

**JIB APPRENTICE TRAINING SCHEMES  
CERTIFICATION OF COMPLETION OF APPRENTICESHIP**

(To be completed by the final employer in the absence of a formal Training Contract/Agreement)

This is to certify that the Apprentice named below has successfully completed his Apprenticeship.

Name \_\_\_\_\_ National Insurance No. \_\_\_\_\_  
(Forename) (Initials) (Surname)

Whilst serving their Apprenticeship the Apprentice has attended the approved courses and taken examinations as shown hereunder:-

**TRAINING RECORD**

	Date Taken	Result
City & Guilds 2360 Part 1		
City & Guilds 2360 Part 2		
City & Guilds 2351		
City & Guilds 2330 Level 2		
City & Guilds 2330 Level 3		
Achievement Measurement 1		
Achievement Measurement 2		
Please specify other technical courses below		

	Date Achieved
City & Guilds 2355 - NVQ Level 2 in Installing and Commissioning Electrotechnical Systems	
City & Guilds 2355 - NVQ Level 3 in Installing and Commissioning Electrotechnical Systems	
City & Guilds 2356 - NVQ Level 3 in Electrotechnical Services	
Please specify other NVQ qualifications below	

Any other comment relating to training, performance and abilities:

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Name (please print) \_\_\_\_\_

Position in Organisation \_\_\_\_\_

(Name of Organisation) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**Submission of this document together with the successful application for JIB Grading will complete the Training Agreement. Once completed, if it is your intention to continue employment as a skilled operative, you are advised to issue the appropriate Contract of Employment.**

(To be completed by the JIB)

The Contract terminated on \_\_\_\_/\_\_\_\_/\_\_\_\_ and the Apprentice named above successfully completed his training as an Electrician. Completion of the Apprenticeship was Registered with the Joint Industry Board on \_\_\_\_/\_\_\_\_/\_\_\_\_.

