

NVQ Course – Terms & Conditions

1. Course Completion and Extensions

- 1.1 You have 12 months to complete the qualification from the date of your registration.
- 1.2 Any extension beyond 12 months is not automatic and may be granted only at the discretion of the college.
- 1.3 The maximum course length, including any approved extension, is 24 months. After this period, any incomplete qualification may be withdrawn and will require re-registration or re-enrolment at the fees applicable at that time.
- 1.4 You are responsible for tracking your progress and completing the qualification within the agreed timeframe.

2. Fees, Deadlines and Payments

- 2.1 The course deadline applies regardless of personal circumstances, including but not limited to employment commitments, family circumstances, holidays, illness, site availability, loss of employment or other events.
- 2.2 A fee of £100.00 per calendar month is payable for any approved extension beyond the learner's original 12-month completion period. The maximum extension period permitted is 12 months.
- 2.3 Instalment payments must be made by the agreed dates and extension fees must be made prior to the extension commencing.
- 2.4 If you miss payments or do not clear overdue balances, assessor support may be suspended, certification may be delayed, or you may be removed from the course.
- 2.5 Course fees are non-transferable and non-refundable. Please contact LEC Administration for all fee-related queries.

3. Evidence and Portfolio Requirements

- 3.1 The qualification includes mandatory assessment requirements that must be evidenced in commercial and/or industrial environments. Learners must have access to suitable employment and/or work experience for the duration of the training programme to obtain the naturally occurring workplace evidence required for completion of the qualification. Failure to provide sufficient evidence may delay qualification completion and certification.
- 3.2 You must provide clear photos of your own work, along with any other evidence requested by your assessor.
- 3.3 You must complete the portfolio in full to achieve the qualification.
- 3.4 Evidence may be rejected if it is unclear, incomplete, duplicated, staged, misleading, unsafe, or not your own work.
- 3.5 Evidence submitted must be the learner's own work. Any evidence found to be falsified, copied, altered, or submitted on behalf of another person may result in removal from the qualification without refund.
- 3.6 The college cannot guarantee qualification completion where evidence is submitted late or close to the qualification deadline.
- 3.7 Assessors may request additional evidence, witness testimony, professional discussion, site visits, or observations where required to confirm competence and authenticate evidence.
- 3.8 Any appeal against an internal assessment decision must be made in writing within 2 weeks of receiving the decision and will be handled in accordance with London Electrical College's Assessment & Appeals Policy and Procedure.

4. Communication and Assessor Support

- 4.1 You must keep in regular contact with your assessor and LEC Administration.
- 4.2 You are responsible for contacting your assessor if you are unsure of your progress, outstanding evidence requirements, or qualification status.
- 4.3 If you do not engage, submit evidence, respond to messages, or keep up with payments, you may be withdrawn from the qualification.

5. AM2, JIB Gold Card and Certification

- 5.1 You can only book your relevant AM2 Exam once you have received certification for the NVQ Diploma.
- 5.2 Booking, paying for, and attending the relevant AM2 assessment is the responsibility of the learner.
- 5.3 Completing this NVQ qualification on its own does not automatically entitle you to a JIB Gold Card.
- 5.4 Certification will only be claimed once all qualification requirements have been completed, all quality assurance requirements have been satisfied, and all outstanding fees have been paid.
- 5.5 To apply for a JIB Gold Card, you must complete both the NVQ qualification and the relevant AM2 assessment (subject to current JIB requirements).

6. Cancellations and Refunds

- 6.1 If you choose to withdraw from the qualification after registration, any refund entitlement will be determined in accordance with the college's full Terms & Conditions.
- 6.2 Any outstanding instalments remain payable in accordance with the agreed payment schedule.
- 6.3 Please refer to the full Terms & Conditions for further information regarding cancellations, withdrawals, and any applicable statutory rights.

7. Acceptance of Terms

By registering for this course, you confirm that:

- You have read, understood and agree to these Terms & Conditions.
- You understand that you must have access to suitable employment and/or work experience throughout the training programme in order to obtain the naturally occurring workplace evidence required to complete the qualification.
- You understand that the qualification contains mandatory assessment requirements that must be evidenced within commercial and/or industrial environments.
- You understand that successful completion of the qualification depends on meeting the required evidence, payment, communication and deadline requirements.
- You understand that failure to meet these requirements may delay completion, prevent certification or result in withdrawal from the qualification.