



Network Cable Installer
Apprenticeship



Network Cable Installer (NCI®) Apprenticeship PROSPECTUS

Creating the next generation of competent, confident,
and qualified network cable installation professionals

CNet 
Training
An Uptime Education Company

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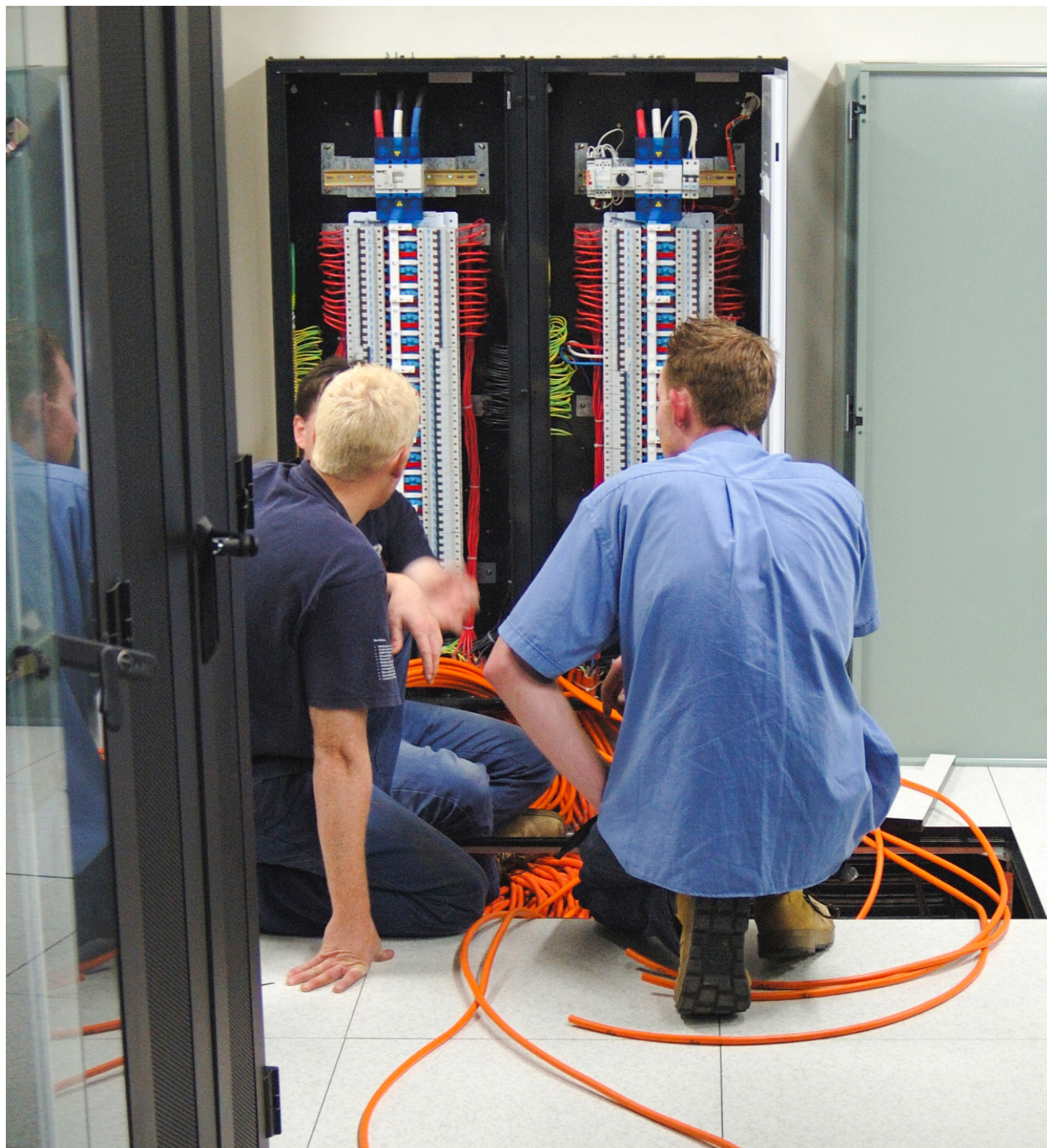
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The Network Cabling Sector

Everyone relies on network cabling, often without realising it...

Whether it is to check emails, send texts, manage traffic lights, air traffic control, watch Netflix, look at Facebook, run a global organisation, doctors surgery, you name it! Copper and fibre optic network cabling are essential in providing the connectivity required to keep all the data flowing, and continuity of service so everyone can operate without service disruption.

This essential nature is why the network cabling sector is known as the 4th utility; it is so important yet not many realise it. Just think about how many times you use internet-based services and products each day, that's why it's a sector that is only set to grow. Network cable installers who are able to prove their skills and knowledge with a certification and qualifications are in demand.



The Network Cable Installer (NCI®) Apprenticeship

CNet Training, who were instrumental in launching the UK's first Network Cable Installer (NCI®) Apprenticeship, has now been approved as a Main Provider on the Apprenticeship Providers and Assessment Register (APAR). This means CNet can now deliver the NCI® Apprenticeship directly to employers, allowing employers and their Apprentices to benefit from the expertise associated with the leading education provider in the world dedicated to the digital infrastructure industry.

The Network Cable Installer (NCI®) Apprenticeship has been developed by major installation companies across the sector and is perfect for individuals wishing to acquire the knowledge and competency to enable them to complete both copper and fibre cable installation projects and demonstrate the highest levels of skills and expertise in network cabling infrastructures. It is relevant to new entrants to the cabling industry wishing to improve their skills.

The Network Cable Installer (NCI®) Apprenticeship is an 'Apprenticeship in a Box', purely because all the planning has already been completed in readiness for both employers and employees to follow. This includes a detailed timetable of professional development activities to enhance knowledge and skills and become professionally certified, it therefore alleviates the need for the employer to dedicate valuable time and effort in this essential planning stage and allows the Apprentice to commence straight away.

This Apprenticeship teaches the knowledge and skills to confidently install, test and certify copper and fibre cable installations whilst working to the correct legislation, national standards and industry best practices.

Network Cable Installer (NCI®) Apprenticeship Benefits

Apprenticeships are an exciting option for both apprentice and employer.

You can employ apprentices at different levels, from school leavers and university graduates, to people of any age who want to further their careers or change career direction completely. As such, you can hire someone new or upskill an existing employee.

Hiring an apprentice is a productive and effective way to grow talent and develop a motivated, skilled and qualified workforce.



Benefits for Business

- ▶ **86%** of employers said Apprenticeships helped them develop skills relevant to their organisation
- ▶ **78%** of employers said Apprenticeships helped them improve productivity
- ▶ **74%** of employers said Apprenticeships helped them improve the quality of their product or service
- ▶ Confidence that employees have a full and rounded knowledge in network infrastructure installation, improving competency and productivity
- ▶ Reduced time and material wastage – employees can carry out tasks in an accurate and timely manner
- ▶ Delivering infrastructure installation projects to the highest quality standards resulting in increased client satisfaction and potential repeat business
- ▶ Meet contractual requirements reducing sign off and project hand over time



Benefits for Individuals

- ▶ Become one of the elite certified network cable installers in the country
- ▶ Gain multiple Pearson qualifications and official certifications
- ▶ Demonstrate the highest levels of knowledge, skills and expertise in network infrastructure installation
- ▶ Plan individual tasks and materials required accurately and with confidence
- ▶ Install copper and fibre network cable infrastructure projects on time and within budget, maximising profit potential
- ▶ Gain valuable On-the-Job training
- ▶ Eligibility for ECS (The Electrotechnical Certification Scheme)
- ▶ Be eligible to apply for registrations as a full member of the Institute of Telecommunications Professional

Role Profile

The role of the network cable installer is to install, terminate, test and certify network cable infrastructure components in accordance with National and International industry standards and codes of practice.

Network cable infrastructure provides the communications backbone for the digital infrastructure ecosystem, enabling all types of intelligent digital devices to communicate between each other, internally, nationally and globally.

The size of the task or project that a network cable installer could be involved in ranges from a single outlet point in a customer's premises

to thousands of outlets in smart buildings, industrial premises, healthcare environments for example, or from a single fibre cable termination in a building to the installation of hundreds of fibres over many kilometres in local, national and international communities.

The role of the installer is very physical and often involves lifting and moving heavy equipment. Striving to deliver excellent and consistent levels of customer service is a vital part of the role. Installers work diligently to accurately interpret customer requirements and endeavour to meet high quality standards.

Role Duties and Tasks

1

Install copper cables to inter-connect devices and fibre optic cables used for connecting between floors within buildings, buildings to buildings.

2

Undertake performance-based testing and provision of certification to the customer. During the lifespan of the network, carry out maintenance where faults have occurred.

3

Interpret detailed project plans to construct and fix network equipment cabinets, prepare cable pathways, and install cable support and containment systems.

4

Work in potentially hazardous areas and exercise responsibility for the safety of themselves and others.

5

Typical job titles include Network Cable Installer, Structured Cabling Installer and Telecomms Cable Installer.

6

Install network equipment in cabinets in accordance with manufacturer's specifications, including routers, switches and Wide Area Network (WAN) equipment.

7

Use workforce management systems for a range of workflow activities as well as personal time and attendance tracking. Exercise responsibility for the care and maintenance of a wide range of specialist tools, ensuring that equipment is serviceable and in calibration (where appropriate), at all times.



Funding Available to Employers

The Network Cable Installer (NCI®) Apprenticeship is funded up to £9,000

The amount you gain depends on whether you pay the Apprenticeship levy or not. You pay the levy if you're an employer with a pay bill over £3 million each year.

If your pay bill is over £3 million each year

As an employer with a pay bill of more than £3 million, you're required to pay the Apprenticeship levy. You can manage funds using the Apprenticeship service and spend it on training and assessing your apprentices.

- ▶ The government will apply a 10% top up to the funds you have in your account.
- ▶ If you don't have enough funds, you just pay 5% of the outstanding balance and the government will pay the rest. This is up to the funding band maximum allocated to each specific Apprenticeship.

If your pay bill is under £3 million each year

As an employer that doesn't pay the Apprenticeship levy, you pay just 5% towards the cost of training and assessing an apprentice. The government will pay the rest up to the funding band (up to £9,000 for the NCI® Apprenticeship).

- If you employ fewer than 50 employees, the government will pay 100% of the Apprenticeship training costs up to the funding band maximum for apprentices aged:
- ▶ 16 to 18
 - ▶ 19 to 24 with an education, health and care plan provided by their local authority or has been in the care of their local authority



Find a Business to Fund your Apprenticeship Costs

Large levy-paying businesses who pay the Apprenticeship levy can pledge up to 25% of their unspent levy funds to a business of their choice. You can apply to receive a transfer of funds to cover 100% of your Apprenticeship training and assessment costs (up to the funding band maximum).

You can view all live pledges here: manage-apprenticeships.service.gov.uk

Pay and Conditions for Apprentices

The Employer is Responsible for:

- ▶ Giving your apprentice their contract of employment
- ▶ Paying your apprentice's wage
- ▶ Signing an Apprenticeship agreement

Pay

You must pay apprentices at least the National Minimum Wage and the contract of employment should make it clear what wage you will pay your apprentice and for what hours.

There's different rates of pay for apprentices depending on their age and what year of their Apprenticeship they've completed. Details of the National Minimum Wage can be found here:

gov.uk/national-minimum-wage-rates

Conditions

Apprentices must work towards an approved Apprenticeship. Their training must last at least 12 months.

They must be employed in a real job that gives them the opportunity to gain the knowledge and skills they need to pass their assessment.

Training and Study

You must pay your apprentice for time spent training or studying for their Apprenticeship. Apprentices must spend at least 20% of their normal working hours training.

The Training Might Take Place:

- ▶ At their place of work
- ▶ Somewhere else (for example, a college or training provider)

If your apprentice is also studying for English or maths qualifications required by their Apprenticeship, they are entitled to paid study time during their normal working hours.

Employee Rights

You must offer apprentices the same conditions as other employees working at similar grades or in similar roles. This includes:

- ▶ Paid holidays
- ▶ Sick pay
- ▶ Any benefits you offer such as childcare voucher schemes
- ▶ Any support you offer such as coaching or mentoring





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Network Cable Installer (NCI®) Overview

Gain the knowledge and skills, backed up by official certifications and qualifications to confidently install, test and certify copper and fibre cable installations in an internal or external environment, whilst working to the correct standards and best practices.

Method of Delivery

- ▶ A mix of block release and distance learning
- ▶ 8 week compulsory progress reviews
- ▶ Whilst On-the-Job apprentices will be expected to be given sufficient time to gather and collate evidence for their portfolio e.g., photographic evidence, work product evidence such as work instructions, safety documentation, company policies and procedures. Employers are also expected to provide work-based opportunities to enable the apprentice to gather relevant evidence

Professional Recognition

On completion, the apprentice will be eligible to apply for registration as a full member of the Institute of Telecommunications Professionals.

Successful completion of the NCI® Apprenticeship awards:

- ▶ Official Certification - Certified Network Cable Installer (CNCI®) certification
- ▶ Pearson BTEC Level 3 Award Certified Network Cable Installer (Copper)
- ▶ Pearson BTEC Level 3 Award Certified Network Cable Installer (Optical Fibre)
- ▶ Once enrolled the apprentices are eligible for an EPA (End Point Assessment)
- ▶ Eligibility for an ECS (Electrotechnical Certification Scheme) Network Infrastructure Installer (Level 3) Card
- ▶ Fluke CCTT® Certification
- ▶ Certificate of completion – Network Infrastructure Fundamentals (NIF®)
- ▶ Official Certification - Certified Integrated Infrastructure Technician (CIIT®) certification
- ▶ BTEC Level 4 Professional Award Certified Integrated Infrastructure Technician



Entry Requirements

Level 2 GCSE English and maths at grades 4 or above/C or above are required to attend the Apprenticeship. In exceptional circumstances a candidate may be accepted if they have the required grade in one of maths and English and a grade 3/D in the other subject. This candidate would need to complete and pass a level 2 Functional Skills qualification before they can be entered for EPA (End Point Assessment) and the employer would be expected to allow them the time away from work to do this.



Learner Profile

The NCI® Apprenticeship is perfect for individuals wishing to acquire the very latest skills and knowledge to enable them to complete both copper and fibre cable installation projects to the highest standards whilst gaining valuable On-the-Job training. It is relevant to new entrants to the cabling sector wishing to improve their skills.

Duration

Typically 15 months plus a 3 month EPA period.

Funding

Up to £9,000 funding band.

To professionally verify the achievements of the apprentice with the official certifications and Pearson qualifications, the cost is an additional £500 per apprentice, which also includes the registration and assessment fees. These costs are not covered by the Apprenticeship Levy or government funding.

Functional Skills – Literacy and Numeracy

GCSE Grade	Literacy and Numeracy Level	Functional Skills Level
A*-C or 9-4	Level 2.	2
D or 3	Level 1.	1
E-G or 2-1	Level 1 may not be able to read bus or train timetables or understand their pay slip.	1
U	Entry Level 3 is equivalent to literacy levels at age 9-11. Adults at this level may not be able to understand labels on pre-packaged food or understand household bills.	Below Level 1
U	Entry Level 2 is equivalent to literacy levels at age 7-9. Adults at this level may not be able to describe a child's symptoms to a doctor or read a label on a medicine bottle.	Below Level 1
U	Entry Level 1 is equivalent to literacy levels at age 5-7. Adults at this level may not be able to write short messages to family or read a road sign.	Below Level 1



Meets the requirements of Function Skills



Further Functional Skills Assessment required



Does not meet the requirements, BKS B Assessment required

Apprenticeship Timeline:

Prior to Enrolment		Additional Information
12 to 7 weeks before 1st day of learning	<p>Employer shortlists candidates and interviews them. Shortlisted candidates need to be eligible for the Apprenticeship.</p> <p>Job offer made and accepted by chosen candidate.</p>	<p>Eligibility</p> <ul style="list-style-type: none"> ▶ GCSE English and maths at grades 4 or above/grades C or above* ▶ Be aged 16 or over** ▶ Not already be in full-time education ▶ Spend at least 50% of their working hours in England ▶ Have the right to work in England have an eligible residency status <p>*Candidates with grades 3 or grades D may be considered for the Apprenticeship. These candidates would need to complete and pass Functional Skills prior to taking their end point assessment.</p> <p>**Please be aware that many hotels have strict policies that do not allow under 18s to stay on their own.</p>
Onboarding		Additional Information
7 to 3 weeks before 1st day of learning	<ul style="list-style-type: none"> ▶ Candidate details sent to CNet Training (CNet) ▶ CNet issue candidate with BKSb aptem and login details ▶ Candidate completes initial assessments on BKSb, enters personal details and completes Skills Scan on aptem ▶ Online meeting between candidate and CNet Instructor to discuss Skills Scan ▶ Based on the Skills Scan, the plan of training, cost and duration of the Apprenticeship is created. These details are sent to the employer 	<ul style="list-style-type: none"> ▶ BKSb - used to assess the candidates English and maths skills and identify areas for improvement ▶ Aptem is an electronic Apprenticeship system that will be used by apprentices and employers throughout the duration of the Apprenticeship i.e., from onboarding through to end point assessment ▶ A Skills Scan is an initial assessment against the knowledge, skills and behaviours listed on the Apprenticeship standard. It is designed to see if the candidate has any relevant prior learning and experience and, if they have, we will tailor the training plan, reduce the cost and reduce the duration to recognise this <p>Note: The practical learning period for an Apprenticeship has to be 12 months. If the Skills Scan shows the apprentice has a significant amount of prior learning/experience, and the adjustment means they drop below the 12 month threshold, they will not qualify for Apprenticeship funding and cannot be employed as an apprentice.</p>
Employment and Enrolment		Additional Information
3 weeks before 1st day of learning	<ul style="list-style-type: none"> ▶ Employer issues the candidate with a contract of employment and they start work ▶ Final discussion between CNet, the employer and the apprentice to agree the plan of training, cost and duration. Training plan and Apprenticeship agreement signed by all parties ▶ Induction/engagement workshop 	<p>If you wish to employ the apprentice more than 3 weeks before their first day in learning they cannot be employed on an Apprenticeship contract; they would need to be employed on a temporary contract.</p>
First Day of Learning and On-the-Programme		Additional Information
Weeks 1 to 64	<ul style="list-style-type: none"> ▶ The practical start date of the Apprenticeship. See separate timetable for further details ▶ The apprentice follows their On-the-Job training plan and compiles a portfolio of evidence 	<ul style="list-style-type: none"> ▶ First day of learning when the apprentice begins their Off-the-Job training ▶ Fifteen months are allocated to the practical period. This may be reduced based on prior learning or experience (see notes above on the Skills Scan)
End Point Assessment (EPA)		Additional Information
Weeks 65 to 76	<ul style="list-style-type: none"> ▶ Practical demonstration with questioning (over 1 day) ▶ Professional discussion supported by portfolio of evidence (0.5 day) 	<ul style="list-style-type: none"> ▶ The End Point Assessment (EPA) consists of two elements that take 1.5 days to complete. These 1.5 days take place within a 3-month window

Example Delivery Plan

Month 1	Month 2	Month 3	Month 4
<ul style="list-style-type: none"> ▶ Induction ▶ Tool identification task ▶ Network Infrastructure Fundamentals ▶ Online course: H&S part 1 ▶ Daily duties with employer ▶ Functional Skills (as required) 	<ul style="list-style-type: none"> ▶ Certified Cable Containment Installer ▶ Daily duties with employer ▶ Functional Skills (as required) 	<ul style="list-style-type: none"> ▶ Online course: first aid ▶ Portfolio development ▶ Daily duties with employer ▶ Functional Skills (as required) 	<ul style="list-style-type: none"> ▶ Online courses: manual handling & Asbestos awareness ▶ Portfolio development ▶ Daily duties with employer ▶ Functional Skills (as required)
Month 5	Month 6	Month 7	Month 8
<ul style="list-style-type: none"> ▶ Certified Network Cable Installer (Copper) ▶ Daily duties with employer ▶ Functional Skills (as required) 	<ul style="list-style-type: none"> ▶ Online course: working at heights ▶ Portfolio development ▶ Daily duties with employer ▶ Functional Skills (as required) 	<ul style="list-style-type: none"> ▶ Certified Network Cable Installer (Fibre) ▶ Daily duties with employer ▶ Functional Skills (as required) 	<ul style="list-style-type: none"> ▶ Online courses in: H&S codes of practice, Cyber security & People skills ▶ Portfolio development ▶ Daily duties with employer ▶ Functional Skills (as required)
Month 9	Month 10	Month 11	Month 12
<ul style="list-style-type: none"> ▶ Online courses in: effective cost control & cable management ▶ Daily duties with employer ▶ Functional Skills (as required) 	<ul style="list-style-type: none"> ▶ Online course: team working ▶ Portfolio development ▶ Daily duties with employer ▶ Functional Skills (as required) 	<ul style="list-style-type: none"> ▶ Online course: time management ▶ Portfolio development ▶ Daily duties with employer ▶ Functional Skills (as required) 	<ul style="list-style-type: none"> ▶ Certified Integrated Infrastructure Technician ▶ Daily duties with employer ▶ Functional Skills (as required)
Month 13	Month 14	Month 15	Month 16
<ul style="list-style-type: none"> ▶ Distance Learning contextualised maths ▶ Portfolio development ▶ Daily duties with employer 	<ul style="list-style-type: none"> ▶ Online courses: emerging technologies and CNCI Copper update ▶ Portfolio development ▶ Daily duties with employer 	<ul style="list-style-type: none"> ▶ Online courses: technical English & CNCI Fibre update ▶ Portfolio completion ▶ EPA preparation ▶ Daily duties with employer 	<ul style="list-style-type: none"> ▶ End point assessment: 1.5 days within a 3-month window ▶ Daily duties with employer

Get in Touch...

If you have any queries please contact our dedicated Apprenticeship Team

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