



JOINT INDUSTRY BOARD
FOR THE ELECTRICAL CONTRACTING INDUSTRY
KINGSWOOD HOUSE, 47/51 SIDCUP HILL,
SIDCUP, KENT, DA14 6HP
Established in 1968 by the Constituent Parties
The Electrical Contractors' Association and Unite the Union

Tel: 020 8302 0031
Fax: 020 8309 1103
Website: www.jib.org.uk
e-mail
administration@jib.org.uk

2009 JIB ADULT CRAFT TRAINING SCHEME

Approved by the National Board on the 27th November 2008 to be effective from the 24th September 2009.

This Adult Craft Training Scheme forms part of the Career Development Structure of the JIB. It has been developed to assist **adults**, who have insufficient qualifications and/or practical experience to be graded as an Electrician, achieve skilled status. It should not be confused with the JIB 2004 Training Scheme for Electrotechnical Apprentices that has different entry criteria.

This route into the Industry is aimed at adult operatives currently working in an unskilled capacity, or unqualified individuals looking for a change of career, and is also aimed at partially qualified individuals who are looking to be formally qualified.

To determine the level of entry and relevant grade within the scheme the candidate will be subject to an assessment of their qualifications and practical site experience.

This scheme is not designed for individuals who are eligible for other formal apprenticeship schemes within the industry.

IMPORTANT NOTES:

- **This Training Scheme is progressive and requires the attainment of qualifications.**
- **Throughout the Training process, the Employer must provide the relevant support and practical site experience necessary for attainment of all the qualifications, including NVQ 3. They must also carry out regular monitoring to ensure progression through the scheme remains satisfactory.**

- **The JIB will monitor individuals to ensure they do not remain at any stage for longer than the agreed time frames. Details of the time frames relevant to each stage can be found in the appropriate section. Subject to extenuating circumstances, failure to achieve the relevant qualifications within these time frames, may result in the Traineeship being rescinded. Operatives will have a right of appeal against any decision to downgrade. The view of the Employer will also be sought, prior to the appeal being considered by the appropriate JIB Committee.**
- **Continued employment in any other capacity will be subject to the labour requirements of the Company.**
- **Qualifications – The qualifications listed in this scheme are those most commonly found within the UK Electrotechnical sector. If a qualification is held that is not listed in this scheme, but is believed to be equivalent to provide relevant technical underpinning knowledge, the JIB should be approached for clarification of the appropriateness of the award to be used to satisfy the scheme requirements.**
- **A SummitSkills framework completion certificate is available from SummitSkills to all candidates providing they have completed the full apprenticeship framework as listed below:**
 - **The Certificate in Electrotechnical Technology at Level 3**
 - **The three Key Skills: Information Technology (Level 1), Communication (Level 2) & Application of Number (Level 2)**
 - **The NVQ level 3 Certificate in one of the recognised SummitSkills Electrotechnical occupations**
 - **The Practical Performance Assessment test (Achievement Measurement 2 – AM2)**
- **The Parties to the JIB may from time to time issue revisions to this scheme to ensure that the relevant standards set by the Industry; the Sector Skills Council SummitSkills and Government, and Health & Safety requirements remain current.**
- **Full details of the scheme are available direct from the JIB or the JIB website at www.jib.org.uk**

1. **ELIGIBILITY**

Applicants must be in full time employment, but the Sponsoring Company need not be a JIB Member. The JIB National Agreement is compulsory for JIB Member Companies. For non-JIB Companies, compliance with the JIB National Agreement, which is inclusive of terms and conditions of Employment including rates of pay, hours of work etc, is considered the approved standard for the Industry (see appendix A of this Scheme and the JIB National Working Rules).

It is the responsibility of the Employer to ensure that the applicant understands the specific nature of the work and has the necessary aptitude, including numeracy and literacy, to make attainment of the qualifications a realistic prospect.

This scheme is open to either gender and there will be no discrimination on the grounds of age, racial origin, nationality, creed, sexual orientation or disability – subject to the safety standards of the Industry (see below).

2. **SAFETY STANDARDS**

All applicants must be examined by a Registered Medical Practitioner to certify physical fitness, normal vision (this can be achieved by the wearing of vision corrective glasses/contact lenses) and absence of colour blindness, in order to carry out the role to the degree necessary to ensure no impediment to safe working and in accordance with disability discrimination law. Absence of colour blindness may be confirmed by production of suitable evidence from a Medical Practitioner or optician at the point of selection, testing having been undertaken using the Ishihara Test in compliance with the HSE Guidelines for Employers.

All applicants will be required to demonstrate the required level of Health & Safety awareness, either through successful completion of the ECS Health & Safety Assessment test, or by submitting evidence of a valid exemption.

3. **ENTRY**

To make an application, the Operative must complete an Electrotechnical Certification Scheme form (**ECS003R**), obtainable direct from the JIB or via the website, www.jib.org.uk. This form **must** be endorsed by the Employer to confirm their support and understanding of the commitment being made. See below for further details of the specific entry requirements relating to each category of applicant.

4. STAGES OF PROGRESSION

a) Trainee Electrician (Stage 1)

This stage is aimed at unqualified individuals **or** Operatives with part qualifications **but limited practical site experience**, who, with the support of their Employer, are working towards fully skilled status.

All candidates are required to obtain the Certificate in Electrotechnical Technology at Level 2 from either EAL or City & Guilds unless already achieved.

Operatives who already hold the following qualifications are deemed to have satisfied the level 2 technical certificate criteria:

City & Guilds 2330 Certificate in Electrotechnical Technology at Level 2 **or**

City & Guilds 236 Part 1 **or**

City & Guilds 2360 Part 1 **or**

City & Guilds 2351 Units 1, 2, 3 & 4 **or**

EAL Diploma in Electrotechnical Services Units 1, 2, 3, 4, 5 & 6

Practical experience

In order to gain practical experience, or improve on their proficiency, a Trainee Electrician (Stage 1) must be working on site, **under close supervision**, carrying out tasks relevant to their level of competence to gain practical site experience in installation techniques and working practices.

Time frame

Dependent upon qualifications and experience at entry, it is expected that this stage will take up to a maximum of **two years**.

Satisfactory completion of this stage will allow the Operative to progress to Trainee Electrician (Stage 2).

Change of status

To make an application for the change of status, the Operative must complete an Electrotechnical Certification Scheme form (**ECS023R**), obtainable direct from the JIB or via the website, www.jib.org.uk. This form **must** be endorsed by the Employer, to confirm his approval to the change of status, and supported by the relevant documentation.

b) Trainee Electrician (Stage 2)

This stage is aimed at individuals who are progressing from Trainee Electrician (Stage 1) OR who already hold any of the following qualifications

and can demonstrate the relevant degree of practical site experience who, with the support of their Employer, are working towards fully skilled status:-

City & Guilds 2330 Certificate in Electrotechnical Technology at Level 2 **or**

City & Guilds 236 Part 1 **or**

City & Guilds 2360 Part 1 **or**

City & Guilds 2351 Core Units 1, 2, 3 & 4 **or**

EAL Diploma in Electrotechnical Services Units 1, 2, 3, 4, 5 & 6

All candidates are required to obtain the Certificate in Electrotechnical Technology at Level 3 from either EAL or City & Guilds unless already achieved.

Operatives who already hold the following qualifications are deemed to have satisfied the level 3 technical certificate criteria:

City & Guilds 2330 Certificate in Electrotechnical Technology at both Level 2 and Level 3 **or**

City & Guilds 236 Parts 1 and 2 **or**

City & Guilds 2360 Parts 1 and 2 **or**

City & Guilds 2351 **ALL** eight Units **or**

EAL Diploma in Electrotechnical Services Level 3 (**ALL** ten units)

Practical experience

In order to improve on their practical proficiency, Trainee Electricians (Stage 2) must continue to work on site, **under general supervision**, carrying out tasks relevant to their level of competence to gain practical site experience in installation techniques and working practices.

Time frame

Dependent upon qualifications and experience at entry, it is expected that this stage will take up to a maximum of **one year**.

Satisfactory completion of this stage will allow the Operative to progress to Trainee Electrician (Stage 3).

Change of status

To make an application for change of status, the Operative must complete an Electrotechnical Certification Scheme form (**ECS023R**), obtainable direct from the JIB or via the website, www.jib.org.uk. This form **must** be endorsed by the Employer, to confirm his approval to the change of status, and be supported by the relevant documentation.

c) Trainee Electrician (Stage 3)

This stage is aimed at Operatives who are progressing from Trainee Electrician (Stage 2), **or** who hold the following qualifications **and** can provide evidence of a reasonable degree of practical site experience who, with the support of their Employer, are working towards fully skilled status:-

City & Guilds 2330 Certificate in Electrotechnical Technology at both Level 2 and Level 3 **or**

City & Guilds 236 Parts 1 and 2 **or**

City & Guilds 2360 Parts 1 and 2 **or**

City & Guilds 2351 (**ALL** eight Units) **or**

EAL Diploma in Electrotechnical Services Level 3 (**ALL** ten units)

The Trainee Electrician (Stage 3) stage is the final part of the Adult Craft Training Scheme.

Before a skilled grade can be allocated, in order to demonstrate competence in all the appropriate areas defined by the Industry's Occupational Standards, Operatives will be required to attain an NVQ Level 3 in Electrotechnical Services (Installations – Building and Structures).

A competence recognition process has been developed to help individuals put together the evidence required for the NVQ; full details are available from the JIB.

There will be a requirement for the Operative to undergo a Practical Performance Assessment test (Achievement Measurement 2).

Practical experience

Whilst this process is ongoing, Trainee Electricians (Stage 3) must continue to work on site, **under general supervision**, carrying out tasks relevant to their level of competence.

Time frame

Dependent upon practical experience at the point of entry, it is expected that the evidence collection process will take a maximum of **one year**.

Change of status

Following successful completion of all the relevant stages, the Operative will be eligible for grading as an Electrician.

Note: SummitSkills full framework completion certificate

A SummitSkills full framework completion certificate is available directly

from SummitSkills to candidates, providing the three Key Skills have also been completed in addition to the requirements laid out in the JIB Adult Craft Training Scheme. Please refer to the important notes section at the beginning of this scheme for further details.

5. SKILLED STATUS

To make an application for skilled status, the Operative must complete an Electrotechnical Certification Scheme form (**ECS023R**), obtainable direct from the JIB or via the website, www.jib.org.uk. This form **must** be endorsed by the Employer, to confirm his approval to the change of status, and be supported by the relevant documentation.

6. DISPUTES MECHANISM

- a) Trainee Electricians employed under the 2009 Adult Craft Training Scheme who work for a JIB Member Company have access to the JIB's Disputes Machinery. If a matter cannot be resolved then it can be raised through the JIB's Disciplinary or Grievance procedures.
- b) Trainee Electricians working for Non-JIB Members do not have access to the JIB Disciplinary/Grievance procedures except in (c) below.
- c) If any Trainee Electrician (who works for either a JIB or Non-JIB member) is dissatisfied with the level of training being given then, following attempts to resolve the matter through their Company, a claim can be brought through the JIB for resolution.

If the Trainee Electrician is a member of Unite then the local Unite Regional Officer should be contacted.

7. TRANSITIONAL ARRANGEMENTS

Existing graded Adult Trainees and Senior Graded Electrical Trainees will be written to by the JIB with an ECS Form so that they can be transferred onto the appropriate Trainee Electrician Stage under the 2009 Adult Craft Training Scheme.

Appendix A

WAGE RATES

2009

From and including **5th January 2009**, the JIB hourly rates for Job-Employed Trainee Electricians shall be:

National Standard Rates

Grade	Transport Provided	Own Transport
Trainee Electrician (Stage 1)	£9.42	£10.11
Trainee Electrician (Stage 2)	£10.67	£11.35
Trainee Electrician (Stage 3)	£11.27	£11.97

London Rates for Trainee Electricians engaged upon work falling within the terms of JIB National Working Rule 6.2

Grade	Transport Provided	Own Transport
Trainee Electrician (Stage 1)	£10.54	£11.32
Trainee Electrician (Stage 2)	£11.95	£12.71
Trainee Electrician (Stage 3)	£12.62	£13.40

WAGE RATES

2010

From and including 4th **January 2010**, the JIB hourly rates for Job-Employed Trainee Electricians shall be:

National Standard Rates

Grade	Transport Provided	Own Transport
Trainee Electrician (Stage 1)	£9.89	£10.62
Trainee Electrician (Stage 2)	£11.20	£11.92
Trainee Electrician (Stage 3)	£11.83	£12.57

London Rates for Trainee Electricians engaged upon work falling within the terms of JIB National Working Rule 6.2

Grade	Transport Provided	Own Transport
Trainee Electrician (Stage 1)	£11.08	£11.89
Trainee Electrician (Stage 2)	£12.54	£13.35
Trainee Electrician (Stage 3)	£13.24	£14.09

WAGE RATES FOR TRAINEE ELECTRICIANS PERMANENTLY EMPLOYED AT THE SHOP

From and including **5th January 2009** and **4th January 2010**, the JIB hourly rates for Trainee Electricians employed **permanently at the Shop and nowhere else** shall be:

National Standard Rates

Grade	2009	2010
Trainee Electrician (Stage 1)	£8.45	£8.87
Trainee Electrician (Stage 2)	£9.86	£10.35
Trainee Electrician (Stage 3)	£10.38	£10.91

London Rates for Trainee Electricians engaged upon work falling within the terms of JIB National Working Rule 6.2

Grade	2009	2010
Trainee Electrician (Stage 1)	£9.74	£10.23
Trainee Electrician (Stage 2)	£11.19	£11.75
Trainee Electrician (Stage 3)	£11.63	£12.22

