



Application for Up-Grade – Approved Electrician

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:		

Electricians who started their apprenticeship prior to August 1995 applying to up-grade to **Approved Electrician** must provide a current and valid Inspection & Testing of Electrical Installations to BS 7671 certificate (obtained within the last five years). In addition this application must be supported by the employer (complete Section 4). Self/Unemployed Electricians must provide references for the last 12 months.

Electricians who started their apprenticeship after 1995 must complete the Advanced Competence Assessment (ACA) before they can up-grade to **Approved Electrician**. Information on the ACA can be found 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 new qualifications / certificates (Section 3)	
Employment Details (Section 4) Only applicable for Electricians who started their apprenticeship prior to August 1995	
Occupational Disciplines & Definitions (Section 5)	
GDPR Privacy Notice (Section 6)	
SELECT or NICEIC Qualified Supervisor (Section 7) Only complete if you are registered as the QS	
Your fee	

Fees

Up-Grade Application	£24.00
Qualified Supervisor – fee to be paid by Employer	£36.00

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.

Please Note: Fees are Non Refundable

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 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.

Section 3 – Qualifications

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) (B S7671)	
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 valid if obtained within the last five years)	
BPEC Level 3 Award in the Requirements for Electrical Installations BS 7671 Code: (603/3430/7)	

Section 4 - Employment Details (if applicable)

It may speed up your application and avoid delay if you provide us with this information.

Name and Address of Employer:

We recommend that the applicant be graded as:.....(Please state grade)

Company Representative:.....

Company Representatives Signature:.....Date:.....

Section 5 - Occupational Disciplines & Definitions (only applicable to Gold card holders)		
To ensure that the information recorded on the SJIB/ECS Register properly reflects the Occupational Definition(s) applicable to yourself 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	

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 6 – 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 7 - Qualified Supervisor (must be completed by the Employer)

This section is optional and should only be completed if the Applicant is registered as the Qualified Supervisor with SELECT or the NICEIC.

I confirm that the applicant named in **Section 1**, is employed by this company or group and is recorded as the **Qualified Supervisor** within the terms of the SELECT Certification Scheme or NICEIC Enrolment.

Please tick **only one** Certification Scheme Provider: **SELECT** **NICEIC**

Name of Organisation / Company (BLOCK CAPITALS):.....
(This will appear on the card)

Company Representative:.....

Company Representatives Signature:..... Date:.....

Company Address:

Qualified Supervisor cards are not transferable to other companies and as such the company is responsible for paying the fee. If a Qualified Supervisor leaves the company he can request a replacement card which will state the original expiry date by completing a Renewal Application form free of charge.

Qualified Supervisors Declaration

I certify, to the best of my knowledge and belief, the information given on this application is correct. In return for my being graded and my enrolment with the Scottish Joint Industry Board I undertake to comply with the Rules & Regulations and Agreements of the Board. I confirm that I have passed a course covering IET Wiring Regulations as amended (BS 7671), in addition, knowledge of other relevant British Standards and Codes of Practice, the Building (Scotland) Regulations 2004, and the Electricity at Work Regulations 1989 and the Memorandum of Guidance on them, and the Electricity Safety, Quality & Continuity (Amendment) Regulations 2009, Health & Safety at Work etc Act 1974 and the National Working Rules. I have practical working experience in setting out work, reading drawings, selection of most suitable wiring systems and materials, requisitioning materials and planning and organising work. I undertake to accept the decision of the SJIB Grading Committee in respect of this application.

I understand my status, as a Qualified Supervisor will be verified with either the NICEIC or SELECT, for which I give my consent.

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

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.



Payment Request Form

Please complete in BLOCK CAPITALS and return this Payment Request Form to the SJIB with all corresponding paperwork.

Full Name:

National Insurance No.

Payment For:
(SJIB Grade (ECS) Card, ECS Health & Safety or Replacement Craftsman Certificate)

Card Type:
(Visa Debit, Credit, Mastercard, Maestro & Switch)

Card Number:

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Valid From: **Expiry Date:**

Security Code: **Issue Number:**
(Last 3 digits on signature strip) (if applicable)

Name on Card:

Contact No:

Billing Address:

Amount Payable: £

SJIB use only

Authorisation Number:

Date: