

SECTION L

Crediting Electrotechnical Competence (CEC) Scheme

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L1. Ensuring Competence is Recognised

- L1.1 The CEC Scheme is primarily for practising Electricians who want to obtain industry-recognised qualifications, allowing them to qualify for SJIB grading. The 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 then upgrade their skills at college and in the workplace. Once qualified, candidates can then apply for an SJIB Grade (ECS) Card as an Electrician.
- L1.2 The need to have evidence of competence is even more necessary within the Electrical Contracting Industry. Recognising this requirement the Scottish Joint Industry Board (SJIB) in conjunction with the industry modified its Grading Scheme and developed the Crediting Electrotechnical Competence (CEC) Scheme. This Scheme is for those who:
- (a) cannot provide proof of apprenticeship; or
 - (b) completed their apprenticeship outside the UK; or
 - (c) do not hold an SVQ Level 3 Scottish Vocational Qualification (SVQ) Electrical Installations Certificate.
- L1.3 This Scheme will not only provide evidence of your competence but will promote consistent best practice and provide better job and career opportunities within the industry. If you are a practising Electrician, you should not have difficulty in achieving the SVQ Level 3.
- L1.4 SVQs recognise what a person is able to do at work and involves:
- (a) The skills and knowledge needed to do the job
 - (b) The ability to organise work
 - (c) Spotting and rectifying problems
 - (d) Working to deadlines
- L1.5 The concept of the SVQ's framework is that it is an assessment process of the individual's ability to competently perform to industry-set occupational standards. The assessment is workplace-based and relies more on you collecting evidence of work you have carried out rather than you being directly observed.

L2. Benefits of the CEC Scheme

- L2.1 The benefits of completing the CEC Scheme are that it:
- (a) Allows you to qualify as an Installation Electrician.
 - (b) Allows you to qualify for the SJIB Grade (ECS) Card.
 - (c) Improves Health and Safety Awareness.
 - (d) Enables you to prove to an employer that you are competent.
 - (e) Improves future employment prospects.

L3. Eligibility

- L3.1 Ideally you should be working or have substantial experience within the Electrical Contracting Industry.
- L3.2 You must provide evidence you have successfully completed the following training:
- (a) The ECS Health and Safety Assessment or a valid approved equivalent (completed within the last 30 months); and
 - (b) Scottish Building Standards (completed within the last three years); and
 - (c) SQA [SELECT] Customised Award in Requirements for Electrical Installations to BS 7671 (completed within the last five years); or
 - (d) City & Guilds IET Wiring Regulations – Full Course (completed within the last five years); or
 - (e) EAL Level 3 Award in Requirements for Electrical Installations BS 7671 (601/5321/0) (completed within the last five years); or
 - (f) LCL Level 3 Award in the Requirements for Electrical Installations BS 7671 (601/5665/X) (completed within the last five years).

L4. Registration

- L4.1 In preparation for the CEC Scheme, all applicants should complete and return the following documentation and certificates to SECTT:
- (a) The CEC Scheme Application Form (shown as Appendix L2) available from www.sjib.org.uk;
 - (b) A CV which should consist of a list of references, detailing your work experiences, dates of employment with employers and the type of work you have undertaken;
 - (c) The ECS Health and Safety Assessment or a valid approved equivalent (completed within the last 30 months);
 - (d) Scottish Building Standards (completed within the last three years); and
 - (e) SQA [SELECT] Customised Award in Requirements for Electrical Installations to BS 7671 (completed within the last five years); or
 - (f) City & Guilds IET Wiring Regulations – Full Course (within the last five years); or
 - (g) EAL Level 3 Award in Requirements for Electrical Installations BS 7671 (601/5321/0) (completed within the last five years); or
 - (h) LCL Level 3 Award in the Requirements for Electrical Installations BS 7671 (601/5665/X) (completed within the last five years); and
 - (i) Copies of any other relevant qualifications / certificates.

L5. Once Accepted

- L5.1 As soon as your application has been approved you will be allocated to a college where you will be expected to collate evidence in the form of a Portfolio. Any skill gaps identified during this process may result in you having to complete additional training.
- L5.2 In order to complete the CEC Scheme and the SVQ Level 3 you will have to undertake the Final Integrated Competence Assessment (FICA).

L6. Completion of the CEC Scheme

- L6.1 Success depends on your ability to collect the agreed evidence that demonstrates to your Assessor that you have the competence to meet the standard.
- L6.2 When appropriate and after your application has been approved you will receive an SJIB Provisional Electrician's card which will be valid for 18 months.

L7. Cost

- L7.1 CEC Candidates will have to pay for any courses, course materials and registration fees. This will vary as the amount of training and updating of skills will differ from candidate to candidate. Colleges will charge £500 for the completion of the SVQ Level 3 Portfolio, and SECTT require £250 (non refundable) to cover the costs of administration and registration.
- L7.2 Use the attached Flowchart (see Appendix L1) to find out if you qualify for the CEC Scheme.

Contact SECTT on:

SECTT

The Walled Garden
Bush Estate
Midlothian, EH26 0SE
Tel: 0131 445 5659
Email: admin@ssectt.org.uk

Contact SJIB on:

SJIB

The Walled Garden
Bush Estate
Midlothian, EH26 0SE
Tel: 0131 445 9216
Email: admin@sjib.org.uk

Appendix L1

CREDITING ELECTROTECHNICAL COMPETENCE (CEC) SCHEME

The purpose of the CEC Scheme is for you to have your qualifications and experience assessed so that you can be graded as an Electrician

Have you served and completed an SJIB recognised apprenticeship either in the UK or abroad? and
Do you have the appropriate certificates/documentation?

NO

Contact the SJIB
on
0131 445 9216.

For more information contact the SJIB.

YES

Are you currently working as an Electrician or have substantial experience in the Electrical Contracting Industry?

NO

YES

Can you provide evidence that you have successfully completed the following training:-

- (a) The ECS Health and Safety Assessment or a valid approved equivalent (completed within the last 30 months); and
- (b) Scottish Building Standards (completed within the last 3 years); and
- (c) SQA [SELECT] Customised Award in Requirements for Electrical Installations to BS7671 (completed within the last 5 years); or
- (d) City & Guilds IET Wiring Regulations – Full Course (completed within the last 5 years); or
- (e) EAL Level 3 Award in Requirements for Electrical Installations BS 7671 (601/5321/0) (completed within the last 5 years); or
- (f) LCL Level 3 Award in the Electrical Installations BS 7671 (601/5665/X) (completed within the last 5 years).

NO

For more information on SELECT's courses go to www.select.org.uk

Alternatively contact your local college for more information on other recommended courses.

YES

Complete and return the CEC Application Form available at www.sectt.org.uk/adulttraining.html to SECTT with the appropriate supporting documentation and administration and registration fees.

When appropriate and after your application has been approved you will receive an SJIB Provisional Electrician's card which will be valid for 18 months.

Appendix L2

APPLICATION FOR THE CREDITING ELECTROTECHNICAL COMPETENCE SCHEME (CEC)

Please read the guidance notes for this Scheme before submitting your application.

Please complete in BLOCK CAPITALS and return to SECTT

Details of applicant

Surname		N.I. Number	
Forenames		Telephone	()
Address		Mobile	
		Email	
Town		D.O.B	Gender M <input type="checkbox"/> F <input type="checkbox"/>
Postcode		Country of Origin	

Details of employer

		Yes	No
Are you working as an Electrician at the moment?		<input type="checkbox"/>	<input type="checkbox"/>
Name of Employer		Address	
Town		Email	
Postcode		Telephone	()
Contact		Mobile	

Further Details

How many years' experience do you have as an Electrician?		Yes	No
Did you serve a recognised apprenticeship? If yes, enclose proof of apprenticeship.		<input type="checkbox"/>	<input type="checkbox"/>
Start date/year			
If Yes, name of Employer			

Employment history

Please provide:

1. A detailed CV with your electrical installation work experience.
2. A list of electrical contractors you have worked for as an electrician.
3. References from the above employers detailing your employment status, period of employment and type of work undertaken. These should be on company headed paper.

Qualifications

Please identify the relevant qualifications below and supply photocopies of certificates along with this application.

	Yes	No
City & Guilds 236 Part 1 or A; and	<input type="checkbox"/>	<input type="checkbox"/>
City & Guilds 236 Part 2 or B; or	<input type="checkbox"/>	<input type="checkbox"/>
Scotvec Modules (1985-1995) in Electrical Installation; or	<input type="checkbox"/>	<input type="checkbox"/>
SVQ Level 3 Electrical Installation (1995 onwards); and	<input type="checkbox"/>	<input type="checkbox"/>
ECS Health & Safety Assessment or an approved equivalent (completed within the last 30 months); and	<input type="checkbox"/>	<input type="checkbox"/>
Scottish Building Standards (completed within the last 3 years)	<input type="checkbox"/>	<input type="checkbox"/>
*One of the following courses:		
SQA [SELECT] Customised Award in Requirements for Electrical Installations to BS 7671*; or	<input type="checkbox"/>	<input type="checkbox"/>
City & Guilds IET Wiring Regulations – Full course*; or	<input type="checkbox"/>	<input type="checkbox"/>
EAL Level 3 Award in Requirements for Electrical Installations BS 7671* (600/5321/0).	<input type="checkbox"/>	<input type="checkbox"/>
LCL Level 3 Award in the Requirements for Electrical Installations BS 7671* (601/5665/X).	<input type="checkbox"/>	<input type="checkbox"/>

*Must have been completed within the last five years. See CEC Scheme Guide for course details.

***These qualifications are mandatory and copies of certificates must be included with your application.**

Notes: Once completed please return this form along with one passport style photograph with your name and National Insurance Number printed on the reverse.

When appropriate and after your application has been approved you will receive an SJIB Provisional Electrician's card which will be valid for 18 months.

We will pass this information on to a designated college and they will need to see the original certificates you have identified above, before enrolment.

The Registration and Administration Fee of £250 (non-refundable) must be included with this application. Please make cheques payable to SECTT.

Appendix L2 continued

I confirm that the information on this form is correct to the best of my knowledge and belief.

Signed:	Date:

FOR OFFICE USE ONLY

	Signature	Date
Provisional Card Approved		
Fee Received <input type="checkbox"/>		