



## Electrician - Initial Application

This application is for those who have never held an Electrician card in the past.

### Personal Details – \*Mandatory

National Insurance Number	<input type="text"/>	Reference or Registration Number (SJIB use only)	<input type="text"/>
*Title	<input type="text"/>	*Enclose a passport sized photograph with your application	
*Name	<input type="text"/>		
*Address	<input type="text"/>		
*Post Code	<input type="text"/>	Unite the Union Membership No	<input type="text"/>
*Email	<input type="text"/>		
Tel Number	<input type="text"/>	*Mobile	<input type="text"/>
Employer's Name and Address	<input type="text"/>		

\*Tick the box to confirm you carry out electrical installation work efficiently in accordance with relevant statutory regulations and industry codes of practice.

\*Please indicate whether you give permission for us to disclose information in line with our GDPR Privacy Notice. Yes  No

To access the SJIB Privacy Statement, please visit [http://www.sjib.org.uk/news/SJIB\\_Privacy\\_Statement](http://www.sjib.org.uk/news/SJIB_Privacy_Statement)

### Proof of Apprenticeship - Mandatory

Applicants applying for this card must have completed a recognised apprenticeship in electrical installations.

Tick the qualification you were awarded when you completed your apprenticeship:

- |  |  |
|--|--|
| <input type="checkbox"/> SVQ (SCQF Level 7)        | <input type="checkbox"/> SVQ Level 3                 |
| <input type="checkbox"/> NVQ Level 3               | <input type="checkbox"/> Scotvec (AM2)               |
| <input type="checkbox"/> City & Guilds Parts 1 & 2 | <input type="checkbox"/> City & Guilds B Certificate |

\*Please enter the date you completed the above qualification.

Failure to provide a date and a copy of the valid certificate will prevent you progressing with your application.

#### Office Use Only

SQA/SELECT	C+G	EAL	LCL	CompEx	ECITB	SBS	BPEC	H+S	Fee	Apl
Items Missing										

## BS 7671 Requirement – Mandatory

You must provide proof you have completed a recognised BS 7671 course within the last five years.

Tick the course(s) you have completed within the last five years:

- SQA [SELECT] Customised Award in Requirements for Electrical Installations
- SQA [SELECT] Customised Award in Initial Verification
- SQA [SELECT] Customised Award in Inspection and Testing, Including Periodic Inspection
- SQA [SELECT] Tailored Award in Design and Verification of Electrical Installations
- City and Guilds Requirements for Electrical Installations BS 7671 (2382)
- City and Guilds Initial Verification and Periodic Inspection & Testing BS 7671 (2391-52)
- City and Guilds Initial and Fundamental Inspection & Testing BS 7671 (2394)
- City and Guilds Periodic Inspection & Testing BS 7671 (2395)
- City and Guilds Design, Erection & Verification BS 7671 (2396)
- EAL Level 3 Award in the Requirements for Electrical Installation BS 7671: June 2008 (2015)  
(code:601/5321/0)
- EAL Level 3 Award in the Periodic Inspection, Testing and Certification of Electrical Installation  
(code: 600/4338/6)
- EAL Level 3 Award in the Initial Verification and Certification of Electrical Installations (code:  
600/4337/4)
- EAL Level 4 Award in the Design and Verification of Electrical Installations (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 9603/3132/x)
- BPEC Level 3 Award in the Requirements for Electrical Installations BS7671 (6033430/7)

You must provide a copy of the certificate(s) from the course(s) you have indicated above along with this application form. Failure to do so will prevent you progressing with your application.

If your certificate is outwith the allocated period, you will have to make arrangements to complete one of these courses before you can apply for your card.

## Health, Safety and Environmental Qualification - Mandatory

Applicants applying for this card must have completed the ECS Health, Safety and Environmental Assessment (within the last 30 months) or hold a valid approved exemption.

The following courses and qualifications allow a three-year exemption:

- Apprentices, Adult Trainees, and Crediting Electrotechnical Competence (CEC) Scheme candidates who have been awarded an SQA/SJIB SVQ Level 3 in Electrotechnical Structures (Electrical Installation-Building and Structures) or an SQA/SJIB SVQ Level 3 in Electrical Installation. Both qualifications are awarded in Scotland
- Apprentices, Adult Trainees, and Mature Candidate Assessment candidates who have been awarded an NVQ Level 3 Diploma in Installing Electrotechnical Systems and Equipment (Building, Structures & Environment). This qualification is awarded in England, Wales, and Northern Ireland
- CCNSG Safety Passport – National Course
- CCNSG Safety Passport – Renewal Course
- CCNSG Safety Passport – Supervising / Leading a Team Safety Course
- CITB Site Management Safety Training Scheme (SMSTS)
- CITB Site Management Safety Training Scheme Refresher (SMSTS Refresher)
- CITB Site Supervision Safety Training Scheme (SSSTS)
- CITB Health and Safety Awareness: Site Safety Plus
- Construction Skills Register CSR (Northern Ireland)
- ECA Operative & New Entrant HS Awareness Course
- ECITB Health and Safety Passport
- IOSH Managing Safely in the Engineering Construction Industry (ECITB module 4) – Full Certificate
- IOSH Managing Safely in Construction
- ISOH Working Safely (online e-assessments are not an exemption)
- NEBOSH Diploma in Occupational Health & Safety
- NEBOSH Level 3 General Certificate in Occupational Health & Safety
- NEBOSH Health and Safety at Work Qualification
- Safety Passport Alliance (Spa – Core Day)
- SELECT Electrotechnical Site Safety Assessment (TESSA) course (within the last 30 months)

You must provide a copy of the certificate(s) from the course(s) you have indicated above along with this application form. Failure to do so will prevent you progressing with your application.

If your certificate is outwith the allocated period, you will have to make arrangements to complete one of these courses before you can apply for your card.

## Additional Training - Optional

If you would like details of further training that you have completed to appear on your card, please indicate this here.

Tick the course(s) you have completed:

- Scottish Building Standards
- CompEx (Ex01-Ex11)
- CompEx (Ex12-Ex12A&B)
- CompEx (Ex 14)
- ECITB's Diploma in Installing Engineering Construction Plant & Systems Small Bore Tubing Assemblies
- ECITB Technical Tests TSBT (01-04)
- SQA [SELECT] Customised Award in Requirements for Electrical Installations
- SQA [SELECT] Customised Award in Initial Verification
- SQA [SELECT] Customised Award in Inspection and Testing, including Periodic Inspection
- SQA [SELECT] Tailored Award in Design and Verification of Electrical Installations
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- EAL Level 3 Award in the Periodic Inspection, Testing and Certification of Electrical Installations (code: 600/4338/6)
- EAL Level 3 Award in the Initial Verification and Certification of Electrical Installations (code: 600/4337/4)
- EAL Level 4 Award in the Design and Verification of Electrical Installations (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)
- BPEC Level 3 Award in the Requirements for Electrical Installations BS 7671 (603/3430/7)

You must provide a copy of the certificate(s) from the course(s) you have indicated above along with this application form.

Failure to do so will mean that no reference is made to these qualifications on your card.

## Additional Responsibilities - Optional

### Qualified Supervisor

Qualified Supervisor cards are not transferable to other companies and as such, the company is responsible for paying the fee. If a Qualified Supervisor leaves the company, they can request a replacement card which will state the original expiry date by completing a Replacement / Update application form.

Please enter the Certification Scheme provider you are registered with:

SELECT Qualified Supervisor

NICEIC Qualified Supervisor

Name of Organisation / Company

Company Address

Failure to provide the company name and address will prevent the SJIB from verifying your Qualified Supervisor status and your card will be issued without this information.

If you are not registered as the Qualified Supervisor with either SELECT or the NICEIC and everything else is in order the SJIB will process your application and your new card will make no reference to Qualified Supervisor.

### IET Membership

Please enter your IET membership number

Failure to provide your IET Membership Number will prevent the SJIB from verifying your IET Membership and your card will be issued without this information.

## Important Information

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 six years, i.e. the lifetime of two cards.
- An operative who submits a false application may be denied a card for a period of six years.

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

### Please send your completed application form to:

The SJIB  
The Walled Garden  
Bush Estate  
Midlothian  
EH26 0SB

email: [grading@sjib.org.uk](mailto:grading@sjib.org.uk)

### Payment (fees are Non-Refundable)

Please enclose payment of:	without QS designation	£36
	with QS designation	£48

Cheques should be made payable to the SJIB.

If you wish to make payment by card, please complete the attached SJIB Payment Request Form and submit with your application form.

Please tick if you require a receipt.

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

**Applications take two to three weeks to process**

