

# Certificate Request Form – Electrotechnical

Please supply certification for the Modern and Advanced Apprenticeship  
**FOR WALES**

**Please enclose a cheque or purchase order payable to SummitSkills Ltd.**

**No certificate will be sent without a cheque or purchase order.**

The cost of each certificate is £30, including P & P (and VAT where applicable). Certificates will be sent to the claiming organisation within 4 weeks of receipt of this form.

## Part I

*Please print clearly and use black ink to avoid any mistakes appearing on the certificate.  
Information marked with an asterisk will appear on the certificate.*

Apprentice Name in Full\*

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Male

Female

NI Number

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Date of Birth

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Apprenticeship Framework Title

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Framework Type

FMA (Foundation)

AMA (Advanced)

Apprenticeship Start Date

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Framework Issue Number  
(office use only)

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Date of Apprenticeship Completion\*

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Delivered with: Employer\*

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Training Provider:

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Name of LSC

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## Part 2 – Appendix I

Please complete the following, which details the evidence, which is required in support of the issue of a completion certificate (evidence must be attached to this application form in support of the issue of a completion certificate)

### ELECTROTECHNICAL – MODERN APPRENTICESHIP

Registered 2000 onwards

#### NVQ Level 2

Q1052317 (pre03/03)

Evidence attached

or

Q100/2895/X (post 03/03)

Evidence attached

#### Key Skills:

Information Technology – Level 1

Evidence attached

Application of Number – Level 2

Evidence attached

Communication – Level 2

Evidence attached

#### Functional Skills:

• Level 2 – Functional Mathematics

Evidence attached

• Level 2 – Functional English

Evidence attached

• Level 1 – Functional Information & Communication Technology

Evidence attached

#### Means of attainment for apprentices not undertaking a key skills or functional skills qualification:

Prior to September 2001: GNVQ in IT, Communications & Application of Number awarded no more than five years before start of apprenticeship

or

Post September 2001: GCSE Grades A-C in Maths, English/Welsh and GCSE Grades A-G in ICT

OR: GNVQ in IT, Communications and Application of Number.

GCSEs and GNVQs must be awarded no more than five years before start of apprenticeship

## Part 2 – Appendix 1a

### ELECTRICAL AND ELECTRONIC SERVICING

Registered June 2005 onwards

#### NVQ Level 2 Apprenticeship

City & Guilds **100/4226/X**

Route 1: Consumer/Commercial Electronics

Evidence attached

Route 2: Domestic Appliance Servicing

Evidence attached

Route 3: Signal Reception

Evidence attached

or

EAL **100/4895/9**

Route 1: Consumer/Commercial Electronics

Evidence attached

Route 2: Domestic Appliance Servicing

Evidence attached

Route 3: Signal Reception

Evidence attached

#### Key Skills:

1. Information Technology – Level 1

Evidence attached

2. Application of Number – Level 2

Evidence attached

3. Communication – Level 2

Evidence attached

#### Functional Skills:

• Level 2 – Functional Mathematics

Evidence attached

• Level 2 – Functional English

Evidence attached

• Level 1 – Functional Information & Communication Technology

Evidence attached

#### Technical Certificate Requirements – Level 2

*For apprentices following the Consumer/Commercial Electronics pathway;*

City & Guilds Level 2 Progression Award in Electrical

Electronics Servicing: Consumer/Commercial Electronics

Evidence attached

*For apprentices following Domestic Appliance Servicing pathway;*

City & Guilds Level 2 Progression Award in Electrical

Electronics Servicing: Domestic Electrical Appliances

Evidence attached

Employment Rights and Responsibilities

Evidence attached

#### Additional Employer Requirements; optional – not mandatory components for framework completion

Water Supply (Water Fittings) Regulations 1999 Certificate

Evidence attached

Building Regulations Part P Certificate CSCS Safety Card

Evidence attached

## Part 2 – Appendix 2

### ELECTROTECHNICAL – ADVANCED MODERN APPRENTICESHIP – MANDATORY OUTCOMES

#### ELECTRICAL INSTALLATION ENGINEERING FRAMEWORK – 1997 to February 1999

##### Pre Issue 1

NVQ2 Q1016784	Evidence attached <input type="checkbox"/>
NVQ3 Q1016785	Evidence attached <input type="checkbox"/>
Achievement Measurement Test 2 (AM2)	Evidence attached <input type="checkbox"/>

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#### ELECTROTECHNICAL ENGINEERING FRAMEWORK – Feb 99 to June 99

##### Issue 1

NVQ3 Q1052155	Evidence attached <input type="checkbox"/>
<b>Key Skills:</b>	
Information Technology – Level 1	Evidence attached <input type="checkbox"/>
Application of Number – Level 2	Evidence attached <input type="checkbox"/>
Communication – Level 2	Evidence attached <input type="checkbox"/>

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#### ELECTROTECHNICAL ENGINEERING FRAMEWORK – July 99 to Dec 99

##### Issue 2

NVQ3 Q1052155	Evidence attached <input type="checkbox"/>
AM2	Evidence attached <input type="checkbox"/>
<b>Key Skills:</b>	
Information Technology – Level 1	Evidence attached <input type="checkbox"/>
Application of Number – Level 2	Evidence attached <input type="checkbox"/>
Communication – Level 2	Evidence attached <input type="checkbox"/>

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#### ELECTROTECHNICAL ENGINEERING FRAMEWORK – Jan 00 to Sept 02

##### Issue 3

NVQ2 Q1052317	Evidence attached <input type="checkbox"/>
NVQ3 Q1052155	Evidence attached <input type="checkbox"/>
AM2	Evidence attached <input type="checkbox"/>
<b>Key Skills:</b>	
Information Technology – Level 1	Evidence attached <input type="checkbox"/>
Application of Number – Level 2	Evidence attached <input type="checkbox"/>
Communication – Level 2	Evidence attached <input type="checkbox"/>

## ELECTROTECHNICAL ENGINEERING FRAMEWORK – Sept 01 to Aug 02

### Issue 3a

NVQ3 Q1052155

Evidence attached

AM2

Evidence attached

#### Key Skills:

Information Technology – Level 1

Evidence attached

Application of Number – Level 2

Evidence attached

Communication – Level 2

Evidence attached

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## ELECTROTECHNICAL ENGINEERING FRAMEWORK – 1st Sept 02 to 1st Sept 03

### Issue 4

NVQ3 Q1052155

Evidence attached

AM2

Evidence attached

#### Key Skills:

Information Technology – Level 1

Evidence attached

Application of Number – Level 2

Evidence attached

Communication – Level 2

Evidence attached

#### Technical Certificate or Walled Garden Printout:

C & G 236 Part 1 and Part 2

Evidence attached

or

C & G 235

Evidence attached

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## ELECTROTECHNICAL ENGINEERING FRAMEWORK – 2nd Sept 03 to 31st July 04

### Issue 5

NVQ3 Route I00/2854/7

Buildings & Structures

Evidence attached

Electrical Maintenance

Evidence attached

Installing Highway Electrical Systems

Evidence attached

Installing Instrumentation & Associated Equipment

Evidence attached

NVQ3 Route I00/2853/5

Electrotechnical Panel Building

Evidence attached

NVQ3 Route I00/2852/3

Electrical Machine Rewind & Repair

Evidence attached

AM2

Evidence attached

#### Key Skills:

Information Technology – Level 1

Evidence attached

Application of Number – Level 2

Evidence attached

Communication – Level 2

Evidence attached

#### Technical Certificate or Walled Garden Printout:

C & G 236 Part 1 and Part 2

Evidence attached

or

C & G 235

Evidence attached

## ELECTROTECHNICAL ADVANCED APPRENTICESHIP – 1st Aug 04 to date Issue 1

NVQ3 Route <b>100/2854/7</b>	Buildings & Structures Electrical Maintenance Installing Highway Electrical Systems Installing Instrumentation & Associated Equipment	Evidence attached <input type="checkbox"/> Evidence attached <input type="checkbox"/> Evidence attached <input type="checkbox"/> Evidence attached <input type="checkbox"/>
NVQ3 Route <b>100/2853/5</b>	*Electrotechnical Panel Building	Evidence attached <input type="checkbox"/>
NVQ3 Route <b>100/2852/3</b>	*Electrical Machine Rewind & Repair	Evidence attached <input type="checkbox"/>
EAL NVQ3 – <b>100/4720/7</b>	Electrotechnical Services Buildings & Structures	Evidence attached <input type="checkbox"/>
AM2		Evidence attached <input type="checkbox"/>
*Practical Performance Assessment (PPA)		Evidence attached <input type="checkbox"/>

### Key Skills:

Information Technology – Level 1	Evidence attached <input type="checkbox"/>
Application of Number – Level 2	Evidence attached <input type="checkbox"/>
Communication – Level 2	Evidence attached <input type="checkbox"/>

### Functional Skills:

• Level 2 – Functional Mathematics	Evidence attached <input type="checkbox"/>
• Level 2 – Functional English	Evidence attached <input type="checkbox"/>
• Level 1 – Functional Information & Communication Technology	Evidence attached <input type="checkbox"/>

### Technical Certificate or Walled Garden Printout:

<b>C&amp;G 235</b>	Evidence attached <input type="checkbox"/>
or	
<b>C&amp;G 236 pt 1 &amp; 2</b>	Evidence attached <input type="checkbox"/>
or	
<b>C&amp;G 2330 L2 &amp; L3</b>	Evidence attached <input type="checkbox"/>

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## ELECTRICAL AND ELECTRONIC SERVICING

Registered June 2005 onwards

### NVQ Level 3 Advanced Apprenticeship

<b>100/4227/1</b> City & Guilds in Consumer/Commercial Electronics	Evidence attached <input type="checkbox"/>
or	
<b>100/4896/0</b> EAL Level 3 in Consumer/Commercial Electronics	Evidence attached <input type="checkbox"/>

### Key Skills:

4. Information Technology – Level 2	Evidence attached <input type="checkbox"/>
5. Application of Number – Level 2	Evidence attached <input type="checkbox"/>
6. Communications – Level 2	Evidence attached <input type="checkbox"/>

### Technical Certificate Requirements – Level 3

City & Guilds Level 3 Progression Award in Electrical Electronics Servicing	Evidence attached <input type="checkbox"/>
Employment Rights and Responsibilities	Evidence attached <input type="checkbox"/>

### Additional Employer Requirements; optional- not mandatory components for framework completion

Water Supply (Water Fittings) Regulations 1999 Certificate	Evidence attached <input type="checkbox"/>
Building Regulations Part P Certificate CSCS Safety Card Unit 50 (Advanced Mathematics & Science)	Evidence attached <input type="checkbox"/>
City & Guilds Level III 'Certificate in Engineering'	Evidence attached <input type="checkbox"/>

# Part 3

*This section must be completed*

## A Provider Declaration

*I certify that the apprentice has met all the requirements of the Mechanical Engineering Services – Electrotechnical Modern Apprenticeship framework.*

Signed (Provider) \_\_\_\_\_

Name in capitals \_\_\_\_\_

Position \_\_\_\_\_

Organisation Name \_\_\_\_\_

Full Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

## For Office Use

Date Received \_\_\_\_\_ Date Despatched \_\_\_\_\_ Date Invoice Paid \_\_\_\_\_

Certificate No.  Certificate ID No.

Verification Check  YES  NO

*If Yes, mandatory outcomes confirmed?*  YES  NO

*If No, action taken:* \_\_\_\_\_

\_\_\_\_\_