

Advanced Apprenticeship for Building Services Engineering Technicians

Registration form only (All sections must be completed)

This form is to be used to register an apprentice on the above framework only. The cost of registration is £35 inclusive of a registration ID card, completion certificate and P & P.

Please enclose a cheque or purchase order payable to SummitSkills. **No registration, IDcard or certificate will be issued without a cheque or purchase order.** Registration cards will be issued within 7 days of receipt of this registration form.

Section I

I.1 Apprentice Details

Full Name:

Male

Female

National Insurance Number:

D.O.B.:

Apprenticeship Start Date:

I.2 Employer Details

Name of Company/Organisation:

Address:

I.3 Training Provider Details

Name:

Address:

Contact Person:

E-Mail:

Tel. No:

Section 2 – Apprenticeship Programme Details

2.1 NVQ Units:

| | |
|-------|------|
| (i) | (iv) |
| (ii) | (v) |
| (iii) | (vi) |

2.2 Technical Certificate Title:

2.3 Awarding Body:

2.4 Is the “Training Provider/Employer” apprenticeship scheme approved by a professional institution as meeting the requirements of the ECUK Specification for Engineering Technician (Eng.Tech.) recognition/registration;

YES NO

Please note that registration onto the SummitSkills Advanced Apprenticeship for Building Services Engineering Technicians does not automatically guarantee “Eng. Tech.” recognition/registration with a professional institute. The apprenticeship scheme must be approved by the relevant professional institution.

2.5 If the answer 2.4 above is YES, please state;

Name of the professional Institution (e.g. CIBSE; IET) _____

Date of Scheme Approval by the identified professional institution _____

2.6 If the answer to 2.4 above is NO, and you are interested in having your apprenticeship scheme approved by a relevant professional institute contact Trevor Hill at SummitSkills: 01908 303969 or trevor.hill@summitskills.org.uk

Section 3 – Apprenticeship Agreement

We the undersigned agree to comply with the following “Apprenticeship Principles” as appropriate:

- 3.1 Agree a learning/training/assessment plan for the apprentice identified in Section 1
- 3.2 Provide learning opportunities, support, experience and encouragement necessary to fulfil the requirements of the training plan (3.1)
- 3.3 Comply with the terms and conditions of the apprenticeship and employment as notified
- 3.4 In accordance with the employer’s and training provider’s policies and procedures endeavour to complete the apprenticeship framework with enthusiasm, commitment, responsibility and diligence.
- 3.5 Adhere to all relevant Health & Safety requirements and procedures at all times in training and work place environments
- 3.6 Monitor and keep records accordingly of the identified apprentice’s (Section 1) compliance with the training plan (3.1) and development/progress in the work place

This agreement must be signed by the following:

| | |
|--------------------|-------|
| EMPLOYER: | Date: |
| Name in full: | |
| TRAINING PROVIDER: | Date: |
| Name in full: | |
| APPRENTICE: | Date: |

For Office Use Only:

| | |
|-----------------------------------|-------|
| Registration Number: | _____ |
| Date registered: | _____ |
| Date Registration Agreement sent: | _____ |