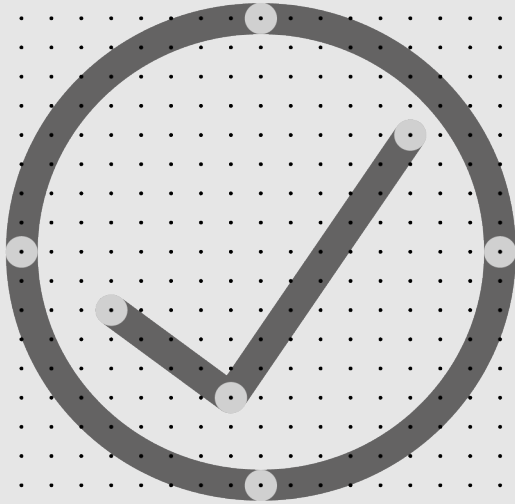


The Competency Standard



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ABOUT MCS

Giving you confidence in home-grown energy

With energy costs constantly rising and climate change affecting us all, low-carbon technology has a bigger and bigger role to play in the future of UK energy.

We're here to ensure it's a positive one.

Working with industry we define, maintain and improve quality – certifying products and installers so people can have confidence in the low-carbon technology they invest in. From solar and wind, to heat pumps, biomass and battery storage, we want to inspire a new generation of home-grown energy, fit for the needs of every UK home and community.

About

The Microgeneration Certification Scheme Service Company Ltd (MCSSCo Ltd) trades as MCS and is wholly owned by the non-profit MCS Charitable Foundation. Since 2007, MCS has become the recognised Standard for UK products and their installation in the small-scale renewables sector.

We create and maintain standards that allow for the certification of products, installers and their installations. Associated with these standards is the certification scheme, run on behalf of MCS by Certification Bodies who hold UKAS accreditation to ISO 17065.

MCS certifies low-carbon products and installations used to produce electricity and heat from renewable sources. It is a mark of quality. Membership of MCS demonstrates adherence to these recognised industry standards; highlighting quality, competency and compliance.

Vision

To see MCS certified products and installations in every UK home and community.

Mission

To give people confidence in low-carbon energy technology by defining, maintaining and improving quality.

Values

1. We are expert – ensuring quality through robust technical knowledge
2. We are inspiring – helping to reshape energy in UK homes and communities
3. We are collaborative – working with industry and government to create positive change
4. We are principled – operating in a way that's clear, open and fair
5. We are determined – supporting the UK's drive towards a clean energy future

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CHANGES TO STANDARDS

When MCS Standards are revised, the issue number is also revised to indicate the nature of the changes. This can either be a whole new issue or an amendment to the current issue. Details will be posted on the website at www.mcscertified.com

Technical or other significant changes which affect the requirements for the approval or certification of the product or service will result in a new issue. Minor or administrative changes (e.g. corrections of spelling and typographical errors, changes to address and copyright details, the addition of notes for clarification etc.) may be made as amendments.

The issue number is given on the left of the decimal point, and the amendment number on the right. For example, issue 3.2 indicates that it is the third significant version of the document which has had two sets of minor amendments.

Users of this Standard should ensure that they are using the latest issue.

Issue No.	Amendment Details	Date
1.0	Initial publication.	16/12/2013
1.1	Removal of mandatory implementation timetable.	20/12/2017
1.2	Rebranding of document, update of email and website addresses and cosmetic changes.	20/06/2019
2.0	Comprehensive rewrite of the Standard including: <ul style="list-style-type: none"> • A restructuring of the document in line with the format of other MCS Standards, inclusion of a copyright statement, 'About MCS' text and a Definitions table. • Removal of references made to the retired 'Competency Checker Tool'. • Reduction to the list of 'Company Roles' to only those directly relevant to compliance with the Scheme i.e. Nominee and Nominated Technical Person(s) (NTP). • Removing the need for the MCS Competency Guidance document in favour of an online reference to approved training routes. • Introduction of a method to record the NTP overseeing an installation. • Requirement for Contractors to adequately identify the supervision requirements appropriate to the volume and complexity of their operations. • Introduction of a 5-year reassessment requirement that can be adapted as a result of changes to industry standards, significant technological or working practice changes. • Retirement of the 'Experienced Worker Route' other than for niche technologies that do not attract approved training courses. • Introduction of an option for an independent assessment for experienced workers who do not hold in date training qualifications. 	07/09/2022

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FOREWORD

This version of MCS 025 is available for reference from the date of publication. Compliance with this version of MCS 025 becomes mandatory from the 1st April 2023 for the assignment of new Nominated Technical Person(s) (NTP) for already certified MCS Contractors, and NTP(s) associated with certification applications from new to the Scheme Contractors.

Existing NTP(s) working for a MCS Contractor before the 1st April 2023, will benefit from so called 'grandfather rights', meaning that their status as the Contractor's NTP is unaffected by the publication of this revision to MCS 025.

The MCS Contractor certification Scheme is a company-based certification Scheme. When either seeking or maintaining certification each certified company (MCS Contractor) is asked to demonstrate how they engage the services of individuals with the appropriate skills, competency and experience to fulfil each activity involved in the supply, design, installation, set to work and commissioning of microgeneration systems.

The overall aims of the Competency Framework are as follows:

- To make the Scheme accessible to every size of company who employ or contract with competent individuals, including sole traders who by definition, hold both roles defined in the document;
- To allow MCS Contractors to demonstrate how their directly employed or contracted individuals meet clearly defined competency requirements, primarily through holding in date MCS approved training qualifications;
- To ensure that companies can select the appropriate training, personal certifications, MCS approved competency assessments and qualifications applicable to the scope of their MCS certification i.e. evidence the competency of the individuals they employ, necessary for the installation of a given technology;
- To remove uncertainty in terms of the Scheme's competency requirements and help to easily identify suitable and recognised training and assessments to meet competency requirements.

This Standard identifies two roles that every MCS Contractor shall fulfil in order to meet with the requirements of the Scheme:

- Nominee and;
- Nominated Technical Person(s) (NTP) for each technology installed by the company.

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1. INTRODUCTION

This Standard has been created to provide clarity for applicant and certified MCS Contractors, as to how they can demonstrate the competency of the individuals they employ or contract with, specific to the installation of a technology under the Scheme.

A current list of MCS approved training courses, regulated qualifications and accredited personal certifications that meet MCS competency requirements, can be found on the MCS Website at the following location: <https://mcscertified.com/skills-and-competency/>.

2. DEFINITIONS

Term	Definition
MCS Approval Process	Through an independent skills and training assessment organisation, MCS will determine the approval of training provision that can be shown to be mapped to the Scheme's competency requirements.
MCS Approved independent assessment of competency	An MCS approved assessment of competency, aligned to a specific technology MTCs. Assessments of this nature are independent of training provision and support a competency assessment of individuals who typically do not hold formal qualifications or personal certifications.
MCS Approved Training and Qualifications / Personal Certifications	Training, qualifications and personal certifications listed as approved by MCS on the MCS Website, that if held by an individual can be used as evidence of an NTP(s) competency, being one element necessary for the achievement and maintenance of MCS certification.
MTC	Minimum Technical Competency as defined under the Competent Person Scheme, administered by the Department for Levelling Up, House and Communities and the Ministry for Housing.
Nominated Technical Person(s) (NTP)	Person or persons responsible for all technical operations associated with the MCS Contractor's design and /or installation of a given technology.

Term	Definition
Nominee	Also referred to as the MCS Nominee, being the person with overall responsibility for ensuring the MCS Contractor is compliant with MCS requirements (technical and non-technical) and acts as the primary point of contact between the MCS Contractor and Certification Body.
Non-regulated Training	Non-regulated training refers to training provision that has not been approved by an awarding organisation or UKAS. Training provision of this nature typically refers to an organisation's inhouse training or that provided by independent training organisations.
Personal Certification	An individual conformity assessment made by a Certification Body under ISO/IEC 17024.
Reassessment	Following initial qualification or personal certification, reassessments are required every five years for an NTP to be able to meet MCS competency requirements. The scope and requirement for reassessment will change over time, depending upon changes to standards, technology and working practices.
Scheme	The Microgeneration Certification Scheme (MCS).

3. COMPANY ROLES

There are two company roles that the MCS Contractor shall identify in relation to securing and maintaining their certification. These are the Nominee and Nominated Technical Person(s) (NTP).

MCS certified Contractors will need to identify an individual or individuals who are assigned the role of Nominee and NTP(s).

A company may choose to engage a single individual to be assigned across both roles if that individual can demonstrate competency to perform these roles as described in this Standard.

3.1 Nominee

3.1.1 The Nominee, also referred to as the MCS Nominee, is the person that is ultimately responsible for ensuring that the company meets Scheme requirements. This role shall be fulfilled by a full-time senior employee of the company such as a Director. This role can only be fulfilled by one individual.

3.1.2 If the company uses sub-contractors for any work within the scope of the Scheme, the Nominee will be responsible for the supply and receipt of the formal sub-contractor agreements, and for ensuring that the sub-contractors performance ensures that MCS requirements are being met.

3.1.3 The Nominee will work closely with the NTP(s) and may also be a NTP themselves. No formal competencies have been defined for the Nominee role. However, it is required that a Nominee has a good working knowledge of MCS 001-01 and more generally, for the management of quality and office administration.

3.1.4 The Nominee is ultimately responsible for the company’s quality management processes and systems, and any policies and procedures associated with compliance with the Scheme. The Nominee can delegate the day-to-day activities of each area of operation to persons for whom adequate supervision can be demonstrated.

3.1.5 The named Nominee shall be notified to the Certification Body. If the named Nominee changes, this is considered by the Scheme to be a material change and as such the change shall be notified to the Certification Body within 30 working days. Failure to notify a material change may result in a review of certification status and certified scope of the MCS Contactor by the Certification Body.

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3.2 Nominated Technical Person(s) (NTP)

3.2.1 The NTP(s) will be responsible for ensuring that supply, design, installation, set to work, commissioning and handover of microgeneration systems of a given technology for which their company is certified, are conducted correctly in accordance with current regulations and Scheme requirements, including industry standards and manufacturers/product specific requirements.

3.2.2 NTP(s) must be competent in the technical aspects associated with the technology or technologies that they are responsible for.

NTP(s) must evidence their competency to the MCS Contractor’s Certification Body. There are three ways in which an NTP may do this:

1. Provide evidence of in date qualifications or personal certifications (and reassessment if appropriate), secured within the proceeding 5 years against the list of MCS approved training for each technology type. The current list of MCS approved training can be found on the MCS website:
<https://mcs-certified.com/skills-and-competency/find-a-training-course/>.
2. Provide evidence of completion of non-regulated training approved by MCS. The current list of non-regulated training approved by MCS can be found on the MCS website.
3. Completion of an MCS approved independent assessment of competency, most likely for experienced individuals who do not hold in date MCS approved training qualifications or personal certifications. The current list of MCS approved assessments and associated assessment centres can be found on the MCS website.

3.2.3 NTP(s) are required to undertake reassessment (renewal) every 5 years following the completion of MCS approved training.

The MCS website describes the minimum scope and requirement for reassessment for each technology. The scope and requirement for reassessment will change over time, depending upon changes to standards, technology and working practices.

3.2.4 Records shall be held of an NTP(s) successful completion of MCS approved training in accordance with 3.2.2 and be made available to the Contractor’s Certification Body if requested.

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If the named NTP(s) changes or is no longer available to the MCS Contractor, this is considered by the Scheme to be a material change and as such the change shall be notified to the Contractor's Certification Body within 30 days. Failure to notify a material change may result in a review of certification status and certified scope of the MCS Contractor by the Certification Body.

If the NTP(s) employment or association with the MCS Contractor were to come to an end or the identified individual is otherwise unable to fulfil the role of NTP, the MCS Contractor shall make immediate plans for a replacement. These plans can include the recruitment of a new NTP or securing the necessary training and qualification(s) for an individual already employed by the MCS Contractor so that they can demonstrate their competency as the replacement NTP.

MCS Contractors must not undertake any installation work without an identified NTP. Future work must be delayed until such a time as a replacement NTP is found and notified to their Certification Body.

3.2.5 One or more individual(s) shall fulfil the role of NTP for one or more of the technologies within the scope of the company's certification. Typically, the role of NTP will include the technical supervision of employees and sub-contractors.

The MCS Contractor shall adequately identify the supervision requirements appropriate to the volume and complexity of their operations. The MCS Contractor shall ensure that all operatives are adequately supervised and be able to demonstrate how they have determined the ratio of supervision for operatives and how supervision activities are recorded and subsequently monitored.

3.2.6 The MCS Contractor shall have in place with the NTP(s) a contract or agreement that clearly details the amount of time they are engaged with the company on a monthly basis. The agreement will clearly state the geographic location(s), duration, start dates and their duties.

3.2.7 The MCS Contractor shall record the details of the NTP(s) overseeing an installation.

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4. BUILDING REGULATIONS COMPLIANCE

MCS Contractors shall ensure that, in accordance with the Scheme requirements, they comply with the Building Regulations in the location at which the work is undertaken.

Successful evaluation of competency under the MCS Scheme does not confer immunity from any legal obligations under the Building Regulations in the location where the work is undertaken. As such the MCS Contractor shall ensure that they are aware of their obligations and that these are fulfilled in full (e.g. "Notifying" work or obtaining a "Building Warrant").

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