

The Builder Training Centre

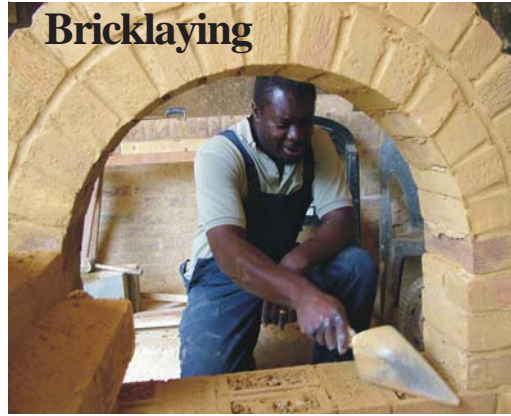
Open 7 days
a week!

(The BTC)

Electrical



Bricklaying



Plastering



Home
Maintenance



Carpentry



Tiling



Roof Tiling



Alarm



Kitchen Fitting



Plumbing



Roof Construction



www.thebtc.co.uk

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About Us



Our friendly team is here to welcome you to our Centre. Our highly skilled staff have over 150 years combined building industry experience between them. So, students that attend can take full advantage of our tips of the trade, personal experience and the advice we are able to offer.

The majority of our customers are private individuals but we also cater for companies and staff schemes. Over the years we have supplied courses for such companies as Gillette UK Ltd, Unilever, The Foreign & Commonwealth Office, Reuters, The University of London, Shell International, Ford Motor Company, The Bank of England and Local Councils. We also serve members of the various services with resettlement training. These include the Police Force, Fire Service and HM Armed Forces.

You will find a host of useful information on our website, www.thebtc.co.uk, along with testimonials from some of our students which we believe speak for themselves.

Our friendly office team is here to help and answer any questions you may have. Why not give us a call today. You can be assured your stay with us will not only be educational, but enjoyable too!

Frequently, people who have completed courses, recover the entire cost in just one or two jobs! They either save money, by not having to call people in, or earn it, having learnt new skills and therefore avoid having to get in a specialist. Basically, our courses work, and that's why students keep returning!



Andy Barham



Richard Barham



I found that the resettlement package that was offered by The Builder Training Centre was by far the best value of the 4 places I looked at. The structure of the 4 courses I did was very good. The training facilities were excellent. The instructors' knowledge and experience was outstanding. I found you could ask about any project that you are working on and get good advice.

Sgt Keith Earl (Lanc) James Project Team.

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About the Training Centre

If you are already in the building trade, wishing to extend your skills and knowledge to other areas, a beginner doing your own home repairs, someone looking for a new career or second income, a person looking to achieve electrical qualifications, or perhaps set up your own maintenance company, or an employer looking to retrain your staff, you are sure to find a course here to suit you.

We provide foundation courses designed for people with little or no experience, in home maintenance, electrical, inspection and testing, alarm installation, plastering, advanced plastering, plumbing, tiling, advanced tiling, bricklaying, carpentry, kitchen fitting, roof tiling and roof construction. The foundation courses are all very much hands-on, with tools and equipment initially explained and demonstrated by the instructors. Fact-sheets will be supplied, so there is no need for too many notes! After completing each foundation course you will receive a Builder Training Centre Certificate of Continuous Professional Development. We also provide electrical qualifications: Part P through EAL, and 17th Edition, Inspection & Testing and PAT Testing through City & Guilds.



Our foundation courses are very practical so we suggest you wear working clothes. We will supply all the necessary tools and materials you will need for your chosen course, but you must have steel toe-capped footwear to wear throughout the course. If you wish to, you can purchase your safety boots from our centre.

The small class sizes mean individual attention, enabling you to become competent and to work at your own speed in a relaxed and friendly atmosphere. The majority of courses can be attended either during the week or at the weekend. All of our courses are suitable for men and women.

You are welcome to visit our centre any time during opening hours (8.00 am until 6.00 pm), or visit our website, www.thebtc.co.uk. We are situated within the Station Buildings at Waddon Station, Epsom Road, Croydon, Surrey, CR0 4UP (see map on back cover). Getting here is easy, with Waddon Station having a direct rail link with London Victoria, London Bridge and Clapham Junction Stations (approx 30 minutes). We are about 10 miles from Junction 7 on the M25 or Junction 8 on the M23. We will send you a map and travel information with your booking confirmation and details of local hotels and B&Bs if required. There is free parking nearby and our facilities include a canteen. We also carry a wide range of reasonably priced tools.

We are a totally independent company trading as Builder Training Centres Limited.

Home Maintenance Course

Foundation Course

Weekend - 8.30am to 5pm



This 2 day hands-on practical course is ideal for those with little or no experience looking for some of the general skills required to keep your home in good condition or for a basic introduction into the various building trades. The course will teach you the basic skills required to tackle most household tasks. Should you wish to progress on to one of our other foundation courses this will give you a good insight into other trades.

You will be shown as much as possible in the time allocated and will include, but not be limited to, the following:

- The correct use of power tools, such as drills and mitre saws and associated bits
- Correct use of basic hand tools such as saws, screwdrivers and levels
- Correct use of numerous fixing types such as rawlplugs and cavity wall fixings
- Use of fixing mediums such as nails and screws
- Refreshing grout in tiles
- Replacing a damaged tile
- Repairing silicon sealants around baths and showers
- Cutting and fixing plasterboard
- Changing an electrical socket
- Changing a light fitting
- Fitting a dimmer switch
- Wiring a plug
- Repairing a tap washer
- Draining and removing radiators for decorating and refilling
- Use of fittings to repair burst pipes
- Use of decorating fillers
- Correct use of paint types
- Preparation of woodwork for final paint coat
- Use of brushes and rollers for paint application
- Cleaning and maintaining tools



Plastering Course

Foundation Course

5 days Monday to Friday - 9am to 4pm or
Weekend Splitter - 8.30am to 5pm

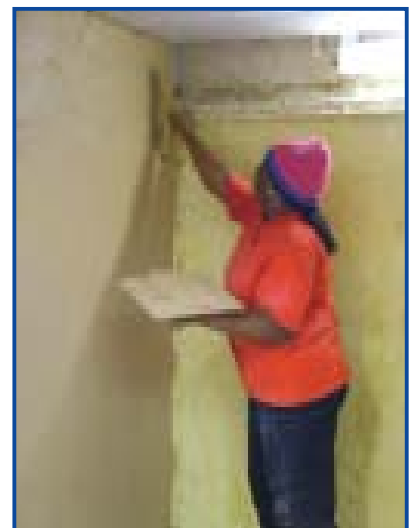
This practical hands-on plastering course is ideal for those with little or no experience. Students will be working in bays with a window opening and a mock up chimney breast. You will learn the correct use of plastering tools as well as learning about the different types of plastering materials. For the duration of this course our instructor will be on hand to help you master the art of plastering as well as offering tips of the trade and answering any questions you may have on personal projects.

Tasks will include:

- Fixing plasterboard to walls and ceilings
- Preparing surfaces to receive backing plasters
- Cutting and fixing of various types of bead
- Forming external corners and window reveals
- Applying bonding coat
- Applying sand and cement as backing coats
- Applying external render
- Applying finish plaster
- Ruling reveals
- Skimming ceilings and walls
- Re-plastering existing walls to a flat level surface
- Patching broken areas with an invisible repair



On completion of this course you will have a good knowledge of the practical skills of plastering.



Advanced **Plastering** *COURSE* and Floor Screeding

Foundation Course

**3 days Monday to Wednesday - 9am to 4pm or
Weekend Splitter - 8.30am to 5pm**

This 3 day practical course is aimed at students who have some previous plastering experience. Attendance of our 5 day/splitter weekend plastering foundation course typically provides this experience.

Students will be working in their own bays with window openings and mock up chimney breasts. The aim of this course is to brush up on the finer skills of plastering and to teach students the art of timing.



Tasks will include:

- Boarding ceiling, walls and chimney breasts
- Fitting board beads and creating an arch
- Dot, dab and fix boarding to back wall
- Skimming ceiling, walls, chimney breasts and arch
- Preparing floor ready for screeding
- Applying floor screed



Tiling Course

Foundation Course

5 days Monday to Friday - 9am to 4pm or
Weekend Splitter - 8.30am to 5pm

On this practical hands-on course you will be introduced to the fundamentals of tiling. This will cover the full planning and installation stages right through to final finish.

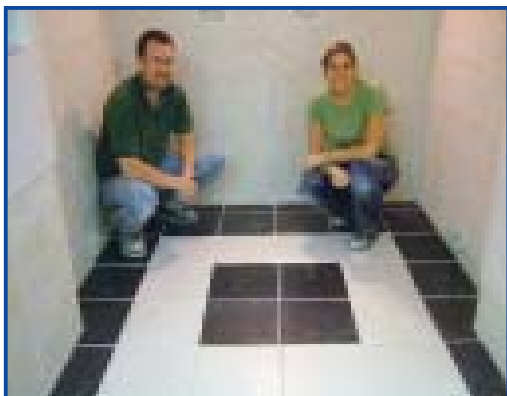
Based within our tiling bays you will be tiling the walls and floor. Within this area you will be taught to initially plan and set out the installation, which includes working around difficult areas and obstacles such as sockets, pipes and window reveals.



You will learn the correct use of tiling tools, along with the use of dry and wet cutters, as well as learning about the types of tiles, adhesives and grouts available that will enable you to tackle most tiling projects.

Tasks will include:

- Planning and setting out for datums and fixing positions
- Use of dry and wet cutting tools
- Proper use of hand tools such as wall and floor trowels, floats and squares
- Use of beading around window reveals
- Installation of straight, diamond and half bond effects
- Use of templates/profile gauges to work around obstacles
- Use of hand scorers/cutters/tile saws/files to form radiuses/square cuts
- Use of tile beading and installation
- Use of grout floats and finishing tools
- Use of silicons and caulks for sealing
- Overview of adhesive types and uses
- Overview of tile types



You will also learn about designs that incorporate borders, diamonds and patterns along with practical tips of the trade, and about tanking kits for use within showers and wet rooms. Guidance will be given on how to calculate the amount of tiles and adhesive required for a project and pricing of a job.

Foundation Course

**5 days Monday to Friday - 9am to 4pm or
Weekend Splitter - 8.30am to 5pm**

This advanced course is designed to build on existing skills within a realistic environment to give you the confidence to tackle your tiling jobs in the future and give you that professional finish. You will be tiling your own specially designed bay which will include kitchen and shower areas and also floor tiling with natural stone.



Based on previous foundation knowledge, you will be using a varied selection of high quality wall and floor adhesives plus self-levelling compounds. This will give you a sound knowledge for choosing the correct adhesives in future tiling jobs.

You will undertake a practical session on showers using tanking kits and sealants.

You will gain more practical experience using and fitting natural stone, slate, marble, porcelain and glass mosaics.

Tasks will include:

- Planning and marking out for an area with increased obstacles
- Correct use of tools
- Various use of tile designs
- Drilling of tiles
- Cutting tiles around pipes
- Use of self-levelling compound
- Correct preparation work for fixing natural stone
- Tiling using natural stone
- Sealing of natural stone
- Application of epoxy grouts
- Use of rapid sets
- Use of mosaic tiles
- Floor adhesive selection
- Use of silicons and sealants and use of BAL adhesives and grouts
- The use of tanking kits and sealants



Kitchen Fitting *COURSE*

Foundation Course

Weekend - 8.30am to 4pm

This 2 day practical kitchen fitting course is designed to teach you how to install your kitchen to achieve the professional kitchen fitters finish. No previous experience or carpentry skills are required to attend this course as all aspects of kitchen fitting are covered.

Tasks will include:

- Using a router, jig and biscuit cutter
- Fitting high and low level cabinets
- Adjusting the doors
- Cutting and fitting of worktops
- Cutting and fitting of cornices and pelmets
- Cutting out for a sink and a hob

The course will also include:

- Measuring layouts
- Planning and design
- Reading and understanding plans
- Basic guidelines for co-ordinating with other trades



You will also receive a demonstration and discussion on the correct use of power tools, circular saws, power drivers, jigsaws and compound mitre saw.



Carpentry Course

Foundation Course

**5 days Monday to Friday - 9am to 4pm or
Weekend Splitter - 8.30am to 5pm**

During this practical course you will learn the correct use of tools to construct a variety of commonly used joints such as a mortice and tenon joint, corner leg joints, etc. In order to practice your joints, you will be tasked with projects to complete.

Tasks will include:

- Making a halving and mortice and tenon joint
- Making a two panel door
- Scribing in the beading with quadrant and practice mitres
- Making up a frame to the door and fitting the door with hinges
- Cutting a lock for the door
- Building a stud partition wall
- Boarding the wall with plasterboard
- Fitting a frame into stud wall
- Hanging a door in a frame
- Fixing doorstops
- Fixing architraves
- Scribing in skirting
- Glueing timbers and fashioning an edge and a side to timber
- Sharpening chisels
- Developing skills in sawing, planeing, chiselling, sanding, hammering, measuring and marking out



This course focuses on the mastery of hand tools, such as chisels and planes, where practical skill is emphasised rather than theory.

If you have any planned or ongoing projects, your instructor will be more than happy to provide expert advice.



Plumbing Course

Foundation Course

5 days Monday to Friday - 9am to 4pm or
Weekend Splitter - 8.30am to 5pm

This course covers the basics of household plumbing from fitting a tap washer through to achieving a good understanding of the hot and cold water supply systems, and a central heating system via theory and practical hands-on experience.

Tasks will include:

- The Installation of sanitary ware – bath, basin,
- Installation of new pipework
- Installation of a new radiator
- Plumbing in of a kitchen sink, washing machine and dishwasher
- Installation of an outside tap
- Bending and soldering copper pipe



You will gain practical experience on how to use compression fittings, as well as the installation of plastic waste systems using push fit and compression connection methods. You will be taught the correct use of alternative plumbing methods such as speed/push fit plumbing systems and associated connectors and pipe work. You will further gain practical experience in the planning and installation of water supplies and waste systems within our purpose built bathroom and kitchen environments.



In addition to the practical experience gained, you will also receive a full explanation of:

- The hot and cold water system
- The central heating system
- Showers, pumps etc
- The installation of sanitary ware
- Above ground drainage
- General plumbing procedures



This course will give you the confidence, skills and knowledge to complete your own projects or set you on the first rung of the ladder to a lucrative plumbing career.

Bricklaying Course

Foundation Course

**5 days Monday to Friday - 9am to 4pm or
Weekend Splitter - 8.30am to 5pm**

This hands-on practical course is set out to give you as many bricklaying skills as possible. It will teach you everything from mixing mortar to pointing to being capable of building your walls plumb, vertical and square.

Tasks will include:

- Constructing a pillar with corbaling
- Constructing a garden/retaining wall
- Constructing a single and double skin wall
- Constructing a breeze block (cavity) wall
- Forming an arch



You will learn different types of bond including Stretcher, English, Flemish, block-work, brick capping and arch construction.

In addition to the practical skills you will learn about:

- Foundations
- Setting out
- Damp coursing
- Cavity wall specifications
- The needles method of making openings in existing walls
- Inserting RSJ's and Lintels



Roof Construction Course

Foundation Course

5 days Monday to Friday - 9am to 4pm

This 5 day practical hands-on course will introduce you to the fundamentals of roof construction. With our expert instructor you will be building a complete roof from the plate level up with a hip, gable end, dormer and velux window. You will learn how to construct the plate level and how to calculate the pitch of a roof along with learning how to use gauges to measure and cut roof timbers accurately to suit the required pitch.

You will learn about the tools, gauges and fixing techniques associated with roof construction, along with tips of the trade.

Tasks will include:

- How to set out the site
- How to calculate and measure rafter lengths
- Cutting and pitching a roof
- Cutting birdsmouth and top cuts of common rafters
- Measuring your span in relation to your roof and calculating run of rafters
- Cutting the angles of hip jacks
- King/crown rafters and hips
- Fixing purlins
- Purlin struts and respective birdsmouth cuts, and other roof member cuts
- How to make templates of roof members
- Constructing and incorporating a dormer into the roof, doubling the rafter and undertaking the required trimming to enable fitment of a velux window
- Gaining an understanding of different roof types



Although some carpentry skills may benefit you on this course, it is not a necessity.

A complimentary copy of 'The Carpenter's Metric Roofing Ready Reckoner' book will be provided as part of this course



Roof Tiling Course

Foundation Course

5 days Monday to Friday - 9am to 4pm

This hands-on practical course is aimed at teaching you many aspects of roofing. You will be working on a specially designed mock-up roof at ground level with a dormer and velux window.

Tasks will include:

- Fixing felt to a roof
- Cutting, spacing and fitting battens
- Tiling a roof using plain tiles, interlocking tiles and slate
- Flat roofing using torch on cap sheet
- Pointing a gable end using undercloak
- Fitting bonnets on the hip
- Fitting a Velux window with flashing kit and slate around it
- Fitting a lead valley around a dormer window
- Learn the skill of lead flashing



You will also be shown techniques on how to carry out repairs on an existing roof.

By the end of this course we believe that you will be more than satisfied with the skills learnt and have a good understanding of the techniques required to be able to tile or repair a roof.

The skills learnt on this course can be a very cost effective way of learning to overhaul a roof, often avoiding costly replacement!



Alarm Installation *Course*

Foundation Course

5 days Monday to Friday - 9am to 4pm

This course has been specifically designed for people with little or no experience who are looking to gain practical experience of installing alarm systems. The course is suitable for anyone wishing to provide a dedicated service, electricians looking to expand on their current service provision or simply individuals who want to install their own system. The aim of this 'hands-on' practical course is to provide a full understanding of alarm installation and associated terminology, as well as good practices of installing and servicing alarm systems.

The course covers everything from the different system types available, through the design process, installation, testing, commissioning and fault finding your system.

Tasks will include:

- Correct use of meters to obtain readings
- Correct identification of resistors by using colour codes
- Running, stripping and connecting cables
- Installing Series Alarm Systems with sounders and multiple detectors
- Installing End of Line Alarm Systems with sounders and multiple detectors
- Installing Fully Supervised Loop Alarm Systems with sounders and multiple detectors
- Connecting and using detectors
- Programming alarm control units
- Completing documentation
- Testing and fault finding alarm systems



The course includes understanding the Alarm British Standards - BS 4737 and the Alarm European Standards - EN50131 as well as clear explanations on basic electronic principles such as Ohms Law and Series and Parallel Circuits.



This course will also include an overview of home automation and how to implement based on the control system used.



Electrical Course

2 day Electrical Foundation Course

**Weekdays - 9am to 4.30pm or
Weekend - 8.30am to 4pm**

This 2 day foundation course is for students who have little or no previous experience or tradesmen who have not previously undertaken this type of work. It is ideally suited to those people looking for DIY purposes, or those looking to progress on to the 2 day Inspection and Testing foundation course (see page19). It covers practical skills from applying Ohms Law and calculating correct fuse ratings to installing and testing circuits.



You will achieve a basic understanding of:

- Bonding
- Earthing systems
- Safety techniques
- Standard lighting circuits
- 2 way switching
- Intermediate switching
- Ring mains
- Radial circuits
- Fused connection units
- Extractor fans
- Zone requirements and special location installations
- Calculating loading and cable sizing
- Basic testing procedures

Tasks will include:

- Wiring up a ring main
- Wiring up a radial circuit
- 3 plate lighting circuit
- 2 way switching
- Intermediate switching
- Fused connection unit
- Outside light
- Safe Isolation
- Basic testing

This course is attendance and completion only and does not involve any exams. Included is an assessment for suitability to progress on to any of our electrical qualification courses.

Electrical Course

4 day Electrical Foundation Course

**Weekdays - 9am to 4.30pm or
Weekend Splitter - 8.30am to 4pm**

This 4 day foundation course covers the theory and practical skills required to undertake most electrical installations within the domestic environment. It covers all the elements of the 2 day Electrical Foundation course (see page 17) and takes you to the next level with additional circuit installation and testing practice, including live testing and fault finding.

Tasks will include:



- All tasks detailed on page 17
- Completion of test certificates
- Inspection and Testing:
 - Bonding
 - Continuity of CPC's
 - Ring Circuit
 - Continuity of conductors ($R1 + R2$)
 - Insulation Resistance
 - Polarity
 - Earth Fault Loop Impedance (Z_s & Z_e)
 - Prospective Fault Current (PEFC & PSCC)
 - RCD Testing
 - Fault Finding Techniques

This course is ideally suited for those students that wish to progress on to the Part P (VRQ Level 2 Domestic Installers) qualification course (see page 20) as it covers the Inspection and Testing elements. This course includes practical experience in preparation for the practical assessments on the Part P course.

This course is attendance and completion only and does not involve any exams. Included is an assessment for suitability to progress on to any of our electrical qualification courses.

Electrical Course

2 day Electrical Inspection and Testing Foundation Course

Weekdays - 9am to 4.30pm or
Weekend - 8.30am to 4pm



This 2 day Inspection and Testing foundation course is suitable for people who have previous experience of electrical installations but wish to gain further experience in both the installation and inspection and testing. You will be tasked with installing various circuits and then carrying out the full range of Inspections and Tests for initial verification of the circuits.

Tasks will include:

- Completion of test certificates
- Inspection and Testing:
 - Bonding
 - Continuity of CPC's
 - Ring Circuit
 - Continuity of conductors ($R1 + R2$)
 - Insulation Resistance
 - Polarity
 - Earth Fault Loop Impedance (Z_s & Z_e)
 - Prospective Fault Current (PEFC & PSCC)
 - RCD Testing
 - Fault Finding Techniques

This course is a natural progression for anyone who has attended our 2 day Electrical Foundation course (see page 17) and forms the 3rd and 4th day of our 4 day Electrical Foundation course (see page 18).

This course is attendance and completion only and does not involve any exams. Included is an assessment for suitability to progress on to any of our electrical qualification courses.

VRQ Level 2 Domestic Installers Qualification

5 days Monday to Friday - 9am to 4pm or
Weekend Splitter - 8.30am to 5pm



This course is aimed at those who regularly carry out electrical work in support of their main trade. This mainly consists of kitchen fitters, plumbers, carpenters and builders, but also extends to anyone carrying out electrical work in the home.

Course Content:

- Installation of Ring circuits
- Installation of Radial Circuits
- Installation of 3 plate ceiling rose lighting circuit
- Connection of consumer unit
- Installation of 2 way switching
- Initial Testing procedures
- Completion of test certificates
- Prospective Fault current
- Different types of supply (TNS, TNC-S, TT)
- Earthing and Bonding
- 17th Edition and On-Site Guide requirements
- Review of test questions
- Inspection and Testing:
 - Fault finding
 - Bonding
 - Continuity of CPC's
 - Ring Circuit
 - Continuity of conductors ($R1 + R2$)
 - Insulation Resistance
 - Polarity
 - Earth Fault Loop Impedance (Z_s & Z_e)
 - Prospective Fault Current
 - RCD Testing
- Review of issued course material on Building Regulations
- Question and Answer session



Part P Course

Qualification

Exams:

8 multiple choice, open book, internal exams

40 minute, multiple choice, closed book, computer based exam (20 questions)

8 Practical Assessments

Essential Book List:

BS 7671:2008 On Site Guide

ISBN 978-0-86341-854-9

IEE Electricians Guide to the Building Regulations

ISBN 978-0-86341-862-4



Books required for our electrical courses can be purchased from The Builder Training Centre.

Pre-requisites:

Experience of installing a 13A ring circuit, 3 plate

ceiling rose lighting circuit, 2 way lighting, spur, outside light, earth bonding and wiring a consumer unit.



Qualified Electricians:

If you have good practical experience, sound knowledge and electrical qualifications then you may only need to attend the 1 day Building Regulations Exam, which is Unit 1 of the full Part P qualification. You will not be required to demonstrate practical ability on the 1 day course but this will be required when applying for the Domestic Installers Scheme with one of the main bodies.

From January 2005 all electrical work in dwellings is required to comply with Part P requirements and be carried out by persons competent to do the work. Any work that involves adding a new circuit, or work within a special location, will need to be notified to building control or carried out by a competent person who is registered with a Part P Self-Certification Scheme.

17th Edition *Course* Qualification



City & Guilds 2382-10

3 Weekdays - 9am to 5pm

Extended Weekend - 8.30am to 4.30pm

BS 7671:2008 17th Edition

IEE Wiring Regulations



This three day course is aimed at anyone who is involved in electrical installations. It covers areas such as design, construction, inspection, testing and guidelines for achieving electrical safety. This is a nationally recognised minimum qualification for most companies looking to recruit electrical personnel.

Course Content:

- Outline of Numbering System for BS7671:2008
- Scope, Object and Fundamental Principles for Safety
- Definitions
- Assessment of General Characteristics
- Overcurrent Protection, Cable Ratings and Volt Drop
- Isolation and Switching
- Earthing and Bonding requirements for Shock Protection
- Selection and Erection of Equipment
- Inspection and Testing
- Special Installations
- Use of Appendices
- Preparations for On-line Exam

Exam:

2 hour, multiple choice, open book, computer based exam (60 questions)

Duration:

3 Days (3 weekdays or an extended weekend, eg Friday, Saturday and Sunday)

This course is a natural progression for Domestic Installers whose work falls under the scope of Building Regulations Approved Document P.

Essential Book List:

BS 7671:2008 IEE 17th Edition Wiring Regulations *ISBN 978-0-86341-844-0*

BS 7671:2008 On Site Guide *ISBN 978-0-86341-854-9*

Books required for our electrical courses can be purchased from The Builder Training Centre.



Pre-requisites:

Some previous electrical knowledge

17th Edition *Course*

Qualification



City & Guilds 2382-20 (update)

Weekday - 9am to 5pm

Weekend - 8.30am to 4.30pm

BS 7671:2008 17th Edition

IEE Wiring Regulations

This one day course is for those people who currently have the City & Guilds 2381 (16th Edition qualification). If you have the 2380 Certificate then you will need to attend the full 3 day 2382-10 course.

Course Content:

As for 2382-10 course but only covering the relevant changes from the 16th Edition to the 17th Edition.

Exam:

1 hour, multiple choice, open book, computer based exam (30 questions)

Duration:

1 day

Essential Book List:

As for 2382-10 course



Pre-requisites:

Attendees must hold at least one of the following

- City & Guilds Level 3 Certificate in the Requirements for Electrical Installations BS7671 : June 2001 (2381)
- City & Guilds Level 3 Certificate in Electrotechnical Technology Installation (Building and Structures) (2330 – 07)
- City & Guilds Level 3 Certificate in Electrotechnical Technology Electrical Maintenance (2330 – 08)
- City & Guilds Level 3 Certificate in Electrical Installation Part Two (2360) (from January 1st 2004 onwards only)
- City & Guilds Level 3 Certificate in Knowledge of Electrical Installation Engineering (2351) completed after 1st January 2004. This certificate is only accepted if accompanied with an Electrotechnical Advanced Apprenticeship certificate also completed after 1st January 2004

Inspection & Testing *Course*

Qualification



4 day City & Guilds 2392-10

4 Weekdays - 9am to 5pm or
Weekend Splitter - 8.30am to 4.30pm

Certificate in Fundamental Inspection, Testing and Initial Verification

This 4 day course is ideally suited to those with limited experience of Inspection and Testing of electrical installations, or those entering the electrical industry from other associated trades. On successful completion of this course candidates will be able to fully inspect and test electrical circuits and installations.

This course is an excellent grounding qualification which will greatly assist and prepare candidates who are also looking to progress onto the 2391-10 Inspection, Testing, Design and Certification of Electrical Installations qualification (see page 25).

Course Content:

- Correct use of Instruments
- Isolation Procedures
- Continuity of Protective Conductors
- R1 + R2 Readings
- Ring Final Circuits
- Insulation Resistance
- SELV (Separated Extra Low Voltage)
- Special Installations and Locations
- IP Code (Ingress Protection)
- Polarity
- Earth Electrodes
- Earth Fault Loop Impedance
- Residual Current Devices (RCD)
- Prospective Fault Current
- Verification of Voltage Drop
- Preparations for Practical Assessment and On-line Exam

Exam:

100 minute, multiple choice, closed book, computer based exam (50 questions)
2 hour Practical Assessment



Essential Book List:

IEE Inspection and Testing Guidance
Note 3 ISBN 978-0-86341-857-0
BS 7671:2008 On Site Guide
ISBN 978-0-86341-854-9



Pre-requisites:

Although testing experience is not an essential requirement for the course, it is a requirement that students have some previous electrical installation experience.

Inspection & Testing *Course* Qualification



4 day City & Guilds 2391-10

4 Weekdays - 9am to 5pm or

Inspection, Testing, Design and Certification of Electrical Installations

This course consists of an initial 4 days training followed by a further 2 individual days to undertake your written and practical exams. This course is designed for experienced personnel who have prior knowledge and experience of inspecting and testing of electrical installations, and who wish to obtain the required qualification and skills needed to carry out inspection and testing on commercial, industrial and domestic installations, including periodic inspections. Anyone who doesn't have previous inspection and testing experience, or wishes to refresh themselves of the correct methods, may need to consider attending the City & Guilds 2392-10 (see page 24).

Course Content:

- Statutory duties and safe working practices
- Requirements for Inspection, Testing and Certification, including:
 - Introduction to Inspection and Testing
 - Testing Equipment
 - Continuity of Protective Conductors
 - Insulation Resistance Tests
 - Polarity Tests
 - Earth Electrode Tests
 - Earth Fault Loop Impedance Tests
 - RCD Tests
 - Requirements for Special Installation
 - Completion of Certificates and Recording of Results
- Use of 'IEE Inspection and Testing Guidance Note 3' book
- Preparation for Written and Practical Assessments

Pre-requisites:

Candidates must be 18 years or over. Prior experience and knowledge of Inspection and Testing of Electrical Installations is essential. It is recommended that candidates have either the 17th Edition qualification or a similar qualification eg Part P.

Essential Book List:

IEE Inspection and Testing Guidance Note 3
ISBN 978-0-86341-857-0

BS 7671:2008 On Site Guide
ISBN 978-0-86341-854-9

BS 7671:2008 IEE 17th Edition Wiring Regulations *ISBN 978-0-86341-844-0*



On completion of the course students then return to complete:

2391-101 Inspection, Testing and Certification of Electrical Installations: 2 hours and 30 minutes written examination (dates for this examination are pre-set by City & Guilds and are usually at 6.30 pm on selected Thursday evenings)

Successful candidates of the above can then move on to:

2391-102 Practical Application of the Inspection, Testing and Certification of Electrical Installations: 4 hour practical assessment.

Portable Appliance Testing *Course* Qualification



City & Guilds 2377 PAT

Weekdays - 9am to 5pm or
Weekend - 8.30am to 4.30pm

Code of Practice for In-Service Inspection and Testing of Electrical Equipment

This qualification consists of 2 parts (2377-11 and 2377-12), which can be taken separately or combined, and is for people who carry out, or intend to carry out, in-service inspection and testing of electrical equipment within a commercial environment, including landlord rented properties. We would recommend that unless you are employed by an Inspection and Testing company that you attend both parts.

2377-11 Level 3 Certificate in Management of Electrical Equipment Maintenance

Course Content:

- Law and scope of legislation relevant to the management of electrical maintenance
- Types, use and testing of electrical equipment
- Categories, frequency and practicalities
- Procedures, documentation and user responsibilities that are required
- Training that is required
- Appropriate test instruments and how they are used within in-service inspection and testing
- Preparations for a 90 minute, multiple choice, open book on-line Exam (45 questions)

2377-12 Inspection and Testing of Electrical Equipment

Course Content:

- Equipment construction
- Inspection
- Combined inspection and testing
- The use of instruments and recording of data
- Equipment
- Preparation for a 60 minute, multiple choice, open book on-line Exam (30 questions)



Essential Book List:

IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment (3rd Edition) ISBN 978-0-86341-833-4

Duration:

1 day for each course

Pre-requisites:

Although previous electrical installation knowledge is not essential for this course, a basic understanding of the wiring of portable equipment will be required.



How to Apply

When you decide to enrol on one or more of our courses, we need to take a payment to reserve a place for you. This can be the full course cost, or a non-refundable deposit of £150.00 for each course (£500.00 for Part P). All our prices include VAT and exam fees where applicable. If you wish to telephone to confirm the dates you require are available, we can take your payment details over the phone from your debit or credit card, and your place will be held there and then. Alternatively you can pay by BACS, postal orders, cash (if you visit in person) or cheque (made payable to 'Builder Training Centres Ltd'). Cheques will need to be cleared before we can reserve a place for you, and cannot be accepted less than 2 weeks before the start of the course.

Your booking will then be confirmed in writing and the application form will need to be completed either on-line via our website, or we can send out a copy for you to complete and return, to ensure we have your correct details.

If you have paid the deposit only to reserve your place, the balance of the fees must be made at any time before the course is taken, even on the morning before you start.

As the availability for courses changes daily, please telephone to confirm that the dates you require are available. All courses are held regularly throughout the year.

Multi course packages, including accommodation when required, can be arranged. Discounts are available but please call the centre for up to the minute pricing and packages. We will do all we can to meet your specific requirements.



If you cannot attend on the confirmed booking date, providing we have at least 7 days notice (14 days for qualification courses) we will arrange an alternative date for the same course up to 3 months from your original booked date. There is an administration fee of £25.00 for this. The course date can only be re-arranged once. Should you decide to cancel or change the date of the course less than 7 days before the start (14 days for qualification courses) you will forfeit a booking fee of £150.00 from your payment (£500.00 for Part P). This fee is non-refundable unless the course is cancelled by us. Once you have started a course, no refunds will be given.

The entire learning contract is subject to the extended Terms and Conditions applicable upon booking and deposit paid, available on our website, or from the office on request.



Approved Centre
Centre Number 007253

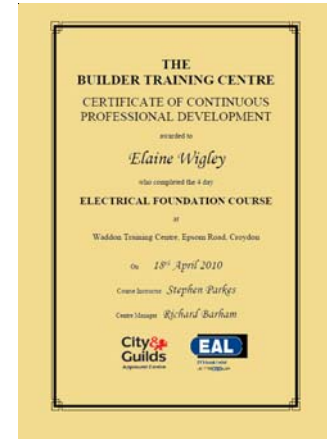


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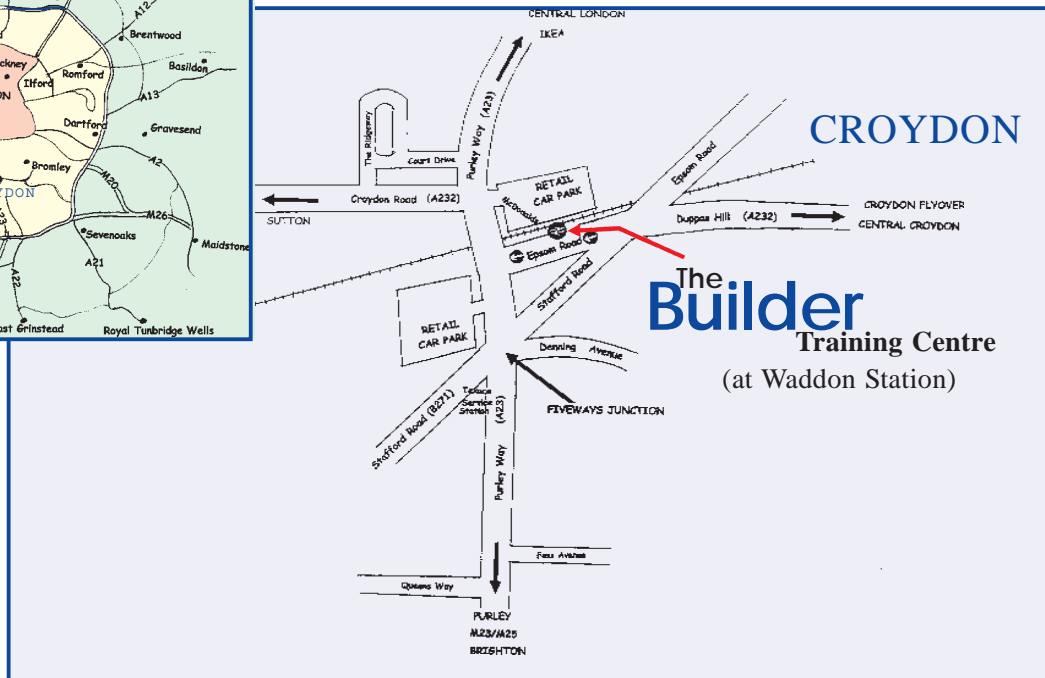
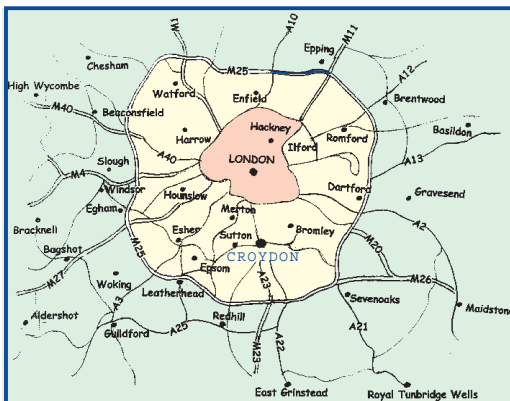
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Gift Vouchers available. Book a course for your partner or a friend!



We accept payment by card, cheque, postal order, cash or BACS



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