electrotechnical certification scheme

ECS ONLINE SYSTEMS

(including the ECS Employer Portal, ECS Check – Client and Supply Chain, and ECS Assessments – Remote Invigilation) Information and Application

ECS ONLINE SYSTEMS INCLUDES:

1) ECS Employer Portal

The ECS Employer Portal is an online system allowing companies to make ECS card applications for their directly employed staff.

The Employer Portal highlights the ECS cards registered to a company's employees and when they are due to expire. Companies can make electronic applications through the portal, with the facility to upload documents directly as part of the application process. Once an application has been made, the company can monitor the application progress through to the card being issued.

To provide flexibility in the way a company uses the Employer Portal, an office structure can be setup. This may be a single head office, or a more complicated regional office structure. The company can then allocate staff to their place of work and setup local manager/s for the regional structure or provide access to administration staff as required. Permissions for managers and other users of the system are provided within the portal once the Licence Manager has logged in.

2) ECS Check - Client and Supply Chain

ECS Check - Client and Supply Chain is an online system that allows clients, main contractors and other organisations to verify the skills and qualifications of electrical personnel working on projects.

The client or main contractor will be able to set up the contract and select which companies are in the supply chain. The companies sub-contracting in the supply chain, will be able to log in and add their operatives and apprentices to the project. To help with the auditing process, these will link to the ECS Employer Portal to enable current ECS Card information to be shown.

This provides clients, main contractors and project managers the confidence in the quality of the electrical workforce on their projects.

3) ECS Assessments – Remote Invigilation

The JIB is responsible for the administration of the ECS Health, Safety and Environmental Awareness Assessment (HS&E Assessment) in England, Wales and Northern Ireland. The JIB is also responsible for the administration and delivery of a number of other assessments covering fire, emergency and security services, network infrastructure disciplines and electrical safety unit.

In registering for the ECS Online Services, licensed assessment centres have access to offer the ECS Assessments by remote invigilation to their directly engaged staff on demand. When an ECS Assessment has been passed, the delegate's ECS record is updated automatically with the result and is available for ECS card applications in MyECS and the ECS Employer Portal. These assessments are a separate and distinct process from an ECS card application and both processes need to be completed for the issuance of an ECS card (unless exemptions apply to the need for an ECS Health, Safety and Environmental Awareness Assessment).

There are a number of assessments available by Remote Invigilation and it is imperative the licensed organisation selects the correct assessment type for their staff member, as this cannot be changed after it has been booked and will result in the company requiring to book and pay for a new assessment type.

ORGANISATION LICENCE REQUIREMENTS

The JIB will consider applications from organisations that apply for ECS cards on behalf of their directly employed staff, manage their workforce via the Employer Portal, need to undertake ECS Assessments for their workforce by Remote Invigilation or wish to set up contracts for monitoring under the ECS Check system. Companies who are not members of the JIB or the ECA must include their Companies House company registration number, if they are incorporated entities (if not applicable please put N/A).

Licensed organisations must ensure the security of the system at all times. Access is granted to the company appointed staff through a two-factor login using a website login and a mobile phone verification code.

The licensed organisation must also ensure that each member of staff registered with the Portal has given their permission to the company to make an ECS card application, arrange an ECS Assessment or set up contracts through ECS Check on their behalf.

The ECS Check - Client and Supply Chain system will be made available to the following:

- Local and public authorities
- NHS Trusts and similar
- Clients
- Contractors
- Other relevant organisations

All organisations must confirm their acceptance of the terms and conditions for use of the online system. Full terms and conditions can be found in the Policies and Document section of the ECS card website (**https://ecscard.org.uk/policies-and-documents**).

EQUIPMENT

The ECS Online Systems require standard web enabled computer equipment.

The computer needed should be running at least Windows 7 or Mac OS X 10.8 with an internet connection and web browser (with JavaScript enabled). Details of the minimum equipment specification is available in the "IT Supported Systems" document that can be found in the Policies and Document section of ECS card website (**https://ecscard.org.uk/policies-and-documents**) or at **https://ecscard.org.uk/ECS/media/root/downloads/IT-Supported-Systems.pdf**

FEES

There is no charge made by the JIB for access to the ECS Online Systems.

ECS card applications made through the Employer Portal are charged at the normal published rates. These can be found at **www.ecscard.org.uk**

ECS Assessments undertaken by Remote Invigilation are charged at the normal published rates. These can be found at **www.ecscard.org.uk**

All fees for ECS applications or ECS Assessments are due at the time of purchase and must be paid in full to the JIB. This may be made by the company with an advance payment that the JIB holds on account or by using a Credit or Debit card. Alternatively, for orders over £250.00, a BACS payment can be made.

APPLICATION PROCESS FOR ECS ONLINE SYSTEMS

Companies interested in using the ECS Employer Portal, ECS Check - Client and Supply Chain or ECS Assessments by Remote Invigilation must make an application to the JIB using the application form below.

The Licence Manager will be responsible for administering the security of the system access for their company. The application should be signed by the CEO, Director or someone within the organisation with senior authority.

The Licence Manager must nominate a member of staff that will be the Primary User of the system. The Primary User will manage ECS Card applications and add staff administrators as required by the company. Typically, they will be the HR or Labour manager or senior administrator. However, this can be anyone appropriate nominated by the organisation.

The company office structure will be set up by the JIB following a successful application. The Primary User will be contacted by the JIB to discuss the office structure and general use of the system. Operatives can be verified by the portal user or added by the company once they have access to the system. The Primary User may add other users and determine their permission levels in terms of what systems can be accessed by each and what level of control each will hold.

The JIB will carry out checks on the company application and licence manager to verify the validity of the application. By making an application, the applicant agrees to the JIB carrying out such checks it deems necessary to process the application.

ECS ONLINE SYSTEMS APPLICATION

The Licence Manager will be responsible for the administration and security of the system:

Organisation Title:

Main Address:

Postcode:

Main Telephone Number:

I, the undersigned, wish to apply for a licence to administer the ECS Online Systems including the ECS Employer Portal, the ECS Check - Client and Supply Chain System and ECS Assessments by Remote Invigilation for the organisation named and I have read, and agree to comply with, the terms and conditions.

Name of Signatory:

Job Title:

Signature:

Date:

JIB Membership Number:

ECA Membership Number:

Companies House Registration Number (if not a JIB / ECA member and as applicable):

Number of directly employed operatives:

Please tick the ECS Assessments the company require access to:

Note: these can be amended in the future as necessary and the Health, Safety and Environmental Assessment is included as standard. Details of each assessment type are available on the ECS website at www.ecscard.org.uk

- ☐ Electrical Safety Unit
- ☐ Security
- ☐ Fire
- ☐ Fire and Security
- ☐ Fire and Emergency Lighting
- ☐ Network Infrastructure

DETAILS OF THE PRIMARY USER

The Primary User will manage the ECS online systems. Typically, this will be the HR manager, Labour manager or senior administrator appointed by the Licence Manager but can be any relevant person within the organisation.

The Primary User will have administration rights to manage those company staff with access to the system. This person will be the main contact between the JIB and the company for Employer Portal administration. A mobile phone number is required for the two-factor login.

Title: Mr/Mrs/Ms/Miss/___

Forename:

Surname:

Email:

Primary User Telephone:

Mobile Phone Number:*

* A personal mobile number for the primary user must be provided.

Please return completed form to guidance.portal@ecscard.org.uk