspection	600/1432/5

Qualification Title	Code
Level 3 Award in Applied Compressed Gas Safety (Cylinders)	600/1433/7

Qualification Title	Code
Level 3 Award in Mobile Oxy – Acetylene / Propane Gas User Safety Practice and Procedures	600/9414/X

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

