



JOINT INDUSTRY BOARD
FOR THE ELECTRICAL CONTRACTING INDUSTRY
KINGSWOOD HOUSE, 47/51 SIDCUP HILL
SIDCUP, KENT DA14 6HP.

Established in 1968 by the Constituent Parties
The ELECTRICAL CONTRACTORS' ASSOCIATION and UNITE (Amicus section)

Tel: 020 8302 0031
Fax 020 8309 1103
Web: <http://www.jib.org.uk>
E-mail: administration@jib.org.uk

Our Ref: ECS063

Thank you for your enquiry concerning the Electrotechnical Certification Scheme (ECS/CSCS) and JIB Grading. We enclose details about the Scheme, an Application form, a copy of the JIB Grading Definitions, a description of the Occupational Disciplines and an ECS Assessment leaflet. In order to qualify for an ECS Card, you need to show that you meet the standards in both technical knowledge and practical competence. Please read all of the documents before completing your application form.

CARD REQUIREMENTS

CRAFT CARD ELECTRICIAN

Approved Apprenticeship – A copy of Apprenticeship Deeds or Completion Certificate

OR

City & Guilds: 2360 Parts One & Two or 2351 or 2330 Levels Two & Three **plus NVQ Level 3 in your appropriate Electrical Discipline.**

Details of how to obtain an NVQ level 3 may be obtained from CTD QUICKSTEP on 01579 324126 or EAS UK LTD on 01233 333339

INDUSTRY ACCREDITATION

Only available to Operatives who gained their Training and Technical Qualifications prior to 1996.

CONDITIONAL ELECTRICIAN

You must have a proven work record for the past 10 years and work directly for an Electrical Company who are willing to sponsor you.

TRAINED OVERSEAS

Anyone trained overseas should contact UK Naric on 0870 990 4088 to have their qualifications evaluated and hold the City and Guilds IEE 16th edition Qualification and a valid health and safety assessment.

REGRADING

APPROVED ELECTRICIAN

Mandatory requirements for this grade are the City and Guilds 16th edition and the City and Guilds 2391 Testing Inspection and Certification certificates or equivalent.

TECHNICIAN

As above plus City and Guilds 2391/02 or 2400 Design Erection and Verification Certificate.

TRAINEE CARDS

SENIOR GRADED ELECTRICAL TRAINEE

A copy of your City & Guilds Part One Certificate and your Employer's recommendation (See Section 1c).

ADULT TRAINEE

Proof of Registration onto a relevant Electrotechnical Course.

ANCILLIARY WORKER / LABOURER'S CARD:

Must be Over 18.

ECS RELATED DISCIPLINE CARD

You must have your application sponsored by an employer and submit full Occupation Title and Job Description.

RENEWALS

Copies of any Supplementary Qualifications required.

Fire Detection & Alarm Systems

Emergency & Security Systems

Datacomms

Proof of any qualifications gained in the above occupations.

Your application must be sponsored by an employer and a reference confirming your competence.

CHECKLIST FOR RETURNING APPLICATION FORMS

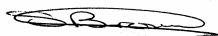
Quick Checklist:

All Sections of Application Form Completed	Y
Enclosed copy of Apprenticeship Deeds, Technical Qualifications with Previous and Present Employer References	Y
A Valid ECS Health & Safety Certificate OR Valid Exemption obtained during a two year period (see leaflet attached) (PLEASE NOTE: CSCS Operative Test NOT Accepted for ECS Cards)	Y
Ensure Employer's endorsement section is Sponsored by your Employer or a person who can confirm your competence in your Occupation	Y
Supplementary Qualifications City & Guilds 16 th Edition, 2391 Testing & Inspection, 2391/02 or 2400 Design Erection and Verification	Y
Fee Enclosed: £25.00 First Card £15.00 Renewal £ 5.00 Duplicate (Lost / Stolen)	Y

Please Note:

Additional information may be requested to support your application.

Yours faithfully



S Brown (Mrs)
Grading Department

ELECTROTECHNICAL CERTIFICATION SCHEME

Incorporating the JIB GRADING SYSTEM

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

HEALTH & SAFETY ASSESSMENT

As part of the Industry's drive to raise the level of Health and Safety awareness in response to the Government and the Health & Safety Executive initiatives; from 1st February 2003 the ECS has introduced a requirement for all card holders to demonstrate a required level of Health and Safety Awareness. This forms part of the Affiliation Agreement with CSCS. The required level of Health and Safety awareness can be demonstrated by successfully completing the ECS Health and Safety Assessment or providing evidence of a valid exemption. A complete list of exemptions is provided at the end of this document.

Who needs to pass the Assessment?

Anyone applying either for a new card or to renew an existing card who cannot provide evidence of a valid exemption will be required to complete the Assessment. The Assessment will apply to all card applications at all levels, whether they are for skilled cards, management cards or regular visitors' cards.

What is the format of the Assessment?

It is a simple multiple choice Assessment that will normally be taken on a computer. It is extremely simple to execute and does not demand any prior computer knowledge. Candidates will be briefed by an Invigilator on how to complete the Assessment and will also undertake a short practice Assessment first to ensure that they are able to undertake the Assessment.

The computer Assessment is self marking and on completion the system will inform candidates whether they have passed or failed. It will also allow candidates to see which questions they had failed to answer correctly.

The Assessment covers a range of general site health and safety topics, with questions for individual Assessments being selected from a large databank of questions. Each paper is unique and is prepared individually by the JIB.

To facilitate the introduction of the Assessment a paper-based version generated from the computer system is being provided by the Electrical Contractors' Association (ECA).

JIB Operatives taking the Assessment

JIB Member companies are responsible for providing the Assessment, **at no cost to the operative**, to all operatives whom they directly-employ under the JIB National Working Rules and Industrial Determinations, within the following periods:

- within six months of the renewal date where operatives hold a current ECS card
- as soon as reasonably practical in the case of newly-engaged operatives who do not hold a current ECS Card

If the operative fails the Assessment, the employer is required to provide the necessary remedial training to allow the operative to retake the Assessment. Operatives will be entitled to be paid for the time to take the course and to travel to and from the centre, plus actual fares.

An operative is entitled to three attempts, plus two sets of remedial training, to achieve success in the Assessment. After failure in a second Assessment the employer is entitled to give the operative warning that a further failure could affect the employer's ability to place the operative on site. After a third failure an employer is entitled to assume that the operative is not able to demonstrate competence at the basic level of Health and Safety required on site.

Continued...

Where can the Assessment be taken?

Initially Assessment facilities will be provided across England, Wales and Northern Ireland by the ECA, the JIB and JIB member companies who have been licensed as ECS Assessment Centres. Operatives working for a JIB member company under the JIB National Agreement should approach their employer for assistance in arranging an Assessment. All other operatives can obtain full details of Assessment schedules by contacting one of the following:

ECS Assessment Booking Centre
Electrical Contractors' Association
Education and Training Department
Camden House
Dudley Court, Dudley Road
Yarm Road Business Park
Darlington DL1 4GG

Tel: 01325 487829
Fax: 01325 482196

ECS Assessment Processing
Joint Industry Board
Kingswood House
47/51 Sidcup Hill
Sidcup
Kent DA14 6HP

Tel: 020 8302 0031
Fax: 020 8309 1103
e-mail: ecs-assess@jib.org.uk

Note. The first address in the list above is only available for making Assessment bookings. All other queries concerning the Health and Safety Assessment, booking information and the ECS should be directed toward the JIB.

What Preparation is available?

When applicants for either the computer or paper-based Assessments are booked into a Licensed Centre they will be issued with a copy of the complete database of questions that is used to generate individual Assessments. This booklet also contains the answers to all questions, together with short commentaries, to encourage it to be used as a learning aid. The booklet may also be downloaded anytime from the JIB website (www.jib.org.uk).

Cost of the Assessment

The Assessment will be provided by the ECA and JIB at a maximum cost of £35.00 per assessment.

Exemptions from the Assessment

Applicants able to show they have certain certificates are exempted from taking the ECS assessment for three years from the required assessment date. The current list of qualifications is:

Certificates obtained during a five year period prior to the required assessment date

NVQ Level 3
NEBOSH health and safety diploma Part 1
NEBOSH certificate
Woodland Grange diploma in HS management (leading to MSc)

Certificates obtained during a two year period prior to the assessment date

- a) Amicus/ECA Working Safely Together in the Electrotechnical Industry (JIB preferred course)
SELECT Safe Working in the Electrotechnical Industry (SJIB preferred course)
- b) Woodland Grange diploma in HS practice (leading to Tech SP)
- c) Any IOSH accredited course below from JIB acknowledged providers (providers must obtain written acknowledgement from JIB that its course is deemed suitable for JIB purposes)
 - Working safely together
 - Working safely
 - Managing safely
 - Managing safely in construction
- d) IOSH – SPA Passport Core Day
- e) CCNSG Safety Passport
- f) British Safety Council Level 3 Certificate in Occupational Safety and Health
- g) British Safety Council Level 6 Diploma in Occupational Safety and Health
- h) ConstructionSkills (CITB) Site Management Safety Training Scheme Certificate

ELECTROTECHNICAL CERTIFICATION SCHEME

Incorporating the JIB GRADING SYSTEM

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

Definition of Occupational Disciplines

The agreed Electrical/Electronic occupations and duties are for “A skilled worker, capable of carrying out, in an autonomous and competent manner and within the allotted time:...”	
1 ##	Electrical Fitter - the installation, assembly, fitting, commissioning and maintenance of low voltage electrical systems and their electro-mechanical and electronic parts, such as machines, drive mechanisms, protective components, controls, regulator equipment and signals.
2	Electrical Winder - the installation, assembly and repair of electrical motors (including winding and balancing), transformers and generators, together with their associated control devices.
3	Instruments Mechanic - the installation, commissioning, maintenance and repair of electromechanic, electronic or pneumatic measurement, control and regulation devices used in process engineering.
4	Radio/Television Electrician - the installation, commissioning, repair and maintenance of radio, television and electronic equipment.
5 ##	Maintenance Electrician - the maintenance of electrical and electronic installations including automated production systems. Duties include the supervision of the equipment, its maintenance and necessary repairs.
6 ##	Installation Electrician - the installation, commissioning and maintenance of low voltage electrical and electronic devices and appliances.
7	Household Appliances Electrician - the installation, commissioning, maintenance and repair of household appliances. Duties also include the demonstration of appliances to ensure their appropriate use by clients.
8	Telecommunications Fitter - the installation, commissioning, repair and maintenance of telephone and like telecommunication equipment.
9	Distribution Networks Electrician - and in complete safety, the installation, testing and commissioning of high voltage electrical networks and their components for distribution, both above and below ground.
10	Office Machines Mechanic - their installation, commissioning, maintenance and repair of office communications systems, along with the provision and adjustment of software on the basis of standard procedures.
11	Auto Electrician - on his own, all maintenance, repair, adjustments and installation of electrical and electronic components independent of the motor vehicle, including related elementary mechanical adjustments
12	Marine Electrician - (definition awaiting approval)
13	Wireman / Panel Builder - (definition awaiting approval)
14	Building Controls Engineer - the installation, commissioning, repair and maintenance of electromechanical, electronic or pneumatic measurement, control and regulation devices used in the Building Controls Industry.

The agreed Data Communication occupations and duties are as follows:	
21	Trainee Datacomms Specialist – Undertaking an appropriate course of training leading to qualification as a Datacomms Specialist
22	Datacomms Specialist – The installation of structured cabling, including all necessary cable tray, ladder rack, trunking conduit as well as any associated connection units. Installation of earthing and bonding cables.
23	Advanced Datacomms Specialist – The installation and testing of structured cabling, including all necessary cable tray, ladder rack, trunking conduit as well as any associated connection units. Installation and testing of earthing and bonding cables.
24	Datacomms Technician – Must have Advanced Datacomms Specialist qualification plus 3 years experience. Capable of designing, commissioning and modifying networks. Must be able to demonstrate supervisory experience and knowledge of emerging technologies. Must be able to demonstrate knowledge of all necessary construction and wiring regulations.
25	Datacomms Engineer – At least 27 years old. Applicants should hold an appropriate qualification (Degree, HNC/ HND etc), or have previously qualified as a Datacomms Technician and be able to demonstrate the additional skills required. Design, specification, estimation and documentation of large scale data or telecoms projects. Must be able to demonstrate extensive knowledge of appropriate European Directives and British, European and World standards.

Emergency and Security Systems	
31	Apprentice – Undertaking an Advanced Modern Apprenticeship
32	Trainee – Undertaking training (not AMA) leading to qualification as a Security and Emergency Systems ECS card holder.
33	Installer (Blue Stripe Card) – maintenance of a safe working environment, maintenance of effective working relationships, verify, test and prepare for hand-over of security and emergency systems, make plans and arrangements for work on site, install security and emergency systems.
34	Maintenance (Blue Stripe Card) – maintenance of a safe working environment, maintenance of effective working relationships, verify, test and prepare for hand-over of security and emergency systems, ensure the performance of existing security and emergency systems, undertake corrective maintenance on existing security and emergency systems.
37	Installer (Gold Card) – apply security system specification to physical installation and customer requirements, establish operational feasibility of security and emergency systems, install a complete system, install and test security system equipment which uses data transmission protocols, commission and handover operational security systems, audit installed security and emergency systems, diagnose causes of faults, rectify and restore, apply on-site security and emergency systems installation safety statutes and relevant regulations.
38	Maintenance (Gold Card) – Relevant activities listed as discipline 37
39	Commissioning (Gold Card) – Relevant activities listed as discipline 37
40	Surveyor (Gold Card) – survey and design a security/ emergency system, maintain effective working relationships, make plans and arrangements for work on site, prepare a tender/ quotation for the provision and maintenance of a basic security/ emergency system, negotiate sales, solve problems on behalf of customers, make sales presentations to existing and potential customers.

Fire Detection and Alarm Systems	
41	Apprentice – Undertaking an Advanced Modern Apprenticeship
42	Trainee – Undertaking training (not AMA) leading to qualification as a Fire Detection and Alarm Systems ECS card holder.
43	Designer (Blue Stripe Card) – assessment of fire risks, choice of detectors and/ or suppression media, understanding of relevant legislation (inc EU Directives), design of fire protection systems.
44	Installer (Blue Stripe Card) – requirements of BS7671 for electrical safety, understanding of safety issues, effective working relationships, installation of fire protection systems.
45	Commissioning (Blue Stripe Card) – interpretation of system design, liaise with other building services suppliers, understanding of relevant electrical safety issues, commissioning of fire protection systems.
46	Maintenance (Blue Stripe Card) – interpretation of system design, understanding of relevant electrical safety issues, investigation and rectification of system problems/ false alarms.
47	Designer (Gold Card) – assessment of fire risks, choice of detectors and/ or suppression media, understanding of relevant legislation (inc EU Directives), design of fire protection systems.
48	Installer (Gold card) – requirements of BS7671 for electrical safety, understanding of safety issues, effective working relationships, installation of fire protection systems.
49	Commissioning (Gold Card) – interpretation of system design, ability to liaise with other building services suppliers, understanding of relevant electrical safety issues, commissioning of fire protection systems.
50	Maintenance (Gold Card) – interpretation of system design, understanding of relevant electrical safety issues, investigation and rectification of system problems/ false alarms.

Additional Occupations	
95	ECS Related Discipline - Please state your position within your company on the application form
96	Site Visitor - Please state your position within your company on the application form
97	Labourer
98	Adult Trainee or Senior Graded Electrical Trainee
99	Apprentice



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GRADING DEFINITIONS

Revised by the JIB National Board on 7th December 2006

TECHNICIAN

Qualifications and Training Must satisfy the following three conditions:

- 1) Must have obtained the City & Guilds of London Institute Electrical Installation Work Part III Course Certificate (or approved equivalent).
- 2) Must have obtained an NVQ Level 3 in electrical installation work (or approved equivalent) - see Note 1.
- 3) Either a) **SITE TECHNICIAN**
A Site Technician must have at least five years' experience as an Approved Electrician with "responsibility money", including a minimum of three years in a supervisory capacity in charge of electrical installations of such complexity and dimension as to require wide technical experience and organisational ability. Where an operative can, subject to confirmation, demonstrate exceptional practical site supervisory skills and experience the requirements for formal qualifications set out in (1) above may be varied by the appropriate Regional Joint Industry Board.

Or b) **INSTALLATION TECHNICIAN**

An Installation Technician must have, with the support of his present Employer, exceptional technical skill, ability and experience beyond that expected of an Approved Electrician, so that his value to the Employer would be as if he were qualified as a Technician under (a) above.

Duties

Technicians must have knowledge of the most economical and effective layout of electrical installations together with the ability to achieve a high level of productivity in the work that they control. They must also be able to apply a thorough working knowledge of the National Working Rules for the Electrical Contracting Industry, of the current I.E.E. Regulations for Electrical Installations, of the Electricity at Work Regulations 1989, the Electricity Supply Regulations, Installations (i.e. Regulations 22-29 inclusive and 31), of any Regulations dealing with Consumers' installations which may be issued, relevant British Standards and codes of practice, and of the Construction Industry Safety Regulations.

APPROVED ELECTRICIAN

Must satisfy the following four conditions:

- 1) Must have been a registered apprentice or undergone some equivalent method of training and have had practical training in electrical installation work.
- 2) Must have obtained an NVQ Level 3 in electrical installation work (or approved equivalent) - see Note 1.
- 3) Must have had two years experience working as an Electrician subsequent to the satisfactory completion of training and immediately prior to the application for this grade.
- 4) Must have demonstrated competence and obtained a suitable qualification (the City & Guilds 2391 is a suitable qualification) in the inspection, testing, commissioning and certification of electrical installations.

Note 1:

If the applicant meets the other three criteria but has not achieved an NVQ Level 3 in electrical installation, then a "Provisional" grading may be awarded if the following criteria are both satisfied:

- a) have obtained at least the City & Guilds 2360 Electrical Installation Theory Part 2 Course Certificate (or approved equivalent, e.g. 2351 or 2330 levels 2 and 3)
- b) have obtained Achievement Measurement 2 or must be able, with the application for Grading and any other relevant supporting evidence (e.g. the City & Guilds Electricians certificate) which may be required, to satisfy the Grading committee of his experience and suitability.

Note 2:

The employer will ensure that the cost of a first attempt at the training scheme and examination for inspection, testing and commissioning is met without cost to the operative when they have satisfied all the other requirements for grading / regarding as an Approved Electrician.

Duties

Approved Electricians must possess particular practical, productive and electrical skills with adequate technical supervisory knowledge so as to work on their own proficiently and carry out electrical installation and testing work without immediate supervision. Approved Electricians must be able to accept responsibility for the completion of jobs and, if required, supervise other operatives. They must also have a thorough working knowledge of the National Working Rules for the Electrical Contracting Industry, of the current I.E.E. Regulations for Electrical Installations, of the Electricity at Work Regulations 1989, the Electricity Supply Regulations, Installations (i.e. Regulations 22-29 inclusive and 31), of any Regulations dealing with Consumers'

installations which may be issued, relevant British Standards and codes of practice, and of the Construction Industry Safety Regulations.

ELECTRICIAN

Must satisfy the following three conditions:

- 1) Must have been a registered apprentice or undergone some equivalent method of training and have had practical training in electrical installation work.
- 2) Must have obtained an NVQ Level 3 in electrical installation work (or approved equivalent) - see Note 1.
- 3) Must have obtained a pass in the City & Guilds 2360 Electrical Installation Theory Part 2 Course or approved equivalent).

Note 1: If the applicant meets the other two criteria but has not achieved an NVQ Level 3 in electrical installation, then a “Provisional” grading may be awarded if the following criteria are both satisfied:

- a) have obtained at least the City & Guilds 2360 Electrical Installation Theory Part 2 Course Certificate (or approved equivalent)
- b) have obtained Achievement Measurement 2 or must be able, with the application for Grading and any other relevant supporting evidence (i.e. the City & Guilds Electricians Certificate) which may be required, to satisfy the Grading

Duties

Must be able to carry out electrical installation work efficiently in accordance with the National Working Rules for the Electrical Contracting Industry.

RESTRICTED GRADINGS

Where an operative cannot meet the requirements of the grading definition but has the express support and written confirmation by his employer of his ability to work safely in accordance with the appropriate regulations, an application for restricted grading may be made to the appropriate Regional Joint Industry Board. Such an application should only be made in exceptional circumstances, such as long service employees who, for historical reasons, do not hold the necessary formal qualifications.

The restricted grade will be granted at the sole discretion of the appropriate Regional Joint Industry Board, whose decision shall be final, and all applications

will be monitored by the Human Resources Committee to ensure consistency. Such grades will be identified as “Conditional” and should the operative leave that employment the restricted grade may be invalidated.

PROVISIONAL GRADINGS

Only available for directly employed operatives working for JIB member firms.

A “Provisional” grading will last for a period of one year during which time it is the operative’s responsibility to achieve the relevant NVQ Level 3 with the support and co-operation of his employer.

It is anticipated that the normal NVQ process will consist of an initial session with an NVQ assessor, when the operative and assessor will decide how the operative is to put together a portfolio for assessment and what evidence can be gathered? At this point the operative would be registered as an NVQ candidate. The JIB will supply information on the location of suitable NVQ Assessment Centers.

The operative will then require an estimated 15 to 20 hours of work to gather the evidence. This will then be assessed by the NVQ assessor and either passed or the assessor will require a further session(s) with the operative to discuss the shortcomings and what further evidence is required. The fully completed portfolio would then be resubmitted to the NVQ assessor.

There are four elements of direct and indirect cost involved in this process – the time the operative has to spend compiling the portfolio, the time and traveling expenses incurred in the session(s) required with the NVQ assessor and the NVQ registration, assessment and certification fees.

These four elements are to be apportioned as follows:

the employer will provide paid time off and actual travel expenses for the initial session with the assessor and up to two further assessment sessions. Any further sessions would be the responsibility of the operative.

The operative will undertake the work in compiling the portfolio in his own time.

The JIB will partially fund NVQ registration, assessment and certification

This apportionment of the direct and indirect costs would mean that the employer would make an initial contribution which should take place soon after the provisional grading, and would not be expected to make a further contribution until the operative had completed his initial portfolio in his own time. If, at the end of the eighteen month period, the operative has not obtained the NVQ, then the “Provisional” grading will be reconsidered by the JIB.

ELECTROTECHNICAL CERTIFICATION SCHEME

Incorporating the JIB GRADING SYSTEM

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

To receive an identity card bearing your photograph and showing your qualifications and occupational disciplines please complete all sections of this form and return it, with the appropriate registration fee and an authorised photograph of yourself to the JIB at the address given at the end of the application form. **Please do not use photocopies of this form. A PDF file for printing is available from www.jib.org.uk/publications.htm.**

SECTION 1 - PERSONAL DETAILS (All applicants should complete this section)

National Insurance No.	<input type="text"/>															
Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms												
Surname:	<input type="text"/>															
Forename(s):	<input type="text"/>															
House Number:	<input type="text"/>															
Address:	<input type="text"/>															
	<input type="text"/>															
	<input type="text"/>															
	<input type="text"/>															
Date of Birth:	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Postcode:	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>

SECTION 2 - ECS HEALTH AND SAFETY ASSESSMENT (All applicants should complete this section)

Before you can be issued with an ECS card you must demonstrate the required level Health and Safety Awareness. You can demonstrate the required level of Health and Safety Awareness by successfully completing the ECS Health and 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 JIB, using the telephone number shown at the end of this form, or from the JIB web site (www.jib.org.uk).

I have passed the ECS Health and Safety Assessment within the last two years	Yes	
I have a valid exemption (please ensure you send photocopy of exemption)	Yes	
Have you passed the ECS Health and Safety Assessment within the last three months?	Yes	
Date Passed:	Centre:	Session Time:

SECTION 3 - IDENTIFICATION PHOTOGRAPH (All applicants should complete this section)

To be completed ONLY by a person authorised to verify your photograph as detailed below:

- i) A Unite (Amicus section) Regional official or;
- ii) an authorised representative of your employer (or an officer of your local Jobcentre Plus) or;
- iii) a community representative (e.g. M.P., J.P., Police Officer, Solicitor)

I have countersigned the attached photograph and certify that it is a reasonable likeness of the person named in section 1 of this form.

Attach
passport
photograph

(DO NOT PIN)

Signed: _____

Name (please print): _____

Name of Organisation: _____

Official Stamp or Address: _____

Position in Organisation/Community: _____ Date _____

In order to receive an identification card bearing the holder's photograph, you should enclose a passport-size photograph with your name and National Insurance Number on the reverse side. The photograph MUST also be countersigned by one of the persons detailed above.



The JIB Grading System provides open access to anyone who has an appropriate electrical NVQ Level 3 Award and the relevant practical experience. If you meet these criteria and wish to apply for a JIB Grade, be sure to complete the following Section 5 and ask your employer to complete Section 10 or otherwise provide a *bona fide* reference confirming your training and/or practical experience.

SECTION 5 - JIB GRADING SYSTEM (Complete this section only if applying for a JIB Grade)		
Have you ever held a JIB Apprenticeship or Grade Card?	Please state YES or NO	
Have you previously held a UK REGISTER or ECS Card?	Please state YES or NO	
I hereby apply to be Graded by the Joint Industry Board and agree to comply with the Rules and Regulations of the Board whenever employed by a JIB member company.		Signed:

NOTE: The JIB Rules and Regulations are published in the JIB Handbook, price £5.50 inc postage and packing

SECTION 6 - TRAINING (Not required for Apprentices, Labourers, Site Visitors or ECS Related Disciplines)

PLEASE ENCLOSE PHOTOCOPIES OF ANY CERTIFICATES OR REFERENCE CONFIRMING PRACTICAL TRAINING.

6A TRAINING - APPRENTICESHIP		
Did you serve an electrical apprenticeship? If yes, please attach evidence	YES	NO
With which organisation(s) was your apprenticeship served?	START	FINISH
Was your apprenticeship formally completed?	YES	NO

JIB REGISTERED APPRENTICES MUST ENCLOSE THEIR ORIGINAL TRAINING CONTRACT OR COMPLETED CERTIFICATE OF COMPLETION OF APPRENTICESHIP (JIB409)

6B PRACTICAL TRAINING			
Have you received any formal practical electrical/electronic training other than an apprenticeship? If YES please give details & attach evidence		YES	NO
Training Received	Training Organisations or employer's name & Address	Training Start	Training Finish



SECTION 7 - STANDARDS & REGULATIONS KNOWLEDGE (Not required for Apprentices, Labourers, Site Visitors or ECS Related Disciplines)

What knowledge do you have of the following? (State YES as appropriate)	Detailed Knowledge	Working Knowledge	Require a Refresher
# The current (16th Edition) IEE Regulations			
Building Standards (Scotland) Regulations 1963			
Health and Safety at Work Act 1974			
Electricity Supply Regulations 1988			
Electricity at Work Regulations 1989			
Relevant British Standards & Codes of Practice			

SECTION 8 - TECHNICAL & VOCATIONAL QUALIFICATIONS (Not required for Apprentices, Labourers, Site Visitors or ECS Related Disciplines)

Please show details of all completed course and exam results i.e. Course Title/No./Part	College Or Venue	Date	Results
Practical Exams or Skills Test AM1 & AM2			
IEE & Other Courses On Regulations, etc			
C&G/Scotvec/EITB Part I (or equivalent) Certificate e.g. 2351 or 2330 level 2			
C&G/Scotvec/EITB Part II (or equivalent) Certificate e.g. 2351 or 2330 level 3			
C&G/Scotvec/EITB Part III (or equivalent) Certificate			
Supplementary Studies Certificates or Endorsement			
NVQs/SVQs Level 3 Required for new applicants			
Other Courses or Qualifications e.g. 2391, 2377, 2400			

**# NOTE: All Electrical Fitters, Installation and Maintenance Electricians MUST show they are trained to 16th Edition IEE Regulations
PHOTOCOPIES OF ALL TECHNICAL QUALIFICATIONS MUST BE ENCLOSED**



SECTION 9 - EMPLOYMENT EXPERIENCE (Not required for Apprentices, Labourers, Site Visitors or ECS Related Disciplines)

Are you employed at the date of this application form? Please state YES or NO

If "No" please forward evidence of your employment status

Are you self employed? Please state YES or NO If YES, how long

Name & Address of present employer	Job Title/Description	Date Joined

Name & Address of previous employers and current CV	Job Title	Start	Finish

SECTION 10 - EMPLOYER'S OR SPONSOR ENDORSEMENT AND RECOMMENDATION

(Must be completed by applicant's employer or sponsor)

I confirm that the applicant (please write in the name)	
EITHER * has been employed by this firm / organisation from the earlier date shown to the later date given	<input type="text"/> / <input type="text"/> / <input type="text"/>
OR * is known by me to have been self-employed between the dates given and who meets our standards of competence	<input type="text"/> / <input type="text"/> / <input type="text"/>
* has achieved the appropriate technical and vocational qualifications to receive, and is recommended for the grade of	Grade
* has received the training and/or gained sufficient practical experience to be recommended or endorsed for the grade of	Grade
* has had training and gained sufficient practical experience involving electrotechnical skills to be recommended or endorsed to hold an ECS related discipline card.	Position held <input type="text"/> Number of Years <input type="text"/>
I have enclosed a detailed reference from my employer/sponsor confirming my training, experience, duties and responsibilities	Enclosed
Print Name	Signature
Position in firm / organisation	
Company Stamp or Name & Address of firm or organisation	
JIB Number	<input type="text"/>
	Telephone Number



SECTION 11 - QUALIFIED SUPERVISOR STATUS

(only complete this section if the applicant is a registered qualified supervisor on one of the schemes below)

Employer's Confirmation - (To be completed only by an authorised representative of the organisation)

I confirm the applicant named in section 1 of this application is employed by this firm, company or group and is recorded as a "Qualified Supervisor" within the terms of the certification scheme indicated below.

Put a cross in the correct box to indicate which scheme applies.

- NICEIC Approved Contractors Scheme NAPIT Full Scope Scheme
- NICEIC Domestic Installers Scheme (Part P) NAPIT Defined Scope Scheme
- ECA/BRE Part P Competent Person Scheme

Details of Authorised Representative

Name (BLOCK LETTERS)	Signature
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Position within organisation:	Date
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Name of Organisation shown on the membership or enrolment documentation. (Please enclose a copy of the documentation)

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Official Stamp or Address:

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SECTION 12 - COLLABORATIONS AND ENDORSEMENTS

The ECS has entered into arrangements with various industry bodies to promote professionalism, raise standards and recognise levels of competence. If you can provide the necessary proof you may request the logo of one or more of the following organisations is shown on your ECS card. Place a cross in the correct boxes to request the required logos.

- NVQ Level 3 achieved through Assuring Competence in Engineering Construction (ACE) process
- Membership of the National Association of Professional Inspectors and Testers (NAPIT)

Membership of the Institution of Engineering and Technology (IET). Your membership level will be printed on the reverse of the card.

Membership Level TMIET MIET FIET Membership Number

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SECTION 13 - DECLARATION (All applicants should complete this section)

I certify that to the best of my knowledge and belief the information given on this application form is correct and understand that if my application is approved, my name and details will be incorporated into the register of members of the Electrotechnical Certification Scheme.

Signed _____ Date _____

The JIB incorporates only your vocational details (name, national insurance number, grade, occupation and qualifications) in the ECS register available to employment businesses/ agencies and employers. If you do not want these details included in the register please put a cross in this box.

DO NOT PIN OR STAPLE YOUR PHOTOGRAPH OR CHEQUE TO THIS FORM.

When completed, send this form together with your countersigned photograph, photocopies of certificates and other documents and the appropriate fee (see below) to :

**Joint Industry Board, Kingswood House, 47 - 51 Sidcup Hill, Sidcup, Kent DA14 6HP
(Cheques should be made payable to JIB)**

Scale of Fees: Registration with or without Grading (not employed by JIB member).....£25.00
Grading and Registration (employed by JIB member)FREE
Regrading/ Renewal when card has less than three months expiry date.....£15.00
Regrading/ Duplicate card when in possession of current card.....£5.00

