



## ECS Health, Safety and Environmental Assessment Procedure

The Electrotechnical Certification Scheme (ECS) became affiliated to the Construction Skills Certification Scheme (CSCS) on the 1<sup>st</sup> December 2001. This was part of a drive to have the entire construction industry workforce carrying the appropriate skill cards. This initiative was introduced to ensure that all those who work in the industry are fully competent and to help improve health and safety standards in the industry.

It is important that employers read the following guidelines and ensure that the enclosed Rules for Invigilation are communicated to all Invigilators and are adhered to at all times.

Invigilators must complete and return the ECS Health and Safety Invigilators Declaration to the SJIB (Please see attached Invigilators Declaration).

Any Invigilators who are found by the SJIB to be guilty of any impropriety will be removed from the Invigilators Register. Additionally, any assessments that have been overseen by the Invigilator concerned may be invalidated, thus forcing the candidates concerned to retake their Assessment at their employer's cost.

All ECS Health and Safety Assessments are valid for **three months**; this information will be detailed on the front of the Instructions for Candidates page on each assessment paper. Any assessments returned after this date will be null and void.

Employers who order assessment papers for operatives who later leave the company and have not completed the assessment can request a refund by ticking the void box on the Instructions for Candidates page of the assessment paper and returning the paper to the SJIB. Refunds will not be issued for assessments that have exceeded the three-month expiry date.

Employers can request the return of completed assessments in order that they can establish areas of weaknesses for individuals who failed the assessment. (Please see attached ECS Health and Safety Assessment Request Application Form)

Each assessment is unique to the individual and must not under any circumstances be copied or completed by any other candidate. If this occurs the assessment will be invalid.

The SJIB will not process any ECS Request Application form until they are in receipt of payment.

If you have any queries regarding the process please visit [www.sjib.org.uk](http://www.sjib.org.uk) or contact the SJIB on 0131 445 9216.

## Licensing – Common Requirements

### Facilities

All assessment centers, regardless of the method of assessment being offered, must have adequate facilities to run the assessments. A room large enough to comfortably seat the number of candidates simultaneously undertaking the assessment must be provided. The room should be closed off during the period of the assessment. The assessment should take place in the employer's time.

### Invigilators

One or more suitable Invigilators must be identified and their names forwarded to the SJIB for approval. Invigilators should be suitably qualified and experienced people whose integrity may be relied upon. These would be individuals of suitable standing within the organisation for example HR Managers, Line Managers, Wage Clerks, Trade Union Representatives etc., or a course trainer conducting the assessment on completion of an assessed Health and Safety training course. Invigilators are required to sign declarations confirming that they will comply with the SJIB Rules for Invigilation (Please see attached ECS Health and Safety Invigilators Declaration form). This need only be completed once unless a new Invigilator is appointed.

### Rules for Invigilation

The Invigilator is paramount to the successful implementation of the ECS Health and Safety Assessment and also to maintaining the integrity of the assessment. It must be impressed on the Invigilators that they are acting as a representative of the employer or the industry, in terms of the Health and Safety at Work etc. Act 1974 in which the employer is responsible for ensuring the competence of his workers. The Invigilator may of course be a course trainer who conducts the assessment on completion of a training course.

Candidates must be given at least two weeks notice in order that they can prepare for the assessment. Employers should direct candidates to [www.sjib.org.uk](http://www.sjib.org.uk) where they can view the questions and answers or if they do not have access to the internet employers could print off the questions and answers that candidates could refer to. Alternatively, Employers can order an ECS Health and Safety Question and Answer Study Booklet when they complete the ECS Request Application form or by logging on to the Publications section of the website.

The assessment is a closed book assessment and as such an Invigilator must ensure there are **no aids** in the room when the assessment is undertaken. This is particularly important where the assessment is carried out at the end of a training course – all course materials should be removed prior to the assessment being undertaken.

The only conversation that should take place during the assessment is between the Invigilator and the Candidate and that must be limited to the subject of the procedure of the assessment. Candidates should not be allowed to converse with each other while anyone in the room is undertaking the assessment and should be instructed to remain silent until everyone has finished. It is important to note that the Invigilator is present throughout the assessment; they should not leave the room.



## ECS Health, Safety and Environmental Assessment Instructions for Invigilators

During the assessment Invigilators must:

- Verify the Candidates identity before starting the assessment;
- Give the Candidates their assessment instructions (cover page) and assessment paper and advise them not to open the papers until directed;
- Ensure the Candidates check their Name and National Insurance Numbers recorded on the cover page of the assessment are correct. If there are any errors they should correct these by putting a line through the mistake and entering in the correct details;
- Allow the Candidates time to read the instructions and ensure they do not look at the assessment paper until all the Candidates understand the procedure and any questions have been answered;
- Inform the Candidates they have up to 30 minutes to complete the assessment;
- Ensure the start and stop times are clearly stated to the Candidates and they understand that there is no talking once the assessment has begun;
- Instruct the Candidates to read the questions very carefully before they select their answers;
- Inform the Candidates that if they finish the assessment early they should sit quietly until the Invigilator states otherwise;
- Inform the Candidates that the assessments will be returned to the SJIB who will mark the assessments and issue the ECS Health & Safety Certificates, Congratulatory / Fail Letters and assessment papers (if requested) within 2 weeks;
- Inform the Candidate's that they will receive their ECS Health & Safety Certificates, Congratulatory / Fail Letter.

**Each assessment is unique to the individual and must not under any circumstances be copied or completed by any other Candidate. If this occurs the assessment will be invalid.**

Invigilator must be aware of any Candidate who has special needs. For example, someone who has forgotten his or her glasses, in this instance you can read the questions and potential answers to the candidate and mark the answers as appropriate. In some instances it may be more appropriate to conduct the Candidates assessment on their own rather than as part of a group.

Employers must communicate the outcome of the assessments to Candidates within two weeks of receiving the certificates and letters.

Employers must ensure that they provide additional training to Candidates who fail the assessment and that they should fund the first re-sit.



ECS
Health, Safety and Environmental Assessment
Invigilators Declaration

I/we, the undersigned declare that I/we have read, understood and undertake to comply with the Rules for Invigilation as determined by the SJIB. Further, I/we understand that breach of these Rules will result in sanctions as laid down by the SJIB and I/we understand I/we could be removed from the list of approved Invigilators and will invalidate ECS Health and Safety Assessments already conducted.

Company Name:.....

Table with 3 columns: Invigilator Name (Block Capitals), Signature, Date. It contains five empty rows for data entry.

Costs

- SELECT/SJIB Member Companies £30.00 per Operative
Non Member Companies £48.00 per Operative
ECS Health & Safety Question and Answer Study Booklet £5.00 per copy

Cheques should be made payable to the SJIB, alternatively complete and return the attached Payment Request form with your request and returned to:

The Walled Garden,
Bush Estate,
Midlothian,
EH26 0SB.



**ECS**  
**Health, Safety and Environmental Safety Assessment**  
**Request Application Form**

In order for us to ensure you receive the assessments and later the letters and certificates in a timely manner please complete the following details of the company's point of contact and the name of the company Invigilator. The Company Contact will be the person you wish the SJIB to send all assessment papers and results to.

<b>Company Name:</b>	_____
<b>Company Contact:</b>	_____
<b>Address:</b>	_____ _____ _____
<b>Contact Number:</b>	_____
<b>Invigilator:</b>	_____
<b>SELECT/SJIB Membership Number (if applicable):</b>	_____
<b>SJIB to retain all marked assessment papers for three months:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Return all marked assessment papers:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Return only 'Failed' assessment papers</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Date ECS Question &amp; Answer Booklet sent (SJIB use only):</b>	_____

National Insurance Number	Candidates Name	Occupation Grade	Electrical Test	Non Electrical Test (Only applicable for Staff and Visitors)	ECS Question and Answer Study Booklet

National Insurance Number	Candidates Name	Occupation Grade	Electrical Test	Non Electrical Test (Only applicable for Staff and Visitors)	ECS Question and Answer Study Booklet

**SJIB GDPR Privacy Notice**

The SJIB records the personal data requested in this application form on a secure IT database which enables the SJIB to provide you with ECS Health, Safety and Environmental Assessments. In order to do this the SJIB are required to record and retain the following details on the SJIB's database:

- Company Name
- Company Contact
- Company Address
- Phone Number
- SELECT/SJIB Membership Number
- Invigilator
- Employees National Insurance Numbers
- Employees Name
- Employees Occupation/Grade
- Type of Assessment

The legal bases for the collection, processing, and transference of this data is *necessary for the discharge of a contract and explicit consent*.

You may request the correction, completion, or deletion of your records at any time by submitting a request in writing to the SJIB. Please be aware that to request the deletion of your records is to delete your entire history and all records with the SJIB. This means that the SJIB would no longer be able to confirm the history of any ECS Health, Safety and Environmental Assessments requests made to date to you or a potential client/site. Unless you specifically request the deletion of your records, the SJIB will retain these indefinitely as a record of your requests.

For more information please refer to the SJIB Privacy Statement by visiting [www.sjib.org.uk](http://www.sjib.org.uk) and clicking on GDPR.

