



# 2391-52 CANDIDATE INFORMATION PACK

Level 3 Award in Initial and Periodic Inspection  
and Testing of Electrical Installations

## WELCOME

Thank you for your interest in our Level 3 Award in Initial and Periodic Inspection and Testing of Electrical Installations (2391-52) course.

This qualification is widely recognised within the electrical industry and is designed for electricians who wish to develop their knowledge and competence in the inspection, testing and certification of electrical installations.

Before booking, please take the time to read this information pack as it contains important information regarding course requirements, assessments, resits and associated costs.

## IS THIS COURSE RIGHT FOR YOU?

The Level 3 Award in Initial and Periodic Inspection and Testing of Electrical Installations (2391-52) is intended for practising electricians who hold a recognised Level 3 Electrotechnical qualification (or equivalent) and want to develop or demonstrate their competence in inspection, testing and certification of electrical installations. City & Guilds expects candidates to have previously achieved a Level 3 Electrotechnical qualification or similar before undertaking this qualification.

This qualification is academically and practically demanding and is widely regarded as one of the more challenging qualifications within the electrical industry.

Before booking, delegates should have:

- ▶ A recognised Level 3 Electrotechnical qualification (or equivalent).
- ▶ Current or recent experience working as an electrician.
- ▶ A good understanding of BS 7671 Requirements for Electrical Installations.
- ▶ Experience of inspecting, testing and certifying electrical installations.
- ▶ The ability to interpret electrical test results and complete certification documentation.
- ▶ Sufficient study time available outside of the classroom if required.

This qualification is not intended for:

- ▶ Individuals new to the electrical industry.
- ▶ Apprentices who have not yet developed a sound understanding of inspection and testing principles.
- ▶ Delegates with little or no experience of electrical installation work.

Whilst attendance on the course will provide delegates with the knowledge and support required to prepare for assessment, Clarkson Evans Training cannot guarantee a pass result. Assessment decisions are made against the awarding body's requirements and standards.

To help us ensure this course is appropriate for you, we may request evidence of qualifications and/or relevant industry experience before confirming your booking.

## COURSE STRUCTURE

The course consists of:

- ▶ Classroom-based learning
- ▶ Practical inspection and testing activities
- ▶ Examination preparation
- ▶ Practical assessment preparation (included within the 5-day course option or available as an optional add-on for delegates booking the 4-day course option).
- ▶ City & Guilds practical assessments

The qualification includes:

### Online Examination

The online examination assesses a delegate's knowledge of inspection, testing and certification requirements.

### Practical Assessment

The practical assessment requires delegates to demonstrate competence in:

- ▶ Safe isolation
- ▶ Inspection (New and Periodic)
- ▶ Initial verification
- ▶ Testing procedures
- ▶ Fault identification
- ▶ Coding for an Electrical Installation Condition Report
- ▶ Completion of certification documentation

All assessments are conducted in accordance with City & Guilds requirements.

## ASSESSMENT OUTCOMES

Assessment decisions are determined against City & Guilds assessment criteria and standards.

Clarkson Evans Training cannot guarantee a pass result.

Where a delegate does not achieve a pass, feedback will be provided and guidance given on the most appropriate route to re-sit.

## EXAMINATION RESITS

Historically, the examination pass rate is approximately 75%.

If a delegate does not pass the examination:

### ► Score of 68% or Above

Delegates may undertake additional revision independently and contact the Training Administration Team to arrange an examination resit.

**Examination Resit Fee: £78.00 (including VAT)**

### ► Score of 67% or Below

Delegates will be required to attend the final day of a future 2391 course to receive additional examination preparation before undertaking a resit assessment.

**Examination Training Day and Resit Fee: £216 (including VAT)**

### ► Multiple Examination Failures

Where a delegate is unsuccessful on three examination attempts, the delegate will be required to reattend the full course before any further assessment attempts can be made.

A 20% discount will be applied to the course fee when rebooking.

## Practical Assessment Resits

Where a delegate does not achieve a pass in the practical assessment, detailed feedback will be provided identifying the areas that did not meet awarding body requirements.

## Practical Reassessment

Following assessor feedback, delegates may be permitted to book a reassessment where only a limited number of assessment criteria have not been achieved.

Current practical reassessment fees are:

| Assessment                             | Fee (Inc. VAT) |
|----------------------------------------|----------------|
| Practical Resit (All Sections)         | £216.00        |
| Practical Resit (Section B and A or C) | £180.00        |
| Practical Resit (Section A only)       | £48.00         |
| Practical Resit (Section B only)       | £144.00        |
| Practical Resit (Section C only)       | £72.00         |

## ADDITIONAL TRAINING REQUIREMENTS

Where the assessor determines that additional training is required before a delegate is ready for reassessment, attendance at a future practical training session will be mandatory before a further assessment attempt can be booked.

This recommendation is made to maximise the delegate's chance of success and ensure they are adequately prepared for reassessment.

**Practical Training Day:** £216.00 (Inc. VAT)

**Practical Resit Fee:** Charged in addition to the training day and based on the section(s) requiring reassessment.

## CANCELLATIONS AND NON-ATTENDANCE

Course fees remain payable in line with Clarkson Evans Training booking terms and conditions.

Delegates who fail to attend a booked assessment or reassessment session may be charged the applicable assessment fee before another booking can be made.

## REASONABLE ADJUSTMENTS

Delegates who require reasonable adjustments or additional support should notify the Training Administration Team as early as possible.

Supporting evidence may be requested in accordance with awarding body requirements.

## CERTIFICATION

Certificates are issued by City & Guilds once all qualification requirements have been successfully completed and certification has been approved.

Clarkson Evans Training is unable to guarantee certification timescales once certification claims have been submitted to the awarding organisation.

## DELEGATE RESPONSIBILITIES

Delegates are responsible for:

- ▶ Attending all scheduled training sessions.
- ▶ Completing any pre-course or post-course study where required.
- ▶ Bringing any required books, equipment and PPE to practical sessions.
- ▶ Making training staff aware of any additional learning needs before the course begins.
- ▶ Ensuring they are adequately prepared for assessments and reassessments.

## QUESTIONS?

If you have any questions regarding course suitability, assessment requirements, or resit arrangements before booking, please contact our Training Administration Team who will be happy to help.

### **Clarkson Evans Training**

Meteor Business Park  
Cheltenham Road East  
Gloucester  
GL2 9QL

 01452 715521

 [Bookings@clarkson-evans.co.uk](mailto:Bookings@clarkson-evans.co.uk)



## APPENDIX A

### Delegate Qualification & Experience Checklist

To help ensure delegates are enrolling on the most appropriate course and have the experience required to give them the best chance of success, Clarkson Evans Training may request completion of this checklist prior to confirming a booking.

#### Qualifications

Please tick all that apply:

|                                                                  |                                                                         |
|------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> ECS Gold Card                           | <input type="checkbox"/> Level 3 Electrotechnical Qualification         |
| <input type="checkbox"/> AM2 / AM2S                              | <input type="checkbox"/> Level 3 NVQ Diploma in Electrical Installation |
| <input type="checkbox"/> Installation Electrician Apprenticeship | <input type="checkbox"/> Other relevant qualification (please specify)  |
|                                                                  |                                                                         |

#### Current Employment

|                                             |  |
|---------------------------------------------|--|
| Employer                                    |  |
| Job Title                                   |  |
| Years of Electrical Installation Experience |  |

#### Inspection & Testing Experience

Please indicate whether you regularly carry out the following activities:

|                                                                 |                                                           |
|-----------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Safe Isolation                         | <input type="checkbox"/> Minor Works Certificates         |
| <input type="checkbox"/> Inspection of Electrical Installations | <input type="checkbox"/> Completion of Test Documentation |
| <input type="checkbox"/> Initial Verification Testing           | <input type="checkbox"/> Use of BS 7671                   |
| <input type="checkbox"/> Electrical Installation Certificates   |                                                           |

#### Delegate Declaration

I confirm that the information provided is accurate and that I understand the Level 3 Award in Initial Verification and Certification of Electrical Installations (2391-52) is intended for suitably qualified and experienced electricians.

#### Delegate Acknowledgement

By booking onto this course, delegates confirm that they have read and understood this Candidate Information Pack, including the assessment requirements, reassessment arrangements and associated fees.

|           |  |
|-----------|--|
| Name      |  |
| Signature |  |
| Date      |  |