

“WE HAVE BEEN USING THE SERVICES OF STRATFORD BUSINESS SERVICES (SBS) FOR ELECTRICAL APPRENTICESHIPS AND ADULT TRAINING FOR A NUMBER OF YEARS NOW AND I HAVE FOUND THEIR APPROACH TO TRAINING TO BE MORE FLEXIBLE THAN OTHER TRAINING PROVIDERS. THEY LISTEN TO OUR NEEDS AND RESPOND TO ISSUES WITH A POSITIVE ATTITUDE. I WOULD RECOMMEND THEIR SERVICES TO OTHER EMPLOYERS.”

- STUART LYALL, EIC LTD

engineering

THE SECTION WILL COVER:

- Certificate in Electro-Technical Technology (C&G 2330 Level 2)
- Certificate in Electro-Technical Technology (C&G 2330 Level 3)
- City & Guilds 2391 - 101 Inspection, Testing, Design & Certification of Electrical Installations
- EMTA Awards Limited NVQ Level 2 Installing Electro-Technical Systems
- City & Guilds 2356 NVQ Level 3 Electrical-Technical Services
- Basic Electronics for Electricians
- BS7671 17th Edition Regulations
- Part P of the Building Regulations
- NVQ Level 1 Performing Engineering Operations
- NVQ Level 2 Performing Engineering Operations
- NVQ Level 2 Installing Structured Cabling Systems
- NVQ Level 3 Installing & Inspecting Structured Cabling Systems
- Introduction to Quality Control & Quality Assurance
- EAL Level 2 Certificate for Domestic Electrical Installers (Incorporating Part P of The Building Regulations)

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CERTIFICATE IN ELECTRO-TECHNICAL TECHNOLOGY (C&G 2330 LEVEL 2)

Who Should Participate:

Anyone either involved in electro-technical installation or wishing to work in this field and seeking to obtain formal qualifications.

Key Objectives:

On completion of training, participants will be able to demonstrate their knowledge of electrical theory and science and the practical installation of electrical systems for buildings and structures.

Course content:

Four units covering:

- Health and Safety
- Electrical Principles and Theory
- Practical and Theory of Installations in Buildings and Structures
- Use and Application of Electrical Guides and Regulations

Course outcome:

- Completion of on-line tests for each unit
- Completion of a practical assignment on installation
- Unit and course certificate

DURATION: Approx 2 years

COST: Cost depends on funding options

PROGRESSION ROUTE: Moving on to Level 3 Certificate in Electro-technology

CERTIFICATE IN ELECTRO-TECHNICAL TECHNOLOGY (C&G 2330 LEVEL 3)

Who Should Participate:

Anyone either involved in electro-technical installation or wishing to work in this field and seeking to obtain formal qualifications. Those who have completed Level 2 and wish to obtain approved electrician status.

Key Objectives:

On completion of training, participants will be able to demonstrate their knowledge of electrical theory and science, inspection, test and fault diagnosis and rectification.

Course content:

Four units covering:

- Health and Safety
- Advanced Electrical Principles and Theory
- Application of Electrical Guides and Regulations
- Inspection, Test and Fault Diagnosis and Rectification

Course outcome:

- Completion of on-line tests for each unit
- Completion of a practical assignment on test, inspection and fault diagnosis
- Unit and course certificate

DURATION: 2 years

COST: Cost depends on funding options

PROGRESSION ROUTE: Working towards JIB recognition as an electrician for which an NVQ Level 3 in Electro-technical services will be required



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CITY & GUILDS 2391 – 101 INSPECTION, TESTING, DESIGN AND CERTIFICATION OF ELECTRICAL INSTALLATIONS

Who Should Participate:

Qualified and experienced electricians.

Key Objectives:

On completion of the course, participants will be able to meet NICEIC requirements to fully understand and comply with BS7671 for the inspection, testing and certification of electrical installations.

Course content:

- Working Safely
- Application of Standard Electrical Formulae and Calculations
- Detailed Examination of BS7671
- Selection and Use of the Test Instruments
- Electricity at Work Regulations
- Practical Application of Appropriate Inspection, Test and Certification of Installations

Course outcome:

Attainment of C&G 2391 – 101

DURATION: 30 hours – 3 hours per week over 10 weeks

COST: Cost depends on funding options

PROGRESSION ROUTE: C&G 2391 – 102
Qualify for JIB Grading of "Approved" Electrician

EMTA AWARDS LIMITED, NVQ LEVEL 2 INSTALLING ELECTRO-TECHNICAL SYSTEMS

Who Should Participate:

Anyone working in an electrical contracting role and looking to formalise their qualifications.

Key Objectives:

Participants will be encouraged to demonstrate their competence at installing electro-technical systems in domestic and commercial buildings and structures.

Course content:

Participants will be allocated an assessor who will help them to meet the agreed assessment requirements by presenting a portfolio of evidence, which will show their practical ability and knowledge of the installation of electro-technical systems. The portfolio will be assessed against a nationally recognised standard of five units, which include:

- Working Safely
- Preparing and Planning Installations
- Positioning and Fixing Electrical Enclosures
- Preparing and Connecting Electrical Wiring and Equipment

Course outcome:

Assessment of the portfolio and certification of either units or the complete NVQ.

DURATION: 9 months to 1 year

COST: Cost depends on funding options

PROGRESSION ROUTE: Level 3 Installing Electro-technical Systems



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CITY AND GUILDS 2356 NVQ LEVEL 3 ELECTRO-TECHNICAL SERVICES

Who Should Participate:

Anyone working in the electrical contracting field and looking to formalise their competence at the highest level.

Key Objectives:

Participants will be encouraged to demonstrate their ability to work effectively to install, inspect and test and carryout fault diagnosis of electro-technical installations in domestic and commercial buildings and structures.

Course content:

Participants will be allocated an assessor who will help them to meet the agreed assessment requirements by presenting a portfolio of evidence which will show their practical ability and knowledge of electro-technical systems. The portfolio will be assessed against a nationally recognised standard of eight units, which include:

- Working Safely
- Preparing and Planning Installations
- Positioning and Fixing Electrical Enclosures
- Preparing and Connecting Electrical Wiring and Equipment
- Inspection and Testing of Electro-Technical Installations
- Fault Diagnosis and Rectification

Course outcome:

Assessment of the portfolio leading to the certification of either units or the complete NVQ.

DURATION: 18 months to 2 years

COST: Cost depends on funding options

PROGRESSION ROUTE: Work towards JIB grading as an electrician. Work towards JIB grading as an approved electrician

BASIC ELECTRONICS FOR ELECTRICIANS

Who Should Participate:

Electricians who want to improve their knowledge of electronic control, sensing and switching systems.

Key Objectives:

On completion of the course, participants will be able to better understand and work with the electronic systems which control and switch electrical systems.

Course content:

- Electrical Theory
- Electronics Theory
- Electronic Applications in the Electrical Sector
- Case Studies of Electronic Applications
- Working Safely

Course outcome:

Certificate of Participation.

DURATION: Approx 30 hours – 3 hours per week over 10 weeks

COST: Cost depends on funding options



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BS7671 17TH EDITION REGULATIONS

Who Should Participate:

Electrical operatives and others for whom a detailed knowledge of B7671 17th Edition is essential to their work.

Key Objectives:

On completion of the course, participants will be able to apply the requirements of BS7671 17th Edition to electrical installation test inspection and certification.

Course content:

- BS7671
- Scope and Objectives
- Protection for Safety
- Selection and Erection of Equipment
- Special Installations and Locations
- Inspection and Testing

Course outcome:

Certificate of Achievement.

DURATION: 15 hours. 3 hours per week for 5 weeks

COST: Cost depends on funding options

PART P OF THE BUILDING REGULATIONS

Who Should Participate:

Anyone who carries out electrical installation work.

Key Objectives:

On completion of the course, participants will be able to demonstrate an understanding of and apply the requirements of "Part P"

Course content:

- BS7671
- Definitions and Applications
- Requirements
- Exemptions
- Notification of Works
- Competent Persons and Self Certification
- Design Installation Inspection and Testing
- Certification

Course outcome:

Certificate of Achievement.

DURATION: 4 hours

COST: Cost on application

PROGRESSION ROUTE: An essential aspect of the installation of electrical systems in domestic premises.

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NVQ LEVEL 1 PERFORMING ENGINEERING OPERATIONS

Who Should Participate:

Anyone looking to gain basic skills in mechanical engineering.

Key Objectives:

To provide training and proof of ability in basic engineering of machining and hand skills.

Course content:

Based in our workshop, the course involves training in basic skills and practical testing of those skills. Four units including:

- Working Safely
- Marking Out
- Turning or Milling
- Quality and Inspection

Course outcome:

NVQ Level 1 Certificate.

DURATION: Approx 1 year

COST: Cost depends on funding options

PROGRESSION ROUTE: NVQ Level 2 Performing Engineering Operations

NVQ LEVEL 2 PERFORMING ENGINEERING OPERATIONS

Who Should Participate:

Anyone who has knowledge of basic mechanical engineering skills and is looking to improve and formalise their knowledge.

Key Objectives:

Completion of a range of practical skills based tests in machining and hand skills.

Course content:

Six units including:

- Working Safely
- Use of Hand Tools
- Marking Out
- Turning
- Milling
- Quality and Inspection

Course outcome:

NVQ Level 2 Certificate.

DURATION: 1 – 2 years

COST: Cost depends on funding options

PROGRESSION ROUTE: Work in an engineering environment



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NVQ LEVEL 2 INSTALLING STRUCTURED CABLING SYSTEMS

Who Should Participate:

Electrical operatives and others who need a formal qualification in installing cable systems.

Key Objectives:

Participants will be encouraged to demonstrate their competence at installing structured cabling systems.

Course content:

Participants will be allocated an assessor who will help them to meet the agreed assessment requirements by presenting a portfolio of evidence which will show their practical ability and knowledge of the installation of cabling systems. The portfolio will be assessed against a nationally recognised standard of five units, which include:

- Working Safely
- Preparing, Positioning and Fixing Cable Systems
- Maintaining a Safe Working Environment
- Effective Working with Others

Course outcome:

Certificate of Achievement of units or the complete NVQ.

DURATION: 1 year

COST: Cost depends on funding options

PROGRESSION ROUTE: NVQ Level 3 Installing and Inspecting Structured Cabling Systems

NVQ LEVEL 3 INSTALLING AND INSPECTING STRUCTURED CABLING SYSTEMS

Who Should Participate:

Electrical operatives and others who need a formal qualification in installing cable systems at Level 3.

Key Objectives:

Participants will be encouraged to demonstrate their competence at installing and inspecting structured cabling systems.

Course content:

Participants will be allocated an assessor who will help them to meet the agreed assessment requirements by presenting a portfolio of evidence, which will show their practical ability and knowledge of the installation and inspection of cabling systems. The portfolio will be assessed against a nationally recognised standard of eight units, which include:

- Working Safely
- Providing Technical Information
- Terminating, Testing and Rectifying Structured Copper and Cabling Systems
- Planning, Preparing, Positioning and Fixing Cable Systems
- Carrying out Earthing and Bonding Procedures
- Carrying out Final Inspections
- Maintaining a Safe Working Environment
- Effective Working with Others

Course outcome:

Certificate of Achievement of units or the complete NVQ.

DURATION: 1 to 1 1/2 years

COST: Cost depends on funding options

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INTRODUCTION TO QUALITY CONTROL AND QUALITY ASSURANCE

Who Should Participate:

All concerned with the process of achieving quality in the delivery of goods and services.

Key Objectives:

On completion of the course, participants will be able to understand the principles and techniques of quality assurance.

Course content:

- Definitions
- Customer Awareness
- Statistics
- Roles and Responsibilities
- Total Quality Management
- Documentation
- Techniques
- Inspection
- BS EN 9000 Series

Course outcome:

NVQ Level 1 Certificate.

DURATION: 3 hours

COST: Cost depends on application

PROGRESSION ROUTE: Individual specific courses for example FMEA, SPC, QFDETC

EAL LEVEL 2 CERTIFICATE FOR DOMESTIC ELECTRICAL INSTALLERS (INCORPORATING PART P OF THE BUILDING REGULATIONS)

Who Should Participate:

The certificate has been designed for persons undertaking work in the domestic electrical sector, specifically 'qualified supervisors' within organisations certified as part of a competent person scheme.

Key Objectives:

On completion of the course, participants will be able to comply with legislation and to become a 'qualified supervisor' for those companies registered with an approved Part P Competent Persons Scheme.

Course content:

Seventeen units including:

- Part P of the Building Regulations
- Working Safely
- Standards and Terminology
- Safe Isolation
- Domestic Earthing Systems
- Selecting Cables and Components
- Installing and Replacing Electrical Components and Cables
- Electrical Test Procedures
- Recognise Unsafe Electrical Situations
- Certification

Course outcome:

Certificate of Achievement.

DURATION: 17 x 3 hour sessions. This course will not be available until April 2008

COST: Cost depends on funding options

PROGRESSION ROUTE: A certificate holder will be able to become a "qualified supervisor" with a firm registered as an approved Part P competent person scheme



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