SparkSafe

Licence to Practise

SparkSafe Licence Application Checklist

AQE Licence Checklist		
Qualification Evidence		
1.	NVQ Level 3 in Electrical Installation or Apprenticeship Completion Certificate	
	AM2	
	Current BS7671 IET Wiring Requirements Certificate	
Additional Supporting Evidence		
2.	A current copy of the certification scheme certificate of approval (full scope – all electrical work) as well as a copy of the most recent onsite assessment report completed by a UKAS accredited certification body (within the past 12 months)	
3.	Photographic ID - Passport, driving licence or electoral card only.	
4.	Digital Photograph - Head shot against a plain white background, must be emailed.	
5.	Minimum 2 Years Employment Verification [Download the Employment Verification Table]	

QE Licence Checklist		
Qualification Evidence		
1.	NVQ Level 3 in Electrical Installation or Apprenticeship Completion Certificate	
	AM2	
	Current BS7671 IET Wiring Requirements Certificate	
Additional Supporting Evidence		
2.	Photographic ID - Passport, driving licence or electoral card only.	
3.	Digital Photograph - Head shot against a plain white background, must be emailed.	
4.	Minimum 2 Years Employment Verification [Download the Employment Verification Table]	

REW Licence Checklist		
1.	Photographic ID - Passport, driving licence or electoral card only.	
2.	Digital Photograph - Head shot against a plain white background, must be emailed.	
3.	Minimum 2 Years Employment Verification [Download the Employment Verification Table]	

AE Licence Checklist		
1.	Delivery Agreement or Personal Development Plan [signed by training provider, employer and apprentice. Must state framework number, framework title, course start and end date]	
2.	Photographic ID - Passport, driving licence or electoral card only.	
3.	Digital Photograph - Head shot against a plain white background, must be emailed.	
4.	Employment Verification Table is only required if the Delivery Agreement or Personal Development Plan is not signed by your current employer.	