



The Guild Training Course including On-site Training and Mentoring

The Guild of Master Chimney Sweeps was founded over 20 years ago with training, standards and co-operation at the core of its activity. There are several organizations offering chimney sweep training so how should you choose? If you are serious about being a professionally trained and registered sweep you need to look closely at what you are being offered and by whom, making sure you compare like for like.

Chimney sweeping in the UK is not regulated meaning that anyone can simply start and call themselves a professional sweep. Perhaps more importantly for anyone looking at becoming a sweep, the organizations and companies offering training and registration are also unregulated. You need to choose an organization which is owned and run by its members and their elected officials. Some organizations look like trade associations but they're not. Some courses are run by private companies and they may or may not have your best interests at heart.

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's a lot to think about. If you are new to the industry then not only will you be learning new skills and a stack of new knowledge but you may well be working for yourself for the first time. If you are already an established sweep then no doubt you'll be looking at the extensive Benefits of Membership (at the end of this document) in order to progress and enhance your career and business.

Chimney sweeping is not a complicated business but as with many things in life there's a lot more to it than meets the eye. Becoming a good sweep might take three dedicated years; becoming an expert takes a lot longer and requires constant learning, attention to detail and perseverance. The initial Guild Training Course is designed to get you off to the best start. The Guild supplies ongoing technical and business support. Additional educational and networking opportunities are invaluable as you move forward in the sweeping business.

The Guild Training course is run from various leading training centres and is delivered by qualified trainers. It's a mixture of theory and practical with plenty of time for questions and discussion. We maintain a maximum trainee to trainer ration of 4 to 1 for most of the course, meaning you get the attention you need. There will be lots of different equipment to see and use on the course but unlike many training providers, the Guild has no financial

interest in the equipment you ultimately choose to buy. There's an open book theory assessment at the end of the fourth day.

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

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

The Guild Training Course is in three parts:

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 valuable 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 onsite 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 **£1320** 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 **£389** 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 forum etc. Please see the Benefits of Membership at the end of this document for a full list.
- 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) mouse mat, Guild mug.

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 who are able to provide 2 years trading accounts • Solid fuel installers listed on a competent persons register e.g. HETAS • Full members of other bona-fide chimney sweep trade associations**

Training Course schedule

Please bring clean overalls or 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 now be provided with a list to arrange your on-site days with Guild on-site trainers and you will need to book your final assessment.

Equipment list

The following are the basic essential chimney sweeping tools. You will need this equipment for your final assessment. Unless you have experience of this equipment, we suggest you wait until the course before purchasing anything. An extensive range of tools and equipment from many different suppliers will be available to view and use throughout the week.

Unlike many chimney sweep training providers the Guild will **not** try to sell you any equipment. This reflects the unbiased position of a genuine trade association toward manufacturers and suppliers.

Rods

The rod diameters below are in inches. If you are purchasing rods sized in mm then please be as close as possible to those listed below.

- 5 of ¾" poly rods universal joint (u/j) or button lock type rods (twin or single)
- 20 of 7/8" poly rods u/j or button lock type rods (twin or single)
- Either 15 of ½" nylon rods or a 9mm to 11mm Viper
- Rod bag or buckle straps

Brushes

The Guild recognizes that many sweeps use a variety of power sweeping heads in place of some brushes. In some situations however, power sweeping is not always possible or even advisable and the list below is minimum essential kit for any professional sweep.

- 1 x 24" brush medium and stiff fill (area dictates)
- 1 x 18" or 1 x 16" brush medium
- 1 x 14" brush medium fill
- 1 x 12" brush medium fill
- 1 x 8" brush medium and stiff fill
- 1 x 6" brush soft and medium fill
- 1 x 4" brush soft fill

Other tools/essentials

- Brush retrieval tool
- Nest hook or screw or small (4") very stiff brush or suitable power sweeping head

- Basic stars for Viper (optional)
- Long handled hand brush
- Dust sheets and floor runners
- Hearth Sheets 6'x6' 6'x9'
- A set of foam blocks or soot-cloths with nozzle (1 x small, 1 x medium and 1 x large)
- Large crocodile clips
- Smoke pellets (box of 50) 15 cu metre
- Powerful torch (or two)
- Mirror
- Binoculars
- Various sockets, spanners, hex key set, hammer, screw drivers various.
- Commercial vacuum cleaner with relevant filters with HEPA filters.
- Poly bags for soot
- Van with sealed bulk head (to separate the cab)
- Public liability insurance - minimum £2 million.
- Protective clothing - overalls/boiler suit (suitable work attire)
- 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.

Booking your place

Bookings are on a first come first served basis. A non-refundable deposit of £120.00 will be required to reserve your place, with the balance paid 21 days prior to the start of the course.

Paying by post

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

The Guild of Master Chimney Sweeps Ltd
 Training
 14 Westbourne Grove
 Barnsley
 South Yorkshire
 S75 1AE
 01226 242357

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

Paying by card

Please call 01226 242357 before 5pm

The completed application form should be emailed to guildtraining1984@gmail.com Please refer to the separate attachment to email your application form or alternatively post to the above address.

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.

Listed below are three very different stories from quite different Guild members.

Benefits of Membership

Many of these benefits are unique to the Guild.

- Guild members are part of a nationally recognized trade association and brand. The Guild also represents the UK chimney sweeping industry at an international level via the European Federation.
- Advertise your business to customers on the powerful Guild websites.
- Linking to the Guild website elevates the ranking of your own site.
- Excellent regular digital newsletter. News, views, competitions & much more
- Online forum - member's only. An ever expanding educational resource, information exchange and social hub.
- The most comprehensive training and on-site mentoring course in the country gets new members started on the right track.
- Continuing educational and business opportunities through the Combined Integrity / Smoke Testing / CCTV course, Thatched Property Sweeping course and Refresher course.
- Technical phone and online support. Got a problem? - not any more.
- Regional meetings: The opportunity to meet fellow members on a more local level.
- Invitations to Guild meetings, exhibitions and social events. Invaluable networking.
- Trade discounts for members through the Trade Partners scheme.
- A committed and enthusiastic Board focused on member and consumer interests.
- All this for £264 inc. VAT annual membership – bargain!