



# **Assessment Scheme Rules for the OFTEC Oil Firing Technician**

## 1. Introduction

This document contains the Scheme Rules applied by NICEIC Certification in the operation of the UK oil industry's 'Nationally Accredited Scheme for Individuals working within the Oil Industry'. A definition of terms used throughout this document is given in appendix 1. The document contains details about how to obtain Certification by undergoing Assessment at an Assessment Centre approved by NICEIC Certification, within the scope of accreditation awarded by the United Kingdom Accreditation Service (UKAS).

## 2. Scope

These Scheme Rules cover the steps necessary for the Certification of an Individual by NICEIC Certification. These Scheme Rules apply only to Assessment and Certification and not to any training which may have been undertaken prior to the Assessment.

The Scheme will assess an Individual's competence to carry out oil work safely. The Scheme is not intended to assess an Individual's competence in other areas of work which are often undertaken within the complete range of work activity. Employers, employees and the self-employed should recognise the responsibilities and duties they have under all legislation that encompasses their range of work.

## 3. Policy Statements

It is the policy of NICEIC Certification that impartial Assessment shall be open to any and all Individuals meeting the Scheme entry requirements (see section 5) regardless of race, colour, creed, nationality, ethnic origin, gender, marital status, religion, sexuality, political belief, disability or age. The Scheme shall be available to Individuals both with and without preparatory training.

It is the policy of NICEIC Certification to take all reasonable steps to offer methods of Assessment that cater for the needs of Individuals with learning and physical difficulties. Individuals are invited to indicate any special needs that they wish to be taken into consideration at the time of application. Each declared situation will be considered on an individual basis.

## 4. Scheme Criteria

The criteria that define Assessments are produced at a national level by the Scheme Committee and its sub groups. The Scheme is modular in design and the number and nature of modules available are subject to periodic change.

A current list of modules is available on request. The current scope of UKAS accreditation can be obtained via the UKAS web site (see section 16 for contact details) Modules are grouped into general work sectors, comprising:

- Pressure jet appliances
- Vaporising appliances
- Installation technician
- Oil storage tank installation technician
- Oil delivery technician

For advice regarding the appropriate modules required to cover the work activities of an individual, contact should be made with the local Assessment Centre, details of which can be found by calling: freephone 0800 519 5190.

## 5. Application

All formal applications shall be made on the application form provided, which must be complete in all its details before Certification can be processed.

The application form requires a declaration of category for the Individual making the application.

### Category 1

A individual applying for re-assessment holding OFT Certification or S/NVQ in the areas requiring Assessment/Re-Assessment.

**Note:** Operatives holding OFT 101 or OFT 102 Certification may take OFT 105E and/or OFT 600A Assessment without Training.

Operatives holding OFT 105E or OFT 600A Certification must undertake Training prior to undertaking OFT 101 and/or OFT 102 Assessments.

Individuals applying for Initial or Reassessment must present to the Assessment Centre all appropriate certificates of oil safety competence, or an authentic record of information held by a certification body.

### Pre – Requisites Guidance

It is extremely unlikely that any person without previous knowledge, skills or experience could enter an OFT assessment and complete it successfully. The purpose of pre-requisites is to let individuals know what level of prior experience/knowledge is needed. Individuals should have an understanding of the level of skill/understanding that will be needed to pass an assessment.

### Category 2

Individuals with relevant skill, knowledge and/or experience – eg people who have already gained relevant experience in associated activities such as plumbing & heating, gas fitting and service engineers etc who may already have the necessary manual skills and dexterity and may have sound engineering understanding and the ability to appreciate the concepts and principles.

In this case a Checklist detailing such experience will be supplied by OFTEC and will be completed by the individuals. Assessment centres must evaluate this information and retain as a permanent record. Alternatively the individuals may provide original relevant qualifications to support Category 2 entry.

These individuals must also undertake Training at an OFTEC Approved Training centre (these may be separate entities or integral with Certification Body Approved Assessment Centres).

The Training will consist of Training utilising the current OFTEC Professionals Guide Technical Information Books appropriate to the type of work and equipment that the individuals requires to be assessed against.

The purchase of these OFTEC documents/guides prior to Training and Assessment is mandatory.

### Category 3

A new entrant entering the industry with no prior experience or skills must either:

- Demonstrate competence through an apprenticeship NVQ/SNVQ; or
- Seek other appropriate training giving a similar level of manual skills, knowledge and understanding, which might include OFT 50.

## 6. Assessment

The Scheme comprises a number of oil-safety Assessments, which can be tailored to reflect an Individual's area of work. Each Assessment is subdivided into elements that reflect the competence that an Individual is required to demonstrate in accordance with Assessment criteria.

The Assessment(s) require an Individual to complete written and/or practical assessments dependent upon the modules selected. Where necessary, Individuals may be asked oral questions posed by an Assessor.

Individuals must comply with instructions given to them at the Assessment Centre regarding conduct and safety and must abide by any documented requirements, including the following:

- a) General conduct
- b) Provision of tools and equipment necessary to undertake any required practical assessment. In the event that an Individual provides his/her own material, then these will be subject to approval by the Assessor prior to use.
- c) Provision of protective clothing and safety equipment necessary for the Assessments attempted. In the event that an Individual provides his/her own protective clothing and safety equipment, then these will be subject to approval by the Assessor prior to use.
- d) Provision of reference documentation, industry or legislative source publications or material adapted or adopted from training programmes or other sources provided they require oil safety knowledge to be used to select necessary information, to enable the answering of 'open book' questions. In the event that an Individual provides his/her own material, then these will be subject to approval by the Assessor prior to use.
- e) Provision by the Assessment Centre of full instructions to enable the completion of both written and practical Assessments.
- f) In the event that an Individual does not satisfy the full range of criteria required by an Assessment, a partial re-assessment may be allowed, covering only those elements or tasks where Assessment was incomplete. Assessment Centres shall advise such Individuals as to the areas where re-assessment may be necessary.

Note: With the agreement of the Individual taking assessment, the transmission of results to NICEIC Certification and subsequent Certification may be delayed, dependant on the assessment being taken, which are;

- Initial assessment, by up to a maximum of 3 months after registration until all assessments attempted are completed (after 3 months the Individual will be required to retake any incomplete Assessments).

## 7. Certification

The Assessment Centre will indicate to Individuals the provisional outcome of their Assessment within 10 working days of the completion of the Assessment. This indicated result will still be subject to verification, following which records will be transmitted to NICEIC Certification. Assessment Centres may only recommend Certification; the final decision rests with NICEIC Certification. In the event that the recommendation for Certification is not accepted, NICEIC Certification and the Assessment Centre will work to resolve any issues within 20 working days of receipt of the recommendation and the Assessment Centre shall inform the Individual of any outcome other than Certification.

NICEIC Certification will endeavour to provide successful Individuals with Certification within 20 working days of the receipt of correctly completed paperwork from the Assessment Centre.

Certificates of competence issued contain the following details: the scope of the Certification; the Individual's full name; certificate number; national insurance number; date of birth; a description of each Assessment; the expiry date of the Certification; the certificate holders signature; and a clear warning statement that the certificate is only valid when presented on original paper.

Photocopied certificates are not evidence of competence and should not be accepted as such. The certificate remains at all times the property of NICEIC Certification, its display or use being subject to extant Certification.

Replacement or duplicate certificates can be obtained from NICEIC Certification. A fee, paid in advance and in line with current Certification fees will be charged by NICEIC Certification in the event of any such request.

Unless NICEIC Certification has a specific formal arrangement with an employer or any other third party, certificates will be issued directly to the Individual assessed. Where employer agreements exist, they will specifically require that original certificates must be issued to the certificated Individual.

## 8. Suspension or Withdrawal of Certification

NICEIC Certification reserves the right to suspend or withdraw Certification upon evidence of a breach of the Scheme Rules, misuse of the NICEIC Certification logo or bearing the NICEIC failure to pay the agreed fees (also see section 14). NICEIC Certification may prescribe corrective actions to remedy the breach with a time limit for implementation, normally one month. If, after one month, implementation of corrective actions have not been completed instigation of withdrawal procedures will commence.

Upon receiving written notification of the withdrawal of Certification, howsoever determined, the Individual shall forthwith: cease use and distribution of any stationary, advertising or literature Certification logo; return to NICEIC Certification appropriate certificates; cease carrying out work within the scope of Certification that has been withdrawn; and follow any other instructions included in the written notification. Withdrawal of an Individual's Certificate(s) will be made public via identification in suitable industry publications and details will be submitted to OFTEC.

Individuals have the right of appeal to NICEIC Certification as described in clause 10 below.

## 9. Complaints

Individuals may make a complaint concerning this Scheme to the Assessment Centre attended or to NICEIC Certification. Complaints will be investigated, reported, resolved and the results of any investigation will be communicated in writing to the Individual. Complaint procedures shall be in place at each Assessment Centre and NICEIC Certification and shall be made available to any Individual on request. The Individual has the right of appeal against a decision reached by NICEIC Certification (see clause 10 below).

## 10. Appeals

Individuals have the right of appeal against any of the following: the results of a complaint investigation; a decision not to issue a certificate; or a decision to withdraw a certificate. All appeals must be submitted in writing with a remittance of £100 that is refundable if the appeal is successful. Whilst under appeal, except in exceptional circumstances, Individuals holding relevant and current Certification shall continue to be recognised as certificated within the Scheme.

Individuals have the right to be represented at an appeal hearing, but must inform NICEIC Certification in writing of this intention. Representation may be by a legal, trade union or any other body or colleague.

The initial appeal must be made within 15 days of notification of a decision. An appeals panel will be convened and its constitution will be communicated to the Individual. The Individual has the right to object to the constitution. In such cases an alternative panel will be proposed by NICEIC Certification.

Following evaluation of the appeal the decision will be formally notified to the Individual. The Individual has the right of a final appeal via an independent arbiter acceptable to both parties whose decision will be final. The total cost of appeals by an Individual shall be borne by them where the appeal, at any stage, is not upheld by NICEIC Certification under these Scheme Rules.

## 11. General Conditions

Certification is subject to the Scheme Rules. NICEIC Certification reserves the right to carry out verification as deemed necessary to confirm continuing satisfactory performance, or to act upon evidence received concerning lack of competence. Certification does not discharge or lessen an Individual's responsibilities, statutory or otherwise.

NICEIC Certification will not be responsible for any losses or alleged losses incurred by any individual, company or organisation where scheme rules are not met.

## 12. Publicity

Certification does not allow the use of the logos either of NICEIC Certification or of the UKAS unless under a formal agreement for such use. The scope of Certification of an Individual must be available to members of the public. Through this Scheme, information about an Individual's Certification may be given either by NICEIC Certification or by OFTEC and shall be limited to facts concerning the scope of Certification.

### 13. Confidentiality

NICEIC Certification shall hold an Individual's details in accordance with the Data Protection Act 1998 and shall use the data only for the purposes as indicated on the application form. All official parties to the Scheme (comprising NICEIC Certification, Assessment Centres and OFTEC) shall ensure that they and their staff shall keep in full confidence all information of a private, confidential or secret nature. At no time shall such information be disclosed to any third party except as permitted within these Scheme Rules to enable the official parties to carry out their duties and obligations.

### 14. Fee Structure

Fees for Assessment and Certification will be levied by the Assessment Centre and must be paid in full. Non payment to the centre may result in an individuals assessment results being held at the centre.

The cost of any complaint investigations or appeals by an Individual shall be borne by the Individual where the complaint or appeal is not upheld by NICEIC Certification under these Scheme Rules.

### 15. Guidance on OFTEC Registration

OFTEC maintain a register of certificated oil operatives and issue identity cards and registration certificates indicating registration details. Please note that registration certificates are different from certificates of competence and are not covered by these Rules, this note is for guidance only. OFTEC Registration cannot proceed until:

- a) OFTEC have been informed by NICEIC Certification that certificates of competence have been issued;
- b) OFTEC are in receipt of the appropriate registration fees;
- c) OFTEC are in receipt of completed registration forms and evidence of insurance.

Individuals should contact OFTEC directly for information relating to OFTEC Registration and the issue of identification cards and registration certificates.

## Contact Details

### NICEIC Certification

Whitting Valley Road  
Old Whittington  
Chesterfield  
S41 9EY

Tel: 0800 519 5190  
Fax: 01246 269049  
Email: [certification@niceiccertification.com](mailto:certification@niceiccertification.com)  
Website: [www.niceic.com](http://www.niceic.com)

### OFTEC

Foxwood House  
Dobbs Lane  
Kesgrave  
Ipswich  
IP5 2QQ

Tel: 0845 65 85 080  
Fax: 0845 65 85 181  
Email: [enquiries@oftec.org](mailto:enquiries@oftec.org)  
Website: [www.oftec.co.uk](http://www.oftec.co.uk)

### UKAS

21 – 47 High Street  
Feltham  
Middlesex  
TW13 4UN

Tel: 020 8917 8400  
Website: [www.ukas.com](http://www.ukas.com)

## **Appendix 1**

### **Definition of Terms**

#### **Assessment**

The activity that an Individual must complete to demonstrate competence (see section 6 for details)

#### **Assessment Centre**

A location approved by NICEIC Certification here assessment can be undertaken.

#### **Assessor**

A person approved and registered by NICEIC Certification who is qualified to supervise Assessments.

#### **Certification**

The issue of a certificate of competence following successful Assessment.

#### **OFTEC**

OFTEC maintain a register of certificated oil operatives and issue identity cards and registration certificates indicating registration details.

#### **Individual**

A person applying for Assessment/Certification, undergoing Assessment or in receipt of certificate(s).

#### **NICEIC Certification**

NICEIC Certification, accredited by UKAS for operating the Scheme described herein.

#### **Scheme**

The Nationally Accredited Scheme for Individuals Working within the Oil Industry.

#### **Scheme Committee**

The committee drawn from all sector of the oil industry with responsibility for the operation of, The Nationally Accredited Scheme for Individuals Working within the Oil Industry.

#### **Scheme Rules**

This document.

#### **UKAS**

The United Kingdom Accreditation Service, the organisation recognised by the UK Government as the national body for accrediting certification bodies such as NICEIC Certification.



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