



Your skill, our guidance.  
Working together to succeed.



Our qualified assessor-tutors have decades of experience of both working hands-on in the industry, and passing on their knowledge in educational settings.

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# The Industry

On 28 July 2017, following the Grenfell Tower fire, Communities Secretary Sajid Javid announced an independent review of the building regulations and fire safety. Dame Judith Hackitt led the review.

Five months later, on 18 December 2017, an Interim Report was published, which called for a 'universal shift in culture'. On 16 May 2018, the final report, Building a Safer Future, Independent Review of Building Regulations and Fire Safety: Final Report, was published. [This set out more than 50 recommendations for the government to deliver a more robust regulatory system.](#)

In response to these recommendations, the Industry Response Group (IRG) established a Competence Steering Group (CSG) to develop proposals concerning Building Safety competence. [The CSG was set up to tackle competence shortcomings](#) identified in the 2018 Hackitt Review, Building a Safer Future, published in the wake of the Grenfell Tower fire in June 2017.

Twelve Working Groups were formed for individual sectors to develop competence frameworks, which would report to the CSG. These included WG2 – Installers, WG9 – Supervisors and WG10 – Project Managers. These reports, and recommendations, will have [far-reaching consequences on the construction of high-rise residential buildings](#), including the HVACR industry.

**WG2, the Installers Group, has identified some key principles for development:**

- Accredited third-party certification of companies.
- Level 2 or 3 qualifications for individuals.
- A card scheme such as, but not limited to, the CSCS CPD refresher training and the maintenance of individual skills.
- All installers [to] have core knowledge of fire safety in buildings – training to be standardised and made mandatory.
- All individual installers working in scope will go through an industry-approved competence assessment process. The measurement of competence must be assessed against developed assessment criteria and approved National Occupational Standards.
- Individuals must go through a process of both validation and revalidation of their competence.
- CPD is to be made compulsory to all those working in scope.

## Health and Safety Executive's CDM Regulations 2015

**Appointing workers:** Sole reliance should not be placed on industry certification cards or similar being presented to them as evidence that a worker has the right qualities. **Nationally recognised qualifications (such as National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)) can provide contractors with the assurance that the holder has the skills, knowledge, training and experience to carry out the task(s) for which they are appointed.** Contractors should recognise that training on its own is not enough. Newly trained individuals need to be supervised and given the opportunity to gain a positive experience working in a range of conditions.



# Who are we?

Paddeco Ltd provides monitoring, training and assessment for the Engineering and Construction sectors across the UK.

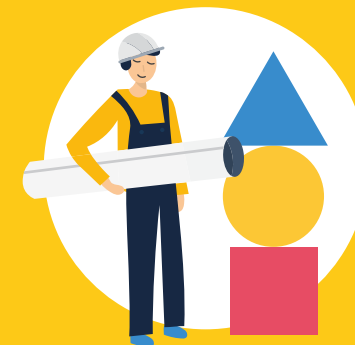
We have proven experience and expertise in delivering upskilling programmes and qualifications within the engineering industry.



Over 150 years of industry experience.



All our teachers, internal auditors and assessors are fully qualified and experienced.



On- and off-site learning and development programmes.



Direct workplace observations and monitoring.



Ongoing monitoring services.



Ongoing professional development.



Recognised qualifications based on the National Occupational Standards (NOS).



Headquarters in South Wales with assessment centres around the UK.



Assessor-tutors cover the whole of the UK.



Scottish Qualifications Authority (SQA) approved.

# National Occupational Standards (NOS)

## Purpose



We seek to create an avenue for engineering trades to have their current knowledge and skills assessed against the National Occupational Standards and offer a career pathway to acquiring a recognised qualification and meeting future competence and compliance requirements.

National Occupational Standards (NOS) describe the skills, knowledge and understanding needed to undertake a particular task or job to a nationally recognised level of competence.

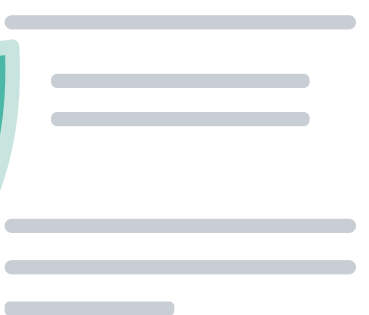
They focus on what a person needs to be able to do and what they must know and understand to work effectively. They cover the key activities undertaken within the occupation in question under all the circumstances the worker is likely to encounter.

## Recognised qualifications

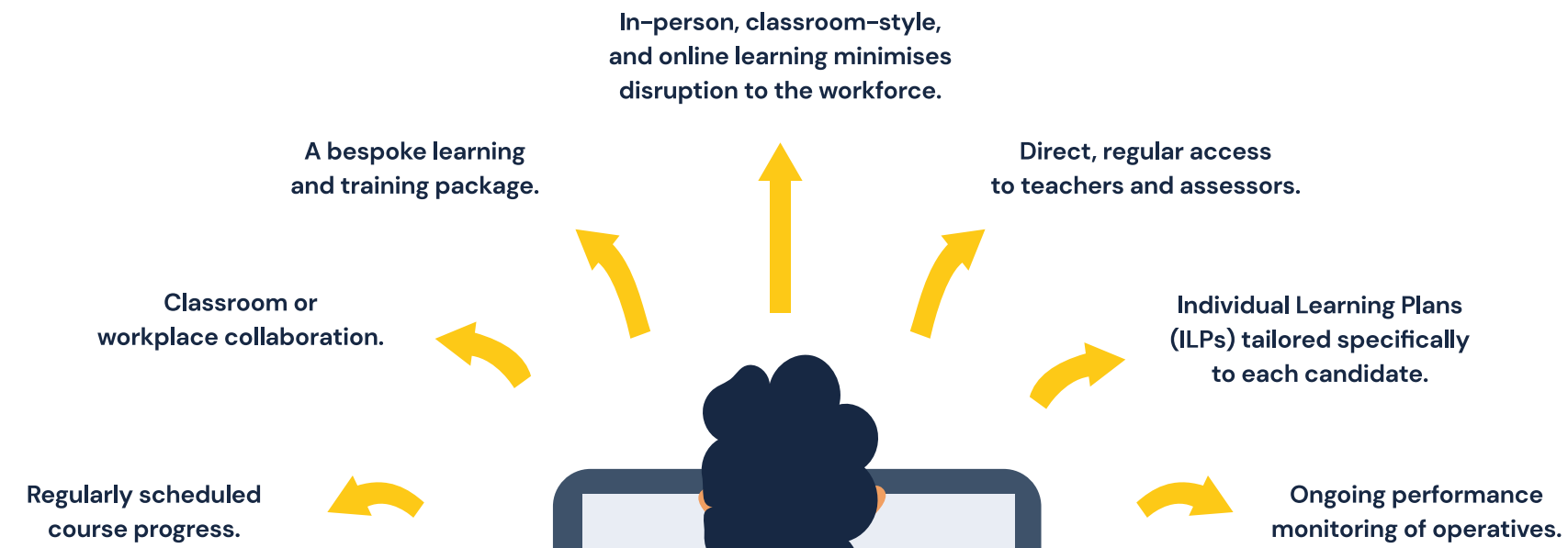
All Paddeco's courses and qualifications are based on the National Occupational Standards (NOS). Candidates are assessed on their performance and understanding of their competence in the workplace. We undertake an analysis of their abilities against the NOS. Our assessors and teachers will work with them to ensure all are meeting the required standard, ensuring all our successful candidates are fully competent and compliant in their work.

## Each NOS:

- Contains an agreed set of knowledge and understanding and performance criteria that must be met before someone can be deemed compliant.
- Describes the minimum standard to which an individual is expected to work in their chosen occupation.
- Is developed by Standard Setting Organisations in consultation with stakeholders and employers across all industries in England, Wales, Scotland, and Northern Ireland.



## Benefits include



## What we do

Following a skill and knowledge needs analysis (think of this like an MOT), we have a better idea of how we can help you achieve, manage and maintain your competence and compliance requirements.

However, as a company, **we can offer bespoke training and upskilling packages**, formed of a combination of the approved qualifications and National Occupational Standard Certificates. We can discuss this in more detail at the needs analysis phase, including ongoing performance monitoring, compliance certification and CPD.

**We work with the individual sub-contractor, plus small, medium, and larger companies.**

As well as workplace, training centre and classroom-based learning, all Paddeco **candidates have their own online learning portal account, providing 24/7 online access to the course teaching, learning, assignments, and assessment materials**. Each candidate will have a plethora of support documentation, information, advice and guidance via their portal dashboard, including their ILP, Learner Handbook, learning materials, webinars, unit assignments and tutorials.





We offer several recognised qualifications and National Occupational Standard Certificates:

- AGR5E 22 SVQ in Heating and Ventilating: Ductwork Installation at SCQF level 5 (NVQ2).
- GR58 23 SVQ in Heating and Ventilating: Ductwork Planning and Installation at SCQF level 6.
- GTOF 04 SCQF Level 5: Ventilation Hygiene Certificate (NVQ2).
- GTIE 04 SCQF Level 5: Installation of Fire Resisting Ductwork and Ventilation Systems (NVQ2).
- GTIF 04 SCQF Level 5: Fire and Smoke Damper Certificate (NVQ2).
- F9MV 04 Install and Inspect Air Handling and Extraction Units.
- BSEBSE01 Apply Health and Safety and Environmental Legislation in the Building Services Engineering Sector.
- BSEHVO4 Install and Test Industrial and Commercial Heating and Ventilating Pipework Systems.
- BSEBSE03 Coordinate a Work Site in the Building Services Engineering Sector.
- BSEHVO6 Inspect and Pre-commission Industrial and Commercial Heating and Ventilating Systems.
- BSEHVO8 Decommission Industrial and Commercial Heating and Ventilating Systems.



# Paddeco Products

The range of qualifications and certificates that we offer is continually growing to meet the industry's ever-changing needs.

In addition to the following recognised qualifications, we also provide companies with bespoke offerings that best suit their needs and the needs of their employees.

## GR5E 22 SVQ SCQF Level 5: Level 2 SVQ in Heating and Ventilating Ductwork Installation

Based on the National Occupational Standards, the Level 2 qualification enables those working in this sector to develop the knowledge and skills required to demonstrate competence, and importantly, their compliance in their job role.

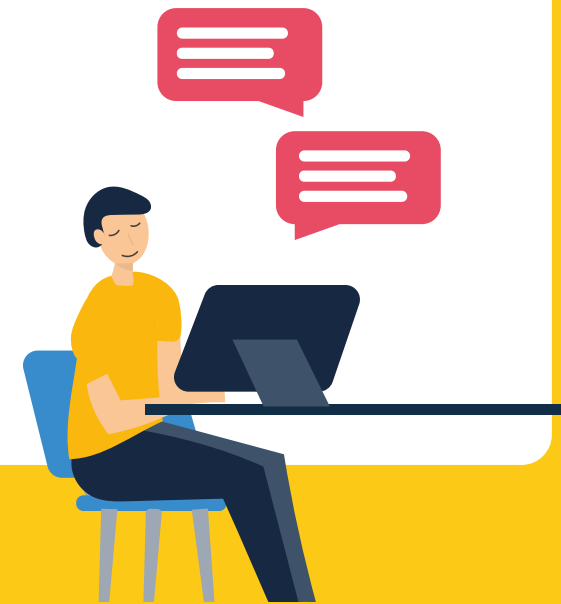
Individuals will have to demonstrate they are working to the National Occupational Standards. Per the directives and statements from the Competence Steering Group and the Construction Leadership Council, achieving a Level 2 qualification will be the minimum standard for skilled occupations.

**The Level 2 course comprises six units, all of which must be completed.**

## GR58 23 SVQ SCQF Level 6: Level 3 SVQ in Heating and Ventilating Ductwork Planning & Installation

As with the Level 2 qualification, Level 3 is based on the National Occupational Standards and covers installing, testing, inspecting, and decommissioning industrial and commercial heating and ventilating ductwork systems.

**The Level 3 course comprises eight units, all of which must be completed, plus one optional unit.**



## GTOF 04 SCQF Level 5: Ventilation Hygiene Certificate

This qualification has been developed for people who clean industrial and commercial ventilation systems and should therefore have their skills and knowledge certificated against the National Occupational Standards (NOS) for future competence and compliance requirements.

This Hygiene qualification offers the opportunity to achieve the National Occupational Standards for ventilation hygiene, which will be the minimum compliance requirement in future audits. It also provides a platform for upskilling within the ventilation sector, including inspection and testing, decommissioning and installation.

**The Ventilation Hygiene Certificate comprises six mandatory units.**

## GT1F 04 SCQF Level 5: Fire and Smoke Damper Certificate

This qualification is for those who inspect, test, and install fire and smoke dampers, explicitly carrying out pre-commissioning checks and tests on fire and smoke dampers and will give them the confidence that they are complying with the correct procedures and practices, per industry standards and regulations.

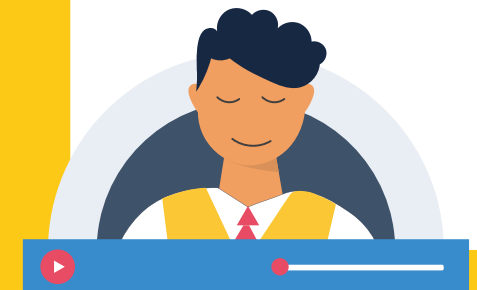
The Grenfell disaster, and subsequent inquiries, have highlighted the importance of fire-related systems which has led to a rapid rise in fire damper inspection, a requirement under the Building Regulations. However, there is a lack of understanding of NOS and what it takes to be competent and compliant.

**The Fire and Smoke Damper Certificate comprises five units that must be completed, plus two optional units.**

## GT1E 04 SCQF Level 5: Installation of Fire Resisting Ductwork and Ventilation Systems

This qualification is for those who install fire resisting ductwork and ventilation systems and reassures them that they comply with the correct procedures and practices, per industry standards and regulations. It allows installers to upskill and be assessed against the NOS for their job role, ensuring competence and compliance.

**Installation of Fire Resisting Ductwork and Ventilation Systems comprises seven units, all of which must be completed, plus two optional units which offer installers the chance to broaden their range on the installation of ventilation systems beyond just a fire-rated system.**





# National Occupational Standard Certificates



## **BSEBSE03 – J4FJ 04 SCQF Level 6 Coordinate a Work Site in the Building Services Engineering Sector**



This standard is for people who are required to coordinate the work site for the installation and/or maintenance activities associated with building services engineering systems and is appropriate for the air conditioning, consumer electrical and electronic products, domestic heating, electrotechnical, heating & ventilation, plumbing and refrigeration industries.

**The person responsible for the coordination of the work site must be able to oversee, as relevant, the work of other operatives and/or other contractors and in accordance with applicable industry standards and regulations.**

## **BSEBSE01 – J4FC 04 SCQF Level 6 Apply Health and Safety and Environmental Legislation in the Building Services Engineering Sector**



This standard establishes and maintains working practices and procedures across a specified range of building services engineering sector installation and/or maintenance activities that consider health and safety, the natural environment, and the working environment. This would include identifying hazards and risks, applying appropriate procedures, and working practices to protect yourself and others.

**This work may be carried out in plumbing, electrotechnical, refrigeration and air conditioning, heating and ventilation, or consumer electrical and electronic products.**

## **BSEHV04 Install and Test Industrial and Commercial Heating and Ventilating Pipework Systems**



This standard is for people who install and test industrial and commercial heating and ventilating pipework systems.

**The person performing this work must be able to comply with the correct procedures and practices for installing and testing industrial and commercial heating and ventilating pipework systems.**

## **F9MV 04 Install, Inspect and Decommission Air Handling and Extraction Units**



This standard is for people who install, inspect, and decommission Air Handling and Extraction Units.

**The person performing this work must be able to comply with the correct procedures, practices, and industry standards.**

## **BSEHV06 – J4FN 04 SCQF Level 6 Inspect and Pre-commission Industrial and Commercial Heating and Ventilating Systems**



This standard is for people who inspect and pre-commission industrial and commercial heating and ventilating systems.

**The person performing this work must be able to comply with the correct procedures and practices for inspecting and pre-commissioning industrial and commercial heating and ventilating systems.**

## **BSEHV08 – J4FR 04 SCQF Level 6 Decommission Industrial and Commercial Heating and Ventilating Systems**



This standard is for those people who decommission industrial and commercial heating and ventilating systems.

**The person performing this work must be able to comply with the correct procedures and practices for decommissioning industrial and commercial heating and systems.**

# Future Services

## Experienced Worker Pipework Course



All the pipework standards (units) included in this course have been approved by the Sector Skills Council and accredited by the Scottish Credit and Qualifications Framework (SCQF). Achieving these units will help pipefitters meet their competence and compliance requirements.

## Paddeco Installer Register



This is a monitoring and development service, for all installers, against the criteria of National Occupational Standards, with ongoing assessments and judgements of their performance and knowledge within the workplace. It offers clear accountability and traceability of documented decisions, recognised qualifications with upskilling programmes, and a commitment to continued learning.

## Passive Fire Protection Qualification



GP7E22 SVQ in Associated Industrial Services Occupations (Construction): Passive Fire Protection at SCQF level 5 (NVQ Level 2 Diploma). The Passive Fire Protection (Construction) qualification provides a nationally recognised qualification for those working in this specialised area of construction.

## Experienced Worker Air Handling and Extraction Course



This course will offer the opportunity for individuals to have their current knowledge and skills assessed against National Occupational Standards for the installation, inspection and decommissioning of air handling and extraction units and will allow them to achieve competence and compliance certificates for their discipline.

# Company Testimonials

“

Collaboration between Overclean and Paddeco in obtaining the NOS for our operatives has been second to none; much faster than our previous methods and far better value for money, from a professional service provider.

– Peter Reid  
CEO, FIC. Overclean Ltd

“

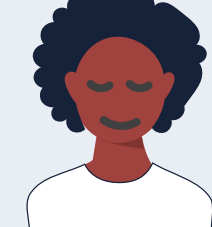
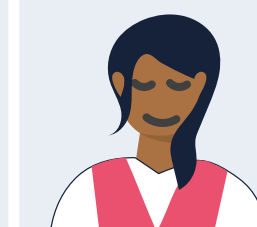
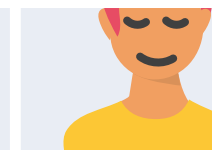
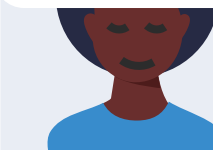
This qualification puts Overclean above all other companies in this sector. The hard work has been done, and we are now on another level from everyone else. At first, the new regime of being assessed and audited was an eye-opener, but it ensured that we met the standards. Many of the crew were astonished by the in-depth, corresponding factors and began understanding why this training was necessary. I have seen a rise in work quality, and the technicians are now more confident in their work. There is less negative feedback from clients. There is a step-change in communication and skills. The attitude and knowledge have changed – building a future. The crews now want to continue further learning, which retains staff in a constantly changing environment. “Get up and Go” has improved.

– Chris Thackray  
Field Manager, Overclean Ltd

“

I just want to say a huge thank you to Joe and the team at Paddeco. Since my team and I achieved our qualifications with Paddeco, it's opened so many doors for us; we've won more work, built our reputation, and even won an award! If it wasn't for Paddeco, we might not be where we are today. We'll definitely be sending more candidates your way.

– Robert Smith





## FAQs

### Are there any prerequisites for Paddeco's qualifications?

Not necessarily. As part of the registration process, we ask candidates to complete a simple Skills Analysis form that tells us all about their work experience. This will help determine which course is most suitable, the duration, and how much support a candidate may need from the assessors/tutors.

### What sort of bespoke training can you offer my company?

Following a needs analysis we are able to determine the most appropriate training, teaching and ultimate qualification for your company and workers. That may be one of the aforementioned industry-recognised qualifications, a combination of qualification units or an ongoing programme of continuous improvement, under the banner of an ongoing monitoring certification scheme. All training will be bespoke to your specific requirements with a payment plan and duration to reflect your needs.

### Our company does not have any classroom facilities, where can the teaching take place?

No problem. We have several training facilities around the UK that we could make available to you. Alternatively, we will hire facilities local to your place of work where we can train and teach your staff with minimal disruption to your company's activities. However, the majority of the teaching and learning can be accomplished remotely.

### Is it cheaper to put more employees on a qualification?

Whilst every case is different, it is likely that the more employees you enrol on a qualification with us, the more favourable it will be financially.



## Notes

With over 125 years' industry experience and unrivalled knowledge, you can rest assured you will be in safe hands and that your career journey is on the right track to success.





## General contact



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