



## Initial Application for an Electrical Fitter (ECITB) SJIB Grade (ECS) Card

### Scottish Joint Industry Board for the Electrical Contracting Industry

|   |  |  |  |                |  |  |
|---|--|--|--|----------------|--|--|
| <p><b>Please return this form with one passport style photograph with your name and National Insurance number printed on the reverse.</b></p> | <b>Section 1 – Personal Details (must be completed by the applicant)</b> |  |  |                |  |  |
|   | National Insurance Number:   |  |  |                |  |  |
|   | Full Name:   |  |  |                |  |  |
|   | Address:   |  |  |                |  |  |
|   |  |  |  |                |  |  |
|   | Postcode:  |  |  | Date of Birth: |  |  |
|   | Email:   |  |  | Tel:           |  |  |

| Completion Checklist – Have you completed and enclosed the following (if applicable)?          |  |
|--|--|
| A Passport style photograph (Section 1)  |  |
| A copy of your ECS Health, Safety and Environmental certificate or valid exemption (Section 2) |  |
| Apprenticeship Details (Section 3)   |  |
| Apprenticeship Qualifications (Section 4)  |  |
| Mandatory Qualifications (Section 5)   |  |
| Employment Details (Section 6)   |  |
| Copies of new qualifications / certificates (Section 7)  |  |
| GDPR Privacy Notice (Section 8)  |  |
| Occupational Disciplines & Definitions (Section 9)   |  |
| Your fee   |  |

| Fees   |        |
|--|--------|
| Initial Application  | £48.00 |
| <p>All cheques and Postal Orders should be made payable to the SJIB.<br/>If you wish to make payment by card, please complete the attached SJIB Payment Request form and submit with your application form.</p> <p style="text-align: center;"><b>Please Note: Fees are Non Refundable</b></p> |        |

| Section 2 – ECS Health, Safety and Environmental Assessment   |
|---|
| <p>Before you can be issued with an SJIB Grade (ECS) Card you must have demonstrated the required level of Health &amp; Safety awareness. You can demonstrate this by successfully completing the ECS Health, Safety and Environmental Assessment or by providing evidence of a valid exemption. A list of exemptions can be obtained from <a href="http://www.sjib.org.uk">www.sjib.org.uk</a>.</p> <p><b>Please Note: ECS Health, Safety and Environmental Assessment certificates must have a minimum of six months remaining before they expire and must be enclosed.</b></p> |

**Please Note: Applications take two to three weeks to process.**

| Office Use only                              |   |   |  |   |              |
|--|---|---|--|---|--------------|
| Apprenticeship                               | ECITB Diploma in Installing Engineering Construction Plant and Systems Electrical at SCQF Level 7 | NQF/SQA equivalent accompanied with the applicable technical certificates etc. for those ECITB frameworks | ECITB NVQ Level 3 in Installing Commissioning Electrotechnical Systems & Equipment (Plant) | ECITB NVQ Level 3 in Maintaining Plant and Systems (Electrical) | Grade        |
| C & G 2381/2                                 | C & G 2391/2  | C & G 2394  | C & G 2395   | C & G 2396  | C & G 2400/1 |
| LCL Level 3 BS 7671<br>Code: 601/5665/X      | LCL Level 3 BS 7671<br>Code: 601/5903/3   | LCL Level 3 BS 7671<br>Code: 601/5928/5   | LCL Level 3 BS 7671<br>Code: 601/5929/7  | LCL Level 3 BS 7671<br>Code: 603/3132/ X                        |              |
| SQA [SELECT] 208                             | SQA [SELECT] 209  | SQA [SELECT] 214  | SQA [SELECT] 218   | SBS   | ECS          |
| EAL BS 7671<br>Code: 600/3719/2 & 601/5321/0 | EAL BS 7671<br>Code: 600/4338/6 & 600/4337/4  | EAL BS 7671<br>Code: 601/8231/3   | TSBT (01-04)   | CompEx  |              |
| Missing Paperwork:                           |   |   |  | APL   |              |

**Section 3 – Apprenticeship Details (if applicable)**

If you are applying for an Electrical Fitter (ECITB) SJIB Grade (ECS) Card, you must enclose proof that you have completed an SJIB recognised Electrical Fitter (ECITB) apprenticeship.

**Section 4 – Apprenticeship Qualifications**

**Individuals must have at least one of the qualifications listed below to qualify for an Electrical Fitter (ECITB) SJIB Grade (ECS) Card. Copies of certificates must be enclosed.**

| Title of Qualification  |  |
|---|--|
| ECITB Diploma in Installing Engineering Construction Plant and Systems Electrical at SCQF Level 7         |  |
| NQF/SQA equivalent accompanied with the applicable technical certificates etc. for those ECITB frameworks |  |
| ECITB NVQ Level 3 in Installing Commissioning Electrotechnical Systems and Equipment (Plant)              |  |
| ECITB NVQ Level 3 in Maintaining Plant and Systems (Electrical)   |  |

**Section 5 - Mandatory Qualifications**

Before you can be issued with an Electrical Fitter (ECITB) SJIB Grade (ECS) Card you must provide evidence that you have completed the following:

SQA [SELECT] Customised Award in Requirements for Electrical Installations (208) (within the last five years); or

City & Guilds Requirements for Electrical Installations (2382) Full Course (within the last 5 years); or

EAL Level 3 Award in Requirements for Electrical Installations (BS 7671) June 2008 (2015) (code: 601/5321/0) (within the last five years); or

LCL Level 3 Award in Requirements for Electrical Installations (code 601/5665/X) (within the last five years)

**Section 6 – Employment Details (if applicable)**

*It may speed up your application and avoid delay if you provide us with this information.*

Name and Address of Employer

If self-employed please ✓ the box

| <b>Section 7 – Qualifications</b>   |  |
|---|--|
| The qualifications listed below will appear on your card if copies of certificates are enclosed with your application.  |  |
| SQA [SELECT] Tailored Award in Design and Verification of Electrical Installations (208)  |  |
| SQA [SELECT] Initial Verification of Electrical Installations (209)   |  |
| SQA [SELECT] Inspection & Testing of Electrical Installations including Periodic Inspection (214)   |  |
| SQA [SELECT] Requirements for Electrical Installations to BS 7671 (218)   |  |
| C & G IET Wiring Regulations (2382) (BS 7671)   |  |
| C & G Inspection & Testing (2392) (BS 7671)   |  |
| C & G Design & Verification (2340) (BS 7671)  |  |
| C & G Initial & Fundamental Inspection & Testing (2394) (BS 7671)   |  |
| C & G Periodic Inspection, Testing and Certification (2395) (BS 7671)   |  |
| C & G Design, Erection & Verification (2396) (BS 7671)  |  |
| EAL Level 3 Requirements for Electrical Installations (BS 7671) Code: 601/5321/0  |  |
| EAL Level 3 Periodic Inspection, Testing & Certification Code: 600/4338/6   |  |
| EAL Level 3 Initial Verification & Certification Code: 600/4337/4   |  |
| EAL Level 4 Design & Verification Code: 601/8231/3  |  |
| LCL Level 3 Award in the Requirements for Electrical Installations BS 7671 (601/5665/X)   |  |
| LCL level 3 Award in the Initial Verification and Certification of Electrical Installations BS 7671 (601/5929/7)  |  |
| LCL Level 3 Award in the Periodic Inspection, Conditioning Reporting and Certification of Electrical Installations BS 7671 (601/5903/3)                               |  |
| LCL Level 3 Award in the Initial Verification, Periodic Inspection Testing, Conditioning Reporting and Certification of Electrical Installations BS 7671 (601/5928/5) |  |
| LCL Level 3 Award in the Requirements for Electrical Installations BS 7671:2018 (603/3132/X)  |  |
| ECITB Technical Tests TSBT (01-04) (only valid if obtained within the last three years)   |  |
| ECITB's Diploma in Installing Engineering Construction Plant & Systems Small Bore Tubing Assemblies   |  |
| CompEx (Ex01-Ex11) (only valid if obtained within the last five years)  |  |
| CompEx (Ex12-Ex12A) (obtained since 2013 and only valid within the last five years)   |  |
| Scottish Building Standards (216) (only valid if obtained within the last three years)  |  |

**The SJIB have seen a significant increase in the number of fraudulent certificates and cards and treat this matter very seriously.**

**In 2000 the SJIB National Board introduced the following rules:**

- Any operative who submits forged certificates to the SJIB when applying for their card will have their existing card removed and no further applications will be considered for a period of 6 years, i.e. the lifetime of two cards.
- An operative who submits a false application may be denied a card for a period of 6 years.

**These rules will be applied if, after a thorough investigation, an individual is found to be in breach of either rule.**

**Section 8 – 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 an SJIB Grade (ECS) card. In order to do this the SJIB are required to update and maintain your record of training, qualifications, SJIB grade(s) achieved over the years and applications. The following details are retained on the SJIB’s database:

- National Insurance Number
- Name
- Address
- Email
- Phone Number
- Date of Birth
- Union Membership Number
- History of apprenticeship (if applicable)
- Grade card applications
- Grade
- Qualified Supervisor (SELECT or NICEIC if applicable)
- Training courses
- Occupation
- Documents (scanned application forms and certificates)

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 your history of apprenticeship, SJIB grade(s), vocational qualifications, or any other qualifications to you or a potential employer/client/site.

Unless you specifically request the deletion of your records, the SJIB will retain these indefinitely as a record of your educational and professional attainment.

The SJIB would like to be able to share your details with other organisations, where appropriate. If you agree to this potential sharing of restricted personal data, please sign this document and indicate below by ticking each box and return it to the SJIB with your application.

| Organisations       |  | Organisations                                |  |
|---------------------|--|--|--|
| SELECT Members      |  | Recruitment Agencies                         |  |
| SJIB Members        |  | Contractors                                  |  |
| JIB                 |  | Local Authorities                            |  |
| Unite the Union     |  | Building Standards Departments               |  |
| Employer (Current)  |  | Other businesses                             |  |
| Potential Employers |  | Any Other Named Person (Please record below) |  |
|                     |  |  |  |

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.

I certify that to best of my knowledge and belief the information given on this application form is correct.

Signed.....Date.....

| <b>Section 9 – Occupational Disciplines &amp; Definitions (applicable to Gold card holders only)</b>   |  |  |
|--|--|--|
| To ensure that the information recorded in the SJIB/ECS Register properly reflects the Occupations Definition(s) applicable to you please indicate against the following Electrical /Electronic disciplines. |  |  |
| <b>Please Note: Only four disciplines can be recorded.</b>   |  |  |
| 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.”                             |  |  |
| <b>1</b>   | <b>Electrical Fitter</b> – 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. |  |
| <b>2</b>   | <b>Electrical Winder</b> – the installation, assembly and repair of electrical motors (including winding and balancing), transformers and generators, together with their associated control devices.  |  |
| <b>3</b>   | <b>Instruments Mechanic</b> – the installation, commissioning, maintenance and repair of electromechanic, electronic or pneumatic measurement, control and regulation devices used in processing engineering.  |  |
| <b>4</b>   | <b>Radio/Television Electrician</b> – the installation, commissioning, repair and maintenance of radio, television and electronic equipment.   |  |
| <b>5</b>   | <b>Maintenance Electrician</b> – the maintenance of electrical and electronic installations including automated production systems. Duties include the supervision of the equipment, its maintenance and necessary repairs.  |  |
| <b>6</b>   | <b>Installation Electrician</b> – the installation, commissioning and maintenance of low voltage electrical and electronic devices and appliances  |  |
| <b>7</b>   | <b>Household Appliances Electrician</b> – the installation, commissioning, maintenance and repair of household appliances. Duties also include the demonstration of appliances to ensure their appropriate use by clients.   |  |
| <b>8</b>   | <b>Telecommunications Fitter</b> – the installation, commissioning, repair and maintenance of telephone and like telecommunication equipment.  |  |
| <b>9</b>   | <b>Distribution Networks Electrician</b> – and in complete safety, the installation, testing and commissioning of high voltage electrical networks and their components for distribution, both above and below ground.   |  |
| <b>10</b>  | <b>Office Machines Mechanic</b> – their installation, commissioning, maintenance and repair of office communications systems, along with the provision and adjustment of software on the basis of standard procedures.   |  |
| <b>11</b>  | <b>Auto Electrician</b> – on his own, all maintenance, repair, adjustments and installation of electrical and electronic components independent of the motor vehicle, including related elementary mechanical adjustments.   |  |
| <b>12</b>  | <b>Small Bore Tubing</b> – must have completed the relevant ECITB Technical Test   |  |

Completed applications should be returned to:

**The SJIB  
The Walled Garden  
Bush Estate  
Midlothian  
EH26 0SB  
email: [grading@sjib.org.uk](mailto:grading@sjib.org.uk)**

**Additional information on grading can be obtained from [www.sjib.org.uk](http://www.sjib.org.uk) or by calling the SJIB Grading Department on 0131 445 9216. Monday – Thursday 8.30am-5.00pm and Friday 8.30am-2.30pm.**

**The SJIB is not an open office; people will only be seen by prior appointment**



