

SJIB
ELECTRICAL
INSTALLATION
**APPRENTICE
AND ADULT
TRAINING
SCHEME**

Introduction

Whether you're keen to start a career in the electrical industry or you're an employer hoping to recruit an apprentice or adult trainee, our helpful guide will tell you all you need to know about our apprenticeship

SECTT liaises with more than 1,200 electrical contractors across Scotland, ranging from sole traders to multi-national corporations, to deliver the SJIB Electrical Apprenticeship.

Their work covers a wide variety of projects within domestic, commercial and industrial settings and may include lighting and power installations, smart technologies such as solar PV, battery storage and intelligent homes.

But whatever their size or scope, they all have one thing in common – the need for well-trained apprentices to ensure their businesses can continue to grow and thrive.

SECTT was set up in 1990 to help them achieve this by managing the industry-approved training scheme for apprenticeships.

We've put together this guide to help anyone who's thinking about starting an apprenticeship, as well as employers who want to know more about taking on an

apprentice or adult trainee. It explains who SECTT are, what we do and the organisations we work with.

The guide contains advice and information for potential apprentices and adult trainees to explain what you'll do during your training and your journey to becoming a qualified electrician. There are also details of the pre-apprenticeship course and other routes into the electrical industry, plus the support available along the way.

For employers, it includes what you need to know if you're looking to take on an apprentice as well as the benefits it could bring to your business.

With the rise of innovative new green technology and smart homes, there's never been a better time to get involved in the electrical industry.

FOR MORE INFORMATION

To find out more, go online to www.sectt.org.uk or call 0131 445 5659.

There are now more than 2,800 apprentices in Scotland

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Who are we?

SECTT - SCOTTISH ELECTRICAL CHARITABLE TRAINING TRUST

SECTT was established in 1990 to manage the industry-approved training scheme for electrical apprenticeships in Scotland on behalf of the Scottish Joint Industry Board (SJIB). It was set up by SELECT and Unite the Union, who appoint an equal number of trustees to its board to look after the interests of the trust and the training scheme.

SECTT arranges the enrolment of apprentices and adult trainees, runs pre-employment assessments, coordinates the courses at colleges, pays college fees and provides training support to employers.

SECTT also supplies apprentices with the latest edition of IET Wiring Regulations, On-site Guide and registration on OneFile.

As an apprentice or adult trainee, you will be monitored and guided by a SECTT Training Officer who will ensure that you undertake the full training programme, both at college and on site.

OUR PARTNERS

SJIB - SCOTTISH JOINT INDUSTRY BOARD

SJIB was formed in 1969 and is governed by members appointed by SELECT and Unite the Union. It determines the training requirements and levels of skill and proficiency required by the electrical contracting industry in Scotland. It is also responsible for rates of pay and welfare benefits for people working in the industry. The SJIB is the joint awarding body along with SQA.

SELECT

SELECT is the trading name of the Electrical Contractors Association of Scotland. It was formed in 1900 and looks after the interests of employers. SELECT became the first trade association in the world to serve the electrical industry. It provides a broad range of services and benefits to members including advice on technical issues, health and

safety and employment law. The vast majority of electrical contractors in Scotland are now members of SELECT.

UNITE

This is the recognised trade union for the electrical contracting industry in the UK and looks after the employees of the electrical industry.

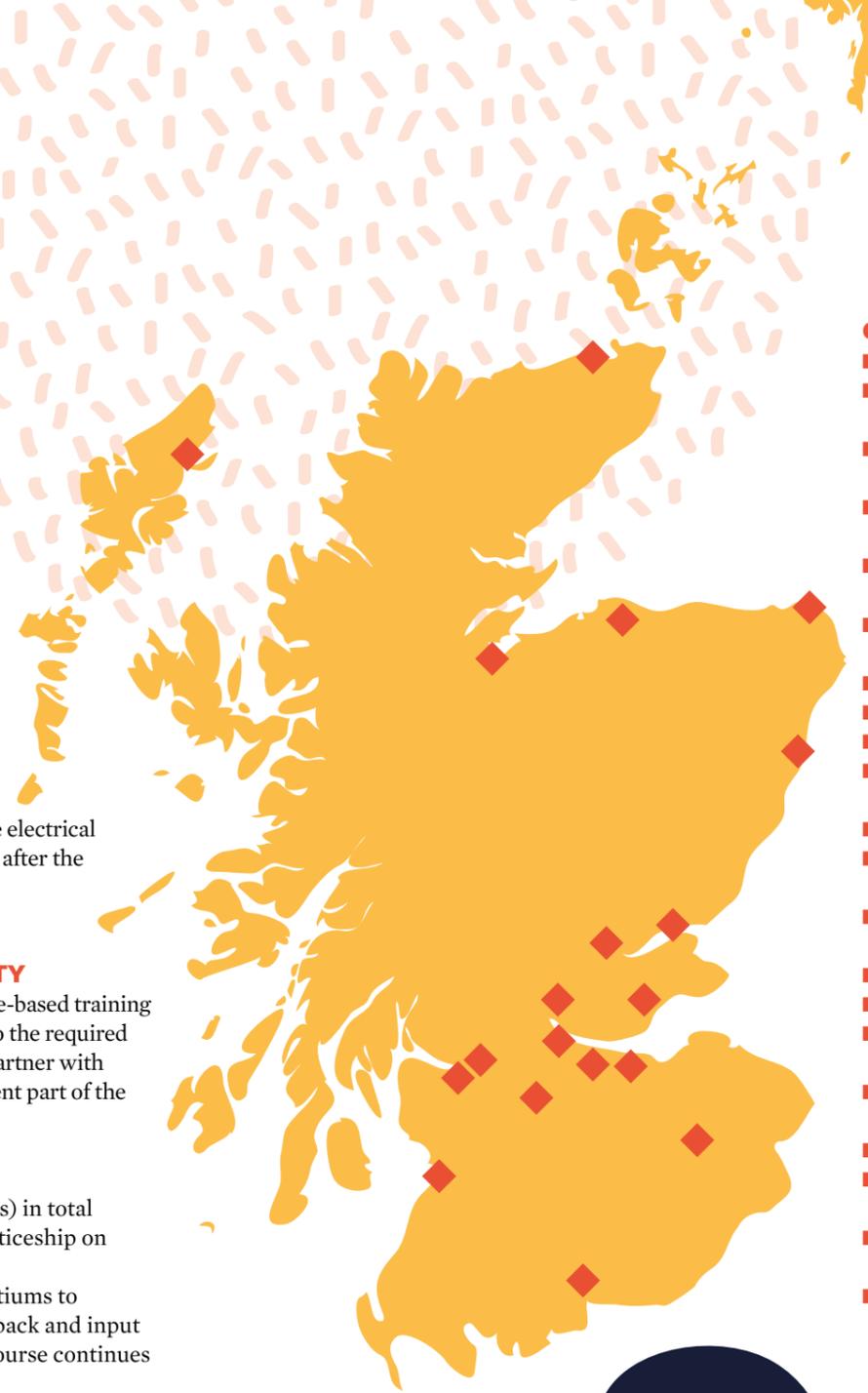
SQA - SCOTTISH QUALIFICATIONS AUTHORITY

This organisation ensures that the college-based training is provided in the approved format and to the required standards. The SQA is a joint awarding partner with the SJIB for the SVQ which is a constituent part of the training scheme.

APPROVED CENTRES

There are 21 Approved Centres (colleges) in total across Scotland who deliver the apprenticeship on behalf of SECTT and SJIB.

SECTT holds regional college consortiums to discuss course developments. The feedback and input from these are essential to ensure the course continues to provide for the needs of the industry.



COLLEGES:

- Borders College, Galashiels
- Dundee & Angus College, Dundee
- Edinburgh College, Sighthill Campus
- Fife College, Stenton Campus, Glenrothes
- Forth Valley College, Alloa Campus
- Forth Valley College, Falkirk Campus
- Perth College UHI
- West Lothian College, Livingston
- Inverness College UHI
- Lews Castle College UHI, Stornoway
- Moray College UHI, Elgin
- North East Scotland College, Fraserburgh Campus
- North Highland College UHI, Thurso
- Tullos Training Ltd, Aberdeen
- Ayrshire College, Ayr Campus
- Dumfries & Galloway College, Dumfries
- Glasgow Clyde College, Cardonald Campus
- Glasgow Kelvin College
- New College Lanarkshire, Motherwell Campus
- West College Scotland, Clydebank Campus
- West College Scotland, Paisley Campus

BSE SKILLS

SELECT, the trade association for the electrical contracting industry, BESA, the Building Engineering Services Association, and SNIPEF, the plumbing federation, have created a joint body called BSE Skills Ltd, which manages and develops apprenticeships, qualifications and National Occupational Standards for the building services engineering sector.

SECTT and SJIB work very closely with BSE Skills Ltd to ensure that the SVQ and Modern Apprenticeship Framework meet the demands of the industry and provide all apprentices and adult trainees with the skills, knowledge and experience to allow them to become an asset to the industry for years to come.

When reviewing the SVQ and Modern Apprenticeship Framework, BSE holds face-to-face consultations as well as e-consultations with college lecturers, employers, apprentices and SECTT staff. This allows them to gather feedback from the individuals who play different roles within the apprenticeship. The feedback contains information on what areas of the SVQ are going well and also what areas need improved on.

The nine units which are covered within the SVQ structure for Electrical Installation are:

- Apply health and safety and environmental legislation in the building services engineering sector.
- Establish and maintain relationships in the building services engineering sector.
- Coordinate a work site in the building services engineering sector.
- Install enclosures for electrical cables, conductors and wiring systems.
- Install and connect electrical cables, conductors, wiring systems and equipment.
- Inspect and test electrical systems and equipment.
- Commission electrical systems and equipment.
- Identify and rectify faults in electrical systems and equipment.
- Maintain electrical systems and equipment.



Why become an electrician?

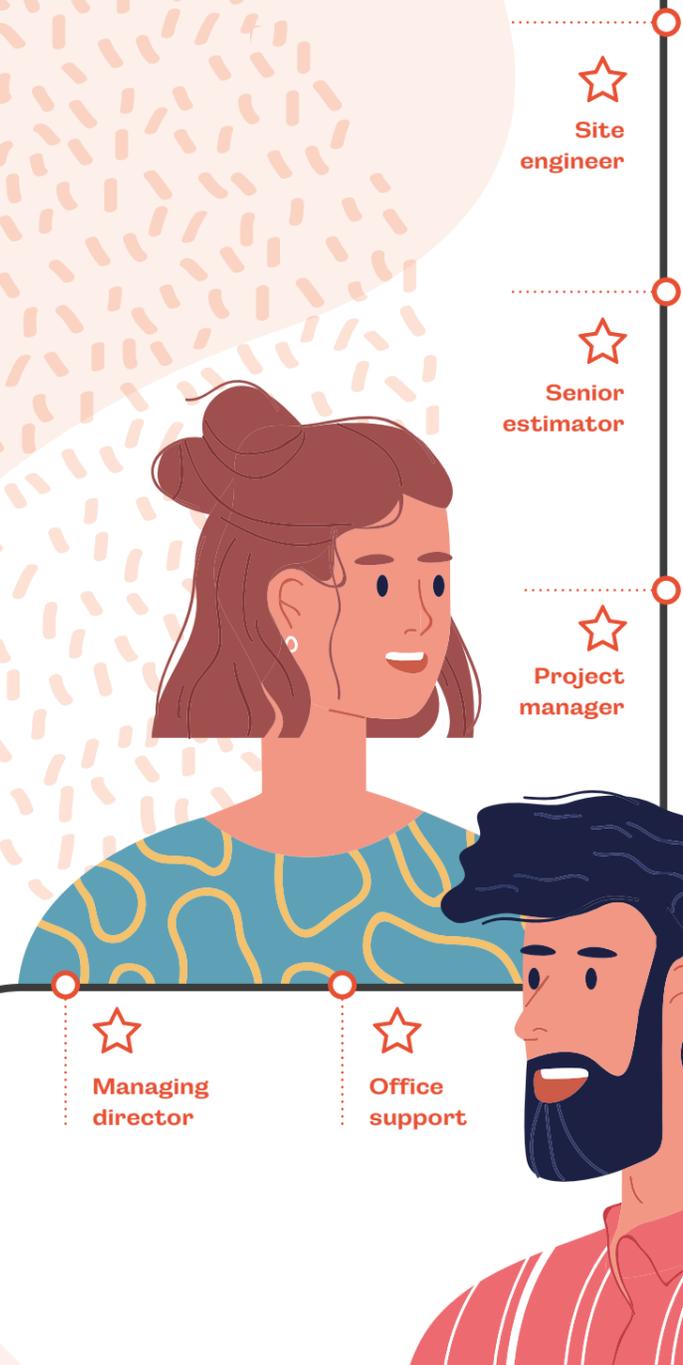
WITHOUT electricians the modern world could not exist as we know it. Everywhere you look, electricity is required to provide lighting, power and heating to industrial, commercial and domestic properties. However, electricity can kill unless the correct procedures and safe working practices are followed at all times. That's why properly trained electricians are vital to us all and will always be required. Whether it's installing electricity in a house or a large factory, the same skills, knowledge and expertise are required.

"I felt in safe hands with SECTT and through my own experiences I have realised they are fundamental in the training of young and even older people looking to have a career within the electrical industry in Scotland."

Darryl Coll – Company Director, DC Electrical

Train to become an electrician and become a...

Apprentice /Adult trainee



CAREER PROSPECTS

The electrical installation industry is one of the sectors most likely to be affected by constant technological advancement. To meet this on-going change, the industry has devised career patterns and training to ensure that those working within it have every opportunity to keep ahead of the latest developments. Some of the many possible career paths open to electricians are shown in the diagram on the left.

"Once I successfully completed my apprenticeship, the help and support didn't stop there. My Training Officer has always been on the other end of the phone if I needed any advice or help with my career. After I decided to take the leap into self-employment, SECTT helped me to grow my business with training and recruitment support over the years."

Chris Harkins – Director, Keith Gunn Electrical Solutions

CASE STUDY

As a 15 year old at school I always intended to become an electrician so I did the SECTT Pre-Employment Assessment, which I passed. My details were then given to local electrical contractors who contacted me to attend interviews. I was offered a position with EJ Stiell but, being 15, I could not enter full employment. Fortunately, with the assistance of SECTT and Dumfries College, I was able to start the apprentice training, although I wasn't employed until I was 16 years old.

I progressed through college and on site, with SECTT regularly carrying out site inspections. I was awarded apprentice of the year for first and second year and on completion of my trade test, I went on to be named one of the top six apprentices in Scotland for that year.

Since my apprenticeship, I have continued to progress through working on different sites and training various apprentices who have gone on to win their own awards.

For the last 15 years I have been employed as a contracts manager, responsible for multiple grades of electrician and individuals working through their apprenticeships.

This career path started when I sat the SECTT Pre-Employment Assessment, which opened up lots of career doors for me. Without SECTT, I would not be in the job I enjoy so much.

Iain Currie, Contracts Manager, Derek Mitchell Electrical Ltd

What's involved?

During your apprenticeship you'll work on-site with your employer and study at college to gain skills, knowledge and experience

APPRENTICES always enjoy the practical aspect of the course. However, being an electrician means you also need to understand the theory behind the practical work. To progress well, candidates must be prepared to work hard to ensure they gain the best possible understanding of all subject areas covered.

As well as completing coursework, it's mandatory that evidence is provided of the work carried out on-site by the apprentice with their employer. This is all done using an electronic system called OneFile which can track, manage and deliver all types of work within an e-Portfolio.



The Apprentice Training Scheme

STAGE 1:

This consists of **17 weeks of block release** at a local college. The typical pattern commences in September with five weeks at college and a further three blocks of four weeks. Site experience is gained in between the college attendance.

Skills learned will be both practical and theoretical, e.g. health and safety, wiring systems, wiring enclosures, installation regulations, etc.

STAGE 2:

This consists of **11 weeks of block release**, again at a local college, with site experience gained in between college attendance.

The skills and knowledge gained will be mainly theoretical, e.g. cable selection, lighting calculations, distribution systems, with a little practical on motor and control circuits and inspection and testing.

STAGE 3:

This consists of site experience with **one week at college** at the end of the third year of the apprenticeship.

Skills and knowledge learned include assessment of safe working practices, safe isolation, inspection, testing and certification and commissioning of electrical installations.

The Adult Training Scheme

STAGE 1:

This consists of a total of **28 days of attendance** made up of 18 single days of day release, typically every second Friday, as well as two one-week blocks. Site experience is gained in between the college attendance.

No practical experience is gained in stage one of the Adult Training Scheme. Any applicant must have at least one year's site experience before they can be accepted on to the scheme. Knowledge gained will be in areas such as health and safety, wiring systems, wiring enclosures, installation regulations etc.

STAGE 2:

This consists of a total of **28 days of attendance** made up of 18 single days of day release, typically every second Friday, as well as two one-week blocks. Site experience is gained in between the college attendance.

The skills and knowledge gained will be mainly theoretical, e.g. cable selection, lighting calculations, distribution systems with a little practical on motor and control circuits and inspection and testing.

STAGE 3:

This consists of site experience with **one week at college** at the end of the third year of the apprenticeship.

Skills and knowledge learned include assessment of safe working practices, safe isolation, inspection, testing, certification and commissioning of electrical installations.

The Final Integrated Competence Assessment (FICA)

The Final Integrated Competence Assessment (FICA) is completed by all SJIB-registered apprentices and adult trainees who are approaching the end of their training for the Modern Apprenticeship in Electrical Installation.

The FICA is an integral part of the SJIB Electrical Installation Apprenticeship at SCQF Level 7 and may only be taken by apprentices and adult trainees following the SJIB training scheme once they have completed the required competencies and site experience.

Apprentices and adult trainees can sit the FICA after a minimum of three years and have a maximum of five years to undertake the assessment. The employer decides when the apprentice or adult trainee is ready to sit the assessment and become an electrician.

The FICA can only be taken at an assessment centre approved by the SJIB.

FICA Assessment Centres

■ Edinburgh ■ Glasgow ■ Aberdeen

What's involved?

SUPPORT & MONITORING

TRAINING OFFICER

As an apprentice or adult trainee you will be monitored and guided by a SECTT Training Officer who will ensure that you undertake the full training programme both at college and on site. The Training Officer's role includes:

- Monitoring the apprentice's progress throughout their apprenticeship from start to finish
- Offering support, advice and encouragement whenever required
- Working closely with the colleges and employers
- Carrying out regular college and site reviews to gather feedback from college lecturers and employer representatives
- Dealing with any issues that may arise in relation to the progress of an apprentice, including reporting back to employers if necessary.

All our Training Officers are fully qualified electricians and have vast amounts of experience in the industry, as well as an excellent knowledge of the apprenticeship scheme.

ADDITIONAL SUPPORT

When undertaking the SECTT Pre-Employment Assessment, additional support may be provided if the applicant can provide evidence that it's required. Such support may include:

- Additional time to complete the assessment
- Provision of a reader/scribe to assist the applicant while undertaking the assessment
- Carrying out the assessment in a one-to-one situation.

Each college which delivers the apprenticeship has its own additional support department.

If an apprentice indicates additional support is required when attending college then the college and SECTT will work closely to ensure the correct support is provided.

"I always had an interest in helping people within the industry and in giving something back. During my apprenticeship I had the same opportunities as everyone else. I had to prove myself, but so does every other apprentice, male or female"

**Danielle Watson –
Lecturer in Electrical
Installation, Inverness College**



"I never thought I could do it because 'I was a girl' but in reality, there is no difference between my ability and that of a male electrician"

**Heather Hamilton –
Current Stage 2 apprentice**

EQUAL OPPORTUNITIES

SECTT is an equal opportunities training provider and we fully encourage employers to choose applicants, apprentices and adult trainees from every background and gender.

CASE STUDY

I really enjoyed all four years of my apprenticeship. Going back and forth to Thurso was sometimes a bit of a task with early boat journeys and bumpy seas over the winter but it was all worth it. College was great for learning the theory side of the trade and we also did practical work, but I definitely preferred site work.

Throughout my apprenticeship I was part of two large new build projects which play a massive role in Orkney's community. It was great meeting tradespeople from off the island and finding out what it's like to work in bigger cities. As a female on a large site and coming into the job itself, I was slightly scared at the beginning. I wondered what people would think of me and if I would manage to do it, but everyone I've worked with has been so amazing and supported me through my apprenticeship.

I have also proved to myself I can do it by winning apprentice of the year for three years, including for the whole of Scotland one year.

Melanie Smith – Ex-apprentice who passed FICA September 2019

CASE STUDY

Over the last four years of my apprenticeship I have really enjoyed the experience of both working on site and in the college. The skills I gained at college from both practical work and theory work really helped me when I was working on building sites with the council. Applying the knowledge I learned from college was easy to do as it related a lot to the type of work I was carrying out on site.

On site was a different but equally good experience. I found learning was a lot faster paced on site, and I felt like I learned more from the site due to the sort of work we were doing. I could apply the knowledge I learned on both site and college to my FICA. When it came to my FICA I felt like I was more than prepared for it thanks to the help of the college and my work tradespeople.

Pamela Duffy – Ex-apprentice who passed FICA August 2019

Pre-app & other courses

SOME colleges run courses that are dedicated to providing candidates with the relevant experience to become an apprentice. These are full-time college courses that can last for up to six months and students will complete practical installations similar to those undertaken by apprentices.

During the pre-apprenticeship course, work experience may be organised with employers if candidates show the correct attitude while they're at college.

It's also beneficial for employers who are looking to take on someone as it allows candidates to showcase their talents before employment. Some employers will only recruit from pre-apprenticeship or similar full-time college courses.

CREDITING ELECTROTECHNICAL COMPETENCE (CEC) SCHEME

This scheme is primarily for practising electricians who want to obtain industry-recognised qualifications, allowing them to qualify for SJIB grading.

The scheme is for those who:

- Cannot provide proof of apprenticeship

"The pre-app course was great and more than prepared me for working with Clyde Controls. They only employ youngsters from this course."
Arthur Devlin – Stage 1 apprentice, Clyde Controls Ltd

- Completed their apprenticeship outside the UK
- Do not hold an SVQ Certificate in Electrical Installation.

The CEC scheme enables candidates to have their previous experience and/or qualifications assessed, so that any skills or qualification requirements can be identified.

The candidate can upgrade their skills, either at a college or in the workplace, and then sit FICA. Once qualified, candidates can then apply for an SJIB grade card as an electrician.

The scheme not only provides evidence of competence but also promotes consistent best practice and provides better job and career opportunities within the industry.

"The course does a fantastic job of preparing people for an apprenticeship and gives them great insights into the electrical industry"

APPROVED COMPETENCE ASSESSMENT (ACA)

After working as a graded electrician for a minimum of two years, you can begin the process of being graded to Approved Electrician status.

Good site experience has to be gained throughout the minimum two-year period working as an electrician.

The application must also be supported by your current employer via the Statement of Experience forms which must be completed.

SECTT will review the Statements of Experience and the Job Record Sheets. Once approved, an ACA application form will then be sent to your employer.

When this has been completed and returned, SECTT will make arrangements for you to sit the Approved Competence Assessment. When you have passed the assessment, the SJIB will re-grade you as an Approved Electrician.

Benefits of being graded as an Approved Electrician include:

- You can become an Approved Certifier of Construction who is eligible to sign off Building Warrants work in Scotland
- More opportunities to progress within the industry and maximise your potential
- You may be more likely to gain employment within the industry
- You can earn at least £2,000 per annum more than an electrician.

CASE STUDY

Magnus Electrical Services has taken on apprentices from the pre-app course at West College Scotland for a number of years and we've found the course does a fantastic job of preparing them. It gives them great insight into lots of aspects of the electrical industry, including hand tool skills, knowledge of materials and accessories, and uses and installation methods for various forms of containment. All of our apprentices speak highly of the guidance and training they received while on the course and how their confidence has grown over the coursework, both in their own abilities and in interacting with others in a working environment.

Martin Gemmell, Magnus Electrical Services

"Everything on the course is relevant to my job and I got on much better because of this. My company, Deselec, recruits from the pre-apprenticeship course every year."
Daniel Kingsley – Stage 1 apprentice, Deselec Thistle Generators

Want to be a winner?

If you want to show off your new skills and put your talents to the test, SECTT hosts annual competitions where the top apprentices from across the country can go head to head

SECTT FIRST AND SECOND STAGE APPRENTICE OF THE YEAR

Towards the end of the academic year, each SECTT Training Officer, in conjunction with college lecturers, will select an overall first and second stage apprentice of the year for their respective college.

The chosen candidate will be the individual who has consistently performed well in areas such as attendance, time-keeping, attitude and quality of practical and theory work at college. They will also be performing well on-site with their employer.

There will be first and second stage competitions, with three regional heats held across the north, west and east of the country and incorporating all the 21 colleges.

Each heat is exactly the same competition piece. It comprises a three-and-a-half-hour practical install and a one-hour theory question paper.

The winners from each of the regional heats then go forward to the Apprentice of the Year final in Edinburgh where a final interview takes place.

Gold, silver and bronze medals are awarded for the first and second stage competitions, which provides an overall Scottish First and Second Stage Apprentice of the Year.

SECTT THIRD STAGE APPRENTICE OF THE YEAR

An apprentice is chosen from each college by the Training Officer and college lecturers to compete.

SECTT holds north and south heats incorporating all of the 21 colleges across Scotland – involving candidates carrying out a five-hour practical installation.

From the heats, finalists will be selected, depending on the scores, to compete in the Scottish final. At the final, the winners will be awarded gold, silver and bronze medals.

The Scottish final is also one of the UK regional SkilleLECTRIC heats.

SKILLELECTRIC AND WORLDSKILLS UK

SkilleLECTRIC is the search for the UK's best young electrician and the premier skills competition for the UK's electrical industry.

The contest is organised by registered charity NET who, on behalf of the industry, manage and develop the industry assessment of occupational competence in England, Wales and Northern Ireland. SECTT works closely with NET in relation to the development of competition pieces, as well as judging at the heats and finals.

Each year, the best electrical apprentices and newly qualified electricians from across the UK take part in regional heats to win a place in the competition's grand final.

There are around six heats across the UK.

The results from all heats are collated then WorldSkills UK quality assures the results and the finalists get notified.

They take part in the UK National Final at the NEC in Birmingham as part of the WorldSkills UK Live event.

There's also the chance for those who demonstrate exceptional talent to represent their country at EuroSkills and WorldSkills events around the globe.

The EuroSkills and WorldSkills Team UK squad is selected from the high-scoring age-eligible finalists and is usually made up of around four candidates.

They receive high performance training across a range of areas from a WorldSkills UK expert.

The squad then gets reduced until the final candidate is chosen to represent their country at Euro and WorldSkills.



Those who demonstrate exceptional talent have a chance of representing their country at EuroSkills and WorldSkills events around the globe



WILL I GET PAID?

As all apprentices are employed full time under conditions of employment agreed between the employers and unions in the industry, they are paid a wage rate set by these conditions (SJIB wage rates). The wage rates are reviewed each year and increase as each stage of the apprenticeship is completed.

How do I get started?

If a career in the electrical industry sounds like a good fit for you, it's easy to take the first steps in your journey to becoming a qualified electrician

I **F YOU'RE** interested in becoming an apprentice electrician you will be following a Modern Apprenticeship and will achieve an SVQ in Electrical Installation at SCQF Level 7.

It's the only recognised industry route in Scotland for an electrical apprenticeship.

The first step is to register with SECTT for the Pre-Employment Assessment www.sectt.org.uk/application.html The assessment covers both technical comprehension and numeracy and is carried out at a college local to you. You will also need to pass a colour vision assessment.

When you've completed the online application, we will contact you by letter or email and invite you to attend the Pre-Employment Assessment.

We will send some sample questions along with this invite so you know what to expect. SECTT also has support available with our Introduction to Maths booklets if required.

Once you have passed the Pre-Employment Assessment, we would strongly advise you to contact potential employers about apprenticeship vacancies. Send them your CV, along with a covering letter, and tell them that you have passed the SECTT Pre-Employment Assessment.

SECTT, with your permission, may also circulate your details to electrical contractors in your area, if they ask for the SECTT Pre-Employment Assessment Pass List.

To become an apprentice electrician, you must be in full time employment with an electrical contractor. SECTT would recommend that prior to contacting any potential employers, you follow the process above.

Once you have secured employment, the employer will contact SECTT to reserve a place for you at a local college where you will begin your Modern Apprenticeship!

To become an apprentice electrician, you must be in full-time employment with an electrical contractor



WHAT DOES IT COST?

In normal circumstances, all college courses, regulation books etc. are provided free of charge to the apprentice. In addition, your employer will supply you with any personal protective equipment (PPE) that you may require while working on site.



WHAT IF I STAY IN A RURAL AREA?

SECTT ensures that no matter where you stay, from Orkney to the Borders, you have the same opportunity. SECTT reimburses anything over and above £2 per day which is required to travel and attend college.

If accommodation is required then SECTT can help with organising this. The cost of the accommodation must be paid up front by the employer but will then be reimbursed by SECTT after each college block is completed.

EMPLOYER INFORMATION

What are the benefits?



WHY SHOULD I TAKE ON AN APPRENTICE?

T **HERE** are many benefits to having an apprentice or adult trainee to help your business develop. An extra pair of hands trained to suit the nature of your business will be beneficial both in the short and long term.

SECTT will provide support and assistance across a range of different areas, including:

- Meeting up with you to discuss the course and the type of work you do to ensure you can provide the relevant on-site experience to the apprentice.
- Signposting you to the health and safety requirements.
- Providing a list of applicants who have successfully passed the Pre-Employment Assessment and who may be looking for an apprenticeship.
- Providing a list of potential apprentices and adult trainees who have undertaken a pre-apprenticeship course and performed well and are actively looking for an apprenticeship. Interviews can be facilitated at the college.
- A Training Officer will monitor and support your apprentice or adult trainee during their apprenticeship. They will always be available to discuss any issues with you.
- Providing log-in details to the OneFile system where you can track your apprentice or adult trainee's progress.

"Employing apprentices in conjunction with SECTT has proven to be invaluable as the level of training and help they get is superior."

**Iain Currie – Contracts Manager,
Derek Mitchell Electrical Ltd**

"Having completed the SECTT apprenticeship scheme myself, it didn't just provide me with a solid technical and practical skill set but inspired me to further achievements that have developed my career into my current role in senior management."

**Gordon Christie –
Managing Director,
Aird Walker & Ralston Ltd**

- You will receive feedback on how your apprentice or adult trainee is performing at college via reviews which can be viewed on OneFile.
- The Training Officer will visit your apprentice or adult trainee on-site to discuss their site progress with them and a company representative.

COSTS MET BY SECTT

During the apprenticeship, SECTT will meet the cost of the following:

- All Stage 1, 2, and 3 registration and college fees.
- Necessary course materials, such as IET Wiring Regulations and On-site Guide.
- Registration on online support systems for apprentices and employers.
- Courses to help the apprentice fill any gaps before their Final Integrated Competence Assessment (FICA).
- First attempt of the FICA, including a travel and accommodation contribution. However, all charges for resits will not be covered if required.

Details of further financial benefits can be found on page 22.

🚩 Please note the above is subject to funding by Skills Development Scotland.

👁️ CASE STUDY

We have been recruiting and training our apprentices in conjunction with SECTT for over two decades – I think that speaks for itself.

Recruiting from the pre-app course gives a better understanding of who you are employing, as the apprentice arrives with you that little bit more mature and

safety conscious than they would have done coming straight from school.

The assistance and notifications regarding our apprentices which we receive from both the Training Officer and the college lecturers are much valued and enable us to act quickly on the apprentices' advancement.

**Derek Grindlay – John McNicol
& Co (Electrical Engineers) Ltd**

EMPLOYER INFORMATION

Hiring an apprentice

THE MODERN APPRENTICESHIP/ ADULT TRAINING SCHEME

The Training Scheme of the Scottish Joint Industry Board (SJIB) is designed to regulate the entry, conditions of service, training and education of apprentices in the Electrical Contracting Industry in Scotland.

The management of the scheme has been delegated by the SJIB to SECTT. The SJIB provides a booklet detailing the Conditions of Service and Training for Apprentices. Details are available from the SJIB website, www.sjib.org.uk

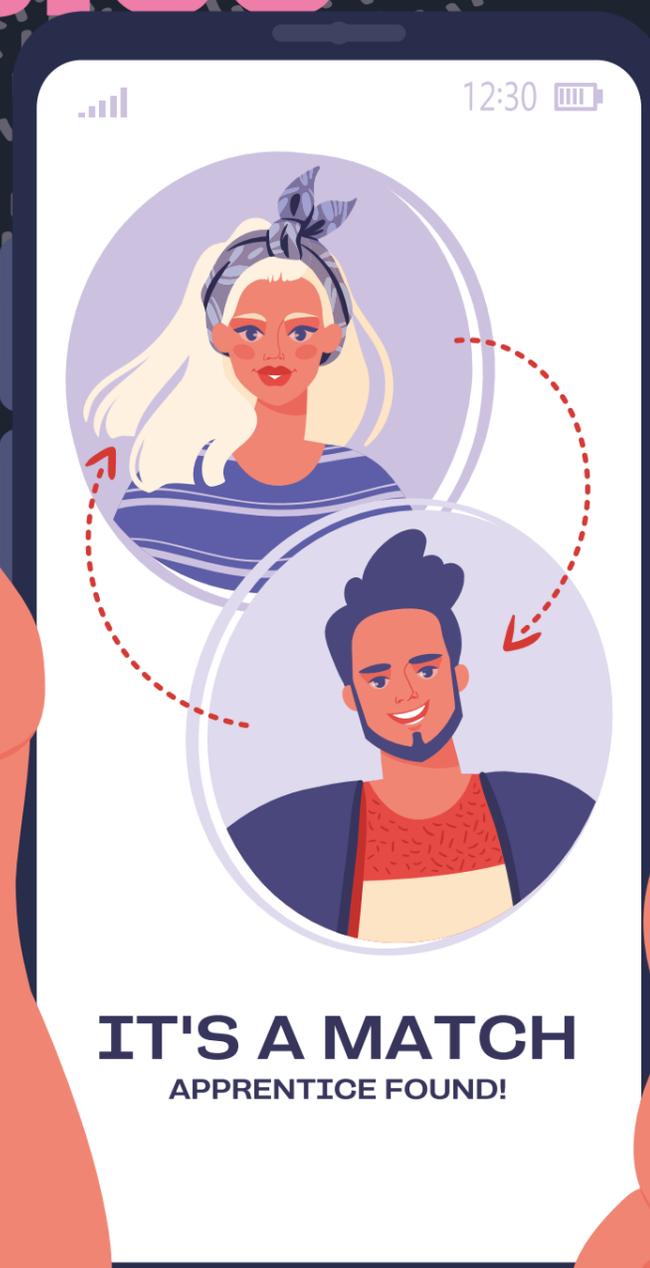
All apprentices and their employers must sign a Registration of Apprenticeship which is registered with the SJIB. Employers commit to employ and train apprentices throughout the period of the apprenticeship, which lasts approximately four years on average.

Every apprentice will also be issued with an Individual Training Plan which provides them with information about the details of the training programme and the qualifications they can achieve.

All parties to the apprenticeship undertake to observe the provisions of the SJIB National Working Rules which cover the terms and conditions of employment including health and safety obligations and apprentice wage rates. Details of the SJIB National Working Rules and the current wage rates are available from the SJIB website, www.sjib.org.uk

Your commitment is to pay wages throughout the training scheme while the apprentice is at college and on-site and to adhere to the conditions of the SJIB Apprentice and Adult Training Schemes Guide.

Spending time on an interview is more likely to result in a committed employee who completes the apprenticeship



FINDING AN APPRENTICE

Employers can enrol an existing apprentice onto the programme or recruit one through SECTT. Regional Training Officers can provide you with help where necessary. Employers are encouraged to post any apprenticeship opportunities at www.apprenticeship.scot

To enrol an apprentice, the young person must:

- Be aged 16 or over.
- Be employed by an electrical contractor
- Live in Scotland.

If an apprentice is over the age of 22 and has at least one year's electrical experience, they can consider the adult trainee route. This option involves less time at college due to the experience already gathered from site.

APPRENTICE RECRUITMENT

SECTT would encourage employers to undertake formal and structured interviews before offering employment to apprentices. There is significant evidence to show that time spent at the interview stage is more likely to produce a committed employee who will complete the apprenticeship. We would also advise that the Disclosure Scotland scheme promotes best practice in recruiting people whose duties will involve regular contact with people aged under 18. For more information, see www.disclosurescotland.co.uk

When redundancy happens to apprentices and adult trainees, SECTT works closely with them to find another employer who is willing to continue their training

ADOPT AN APPRENTICE SCHEME

Unfortunately, from time to time, some apprentices and adult trainees lose their jobs through redundancy. When this happens, SECTT works closely with them to find another employer who is willing to continue with their training.

An employer who recruits a redundant apprentice may be eligible to apply for a government incentive, if available. SECTT can provide advice, on request.

HOW TO REGISTER

To register an apprentice or an adult trainee, or for further information, please contact us on 0131 445 5659.

Employer support

SJIB WAGE RATES

The SJIB apprentice wage rates can be obtained from their website www.sjib.org.uk

ON-SITE TRAINING SUPPORT

The level of on-site training support payable is subject to the funding SECTT receives from Skills Development Scotland (SDS) and is payable to the employer once the apprentice is re-graded to the next stage of the apprenticeship. The on-site training support is currently:

First stage

- Apprentices who are 16 to 19 years of age on the start date of the apprenticeship: £750 per apprentice.
 - Apprentices who are 20 years of age and over on the start date of the apprenticeship: £375 per apprentice.
- (An SJIB Service Fee of £100 will be deducted at the end of Stage One for non SJIB/SELECT member companies).**

Second stage

- Apprentices who are 16 to 19 years of age on the start date of the apprenticeship: £750 per apprentice.
- Apprentices who are 20 years of age and over on the start date of the apprenticeship: £375 per apprentice.

Successful completion of the Final Integrated Competence Assessment (FICA)

Providing the date of successful completion of the FICA is within **four and a half years** of the apprentice's start date, the following grants apply:

- Apprentices who are 16 to 19 years of age on the start date of the apprenticeship: £1,000 per apprentice.
- Apprentices who are 20 years of age and over on the start date of the apprenticeship: £500 per apprentice.

Please note that no on-site training support will be paid to employers who recruit a candidate on the Adult Training Scheme.



TRAVEL AND ACCOMMODATION EXPENSES

College attendance

The cost, in excess of £2 per return trip, of any actual fare reasonably incurred when travelling to and from the college shall be reimbursed to the apprentice by the employer. SECTT will then reimburse the employer.

College accommodation

Any accommodation expenses, up to a maximum of £35 per night, necessarily incurred by the apprentice in order to attend the college will be reimbursed to the apprentice by the employer. SECTT will then reimburse the employer.

FINAL INTEGRATED COMPETENCE ASSESSMENT (FICA)

- A contribution from SECTT will be made towards the costs of travel and accommodation for the first attempt at FICA.
- For rules regarding FICA resits, please refer to the SJIB Handbook.

No claims from employers for reimbursement of travel and accommodation expenses will be considered by SECTT unless claimed on, and in compliance with, the SECTT claim form. Claims will only be met when supported by original receipts.

Note: Employer on-site training support, travel and accommodation expenses are subject to review by the Trustees of SECTT in December each year. Updated information can be found on the SECTT website.



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