



AM2/AM2S

Assessment Centre Specification

Version 3.0

Version History

Document File Name: AM2/S Assessment Centre Specification v.3.0

Version Date	Author	Summary of Changes	Version
24/03/2010	S Plant	Final Version	1.0.0
01/11/2017	J. Dicken	Updated	1.1.0
26/10/2018	J. Dicken	Updated	1.2.0
01/06/2019	B. Lockyer	Updated	1.3.0
02/04/2020	TDM	Updated	2.0.0
19/05/2020	D. Oates	Updated	3.0.0

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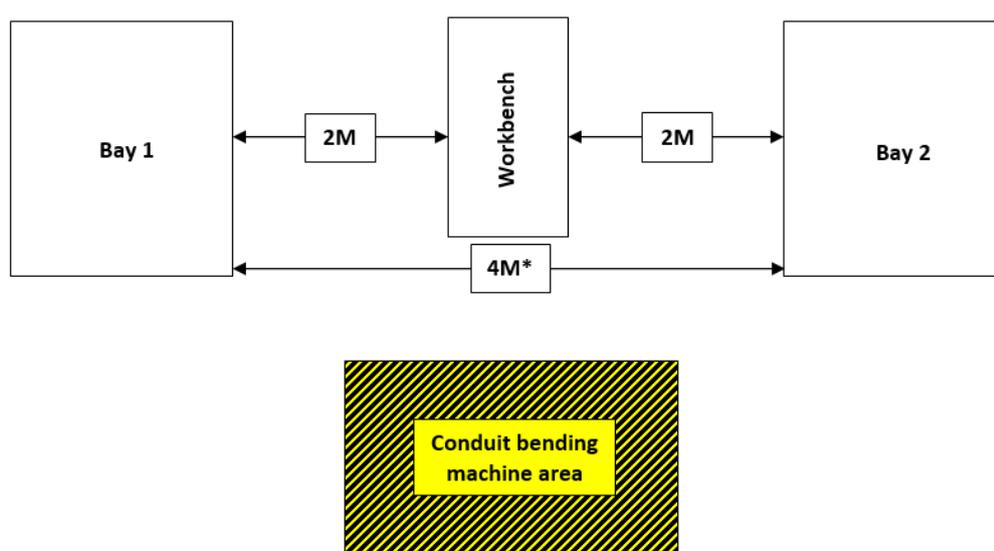
1 AM2/S Assessment Centre Specification

1 A dedicated and secure area is required for the Assessment Centre based on a minimum ratio of:

- 100m² for a 6x installation bay centre plus 2 fault diagnosis simulators.
- 75m² for a 4x installation bay centre plus 2 fault diagnosis simulators.
- 45m² for a 2x installation bay centre plus 1 fault diagnosis simulator.

The area will be fit for purpose in terms of lighting, heating and ventilation and emergency exit provision.

2



*Where no workbench is present a **minimum** distance of 4 metres is required between the outside edges of the opposite bays.

Should a conduit bending machine (CBM) be used local to each bay, 2 metres is required between the outside edge of the bay and the workbench. This may be reduced to a minimum of 1 metre where the assessment centre has a designated CBM area to allow each candidate to fabricate tube, this **MUST** be included on the submitted plans.

- 3 Access will be via a door fitted with a self-locking latch or punch coded lock to prevent casual entry by unauthorised persons. The main entrance door will bear the NET approved signage stating: 'No Unauthorised Entry' and also the NET issued no mobile phone sign
- 4 A doorbell will be fitted on the outside of the assessment centre door which when pushed will require the door(s) to be opened from the inside.

Note: For safety reasons, entrance doors should not be locked from the inside with a key inserted in a mortice or rim type lock. Proprietary night latches allow quick exit in the event of emergency.

- 5 Any windows into the assessment area must be fitted with suitable screening to stop viewing of the assessment area from the outside.
- 6 The floor of the assessment area should be sealed or covered as appropriate to minimise the build-up of dust.
- 7 The assessment area, where it forms part of a workshop complex, will be suitably divided off from adjacent areas for security and to minimise the hazard caused by excessive noise being transmitted to the area from adjacent areas.
- 8 An area suitable for use as a secure store will be necessary together with an area where the Centre examiners may store records etc. These areas may be part of the total minimum test facility area or adjacent to it.
- 9 Additional areas that would be necessary for the provision of the Assessment Centre include:
 - A suitable briefing area where candidates can receive instructions / induction given by the centre staff.
 - An area including individual lockers where candidates may securely store personal belongings.
 - A lockable box for storage of mobile phones controlled by assessor.
 - A quiet area viewable by the assessor where candidates can undertake the Online Knowledge based assessment. Suitable IT equipment should be provided (see section 1.1 — Minimum Computer Specification to run AM2/S Marking and Management System).
 - An area where refreshments may be taken as required.

Note: All the additional areas may be provided within one single room.

1.1 Minimum computer specification to run AM2/S Marking and Management System (MMS)

Access to the main exam management system:

- The system runs via a browser, no software is required to be installed on the client/local PC
- A working network connection is required
- A URL will be provided to launch the system. Access to this URL and the servers it points to must be enabled through any security settings

- The system is optimised to run on the latest and previous version of all major browsers, including:
 - Mozilla Firefox
 - Google Chrome
 - Edge
- The system should work with other browsers but may not look exactly as intended.
- A wireless network for iPad to run NET marking app
- An iPad running IOS 11 or later (one iPad per assessor if more than one will be working at any time)

1.2 General assessment centre requirements

The Centre must make all arrangements for access to the Assessment Centre.

1. The assessment centre must be compliant with current Building Regulations.
2. The assessment centre must be compliant with the Regulatory Reform (Fire Safety) Order 2005.
3. The assessment centre must be compliant with BS 7671 Requirements for Electrical Installations (IET Wiring Regulations).
4. The assessment centre must be compliant with the Health and Safety at Work Act 1974.

2 Health and Safety Requirement

2.1 General

- 1 Prior to the initial audit being completed the centre must have had a specific assessment centre Health and safety risk assessment completed, which must include live working.

2.2 Fire Precautions

- 1 Each approved Assessment Centre will provide adequate fire precautions and -fighting procedures suitable for the facilities used by assessment candidates.
- 2 The assessment area will be equipped with one or more fire extinguishers suitable for class E (Electrical) fires.
- 3 One general requirement would be for one wall mounted extinguisher sited adjacent to the assessment area entrance and exits.
- 4 Fire precaution requirements would be deemed to be satisfied where approved assessment centres have provided fire protection equipment as required by due process after the implementation of the Regulatory Reform Order (Fire Safety) 2005. (Documentary evidence is required.) – Fire risk assessment of centre.
- 6 All fire extinguishers will bear evidence of annual inspection.

2.3 First Aid Requirements

- 1 A first aid box suitable for the number of people using the Assessment Centre will be provided and located in the assessment area.
- 2 The box will contain a list of contents (in date) and state the name and location of the nearest qualified first aider.
- 3 A facility to contact first aid/emergency assistance external to the test area must be provided.
- 4 An 'in date' eye-wash station/kit with spare solution/s.

2.4 Accident Reporting

Suitable accident reporting procedures must be provided.

3 Assessment Bays

Each approved Assessment Centre will be required to wholly fund the set-up costs for the Assessment Centre facility.

This will require, as specified by NET, standard installation assessment bays plus fault diagnosis/safe isolation simulators as appropriate to the centre capacity.

3.1 Standard Installation Assessment Bays

- 1 The standard assessment bay should be constructed of a steel or timber frame internally clad with a minimum of 18mm plywood panels.
- 2 The assessment bay should have a minimum timber half roof. The finished internal dimensions of the bay are shown in Figure 1:

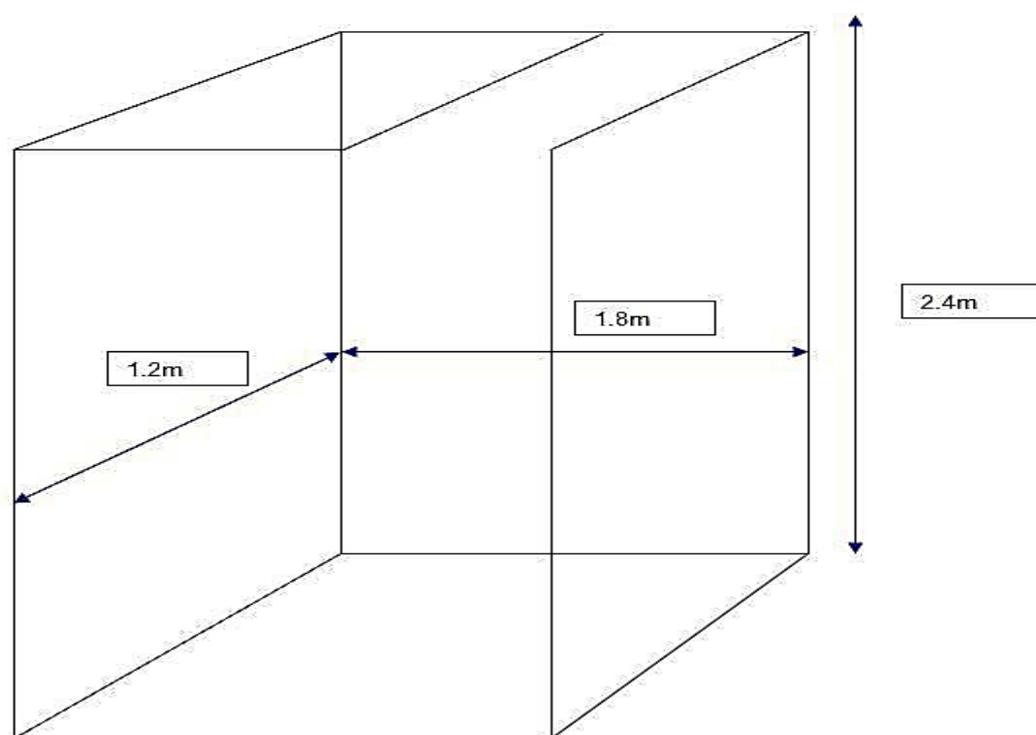


Figure 1 - AM2/S Assessment Bay Internal Dimensions

- 3 The internal panels in each bay must be sealed with clear varnish or painted gloss/silk white, a contract carpet finish is also acceptable.
- 4 Each assessment bay will be fitted with a number of pre-determined/identified pre-fixed components and items of equipment. All pre-fixed items must be fit for purpose and comply with relevant British Standards and will be fitted in accordance with the installation bay specification and drawings as detailed by the NET material list and the dimension drawing.

- 5 The assessment bays must be configured to allow the assessor to view all candidates working from their work desk and in consultation with the NET Technical Development Manager.

3.2 Fault Diagnosis/Safe Isolation Simulators

- 1 In addition to the standard installation assessment bays, fault diagnosis/safe isolation simulators will also be provided.
- 2 The fault diagnosis bay will be 'finished' to the very highest commercial standard and to the requirements of the current edition of BS 7671 Requirements for Electrical Installations, so that assessment candidates may see what their installations should look like when they have completed it.
- 3 All pre-wired faults will terminate in a multi-gang grid-switch located on the site of each simulator, or in a position as agreed with the NET Technical Development Manager. The grid-switch will be housed within a secure enclosure to prevent access by unauthorised personnel. A number of faults will be permanently wired into each of the diagnosis/safe isolation simulators.
- 4 The switches will be permanently labelled in accordance with the fault selection specification.

4 Electrical Supplies

- 1 Each approved Assessment Centre will provide a three phase four wire 400V 50Hz supply to the assessment area with a 400V three phase, four wire supply, independently switched to each assessment bay and fault diagnosis/safe isolation simulator.
- 2 Each assessment bay must be identified at the mains isolator (feed) and at the assessment bay. For example, Bay 1, Bay 2, Fault Bay 1 etc.
- 3 All the individual assessment bays MUST be fitted with a visual indicator (lamp) to highlight when the bay is energised (live).
- 4 Protection for safety will incorporate an RCD of 30mA tripping current.
- 5 Section B of the AM2/S Assessment (Inspection, Testing and Certification) requires candidates to test the earth loop impedance of an installation, which would trip this RCD under normal assessment conditions. For this reason, an RCD switched bypass will need to be fitted with audible and visual indication to show when the RCD has been bypassed.
- 6 The assessment bay supplies will be provided via a contactor with a number of self-latching emergency stop buttons provided around the test centre to rapidly disconnect all power to assessment bays (but not lighting or IT) circuits during any emergency.
- 7 Trailing leads are not permitted in the assessment area.
- 8 Assessment candidates should only be in an environment where the very best working practices occur, and all electrical installations provided within the assessment area will be installed to the very highest standards of commercial working practice and will comply with the Electricity at Work Regulations (1989) and the current edition of BS 7671 Requirements for Electrical Installations.

5 Assessment Area Equipment

5.1 Benches

- 1 Approved Assessment Centres should provide at least one workbench fitted with adequate vices for the candidates use.
- 2 Workbenches will be required to be suitably positioned to avoid danger.
- 3 Benches can be of a wooden or metal construction and may incorporate under bench cupboards to house material, tools or safety equipment.

5.2 Instruments and Equipment

- 1 The Assessment Centre will have an adequate number of serviceable test instruments and test leads appropriate to the range, scale and category(s) of the Assessment of Occupational Competencies undertaken.
- 2 Approved Assessment Centres have the responsibility to ensure that all test equipment is manufactured to BS EN 61010 and BS EN 61557.
- 3 The Assessment Centre will be required to have a suitable system in place to ensure that the accuracy and consistency of all test instruments used for certification and reporting purposes is being maintained. The test equipment must be verified for accuracy against a known source and when appropriate calibrated by an approved laboratory.
- 4 There are several alternatives for such control systems, including:
 - Maintaining records of the formal calibration/re-calibration of test instruments as recommended by the instrument manufacturers. These records are to be supported by calibration certificates with measurements traceable to national standards, issued by organisations recognised by Certification or Registration Bodies for the purposes of checking the accuracy of test instruments. Certificates issued by UKAS accredited laboratories are preferable.
 - Assessment centres may carry out the calibration of their own instruments providing they have suitable calibrating equipment and that staff are trained in its use.
 - Details of the calibrating equipment and auditable evidence of each instrument's calibration will be required. Assessment Centres must ensure that accurate records are kept and are available in the format as prescribed by NET.

- 5 All other items of test equipment which do not require calibration must be kept in good working order and appropriate records kept and marked.
- 6 Each approved Assessment Centre will provide the following items of electrical test equipment, one per two assessment bays:
 - 500V Insulation/Continuity Tester (digital type)
 - Line/Earth Loop impedance tester
 - RCD tester
 - Voltage Proving unit (Martindale PD690 or equivalent)
 - Test lamp voltage indicator (Martindale VI13700G or equivalent)
 - Continuity tester
 - Phase Rotation Tester
 - LAN Tester
 - BS 1363 socket outlet test connection plug
- 7 Multi-functional instruments may be used.
- 8 Lock off kit for safe isolation – one per assessment bay

5.3 Hand Tools

Assessment Centres will provide each candidate with individual tool kits as specified below. The centre will hold sufficient spare tools to ensure replacement as necessary. The centre shall ensure that all tools remain fit for purpose.

Candidate Toolkit	Qty
Bush Spanner	1
Large hacksaw	1
Small hacksaw	1
Tape rule (3m)	1
Steel rule 300mm	1
Scriber	1
Wago insertion removal screwdriver	1
Flat screwdriver large	1
Flat screwdriver medium	1

Flat screwdriver terminal	1
Pozi-drive screwdriver large (1)	1
Pozi-drive screwdriver large (2)	1
Side-cutters	1
Wire strippers	1
Electricians clasp knife	1
Water pump pliers – Grips	1
Locknut spanner (to fit SWA CW20)	1
Insulated pliers bull nosed	1
Insulated pliers long nosed	1
Crimping tool	1
Adjustable spanner (25mm max)	1
Punch down insertion tool (IDC)	1
Bradawl	1
Spirit Level	1

For the AM2S assessment, centres will also require the following items:

Item	Qty
Conduit bending with a 20mm former	1 per two candidates
Reaming tool	1 per two candidates
Round file	1 per two candidates
Oval file	1 per two candidates
Flat file	1 per two candidates
20mm Bending spring	1 per two candidates
20mm Stock and die set	1 per two candidates
Cutting compound	1 per two candidates

5.4 Consumable Materials

Approved Assessment Centres will provide all consumable materials to be used by candidates during Section A (Composite Installation) of the assessment.

All materials provided will be fit for purpose to the relevant British Standard, or European Standard and in good condition. Approved Assessment Centres are required to hold sufficient stocks for the number of candidates being tested, together with reasonable forward supplies.