The Guild Training Programme

Including On-site Training and Mentoring and the pathway to NVQ qualification

The Guild of Master Chimney Sweeps was founded over 25 years ago with training, standards and co-operation at the core of its activity. The Guild is a “not for profit” trade association with no shareholders. It is legally owned by its members. It exists to benefit its members, their customers and the wider industry.

There are several organizations offering chimney sweep training. How should you choose? If you are serious about being a professional sweep you should look closely at what you are being offered and make sure you compare like for like.

Many things in life involve more than meets the eye and chimney sweeping is no different. Becoming a good sweep will take a few years; becoming an expert takes longer and requires ongoing learning, attention to detail and perseverance. The Guild Training Programme is designed to get you off to the very best start and provide you with the tools and support to keep you on track as you progress.

There’s a lot to think about and good training is just the start. Not only will you be learning new skills and a stack of new knowledge but you may be working for yourself for the first time.
As you begin working, how will you be supported, how will your business be promoted, how will your interests represented? What will you do when you have problems?

The Guild supplies ongoing technical, business and educational support. Member’s business services are promoted to a wide audience in many different ways. Additional educational, networking and business opportunities will prove invaluable as you move forward with your sweeping business.

The Training course for new sweeps is run from leading national training centers and is delivered by qualified trainers. It’s a great mix of theory and practical with plenty of time for questions and discussion. A maximum trainee to trainer ration of 4 to 1 means you get the attention you need. There will be lots of different equipment to see and try out.

There’s an open book theory assessment at the end of the fourth day.

There is no substitute for on the job training so following the course, new sweeps will accompany experienced on-site trainers for a minimum of four days as they visit their regular customers. Our experienced on-site trainers can give invaluable help and guidance which will benefit you for the rest of your sweeping career.

Once you have completed initial training and are up and running, you have the opportunity to opt in to the "Pathway to NVQ qualification". Brand new for 2020, this programme is run independently of the Guild and involves quarterly "profiling interviews" with NVQ assessors. The interviews are designed to assess and guide your progress toward the NVQ qualification in Chimney Sweeping. Qualification is not a requirement of Guild membership but it will become more common as our industry continues to professionalize.

Membership Benefits

Websites:

We have two websites. One targets consumers – findachimneysweep.co.uk and the other is industry focused – guildofmasterchimneysweeps.co.uk. Have a good look over them. How would you like these sites as your association "shop window"?

- The powerful Findachimneysweep website gives members a valuable local profile. It's also a great consumer information resource as well as a great resource for members seeking articles and information for their own business. Please look at the extensive list of Latest updates in Tips and Advice on our Findachimneysweep website and see some of the ways we engage your potential customers.
- Look over the last 12 months or so of posts in the Latest News on the "News for Sweeps" section on the Guild trade website to get a snapshot of the work we do on behalf of members.

Social media:

Even if you don't use social media, many of your customers do so we work hard to engage them on your behalf.

- If you use Facebook then please look over the last 12 months of posts to our consumer page - Find a Sweep UK and our industry page – The Guild of Master Chimney Sweeps. There are regular posts to engage the strong group of followers of the consumer page and for you to use in your own business. Good quality target articles send consumers to the findachimneysweep website and on to ..... you? The posts to our industry page help spread useful and important information about the Guild culture and ethos. This reflects well on our members.
- Similar posts are made to our Twitter channels.
- There is also a member's only Facebook page – an invaluable educational resource and social hub. Got a problem – not any more!

A strong voice

As an industry we have a lot to say. Professional sweeps are the most important group when it comes to consumer safety and awareness on all aspects of domestic fires and fuels. Sweeps are the only group with regular, trusted access to the customer and their fire / fuel / chimney. The Guild has long recognised the need to promote this special role at every level. So we actively engage with many national and even international groups to highlight and promote the unique role of the professional sweep.

We actively engage with government, expert panels, local authorities, safety charities, health care groups, numerous industry bodies, technical groups, regulatory bodies, private companies, consumer campaigns and many more. We have been instrumental in ensuring the voice of sweeps is heard in government discussions on air quality issues. We have worked hard with other sweeping groups to help secure future governance for our industry, by our industry. The Guild represents the UK industry at international level via The European Federation of Chimney Sweeps. The list goes on.

Keeping in touch

Members receive a copy of the acclaimed Sweep Stuff magazine every four months. This acclaimed magazine gives a great insight into Guild culture and our vibrant nationwide community. View the archive.

Regular email updates keep you informed about important industry developments, business opportunities, items of interest, meetings, etc. The websites are constantly updated with useful and interesting information, keeping you in touch and helping your business.

Meetings, shows, trips and events

If you have attended a recent Guild Exhibition you will know how valuable it is. Dozens of suppliers and hundreds of sweeps under one roof for a unique weekend. The deals are great, the atmosphere is fantastic. Lots to learn and much fun to be had with your fellow sweeps. Great shows don't just happen. Dinner, entertainment, competitions and awards – it all requires care, attention and investment. We have invested much over the years to ensure everyone is welcome.

Regional meetings and informal get-togethers are another useful and enjoyable aspect to Guild membership. Occasional educational / social trips to industry works and factories are much appreciated by those who attend.
As our organisation progresses we will continue to expand and evolve the more social aspects of Guild work. As a member, you can simply join in.

Continuing professional development

The Guild has developed several excellent one day courses and they are open to anyone. Many members take full advantage of the additional educational opportunities and enjoy the additional business they generate.
We have an ambitious plan to co-operate with others in the industry develop further short courses to better serve sweeps and continue to professionalise our trade.
Perhaps the greatest resource for continued learning is each other. Members are very active in this respect. The Guild will continue to develop tools and programmes which facilitate co-operation with one another allowing our organisational learning to flourish.

Accountability and responsibility

The Guild is a "not for profit" company owned and run by its members. This is basically the same as any standard limited company but there are no shareholders. A board of directors is elected by members to act in the interests of the company and its members. The board is governed by the Guild company articles and by company law.

It is very important that the association be as democratic as possible. Election procedures are transparent and inclusive. When voting takes place at company meetings each member has a vote, whether or not they attend the meeting.

The Guild Training Course is in three parts:

Please see Course dates and venues on the Training pages of the Guild site.

Part 1. Training Centre

This comprises four days intensive theory and practical training at a dedicated approved training centre. At the end of day four there is an open book multiple choice assessment test.

Part 2. On-Site Training

There is nothing quite like on the job training. You will accompany experienced Guild members as they visit their customers. There are a minimum of four days required. These can be spread over time or perhaps all in one week. These days should be taken with two different trainers. This gives you the best spread of styles and knowledge as no two trainers will work in quite the same way. They may also give you invaluable insight in to how their business is run and promoted.

Part 3. Final assessment

You will be assessed on your ability to correctly and cleanly sweep a minimum of 4 different appliances and their chimneys. This will take place either at a suitable training centre or on-site at customer's properties.
Immediately following this practical assessment there is a written (question and answer) assessment.

You are required to use your own vehicle (with sealed bulkhead) and your own sweeping equipment as these form part of the assessment.

The Guild has strict equipment and insurance criteria. You need all the equipment on the list below to be able to tackle the majority of job situations and you will need a minimum two million public liability insurance. These must be met prior to booking in for the final assessment.

Accommodation is not included and candidates are responsible for their own arrangements. Details of nearby accommodation will be provided upon receipt of your deposit.

Costs and details

The training course costs **£1800** inc. VAT, payable prior to course. It includes:

- Four days at the training centre (lunch and refreshments included).
- Four on-site training days (any additional days charged at £25).
- A copy of our unique training manual, Masterful Sweeping and a current copy of Document J building regulations.

Final assessment, annual membership and starter pack costs **£450** inc. VAT, payable 7 days prior to final assessment, and includes:

- One year's Guild membership, website listing and links, use of trademarked Guild logo's, member's online forums etc.
- Entitlement to all the Benefits of Membership listed above.
- Guild ID card
- A pack of 50 warning certificates and 50 warning labels.
- Promotional material / livery: 7 assorted van stickers, 2 cloth badges (for work wear)
- 20 blank sweeping certificates, 10 x A4 Burnright brochures and A5 Leaflets

You will need to order sweeping certificates from our printer as soon as you have completed all the assessment requirements.

Discounts are available for:

- **Existing professional sweeps - Please list your experience / qualifications on your application form.**
- **Solid fuel installers listed on a competent persons register e.g. HETAS, OFTEC**

Training Course schedule

Please bring suitable work wear and work shoes or boots. Masks and gloves will be provided.

Day 1

9:00 Introductions, acknowledgements, register etc.
9:30 Remit and responsibility of the chimney sweep

- Solid fuel guidelines
- Oil guidelines
- Gas guidelines
- Insurance requirements
- Responsibility and liability
- Certificates and documenting findings

10:30 Health and safety

- Personal Protective Equipment (PPE)
- Equipment
- Risk Assessments
- COSHH Assessments
- Polycyclic aromatic hydrocarbons
- Asbestos risks
- Histoplasmosis/ COPD
- Working Area risks
- Heavy Lifting Risks
- Proximity to combustibles: Including hearthstones, fuel storage, beams, fire surrounds other fire risks (section J reference)
- Carbon monoxide
- Damaged or incorrectly installed installations and chimneys
- Other health and safety risks

12:30 Lunch (provided)

13.00 Combustion

- The combustion equation
- Wood as fuel
- Creosote formation
- Methods of minimising creosote formation
- Flue gas temperatures

- Correct Appliance sizing and fuel load
- Air controls and effect
- Moisture content of wood and derivatives
- Other carbon based fuels

15:00 Tools and techniques

- Equipment familiarisation theory and practical
- Basic sweeping techniques and tool usage (theoretical)

16:30 Finish Day 1

Day 2

9:00 Basic chimney physics (how a chimney works and why it might not)

- Flue draught testing and measurement (practical)
- Explanation of draught and flow
- Stack effect
- The minimum working height and diameter of flues
- Down draughts
- Back syphonage
- Flue draught measurement
- Ventilation (Document J Building regs)
- Competition for available air

11:00 The sweeping process

- Access requirements (soot doors, register plates etc)
- Brush selection and sizing
- Rods and Vipers
- Site requirements
- Solid fuel servicing (theoretical)

12:30 Lunch

13:00 The sweeping process

- Aperture and opening sealing methods
- Sweeping techniques

14:00 Sweeping process practical

- Steel Chimney systems

- Brick Chimneys
- Pumice chimneys
- Ceramic flues
- Flue pipes
- Flexible stainless flues

16:30 Finish Day 2

Day 3

9:00 Chimney design and terminals

- Section J requirements for chimney termination and placement
- Incorrect terminal explanation
- European standards and labeling for chimney systems
- Correct orientation and fitting

10:30 Solid fuel servicing practical

- Rope seals and glass replacement and checking for leaks
- Damper and baffle plate cleaning and replacement
- Riddling and de-ashing grates

12:30 Lunch

13:00 Solid fuel servicing practical

- Fire clay lining and compressed vermiculite board replacement
- Flue way and boiler way cleaning and assessment
- Fluepipe re-sealing and fixing
- Smoke testing
- Appliance re-commissioning
- Sweeping certificates

17:00 Finish Day 3

Day 4

09:00 Building regulations continued

11:00 Ventilation requirements

12:00 Lunch

13:30 Multiple choice examination

17:00 Finish Day 4

You will be provided with a list to arrange your on-site days with your on-site trainers and you will need to book your final assessment.

Your vehicle, tools, equipment and protective clothing will form part of the assessment.

Booking your place

Complete your application form (attached here as a separate file or download it from our website).
A non-refundable deposit of £120.00 is required to reserve your place, with the balance paid 21 days prior to the start of the course.

Paying by bank transfer:
Bank – TSB

Sort Code – 30-10-47

Acc. no. 14375268

Paying by card
Please call 01226 242357
The completed application form should be emailed to:
training@guildofmasterchimneysweeps.co.uk or post to address below.

Paying by post
Please complete the application form and send, along with £120 deposit, to:

The Guild of Master Chimney Sweeps Ltd
14 Westbourne Grove
Barnsley
South Yorkshire
S75 1AE

Cheques payable to 'The Guild of Master Chimney Sweeps Ltd'.

Please Note: Once the deposit has been paid, the balance must be received in full, **21 days prior to the commencement of the training course.**
If paying by credit card an additional 2% will be charged.
If paying by American Express an additional 5% will be charged.

Equipment list

The following are the basic essential chimney sweeping tools. You will need all your own equipment for your final assessment. Unless you have experience of this equipment, we suggest you wait until you have been on-site training before purchasing anything.

Rods

You will need different rods for different size flues, you can manually sweep with either button lock rods or screw thread rods. You must use button lock rods for rotary sweeping.

- 10 x 1" UJ Screw thread rods or 10 x 18mm or 22mm (depending on stiffness) Button lock rods
- 10 of 7/8" UJ Screw thread rods or 10 x 15/16 mm button lock rods
- 15 ½" nylon rods Screw thread or 10 x10mm & 5 x 8mm Button lock rods or a 9mm/11mm Viper
- Suitable Rod bags
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Brushes

There are many different brush types, you will need a selection of sizes and types suitable for manual and rotary sweeping the flues in the area you work in.

- 1 x 24" brush medium and stiff fill (area dictates) ,manual
- 1 x 18" or 1 x 16" brush medium and stiff fill ,Manual
- 1 x 14" brush medium and stiff fill, Manual
- 1 x 12" brush medium fill, Manual
- 1 x 8" brush medium and stiff fill, Manual or Viper
- 1 x 6" brush soft and medium fill, Manual or Viper
- 1 x 4" brush soft fill, Manual or Viper
- Soft rotary sweeping Brushes 1 x 6"&12", 1x 8"&14"
- Various whip heads

Other tools/essentials

- Brush retrieval tool
- Nest hook or screw
- Basic stars for Viper (optional)
- Long handled hand brush
- Dust sheets and floor runners (plenty of)
- Hearth Sheets 6'x6' 6'x9'

- Expanding poles (for wide openings) use with soot sheets
- A set of foam blocks & soot-cloths with nozzle (1 x small, 1 x medium and 1 x large)
- Large clips
- Strong Magnets
- Strong tape and masking tape
- Smoke pellets (box of 50) 15 cu metre
- Powerful torch (or two)
- Mirror
- First Aid kit including eye wash
- Fire Extinguisher
- Binoculars
- Various sockets, spanners, hex key set, hammer, screw drivers various.
- Commercial vacuum cleaner with relevant filters, with HEPA filters.
- Van with sealed bulk head (to separate the cab)
- Public liability insurance, Minimum of £2 million cover
- PPE and Good quality workwear
- Extension cable
- Residual Current Device (RCD) circuit breaker
- Metal bucket or metal biscuit tin

Your vehicle, tools, equipment and protective clothing will form part of the assessment.

The equipment can be obtained from the following suppliers among others

www.kerstar.co.uk
www.dustcontrol.com
www.sturdyvac.co.uk
www.sweepmate.net
www.rodtechuk.com
www.stoveindustrysupplies.com
www.tamarbrushes.co.uk
www.thewakefieldbrush.com
www.wohler.co.uk
www.rodstation.co.uk
www.rotarypowersweeping.co.uk
www.chimneyinspectioncamera.co.uk

Public Liability and Professional Indemnity Insurance can be obtained, among other companies from :

Towergate insurance
Kings Lynn office 01553 818237 Contact Graham Osborne.
Graham.osborne@towergate.co.uk

www.nfumutual.co.uk/branches/Pulborough
Pulborough Branch
01798 874382