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FOR THE ELECTRICAL CONTRACTING INDUSTRY
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Established in 1968 by the Constituent Parties
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JIB 2004 Training Scheme (Revised) for Electrotechnical Apprentices

Promulgated by the JIB National Board on the 31st August, 2006, to be
effective from the **1st September, 2006**

The 2004 JIB Training Scheme encompasses the framework of an Advanced Apprenticeship for Apprentices following Electrical Installation, Panel Building, Motor Rewind & Repair, Electrical Maintenance, Highway Lighting and Instrumentation routes, as defined by SummitSkills, the Sector Skills Council for the Building Services Engineering Sector.

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

Preface

The 2004 JIB Training Scheme is operated by Training Agents who must be registered with the Joint Industry Board for the Electrical Contracting Industry (JIB). Training Agents are responsible for providing an approved delivery and assessment plan that will enable full completion of the Scheme.

Within the JIB, the Trade Union (Amicus) and the Trade Association (The Electrical Contractors Association) are the only organisations recognised for representation or negotiating purposes.

1. Entry into the Industry

All persons who wish to enter the Electrotechnical/Electrical Contracting Industry¹⁾ must have completed their statutory education. A JIB approved 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, (this can be achieved by the wearing of vision corrective glasses/contact lenses) and absence of colour blindness. This may be confirmed by production of suitable evidence from a Medical Practitioner or optician at the point of selection testing.

The 2004 JIB 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.

2. Pre-Registration period

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

Apprentices working for JIB Member Companies will be covered for Death and Disability 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 Worker's Directive.

3. Registration of Apprentices

Within **four weeks** of completion of formal registration with the Training Agent,

¹⁾ 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 and Structures); Electrotechnical Panel Building; Electrical Machine Repair and Rewind; Installing Instrumentation and Associated Equipment; Maintenance of Electrotechnical Systems and Equipment; Installing Highway Electrical Systems.

To ensure that Companies do not become liable for claims of Unfair Dismissal, adherence to the following procedure is recommended:-

- i) Advise the Apprentice that they will not be offered a job as an Electrician and confirm this position in writing. **This letter comprises Step 1 of the Statutory Procedure.**
- ii) Hold a meeting with the Apprentice to agree a finite date for completion of the Apprenticeship and termination of employment. In line with the Statutory requirements, the Apprentice has a right to be accompanied at this meeting by a person of their choice, such as a fellow Employee or, if appropriate, their Trade Union Official. They also have a right of appeal against the Company's decision not to offer employment as a skilled Operative. **This meeting comprises Step 2 of the Statutory procedure.**
- 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. **The Appeal meeting comprises Step 3 of the Statutory procedure.**

Upon conclusion of this procedure, an application can be made to the JIB for formal Completion of the Apprenticeship. **The date of termination needs to take account of the fact that at least 14 days must be allowed for the administration of the completion and grading process.** Please refer to the following to ensure that the correct paperwork is completed for the appropriate scheme.

The Employer must complete the relevant section of the Training Agreement (JIB515) and return this to the JIB together with:-

- the Advanced Apprenticeship Completion Certificate,
- copies of the Level 2 & 3 Certificate in Electrotechnical Technology
- copy of the NVQ Level 3,
- an ECS application form.

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

To avoid errors, when submitting the completion documentation it is very important that 14 days are allowed for administration and the agreed termination date is clearly indicated. The JIB will use this date on the Completion Certificate and ECS card and it will be the Apprentice's last day of employment.

APPENDIX B

COMPLETION PROCEDURE

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

Companies who intend to retain the services of the Apprentice following completion must complete the relevant section of the Training Agreement (JIB515) and return this to the JIB, together with:-

- the Advanced Apprenticeship Completion Certificate,
- copies of the Level 2 & 3 Certificate in Electrotechnical Technology
- a copy of the NVQ Level 3,
- ECS application form.

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

The JIB will issue a Completion Certificate and a skilled ECS card which will be valid for three years. The former Apprentice becomes entitled to the Electrician's rate of pay from the pay week following the date of grading.

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 who do not intend to employ the Apprentice as an Electrician need to bear in mind that there have been important changes to the termination process. Please read the following information carefully as it will help to avoid Industrial Relations problems.

All Employers should be familiar with the Statutory requirements which came into place in October, 2004 and provided their Employees with a copy of the Company's revised grievance and disciplinary procedure. Further guidance on this can be obtained from the JIB's Offices or via the JIB website.

a JIB approved Training Agreement will be provided by the Training Agent. This should be completed, signed by the Employer/Apprentice/Parent or Guardian, as appropriate, and returned to the JIB. **A photocopy of this agreement and, for non-JIB Companies, a JIB approved Code of Practice detailing their terms and conditions including rates of pay, must be retained by all Parties.**

The Training Agent will register the Apprenticeship with the JIB, providing a passport sized photograph of the Apprentice (countersigned and marked on the back with the National Insurance Number), and the appropriate registration fee. The JIB will confirm to the Apprentice and the Employer that registration has taken place and issue:-

- JIB Apprentice ECS Card
- JIB National Working Rules *
- JIB Benefits Summary **

*Full details of the JIB collective agreement are contained in the JIB Handbook a copy of which can be obtained direct from the JIB Offices in Sidcup or via the web-site www.jib.org.uk.

** JIB Registered Apprentices are entitled to Life Assurance, Accidental Death Benefit and Permanent & Total Disability benefit. JIB Employers 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.

The Employer/Apprentice **must** keep the JIB advised, in writing, of **any** changes affecting the Training Agreement such as new address or employer.

4. Employment

a) Terms and Conditions

In addition to the Training Agreement, **all** 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.

b) **Electrical Installation Apprentices**

(i) JIB Member Companies

Apprentices registered under this training scheme, and the related Training Agreement, are covered by the JIB National Working Rules, including rates of pay.

(ii) Non Member Companies

Apprentices working for non-JIB Member Companies must be provided with a JIB approved Code of Practice detailing their terms and conditions, including rates of pay.

c) Other Electrotechnical Occupations (See Note [1] page 1)

Apprentices employed under the other occupations covered by this Training Scheme will be subject to the appropriate terms and conditions applicable to their Industry.

d) Holidays

(i) Annual Holiday

During each year, Apprentices are entitled to 22 days Annual Holiday with pay. The pay for each week of holiday shall comply with the Working Time Regulations, 1998. 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 holiday accrued in line with the Working Time Regulations, 1998 will be calculated and matched against days taken over the same period. Payment for any outstanding holiday will be made at the time of leaving.

(ii) Statutory Holiday

In addition to the above, all Apprentices will be entitled to eight days statutory holiday. A normal days' pay shall be paid for each of the following days:-

- New Year's Day
- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday
- Late Summer Bank Holiday
- Christmas Day
- Boxing Day

In areas where any of these days are not normally observed as holidays in the Electrotechnical/Electrical Contracting Industry, traditional local holidays may be substituted by mutual agreement and subject to the determination of the appropriate Regional JIB.

Unit 7	Instrumentation Fault Diagnosis and Rectification	2330-307	Assignment
Unit 8	Highway Electrical Systems Inspection, Testing and Commissioning	2330-308	Assignment
Unit 9	Highway Electrical Systems Fault Diagnosis and Rectification	2330-309	Assignment
Unit 10	Panel Building Inspection, Testing and Commissioning	2330-310	Assignment
Unit 11	Panel Building Fault Diagnosis and Rectification	2330-311	Assignment
Unit 12	Electrical Machine Inspection, Testing and Commissioning	2330-312	Assignment
Unit 13	Electrical Machines Repair and Rewind	2330-313	Assignment

Level 3 Certificate in Electrotechnical Technology

For the award of a Certificate, candidates must successfully complete the assessments for Unit 1 plus the assessments for the appropriate occupational units.

Core Units

Assessment components required

Unit 1	Application of Health & Safety and Electrical Principles (Stage 3)	2330-301	Written-multiple choice
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Occupational Units

Unit 2	Installation (Building and Structures) Inspection, Testing and Commissioning	2330-302	Assignment
Unit 3	Installation (Building and Structures) Fault Diagnosis and Rectification	2330-303	Assignment
Unit 4	Electrical Maintenance Inspection, Testing and Commissioning	2330-304	Assignment
Unit 5	Electrical Maintenance Fault Diagnosis and Rectification	2330-305	Assignment
Unit 6	Instrumentation Inspection, Testing and Commissioning	2330-306	Assignment

To qualify for payment, Apprentices must work full time for the normal day on the working days preceding and following the holiday, be certified sick, or off with Employer's permission.

When Christmas Day and/or Boxing Day or New Year's Day falls on a Saturday or Sunday, the following provisions apply:-

Christmas Day

When Christmas Day falls on a Saturday or Sunday, the Tuesday next following shall be deemed to be a paid holiday.

Boxing Day or New Year's Day

When Boxing Day or New Year's Day falls on a Saturday or Sunday, the Monday next following shall be deemed to be a paid holiday.

e) 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 as defined by the Statutory Sick Pay (General) Regulations, 1982. After the same waiting days, they will become entitled to an **additional payment**, (currently £15.00 per week), for an aggregate period of 12 weeks in any consecutive twelve months. This figure is determined by the JIB National Board and subject to review.

f) Tool Kits

Apprentices are required to provide themselves with hand tools 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 Hand Tool Replacement Scheme exists to provide cover for tool kits lost due to fire or theft. Full details of eligibility and how to claim can be obtained from the JIB's offices or via the JIB website.

g) Personal Protective Equipment (PPE)

The Employer shall provide any PPE such as boots, hard hat, gloves, etc, required under statutory legislation.

h) Discipline and Grievance Procedures

All Employers are required to have disciplinary and grievances procedures in place which comply with current Employment legislation. All Apprentices must be provided with a copy of this procedure at the commencement of employment.

All signatories to the Training Agreement and, if the Apprentice is a Member of Amicus, the Regional Officer, must be kept informed of any instances where a formal disciplinary enquiry may be necessary.

As a final stage, all disputes or grievances arising from the operation of this training Scheme, by either JIB, or non-Member Companies, shall be referred to the JIB for resolution within the Industry's Procedures.

i) Transfer

If either the Apprentice or Employer is dissatisfied with the progress of the training, an application to the Training Agent can be made by either party 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.

j) Termination of the Apprenticeship Agreement

(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 through the Scheme. Before such a decision is taken, the Employer must involve the Training Agent, Parent or Guardian and, if the Apprentice is a Member of Amicus, 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 down turn in work which could result in redundancies, the Employer may, with the consent of the Apprentice, Parent /Guardian, 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.

5. Training progress

a) Stages of Apprenticeship

Progression through the different stages of the Training scheme is based

Unit 7	Installing Instrumentation & Associated Equipment	2330-211 2330-212	Multiple choice (OL) Assignment
Unit 8	Electrotechnical Panel Building	2330-213 2330-214	Multiple choice (OL) Assignment
Unit 9	Electrical Machine Repair and Rewind	2330-215 2330-216	Multiple choice (OL) Assignment

APPENDIX A

Level 2 Certificate in Electrotechnical Technology

For the award of a Certificate, candidates must successfully complete the assessments for Units 1, 2 and 3 plus the assessments for the appropriate occupational unit.

Core Unit

Assessment

components required

Unit 1	Working effectively and safely in an Electrotechnical environment (Stage 1)	2330-201	Multiple choice (OL)
Unit 2	Principles of Electrotechnology (Stage 1)	2330-202	Multiple choice (OL)
Unit 3	Application of Health & Safety and Electrical Principles (Stage 2)	2330-203 2330-204	Multiple choice (OL) Assignment

Occupational Units

Unit 4	Installation (Buildings & Structures)	2330-205 2330-206	Multiple choice (OL) Assignment
Unit 5	Electrical Maintenance	2330-207 2330-208	Multiple choice (OL) Assignment
Unit 6	Highway Electrical Systems	2330-209 2330-210	Multiple choice (OL) Assignment

purely on service and achievement, not age (see 5 d). Best endeavours will be used to ensure the Apprenticeship is completed within a four year period.

Normally, all Apprentices are initially registered as Stage 1 and progress via Stages 2, 3 and 4 to attainment of skilled status. However, in certain circumstances it may be possible for relevant prior qualification(s) or learning to be taken into account, allowing an Apprentice to enter the scheme at an advanced stage. Before this can be approved a detailed submission must be made to the JIB for consideration.

b) National Vocational Qualifications (NVQs)

All NVQs are based on National Occupational Standards developed by the appropriate Industry at various levels. In the Electrotechnical Industry, the minimum requirement for skilled status has been agreed as Level 3.

The National Occupational Standards, developed by SummitSkills for the Electrotechnical/Electrical Contracting Industry, identify the various tasks a competent qualified Operative working in a specific occupation will be required to undertake, and provide the measure against which competence to carry out this work can be judged.

Apprentices will be required to produce portfolios for assessment against these standards using various forms of recorded evidence (a JIB logbook can be used for this purpose), and undertake a Practical Performance Assessment (PPA). **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 a College at the designated times in order to complete the off-the-job vocational education and training elements required to complete the scheme.

For each College/training day, where not recoverable from other sources, the Employer will meet any fees applicable to the Scheme and pay the Apprentice a normal working day's pay, plus the actual fares incurred.

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 Advanced Apprenticeship Individual Learning Plan.* 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.

***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 item 4 j (i) has been exhausted.**

In the latter stage of the Apprenticeship, a SummitSkills approved Practical Performance Assessment (PPA) will be taken. To reduce retakes, it is expected that a judgement of the Apprentices ability to pass the test will be made prior to entry. The Apprentice is entitled to a second attempt at the PPA. 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 amicably with their Employer. Apprentices who are Members of Amicus should contact the Regional Officer for guidance.

6. Completion of Apprenticeship

The onus rests with the Employer to initiate the formal completion of the Apprenticeship. **Before submitting any documentation, Employers are advised to refer to Appendix B (page 13) to ensure that they follow the procedure applicable to their particular circumstances.**

Completion of the Apprenticeship at the end of Stage 4 requires attainment of the Advanced Apprenticeship (AA) Completion certificate which includes the

following components:-

NVQ Level 3 award in the appropriate Electrotechnical discipline
The associated City & Guilds Certificates in Electrotechnical Technology - Levels 2 & 3

The associated Practical Performance Assessment Certificate
Appropriate Key Skills qualifications/certification to required Advanced Apprenticeship levels.

Please note that for completion of an Advanced Apprenticeship, it is a requirement of Government that the Apprentice must attain the awards for Key Skills stipulated within the relevant industry AA framework.