

NEC4: ECC SUPERVISOR ACCREDITATION DELEGATE GUIDE

Welcome to your NEC training.

This is an advanced accreditation programme designed for professionals who have a strong understanding of the NEC principles and processes. The programme aims to equip delegates with the skills necessary to manage projects using the Engineering and Construction Contract (ECC).

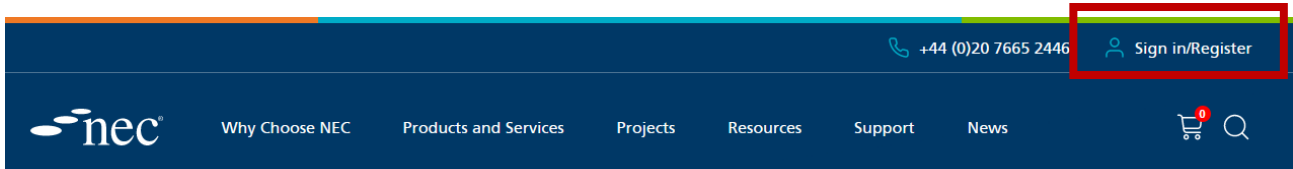
The following information is applicable for Public and In-house options, in UK and Internationally.

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Accessing the NEC programme

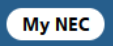
The online elements of the course can be accessed via the NEC website (www.neccontract.com). You will need to create your **My NEC** account to complete the programme.



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, use your existing credentials to sign in (Returning users), otherwise you will need to complete the New users registration form by clicking the **Register** button.

Note: Your **My NEC** login ID is your email address. If you wish to change your email address at any time, please contact the NEC at +44 (0)207 665 2457 or email accreditations@neccontract.com and we will be able to update it for you.

Once registered, click on My NEC  (top right), then click [Access](#) under **My eLearning Training** header.

In a new browser tab that will open, under **My Courses & Assessments** click on [Start or continue one of your courses](#).

From there you can navigate to your courses and assessment as they become available.

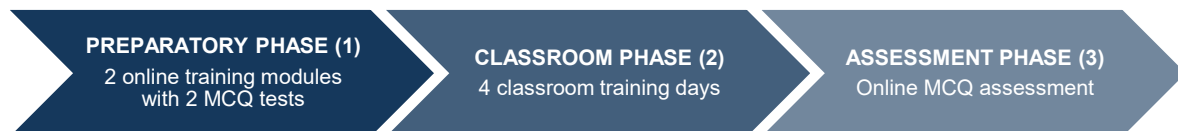
 **My eLearning Training** 

A list of your eLearning training courses, where you can re-watch them all

[Access](#) →

Course overview

The accreditation programmes consist of 3 phases. Each phase must be completed within the allocated timeframe before you will be granted access to the subsequent phase.



Phase 1: Preparatory Course

These modules are designed to ensure all delegates attending the programme have the fundamental knowledge and understanding of the NEC contracts. Each module comprises of:

- an introductory level set of videos with a multiple-choice question (MCQ) test at the end, and
- the accreditation specific online module with an MCQ test at the end.

Note: If you have passed any of the pre-requisite modules in the last 12 months, you will be exempt from completing the tests again, unless you choose to re-sit them. Please note that if you choose to re-sit and were to fail, you will not be eligible to take the final assessment.

If you have passed any of the pre-requisites more than 12 months before the start of your course (Phase 2) you will be required to pass the test again.

How to access

All online training modules will be made available to you via the **My NEC** area, 30 days prior to the Phase 2 start date, or upon booking (whichever is the latest).

Note: Please bear in mind that your access to the modules and MCQ tests in Phase 1 will expire 1 working day prior the Phase 2 classroom date. Once expired, you will no longer be able to view the videos or take the MCQ tests.

You can rewatch the videos as many times as you wish before your access expires.

MCQ tests

The pass mark for each test is 70%. You will have 3 attempts to pass the test. Your attempt is registered as soon as you click “Start” to begin your test. Each attempt must be completed in a single sitting, and you should not take any breaks until you’ve completed the attempt. Only your highest attempt will be recorded for your *final score*.

At the end of your test, you will be presented with your score and a confirmation if you’ve passed or failed your attempt. In addition, you will be able to view the feedback on questions you’ve got wrong. Please **do not** leave the feedback screen until you’ve finished reviewing it, as you will be unable to return to it.

After successfully completing **both** MCQ tests, you will receive an online training certificate. Should you fail all 3 attempts or fail to take the test altogether before the expiry, unfortunately you will not be invited for the final Phase 3 assessment, and therefore will not be eligible for the accreditation. You may still choose to attend the classroom training.

Note: Please note that your session may timeout should you take too long to complete the test. We highly recommend closing all other browsers and tabs/windows before attempting any of your tests to reduce the timeout issue.

NEC4: ECC Supervisor Accreditation

NEC4: Introduction to the Engineering and Construction Contract

Video: 4 Sessions (approximately 3 hours)
MCQs: 1 set of 30 multiple-choice questions
Pass Mark: 70% (maximum of 3 attempts)

NEC4: The Role of the Engineering and Construction Contract (ECC) Supervisor

Video: 6 Sessions (approximately 90 minutes)
MCQs: 1 set of 25 multiple-choice questions
Pass Mark: 70% (maximum of 3 attempts)

Phase 2: Classroom training

The classroom training is delivered over 2 consecutive days. Attending both days is a requirement for all delegates to be invited to the Phase 3 assessment. You will be provided with the training materials and complimentary copies of the relevant contracts and user guides for the programme (Public bookings only).

Note: Please note that in-house clients will be responsible for providing their own copies of complimentary materials to their delegates.

Phase 3: Assessment

After successfully completing the preparatory course and the classroom training, you will be sent an email confirming your assessment availability, accessed via your **My NEC**. You will have a 30-day window from the date of your email to complete your final assessment.

This is an objective style assessment. It consists of the following:

Question type:	multiple-choice
Number of questions:	30 questions (total)
Number of marks:	30 marks (total)
Pass mark:	60% (18 out of 30 marks)
Duration:	2 hours
Attempts:	1 attempt

The assessment recommends an English language competency equivalent to approximately CEFR (Common European Framework or Reference) level B2 or higher.

Please refer to our FAQs which can be found on the [NEC website](#) for more information around the accreditation programme.

Please note that if you have a learning disability and require additional support, you should email NEC at accreditations@necontract.com with proof of your disability before starting your assessment.

Upon completing the assessment, you will be shown your results immediately, confirming if your assessment has been successful or not. A breakdown of your performance per theme will also be made available upon completion, to help you identify knowledge areas you excel in as well as those that might be in need of a review.

Note: If you have been unsuccessful, you may resit the assessment up to 2 times. Each resit is charged at an additional fee. If you're still unsuccessful in both resits and you wish to pursue the accreditation, you will need to rebook and take the full programme.

Certification

Successful candidates will be sent an 'NEC Certificate of Accreditation'. The certification is valid for 5 years from the date of your assessment.

Please ensure that your postal address in **My NEC** area under "Shipping Address" is up-to-date and accurate. Your certificate will be dispatched to you within 28 days from completing your assessment.

NEC Accreditation Register and post-nominals

Delegates who have successfully passed any NEC accreditation(s) are eligible for inclusion on the NEC Accreditation Register and are entitled to use "NECReg" post-nominal in correspondence and on their CVs.

Inclusion on the register is voluntary and delegates can choose to opt-out from being featured on the register at any time by unticking the opt-in box in My NEC area on the website.

Please note that if you do not renew your accreditation before your certificate expiry date (5 years from the date of accreditation), your information will automatically be removed from the register and you no longer can use the post-nominals.

You are not allowed to state that you work for or represent NEC® in any way as a result of achieving the accreditation.

Appeals procedure

If you're unsatisfied with any part of your accreditation course, you can submit an appeal to NEC providing details of your appeal with supporting evidence. This must be submitted to accreditations@necontract.com no longer than **5 working days** from the date of your final assessment results email. We will acknowledge your email within 2 working days of the receipt and upon investigation endeavour to provide a reply within 10 working days.

Re-certification

6 months before your certification expiration date you will be invited to complete the renewal module and assessment to demonstrate the currency of your knowledge. Failure to successfully renew your accreditation will void your existing accredited status.

Your renewal access will be set up by the NEC. You will receive an email stating that your renewal module is available to view. You can access your Supervisor Renewal module via the **MY NEC** area.

Contact us

If you have any questions relating to the NEC Accreditations, please get in touch with us via the following options:

Email: accreditations@necontract.com

T (UK): +44 207 665 2457

T (Hong Kong): +852 9320 7694

Post: NEC (Accreditations)

8 Storey's Gate

Westminster

London SW1P 3AT

Please note that we will aim to respond to you via email within 2 working days. Where possible, please quote your Delegate ID number (6-digit number).