



## ACA Preparation – Employer and Candidate Checklists

Preparation on the points listed below will be beneficial when sitting the ACA.

Employer	Candidate
Provide sufficient lead time for the candidate to prepare	Understand what competencies you are required to demonstrate
Ensure the candidate is prepared	Familiarise yourself with the correct procedures for the isolation of supplies
Brief the candidate prior to the assessment	Familiarise yourself on the fault diagnosis techniques
Provide refresher training as necessary	Be familiar with BS 7671:2018+A2:2022 Requirements for Electrical Installation
Encourage the candidate to approach the assessment in a positive and confident manner	<p>Have a good working knowledge of the following publications:</p> <ul style="list-style-type: none"> <li>• IET On-Site Guide to BS 7671:2018+A2:2022</li> <li>• IET Guidance Note 3 Inspection &amp; Testing to BS 7671:2018+A2:2022</li> <li>• Electrical test equipment for use on low voltage electrical systems Guidance Note GS38 (Fourth edition)</li> <li>• Memorandum of Guidance on the Electricity at Work Regulations 1989 HSR 25 (Third edition)</li> <li>• Electricity at Work – Safe Working Practices HSG85 (Third edition)</li> <li>• SELECT Certification of Construction Technical Guide 2024</li> <li>• Certification of Construction Scheme Guide</li> <li>• The Electricity Safety, Quality and Continuity Regulations 2002</li> <li>• SJIB Handbook 2017 - 2020</li> <li>• Electrical Safety First Best Practice Guide 4 (Issue 7.1)</li> </ul>
	<p><a href="#">SELECT 214 training programme</a> is recommended. To check availability and book onto this course <a href="#">click here</a>.</p>