

Managed Learning Programme

Step by step guidance

1. A meeting with the employer (or self-employed) about the contents of the programme. This will include:

1. Gas Safe Register's qualification requirements

Entry to the register is governed by many rules and regulations.
MLPs must be completed in an organised and timely manner.
The goal is ACS qualifications, an MLP is the only way in.
Must be completed within 6 months of starting.
This results in a certificate of training to successful candidates
Only then are they permitted to undertake ACS assessments.
Results cannot be guaranteed.

2. Typical ACS qualifications the programme aims to deliver

ACS modules - CCLP1 LAV RPH core plus CENWAT, CKR1, HTRLP2 appliances.
This a LPG gas safety core permitting gas work on boilers, water heaters, cookers and closed flue gas fires.

3. Time commitment from all concerned

One of the greatest challenges is time, a lot of money is being invested.
Everyone needs to contribute even admin staff (booking training rooms, accommodation etc).

4. An overview of the proposed candidate(s) experience

A brief background to each candidate.
How long with the company?
Do they work with family or relatives on the park?
What does a typical work day look like for them?
What jobs have they held previously?

5. Mentors - the employer's requirement to provide sufficient hands-on work experience

Sufficient time must be allowed for their work experience.
Sometimes this will mean your Gas Safe Registered operative will have to supervise the candidate and cannot complete other work at the same time.

6. Building a portfolio of evidence - IT requirements

Candidates will require access to a computer equipped with a webcam for online training
They will also need a DropBox account, this is free and we can help set this up if required.
They will need access to MS Word or a compatible word processor.
Completion of the evidence portfolio is best done on a computer.
We use electronic versions of part-filled documents for convenience.
Photographic evidence of the candidate(s) carrying particular tasks, this can be achieved using a mobile phone.

7. Candidate interview

Each individual prospective candidate(s) will be interviewed, prior to enrolment

It is important that the candidate knows what his/her responsibilities will be, both whilst training and when qualified.

8. Rough timescale for completion

The MLP takes a minimum of 6 months and should be completed within 12 months of starting.

9. ACS assessments

The content of ACS assessments is complicated, all-encompassing and will fully test the candidate's knowledge, understanding and practical skills. They are not easy but 135,000 people around the UK undertake these qualifications and renew them every five years.

10. Proposed course location

All candidates to receive onsite training at the same location.

11. Programme payment, suitable accommodation, and ancillary costs

Discussion of payment timescales and ancillaries such as trainer subsistence and mileage costs.

2. The prospective candidate(s) are interviewed via Zoom or telephone call.

This will include:

1. An overview of the Managed Learning Programme

Explanation of the programme, what it involves, how it is completed and what happens after that.

2. The commitment required from them

Candidates must be prepared for the amount of work required to gain this qualification.

3. Brief explanation of their responsibilities whilst undertaking the programme

Safety is of the utmost importance, candidates must work in a safe manner, explanation of what this means.

4. The level of professionalism and attitude expected of them

Working with live gas supplies requires concentration, candidates must engender a safety culture from the very start.

5. Periodic reports on their progress will be shared with them and their employer

These reports help to highlight areas where a candidate might be weak and require more training or there may be a lack of onsite support, time to complete tasks etc.

3. A proposed schedule is created, discussed, and agreed with the employer

At this stage it is important to try and get the course dates scheduled and fixed. We understand that the unexpected can and does happen, however we should all try and stick to the proposed schedule. This is fast-track programme, it is not feasible for a candidate to miss a training day either onsite or online.

4. Dates are communicated to candidates and mentors

Once dates are agreed, these will be circulated to all interested parties by us. This could include park managers, mentors, admin staff etc and of course the candidates themselves. You the employer are best placed to judge who needs this information.

5. **At the first onsite training day**

A full explanation of the MLP is discussed, candidates will be enrolled, and a photo for ID purposes is taken.

A training manual will be issued

Detailed explanation of the nuts and bolts of the programme will be discussed.

Paperwork completed, this includes an application form.

This form requires the candidate to fill in his NI number.

We collect photographic evidence of who undertook the programme, this is for our files only (for auditing purposes).

6. **The programme then continues to run along the lines outlined in the agreed schedule**

The candidate(s) receives onsite and online training, time for self-study, writing method statements, job reports and completing the MLP workbook

The programme is now running and candidates should progress at the rate expected of them.

We shall be monitoring their progress and feedback any shortcomings.