



# **JIB 2011 TRAINING SCHEME FOR ELECTROTECHNICAL & ALLIED TRADES APPRENTICES**

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## Preface

The JIB 2011 Training Scheme for Electrotechnical and Allied Trades Apprentices (hereinafter referred to as the JIB 2011 Electrical Training Scheme) encompasses the framework of an Advanced Level Apprenticeship for Apprentices (“the apprenticeship”) following Electrical Installation and Electrical Maintenance routes as defined by SummitSkills, the Sector Skills Council for the Building Services Engineering Sector.

Level 3 NVQ Diplomas for the following Advanced Level Apprenticeship occupational pathways are currently under development within the QCF:

- Electrotechnical Panel Building
- Electrical Machine Repair and Rewind
- Installing Instrumentation and Associated Equipment

Learners commencing apprenticeships on the above three pathways should be registered with and follow the **JIB 2004 Training Scheme for Electrotechnical Apprentices**.

The JIB will issue revisions to this **JIB 2011 Electrical Training Scheme** to encompass those commencing upon the above three occupational pathways once the relevant QCF units become available.

Please see Appendix C for allied trades.

Additions and alterations to this Scheme shall only be made by the JIB National Board.

**[Note 1]: Important note to Training Agents (Transfer):** Unless the JIB is notified otherwise, it is anticipated that apprentices who are registered on the JIB 2004 Training Scheme for Electrotechnical Apprentices will see their apprenticeships through to completion under those existing NQF (National Qualifications Framework) arrangements as defined in the 2004 scheme. **However**, the JIB recognises that some Training Agents may choose to map learners across to the new QCF framework if they so deem. If this becomes the case, the Training Agent must notify the JIB of the apprentice's transfer to the QCF at the time of transfer or within a timely manner thereafter, by requesting that the JIB registered apprentice is transferred from the 2004 scheme to the JIB 2011 Electrical Training Scheme.

**[Note 2]: Recognition of Prior Learning (RPL)** recognises the contribution a person's previous experience could contribute to a qualification. RPL is allowed and is sector specific. The Awarding Bodies (City & Guilds and EAL), with the agreement of SummitSkills have identified the connections between previous attained qualifications and the new qualifications under the QCF to enable candidates that have already attained relevant qualifications to not unnecessarily repeat assessment of content they have already undertaken.

Please consult with your Training Agent for further advice on what is recognised, and the mapping across of relevant qualifications.

# 1. TRAINING AGENTS

The JIB 2011 Electrical Training Scheme is operated by Training Agents who must be registered with the JIB.

Applications to become a Training Agent must be made through the JIB. The JIB will hold a register of Training Agents.

In most instances the Training Agent will be JTL which is the Industry's preferred training body.

The Training Agent can be an employer, a Training Organisation or any organisation capable of ensuring that the JIB 2011 Electrical Training Scheme is properly delivered and monitored.

Training Agents are responsible for providing an approved delivery and assessment plan that will enable full completion of the apprenticeship.

The role of the Training Agent will include:

- (a) Requiring that all apprentices are registered with the JIB
- (b) Ensuring and monitoring training to ensure it is carried out to the required standard
- (c) Requiring that the training is provided at no cost to the apprentice
- (d) Requiring that Field Evidence Records (or approved equivalents) are maintained
- (e) Requiring that a mechanism by which disputes or grievances raised by the apprentice can be dealt with exists. Should disputes/grievances not be resolved through this mechanism then the apprentice will have the right to refer the matter initially through the JIB's Disputes Procedure
- (f) Liaising and providing secretarial and other support for local Training Forums.

## 2. ENTRY INTO THE INDUSTRY

All persons who wish to enter the Electrotechnical/Electrical Contracting Industry [see Note 3] must have completed their statutory education.

A selection test must be undertaken to ensure the applicant understands the specific nature of the Industry and has the necessary aptitude, including numeracy and literacy, to make completion of the apprenticeship a realistic prospect.

All applicants must be examined by a Registered Medical Practitioner to certify physical fitness, normal vision (which 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.

With regard to colour blindness, this may be confirmed by production of suitable evidence from a Registered Medical Practitioner or optician at the point of selection testing having undertaken the Ishihara Test in compliance with the HSE Guidelines for Employers.

The JIB 2011 Electrical Training Scheme is open to either gender and there must be no discrimination on the grounds of, age, racial origin, nationality, creed, sexual orientation, or disability - subject to the safety requirements of the industry.

**[Note 3]** *Electrotechnical/Electrical Contracting Industry embraces technical operations and projects relevant to Installing Electrotechnical Systems and Equipment; Maintaining Electrotechnical Systems and Equipment; Repairing and Assembling Electrotechnical Equipment and Machines.*

*Directly associated with these operations and projects are occupation areas which are specific to a particular job role, the key ones of which are Electrical installations (Buildings, Structures and the Environment); Electrotechnical Panel Building; Electrical Machine Repair and Rewind; Installing Instrumentation and Associated Equipment; Electrical Maintenance / Maintenance of Electrotechnical Systems and Equipment and Installing Highway Electrical Systems.*

### **3. PRE-REGISTRATION PERIOD**

A period of employment may precede the formal commencement of the apprenticeship.

Following a site safety induction, which will include Health & Safety Awareness, entrants may spend this time on site when they will be treated and paid as a Stage 1 Apprentice.

**Please note that an apprentice can be registered onto the JIB 2011 Electrical Training Scheme at any time.**

Apprentices working for JIB member companies will be covered for Death and Disability Benefit during this pre-registration period, providing the Company notifies the JIB immediately employment commences.

Non-member companies must provide for this entitlement through their own insurance.

The maximum hours which can be worked per week are governed by the Working Time Regulations 1998 (as amended) and, where applicable, the Young Workers Directive.

## 4. REGISTRATION OF APPRENTICES

Electronic registration must take place within 4 weeks of completion of formal registration with the Training Agent.

The Training Agent will register the apprenticeship with the JIB, providing an electronically submitted photograph of the apprentice and the appropriate registration fee of £65.

After successful registration the apprentice will receive:

- JIB Handbook
- Unite membership form
- Handtool replacement scheme leaflet
- Apprentice ECS card
- Safe Isolation card

The JIB will also make an online Registration Certificate available for download.

JIB registered apprentices are entitled to Life Assurance, Accidental Death Benefit and Permanent & Total Disability Benefit.

JIB member companies meet these obligations by complying with the Industry's Benefits Scheme arrangements.

Non-JIB companies must provide the same level of cover either through their own insurance company or via insurance purchased from the JIB. For details of the current premium, please contact the JIB.

These benefits are:-

Life Assurance	£7,500
Accidental Death Benefit	£6,250
Permanent & Total Disability Benefit up to	£7,500

The apprentice and employer must keep the JIB advised, in writing, of any changes such as new address or employer or email address.

## 5. EMPLOYMENT

### (a) Terms and Conditions

Apprentices must be provided with a statement of their main terms and conditions of employment in accordance with the Employment Rights Act 1996 or the Employment Rights (Northern Ireland) Order 1996.

For JIB member companies, apprentices registered under the JIB 2011 Electrical Training Scheme are covered by the JIB National Working Rules, including rates of pay.

The JIB National Working Rules will be considered as best practice for non-member companies.

Full details of JIB rates of pay and Travelling Time and Travel Allowances are covered within National Working Rules 6 and 11 which are contained within the JIB Handbook and on the JIB's website at [www.jib.org.uk](http://www.jib.org.uk)

### **Guidance on the National Minimum Wage**

From **1<sup>st</sup> October 2011** the National Minimum Wage for apprentices under the age of 19 or those that are aged 19 and over (but in their first year of apprenticeship) will be £2.60 per hour.

Outside of these the National Minimum Wage for those aged:

16-17 years old will be £3.68 per hour

18-20 years old will be £4.98 per hour

21 years old and over will be £6.08 per hour.

### (b) Other Electrotechnical Occupational Disciplines

Apprentices not covered by Note 3 under Section 2 should refer to Appendix C.

(c) **Holidays**

(i) **Annual holiday**

During each year, apprentices are entitled to 22 days' paid annual holiday.

The apprentices' holiday year runs from 1<sup>st</sup> June to 31<sup>st</sup> May.

The pay for each week of holiday shall comply with the Working Time Regulations 1998. Factors to take into consideration when calculating a week's pay are set out in National Working Rule 13 which is contained within the JIB Handbook and on the JIB's website at [www.jib.org.uk](http://www.jib.org.uk)

During the first year of training the apprentice's holiday will be based on completed months of service.

All holidays will be taken at dates agreed in advance with the employer.

In the event of termination or transfer, the old employer will pay the apprentice any outstanding holiday pay.

The new employer's holiday liabilities will commence from the date the apprentice starts with the new employer. Holiday pay will be paid on a pro rata basis.

(ii) **Statutory holiday**

In addition to annual holidays, apprentices are entitled to 8 statutory holidays.

For details of statutory holidays, please refer to National Working Rule 12 which is contained within the JIB Handbook and on the JIB's website at [www.jib.org.uk](http://www.jib.org.uk)

(d) **Sick pay**

Apprentices will be required to comply with their employer's procedure for the notification of absence due to illness. After three waiting days they will be entitled to Statutory Sick Pay.

After the same waiting days, they will become entitled to an additional payment of £15.00 per week from their employer for an aggregate period of 12 weeks in any consecutive 12 months.

(e) **Tool Kits**

Apprentices are required to provide themselves with handtools and a lockable tool box. The tools must be suitable for the type of work the apprentice will be required to carry out during the various stages of training. Where practicable, the employer shall provide suitable and lockable facilities for storing tool kits.

A JIB Handtool Replacement Scheme exists to provide cover for tool kits lost due to fire or theft. Full details of eligibility and how to claim are shown in Appendix B and on the JIB website at [www.jib.org.uk](http://www.jib.org.uk)

(f) **Disciplinary and grievance procedures**

All employers are required to have disciplinary and grievance procedures in place which comply with current employment legislation.

In the absence of any disciplinary or grievance procedure, JIB National Working Rules 19 and 20 (which comply with statute) shall be deemed as the default.

All signatories to the apprenticeship and, if the apprentice is a member of Unite, the Regional Officer, must be kept informed of any instances where formal disciplinary action may be necessary.

As a final stage, all disputes or grievances arising from the operation of the JIB 2011 Electrical Training Scheme, by either JIB or non-member companies, shall be referred to the JIB for resolution within the Industry's procedures.

**(g) Transfer**

If either the apprentice or employer is dissatisfied with the progress of the training, an application can be made (by either party) to the Training Agent, for a transfer to be considered.

The Training Agent shall conduct a full investigation of the facts surrounding the request and any final decision to transfer to another employer can only be made with the full agreement of the current employer.

Such agreement must not be unreasonably withheld.

If either party feels a transfer is being unreasonably withheld then the matter can be referred by either party to be investigated by the JIB.

**(h) Termination of the Apprenticeship**

**(i) Failure to achieve the appropriate standard**

The employer may terminate the apprenticeship if the apprentice is unable, due to lack of application and/or capability, to reach the standard necessary to progress.

Before such a decision is taken, the employer must involve the Training Agent, parent or guardian and, if the apprentice is a member of Unite, the Regional Officer.

The employer will be required to demonstrate that the necessary support and guidance has been provided to assist the apprentice achieve the relevant targets.

(ii) **Redundancy**

In the event of a downturn in work which could result in redundancies, the employer may, with the consent of the apprentice, parent or guardian and, if the apprentice is a member of Unite, the Regional Officer, apply to the Training Agent for a transfer of the apprenticeship to be considered.

The Training Agent will make all reasonable endeavours to arrange a transfer - full details of which must be recorded - but this cannot be guaranteed.

Until such time as a transfer has been arranged and recorded with the JIB, the original employer remains liable for all the obligations of the apprenticeship, including wages.

Only in the event that an alternative employer cannot be found, may the apprenticeship be terminated on the grounds of redundancy.

## 6. TRAINING PROGRESS

There are currently two electrotechnical pathways.

The following job titles and roles are covered in the SummitSkills Advanced Level Framework for those following Electrotechnical occupational pathways to:

- Installation Electrician
- Maintenance Electrician

To achieve one or more of these occupational disciplines, the structure of the pathways for these frameworks at Level 3 are outlined below:

### **PATHWAY 1 – INSTALLATION ELECTRICIAN-**

**Pathway 1:** Electrical Installation - leading to:

**Qualification:** Level 3 NVQ Diploma in Installing Electrotechnical Systems and Equipment (Buildings, Structures and the Environment)

Successful completion of the above framework entitles the candidate to:

**Job title / Occupational discipline:** Installation Electrician

**Job role:** Completes the installation, inspection, testing and commissioning of electrical systems, devices, appliances and equipment in domestic, industrial, commercial, leisure and agricultural buildings, structures and environments.

**JIB Grade:** Electrician

**Career Progression:** Subject to meeting the requirements of the grading definitions, the Electrician can then progress to the grade of Approved Electrician and so on, as defined in section 4 of the JIB Handbook.

## **PATHWAY 2 – MAINTENANCE ELECTRICIAN**

**Pathway 2:** Electrical Maintenance - leading to:

**Qualification:** Level 3 NVQ Diploma in Electrotechnical Services (Electrical Maintenance)

Successful completion of the above framework entitles the candidate to:

**Job title / Occupational discipline:** Maintenance Electrician

**Job role:** Maintaining, servicing and repairing electrical and electronic systems in commercial, leisure, industrial and agricultural buildings, structures and the environment. This may include office blocks, leisure complexes, shopping centres or automated production systems.

**JIB Grade:** Maintenance Electrician

**Progression:** Subject to meeting the requirements of the grading definitions, the Maintenance Electrician can then progress to the grade of Approved Maintenance Electrician and so on, as defined in section 4 of the JIB Handbook.

### **(a) Stages of apprenticeship**

Progression through the different stages of the JIB 2011 Electrical Training Scheme is based purely on achievement, not age (see (d)).

Best endeavours will be used to ensure the apprenticeship is completed within a 4 year period.

### **(b) Qualifications**

The qualifications that are required to be attained within the JIB 2011 Electrical Training Scheme are based on National Occupational Standards developed by the Building Services Engineering Sector Skills Council (SummitSkills).

These qualifications require the attainment of technical theory and a demonstration of occupational competence to achieve.

In the electrotechnical Industry, the minimum requirement for skilled status has been agreed as a full framework at Level 3 NVQ Diploma in the appropriate electrotechnical discipline.

The National Occupational Standards identify the various tasks a competent qualified operative working in a specific occupation will be required to undertake, and provides the measure against which competence to carry out this work can be judged.

Apprentices will be required to produce a portfolio for assessment against these standards and undertake an Assessment of Occupational Competence (AOC).

It is essential that these portfolios are accurately completed by the apprentice, and kept up to date. To assist in this process sufficient support and guidance from both the employer and Training Agent is crucial.

(c) **Attendance at Classes**

All apprentices will be required to attend college, or any other approved training establishment, as specified by the Training Agent. By the contractual agreement to train, the employer must allow the apprentice to attend college at the designated times in order to complete the off-the-job vocational education and training elements required to complete the apprenticeship.

For each college/training day the employer will pay the apprentice a normal working day's pay plus the actual fares incurred and, where not recoverable from other sources, the employer will meet any fees applicable.

(d) **Advancement**

Please note that advancement is linked to both service AND attainment of qualifications. There are various targets within each stage of the apprenticeship which must be achieved before advancement to the next stage can occur.

Throughout the apprenticeship it is important that continuous consultation takes place between the employer and the Training Agent. This process will monitor learning and competence progression and identify any shortfalls at the earliest possible opportunity.

In September of each year, the **employer must** review the progress of their apprentices to establish whether they have achieved the training targets defined in their Individual Learning Plan.

*Apprentices who do not meet their annual training targets will remain at their current stage for a further period of six months when the situation will be reviewed. Failure to progress may result in termination of the apprenticeship but only after the process outlined under 2.5 (h) has been exhausted.*

Once the employer is satisfied that the targets have been met - guidance on this can be obtained from the Training Agent - they must advance the apprentice to the next stage.

The enhanced hourly rate will be paid from the following pay week.

In the latter stage of the apprenticeship, the SummitSkills approved AOC will be taken. This unit (commonly known as the AM2) is the final unit to be taken and must be assessed at an approved NET (National Electrotechnical Training) centre.

*For more information about the AM2 and location of test centres visit [www.netservices.org.uk](http://www.netservices.org.uk)*

The apprentice is entitled to a second attempt at the AOC. If this is also unsuccessful, the Training Agreement may be terminated.

(e) **Appeals**

Apprentices who believe they are eligible for advancement and consider this is being unreasonably withheld have a right of appeal to the JIB.

However, this should be regarded as a final stage and before taking this course of action, every attempt must be made by the apprentice to resolve the issue with their employer through, if necessary, the company's grievance machinery.

Apprentices who are members of Unite should contact their Regional Officer for guidance.

## 7. COMPLETION OF APPRENTICESHIP

The onus rests with the **employer** to initiate the formal completion of the apprenticeship (see Appendix A).

Completion of the apprenticeship at the end of Stage 4 requires attainment of the Advanced Level Apprenticeship Completion Certificate which includes the following components:-

- Level 3 NVQ Diploma in the appropriate Electrotechnical discipline
- Appropriate Functional Skills qualification

Please note that for completion of an apprenticeship, it is a requirement of Government that the apprentice must attain the awards for Functional Skills stipulated within the relevant industry apprenticeship framework.

# APPENDIX A

## COMPLETION PROCEDURE

Apprenticeships have a special status in law. They are deemed as a strictly one-off contract which is incapable of being renewed. Therefore completion of an apprenticeship and non-engagement of an apprentice is not deemed as a dismissal.

However employers are obliged to ensure that the apprenticeship is correctly completed and in line with the stipulated timescales set out by the JIB. Failure to do so can still lead to Unfair Dismissal claims.

### **1. Continuation of the employment after the attainment of skilled status.**

Companies intending to retain the services of the apprentice following completion must complete the relevant section of the ECS/Grading Application Form.

The

- Advanced Level Apprenticeship Completion Certificate;
- copy of the Level 3 NVQ Diploma in a relevant electrotechnical apprenticeship framework and the
- completed ECS application form

must be sent to the ECS Registration Department at the JIB.

The documentation must be sent to the JIB within 14 days of receipt of the completed ECS form to the employer by the apprentice.

(Please note the standard fee for an ECS card is waived for registered apprentices.)

The JIB will issue an ECS card which will be valid for three years. A Completion Diploma will also be made available online for download.

A completed apprentice becomes entitled to the electrician's rate of pay from the pay week following the date of grading. The JIB will electronically notify both the employer and the newly-graded electrician.

A new Contract of Employment should be issued to mark the change of status.

It should be noted however that as there has been no break in service, the date of commencement of employment remains unchanged. The total period of employment is regarded as continuous and must be used for the calculation of entitlements in the event of a future redundancy or dismissal with notice.

## **2. Termination of the employment upon completion of apprenticeship**

Companies **not** intending to retain the services of the apprentice following completion are required to complete the relevant section of the ECS/Grading Application Form.

The

- Advanced Level Apprenticeship Completion Certificate;
- copy of the Level 3 NVQ Diploma in a relevant electrotechnical apprenticeship framework and the
- completed ECS application form

must be sent to the ECS Registration Department at the JIB.

The documentation must be sent to the JIB within 14 days of receipt of the completed ECS form to the employer by the apprentice.

(Please note the standard fee for an ECS card is waived for registered apprentices.)

The JIB will issue an ECS card which will be valid for three years. A Completion Diploma will also be made available online for download.

A completed apprentice becomes entitled to the electrician's rate of pay from the pay week following the date of grading. The JIB will electronically issue this notification to both the employer and the newly-graded electrician.

To ensure that companies do not become liable for claims of Unfair Dismissal, adherence to the following procedure, which has been written in line with National Working Rule 19, is recommended:-

- (i) Advise the apprentice at the earliest opportunity that they will not be offered a job upon completion and confirm this in writing.
- (ii) Hold a meeting with the apprentice to determine a finite date for completion of the apprenticeship and the date of termination.

The apprentice has a right to be accompanied at this meeting by a fellow employee or, if appropriate, a Union Official.

If, following the meeting, the original decision is unchanged then again, confirm this in writing.

A right of appeal against the company's decision must be offered.

- (iii) If an appeal is lodged, a further meeting should take place for this to be considered. As before, the apprentice has a right to be accompanied.

If the outcome is unchanged then, upon conclusion of the internal procedure, an application can be made to the JIB for formal completion of the apprenticeship.

The date of termination needs to take account that at least 14 days must be allowed for the administration of the completion and grading process.

Within the documentation the employer **must** inform the JIB of the termination/completion date. The JIB will use this date on the Completion Diploma and ECS card. It will also mark the apprentice's last day of employment.

If, for whatever reason, the ECS Card is issued after the termination date it will not have any effect upon either the employer or the apprentice as the apprenticeship will have already been completed.

## **APPENDIX B**

### **HANDTOOL REPLACEMENT SCHEME**

1. The Handtool Replacement Scheme (“the Scheme”) only applies to apprentices registered under the 2004 and 2011 Training Schemes.
2. The object of the Scheme is to provide replacement handtools to JIB registered apprentices when handtools have been lost as a consequence of fire and theft.
3. The tools will be provided by Edmundson Electrical and sent directly to the apprentice’s home address by courier. The full list of tools covered is given at the end of this document.

The following conditions apply to all applications to the Scheme for financial assistance:-

- (i) The apprentice must be registered with the JIB and in the employment of the registering employer when the loss took place.
  - (ii) In the case of theft, the loss must have been reported to the police and a police crime number obtained. In the case of fire, the appropriate authorities must have been notified.
  - (iii) The application to the Scheme must be supported by the employer who must also authenticate the loss.
5. Application for replacement tools will only be considered when made on an official Application Form supplied by the JIB. The Application Form must be fully completed and signed by both the apprentice and the employer.
  6. All applications will be carefully checked by the JIB before any claim is approved. Replacement tools will be sent directly to the apprentice. The decision of the JIB will be final.
  7. Applications will not be considered if any of the following apply:-
    - (i) The loss occurred from any vehicle except during working hours at the place of work.

- (ii) The loss was not notified to the police or other appropriate authority within 24 hours of the discovery of the loss.
- (iii) The loss occurred outside normal working hours unless from locked premises or directly from the person of the apprentice.

8. An apprentice will be able to make an application to the Scheme in respect of losses suffered from the date the JIB confirms the apprenticeship registration by the issue of an apprentice ECS Card and will continue to be able to do so (subject to the Scheme not being discontinued by the National Board) until such time as the apprentice either completes the apprenticeship (determined by the date of the Completion Diploma) or ceases to be employed as a JIB registered apprentice.

## **NOTE:**

The list of tools is not intended to be a definitive definition of the complete toolkit for an apprentice at any stage of their training. It is only to be used to define those handtools for which replacement may be provided by the Scheme.

The following list of tools are those proposed to be covered by the Handtool Replacement Scheme:

### **1st Stage**

Heavy Duty Lockable Toolbag and Padlock  
Hammer (Claw, Ball Pein or Cross Pein)  
Club Hammer  
Insulated Combination Pliers  
Metric rule  
Cable Lock Knife  
Screwdrivers - 4", 6", 8" and flat blade  
Screwdrivers - pozidrive  
Hacksaw Frame  
Spirit Level  
Chalk line  
Footprint Adjustable Grips  
Electricians Bush King spanner  
Centre punch  
Nail punch  
Bradawl

### **2nd Stage onwards**

Cold Chisel  
Round File  
Keyhole Saw or Pad Saw  
Bolster Chisel  
Tenon or Uni Saw  
Spanner set  
Mole Self-grip wrench  
Light Hammer  
Square  
Small Trowel

## APPENDIX C

### ALLIED TRADES

#### 1. Core Contracting Disciplines

In addition to the Advanced Level Apprenticeship Frameworks for the occupational pathways leading to the main JIB graded trades of:

- Electrician
- Maintenance Electrician
- Panel Builder
- Electrical Winder
- Instrument Electrician
- Highway Lighting Electrician
- Advanced Datacomms Specialist

persons becoming Advanced Level Apprentices following full Level 3 Vocational Qualifications leading to the other recognised JIB grades, as defined under Section 4 of the JIB Handbook being:

- Electrical Fitter
- Electrician (Marine)
- Instrument Pipefitter
- Radio/Television Electrician
- Refrigeration Operative (Electrical)
- Service Fitter
- Telecommunication Fitter
- Wireman

may be included in this Scheme. The appropriate trade, vocational and technical qualifications and achievement standards will be agreed, and the appropriate apprenticeship pathway as listed above leading to the relevant occupational discipline will be endorsed on the ECS card upon completion of the apprenticeship.

It is a requirement of the JIB that the apprentice must follow the full Advanced Level Apprenticeship Framework as laid down by the recognised Sector Skills Council (SSC)\* for the occupational discipline

or Standards Setting Body (SSB) for their chosen occupational pathway.

Upon successful completion of the apprenticeship, along with the endorsement of the applicable Occupational Discipline on the ECS card (see JIB Handbook, Section 10, ECS Disciplines), where applicable, a recognised JIB Grade will be also be awarded as defined in Section 4 of the JIB Handbook.

\*The ECITB (Engineering Construction Industry Training Board) is a Standards Setting Body (SSB).

## **2. ECS Disciplines**

The ECS includes:

- Core Contracting Disciplines – as defined in 1 above.
- Structured Cabling (Datacomms)
- Structured Cabling (Power Supply and Transmission) (Cabling)
  
- Structured Cabling (Power Supply and Transmission) (Jointing)
- Emergency and Security Systems
- Fire Detection and Alarm Systems
- Highway Electrical
- Building Management Systems and Controls
- ECS Related Disciplines

Apprentices following Advanced Level Apprenticeship Frameworks in such allied and related fields may upon application by the employer and Training Agent, be included in this scheme, subject to the approval and guidance of the JIB.

### **3. Engineering Maintenance**

The JIB National Board has given approval for Engineering Maintenance apprentices, who are following a full Level 3 NVQ Diploma in Engineering Maintenance via an electrical biased Semta Advanced Level Apprenticeship framework, to be authorised for registration with the JIB as recognised and registered apprentices.

**Semta**, the Sector Skills Council for science, engineering and manufacturing technologies in the UK, provide the Advanced Level Apprenticeship Framework in Engineering Maintenance, the full final outcome qualification being:

#### **Level 3 NVQ Diploma in Engineering Maintenance (QCF)**

This framework laid down by Semta divides into a number of specific occupational pathways. The electrical biased occupational pathways eligible for registration within the JIB 2011 Electrical Training Scheme are:

- Engineering Maintenance - Electrical
- Engineering Maintenance - Engineered Systems
- Engineering Maintenance - Service Maintenance
- Engineering Maintenance - Servicing Medical Equipment

Following registration as per section 4, the apprentice shall be issued with an apprentice ECS Card, denoting the relevant electrical biased occupational pathway as defined above.

Upon successful completion of the apprenticeship, the completion procedure shall be activated within 14 working days (see Appendix A). An ECS card shall be issued and be endorsed with the relevant occupational discipline of Engineering Maintenance Technician showing the pathway followed, as defined below:

- Engineering Maintenance Technician (Electrical)
- Engineering Maintenance Technician (Engineered Systems)
- Engineering Maintenance Technician (Service Maintenance)
  
- Engineering Maintenance Technician (Servicing Medical Equipment)

**(NOTE:** The term Technician in this context denotes the occupational discipline and should not be confused with the JIB grading definition of a Technician which relates to pay scales under the JIB National Working Rules).

#### **4. Other Electrotechnical Occupations – Terms and Conditions**

Apprentices engaged under the other occupations covered by the JIB Training Schemes will be subject to the appropriate terms and conditions applicable to their industry.

*Examples:* Agenda for Change in the NHS and the Joint Negotiating Committee (JNC) for Local Authority Craft and Associated Employees are all examples of applicable collective agreements with Unite the Union in those allied industries and sectors.

As well as such National Agreements, there are many local and site level collective agreements operated within individual organisations and companies.

In the absence of such arrangements or collective agreements in the workplace, statutory requirements on wages, holidays and other employment standards must be followed.

However, in such circumstances the JIB strongly recommends that the rates of pay and associated terms and conditions outlined in this scheme, as revised from time to time by the parties, are followed as they represent best practice to be utilised in the responsible employment of apprentices.







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