



**JOINT INDUSTRY BOARD**  
FOR THE ELECTRICAL CONTRACTING INDUSTRY  
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Established in 1968 by the Constituent Parties  
The ELECTRICAL CONTRACTORS' ASSOCIATION & UNITE (Amicus section)

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## GRADING DEFINITIONS

Revised by the JIB National Board on 7<sup>th</sup> December 2006

### TECHNICIAN

#### Qualifications and Training

##### Must satisfy the following three conditions:

- 1) Must have obtained the City & Guilds of London Institute Electrical Installation Work Part III Course Certificate (or approved equivalent).
- 2) Must have obtained an NVQ Level 3 in electrical installation work (or approved equivalent) - see Note 1.
- 3) Either a) **SITE TECHNICIAN**  
A Site Technician must have at least five years' experience as an Approved Electrician with "responsibility money", including a minimum of three years in a supervisory capacity in charge of electrical installations of such complexity and dimension as to require wide technical experience and organisational ability. Where an operative can, subject to confirmation, demonstrate exceptional practical site supervisory skills and experience the requirements for formal qualifications set out in (1) above may be varied by the appropriate Regional Joint Industry Board.

##### Or b) **INSTALLATION TECHNICIAN**

An Installation Technician must have, with the support of his present Employer, exceptional technical skill, ability and experience beyond that expected of an Approved Electrician, so that his value to the Employer would be as if he were qualified as a Technician under (a) above.

#### Duties

Technicians must have knowledge of the most economical and effective layout of electrical installations together with the ability to achieve a high level of productivity in the work that they control. They must also be able to apply a thorough working knowledge of the National Working Rules for the Electrical Contracting Industry, of the current I.E.E. Regulations for Electrical Installations, of the Electricity at Work Regulations 1989, the Electricity Supply Regulations, Installations (i.e. Regulations 22-29 inclusive and 31), of any Regulations dealing with Consumers' installations which may be issued, relevant British Standards and codes of practice, and of the Construction Industry Safety Regulations.

### APPROVED ELECTRICIAN

##### Must satisfy the following four conditions:

- 1) Must have been a registered apprentice or undergone some equivalent method of training and have had practical training in electrical installation work.
- 2) Must have obtained an NVQ Level 3 in electrical installation work (or approved equivalent) - see Note 1.
- 3) Must have had two years experience working as an Electrician subsequent to the satisfactory completion of training and immediately prior to the application for this grade.
- 4) Must have demonstrated competence and obtained a suitable qualification (the City & Guilds 2391 is a suitable qualification) in the inspection, testing, commissioning and certification of electrical installations.

#### Note 1:

If the applicant meets the other three criteria but has not achieved an NVQ Level 3 in electrical installation, then a "Provisional" grading may be awarded if the following criteria are both satisfied:

- a) have obtained at least the City & Guilds 2360 Electrical Installation Theory Part 2 Course Certificate (or approved equivalent, e.g. 2351 or 2330 levels 2 and 3)
- b) have obtained Achievement Measurement 2 or must be able, with the application for Grading and any other relevant supporting evidence (e.g. the City & Guilds Electricians certificate) which may be required, to satisfy the Grading committee of his experience and suitability.

#### Note 2:

The employer will ensure that the cost of a first attempt at the training scheme and examination for inspection, testing and commissioning is met without cost to the operative when they have satisfied all the other requirements for grading / regarding as an Approved Electrician.

#### Duties

Approved Electricians must possess particular practical, productive and electrical skills with adequate technical supervisory knowledge so as to work on their own proficiently and carry out electrical installation and testing work without immediate supervision. Approved Electricians must be able to accept responsibility for the completion of jobs and, if required, supervise other operatives. They must also have a thorough working knowledge of the National Working Rules for the Electrical Contracting Industry, of the current I.E.E. Regulations for Electrical Installations, of the Electricity at Work Regulations 1989, the Electricity Supply Regulations, Installations (i.e. Regulations 22-29 inclusive and 31), of any Regulations dealing with Consumers'

installations which may be issued, relevant British Standards and codes of practice, and of the Construction Industry Safety Regulations.

## **ELECTRICIAN**

**Must satisfy the following three conditions:**

- 1) Must have been a registered apprentice or undergone some equivalent method of training and have had practical training in electrical installation work.
- 2) Must have obtained an NVQ Level 3 in electrical installation work (or approved equivalent) - see Note 1.
- 3) Must have obtained a pass in the City & Guilds 2360 Electrical Installation Theory Part 2 Course or approved equivalent).

**Note 1:** If the applicant meets the other two criteria but has not achieved an NVQ Level 3 in electrical installation, then a "Provisional" grading may be awarded if the following criteria are both satisfied:

- a) have obtained at least the City & Guilds 2360 Electrical Installation Theory Part 2 Course Certificate (or approved equivalent)
- b) have obtained Achievement Measurement 2 or must be able, with the application for Grading and any other relevant supporting evidence (i.e. the City & Guilds Electricians Certificate) which may be required, to satisfy the Grading

## **Duties**

**Must be able to carry out electrical installation work efficiently in accordance with the National Working Rules for the Electrical Contracting Industry.**

## **RESTRICTED GRADINGS**

Where an operative cannot meet the requirements of the grading definition but has the express support and written confirmation by his employer of his ability to work safely in accordance with the appropriate regulations, an application for restricted grading may be made to the appropriate Regional Joint Industry Board. Such an application should only be made in exceptional circumstances, such as long service employees who, for historical reasons, do not hold the necessary formal qualifications.

The restricted grade will be granted at the sole discretion of the appropriate Regional Joint Industry Board, whose decision shall be final, and all applications

will be monitored by the Human Resources Committee to ensure consistency. Such grades will be identified as "Conditional" and should the operative leave that employment the restricted grade may be invalidated.

## **PROVISIONAL GRADINGS**

**Only available for directly employed operatives working for JIB member firms.**

A "Provisional" grading will last for a period of one year during which time it is the operative's responsibility to achieve the relevant NVQ Level 3 with the support and co-operation of his employer.

It is anticipated that the normal NVQ process will consist of an initial session with an NVQ assessor, when the operative and assessor will decide how the operative is to put together a portfolio for assessment and what evidence can be gathered? At this point the operative would be registered as an NVQ candidate. The JIB will supply information on the location of suitable NVQ Assessment Centers.

The operative will then require an estimated 15 to 20 hours of work to gather the evidence. This will then be assessed by the NVQ assessor and either passed or the assessor will require a further session(s) with the operative to discuss the shortcomings and what further evidence is required. The fully completed portfolio would then be resubmitted to the NVQ assessor.

There are four elements of direct and indirect cost involved in this process – the time the operative has to spend compiling the portfolio, the time and traveling expenses incurred in the session(s) required with the NVQ assessor and the NVQ registration, assessment and certification fees.

These four elements are to be apportioned as follows;

**the employer** will provide paid time off and actual travel expenses for the initial session with the assessor and up to two further assessment sessions. Any further sessions would be the responsibility of the operative.

**The operative** will undertake the work in compiling the portfolio in his own time.

**The JIB** will partially fund NVQ registration, assessment and certification

This apportionment of the direct and indirect costs would mean that the employer would make an initial contribution which should take place soon after the provisional grading, and would not be expected to make a further contribution until the operative had completed his initial portfolio in his own time. If, at the end of the eighteen month period, the operative has not obtained the NVQ, then the "Provisional" grading will be reconsidered by the JIB.