

## **ECS Health, Safety and Environmental Assessment Application Form for Members of Unite the Union**

In response to SJIB affiliation to the CSCS Scheme, there is a requirement to obtain an ECS Health, Safety and Environmental Assessment prior to the renewal of any SJIB Grade (ECS) Card.

### **Important Note**

The following cards have changed – Labourer, ECS Related Discipline, Senior Manager, Site Manager, Contract Manager, Office Staff and Visitors. Individuals who have held these cards in the past should now apply for the new Electrical Labourer, Operative, ECS Related Discipline, ECS Manager or ECS Site Support card.

The health and safety requirement for the new cards has changed. The ECS Health, Safety and Environmental Assessment will **not** be accepted as part of an initial application for the new cards.

Please refer to the new Initial Application forms to see the new health and safety requirements for each card.

To assist our Members in obtaining this important certification, Unite the Union currently hold ECS Assessments at various locations throughout Scotland. The Assessments take place, subject to demand.

Please complete the enclosed ECS Health, Safety and Environmental Assessment Application Form and return with payment request form with card details for the sum of £30.00 or alternatively send bacs payment to details on application form.

This form should be sent to the Union office where you will sit the assessment, choose one of the addresses from the table below.

Unite the Union 42- 44 Union Street Aberdeen AB24 5TJ  Tel: 01224 645271	Unite the Union 110 Blackness Road Dundee DD1 5PB  Tel: 01382 227369	Unite the Union The Education Department John Smith House 145 West Regent Street Glasgow G2 4RZ  Tel: 0141 404 5424
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On receipt of your completed application, it will take a minimum of 14 days before you receive written confirmation of the date and time of your Assessment.

Photo identification and proof of membership must be shown to the Invigilator at the time of the Assessment.

If you are employed by an SJIB Company, your employer has a responsibility to allow you to undertake the Assessment without charge. Alternatively, if you are not employed by an SJIB company, our colleagues at SELECT also provide similar facilities in their premises at The Walled Garden, Bush Estate, Midlothian, EH26 0SB / Tel: 0131 445 9216.

**This facility is for Unite the Union members only.  
Please note the discounted rate is only applicable to Union members who have been a ‘paying member’ for 13 weeks prior to their assessment date.**

If you'd like more information on how to join Unite please visit the website [www.unitetheunion.org/](http://www.unitetheunion.org/)

## 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](http://www.sjib.org.uk) and clicking on GDPR.



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

<b>Personal Details (Please Complete in Block Capitals)</b>
<b>National Insurance Number:</b>
<b>Full Name:</b>
<b>Email:</b>
<b>Mobile Number:</b>
<b>Occupation:</b>
<b>Union Membership Number:</b>

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/>

Unite the Union Member fee is £30.00.

**Important Note**

**The SJIB can only accept Card or BAC's payments  
For BAC's Transfers use the bank details below:**

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

**Important Note:** Please include the BAC's Reference Number. This enables the SJIB to link your request to your BAC's payment. Failure to do so may delay your request being processed.

**Return your ECS Application and payment to the address of the Union office where you want to sit the assessment (Refer to the table overleaf).**

Important message for Unite the Union – All applications for assessments must be posted to:

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

