

Notes for the completion of the Certificate Request Form

- 1. “Name and address of certificating centre”:**
Please complete all details, including the postcode, as the invoice will be sent to the contact name at the address shown. The centre number (if known) is also required to identify the correct centre. In case of query, the contact name, fax and e-mail address must also be completed. The form should also be signed and dated.
- 2. “Alternative address for certificates”:**
This gives the opportunity to direct the certificates to an alternative company.
- 3. “Tick for certification”:**
A tick should be placed next to those candidate/s who require a certificate. A certificate can only be produced for those candidates who are ticked. A copy of the Certificate Request Form must be made for use at a later date for those candidates not yet ready for certification.
- 4. “Candidate details”:**
Please ensure that candidate details are correct, this is to include the surname, forenames (up to 30 characters in total) and date of birth.
- 5. “Framework Type”:**
Please specify what type of framework is required:
AMA = Advanced Modern Apprenticeship
FMA = Foundation Modern Apprenticeship in Engineering
FMM = Foundation Modern Apprenticeship in Manufacturing
FMIA – Foundation Modern Apprenticeship in Industrial Applications
A4A = Advanced Apprenticeship for Adults
AA = Advanced Apprenticeship
APP = Apprenticeship
GA = Graduate Apprenticeship
HEA = Higher Engineering Apprenticeship
YAP = Young Apprenticeship
- 6. “Title of Framework”:**
Please indicate which framework type is required:
1. Engineering
2. Industrial Applications
3. Laboratory Technicians
4. Jewellery
5. Pharmacy Assistants
6. Optical Manufacturing
7. Optical Assistants and Practice Support Staff
8. British Marine Federation
- 7. “Apprentice Start Date”:**
As stated on LSC/WAG form.
- 8. “Issue Number”:**
If the Issue Number does not correspond to the approved start date of the Framework completed, a letter must accompany the Certificate Request Form outlining the change in

circumstances. Refer to the table below for the start date and corresponding issue number:

IssueNumber	AMA in Engineering		FMA in Engineering		FMA in Industrial Applications	
	Start Date	Finish Date	Start Date	Finish Date	Start Date	Finish Date
1	01-08-1994	31-05-1995	24-04-1998	11-08-1999	01-01-1999	31-08-2003
2	01-06-1995	16-09-1996	12-08-1999	15-08-2001	01-09-2003	30-09-2006
2b					01-10-2006	
3	17-09-1996	28-04-1998	16-08-2001	30-09-2002		
4	29-04-1998	31-03-2001	07-10-2002	31-08-2003		
5	01-04-2001	01-09-2002	01-09-2003	31-12-2004		
6	02-09-2002	31-08-2003				
7	01-09-2003	31-12-2004				
	Advanced Apprenticeship (AA)		Apprenticeship (APP)		Apprenticeship in Industrial Applications	
6			01-01-2005	30-04-2006		
6b			01-05-2006	11-02-2007		
7						
8	01-01-2005	30-04-2006				
8b	01-05-2006	11-02-2007				
9V1	12-02-2007	31-03-2007	12-02-2007	31-03-2007		
9V2	01-04-2007	14-11-2007	01-04-2007	14-11-2007		
9V3	15-11-2007	22-11-2007	15-11-2007	22-11-2007		
9V4	23-11-2007	30-04-2008	23-11-2007	30-04-2008		
9V5	01-05-2008	31-08-2008	01-05-2008	31-08-2008		
9V6	01-09-2008		01-09-2008			

9. “LSC/WAG Name”:

Please provide LSC/WAG name.

10. “Completion Date”:

The date that all the components for the Framework have been completed.