



ICEL COMPETENCY FRAMEWORK OVERVIEW

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FOREWORD

The Industry Committee for Emergency Lighting (ICEL) mission is to strengthen the industry and promote the benefits of good quality lighting. It represents all aspects of UK, EU and international legislation and standards at the highest level, whilst protecting the interests of the public and ICEL Members. A division of The Lighting Industry Association (The LIA), it specialises in providing support to the market for Emergency Lighting requirements. For many years ICEL has endorsed Emergency Lighting training, and is active in promoting competence across the sector.

This document provides an overview of the current version of the ICEL Competency Framework, and provides guidance to those considering participating in the Scheme. Please note, this document is NOT the full competency framework, and therefore, should not be implemented as such. To gain access to the full ICEL Competency Framework and Guidance Notes, you are required to Register with the Scheme, available through The LIA website.

This document does not define the competence requirements for any individual or role and is not intended for use outside the Scheme. The ICEL Competency Framework provides unambiguous, industry-accepted definitions of competence across Emergency Lighting, and is the underpinning standard this scheme delivers against.

GOVERNANCE

ICEL is a committee within, and legal subsidiary of, The LIA, a not-for-profit organisation incorporated in England and Wales number 07850441. The scheme is operated by The LIA on behalf of ICEL and the Emergency Lighting industry as a whole. Operational responsibility for the scheme sits within The LIA, whose activities in this area are overseen by the ICEL Council.

PURPOSE

The ICEL Competence Framework Strategy published in March 2023 set out a vision for competence:

With leadership and support from ICEL, all organisations and individuals working with emergency lighting will be competent to carry out their activities; the market will recognise the importance of this and will procure services only from organisations demonstrating their commitment through industry registration.

This framework exists to support this vision and deliver on the mission within this strategy. The purpose of the scheme is to provide the Emergency Lighting sector with a mechanism that will allow individuals to comprehensively demonstrate their own competence in emergency lighting activities.

It is intended that this framework is used to support existing mechanisms to demonstrate organisational capability, including company registration in accordance with the requirements of ISO:17065.

AIMS

There are two elements to the ICEL Competency Framework; the framework, and the scheme, as outlined below.

- The Framework consists of the six core domains, the associated competency levels, and the activities aligned to these elements
- The Scheme is the method in which individuals can assess, reflect, develop, and participate in recording their competency and capability against the framework. The Scheme also provides a reliable independent database of individuals with evidence of meeting industry accepted competence standards.

For individuals, being registered on the Scheme shows employers and clients that you have evidence supporting your skills, knowledge, experience, and behaviour to carry out work within Emergency Lighting. For organisations, being part of the Scheme provides a method to measure, manage and demonstrate the competence of the workforce, both to evidence best practice and to support the operation of a competence management system or other quality management system.

SCOPE

This scope of the framework and scheme are limited to the registration of individuals submitting evidence of competence in defined Emergency Lighting activities. Neither seeks to duplicate the work of related registration schemes or replicate the requirements of related occupations. For this reason, and acknowledging that much Emergency Lighting work is undertaken by those working within other fields, the scheme will register individuals in specific activities only, and not a person's job role or occupation.

It is expected that an employing organisation will ensure that the people undertaking work are registered in the combination of activities suitable to their workload. Activities registered by this scheme will be defined by the ICEL Competency Framework. This defines each emergency lighting activities in the following domains:

- **Product Design Management:** Managing and providing direction on the design of products for emergency lighting use, including development of initial briefs and specifications, overseeing the work of design specialists, and signing off product and handover information
- **Specification:** Specifying the need for emergency lighting in a building or area, including any risk assessment, and procurement of a scheme
- **Scheme Design:** Designing the lighting scheme, potentially including the requirements for suitable products
- **Sales & Distribution:** Placing products on the market, either from a manufacturer or in the supply chain as a wholesaler or distributor, or procuring products for sale
- **Installation:** Installation of products, including commissioning, verification, and certification/acceptance
- **Testing & Maintenance:** Testing, documenting, and highlighting identified issues with emergency lighting installations.

Each activity is described by statements of skills, knowledge, experience and behaviour (SKEB), and an individual must provide evidence that they meet each of these statements to be validated as part of the scheme.

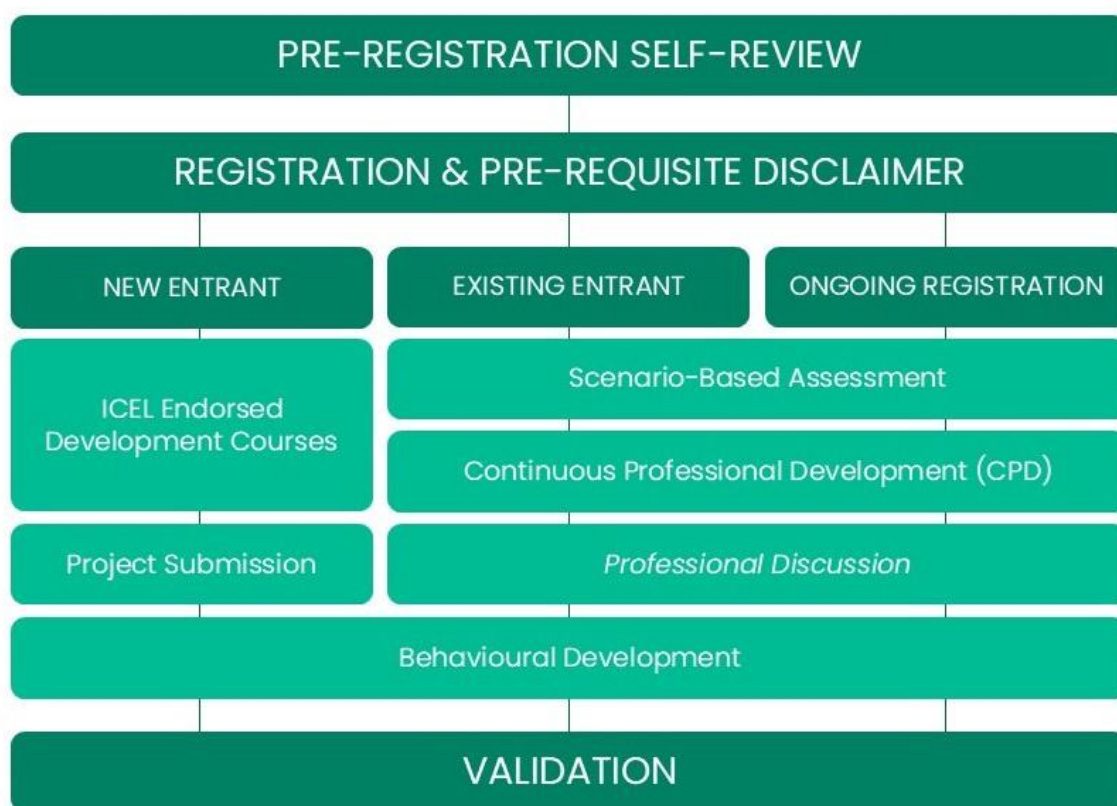
The scheme currently has no formal relationship with other individual or organisation schemes. The use of this scheme to support organisational registration is encouraged.

DOMAIN ACTIVITIES

DOMAIN	REF	ACTIVITY
PRODUCT DESIGN MANAGEMENT	PROD001	Create marketing briefs for new emergency lighting products
	PROD002	Create product specifications for solutions for emergency lighting luminaires and conversion products
	PROD003	Create product specifications for central battery system equipment for emergency lighting
	PROD004	Create product specifications for emergency lighting control (monitoring) and testing equipment
	PROD005	Manage the product design process
	PROD006	Review and sign off product technical information for emergency lighting products
SPECIFICATION	SPEC001	Carry out emergency lighting risk assessment
	SPEC002	Create a performance specification for emergency lighting
	SPEC003	Create a detailed specification for emergency lighting
	SPEC004	Review, sign-off, and issue emergency lighting designs & specifications
	SPEC005	Procure contractors for emergency lighting installation
SCHEME DESIGN	SCHD001	Carry out design assessment for emergency lighting
	SCHD002	Design escape route signage
	SCHD003	Design emergency lighting for points of emphasis
	SCHD004	Design escape route & open area lighting
	SCHD005	Design emergency standby lighting
	SCHD006	Design emergency high risk task area lighting
	SCHD007	Design emergency safety lighting
	SCHD008	Make assessments, justify and sign-off emergency lighting product variations
SALES & DISTRIBUTION	SALE001	Answer routine product queries
	SALE002	Answer complex & non-routine product queries
	SALE003	Select suppliers of emergency lighting products for sales & distribution
	SALE004	Develop marketing information for emergency lighting products
	SALE005	Review and sign-off marketing information for emergency lighting products
INSTALLATION	INST001	Install central power supply emergency lighting systems
	INST002	Install self-contained emergency lighting systems
	INST003	Install controls & communication systems
	INST004	Commission and verify standalone emergency luminaires
	INST005	Commission emergency lighting systems
	INST006	Commission central battery systems
	INST007	Verify emergency lighting systems
	INST008	Advise clients on the operation of emergency lighting systems
	INST009	Contribute to procurement of emergency lighting products for installation
	INST0010	Seek advice from designers / manufacturers on product variation
	INST0011	Accept emergency lighting installations
TESTING & MAINTENANCE	TEST001	Carry out periodic testing of self-contained emergency lighting systems
	TEST002	Carry out periodic testing of central power supply emergency lighting systems
	TEST003	Diagnose faults in emergency lighting systems

ROUTES TO COMPETENCE

Registering competency in any, or all, of the six domains will involve the following process:



Pre-Registration Self-Review: This stage will consist of a review of your current competency and capability against the domain statements, and their identified activities (please see the full ICEL Framework & Guidance document, available at Registration).

Registration & Pre-Requisite Disclaimer: Registration is available through The LIA website, and you will be required to submit a completed, signed disclaimer to confirm you have self-assessed your current level of competency against the relevant pre-requisites.

Routes to Competency: Consisting of 'New Entrant', 'Existing Entrant', and 'Ongoing Registration', the following types of activities will be required to achieve competency recognition:

- ICEL Endorsed Development Courses – mapped to the competency framework, these are provided via The LIA Knowledge Hub and consist of a range of self-paced, online learning programmes. Existing ICEL Endorsed programmes will also be considered as part of this route, however, there may be a requirement to complete a short 'uplift' course.
- Project Submission – will involve the completion of a domain-specific project that is required within a specified time frame, that will be assessed by a suitably qualified subject matter expert or tutor, and will have a pass or fail mark.
- Scenario-Based Assessment – for those with existing skills, knowledge, and industry-based experience, their route to competency will be via an online assessment, which

will result in an immediate pass, or sign-posting to any relevant development needs, based on the selected domain(s).

- Continuous Professional Development (CPD) – as part of the pre-requisite disclaimer, you will be required to confirm ongoing formal and informal development has taken place, at regular intervals, with specific focus on legislative and regulatory requirements.
- Professional Discussion – to ensure the robustness of the competency scheme, randomised selections of those validated, will be asked to complete an online 45-minute professional discussion with a panel of industry leading experts. This process could take place at any point throughout the term of your competency validation, and may include a request for further evidence linked to your pre-requisite disclaimer.
- Behavioural Development – a range of aligned behavioural leadership courses are available through The LIA Knowledge Hub, developing key skills in Agile Thinking, Effective Networking, Strategic Vision, Resilience, Capacity Building, Collaboration, Emotional Intelligence, Challenges Constructively, and Ethical Judgement. For more information, or to book, click [here](#).

Validation: Once the activities within the routes to competency are completed, you will be awarded with domain-specific recognition in the form of an electronic ‘badge’ that can be used on professional profiles, websites etc. This stage concludes the competency process until the renewal period, typically 3-years from initial registration. Your details will also be visible on the ICEL Competency Scheme web page. You can opt out of this by emailing ICEL@thelia.org.uk

COMPETENCY LEVEL DESCRIPTORS

The table below provides details and examples of activity types relating to the competency framework levels.

LEVEL	DESCRIPTOR	REGULATED FRAMEWORK LEVELS	UK-SPEC *	EXAMPLE ACTIVITY TYPES
Foundation	Operational activities undertaken, supervised or unsupervised, within existing defined procedures	EQF level 3 RQF / CQFW level 2 SCQF level 5 NQF IE level 4		<ul style="list-style-type: none"> • Installation of PFP • Counter staff matching products to expectations • Team leading
Intermediate	Supervisory and independent activities that complete tasks and address problems that, while well-defined, may be complex and non-routine	EQF level 4 RQF / CQFW level 3 SCQF level 6 NQF IE level 5	Eng Tech	<ul style="list-style-type: none"> • Installation • Supervision / site supervision • Technical supervision • Technical product selection • Contract supervision • Installer / client employed inspection
Experienced	Activities that broadly involved making independent decisions or taking responsibility in broadly defined, complex contexts	EQF level 5 RQF / CQFW level 4/5 FHEQ level 4/5 (HNC (L4); Foundation Degree, HND, short cycle (L5)) SCQF level 7/8 NQF IE level 6		<ul style="list-style-type: none"> • Construction site supervision • Authorised signatory / relevant responsible person

Advanced	Activities that involved critical analysis and evaluation of different perspectives, approaches or schools of thought, and the theories that underpin them	EQF level 6 RQF / CQFW level 6 FHEQ level 6 (Bachelor's Degree, first cycle) SCQF level 9/10 NQF IE level 7/8	IEng	<ul style="list-style-type: none"> Construction site management Project / contract management
Authoritative	Complex or strategic activities that inform the direction of work or the broader industry, including understanding the wider context and current developments, and producing change	EQF level 7 RQF / CQFW level 7 FHEQ level 7 (Master's Degree, second cycle) SCQF level 11 NQF IE level 9	CEng	<ul style="list-style-type: none"> Technical product evaluation

NB: this does not indicate everything at this level contributes to UK-SPEC, or a link between its requirements, and the specifications made in this framework. This is purely for indicative purposes only.

FEES

There will be fee for joining the scheme, which will be additional to membership fees and any training or other costs required to gain and demonstrate competence. The fee is paid annually and is dependent on the number of people registered. Current scheme prices will be published on The LIA website.

EXPIRY AND RENEWAL

Competency is a continuous process, and it is vital the competency scheme reflects this. As such, the framework will continue to evolve and expand over time, which may result in a requirement for you to participate in, complete, and/or reassess your competency in line with these changing requirements.

QUALIFICATIONS

A nationally recognised qualification is typically a qualification listed on a national framework (the Regulated Qualifications framework (RQF) in England and NI, the Credit and Qualifications framework for Wales (CQFW), or the Scottish Credit and Qualifications framework (SCQF). Only qualifications recognised by ICEL and mapped to the framework will be accepted as part of the scheme. Where a nationally recognised qualification identified by a scheme user is not included within the scheme, this can be mapped to the Standard on request. This evidence type doesn't expire.

ICEL ENDORSED TRAINING AND ASSESSMENT

Training programmes recognised by ICEL will be mapped to the criteria within the framework as part of the recognition process. This evidence type doesn't expire, although certain routes to registration may require completion within a defined period to be valid.

SELF AND WORKPLACE ASSESSMENT

You must continue to self-assess your competency levels through other methods, such as those undertaken and adopted through your employer. Whilst there is no requirement to provide evidence of this taking place, as part of the disclaimer, you are required to confirm

such activities are completed robustly and regularly. The disclaimer will be required at each renewal period.

THIRD-PARTY REGISTRATIONS AND ACCREDITATIONS

Where an individual holds recognised third-party accreditations, these may provide evidence of competence. This may include membership of professional bodies where there is a defined membership requirements and framework, or accreditation by chartered professional bodies and learned societies.

OWNERSHIP OF COMPETENCE AND DATA

Evidence records will be drawn from multiple sources, including those submitted by individuals directly, their employers, or by recognised third parties. Individuals are responsible for their own competence, and all records relating to an individual are considered owned by the individual involved and not the employer or submitting organisation.

Individuals will have the right to share their personal competence record with third parties and will be encouraged to do so to demonstrate their competence to undertake emergency lighting activities. It is expected that individuals will routinely share their record with their employer for the purpose of demonstrating an organisational approach to competence, and the competence of their workforce for both compliance and promotional purposes.

An individual may move between employers, and their competence records will remain with the individual through this process. Previous employers will not be able to remove evidence of competence from an individual solely because they have left their employment.

LEAVING THE SCHEME

An individual may choose to leave the scheme at any time and may choose to close their account. If an individual currently or previously was validated as competent some data will be retained, see sections below. Individuals wishing to close their account with The LIA must follow the standard account closure process found within their personal account.

On leaving the scheme, personal data held on the basis of consent will be destroyed, unless this consent is granted elsewhere outside the scope of this scheme (for example as part of LIA or ICEL membership).

Where competence has been validated, it is the responsibility of the individual and/or organisation to retain the required information and associated evidence, to demonstrate the reason for validation of competence if there are disputes in the future.

DATA PROTECTION

The data controller for the scheme will be The LIA. The LIA stores information about people for multiple purposes, including its related businesses. Within this scheme, the LIA stores and processes data about people for the purpose of operating the scheme, including allowing individuals to demonstrate their competence in Emergency Lighting.

The LIA processes data as part of this scheme on the basis of consent, and by joining the scheme and creating an online account you consent to your personal data being stored and

processed. This includes personal data including your name, contact details and related information, which can be accessed and updated via your online account.

The LIA processes data related to your competence, including records competence and related evidence, on the basis of its legitimate interest as the operator of the ICEL Competency Framework and Scheme. Where competence has been validated, The LIA will retain all data required to evidence this decision on the basis of contractual requirements and/or legal obligation. For data held on this basis, an individual has no right to erasure, right to data portability, or right to object.

ICEL and The LIA are committed to protecting and respecting privacy lawfully, fairly, and transparently. All data is held in accordance with The LIA Data Protection Policy available on request.

APPEALS

Validation of competence is an automated, objective process. Where an individual considers that a technical error has occurred in this process, this may be raised with The LIA directly in the first instance. It is acknowledged that there is a wide range of potential evidence that can be used to support the scheme, and that from time-to-time additional forms of evidence will need to be incorporated. ICEL will work closely with all industry parties to map appropriate evidence to the competence standard and incorporate a diverse range of evidence types within the scheme.

Experts within The LIA and ICEL will be responsible for decisions on mapping particular evidence types to the defined standard. Where there is a dispute in the suitability of a particular evidence type, this may be resolved by further industry consultation and potentially amendments to statements within the Framework, or the issuing of clarification statements in particular areas.

COMPLAINTS

Formal complaints may be made in writing at any time, by directing their complaint to The LIA Commercial & Training Manager. The complainant shall be informed of the receipt of the complaint and informed of the timescales for investigation and response.



VERSION HISTORY

The following is a record of all revisions to this document that have been issued, including a brief description of amendments made. Changes to the content of the document that impact on the operation of the scheme will result in the increment of the version number. Minor amendments to the document that do not impact the operation of the scheme, for example typographical corrections, may be issued as an incremented release within the same version number.

DATE	VERSION & RELEASE	DESCRIPTION OF AMENDMENT
September 2023	Version 1R1	First issue of document
January 2024	Version 1R2	Formatting improved; document comments
November 2024	Version 2.1	Phase 2 update

Neither the Industry Committee for Emergency Lighting (ICEL), nor any person acting on its behalf, makes any warranty of representation, expressed or implied with respect to the information contained in this report, or assumes any liability with respect to the use of, or damages resulting from, the use of this information.

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