



Application for Up-Grade Approved Electrical Fitter (ECITB)

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:			

Approved Electrical Fitters (ECITB) must have had two years' experience as a graded SJIB Electrical Fitter (ECITB). Please refer to the Grading Definitions on www.sjib.org.uk

Completion Checklist – Have you completed and enclosed the following (if applicable)?

A Passport style photograph (Section 1)	
A copy of your ECS Health, Safety and Environmental certificate or exemption (Section 2)	
Copies of new qualifications / certificates (Section 3)	
Employment Details (Section 4)	
GDPR Privacy Notice (Section 5)	
Occupational Disciplines & Definitions (Section 6)	
Your fee	

Fees

Up-Grade Application	£24.00
<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> <p style="text-align: center;">Please Note: Fees are Non Refundable</p>	

Section 2 – ECS Health, Safety and Environmental Assessment

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.

Please Note: ECS Health, Safety and Environmental certificates must have a minimum of six months remaining before they expire and must be enclosed.

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

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:	

Section 5 – 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 6 – Occupational Disciplines & Definitions (applicable to Gold card holders only)

To ensure that the information recorded in the SJIB/ECS Register properly reflects the Occupations Definition(s) applicable to you please indicate against the following Electrical /Electronic disciplines.

Please Note: Only four disciplines can be recorded.

The agreed Electrical /Electronic occupations and duties are for “A skilled worker capable of carrying out, in an autonomous and competent manner and within the allotted time.”

1	Electrical Fitter – the installation, assembly, fitting, commissioning and maintenance of low voltage electrical systems and their electro-mechanical and electronic parts, such as machines, drive mechanisms, protective components, controls, regulator equipment and signals.	
2	Electrical Winder – the installation, assembly and repair of electrical motors (including winding and balancing), transformers and generators, together with their associated control devices.	
3	Instruments Mechanic – the installation, commissioning, maintenance and repair of electromechanic, electronic or pneumatic measurement, control and regulation devices used in processing engineering.	
4	Radio/Television Electrician – the installation, commissioning, repair and maintenance of radio, television and electronic equipment.	
5	Maintenance Electrician – the maintenance of electrical and electronic installations including automated production systems. Duties include the supervision of the equipment, its maintenance and necessary repairs.	
6	Installation Electrician – the installation, commissioning and maintenance of low voltage electrical and electronic devices and appliances	
7	Household Appliances Electrician – the installation, commissioning, maintenance and repair of household appliances. Duties also include the demonstration of appliances to ensure their appropriate use by clients.	
8	Telecommunications Fitter – the installation, commissioning, repair and maintenance of telephone and like telecommunication equipment.	
9	Distribution Networks Electrician – and in complete safety, the installation, testing and commissioning of high voltage electrical networks and their components for distribution, both above and below ground.	
10	Office Machines Mechanic – their installation, commissioning, maintenance and repair of office communications systems, along with the provision and adjustment of software on the basis of standard procedures.	
11	Auto Electrician – on his own, all maintenance, repair, adjustments and installation of electrical and electronic components independent of the motor vehicle, including related elementary mechanical adjustments.	
12	Small Bore Tubing- must have completed the relevant ECITB Technical Test	

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

