

# Certificate Request Form – HVACR

## FOR ENGLAND

Please supply certification for the Intermediate and Advanced Level Apprenticeship in accordance with “The Apprenticeship , Skills, Children & Learning Act (ASCL)”.

**For all completions on or after 13 April 2011**

**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 £25, including P & P. Certificates will be sent to the claiming organisation or apprentice within 2 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

---

Apprenticeship Framework Title

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Framework Type

Intermediate

Advanced

Apprenticeship Start Date

---

Date of Apprenticeship Completion\*

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Delivered with: Employer

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Training Provider

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Name of SFA

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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)

### 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)

### Intermediate Level Apprenticeship – 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 Level Apprenticeship – 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 Level 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 and signed by the Training Provider and Apprentice

### A Provider Declaration

I certify that the apprentice has met all the requirements of the Apprenticeship framework.

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

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

Position \_\_\_\_\_

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

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

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

### B Apprentice Declaration

I the undersigned authorise the above Training Provider to claim the apprenticeship completion certificate on my behalf

Signed \_\_\_\_\_

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

Date \_\_\_\_\_

## 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: \_\_\_\_\_