



SCOTTISH ELECTRICAL CHARITABLE TRAINING TRUST (SECTT)

THE WALLED GARDEN, BUSH ESTATE, MIDLOTHIAN EH26 0SE

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Scottish Charity No. SC 001806



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APPLICATION FOR THE CREDITING ELECTROTECHNICAL COMPETENCE SCHEME (CEC)

Please read the guidance notes for this scheme before submitting your application.

Please complete in BLOCK CAPITALS and return to SECTT

DETAILS OF APPLICANT

Surname	<input type="text"/>	N.I. Number	<input type="text"/>
Forenames	<input type="text"/>	Telephone	<input type="text"/>
Address	<input type="text"/>	(Include Area Code)	
	<input type="text"/>	Mobile	<input type="text"/>
	<input type="text"/>	Email	<input type="text"/>
Town	<input type="text"/>	Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Postcode	<input type="text"/>	Gender	M <input type="checkbox"/> F <input type="checkbox"/>
		Country of Origin	<input type="text"/>

DETAILS OF EMPLOYER

Are you working as an Electrician at the moment? Yes No

Name of Employer

Address

Town Email

Postcode Telephone

Contact (Include Area Code) Mobile

How many years' experience do you have as an Electrician?

QUALIFICATIONS TOWARDS MODERN APPRENTICESHIP

Please identify the relevant qualifications below and **supply photocopies** of certificates along with this application.

Please note: Your application **may** be rejected if you have not selected one of the below.

- City & Guilds 236 Part 1 or A Yes No
- City & Guilds 236 Part 2 or B Yes No
- Scotvec Modules (1985-1995) in Electrical Installation Yes No
- SVQ Level 3 Electrical Installation (1995 onwards) Yes No
- NON-UK Electrical Qualification (NARIC required www.naric.org.uk) Yes No
- Other electrical apprenticeship – Give details below Yes No

ADDITIONAL QUALIFICATIONS

You must have a valid ECS qualification:

ECS Health & Safety Assessment or an approved equivalent (must also be valid at time of grading); and Yes No

The following courses must be valid at time of grading:

Scottish Building Standards and Yes No

SQA [SELECT] Customised Award in Requirements for Electrical Installations to BS 7671*; or Yes No

SQA [SELECT] Customised Award in Inspection and Testing (214); or Yes No

City & Guilds IET Wiring Regulations – Full course*; or Yes No

City & Guilds 2394 &2395 or 2391 Inspection and Testing *(or equivalent); or Yes No

EAL Level 3 Award in Requirements for Electrical Installations BS 7671* (601/5321/0). Yes No

LCL Level 3 Award in the Requirements for Electrical Installations BS 7671* (601/5665/X). Yes No

***Copies of certificates will be required at time of grading**

Please Note:

If your application is approved you are required to send to SECTT a passport photo with your name and NI Number printed on the back along with a Registration and Administration Fee of £250 (non-refundable). Please make cheques payable to SECTT.

When appropriate and after your application has been approved you will receive an SJIB Provisional Electrician’s card which will be valid for 18 months.

We will pass this information on to a designated college and they will need to see the original certificates you have identified above, before enrolment.

EMPLOYMENT HISTORY

It is compulsory that you provide:

1. Evidence Unit tables contained within this application,
2. A chronological CV which should consist of a list of references, detailing your electrical installation work experience, dates of employment with employers and the type of work you have undertaken. This CV must include details of your current employer.
3. Scanned copies of any certificates for any relevant courses may also be enclosed,

Failure to provide the above will result in your application being returned.

I confirm that:

1. The information on this form and associated paperwork is correct to the best of my knowledge
2. I agree that SECTT may use the information supplied to authenticate qualifications and experience and for general use with the CEC process

Applicant’s signature

Date

FOR OFFICE USE ONLY

Provisional Card Approved Signed Date

Fee received Yes Signed Date

No	Activities you carried out	Examples of Evidence	Yes	No
1.	I carried out an assessment of risks on the site to comply with health and safety regulations and other relevant legislation.			
2.	I planned a safe system of work and agreed it with the relevant person(s). I carried out regular reviews and communicated these to colleagues and other relevant parties.			
3.	I used suitable warning notices and barriers to prevent unauthorised entry to the work site as identified by my assessment of risks.			
4.	I monitored regularly that the working conditions remained safe for work to continue.			
5.	I minimised the risks associated with using tools, plant, access equipment, materials and substances by following health and safety requirements and suppliers' instructions.			
6.	I checked that all tools, plant, access equipment, materials and substances available on site were stored safely and securely during work activities and were moved on completion.			
7.	I checked that the work site was cleared after the work ended and left in a safe and satisfactory condition in accordance with health and safety regulations and good housekeeping practice.			

8.	I completed and reviewed relevant documentation in accordance with the appropriate requirements, procedures and regulations.			
Employer	Date From:	Date to:	Signature	Date:

No	Activities you carried out	Examples of Evidence	Yes	No
1.	I identified the relevant people that needed to be supplied with technical and functional information. Relevant People include; Customers Clients Other Contractors Colleagues			
2.	I discussed, with the relevant people, the technical and functional information requirements. This includes; Specifications Manufacturer’s Instructions User Instructions			
3.	I obtained current and relevant information from appropriate sources/ Manufacturers			
4.	I assessed the nature and extent of information required by the relevant people in order for the installation, or equipment, to be operated safely and effectively.			
5.	I passed on the information in a timely, courteous and professional manner, and in accordance with organisational procedures. This covers; Customers Clients Supervisors			

6.	<p>I provided written technical and functional information to the relevant people in accordance with organisational procedures and working environment.</p> <p>This covers; Installation Specifications Manufacturer's Instructions User Instructions</p>			
7.	<p>I confirmed that the relevant people received the necessary health and safety information and advice in the approved manner.</p> <p>This covers; Customers Clients Others – please specify</p>			
8.	<p>I completed and reviewed relevant documentation in accordance with the appropriate requirements, procedures and regulations.</p>			
Employer	Date From:	Date to:	Signature	Date:

No	Activities you carried out	Examples of Evidence	Yes	No
1.	I identified the relevant people that needed to be supplied with technical, functional and health and safety information. Relevant People include; Customers Clients Other Contractors Colleagues			
2.	I allocated duties and responsibilities to operatives when appropriate to make best use of their competence.			
3.	I instructed operatives where relevant about duties and responsibilities and confirmed instructions were understood.			
4.	I assessed the nature and extent of information required by the relevant people in order to coordinate effectively the work of others.			
5.	I ensured that safe and appropriate action was taken promptly where any non-compliance was identified during the programme and ensured that the documentation was completed accurately and timeously to the appropriate persons.			
6.	I liaised with the relevant people to resolve issues which were outside the scope of my job role but impacted on the programme.			
7.	I verified that the equipment, accessories and components were compatible to the working environment and were correct in accordance with the specification and that they were undamaged and suitably stored.			

8.	I confirmed with the appropriate persons that the work was completed as per specifications and client requirements			
Employer	Date From:	Date to:	Signature	Date:

No	Activities you carried out	Examples of Evidence	Yes	No
1.	<p>I confirmed that the existing electrical supply was compatible with the planned installation in accordance with laid down procedures.</p> <p>Evidence must cover; Single phase Three phase Other – Please specify</p>			
2.	<p>I confirmed before work started that the work location and area can be accessed safely. Appropriate action taken where risks were present.</p>			
3.	<p>I verified that job information and documentation is current and relevant and that all equipment, accessories and tools were fit for purpose.</p> <p>Must cover; Equipment Components</p>			
4.	<p>When required, I carried out isolation procedures to ensure a safe installation in accordance with electrical regulations and approved procedures</p>	<p>Equipment</p> <p>Diagrams</p> <p>Drawings</p>		
5.	<p>I measured and marked out all locations for wiring systems, wiring enclosures and equipment in accordance with electrical regulations and to meet an agreed specification.</p> <p>Evidence should include Plans, Drawings And Schedules</p>			

6.	<p>I checked that the planned locations were sensible, visually acceptable and were in accordance with other site services.</p> <p>Evidence could cover Client, Other Contractors and Plans</p>			
7.	<p>I fixed the wiring systems, wiring enclosures and equipment safely and in accordance with relevant regulations and manufacturers' instructions.</p> <p>Evidence should include Plans, Drawings And Schedules</p>			
8.	<p>I reported to relevant people those necessary variations to the planned programme of work that had: The potential to be dangerous or had a cost implication.</p> <p>Relevant People include; Customer Client Supervisor Other – please Specify</p>			
Employer	Date From:	Date to:	Signature	Date:

No	Activities you carried out	Examples of Evidence	Yes	No
1.	<p>I was working within a safe system of work and identified any foreseeable hazards relating to the connection of wiring systems, wiring enclosures and equipment.</p> <p>Evidence must cover Equipment choices, and use of Permit to Work Systems</p>			
2.	<p>I identified accurately the means of electrical isolation prior to connection.</p> <p>Evidence must cover Equipment, Components and Connections</p>			
3.	<p>When required, I carried out isolation procedures to ensure a safe connection in accordance with electrical regulations and approved procedures.</p> <p>Evidence must cover Equipment used and Permit to Work systems</p>			
4.	<p>I verified that job information and documentation is current and relevant and that the plant, instruments, access equipment and tools are fit for purpose.</p>			
5.	<p>I installed fixed and connected cables in accordance with specifications and complied with current IET wiring regulations.</p> <p>This should cover; Switchgear Distribution Boards Components Connections</p>			

6.	<p>I checked the connections were electrically and mechanically sound, and ensured that they were identified correctly and clearly.</p> <p>This should cover; Switchgear Distribution Boards Components</p>			
7.	<p>Where appropriate, I took safe and sensible action to remedy any identified defects, manage alterations and variations.</p> <p>Evidence must cover Connections</p>			
8.	<p>I completed any necessary documentation about the work legibly, accurately and timely in accordance with organisational requirements.</p> <p>Evidence should include Procedures, Schedules and any job Paperwork</p>			
9.	<p>I ensured the safe transport and disposal of waste materials, substances and liquid in accordance with suppliers, manufacturers or local authority instructions.</p>			
Employer	Date From:	Date to:	Signature	Date:

No	Activities you carried out	Examples of Evidence	Yes	No
1.	Using relevant documentation and current information I planned and agreed the inspecting, testing and commissioning procedures with relevant people on site. Relevant people include; Customers Clients Contractors Others – Please specify			
2.	I undertook an assessment of safe working practices in accordance with general and industry specific health and safety regulations. Evidence should cover use of Permit to work and hazard identification			
3.	I followed the correct procedures for identifying and carrying out a safe isolation before inspecting, testing and commissioning the electrical installation. Evidence must cover Equipment and Components			
4.	I confirmed that the test instruments and relevant resources were appropriate to the job in hand, fit for purpose, and were in calibration.			
5.	I conducted a visual inspection in accordance with the current IET wiring regulations.			

6.	<p>I conducted the required tests in accordance with current IET wiring regulations.</p> <p>Test must include;</p> <p>Continuity of C.P.C</p> <p>Ring circuit continuity</p> <p>Insulation resistance</p> <p>Polarity</p> <p>Earth fault loop impedance</p> <p>RCD Tests</p>			
7.	<p>I complied with organisational procedures for completion of relevant documentation informing relevant people and addressing issues and problems.</p>			
8.	<p>I prepared a formal record of testing (Test Sheets) which confirmed the safety and integrity of the installation, in accordance with organisational procedures and current IET wiring regulations.</p>			
9.	<p>I handed over the installation to relevant people and ensured that they had sufficient information and documentation for continued safe and effective use of the installation.</p> <p>Relevant people include;</p> <p>Customer</p> <p>Client</p> <p>Supervisor</p>			
Employer	Date from:	Date to:	Signature:	Date:

No	Activities you carried out	Examples of Evidence	Yes	No
1.	Using relevant documentation and current information I planned and agreed the commissioning procedures with relevant people on site. Relevant People include; Customers Clients Other Contractors Colleagues			
2.	I discussed, with the relevant people, the technical and functional information requirements. Evidence should cover specifications, manufacturer’s instructions and user instructions			
3.	I obtained current and relevant information from appropriate sources. This must include Manufacturers			
4.	I assessed the nature and extent of information required by the relevant people in order for the installation, or equipment, to be operated safely and effectively.			
5.	I carried out and completed the commissioning process in accordance with the client’s and IET requirements.			
6.	I verified that the electrical system and equipment was ready for hand over and met the customer’s requirements and resolved any problems identified during the process.			

7.	I prepared a formal record of the commissioning process which confirmed the safety and integrity of the installation.			
8.	<p>I passed on the information in a timely, courteous and professional manner and in accordance with organisational procedures.</p> <p>Information could cover installation specifications, manufacturer's instructions and user instructions</p>			
9.	<p>I confirmed that the relevant people received the necessary health and safety information and advice in the approved manner.</p> <p>Relevant people may include Customers, Clients, Others (specify)</p>			
Employer	Date From:	Date to:	Signature	Date:

No	Activities you carried out	Examples of Evidence;	Yes	No
1.	I obtained clear and detailed information about the faults, including the system specification relating to the Electrotechnical systems and equipment. This must cover; Switchgear Distribution Board Motors			
2.	I advised the relevant people clearly and accurately about the potential disruption and consequences of carrying out a diagnosis and correction of faults. Relevant people may include Customers, Clients and Other Contractors			
3.	I agreed the appropriate repairs and their implications with the relevant people in accordance with organisational procedures. Relevant people may include Customer, Client, Supervisor			
4.	I conducted an assessment of safe working practices and performed suitable tests on the installed Electrotechnical systems and equipment, safely, to identify the fault. Suitable Tests must cover ; Continuity Insulations resistance Earth Fault loop impedance RCD tests			

5.	<p>I followed the correct procedures for carrying out a safe and secure isolation, where required, before diagnosing and correcting the fault.</p> <p>Evidence must cover use of permit to works, equipment and components</p>			
6.	<p>I followed the correct procedures when rectifying the fault, including using the appropriate tools, test equipment and materials.</p> <p>Fault types must cover; Overload Open Circuits Short Circuits</p>			
7.	<p>Where the fault could not be corrected immediately, I left the Electrotechnical systems and equipment safe in accordance with industry regulations.</p>			
8.	<p>I inspected and tested that the repaired Electrotechnical systems and equipment were functioning in accordance with the relevant Industry Standards and specifications.</p> <p>Test types must include; Insulation Resistance Earth fault loop impedance Operation of RCDs</p>			

9.	<p>I informed the relevant people about the test results and completed the documentation clearly and accurately.</p> <p>Relevant people may include customers and clients</p>			
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Employer	Date From:	Date to:	Signature	Date:

No	Activities you carried out	Examples of Evidence	Yes	No
1.	I obtained current and relevant information from appropriate sources This must include Manufacturer Instructions			
2.	I identified the relevant people that needed to be supplied with technical and functional information. This may include Customers, Clients, Other Contractors and Colleagues			
3.	I discussed, with the relevant people, the technical and functional information requirements and prepared a programme of work. Relevant information can include specifications, manufacturer’s instructions and user instructions			
4.	I identified and obtained the resources, including tools and equipment required to undertake the maintenance activity.			
5.	I followed the correct procedures for carrying out safe and secure isolation, to ensure the safe maintenance of Electrotechnical systems.			
6.	I carried out maintenance activity including repairs, removal, replacement or adjustment as appropriate.			
7.	I ensured the safety of relevant Electrotechnical systems when maintenance activities could not be completed immediately.			

8.	I informed the relevant people about the commissioning process and completed the documentation clearly and accurately. This includes any variations or essential maintenance requirements.			
Employer	Date From:	Date to:	Signature	Date:

Example:

No	Activities you carried out	Examples of Evidence	Yes	No
1.	I carried out an assessment of risks on the site to comply with health and safety regulations and other relevant legislation.	<i>I carry out risk assessment on every job, using the 5 steps to risk assessment and using my organisation's paperwork. Copies can be supplied</i>	√	
2.	I planned a safe system of work and agreed it with the relevant person(s). I carried out regular reviews and communicated these to colleagues and other relevant parties.	<i>I use company method statements and on site use these in order to carry out the work in a safe manner. Daily check on site and team meetings we review these processes. Copies of minutes and method statements can be supplied</i>	√	