



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 AMICUS

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

JIB TRAINING SCHEMES

HANDTOOL REPLACEMENT SCHEME

The Scheme only applies to ELECTRICAL INSTALLATION Apprentices registered under either the 1999 or 2004 Training Schemes.

1. The object of the Scheme is to accumulate a fund to provide financial assistance to JIB Registered Apprentices when replacing hand tools lost as a consequence of fire or theft.
2. The Scheme will only reimburse the Apprentice for the replacement cost of the tools specified at the end of this leaflet, at the standard price determined by the JIB.
3. The following conditions apply to all applications to the Scheme for financial assistance:-
 - The Apprentice must be registered with the JIB as an Electrical Installation Apprentice and in the employment of the registering Employer when the loss took place.
 - 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.
 - The application to the Scheme must be supported by the Employer who must also authenticate the loss.
 - The Scheme will not reimburse the first £10 of replacement cost per application.

APPRENTICE TOOL KIT

4. Application for reimbursement 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.
5. All applications will be carefully checked by the JIB before any reimbursement is considered or made. Reimbursement will be made direct to the Apprentice in accordance with the value(s) itemised in the list of tools, less £10. The decision of the JIB will be final.
6. Applications will **not** be considered if any of the following apply:-
 - The loss occurred from any vehicle **except** during working hours at the place of work.
 - The loss was not notified to the Police or other appropriate authority within **24 hours** of the discovery of the loss.
 - The loss occurred outside normal working hours **unless** from locked premises or directly from the person of the Apprentice.
7. 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 a Registration Card. Cover will continue (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 on the JIB Completion Diploma) or ceases to be employed as a JIB Registered Apprentice.
8. The JIB reserves the right to discontinue the Scheme at the discretion of the National Board.

This list of Tools is not intended to define the complete toolkit for an Apprentice at any stage of their training. It is used to determine those hand tools for which the cost of replacement may be met by the Fund.

Stage 1

Lockable tool box and padlock
Hammer (claw, ball pein or cross pein)
Heavy hammer
Combination pliers (insulated)
Metric rule
Tradesman lock knife
Screwdrivers – 4”, 6”, 8” and flat blade
Screwdrivers – posidrive
Hacksaw frame
Spirit level
Plumb-bob line
Footprint adjustable grips
Electricians Bush King spanner
Centre punch
Bradawl

Stage 2 onwards

Cold chisel
Round file
Keyhole saw or Pad saw
Cold chisel
Bolster chisel
Adjustable tap wrench
Tenor or Uni saw
Spanner set
Mole self-grip wrench
Light hammer
Square
Small trowel