

ECS CARD APPEALS POLICY

Introduction

The Electrotechnical Certification Scheme (ECS) is the occupational card scheme for UK Electrotechnical workers. An ECS card demonstrates competence and shows evidence of an individual's training against the recognised standards for the electrical industry.

This appeals policy is for ECS applicants who do not work directly for a JIB member company. Operatives working for JIB member companies should contact their employer if they have any issues relating to their ECS card. This policy is specifically for ECS card applications in England, Wales and Northern Ireland.

General Information

The JIB aims to ensure that the issue of an ECS card is fair, consistent and based on valid judgements. However, we recognise that there will be occasions when an applicant may wish to question the circumstances or outcome of their application.

As the competence card for the UK Electrotechnical industry, cards are designed to reflect the agreed national occupational standards for the industry for any Electrotechnical discipline, as determined by the government-licensed standard-setting body for the sector. These standards generally remain constant, but the relevant qualifications may vary and change over time, i.e. to reflect the development of new technologies and changes to the wiring regulations.

To make a successful application for an ECS card, an applicant must prove that they meet the full, current industry standards of the card they are applying for. This is done by providing evidence that the individual has completed the compliant qualifications for that discipline. All applications are reviewed by the ECS Administration Team and an ECS card is issued to reflect the holder's competence based on the evidence supplied. Full details of the qualifications that meet the current standards can be found on our website www.ecscard.org.uk.

Please note - ECS cards are issued against the scheme rules; other industry organisations might have different rules or registration criteria to the ECS, and these are not recognised as evidence to support an ECS card application. The ECS administration team cannot accept an individual's self-declaration of competence, such as a statement of skills or experience by an applicant or their employer. In all cases, the qualification and training evidence supplied will determine the level of card awarded.

ECS Appeal Process

Please note: All ECS card holders wishing to lodge an appeal should, in the first instance, check that their application has fully met the requirements of the ECS card that they applied for by comparing it against the criteria for that card at www.ecscard.org.uk

- Applicants with appropriate grounds to query the card they have been awarded should lodge their appeal within one month of the card being issued.
- Appeals will not be considered if they are received more than 3 months from the date of card issue
- Appeals will only be considered where the applicant can demonstrate the card issued does not match the qualification evidence they have provided (based on the listed eligibility requirements for that card, which can be found on the ECS website)
- Our aim is to resolve enquiries or concerns quickly and fairly. Applicants should first contact the ECS Administration team to establish if their questions or concerns can be resolved prior to making an appeal.

If after discussions with the ECS Administration team the applicant still wishes to make an appeal, the following steps should be taken:

- **Stage 1: Appeal to ECS Management - No charge**
- **Stage 2: Formal Appeal to JIB Appeals Committee - £50 charge, refunded if appeal is found to be valid (JIB member companies are exempt from this charge)**

A Stage 1 Appeal must be completed before a Stage 2 Formal Appeal can be made.

Stage 1 – Appeal to ECS Management

- **The Stage 1 Appeal must be made on the *Stage 1 Appeals* form.**
The appeal should include any additional information relevant to the appeal (as attachments if necessary).

What happens after a Stage 1 Appeal is lodged?

- The ECS Management will check that the original application was correctly processed and that all the information provided has been properly reviewed and considered, and that the relevant card was awarded within the rules of the scheme.
- The ECS Management will notify the appellant of the outcome of the Stage 1 appeal.

Outcomes

1. If, after the original application has been reviewed, the appeal is found to be valid, the appellant will be sent a letter of notification along with a new ECS card in line with the findings of the review.
2. If, after the application has been reviewed the original decision is upheld, the appellant will be notified of the outcome and no change to the card originally awarded will be made. Advice will also be given to the

appellant to what they need to do to comply with the requirements of the scheme for the ECS card they applied for.

Stage 2 – Formal Appeal to JIB Appeals Committee

If not satisfied with the outcome of the Stage 1 appeal, appellants can refer their case to the JIB Appeals Committee for a formal appeal.

- The JIB Appeals Committee will only review the ECS application as presented and compare it against the rules of the scheme. The JIB Appeals Committee has the right and ability to raise, lower or withdraw any ECS card within the rules of the scheme.
- An administration fee of £50 is charged, which is refunded if the appeal is valid. Please note that if the appeal is not successful, this will not be reimbursed. Operatives working for JIB member companies should discuss their appeal with their employer who is exempt from this charge.

The Stage 2 Appeal must be made on the *Stage 2 Formal Appeals form*.

The Stage 2 appeal must include a full statement detailing why the appellant does not feel the ECS card issued is within the rules of the scheme and include auditable documented evidence to support the appeal. A payment of £50 must accompany the Stage 2 Appeal form.

The JIB Appeals Committee is only concerned with the issue of an ECS card and if it has been made within the rules of the Electrotechnical Certification Scheme. They will not make a judgement on, or assess competence based on any self declaration or statement of skills or experience made by the appellant or others, or any alternative qualifications presented by the appellant.

The JIB Appeals Committee is the final avenue of appeal and its decisions are therefore final.

What happens after a Stage 2 Formal appeal is lodged?

- The JIB Appeals Committee will be provided with the Stage 2 appeal, the Stage 1 appeal and its outcome, the original application and any other correspondence between the ECS processing team and the applicant.
- JIB Appeals Committee will review the appeal documentation and decide if the ECS card issued was awarded within the rules of the scheme.
- Following the decision made by the JIB Appeals Committee, the appellant will be notified of the outcome.

Outcomes

1. If the JIB Appeals Committee finds in favour of the appellant, they will be informed of the decision, and the appeal will be referred back to the ECS Administration Team with their recommended action. The £50 administration fee will be refunded by the JIB, and a new ECS card will be issued.
2. If the JIB Appeals Committee upholds the decision made by the ECS Management, a letter of notification will be sent to the appellant, and no further action will be taken.

ECS Appeals Policy - Stage 1 Appeals form

Applicant Name			
Address			
		Post Code	
Telephone Number		Email address	
ECS Card number		NI Number	
ECS card type received		ECS Card applied for	
Is this appeal being made within three months of the card being issued?	YES / NO		

What qualifications are required to receive the ECS card you applied for?
This information is available on the ECS web site, at www.ecscard.org.uk.

What qualifications did you present with your application?
We require auditable documented evidence to support any application for and ECS card

Is there any additional information you wish us to consider which was not originally supplied with your application?

Once completed Send this form to **ECS Administration, P.O. Box 127, Swanley, Kent BR8 9BH.**
 Please mark the envelope "Stage 1 Appeal" Or email to administration@ecscard.org.uk

ECS Appeals Policy - Stage 2 Appeals form

A Stage 1 Appeal must have been completed before a Stage 2 Formal Appeal can be made.

This form is for appellants who consider that the card issued to them is not in accordance with the rules of the scheme.

Applicant Name			
Address			
		Post Code	
Telephone Number		Email address	
ECS Card number		NI Number	
ECS card type received		ECS Card applied for	
Date of Stage 1 Appeal		Outcome of Stage 1 Appeal	

Please provide a full explanation and reasons why the auditable documented evidence originally supplied with your ECS card application fully matches the scheme requirements for the card applied for:

Please use additional sheets and attached auditable documented evidence to support your Stage 2 appeal as necessary

This form cannot be processed if the £50 administration fee is not enclosed. Please ensure your cheque is made payable to the Joint Industry Board. This fee is refundable should the appeal be upheld. Operatives working for JIB member companies should discuss their appeal with their employer who is exempt from this charge.

Once completed Send this form to **ECS Administration, P.O. Box 127, Swanley, Kent BR8 9BH.**
Please mark the envelope "Stage 2 Appeal" Or email to administration@ecscard.org.uk