

The following is intended as a guide only. Please contact us for more information.

1. What are the eligibility criteria?

You must be working in the electrical industry. We would expect candidates to be over 25 years of age and to have gained at least 5 years' experience. If you had started an apprenticeship that you didn't finish, we would still be able to help you gain an NVQ3 but the requirements would be different to those listed below.

2. How long will it take?

Usually between 3 months to a year, depending on how quickly you can gather the necessary evidence.

3. Will I have to attend college?

There is no set college attendance and you may not need to attend at all as long as you can demonstrate all of the necessary skills and experience through the evidence you collect and the on-site assessments. Some candidates complete bolt-on courses like the 17th Edition Wiring Regulations or the AM2 Test to fill knowledge gaps.



4. What are the benefits of achieving NVQ3?

NVQ3 is a widely recognised qualification that confirms your status as a qualified electrician. You'll need NVQ3 to apply for an Approved Electrician JIB card and the qualification could help you get work.

The screenshot shows the 'Candidate Info' page for Sandra Yorks, a Team Manager. The interface includes a navigation menu with options like 'Home', 'Course Manager', 'Company Manager', 'Team Manager', 'Candidate Manager', 'Reports', 'News & Events', 'Forums', 'Test Manager', and 'Logout'. Below the candidate information, there are tabs for 'Course Detail', 'Qualification', 'Evidence Status', 'Registration', and 'Contact Diary'. The main content area displays a table of assessment elements for the 'Advanced Electrotechnical Apprenticeship 2008'. The table has columns for 'Unit / Element', 'Status', and 'Action'. The elements listed include Induction, Key Skills Exams (ICT Level 1 Exam, Communication Level 2 exam, ADI Level 2 Exam), Key Skills Certificate (Level 1: Information & Communication Technology, Level 2 Key Skills in Communications, Level 2 Key Skills in Application of Number), and Level 2 Key Skills in Information & Communication Technology (Information and Communication Technology, Level 2 Key Skills in Communication). The status for most elements is 'Not Started', while 'Induction' is 'Awaiting verification' and 'Technical certificate Level 2' is 'Reviewed and Accepted'.

E-portfolio software (above) makes evidence collection easier.

5. How much will it cost?

The basic price is £675 + VAT, which includes ongoing guidance, awarding body fees, portfolio assessment and one on-site assessment. Depending on experience, you may need to pay for additional on-site assessments or training courses. A detailed quote will be provided before you get started.

6. What will I have to do to achieve the NVQ?

You'll need to compile evidence (either paper-based or electronic) that proves your competence and an assessor will need to witness your work on site at least once. You can include various types of evidence such as testimonials, witness statements and photos. An assessor will guide you through the evidence you need to collect. When we're satisfied that you've met the awarding body requirements we'll claim your certificate from City & Guilds.

7. What sort of jobs will I have to show evidence of?

You'll need to show evidence as follows:

- Working in at least two of the following environments:
 - Confined spaces/ working near machinery
 - Commercial
 - Industrial
 - Agricultural
- Working inside, outside and with non-electrical contractors
- Experience involving at least two of the following safety aspects:
 - Safe isolation
 - Permits to work
 - PPE
 - Method statements/risk assessments
- Using at least two of the following types of access systems:
 - Ladders
 - Steps/trestles
 - Scaffolding/towers
 - Platforms
- Working on at least three of these types of wiring systems:
 - MIMS
 - PVC/SWA
 - PVC singles
 - PVC twin
- Working on at least three of the following types of wiring enclosures:
 - PVC conduit
 - Steel conduit
 - PVC trunking
 - Steel trunking
 - Cable tray
 - Ducting systems
- Working on at least three of the following types of electrical equipment:
 - Luminaires
 - Control systems and components
 - Switchgear and distribution panels
 - Electrical plant
 - Motors and starters
 - Components and accessories
- Working on at least two of the following types of electrical system:
 - ELV and LV single phase
 - Multiphase
 - Power
 - Lighting and controls
- Undertaking all of the following types of electrical tests:
 - Continuity of circuit protective conductor
 - Continuity of ring final circuit
 - Insulation resistance
 - Polarity
 - Earth fault loop impedance
 - Operation of RCDs
- Diagnosing and rectifying at least two of the following types of electrical faults:
 - Overload
 - Earth leakage
 - Open circuits
 - Short circuits
 - Over-sensitive RCDs
 - High resistance joints
 - Incomplete ring circuits

8. How do I get started?

Contact us to arrange an initial no-obligation meeting or a chat over the telephone with one of our assessors. We'll then provide a detailed quote and as soon as payment has been received an assessor will be in touch to help you start gathering evidence.