

ECS Health & Safety Assessment Information

Please read before completing the Booking Form (Pages 6 to 7)

Who needs to take the ECS assessment?

UK construction sites require all workers and site visitors to hold an appropriate level of health and safety knowledge before they are permitted to enter the premises. Due to this requirement, the ECS card scheme requires all those applying for cards to obtain an approved health and safety (H&S) qualification in order to be able to apply for any ECS card.

The ECS H&S assessment is designed for candidates applying for an ECS card who:

- are not registered apprentices, or
- who do not already hold an approved H&S qualification – exemptions are listed under the 'Exemptions' section on page 3

Candidates who pass the ECS Health & Safety Assessment will be issued an ECS H&S Certificate which is valid for 2 years and is accepted as evidence that holders meet the health and safety knowledge requirements to apply for an ECS card.

All candidates are advised to **visit the ECS card website:** www.ecscard.org.uk for card application and eligibility information prior to booking any ECS H&S assessment

Types of Health & Safety Assessment

- H&S Assessment – suitable for those applying for any ECS occupational disciplines card
- Site Visitor H&S Assessment – suitable for those applying for an ECS site visitor card e.g. Estimators; Sales Reps; Delivery Personnel etc.

Applicants must indicate the required assessment type where asked on the booking form (Page 5) or the candidate will be put forward onto the full assessment containing electrical questions.

Important: If you are unsure about your eligibility for an ECS card, and which H&S assessment you require, please visit the ECS card website www.ecscard.org.uk. The ECA **does not** accept any responsibility for candidates who register for the wrong test and no refunds will be given in such circumstances.

Assessment Format

ECS H&S assessments are available either paper-based or online:

- Paper-based ECS assessments are run at venues nationwide.
- Online assessments are available only at the JIB office in Sidcup, Kent

You must indicate your preferred assessment location from the list provided on the booking form

After the identification process has been completed the candidate will undertake the assessment, which consists of 40 multiple-choice questions, randomly selected from a database of approximately 300. All writing materials will be provided. Candidates are allowed 30 minutes to complete the assessment (**the pass mark is 85%, i.e. 34 correct answers out of 40**).

Candidates undertaking a **Site Visitor Assessment** will also receive a 40-question paper as described above. The sole difference being that a Site Visitor Assessment **does not** include any questions taken from the section entitled 'Electrotechnical' from the ECS specimen question and answer book.

All the questions are contained in the specimen question and answer book which can either be supplied to candidates, or is available to download – see '*Preparation and Revision Material*', page 2.

Proof of Identity

When you arrive at the assessment centre you will need to confirm your identity by producing photographic proof of identity together with your National Insurance number. Suitable photographic ID includes the following:

- Valid passport
- Photo card driving licence
- Current ECS card (with photograph)
- Any other suitable photographic proof of identity e.g. company photo ID card

NB: The decision of the ECS invigilator as to the suitability of the identity document shall be final and binding. Failure to provide suitable identification will be deemed to amount to a “failure to turn up”, as outlined in the Cancellations or Amendments section of the Terms and Conditions.

Preparation and Revision Material

An ECS Question and Answer book is available to help candidates prepare for their ECS Health and Safety Assessment (see next page) and candidates should take care to obtain only the ECS publication.

Important: We require candidates to obtain the question and answer book at least **ten working days prior** to sitting the assessment, to allow adequate time for preparation. In the case of in-company or multiple bookings, it is the employer’s responsibility to ensure that this condition is satisfied.

Due to the specific electrical content in the ECS assessment, books supplied by other agencies (CITB etc.) are not appropriate. The book contains all the questions and answers from the database that is currently used for the assessment.

How to Obtain the ECS Question and Answer Book

- Download a free, electronic copy from the ECS card website, H&S assessment section www.ecscard.org.uk/ecstest -or-
- Indicate the quantity of print copies of the book you require by post (at a cost of £3.50 each) on page 6 of this form document. Books ordered (and assessments) must be paid for at the point of booking.

Group bookings or Group Assessments to be held at Your Company Premises

For multiple candidates attending one of our venues as listed on this form, multiple candidates must be registered using page 7 of this form.

If you have a number of candidates to be assessed (a minimum of 10 candidates per session) and you are able to provide a suitable venue to carry out the assessments, we may be able to arrange for an ECS Health & Safety Assessment invigilator to travel to you. In order to be suitable for ECS assessments, the proposed venue must meet the following requirements:

- The room should be generally suitable for the purpose of sitting an assessment
- There should be no obstructions in the room that interfere with the proper supervision of candidates i.e. room dividers, notice boards
- There should be a desk and chair for each candidate
- Through-traffic must not be permitted in the examination room during testing
- The room should be quiet, clean and tidy
- External distractions should be kept to a minimum
- There should be an area large enough to provide storage for the candidates’ personal belongings
- Notices should be posted on the door(s) and in the vicinity stating: ‘Quiet Please, Exam in Progress’
- Toilet facilities should be available nearby
- Emergency exits and procedures should be clearly displayed

- A qualified first-aider must be present at the site

If a company would like to book an in-company assessment session, please write '**In-Company**' in the venue table on the booking form and supply the company name and address and contact person. Please, list the candidates' names, dates of birth and National Insurance numbers on the Group Booking page (Page 7).

Remember to indicate whether any candidate requires a Site Visitor assessment. Payment must accompany the booking form. The company will then be contacted to confirm the date and time of the assessment(s).

Important: Where a company wishes to arrange assessments for a number of candidates at different venues (as opposed to an in-company, single venue assessment), the front section of a booking form must be completed in full for each venue and sent to the address shown. Payment must accompany the booking forms.

Exemptions

Individuals who hold any of the following (current) certificates are exempted from taking an ECS Health & Safety Assessment:

Qualifications obtained 5 years or less prior to the date of ECS assessment

- NVQ Level 3 (Installing and Commissioning Electrotechnical Systems and Equipment)
- NEBOSH Health and Safety Diploma Part 1
- NEBOSH Certificate
- Woodland Grange Diploma in HS Management (Leading to MSc)

Qualifications obtained 2 years or less prior to the date of ECS assessment:

- AMICUS/ECA Working Safely Together in the Electrotechnical Industry
- SELECT Safe Working in the Electrotechnical Industry
- Woodland Grange Diploma in HS Management (leading to Tech. SP)
- Any of the following IOSH accredited courses:
 - Working Safely Together
 - Working Safely
 - Managing Safely
 - Managing Safely in Construction
- IOSH SPA Passport Core Day
- CCNSG Safety Passport
- British Safety Council Level 3 Certificate in Occupational Safety and Health
- British Safety Council Level 6 Diploma in Occupational Safety and Health
- Construction skills (CITB) Site Management Safety Training Scheme Certificate
- Foras Aiseanna Saothair (FAS) Safepass
- Construction Skills Register (CSR)

Please Note

- 1 At the next card renewal date you will be required to sit the ECS H&S assessment unless you have passed a further exempted course from the above list.
- 2 Registered apprentices are exempt from the need to sit the assessment and can obtain a card on application. (See the ECS card website: www.ecscard.org.uk)

Terms and Conditions

Payment

Each attempt at either the full ECS or Site Visitor assessment costs **£42** (inclusive of VAT) **per candidate**.

Payment **must accompany the booking form** and can be made by the following methods.

- 3 **By cheque/postal order:** A single cheque/postal order for **£42** (inclusive of VAT) per delegate should accompany each booking. Corporate or block bookings for multiple candidates and multiple venues should be accompanied by individual cheques for each venue. Cheques should be made payable to 'Electrical Contractors' Association'.
- 4 **By credit/debit card:** For your security, we do not ask for your card details on this form. Please tick the box for credit/debit card payment on the booking form and either call us to provide your card details by phone, or we will call you to obtain these details on receipt of your application.

Important: Bookings will not be processed until cleared payment has been received. The ECA reserves the right to pursue its legal options in the case of default on payment and to recover reasonable administration costs

Cancellations or Amendments

- Bookings can be rearranged by giving the ECS H&S Administration Team a minimum of **six working days** notice before your assessment is due to take place (this does not include the day of the assessment).
- After this time candidates will be required to re-book at a cost of £42 (inclusive of VAT) per candidate. Fees already paid will not be refunded in these circumstances
- Candidate substitutions can only be arranged by giving the ECS H&S Administration Team a minimum of **six working days** notice (this does not include the day of the assessment).
- Any candidate who fails to arrive at the correct venue; or on the correct date and time; or without the correct proof of identity, will be deemed to be a cancellation and will normally be required to rebook at an additional cost of £42 (inclusive of VAT) per candidate. Fees already paid will not be refunded in these circumstances.
- Those involved in arranging in-company or multiple bookings may make substitutions of candidates for the scheduled assessment by contacting the ECS H&S Administration Team **six days prior to the assessment date** (this does not include the day of the assessment).

Liability of the Provider

The liability of the provider for any expense, loss, cost or damage of any kind whatsoever whether direct, indirect or consequential (apart from personal injury or death) arising out of any action of proceedings relating to any service, or equipment provided in accordance with the course shall be limited to the total amount of fees charged in respect of the course. The provider is unable to offer refunds for cancellations arising from events outside its control including adverse weather conditions, flooding or industrial action.

Obtaining Results

Completed assessments are forwarded immediately to the ECS administration team for marking. The ECS team will then inform all candidates (or their employers) of their result **within 14 days of receiving the assessments**. Successful candidates will be sent their Health & Safety Assessment Certificate (or it will be sent to their employer). The certificate can then be used when submitting an application for an ECS card.

ECS Card application forms can be downloaded from the ECS website: www.ecscard.org.uk

Urgent Card Applications

The ECS operates a premium service (which is a combined card and assessment same-day service) at Sidcup. If a candidate urgently requires an ECS card and assessment and is interested in the premium service, further information can be obtained from the ECS card website www.ecscard.org.uk.

General information

The ECA will endeavour to arrange an assessment at the earliest opportunity and at the chosen location. Once a place has been allocated, a letter of confirmation will be sent, which will include a location map and a receipt of payment.

Contact Us

ECS Administration Services, Electrical Contractors' Association, Camden House, Dudley Court, Dudley Road, Yarm Road Business Park, Darlington, Co. Durham, DL1 4GG

T: 0845 313 1530

F: 0845 313 1531

E: eandtdarlington@eca.co.uk

Visit the ECS card website: www.ecscard.org.uk

Assessment venue list

Region	Location of paper-based assessments
North East:	Darlington in Co Durham <i>or</i> Wakefield in West Yorkshire
North West:	Lymm in Cheshire
East Midlands:	Loughborough in Leicestershire
West Midlands:	Penkridge in Staffordshire
East:	Bury St Edmunds <i>or</i> Chelmsford <i>or</i> Norwich in Norfolk <i>or</i> Luton <i>or</i> Brampton in Cambridgeshire
Greater London:	Romford in Essex <i>or</i> Bayswater in London <i>or</i> Uxbridge in Middlesex
Central South:	Newbury in Berkshire <i>or</i> Wimborne in Dorset <i>or</i> Eastleigh in Southampton <i>or</i> Swindon in Wiltshire
South East:	Heathfield in East Sussex <i>or</i> Nr Westerham <i>or</i> Lenham in Maidstone* <i>or</i> Reigate* (*see Notes)
West & South West:	Bristol <i>or</i> Saltash in Plymouth <i>or</i> Taunton <i>or</i> Yeovil in Somerset
South Wales:	Cardiff
Northern Ireland:	Newtownabbey, County Antrim
<p>*Notes: Lenham, Maidstone – ECS assessments will be held at this location every other month only, i.e. 6 times per year Reigate – ECS assessments will be held at this location only 4 times per year</p> <p>ONLINE: An online ECS assessment is available only at the office of the Joint Industry Board (JIB), Kingswood House, 47-51, Sidcup Hill, Sidcup Kent DA14 6HP. All other venues listed above are paper-based assessments.</p>	

ECS Health & Safety Assessment Booking Form

Please select your assessment region and location

Region (please tick one only)	Location - please pick a location from the list on page 4
North East	
North West	
Northern Ireland	
East Midlands	
West Midlands	
East	
Greater London	
Central South	
South East	
South Wales	
West	
South West	
Sidcup – online only	Please tick to indicate preferred session time – <i>note these session times apply to Sidcup only</i> : 9.30am <input type="checkbox"/> 11am <input type="checkbox"/>

Company Details (If Relevant)

Contact Name: _____
Company Name: _____
Address and _____
postcode _____
Tel no: _____ **Fax No:** _____
Mobile: _____ **Email:** _____

Candidate Details (Group or in-company booking? Please enter multiple candidate details on Page 7)

Title (Mr/Mrs/Ms): _____ **Surname:** _____
Forename: _____
Home Address: _____

Post Code: _____ **Tel No:** _____
Mobile: _____ **Email:** _____
Date of Birth:

DD	MM	YY
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National Insurance Number:

LL	NN	NN	NN	L
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Payment Details - Please complete all fields and ensure full payment is included with all bookings

Revision Material <ul style="list-style-type: none"> You can download the ECS Question & Answer Book online for free at www.ecscard.org.uk/ecstest To order copies of the above book by post @ £3.50 each, indicate required quantity: <input style="width: 100px;" type="text"/> 	
What type of assessment do you require? See page 1	
Electrician (full assessment for people who engage in a construction trade)	<input type="checkbox"/>
Site Visitor Assessment (e.g. Estimators, Sales Reps, Delivery Personnel etc.)	<input type="checkbox"/>
Assessment Fees £42 (inclusive of VAT) per candidate	
Total Sum to Pay: £ <input style="width: 150px;" type="text"/>	
Payment Method	
By credit/debit card – We will call you to take your card details over the phone	<input type="checkbox"/>
I am enclosing a cheque/postal order made payable to the Electrical Contractors' Association	<input type="checkbox"/>

Complete This Page for Multiple Candidates at a Single Venue

Please Select Required Test* E – Electrician V – Visitor			Candidate's Full Name (Title, Forename & Surname)	Date Of Birth (DD MM YY)			National Insurance Number (LL NN NN NN L)				
1	E	V		DD	MM	YY	LL	NN	NN	NN	L
2	E	V		DD	MM	YY	LL	NN	NN	NN	L
3	E	V		DD	MM	YY	LL	NN	NN	NN	L
4	E	V		DD	MM	YY	LL	NN	NN	NN	L
5	E	V		DD	MM	YY	LL	NN	NN	NN	L
6	E	V		DD	MM	YY	LL	NN	NN	NN	L
7	E	V		DD	MM	YY	LL	NN	NN	NN	L
8	E	V		DD	MM	YY	LL	NN	NN	NN	L
9	E	V		DD	MM	YY	LL	NN	NN	NN	L
10	E	V		DD	MM	YY	LL	NN	NN	NN	L
11	E	V		DD	MM	YY	LL	NN	NN	NN	L
12	E	V		DD	MM	YY	LL	NN	NN	NN	L
13	E	V		DD	MM	YY	LL	NN	NN	NN	L
14	E	V		DD	MM	YY	LL	NN	NN	NN	L
15	E	V		DD	MM	YY	LL	NN	NN	NN	L
16	E	V		DD	MM	YY	LL	NN	NN	NN	L
17	E	V		DD	MM	YY	LL	NN	NN	NN	L
18	E	V		DD	MM	YY	LL	NN	NN	NN	L

Important: Please ensure you have read the instructions on pages 2-3: 'Group Bookings or Assessments at your Company premises'

*Please indicate whether each candidate requires an Electrician or Site Visitor Assessment (see P1). Where no preference is expressed, a full assessment will be prepared

Special needs i.e. disability – please provide details (indicate the candidate number in the case of multiple bookings):

Once completed, please return all the appropriate sections of the form along with payment to:

ECS Administration Services, Electrical Contractors' Association
Camden House, Dudley Court, Dudley Road, Yarm Road Business Park, Darlington, DL1 4GG
T: 0845 313 1530 | F: 0845 313 1531 | E: eandtdarlington@eca.co.uk | W: www.eca.co.uk