



ECS Health, Safety and Environmental Application

The SJIB **only** facilitate and invigilate the ECS Health, Safety and Environmental Assessment on behalf of individuals who are working through Recruitment Agencies, are self-employed or un-employed.

Arrangements

- SJIB Are still currently working from home and for the time being, we will offer Virtual Assessments.
- You will be sent an email offering you this virtual assessment, you must reply to the person who emailed you.
- No payment will be taken until we offer you a date and time for virtual assessment.
- To proceed it is essential that you are competent and comfortable and that you can access Go to Meeting from your computer/Tablet.
- Please ensure that you have a webcam available as you will be required to have this on whilst taking the assessment as this is a closed book exam and the tutor will be invigilating you taking your test.
- You will need a note of your National Insurance Number at the start of the assessment.
- You must switch off mobile phones before entering the virtual assessment.
- You will not be admitted to the virtual assessment after it has started.
- You must be able to be seated in a quiet area, with no interruptions.
- Prior to commencing the assessment, I will ask you to provide photographic ID, e.g. Passport, Driving Licence or SJIB (ECS) Grade card.
- If, in the opinion of the Invigilator, you act in a manner likely to disrupt the Health and Safety Assessment, you will be disqualified and asked to leave the virtual assessment.
- If you finish the assessment before others, you are expected to remain quiet until all candidates have completed the virtual assessment.
- There is a Customer Satisfaction Survey which we would appreciate if you could complete, this will be emailed after the virtual assessment.
- If you have learning difficulties, or are unfamiliar or uncomfortable dealing with the assessment, please bring this to the attention of the ECS Administrator when you are booking the assessments and they will make alternative arrangements in a sympathetic and confidential manner.

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 an ECS Health, Safety and Environmental Assessment and 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)		

Sign.....Date.....

For more information please refer to the SJIB Privacy Statement by visiting www.sjib.org.uk and clicking on GDPR.



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

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National Insurance Number	
Full Name	
Address	
Post Code	
Contact Telephone Number	
Email address	
Occupation	
Unite the Union Membership Number	

PAYMENT

Unite the Union Member £30.00 Non-Union Member £48.00

You will find a link to the questions and answers you could potentially be asked, studying beforehand is recommended <http://www.sjib.org.uk/ecs-health-and-safety/Ecs-question-bank/>

**Important Note
The SJIB can only accept Card or Bacs payments**

For Bacs Transfers use the bank details below:

Bank	Clydesdale Bank Plc
Sort code	82 45 05
Account Number	10500760
Include Reference	ECS – Your Name

All ECS Application Requests should be posted to:

**The SJIB
The Walled Garden
Bush Estate
Midlothian
EH26 0SB**

Office Use For Only

Assessment Date:	Date Confirmation email sent:
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