

Certificate Request Form – HVACR

Please supply certification for the Modern and Advanced Apprenticeship
FOR ENGLAND

Please enclose a cheque or purchase order payable to SummitSkills.

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

The cost of each certificate is £30, including P & P. 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*

Male

Female

NI Number

Date of Birth

Apprenticeship Framework Title

Framework Type

FMA

AMA

Apprenticeship Start Date

Date of Apprenticeship Completion*

Delivered with: Employer

Training Provider

Name of LSC

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)

Modern Apprenticeship Level 2 – HVACR Sector Framework – Registered Pre July 2003

One of the following:

1. NVQ level 2 –

Q1027508 in one of the following

- Domestic Installation
- H & V Industrial & Commercial Installation
- H & V Ductwork Installation

2. NVQ – Maintenance of System Components (Service & Maintenance)

Q1027506

3. NVQ – Small Commercial Refrigeration & Air Conditioning

Q1027260

Please tick box

Evidence attached

Evidence attached

Evidence attached

Evidence attached

Evidence attached

Key Skills:

- Communication – Level 2
- Application of Number – Level 2
- Information Technology – Level 1

Evidence attached

Evidence attached

Evidence attached

Part 2 – Appendix 2

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)

Modern Apprenticeship Level 2 – Registered Post July 2003

One of the following NVQ pathways:

4. NVQ level 2 –

Q1027508 or 100/3375/0

- Domestic Installation
- Industrial & Commercial Installation
- Ductwork Installation

5. NVQ – Maintenance of System Components (Service & Maintenance)

Q1027506 or 100/3371/3

6. NVQ – Small Commercial Refrigeration and Air Conditioning

Q1027260 or 100/3373/7

Please tick box

Evidence attached

Evidence attached

Evidence attached

Evidence attached

Evidence attached

One of the following Technical Certificate Pathways:

Technical Certificate 100/3512/6 or Walled Garden Printout

- Domestic Installation
- Industrial & Commercial Installation
- Ductwork Installation

7. Certificate in Maintenance of System Components (Service & maintenance)

100/3513/8

8. Certificate in Refrigeration and Air Conditioning Systems

100/3510/2

Please tick box

Evidence attached

Evidence attached

Evidence attached

Evidence attached

Evidence attached

Key Skills:

• Communication – Level 2

Evidence attached

• Application of Number – Level 2

Evidence attached

• Information Technology – Level 1

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 3

Advanced Apprenticeship Level 3 – Pre July 2003

NVQ level 2 & 3 certificate evidence required for:

In one of the following

- Domestic Installation
- Industrial & Commercial Installation
- Ductwork Installation
- Maintenance of System Components (Service & Maintenance)
- Commercial Refrigeration & Air Conditioning
- Rectification of Systems
- NVQ2 – MES Plumbing Q1027228 or 100/3254/8 (For Domestic Installation Only)

Please tick box

- Evidence attached
- Evidence attached
- Evidence attached
- Evidence attached
- Evidence attached
- Evidence attached
- Evidence attached

For Refrigeration & Air Conditioning Qualifications only

- Safe Handling of Refrigerants

Evidence attached

Key Skills:

Level 2 – Application of Number

Evidence attached

Level 2 – Communication

Evidence attached

Level 1 – Information Technology

Evidence attached

Part 2 – Appendix 4

Advanced Apprenticeship Level 3 – Post July 2003

NVQ level 2 & 3 certificate evidence for:

In one of the following pathways

- Domestic Installation
- Industrial & Commercial
- Ductwork Installation
- Maintenance of System Components (Service & Maintenance)
- Commercial Refrigeration & Air Conditioning
- Rectification of Systems

Please tick box

- Evidence attached
- Evidence attached
- Evidence attached
- Evidence attached
- Evidence attached
- Evidence attached

Technical Certificate Level 2 and Level 3 evidence for:

In one of the following pathways or Walled Garden printout

- Domestic Installation
- Industrial & Commercial
- Ductwork Installation
- Maintenance of System Components (Service & Maintenance)
- Small Commercial Refrigeration & Air Conditioning
- Rectification of Systems

Please tick box

- Evidence attached
- Evidence attached
- Evidence attached
- Evidence attached
- Evidence attached
- Evidence attached

For Refrigeration & Air Conditioning Qualifications only

- Safe Handling of Refrigerants

Evidence attached

Key Skills:

Level 2 – Application of Number

Evidence attached

Level 2 – Communication

Evidence attached

Level 1 – Information Technology

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 5

Advanced Modern Apprenticeship – Building Services Engineers Framework – Registered after September 1998

National Vocational Qualifications

Building Services Engineering Supervision
Level 3 – **Q1028193**

Evidence attached

or

Building Services Engineering Design
Level 4 – **Q1028194**

Evidence attached

Key Skills:

Level 2 – Application of Number

Evidence attached

Level 2 – Communication

Evidence attached

Level 2 – Information Technology

Evidence attached

Underpinning Knowledge:

National Certificate in Building Services Engineering

Evidence attached

Higher National Certificate in Building Services Engineering

Evidence attached

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 – 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: _____
