

ELECTROTECHNICAL CERTIFICATION SCHEME

Administered by the Joint Industry Board for the Electrical Contracting Industry
Affiliated to the Construction Skills Certification Scheme

APPLICATION FOR A MANAGER'S ECS CARD

SECTION 1 – PERSONAL DETAILS				
Title: Mr/Mrs/Miss/Ms				ENCLOSE CURRENT CARD OR ONE PASSPORT PHOTOGRAPH VERIFIED BY YOUR EMPLOYER
Surname				
Forename(s)				
National Insurance Number				
Date of Birth		Age		
Home Address				
Post Code				

SECTION 2 – QUALIFICATION	
I have achieved a Level 3, 4 or 5 National Vocational Qualification (copy enclosed)	
I have completed more than one year's experience in my present post	

All applicants MUST obtain their current or previous employer's reference endorsement overleaf

SECTION 3 - ECS HEALTH & SAFETY ASSESSMENT (All applicants should complete this section)		
<p>Before you can be issued with an ECS Card you must demonstrate the required level of Health & Safety Awareness. You can demonstrate the required level of Health & Safety awareness by successfully completing the ECS Health & Safety Assessment or providing evidence of a valid exemption. A complete list of exemptions should have been enclosed with this form. Alternatively, a complete list of exemptions can be obtained by contacting the central booking office on 0845 313 1530, or from the ECS web site (www.ecscard.org.uk).</p>		
Have you passed the ECS Health & Safety Assessment in the last two years?	YES	NO
Do you have a valid exemption? (please ensure you send a photocopy of exemption)	YES	NO

SECTION 4 - REGISTRATION & DATA PROTECTION		
Have you ever held a JIB Apprenticeship or JIB Grade Card?	YES or NO	
Have you previously held a UK REGISTER or ECS Card?	YES or NO	
<p>I hereby apply for an ECS Card in recognition of my qualifications, training, experience and / or position as a Manager in Electrical or Electronic Engineering. To the best of my knowledge, the details given in this form are correct.</p>		Signed:
<p>The JIB incorporates only your Vocational details (Name, National Insurance Number, Occupation, Grade and Qualifications) in the ECS Register available to placement agencies and employers. If you do not want these details included in the Register, please place a tick in this box.</p>		<input style="width: 40px; height: 20px;" type="checkbox"/>
<p>Please ensure you enclose payment for initial registration and the issue of a card valid for 3 years. (The fee is £36 (£30 plus VAT), however, applicants employed by JIB Member Companies have their registration fee paid by the Industry and should enclose payment of £24 (£20 plus VAT)).</p>		

FOR OFFICE USE ONLY				Date Received				
GR1	GR2	MAIN	ADD	ADD	ADD	ADD	ADD	ADD
CA	NVQ3	IEE	TIC	2400	2377	COMP'Ex'	H&S	DISC
NVQ3 Achieved		H & S Achieved		Employer No.			Fee Paid	Validity (YRS)

ELECTRICAL SITE MANAGER

The following is a guide to the minimum activities an Electrical Site Manager would be expected to competently perform to achieve industry accreditation.

1. **Contribute to planning work methods, resources, teams and systems to meet project requirements.** Evaluate and select contract methods; Plan work activities and resources to meet project requirements; Selection and form a project team; Implement and maintain project organisation and communication systems; Establish and maintain relationships with clients
2. **Control Contract costs, quality and progress and assess information.** Control contract against agreed quality standards; Establish and monitor dimensional control activities; Control progress against agreed contract programmes; Obtain and assess feedback information; Contribute to evaluating information relevant to a dispute
3. **Develop teams and individuals to enhance performance.** Identify development needs for teams and individuals; Plan the development of teams and individuals; Develop teams to improve performance; Support individual learning and development; Access teams and individuals against development objectives; improve development activities
4. **Develop own resources.** Develop oneself to improve performance; Manage own time resources to meet objectives
5. **Develop effective working relationships.** Develop the trust and support of colleagues and team members; Develop the trust and support of those to whom you report; Minimise interpersonal conflict
6. **Contribute to addressing poor performance of team members.** Help team members who have problems affecting their performance; Contribute to the implementation of disciplinary and grievance procedures
7. **Facilitate meetings.** Lead meetings; Make contributions to meetings
8. **Implement works to meet project requirements.** Organise site preparation; Organise control of work; Implement control and maintain systems for managing health, safety and welfare
9. **Establish and oversee materials supply.** Identify, plan and monitor requirements for materials supply; Oversee supplier performance

NOTES: Show on a separate sheet any additional/ alternative activities that you regularly undertake.

EMPLOYER'S ENDORSEMENT - Site Manager	
I confirm that the applicant has at least one year's experience in the Industry during the last three years. I agree that he/ she has demonstrated competence that meets the minimum standards above and/ or as attached and recommend the issue of an ECS Card. I certify that the details on the form are correct to the best of my knowledge and that the photograph is a reasonable likeness of the applicant.	
* I am the applicant's current employer. He has been in my employ since:	
* I am the applicant's previous employer. He was employed from:	Until
Signed:	Date:
Print Name:	Position:
Company Name and Address:	JIB Number:

ELECTRICAL CONTRACTS MANAGER

The following is a guide to the minimum activities an Electrical Contracts Manager would be expected to competently perform to achieve industry accreditation.

1. **Develop and agree a contract brief.** Prepare and present a contract brief ; Revise and agree a contract brief
2. **Manage and participate in the preparation, processing and selection of estimates, bids and tenders.** Manage the assessment and selection of potential tenderers; Manage the obtaining of estimates, bids and tenders for work; Manage the assessment and selection of estimate, bids and tenders; Participate in the preparation of estimate, bids and tenders
3. **Manage the development and content of a procurement programme.** Manage the development of a procurement programme; Manage the specification of the work content of a procurement programme
4. **Manage the planning of work methods, resources and systems to meet contractor's requirements.** Manage the evaluation and selection of contract methods; manage the planning of work activities and resources to meet contract requirements; Manage the selection and formation of contract teams; Manage the operation and maintenance of organisation and communication systems
5. **Control Contract costs, quality, progress and claims.** Control contract costs; Control contract quality standards; Maintain compliance of a contract to legal and statutory requirements; Control contract progress; Oversees claims for reimbursement for loss and expense
6. **Manage health, safety, welfare and risk control systems.** Implement and maintain contract health, safety and welfare systems; Manage the identification of hazards in the workplace; Manage the assessment and control of risks in the workplace
7. **Manage customer care requirements and contribute to a marketing strategy and corporate image. Identify, assess and agree customer requirements and preferences; Maintain a customer care policy; Contribute to establishing a marketing strategy and corporate image**
8. **Develop teams, individuals and self.** Continuously develop your own knowledge and skills; Develop teams to improve performance; Support individual learning and development; Improve the development of teams and individuals
9. **Develop effective working relationships.** Enhance the trust and support of colleagues; Enhance the trust and support of those to whom you report; Provide guidance on values at work; Support team members who have problems affecting their performance; Implement disciplinary and grievance procedures

NOTES: Show on a separate sheet any additional/ alternative activities that you regularly undertake.

EMPLOYER'S ENDORSEMENT - Electrical Contracts Manager	
I confirm that the applicant has at least one year's experience in the Industry during the last three years. I agree that he/ she has demonstrated competence that meets the minimum standards above and/ or as attached and recommend the issue of an ECS Card. I certify that the details on the form are correct to the best of my knowledge and that the photograph is a reasonable likeness of the applicant.	
* I am the applicant's current employer. He has been in my employ since:	
* I am the applicant's previous employer. He was employed from:	Until:
Signed:	Date:
Print Name:	Position:
Company Name and Address:	JIB Number: