



ECS Craft Card application guidance notes and appendices

Please read these guidance notes carefully in conjunction with the ECS craft card application form.

Applications for an ECS card can be made online at www.ecscard.org.uk

It is quicker to apply online.

Before you start your application, check that you have the full qualification requirements for the card you are applying for. All applications must meet the full scheme requirements.

The ECS administration team cannot make a judgment on, or assess an applicant's competence based on self-declaration of skills or experience, and can only defer to the qualification evidence supplied via the documents presented with an application.

The ECS card issued will be based on the evidence supplied and the rules of the scheme.

**Please refer to the Card requirements in Appendix A to ensure you are eligible for the card you wish to apply for.
As a general guide, if you started your training after 1996 the requirement for the Installation Electrician ECS Gold Card is the recognised NVQ level 3.**

What type of application you are making?

Please tick the box in the top right corner of the application form.

- **Initial** - If you are applying for an ECS card for the first time, have an apprentice card and are applying for your first full ECS card or you have a related discipline card and looking for a craft card you need to use this form to make an application. Please put a cross in the initial box. The easiest way to apply for your craft card is using the online application system.
- **Renewal** - If your ECS card has **less than three months left until it's expiry date** you can renew your card. Please put a cross in the Renew box. You may also update or re-grade your card at anytime using the renewal option. If your card has more than three months until it expires your card will be treated as a replacement and issued with the same expiry date as your existing card. The easiest way to renew your craft card is using the online application system.
- **Replacement** - If you have lost your card, need a direct replacement or simply need a duplicate card then please put a cross in the replacement box. Your replacement card will be issued with the same expiry date as your existing card. The easiest way to replace your card is using the online system.

Administration Fee

**Please note: There is a £10 (plus VAT) administration fee charged for paper applications
Apply online to avoid the administration fee and to track your applications progress**

Please refer to the card types on the ECS card website before you make an application

Section 1 Personal Details

All applicants must complete this section

Complete all relevant sections to ensure we have your name, email address, full postal address, telephone, National Insurance number and date of birth.

If your house has a name instead of, or as well as a number, please enter this in 'Address' fields rather than the 'House number' field.

The ECS number field should be completed if you already hold an ECS card – this can be found on the front of your card. Leave this blank if this is an initial card application.

The JIB Employer Number should be completed if you are employed by a JIB member – ask your employer about this. Leave this blank if you do not work for a JIB member company.

The Unite membership number should be included if you are a member of Unite. Please provide a copy of your valid Unite Membership card. This information will be deleted from our systems once the reduced payment has been calculated. If you are not a member of Unite, then leave this section blank.

Section 2 Identification Photograph

All applicants must complete this section and supply a new photograph.

(Unless you had your photograph taken when you sat your ECS H&S Assessment you will need to provide a photograph.)

This can be done electronically when making an on-line application.

Your photograph should meet the same requirements as for a passport photograph.

(A colour standard passport photo taken against a plain background with you facing forward and looking straight at the camera. The picture should be framed as a close-up of your head and shoulders, be clear and in sharp focus, with a clear difference between your face and the background. The picture should show you with a neutral expression and your mouth closed and your eyes open and clearly visible, show your full head and be of you on your own.)

If you are providing a photograph then this section should be completed by the person endorsing your photograph. The same person should also sign and date the reverse of the photograph. Your photograph should be endorsed by one of the following:

A Unite the Union official;

An authorised representative of a company you have been employed by in the last 3 years;

An officer of your local JobCentre Plus

A community representative e.g. MP, Solicitor or Judge

Your application will be delayed if you do not provide a valid photograph

Section 3 Health & Safety Awareness

All applicants should complete this section

Everyone applying either for a new card or to renew an existing card will need to complete a health and safety assessment or provide evidence of a valid exemption. A list of exemptions is attached in Appendix B.

If you have passed the ECS Health and Safety Assessment within the last two years, please tick the box where indicated and provide details of the assessment number. There are three sets of numbers on the notification of success letter – we require the middle set of numbers e.g. JIB12345 or JIBE12345678. We must receive your application before your assessment expires.

If you have a valid exemption, please enter the relevant exemption code and title (found in Appendix B) and the date the exemption was achieved. The certificate must be current and issued within the time period set for the qualification held. You will also need to provide a photocopy of the qualification.

For more information on the ECS Health and Safety assessment please see the separate guidance available on the ECS website, www.ecscard.org.uk/health,-safety-environmental-assessment

Section 4 Occupational Definitions

Applicants for an initial ECS card should complete this section.

Existing card holders should provide details of any ADDITIONAL occupations achieved since the last card was issued.

Please refer to the occupation list in Appendix C and select the code and title most relevant to you. Enter this code, description and the number of years' experience you have in this role in the boxes provided.

Additional occupations: if you hold an ECS Gold card you may also choose a maximum of 5 additional occupations to appear on your ECS card. You must provide copies of all qualifications for all the occupations claimed. You must full meet the requirements for any additional occupation applied for. Please enter the code, description and years' experience where indicated in the 'Additional occupations' section.

If you are selecting ECS Related Discipline or Site Visitor as your code, please provide your job title in the boxes provided. For an ECS Related Discipline card, you will need to provide a detailed job description and detailed reference from your employer on company headed paper. There may be additional qualifications needed for some ECS Related Discipline cards.

Section 5 JIB Grading System

Complete this section only if you are applying for a JIB Grade or Re-grade

The JIB Grading System is accessible to anyone who has an appropriate electrical qualification as defined by the scheme (typically this will be an NVQ Level 3 for an Electrician grade). You do not have to be employed by a JIB member company to obtain a JIB grade. If you meet these criteria and wish to apply for a JIB grade or re-grade, complete this section and ask your employer to complete section 9.

Please refer to the list in Appendix D to identify the code and description of the grade you wish to apply for, and enter it where indicated.

For your application to be considered, you will need to provide copies of your certificates in the same discipline as for your application. In addition you will need to provide a bona fide reference confirming details of your training and/or practical experience – please see section 10 for more information.

Please Note: The ECS administration team cannot make a judgment on, or assess an applicant's competence based on self-declaration of skills or experience, and can only defer to the evidence supplied via the documents enclosed with an application. The ECS card issued will be based on the evidence supplied and the rules of the scheme.

To obtain a Cable and Jointing grade, you must be employed by a company on the JIB Cable and Jointing Register. These are indicated by an arrow (↔) in Appendix D.

You should be aware that by requesting a grade and signing the application form, you agree to comply with the rules and regulations of the JIB whenever employed by a JIB member company. Full details can be found on the JIB website in the Handbook Section at www.jib.org.uk/handbook.aspx

If you have previously held a JIB apprenticeship or grade card, or have previously held a UK Register or ECS card, please tick the boxes where indicated.

Section 6 Apprenticeship

This section is for those completing a JIB registered apprenticeship, supplying details of a previously completed apprenticeship, or an initial Apprentice ECS card non JIB registered apprenticeships.

Training providers should register their apprentices using the online college application system for JIB industry recognition of apprenticeship training programmes.

Apprenticeship Completion

If this section is relevant to you, please select one of boxes 1 to 4 and provide copies of all certificates and supporting documentation as listed below:

Boxes 1 & 2 are for apprentices currently registered on a JIB apprenticeship and wish to complete and upgrade to an ECS craft card. If you do not have a copy of your original training contract, you can select box 2 and include a completed JIB409 form available from www.ecscard.org.uk/Downloads/PoliciesAndDocuments

Box 3 is for those who have previously completed a modern apprenticeship. Please provide a copy of your completion diploma in the occupational discipline of the card you are applying for.

Box 4 is for those who have completed an earlier electrical apprenticeship, prior to the modern apprenticeship programme. Please provide your apprenticeship deeds – these must be provided if you are to have your apprenticeship listed on your card.

Box 5 is for new applications for an Apprentice ECS card for non JIB registered apprenticeships.

Training providers should register their apprentices using the online college application system.

Please provide a copy of your learning plan and the date on which you started your apprenticeship. You must have passed the ECS H&S assessment before you make your application.

Section 7 Technical & Vocational Qualifications

This section is not required for Site Visitors, Labourers or ECS related disciplines.

This section allows us to identify which qualifications you have achieved and what qualifications will be listed on the reverse of your card.

Existing ECS cardholders only need provide details of training or qualifications you have achieved since your last card was issued.

Only qualifications relevant to the card issued will be shown.

Please refer to the qualifications list in Appendix E and enter the code, description and date this qualification was achieved. The qualifications marked with a star (*) are those eligible for printing on your ECS Gold card, subject to the available space.

You must send photocopies of all certificates and supporting documents for these qualifications.

We may request your original certificates if we need to verify your application or as part of our regular audits.

Section 8 Qualified Supervisor Status

This service has now been withdrawn.

Qualified Supervisors for their company who are registered on the NICEIC Approved Contractors Scheme or are members of the ECA and would like their QS status recognised on an ECS card must apply for an ECS card through their scheme provider.

This is a special arrangement with the NICEIC and ECA that provides direct recognition of the company assessment taken by the QS.

The JIB is not able to verify the QS status of applicants directly.

Section 9 Employer or sponsor endorsement and recommendation

When applying for an initial grade or a re-grade card, this section must be completed by the applicant's employer or sponsor.

In all cases this must be completed by your current employer or if you are self-employed, it can be completed by an employer or company to whom you have sub-contracted during the previous three years.

They will have to select one of the boxes to confirm either that you have achieved the right qualifications to be eligible for the grade you're applying for, or that you have sufficient training or practical experience to obtain the grade. (This box can only be used if you are employed by a JIB member company)

The code and description provided must match the details given in section 5.

Your employer or sponsor must then complete full contact details.

Section 10 Collaborations and Endorsements

The ECS has entered into arrangements with various industry bodies to promote professionalism, raise standards and recognise levels of competence. If you can provide the necessary proof, you can request that the logo of one or more of the organisations is shown on your ECS card. Place a cross in the relevant boxes to request the required logo.

The proof required is:

- ACE (Assuring Competence in Engineering Construction) NVQ Level 3 - copy of qualification/certificate
- NAPIT (National Association of Professional Inspectors and Testers) - copy of membership certificate
- IET (Institution of Engineering and Technology) - copy of membership certificate with membership number

Section 11 Payment Details

All applicants must complete this section.

Paying electronically is the quickest way to ensure your application is not delayed at this stage. Payment can be made by Cheque but your application will be held until the payment has been cleared.

Standard Card Fees

| | |
|----------------------------|--|
| Initial Card | £60.00 (£40.00 card fee plus £10 administration fee plus VAT) |
| Renewal / Replacement Card | £48.00 (£30.00 card fee plus £10 administration fee plus VAT) |

Administration Fee

Please note: A **£10 (plus VAT) administration fee** is payable when making a paper application.

Online applications do not have an administration fee

If you are employed by a JIB Member Company, or a member of Unite the Union who is employed by a JIB Member company please see the ECS website for the member rates available for online applications. JIB members will need to have you listed as an employee on the ECS Employer Portal in order to qualify for the member discount when making an online application.

If you apply online the correct application fee will be calculated automatically.

Note: Your application will be delayed if you have not made the correct payment for the card type you are applying for.

Online – logon to MyECS via the ECS card website and make an online application.

Cheques – Should be made payable to JIB.

There may be a delay in despatch of your card, as the processing of your application will not begin until the payment has cleared.

Section 12 Declaration

Please sign and date this section.

You have the option here to opt-out of being put on the Industrial Information Service register and the ECS Check service that is available to employment businesses/agencies and employers. The register allows organisations to verify the existence and content of an ECS card.

If you opt-out the Industrial Information Service and ECS Check these organisations will not be able to validate your ECS record. This may cause problems accessing some construction sites and carrying out work for clients.

ECS Cardholders may change their preferences using the MyECS facility on the ECS card website.

The JIB and ECS may sometimes have special offers and discounts available to ECS cardholders that we would like to tell you about. You can opt-in to receive this marketing information from your MyECS account.

By making an application to the ECS and signing the declaration you are confirming that you agree to the ECS Terms and Conditions.

A copy of the Terms and Conditions are available on the ECS card website www.ecscard.org.uk

General Guidance

Applications must be made online or by using this application form. There is no walk in service for advice and checking application forms at our offices. Applicants will only be seen by a member of the ECS Processing Team if they have made a prior appointment.

Card Validity

The time an ECS card is valid for will depend on the card type and the rules of the scheme. Please see the ECS card website for full details.

Once you have completed the application form, this should be sent to:

ECS Administration, P.O. Box 127, Swanley BR8 9BH

You can track the progress of your application by registering for “MyECS” at www.ecscard.org.uk

Checklist for returning ECS craft card application form

| | |
|---|----------|
| All relevant sections of application form fully completed | Y |
| Enclosed all relevant documents: Apprenticeship deeds Technical qualifications References – detailing the full job description on company headed notepaper Photograph with endorsement Full payment – Online card payment with the payment reference number completed in section 11 of the application form. | Y |
| Copy of qualification for ECS H&S exemption (if relevant) | Y |
| Proof of union membership (if relevant) | Y |
| For JIB grades or re-grades – ensure section 9 is endorsed by your employer or sponsor who can confirm your competence in your occupation | Y |
| Copy of supplementary qualifications e.g. C&G/EAL Current IEE Regulations, Level 3 Inspection, Testing and Certification, or Design Erection and Verification, evidence of IET membership or NAPIT registration etc. | Y |
| Where the Qualifying Supervisor for companies who are either ECA members or have NICEIC approved contractor registration have applied for their company QS status added to their ECS Gold card the following information must be provided: Copy of company ECA membership or NICEIC registration certificate Copy of current assessment report Letter from the company confirming the named QS for ECA membership or NICEIC registration | Y |
| Return form to: ECS Administration, P.O. Box 127, Swanley BR8 9BH | |

Appendix A Card requirements

This advice should be read in conjunction with the rules of the ECS scheme. Details can be found in the JIB hand book.

| Type of Installation | Requirement |
|---|--|
| Electrician card | Full details of the ECS card scheme requirements can be found at www.ecscard.org.uk |
| Craft card Electrician (Gold Card) | Apprenticeship Deeds or Completion Certificate in the occupational discipline of the card applied for OR City and Guilds 2360 parts one and two OR full 2351 OR 2330 Levels two and three AND NVQ Level 3 in Electrotechnical Services (Electrical Installation – Buildings and Structures), OR Level 3 NVQ Diploma in Installing Electrotechnical systems and equipment (Buildings, Structures and the environment) |
| Craft card Electrician by Industry Accreditation (Gold Card) | Apprenticeship Deeds or Completion Certificate in the occupational discipline of the card applied for completed before 1 st January 1994 PLUS bona fide references from your employers for the discipline and grade you are applying for OR City & Guilds 2360 parts one and two completed between 1 st January 1994 and 1 st September 1999 PLUS the NET AM2 assessment AND bona fide references from previous and present employers covering the last three years. |
| ECS Related Discipline (White Card) | You must have your application sponsored by an employer and submit your occupation title and full job description on company headed paper, along with any qualifications you hold |
| Provisional Electrician ONLY available to operatives employed by JIB member companies: | |
| Provisional Electrician (Conditional Gold Card) | City and Guilds 2360 parts one and two OR full City & Guilds 2351 OR City & Guilds 2330 Levels two and three. <u>You must achieve the full Level 3 NVQ Diploma in Installing Electrotechnical systems and equipment (Buildings, Structures and the environment) before your card expires.</u> Only one provisional card is issued. This card is not transferable. Should you leave your employer, this card becomes invalid and an ECS card that reflects your qualifications within the rules of the scheme must be applied for. This may result in the downgrading of the ECS card held. |
| Valid for 18 Months | |
| Regrading from Electrician to: | |
| Approved Electrician (Option 1) (Gold Card) | As for Craft Card Electrician, and have current working knowledge of the IET Wiring Regulations or hold the (Level 3 Award in Requirements for Electrical Installations BS7671: June 2008 (2011)) PLUS Level 3 Award in the Initial Verification and Certification of Electrical Installations AND Level 3 Award in the Periodic Inspection, Testing and Certification of Electrical Installations OR the NET Advanced Assessment of Competence (AAC). |
| Approved Electrician (Option 2) (Gold Card) | As for Craft Card Electrician, and have current working knowledge of the current IET Wiring Regulations or hold the (Level 3 Award in Requirements for Electrical Installations BS7671: June 2008 (2011)) AND Level 3 Certificate in the Certification of Electrical Installations (inspection, testing and certification of electrical installations). |
| Technician (Gold card) | As above for Approved Electrician PLUS Level 4 Award in the Design and Verification of Electrical Installations OR City and Guilds 2391-02 OR City & Guilds 2400 Design Erection and Verification, PLUS a bona fide reference from your employer confirming your competence and experience in this role. |
| Notes: | |
| Apprentices: When apprentices are looking for advancement they should refer to their Apprentice Training Scheme in association with their employer and training provider. Progression (and subsequent grading once the apprenticeship has been successfully completed) is subject to the training targets being met and approval by the employer. Any advancement must be made on the apprentice's behalf by their employer. | |
| Adult Trainees: The requirements of the Adult Craft Training Scheme must be fully met for both registration and advancement. Full details of the Adult Craft Training Scheme are available from www.jib.org.uk | |

MATURE CANDIDATE ASSESSMENT ROUTE

If you have been working within the industry but have, for whatever reason, never completed the formal industry qualification, then it will be necessary to complete the JIB Mature Candidate Assessment. This assessment is carried out via a professional interview and site assessments by a specialist assessor. These assessments can accredit your prior industry experienced, where applicable, with existing technical qualifications taken into account. Any training and assessment requirements you need to complete the assessment will be explained to you by the assessor.

Information on the JIB Mature Candidate Route and the licensed centres who offer the assessment is available from www.ecscard.org.uk/Mature-Candidate-Assessment

ELECTRICIANS TRAINED OVERSEAS

In order for non-UK qualifications to be recognised the applicant will need to undertake the JIB Mature Candidate Assessment in Electrotechnical Services (Electrical Installation - Buildings & Structures). All applicants must also hold the current IET UK wiring regulations qualification.

Generally, existing qualifications held by the individual will be recognised as part of the assessment to demonstrate the same qualification scope as the UK requirements for the issue of an ECS card.

Anyone trained outside should first read the information on the website www.ecscard.org.uk/Non-UK-Qualifications or contact the ECS administration team for specific information on what qualifications they need for their application.

Appendix B Health and Safety exemptions

The ECS Health and Safety assessment is needed prior to making an application for an ECS card unless one of the valid exemptions listed below is held.

An ECS Health and Safety assessment taken with the JIB will be recognised automatically as part of an application if it is in date. If the ECS assessment taken was provided by the SJIB use code E214 on the application form.

An exemption must have been issued within the three years of the ECS application being received by the JIB.

A full list of exemptions is available from www.ecscard.org.uk/ECS-Health-and-Safety-Assessment/H-S-Exemptions

Exemptions valid for applications from 31st March 2016

| Code | Description |
|------|---|
| | |
| | Qualifications valid for 3 years from the date of issue |
| E310 | Apprentices and Adult Trainees who have completed Level 3 S/NVQ Diploma in Installing Electrotechnical Systems and Equipment (Buildings, Structures & Environment) (QCF) |
| E311 | Apprentices, Adult Trainees and Crediting Electrotechnical Competence (CEC) Scheme candidates who have completed S/NVQ Level 3 in Electrotechnical Services (Electrical Installation – Building and Structures) |
| E312 | Apprentices and Adult Trainees who have completed SQA/SJIB SVQ Level 3 in Electrical Installation |
| E313 | TUC Diploma in Occupational Health & Safety |
| E303 | ECITB Health and Safety Passport |
| E305 | Construction Skills Register (CSR) |
| E307 | CCNSG Safety Passport - National Course |
| E308 | CCNSG Safety Passport - Supervising / Leading a team Safety Course |
| E309 | CCNSG Safety Passport - Renewal Course |
| E314 | Safety Passport Alliance (SPA) Core H & S Course |
| E315 | IOSH Working Safely (IOSH Approved Centre Classroom Invigilated Exam ONLY) |
| E316 | IOSH Managing Safely in Construction |
| E317 | Construction Skills (CITB Site Supervisor Safety Training Scheme (SSSTS)) |
| E318 | CITB Site Management Safety Training Scheme (SMSTS) |
| E319 | CITB Site Management Safety Training Scheme Refresher (SMSTS Refresher) |
| E320 | ECA Operative & New Entrant H & S Awareness Course |
| E321 | IOSH Managing Safely in the Engineering Construction Industry (ECITB module 4) (Full Cert) |
| E322 | NEBOSH Diploma in Occupational Safety |
| E323 | NEBOSH Level 3 General Certificate in Occupational Health & Safety |
| E324 | NEBOSH Health and Safety at Work Qualification |
| E325 | Level 3 Electrotechnical qualification (installation) or (maintenance) - Trailblazer |

Appendix C Occupational definition codes

| Code | Description |
|------|---|
| O001 | Electrical Fitter |
| O002 | Electrical Winder |
| O003 | Instruments Mechanic |
| O004 | Radio/Television Electrician |
| O005 | Maintenance Electrician |
| O006 | Installation Electrician |
| O007 | Household Appliances Electrician |
| O008 | Telecommunications Fitter |
| O009 | Distribution Networks Electrician |
| O010 | Office Machines Mechanic |
| O011 | Auto Electrician |
| O012 | Marine Electrician |
| O013 | Wireman/Panel Builder |
| O014 | Building Controls Engineer |
| O015 | Building Controls Engineer (Co Ass) |
| O021 | Trainee Datacomms Specialist |
| O022 | Datacomms Specialist |
| O023 | Advanced Datacomms Specialist |
| O024 | Datacomms Technician |
| O025 | Optical Fibre Datacomms Specialist |
| O031 | Emergency And Security Systems Apprentice |
| O032 | Emergency And Security Systems Trainee |
| O033 | Emergency And Security Systems Installer (Bs) |
| O034 | Emergency And Security Systems Maintenance (Bs) |
| O037 | Emergency And Security Systems Installer |
| O038 | Emergency And Security Systems Maintenance |
| O039 | Emergency And Security Systems Commissioning |
| O040 | Emergency And Security Systems Surveyor |
| O041 | Fire Detection And Alarm Systems Apprentice |
| O042 | Fire Detection And Alarm Systems Trainee |
| O043 | Fire Detection And Alarm Systems Designer (Bs) |
| O044 | Fire Detection And Alarm Systems Installer (Bs) |
| O045 | Fire Detection And Alarm Systems Commissioning (Bs) |
| O046 | Fire Detection And Alarm Systems Maintenance (Bs) |
| O047 | Fire Detection And Alarm Systems Designer |
| O048 | Fire Detection And Alarm Systems Installer |
| O049 | Fire Detection And Alarm Systems Commissioning |
| O050 | Fire Detection And Alarm Systems Maintenance |
| O094 | Mechanical Installation Operative |
| O095 | ECS Related Discipline |
| O096 | Site Visitor |
| O097 | Unskilled Grade |
| O098 | Craft Trainee |
| O099 | Apprentice |

Appendix D JIB Grade codes

| Code | Description |
|------|---------------------------------------|
| G100 | Installation Technician |
| G101 | Electrical Machinery Technician |
| G102 | Technician Winder |
| G104 | Cable Installation Supervisor ⇐ |
| G105 | Technician (Marine) |
| G107 | Instrument Technician |
| G108 | Site Technician |
| G109 | Senior Instrument Mechanic |
| G110 | Wireman Technician |
| G111 | Panel Builder Technician |
| G112 | Refrigeration Technician |
| G114 | Service Fitter Technician |
| G115 | Radio/Television Technician |
| G116 | Telecommunication Technician |
| G118 | Maintenance Technician |
| G119 | Datacomms Technician |
| G200 | Approved Electrician |
| G201 | Approved Electrical Fitter |
| G202 | Approved Electrical Winder |
| G203 | Approved Jointer ⇐ |
| G204 | Cable Foreman ⇐ |
| G205 | Approved Electrician (Marine) |
| G207 | Approved Instrument Mechanic |
| G208 | Approved Instrument Pipefitter |
| G209 | Approved Electrician (Ins. Artificer) |
| G210 | Approved Wireman |
| G211 | Approved Panel Builder |
| G212 | Approved Refrigeration Operative |
| G214 | Approved Service Fitter |
| G215 | Approved Radio/Television Op |
| G216 | Approved Telecommunication Op |
| G218 | Approved Maintenance Electrician |
| G219 | Advanced Datacomms Specialist |
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| | |
| | |

| Code | Description |
|-------------|---|
| G300 | Electrician |
| G301 | Electrical Fitter |
| G302 | Electrical Winder |
| G303 | Jointer ⇐ |
| G304 | Leading Cable Hand ⇐ |
| G305 | Electrician (Marine) |
| G307 | Instrument Mechanic |
| G308 | Instrument Pipefitter |
| G309 | App. Inst. Pipefitter (Inst. Articifer) |
| G310 | Wireman |
| G311 | Panel Builder |
| G312 | Refrigeration Operative |
| G314 | Service Fitter |
| G315 | Radio/Television Operative |
| G316 | Telecommunication Operative |
| G318 | Maintenance Electrician |
| G319 | Datacomms Specialist |
| G400 | Labourer |
| G307 | Instrument Mechanic |
| G601 | Trainee Electrician (Stage 2) |
| G619 | Trainee Datacomms Specialist |
| G701 | Trainee Electrician (Stage 1) |
| G800 | Electrical Improver |
| G801 | Trainee Electrician (Stage 3) |
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| | ⇐ Must be employed by a company on the JIB Cabling and Jointing Register |
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Appendix E Qualification codes

Those marked with a star (★) are eligible for printing on your ECS card if relevant to the grade awarded:
See Section 7 above.

| Code | Additional Certificates |
|-------|---|
| QA001 | 16th Edition IET Wiring Regulations |
| QA002 | 17th Edition IET Wiring Regulations ★ |
| QA003 | Inspection, Testing and Certification of Electrical Installations ★ |
| QA048 | EAL – In-Service Inspection and Testing or Management of Electrical Equipment ★ |
| QA014 | C&G 2377 – In-Service Inspection and Testing or Management of Electrical Equipment ★ |
| QA015 | Design, Erection and Verification of Electrical Installations ★ |
| QA016 | CompEx 01 – 04 - Certificate of Core Competence ★ |
| QA043 | CompEx 05 – 06 ★ |
| QA006 | C&G 3667/02 communication Cabling - Fibre Optic Cabling in an Internal Environment |
| QA012 | BS5839 Part 6 - 2004 |
| QA027 | Level 3 Award in the Periodic Inspection, Testing and Certification of Electrical Installations ★ |
| QA029 | Level 3 Award in the Initial Verification and Certification of Electrical Installations ★ |
| QA032 | C&G Electrical Testing and Verification of Electrical Installation (Ireland) |
| QA040 | Level 4 in Design, Erection and Verification of Electrical Installations ★ |

| Code | Supporting Documents |
|-------|---|
| QO001 | UK NARIC |
| QO002 | Certificate of Completion from Republic of South Africa |
| QO003 | A Class Electricians License from New Zealand |
| QO004 | Queensland Electrical Work License |
| QO005 | ETCO Completion of Apprenticeship |
| QO006 | TAFE Australian Apprenticeship |
| QO007 | European Qualifications |
| QR001 | Reference from employer |
| QR002 | Reference from employer for fire and security with less than 5 years experience |
| QR003 | Reference from employer for fire and security with more than 5 years experience |
| QR004 | Job description |
| QR005 | In house Certificates |
| QR006 | Training Plan & Learning Agreement |

| Code | NVQ Level 2's |
|-------|---|
| QN051 | C&G 6087 NVQ Level 2 Mechanical Engineering - Refrigeration and Air-Conditioning |
| QN044 | EAL NVQ Level 2 Mechanical Manufacturing Engineering (Production Assembly) |
| QN048 | C&G NVQ Level 2 Mechanical Engineering Services in Heating and Ventilation (Q1027508) |
| QN041 | C&G NVQ Level 2 Fire, Security and Emergency Alarm Systems (Q1050761) |
| QN039 | EAL Level 2 Engineering Manufacture (Foundation) - Q1013557 |
| QN031 | C&G NVQ Level 2 in Electricity System Technology Engineering Support |
| QN028 | C&G 2251-02 Level 2 NVQ in Performing Engineering Operations |
| QN025 | EAL NVQ Level 2 Performing Engineering Operations |
| QN023 | EAL - NVQ Level 2 Installing Structured Cabling Systems ★ |
| QN012 | EAL - Engineering Foundation Level 2 (Q1015350) |
| QN017 | Level 2 - Electrical Engineering Manufacture (Foundation) |
| QN002 | C&G 235001 - Electrical Installation Engineering Installing Electrical Systems and Equipment (Q1016784) Level 2 |
| QN003 | C&G 235502 - Installing Electrotechnical Systems Level 2 (Q1052317) |
| QN045 | EAL NVQ Level 1 Performing Engineering Operations 500/1621/0 |
| QN064 | EAL NVQ Level 2 Performing Engineering Operations Q1053547 |

| Code | QCF Diplomas |
|-------|---|
| QD001 | ECITB QCF Level 3 Certificate in Management |
| QD002 | ECITB QCF Level 3 Diploma in Installing Engineering Construction Plant and Systems - Electrical |
| QD006 | EAL Level 3 NVQ Diploma in Installing Electrotechnical Systems and Equipment (Buildings, Structures and the Environment) 501/1605/8 ★ |
| QD013 | EAL Level 2 Diploma in Electrical and Electronic Engineering Technology 501/1094/9 |
| QD014 | EAL Level 3 Diploma in Electrical and Electronic Engineering Technology 501/1121/8 |
| QD017 | EAL Level 2 NVQ Diploma in Performing Engineering Operations (Engineering Practices) 500/9836/6 |

| Code | NVQ Level 3's |
|-------------|---|
| QN001 | C&G 235631 - Level 3 NVQ - Electrotechnical Services ★ |
| QN004 | C&G 235503 - Installing and Commissioning Electrotechnical systems level 3 (Q1052155) ★ |
| QN005 | EAL - Level 3 Installation and Commissioning (Equipment Installation (100/4152/7) ★ |
| QN006 | EAL - Level 3 Engineering Maintenance (Q1027610) ★ |
| QN007 | EDEXCEL - Level 3 Communication Technology Professionals ★ |
| QN009 | ECITB - Installing & Commissioning Electrotechnical Systems and Equipment (Plant) Level 3 (100/3564/3) ★ |
| QN010 | C&G 235001 - Electrical Installation Engineering Installing Electrical Systems and Equipment Level 3 (Q1016785) ★ |
| QN011 | C&G NVQ Level 3 - Providing Security, Emergency and Alarm Systems (100/6146/3) ★ |
| QN013 | EAL - Engineering Installation and Commissioning Level 3 (Q1050075) ★ |
| QN014 | EAL - Electrotechnical Services (Electrical Installation) (Building and Structures) Level 3 (100/4720/7) ★ |
| QN015 | ECITB Level 3 NVQ in Installing Plant and Systems – Pipefitting ★ |
| QN016 | Level 3 - Engineering Maintenance - (Q1013860) ★ |
| QN020 | C&G 2353 NVQ Level 3 in Electricity Systems Technology Engineering ★ |
| QN021 | EAL - NVQ Level 3 Electrical and Electronic Engineering (Manufacturing Electrical Control Systems Equipment) ★ |
| QN022 | EAL - NVQ Level 3 Electrotechnical Services (Installing and Inspecting Structured Cabling Systems) ★ |
| QN024 | NVQ Level 3 in Electrical Installation ★ |
| QN026 | EAL NVQ Level 3 Engineering Maintenance (Electrical) 100/3157/1 ★ |
| QN027 | C&G 1684-01 NVQ Level 3 in Installing and Commissioning (Equipment Installation) ★ |
| QN029 | EAL NVQ Level 3 Engineering Assembly ★ |
| QN030 | EAL NVQ Level 3 Marine Engineering (Electrical/Electronic Installation & Testing) 100/4765/7 ★ |
| QN032 | EAL NVQ Level 3 in Engineering Maintenance (Electrical) ★ |
| QN033 | C&G 2356-35 NVQ Level 3 in Electrotechnical Panel Building ★ |
| QN034 | EAL NVQ Level 3 Engineering Installation and Commissioning Q1050075 ★ |
| QN035 | C&G 2356-36 NVQ Level 3 in Electrical Machine Repair and Rewind ★ |
| QN036 | C&G 3772 NVQ Level 3 in Aircraft/Component Maintenance ★ |
| QN037 | ECITB NVQ Level 3 in Maintaining Plant and Systems : Electrical ★ |
| QN038 | ECITB NVQ Level 3 in Maintaining Plant and Systems - Instrument and Controls ★ |
| QN040 | EAL NVQ Level 3 Electrotechnical Services (Installing and Inspecting Structured Cabling Systems) 100/4720/7 ★ |
| QN042 | C&G NVQ Level 3 Security Systems Technical Services (Intruder Alarm) (Q1022197) ★ |
| QN043 | SVQ - Installing and Commissioning Electrotechnical Systems: Installation Level 3 ★ |
| QN046 | C&G 7281 NVQ Level 3 in Security Systems Technical Services ★ |
| QN047 | C&G NVQ Level 3 in Heating and Ventilation (Industrial and Commercial) (10033762) ★ |
| QN049 | C&G NVQ Level 3 in Mechanical Engineering Services Plumbing ★ |
| QN050 | C&G 6087 NVQ Level 3 Mechanical Engineering - Refrigeration and Air-Conditioning ★ |
| QN052 | C&G NVQ Level 3 in Engineering Maintenance (Chemical Manufacture) ★ |
| QN055 | BTEC NVQ level 3 Engineering Maintenance (Craft Competences) Electrical Maintenance (Installation) ★ |
| QN056 | SVQ Level 3 ★ |
| QN062 | C&G Level 3 NVQ Diploma in Installing Electrotechnical Systems and Equipment (Building, Structures and the Environment 501/2232/0 ★ |
| QN063 | EAL Level 3 NVQ in Engineering Maintenance (Instrumentation and Controls) 100/3157/1 ★ |
| QN072 | EAL Level 3 NVQ Diploma in Installation and Commissioning (Installation) 501/0733/1 |
| QN074 | C&G National Vocational Qualification Engineering Maintenance Level 3 ★ |
| QN078 | C&G Level 3 NVQ in Engineering Maintenance (Engineered Systems) □□★ |
| QN079 | EAL NVQ Level 3 in Technical Services ★ |
| QN080 | C&G Level 3 NVQ in Railway Engineering (Electrification and Plant) ★ |
| QN081 | EAL NVQ Level 3 Engineering Technical Support (engineering Drawing) 100/4766/9 ★ |
| QN082 | EAL NVQ Level 3 Extended Diploma in Engineering Maintenance (Electrical) 600/2084/2 ★ |

| Code | Technical Certificates |
|-------------|---|
| QT015 | AM1 (Achievement Measurement 1) |
| QT016 | AM2 (Achievement Measurement 2) |
| QT001 | C&G Level 2 Certificate in Electrotechnical Tech. (2330) |
| QT002 | C&G Level 3 Certificate in Electrotechnical Tech. (2330) |
| QT003 | C&G 236 Part One |
| QT004 | C&G 236 Part Two |
| QT005 | C&G Level 3 (2351) - Knowledge of Electrical Installation |
| QT024 | 236 Electrical Installation Course B |

| | |
|-------|---|
| QT025 | 236 electrical Installation Course A |
| QT020 | EAL Certificate in Electrotechnical Technology Level 2 |
| QT021 | EAL Certificate in Electrotechnical Technology Level 3 |
| QT056 | EAL Level 3 Diploma in Electrotechnical Services 500/3526/5 |
| QT022 | Part two - Electrical and Electronic Craft Studies |
| QT023 | Part One Engineering Craft Studies |
| QT034 | C&G 2322 The Part Two Certificate in Electrical and Electronic Craft Studies |
| QT035 | C&G 2323 The Part Three Certificate in Electrical and Electronic Craft Studies |
| QT009 | C&G The Electrical Installation Technician's Part Two Certificate |
| QT031 | The Part One Certificate in Engineering Craft Studies |
| QT033 | ECITB Certificate of Engineering Craftmanship |
| QT037 | C&G Level 2 Progression Award in Production Engineering: Electrical Assembly |
| QT038 | Basic Engineering Competences |
| QT040 | Electrical and Electronic Engineering Competence |
| QT041 | The Joint Part One Certificate in Electronics Servicing With The EEB |
| QT042 | Electronics Servicing Part 2, Joint Certificate with EEB Control Systems Technology |
| QT043 | Electronics Servicing Part 3, Joint Certificate with EEB Microprocessor Computer Systems |
| QT046 | The Part One Certificate in Electronics Servicing |
| QT047 | The Joint Part Two Certificate in Electronics Servicing with the EEB |
| QT007 | C&G 6958/01 Progression Award: Electrical and Electronics Servicing - Consumer and Commercial Electronics |
| QT008 | C&G 0601/01 Process Plant Operation Part 1 |
| QT010 | C&G 1620 The Certificate In Basic Engineering Competences |
| QT011 | C&G 3084 The Part Two Certificate in Engineering Systems Maintenance Competences |
| QT027 | C&G 2322 Level 3 Certificate in Electrical Technology Engineering |
| QT012 | C&G 2059 The Advanced Certificate in Mechanical Engineering Studies |
| QT013 | C&G 2143 The Part Three Certificate in Engineering Systems Maintenance Competences |
| QT048 | The Part Three Certificate in Electronics Servicing |
| QT006 | Craft Certificates |
| QT036 | C&G The Course C Certificate in Electrical Installation Work |
| QT014 | C&G 1852/01 Knowledge of Security and Emergency Alarm Systems (Intruder Alarms) |
| QT049 | C&G 1851 - Knowledge of Security and Emergency Alarm Systems ★ |
| QT050 | C&G 1852 - Knowledge of Security and Emergency Alarm Systems ★ |
| QT017 | BTEC - Engineering (Electrical/Electronic) |
| QT018 | BTEC - Engineering |
| QT019 | BTEC - Electrical/Electronic Engineering Level 5 |
| QT044 | BTEC Level 3 in Operations and Maintenance Engineering |
| QT045 | BTEC - Manufacturing Engineering |
| QT054 | Edexcel Level 3 BTEC Advanced Award in Access Networks |
| QT055 | Edexcel Level 3 BTEC Advanced Award Managing Passive Optical Networks and Air Blown Fibre Systems |
| QT052 | ONC In Electrical Engineering |
| QT053 | HNC In Building Services |
| QT028 | C&G 3466/02 Optical Fibre Installation and Testing (Multimode Fibre) ★ |
| QT029 | C&G 3466/03 Optical Fibre Installation and Testing (Singlemode Fibre) ★ |
| QT030 | C&G 3466/04 Data Communications Cable Installation and Testing (Cooper) ★ |
| QT051 | C&G 3666 Certificate in Communications Cabling ★ |
| QT057 | C&G 3667-02 Level 2 Award in Communications Cabling - Copper Cabling in an Internal Environment ★ |
| QT058 | C&G 3667-02 Level 2 Award in Communications Cabling - Fibre Optic Cabling in an Internal Environment ★ |
| QT059 | C&G Examination for the Industrial Measurement and Control Technical and Part Two Certificate ★ |
| QT060 | C&G 5961 Craft Certificate in Plumbing |
| QT061 | C&G 6032 The Advanced Craft Certificate in Plumbing |

| Code | Technical Certificates cont' |
|-------|---|
| QT062 | C&G in Household Electrical Installation Skills |
| QT063 | Level 2 Instrumentation Technical Certificate |
| QT064 | Level 3 Instrumentation Technical Certificate |
| QT065 | CGLI Electricians Certificate |
| QT066 | CGLI Craft Certificate (Approved) |
| QT067 | 15 th Edition |
| QT068 | Scottish Level 2 Technical Certificate |
| QT069 | Scottish Level 3 Technical Certificate |

| | |
|-------|---|
| QT070 | Scottish Advanced Technical Certificate |
| QT071 | EITB Level 2 Technical Certificate |
| QT072 | EITB Level 3 Technical Certificate |
| QT073 | Supplementary Studies Certificate 1 |
| QT074 | Supplementary Studies Certificate 2 |
| QT075 | ONC |
| QT076 | HNC |
| QT077 | Degree |
| QT078 | FICA (Scottish AM2) |
| QT084 | EAL Level 3 Diploma in Electrotechnical Services 500/3526/5 |
| QT095 | C&G Certificate Security and Emergency Alarm Systems Part 2 |
| QT096 | C&G Certificate Security and Emergency Alarm Systems Part 1 |
| QT097 | C&G Certificate Security and Emergency Alarm Systems Part 3 |
| QT098 | C&G Level 2 Diploma in Electrical Installations Buildings and Structures 600/5498/0 |
| QT099 | C&G Level 2 Certificate in Installation of Electronic Security and Emergency Systems 501/0032/4 |
| QT100 | Edexcel BTEC Level 4 HNC Diploma in Electrical and Electronic Engineering (QCF) |
| QT102 | C&G 2365-03 Level 3 Diploma in Electrical Installations (Buildings and Structures) 600/5499/2 |
| QT104 | C&G Level 3 Modern Apprenticeship in Plumbing Studies ★ |
| QT109 | C&G Part 3 Certificate in Mechanical Engineering Craft Studies |
| QT110 | C&G Part 3 Certificate in Electrical and Electronic Engineering Competences |
| QT111 | C&G Certificate in Basic Engineering Competences |
| QT112 | C&G Certificate in Electrical and Electronic Engineering Competences |
| QT113 | Level 3 BTEC Advanced Award in Practical CCTV Applications |
| QT114 | BTEC National Certificate in Building Services Engineering (Electrical Installations) |

| Code | Miscellaneous |
|-------------|---|
| QX001 | Part 2 Failure Slip or C&G Notification Slip |
| QX002 | Expression of intent not to complete Apprenticeship |
| QX003 | Other qualifications |
| QX004 | National Licence to Practice |
| QX005 | Other Mechanical Qualifications |



electrotechnical
certification
scheme

Please go to www.ecscard.org.uk to make your application. This form is for applicants who do not wish to make an online application. A surcharge applies for making a paper application.

APPLICATION FOR A CRAFT CARD
(Not applicable for Managers cards)

Type of Application Initial ☐ Renewal ☐ Replacement ☐

SECTION 1 - PERSONAL DETAILS. All applicants should complete this section.

Mr ☐ Mrs ☐ Miss ☐ Ms ☐

For Office Use Only: ☐

Surname:

Forename(s):

Email:

House Number:

Address:

Postcode: Date of Birth: / /

NI Number: JIB Employer Number:

ECS Number: Unite Membership No.

Phone: Mobile:

SECTION 2 - IDENTIFICATION PHOTOGRAPH.

This section should be completed by the person endorsing your photograph. All applicants for initial or renewal cards should enclose an endorsed photograph. Details of who can endorse your photograph are contained in the guidance notes. The failure to provide a current photograph will result in delays with processing your application. This can be done electronically if making an on-line application

I have countersigned the enclosed photograph and certify that it is a reasonable likeness of the person named in section 1 of this form. The applicant has been known to me for years.

Signature: _____ Name (please print): _____

Name of Organisation: _____

Official Stamp or Address: _____

Position in Organisation/Community: _____ Date: _____

SECTION 3 - HEALTH AND SAFETY AWARENESS.

Applicants for initial or renewal cards should complete this section.

I have passed the ECS Health and Safety Assessment within the last two years ☐ Assessment Number

I have a valid exemption and have enclosed a photocopy of the qualification ☐ Date Exemption Achieved

Exemption Code and Title
E



SECTION 4 - OCCUPATIONAL DEFINITIONS. Applicants for an initial ECS card should complete this section. Existing card holders should provide details of any **ADDITIONAL** occupations achieved since the last card was issued. **For more information please go to www.ecscard.org.uk.**

MAIN OCCUPATION

Choose one discipline from appendix 'C' and enter the code, description and your total number of years' experience in the boxes. If you choose ECS Related Discipline or Site Visitor please also complete the entry for your job title.

Occupation Code and Description

Experience

0

Job title for ECS Related Discipline and Site Visitor cards

[illegible]

ADDITIONAL OCCUPATIONS

You may choose a maximum of 5 ADDITIONAL occupations to appear on your ECS card. You must provide relevant proof and copies of all qualifications for all occupations requested.

Occupation Code and Description

Experience

| Order | Item | Quantity | Unit Price | Total Price |
|-------|------|----------|------------|-------------|
| 0 | | | | |
| 0 | | | | |
| 0 | | | | |
| 0 | | | | |
| 0 | | | | |

SECTION 5 - JIB GRADING SYSTEM. Complete this section only if applying for a JIB Grade or Regrade.

The JIB Grading system is accessible by anyone who has an appropriate electrical NVQ Level 3 and the relevant practical experience. If you meet the criteria, which can be found on the ECS website at www.ecscard.org.uk, and wish to apply for a JIB Grade or Regrade, be sure to complete this section and ask your employer to complete section 9. You will need to provide a copy of your NVQ certificate and a *bona fide reference* confirming details of your training and/or practical experience.

You should be aware that by requesting this Grade and signing the application form you agree to comply with the Rules and Regulations of the JIB whenever you are employed by a JIB member company.

Please put a cross in all boxes which apply

☐ I have previously held a JIB Apprenticeship or Grade Card

☐ I have previously held a UK Register Card or ECS Card

Code and Description of Grade you are applying for

| | | | | |
|----------|--|--|--|--|
| G | | | | |
|----------|--|--|--|--|

SECTION 6 - APPRENTICESHIP. Complete this section if you are supplying details of a previously completed apprenticeship, completing a JIB Registered Apprenticeship or require an Apprentice ECS card. (Training providers should register their apprentices using the on-line college application system)

☐ I wish to complete my current JIB apprenticeship and have attached the original training contract

☐ I wish to complete my current JIB apprenticeship and have attached a completed JIB409

☐ I have completed a modern electrical apprenticeship and have attached a copy of the completion diploma

☐ I have completed an electrical apprenticeship and have attached a copy of my apprenticeship deeds

☐ I am applying for an Apprentice ECS Card. I have the ECS H&S assessment and attached a copy of my Learning Plan. / / Start Date



SECTION 7 - TECHNICAL & VOCATIONAL QUALIFICATIONS. This section is not required for Site Visitors or Labourers. Existing ECS card holders only need provide details of training or qualifications achieved since the last card was issued. Enter the code, description and date achieved of all qualifications supporting your application. The guidance notes indicate which qualifications will be printed on the reverse of your card. Photocopies of all technical and vocational qualifications must be enclosed.

| Code and description of qualification or course | | Date achieved | |
|---|----------------------|----------------------|----------------------|
| Q | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Q | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Q | <input type="text"/> | <input type="text"/> | <input type="text"/> |
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| Q | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Q | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Q | <input type="text"/> | <input type="text"/> | <input type="text"/> |

SECTION 8 - QUALIFIED SUPERVISOR STATUS. This service has now been withdrawn.

Qualified Supervisors for their company who are registered on the NICEIC Approved Contractors Scheme or are members of the ECA and would like their QS status recognised on an ECS card must apply for an ECS card through their scheme provider.
 This is a special arrangement with the NICEIC and ECA that provides direct recognition of the company assessment taken by the QS. The JIB is not able to verify the QS status of applicants directly.



SECTION 9 - 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 name):

Start Date

End Date. Only complete if the applicant is no longer employed/engaged by your company

has been employed by / / and / /

or is self employed and has worked for this company between // and //

Please mark one box only with a cross and insert the appropriate grade

- ☐ Has achieved the appropriate technical and vocational qualifications set out in the JIB grading definitions to be recommended for the grade entered below
- ☐ Has received training and gained sufficient practical experience involving electrotechnical skills to be recommended or endorsed for the grade entered below

Code and Description of Grade

[illegible]

Signature: _____

Date:

 /

 /

[illegible]

Email: _____

[illegible]

| | |
|-----------------------|--|
| Organisation: | |
| Name of Organisation: | |

| | | | | | |
|------------------------|--|--|--|--|--|
| House/Building Number: | | | | | |
|------------------------|--|--|--|--|--|

[illegible][illegible][illegible][illegible][illegible]Postcode:

| | | | | | | | |
|--|--|--|--|--|--|--|--|
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[illegible]

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.

JIB
Membership:
Number



SECTION 10 - COLLABORATIONS AND ENDORSEMENTS. Place a cross in the correct boxes to request the required logos. You will need to provide the necessary proof detailed in the guidance notes.

☐ NVQ Level 3 achieved through Assuring Competence in Engineering Construction (ACE) process

☐ Qualification accredited by National Skills Academy for Environmental Technologies

☐ Membership of the National Association of Professional Inspectors and Testers (NAPIT)

☐ Membership of the Institution of Engineering and Technology

Your IET membership level will be printed on the reverse of the card.

IET Membership Level ☐ TMIET ☐ MIET ☐ FIET IET Membership Number

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

SECTION 11 - PAYMENT DETAILS. All applicants should complete this section.

The quickest and safest method of making a payment for your ECS card is by using the MyECS on-line application at **www.ecscard.org.uk**

☐ I have enclosed a cheque made payable to JIB

Administration Fee

Please note: A £10 (plus VAT) administration fee is payable when making a paper application.

Online applications do not have an administration fee.

If you are employed by a JIB Member Company, or a member of Unite the Union who is employed by a JIB Member Company please see the ECS website for the member rates for on-line applications. JIB members will need to have you listed as an employee on the ECS Employer Portal in order to qualify for the on-line member discount. If you apply on-line the correct application fee will be calculated automatically

SECTION 12 - DECLARATION. All applicants should complete this section.

By making an application and signing the declaration you are confirming that you agree to the ECS Terms and Conditions. A copy of the Terms and Conditions are available on the ECS card website www.ecscard.org.uk.

I certify that to the best of my knowledge and belief the information given on this application form is correct and understand that if my application is approved, my name and details will be incorporated into the register of members of the Electrotechnical Certification Scheme.

Signed _____ Date _____

The JIB incorporates your vocational details (name, national insurance number, grade, occupation, qualifications) and photograph in the ECS register available to employment businesses/agencies and employers. The register allows organisations to verify the existence and content of an ECS card. If you do not want your details included in the register please put a cross in this box.

☐

We will contact you about your ECS card application, and sometimes contact you about your ECS card and necessary ECS account administration. You have been opted-out of receiving special offers and discounts for ECS cardholders, you can Opt-in or change your preferences via your MyECS account.

☒

When completed, send this form together with your countersigned photograph, photocopies of certificates and other documents and your cheque for the appropriate fee made payable to JIB to:

ECS Administration, PO Box 127, Swanley BR8 9BH

