NEC4 DBOC SERVICE MANAGER ACCREDITATION EXTENSION - DELEGATE GUIDE

WELCOME TO YOUR NEC TRAINING

The extension programme provides an opportunity to build on your existing NEC accreditation by extending your capability to the Service Manager role under the NEC4 Design Build and Operate Contract (DBOC). It is designed for delegates who already hold a current NEC4 TSC Service Manager or NEC4 ECC Project Manager accreditation and want to demonstrate their ability to apply their knowledge within a DBOC environment.

This guide is designed to support you throughout the accreditation journey. It sets out what you can expect at each stage of the programme, the requirements and commitments involved, and the standards that must be met to achieve NEC accreditation. It also provides guidance to help you prepare effectively and ensure you are well informed before, during, and after the examination process.

The information in this guide applies to both **Public** and **In-house** accreditation options and is relevant to delegates undertaking the programme in **Hong Kong** only.

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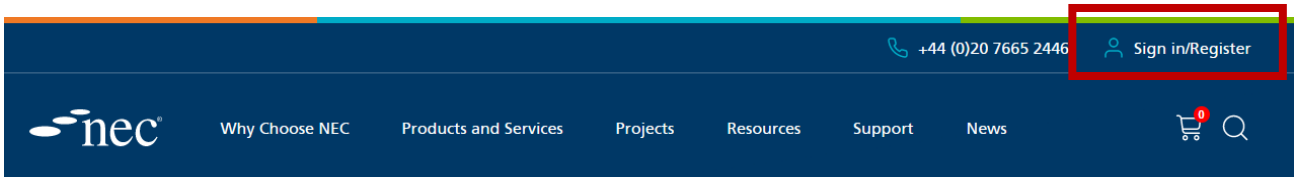
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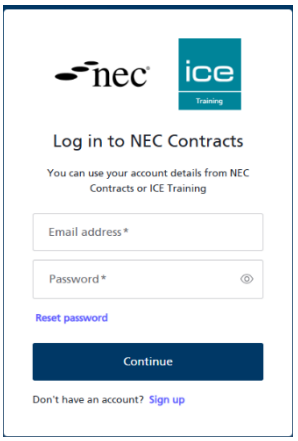
ACCESSING YOUR NEC ACCREDITATION PROGRAMME

The online elements of the programme can be accessed via the NEC website (www.neccontract.com). You will need to create your **My NEC** account to complete the programme.



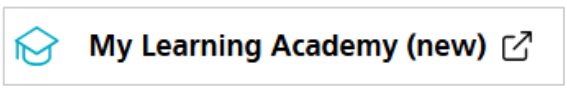
To create a **My NEC** account, click the **Sign in/Register** in the top-right corner of the window.

If you already have an account, please use your existing credentials to sign in, otherwise you will need to register as a new user by clicking the **Sign up** button.



NOTE Your My NEC login is your email address. If you wish to change your email address at any time, please contact the NEC at necapac@neccontract.com and we will be able to update it for you.

Once registered, please log in to the NEC website and select **My NEC** (top right). From there, click Access under the **My Learning Academy** tile.



You will then be redirected to the NEC learning platform. From your dashboard, you will be able to access your courses, exams, learning records and achievements as they become available.

NEC ACCREDITATION PROGRAMME OVERVIEW

The accreditation programmes consist of 2 phases. Each phase must be completed within the allocated timeframe.



Please be aware that to attend this programme, you must hold a current

- NEC4 TSC Service Manager accreditation, or
- NEC4 ECC Project Manager accreditation.

The course builds directly on the knowledge and capability demonstrated through these accreditations.

PHASE 1: CLASSROOM TRAINING

The facilitated training is delivered over **one day.**

Attendance of the full duration is required and only delegates who complete the training will be invited to sit the Phase 2 examination. As part of the programme, you will receive course materials together with complimentary electronic access to the relevant NEC contract(s) and user guides.

PHASE 2: EXAMINATION

Once you have successfully attended the classroom training, you will receive an email confirming that your final exam is available via **My NEC**. You will then have **30 days** from the date of your email to complete the exam.

MULTIPLE-CHOICE EXAM

The multiple-choice question examination is designed to evaluate your applied understanding and professional judgement through a series of scenario-based, complex multiple-choice questions.

The table below provides a high-level overview of the examination model.

NEC4 DBOC Service Manager
Accreditation Exam

Question type: multiple-choice
Number of questions: 40
Pass mark: 70%
Duration: 2 hours
Attempts: 2

NOTE If you are not successful after two attempts, you will need to rebook and complete the programme again before retaking the exam, allowing time for revision and to build further experience.

ACCESSIBILITY AND REASONABLE ADJUSTMENTS

The exam recommends an English language proficiency equivalent to CEFR level B2 or above (or comparable international standards).

NOTE You must take the exam on your own and must **not copy, record, share, publish or distribute** the exam content, including questions or your answers with others, otherwise this may result in your examination being voided and may be reported to your employer.

If you have a learning difficulty, disability or any other circumstance that may affect your exam performance, please contact us as soon as possible at necapac@neccontract.com **before** starting your exam. We will discuss any appropriate adjustments with you ahead of your exam.

CERTIFICATION AND RECOGNITION

NEC CERTIFICATE OF ACCREDITATION



On successful completion, you will receive your official **NEC Certificate of Accreditation**, recognised by the Institution of Civil Engineers (ICE). The certificate is valid for **five years** from the date of your accreditation. Your certificate will be available to view and download from **My Learning Record** on your dashboard.

NEC POST-NOMINALS AND NEC ACCREDITATION REGISTER

POST-NOMINAL

NEC professionals who successfully achieve an NEC accreditation will be awarded the following **post-nominal**, recognising their accredited status under the NEC framework.

Accreditation	Post-nominal
NEC4 DBOC Service Manager Accreditation	**NEC AccSM**

The post-nominal may be used after your name in professional correspondence, email signatures, CVs, and other relevant professional materials, provided your accreditation remains valid and current.

NEC ACCREDITATION REGISTER

NEC Accredited professionals are also eligible for inclusion on the **NEC Accreditation Register**.

Inclusion is voluntary and can be managed at any time via the **My NEC** area of the NEC website, where you may opt in or out of being listed.

Holding an NEC accreditation does not entitle you to state or imply that you work for, represent, or act on behalf of NEC® in any capacity.

NEC ACCREDITATION RENEWAL

Accreditations are valid for **five years** from the date of award and must be renewed to remain current.

Six months before your accreditation expiry date, you will be invited to complete a renewal exam. Please note that the renewal exam is chargeable.

This ensures that your knowledge remains current and that you continue to meet the standards expected of an NEC accredited professional, reflecting any updates to contracts, guidance or best practice.

If you do not successfully complete the renewal exam before your accreditation expires, your accredited status will lapse, your details will automatically be removed from the NEC Accreditation Register and you will no longer be permitted to use the associated post-nominals.

Access to the renewal exam will be arranged by NEC. You will receive an email notification once your renewal is available to view and complete.

CONTACT US

If you have any questions relating to your NEC Accreditations, please get in touch with us via the following options and our team will be happy to support you.

NEC: accreditations@neccontract.com | **NEC APAC**: necapac@neccontract.com

Please note that we will aim to respond to you via email within 2 working days.