



Initial Application for Datacomms Operatives SJIB Grade (ECS) Card

Scottish Joint Industry Board for the Electrical Contracting Industry

<p>Please return this form with one passport style photograph with your name and National Insurance number printed on the reverse.</p>	Section 1 – Personal Details (must be completed by the applicant)				
	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	
A copy of your ECS Health, Safety and Environmental certificate or exemption (Section 2)	
Employer’s Endorsement & Recommendation (Section 3)	
GDPR Privacy Notice (Section 4)	
Occupational Disciplines (Section 5)	
Qualifications to support Occupational Disciplines (Section 5)	
Your fee	

Fees	
Initial Application	£36.00
<p>All cheques and Postal Orders 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.</p>	
Please Note: Fees are Non Refundable	

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 & 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 www.sjib.org.uk.</p> <p style="text-align: center;">Please Note: ECS Health, Safety and Environmental certificates must have a minimum of six months remaining before they expire and must be enclosed.</p>

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

Office Use only

Datacomms Specialist	Datacomms Specialist – Certified Network Cable Installer (CNCI)	Advanced Datacomms Specialist	Datacomms Technician	ECS
Datacomms Technician – Certified Network Infrastructure Technician (CNIT)	Datacomms Designer – Certified Network Infrastructure Professional (CNIDP)	Datacomms Engineer	Datacomms Manager – Certified Telecommunications Project Management (CTPM)	APL
Missing Paperwork:				

Section 3 – Employer’s Endorsement & Recommendation

I confirm that the applicant is employed by this company or group.

He/she has completed the appropriate training and /or gained sufficient experience to be recommended for the Occupational Discipline applied for in **Section 5** of this form.

Note: Applicants must meet the criteria detailed within the selected discipline.

Company Name & Address:

Signed:..... Date:.....

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 4 – 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 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.....

Section 5 - Occupational Discipline Datacomms

Please indicate which Occupational Discipline you are applying for by entering the number of years' experience you have obtained against the appropriate discipline.

Please Note: Only one Occupational Discipline can be applied for.

No of
years'
experience

125	<p>Datacomms Specialist – (White with Blue Stripe Card)</p> <p>Datacomms Specialists are responsible for installing and maintaining structured cabling systems for datacomms systems.</p> <p>They must be able to carry out an installation of structured cabling, including UTP, STP, FTP, Co-AX, general common cables, single-mode fibre cables with all necessary containment and associated connection units and installation of earthing and bonding cables. In addition they must be able to fit out enclosures with structured cable termination equipment (connection units, hubs, switches, routers and panel patches).</p> <p>Datacomms Specialist must have completed:</p> <p>(a) A level 2 Datacomms Specialist apprenticeship; or</p> <p>(b) An NVQ Level 2 in Structured Cabling Systems; or have</p> <p>(c) At least two years' experience of the requirements listed above; and have</p> <p>(d) The employers endorsement and recommendation; and have</p> <p>(e) Completed the ECS Health and Safety Assessment (within the last 30 months) or hold a valid approved equivalent.</p>	
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126	<p>Datacomms Specialist – Certified Network Cable Installer (CNCI) – White with Gold Stripe Card)</p> <p>Datacomms Specialists (CNCI) are responsible for the installation and commissioning of data network structured cabling, as part of a team or independently. The structured cabling must be installed in accordance with national and international standards for both fibre-optic and copper data networks.</p> <p>They must have a working knowledge of network pathways, use of containment, spaces and segregation for installing cables, along with the safe termination and testing of structured cable termination equipment, connection units, hubs, switches, routers, patch panels and similar equipment.</p> <p>Datacomms Specialist (CNCI) must have completed:</p> <p>(a) A BTEC Level 3 Advanced Award in Data Communications Cable Installation (Copper and Fibre Optics) – Certified Network Cable Installer (CNCI) with three years' experience; and have</p> <p>(b) Completed the ECS Health and Safety Assessment (within the last 30 months) or hold a valid approved equivalent.</p>	
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Occupational Discipline Datacomms

Please indicate which Occupational Discipline you are applying for by entering the number of years' experience you have obtained against the appropriate discipline.

Please Note: Only one Occupational Discipline can be applied for.

No of
years'
experience

127	Advanced Datacomms Specialist - (Gold Card)	<p>Advanced Datacomms Specialists are responsible for the installation, commissioning and maintenance of structured cabling systems for datacomms systems. They must be able to conduct testing of structured cabling, including all necessary containment as well as any associated connection units; installation and testing and bonding cables. In addition, they must be able to work as part of a team or independently.</p>
Advanced Datacomms Specialists must have completed:		
(a)	A Level 3 Datacomms Specialist apprenticeship; or	
(b)	The City & Guilds Level 2 Award in Communications Cabling (3667); or	
(c)	EAL Level 3 NVQ Diploma in Cabling Installations (601/3023/4); or	
(d)	EAL Level 3 NVQ Diploma in Cabling Installations (QCF); or	
(e)	A BTEC Level 3 Diploma in Professional Competence for IT and Telecoms Professionals; and have	
(f)	Completed the ECS Health and Safety Assessment (within the last 30 months) or hold a valid approved equivalent.	

128	Datacomms Technician – (Gold Card)	<p>Datacomms Technicians are responsible for the installation, commissioning and maintenance of structured cabling systems for datacomms systems. They must be able to demonstrate a wider knowledge and experience of the working environment and regulatory standards that work is carried out in.</p> <p>In addition Datacomms Technicians must have Supervisory experience, knowledge of emerging technologies and be capable of designing network modifications. They must know the most effective and economical way to do a job and know how to apply the Electricity at Work Regulation 1989, 22-29 & 31 and the Construction Industry Regulations.</p>
Datacomms Technicians must have:		
(a)	Been Graded as an Advanced Datacomms Specialist; and have at least three years' experience; or	
(b)	Successfully completed an NVQ Level 3 in Electrotechnical Services Installation and Inspection Structured Cabling Systems and have three years post qualification experience; and have	
(c)	Completed the ECS Health and Safety Assessment (within the last 30 months) or hold a valid approved equivalent.	

Occupational Discipline Datacomms

Please indicate which Occupational Discipline you are applying for by entering the number of years' experience you have obtained against the appropriate discipline.

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No of
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experience

129 **Datacomms Technician – Certified Network Infrastructure Technician (CNIT) – White with Gold Stripe Card**

Datacomms Technicians (CNIT) are expected to manage structured cabling installation teams including operational planning and leadership. They must be able to conduct surveys for network infrastructure, project design and operational delivery management activities including the requirements for CDM, H&S documentation quality assurance, customer liaison and final handover activities.

Datacomms Technicians (CNIT) must have:

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|-----|--|
| (a) | Been graded as a Datacomms Specialist (CNCI) or an Advanced Datacomms Specialist; and have at least three years' experience; or have |
| (b) | A BTEC Level 4 Professional Award- Certified Network Infrastructure Technician (CNIT); and have |
| (c) | Completed the ECS Health and Safety Assessment (within the last 30 months) or hold a valid approved equivalent. |

130 **Datacomms Designer - Certified Network Infrastructure Design Professional (CNIDP) – White with Gold Stripe Card**

Datacomms Designers (CNIDP) are responsible for the design of networking solutions in all types of structured cabling solutions, including complex network infrastructure projects. They must be able to interpret Customer requirements using the appropriate tools to produce compliant design solutions in accordance with national and international standards.

Datacomms Designers (CNIDP) must have completed:

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|-----|---|
| (a) | A BTEC Level 5 Professional Award – Certified Network Infrastructure Design Professional (CNIDP); and have; |
| (b) | Completed the ECS Health and Safety Assessment (within the last 30 months) or hold a valid approved equivalent. |

Occupational Discipline Datacomms

Please indicate which Occupational Discipline you are applying for by entering the number of years' experience you have obtained against the appropriate discipline.

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No of
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experience

131 Datacomms Engineer – Black Card

Datacomms Engineers are responsible for the design, specification, estimation and documentation of large scale data or telecoms projects. They must be able to demonstrate extensive knowledge of appropriate European Directives and British, European and World Standards.

In addition Datacomms Engineers must have experience in designing all parts of data and telecommunicate jobs systems on large scale projects and can specify equipment, produce project documentation including drawings for large scale cabled LANs and wireless network systems.

Datacomms Engineers must have:

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|-----|---|
| (a) | Been graded as an Advanced Datacomms Specialist; and have at least three years' experience; or have |
| (b) | A degree in Datacomms Installation and Management; or have |
| (c) | An NVQ Level 3 in Electrotechnical Services Installation and Inspection Structured Cabling Systems and have six years post qualification experience; and have |
| (d) | Completed the ECS Health and Safety Assessment (within the last 30 months) or hold a valid approved equivalent. |

132 Datacomms Manager – Certified Telecommunications Project Manager (CTPM) – Black Card

Datacomms Managers (CTPM) are responsible for complex infrastructure projects, particularly in the database environment, with a focus on pure project management activities. They must be able to monitor and maintain the progress of all projects with effective risk management and issue resolution.

Datacomms Managers must have:

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|-----|---|
| (a) | Been graded as a Datacomms Technician (CNIT); and have at least three years' experience; or have |
| (b) | A BTEC Level 4 Professional Award – Certified Telecommunications Project Management (CTPM); and have |
| (c) | Completed the ECS Health and Safety Assessment (within the last 30 months) or hold a valid approved equivalent. |

Completed applications should be returned to:

**The SJIB
The Walled Garden
Bush Estate
Midlothian
EH26 0SB
email: grading@sjib.org.uk**

Additional information on grading can be obtained from 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.

Initial application for Datacomms Operative–05/2018

