

# ELECTROTECHNICAL CERTIFICATION SCHEME

## Incorporating the JIB GRADING SYSTEM

Administered by the Joint Industry Board for the Electrical Contracting Industry

Affiliated to the Construction Skills Certification Scheme

To receive an identity card bearing your photograph and showing your qualifications and occupational disciplines please complete all necessary sections of this form **in black ink** and return it, with the appropriate fee and an authorised photograph of yourself, to the JIB at the address given at the end of the application form. **Please do not use photocopies of this form. A PDF file for printing is available from [www.jib.org.uk/ecs003.htm](http://www.jib.org.uk/ecs003.htm).**

### SECTION 1 - PERSONAL DETAILS (All applicants should complete this section)

National Insurance No.	<input type="text"/>	ECS Number (current card holders)	<input type="text"/>						
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms								
Surname:	<input type="text"/>								
Forename(s):	<input type="text"/>								
House Number:	<input type="text"/>								
Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>								
Date of Birth:	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	Postcode:	<input type="text"/>	-	<input type="text"/>

### SECTION 2 - ECS HEALTH AND SAFETY ASSESSMENT (All applicants should complete this section)

Before you can be issued with an ECS card you must demonstrate the required level Health and Safety Awareness. You can demonstrate the required level of Health and Safety Awareness by successfully completing the ECS Health and Safety Assessment or providing evidence of a valid exemption. A complete list of exemptions should have been enclosed with this form. Alternatively a complete list of exemptions can be obtained by contacting the central booking office on **0845 313 1530**, or from the ECS web site ([www.ecscard.org.uk](http://www.ecscard.org.uk)).

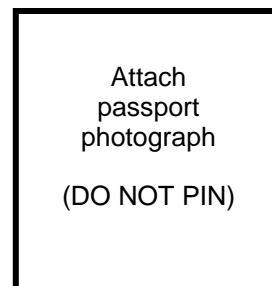
I have passed the ECS Health and Safety Assessment within the last two years	Yes	
I have a valid exemption (please ensure you send photocopy of exemption)	Yes	
Have you passed the ECS Health and Safety Assessment within the last three months?	Yes	
Date Passed:	Centre:	Session Time:

### SECTION 3 - IDENTIFICATION PHOTOGRAPH (All applicants should complete this section)

To be completed **ONLY** by a person authorised to verify your photograph as detailed below:

- i) A Unite the Union Regional official or;
- ii) an authorised representative of your employer (or an officer of your local Jobcentre Plus) or;
- iii) a community representative (e.g. M.P., J.P., Police Officer, Solicitor)

I have countersigned the attached photograph and certify that it is a reasonable likeness of the person named in section 1 of this form.



Signed: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Official Stamp or Address: \_\_\_\_\_

Position in Organisation/Community: \_\_\_\_\_ Date \_\_\_\_\_

In order to receive an identification card bearing the holder's photograph, you should enclose a passport-size photograph with your name and National Insurance Number on the reverse side. The photograph **MUST** also be countersigned by one of the persons detailed above.





The JIB Grading System provides open access to anyone who has an appropriate electrical NVQ Level 3 Award and the relevant practical experience. If you meet these criteria and wish to apply for a JIB Grade, be sure to complete the following Section 5 and ask your employer to complete Section 10 or otherwise provide a *bona fide* reference confirming your training and/or practical experience.

<b>SECTION 5 - JIB GRADING SYSTEM.</b> Complete this section only if applying for a JIB Grade or Regrade.		
Have you ever held a JIB Apprenticeship or Grade Card?	Please state YES or NO	
Have you previously held a UK REGISTER or ECS Card?	Please state YES or NO	
I hereby apply to be Graded by the Joint Industry Board and agree to comply with the Rules and Regulations of the Board whenever employed by a JIB member company.	Signed:	

NOTE: The JIB Rules and Regulations are published in the JIB Handbook, price £5.50 inc postage and packing

<b>SECTION 6 - TRAINING.</b> This section is not required for Labourers, Site Visitors or ECS Related Disciplines. Existing ECS card holders should provide details of training or qualifications achieved since the last card was issued. Applicants for an initial gold craft card must complete this section. <b>PLEASE ENCLOSE PHOTOCOPIES OF ANY CERTIFICATES OR REFERENCES CONFIRMING PRACTICAL TRAINING.</b>
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6A TRAINING - APPRENTICESHIP		
Did you serve an electrical apprenticeship? If yes, please attach evidence	YES	NO
With which organisation(s) was your apprenticeship served?	START	FINISH
Was your apprenticeship formally completed?	YES	NO

**JIB REGISTERED APPRENTICES APPLYING FOR AN INITIAL GOLD CRAFT CARD MUST ENCLOSE THEIR ORIGINAL TRAINING CONTRACT OR COMPLETED CERTIFICATE OF COMPLETION OF APPRENTICESHIP (JIB409)**

6B PRACTICAL TRAINING			
Have you received any formal practical electrical/electronic training other than an apprenticeship? If YES please give details & attach evidence		YES	NO
Training Received	Training Organisations or employer's name & Address	Training Start	Training Finish

6C TRAINING PLAN	
<b>Applicants for an Apprentice card should provide details of their Training Provider and a copy of the agreed learning plan.</b>	
Training Provider's Name & Address	Start Date



**SECTION 7 - STANDARDS & REGULATIONS KNOWLEDGE.** This section is not required for Labourers, Site Visitors or ECS Related Disciplines. Applicants for a gold craft card must complete this section.

What knowledge do you have of the following? (State YES as appropriate)	Detailed Knowledge	Working Knowledge	Require a Refresher
The current edition of the IEE Regulations			
Building Standards (Scotland) Regulations 1963			
Health and Safety at Work Act 1974			
Electricity Supply Regulations 1988			
Electricity at Work Regulations 1989			
Relevant British Standards & Codes of Practice			

**SECTION 8 - TECHNICAL & VOCATIONAL QUALIFICATIONS.** This section is not required for Labourers, Site Visitors or ECS Related Disciplines. Existing ECS card holders should provide details of training or qualifications achieved since the last card was issued. Applicants for an initial gold craft card must complete this section.

Please show details of all completed course and exam results i.e. Course Title/No./Part	College Or Venue	Date	Results
<b>Practical Exams or Skills Test AM1 &amp; AM2</b>			
<b>IEE &amp; Other Courses On Regulations, etc</b>			
<b>C&amp;G/Scotvec/EITB Part I (or equivalent) Certificate e.g. 2351 or 2330 level 2</b>			
<b>C&amp;G/Scotvec/EITB Part II (or equivalent) Certificate e.g. 2351 or 2330 level 3</b>			
<b>C&amp;G/Scotvec/EITB Part III (or equivalent) Certificate</b>			
<b>Supplementary Studies Certificates or Endorsement</b>			
<b>NVQs/SVQs Level 3 Required for new applicants</b>			
<b>Other Courses or Qualifications e.g. 2391, 2377, 2400</b>			

**PHOTOCOPIES OF ALL TECHNICAL & VOCATIONAL QUALIFICATIONS MUST BE ENCLOSED**



**SECTION 9 - EMPLOYMENT EXPERIENCE.** This section is not required for Labourers or Site Visitors. All other applicants must complete this section.

Are you employed at the date of this application form? Please state YES or NO

If "No" please forward evidence of your employment status

Are you self employed? Please state YES or NO  If YES, how long

Name & Address of present employer	Job Title/Description	Date Joined

Name & Address of previous employers and current CV	Job Title	Start	Finish

**SECTION 10 - EMPLOYER OR SPONSOR ENDORSEMENT AND RECOMMENDATION.** This section must be completed by the applicant's employer or sponsor when applying for an initial grade or regrade.

I confirm that the applicant (please write in the name)		
EITHER * has been employed by this firm / organisation from the earlier date shown to the later date given	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
OR * is known by me to have been self-employed between the dates given and who meets our standards of competence		
* has achieved the appropriate technical and vocational qualifications to receive, and is recommended for the grade of	Grade	
* has received the training and/or gained sufficient practical experience to be recommended or endorsed for the grade of	Grade	
* has had training and gained sufficient practical experience involving electrotechnical skills to be recommended or endorsed to hold an ECS related discipline card.	Position held	Number of Years <input type="text"/>

**A detailed reference from my employer/sponsor confirming my job title, training, experience, duties and responsibilities is enclosed.**

Print Name  Signature

Position in firm / organisation

Company Stamp or Name & Address of firm or organisation	

JIB Number  Telephone Number

If your company is a JIB Member please put a cross in this box to confirm the applicant should be included in the JIB Combined Benefits Scheme.



