



# Application to update or replace a valid SJIB Grade (ECS) Card

Scottish Joint Industry Board for the Electrical Contracting Industry

Section 1 – Personal Details (must be completed by the applicant)					
National Insurance Number:					
Full Name:					
Address:					
Postcode:			Date of Birth:		
Email:			Tel:		

**This Application Form is for a replacement or an update to your current valid grade card only. Please include copies of qualifications to be added to your current grade card (Refer to list on Section 2).**

**If your grade card has expired you will need to complete a Renewal Application form.**

Fees	
<b>Update/Replacement</b>	£18.00
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.	
<b>Please Note: Fees are Non Refundable</b>	

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

**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.**

Office use only

Apprenticeship / Adult Trainee	HM Forces	SVQ Level 3	ECS	Grade	
C & G 2381/2	C & G 2391/2	C & G 2394	C & G 2395	C & G 2396	C & G 2400/1
LCL Level 3 BS 7671 Code: 601/5665/X	LCL Level 3 BS 7671 Code: 601/5903/3	LCL Level 3 BS 7671 Code:601/5928/5	LCL Level 3 BS 7671 Code: 601/5929/7	LCL Level 3 BS 7671 Code: 603/3132/ X	BPEC Level 3 BS 7671 Code: 603/3430/7
SQA [SELECT] 208	SQA [SELECT] 209	SQA [SELECT] 214	SQA [SELECT] 218	SBS	
EAL BS 7671 Code:600/3719/2 & 601/5321/0	EAL BS 7671 Code:600/4338/6 & 600/4337/4	EAL BS 7671 Code:601/8231/3	TSBT (01-04)	CompEx	
Missing Paperwork				APL:	

<b>Section 2 – Qualifications</b>	
The qualifications listed below will appear on your card if copies of certificates are enclosed with your application	
SQA [SELECT] Tailored Award in Design and Verification of Electrical Installations (208)	
SQA [SELECT] Initial Verification of Electrical Installations (209)	
SQA [SELECT] Inspection & Testing of Electrical Installations including Periodic Inspection (214)	
SQA [SELECT] Requirements for Electrical Installations to BS 7671 (218)	
C & G IET Wiring Regulations (2382) (BS 7671)	
C & G Inspection & Testing (2392) (BS 7671)	
C & G Design & Verification (2340) (BS 7671)	
C & G Initial & Fundamental Inspection & Testing (2394) (BS 7671)	
C & G Periodic Inspection, Testing and Certification (2395) (BS 7671)	
C & G Design, Erection & Verification (2396) (BS 7671)	
EAL Level 3 Requirements for Electrical Installations (BS 7671) Code: 601/5321/0	
EAL Level 3 Periodic Inspection, Testing & Certification Code: 600/4338/6	
EAL Level 3 Initial Verification & Certification Code: 600/4337/4	
EAL Level 4 Design & Verification 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)	
ECITB Technical Tests TSBT (01-04) (only valid if obtained within the last three years)	
ECITB's Diploma in Installing Engineering Construction Plant & Systems Small Bore Tubing Assemblies	
CompEx (Ex01-Ex11) (only valid if obtained within the last five years)	
CompEx (Ex12-Ex12A) (obtained since 2013 and only valid within the last five years)	
Scottish Building Standards (216) (only if obtained within the last three years)	
BPEC Level 3 Award in the Requirements for Electrical Installations BS 7671 Code: (603/3430/7)	

Completed applications should be returned to:

**The SJIB**  
**The Walled Garden**  
**Bush Estate**  
**Midlothian**  
**EH26 0SB**  
**email: [grading@sjib.org.uk](mailto:grading@sjib.org.uk)**

**Additional information on grading can be obtained from [www.sjib.org.uk](http://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.**

### Section 3– 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](http://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.....



