1983 Joint Industry Board Training Scheme for Electrical Installation Apprentice Craftsmen and Technician

1: ENTRY INTO THE INDUSTRY

All persons who wish to enter the Electrical Contracting Industry must have completed their statutory education. All applicants shall produce a Medical Certificate from a Registered Medical Practitioner certifying physical fitness, normal vision and absence of colour blindness.

A standard selection procedure as laid down by the Joint Industry Board shall be undertaken by each applicant.

2: PRE-TRAINING PERIOD

A pre-training period may take place. Following a site safety induction the Apprentice will spend this period on site, prior to the commencement of college attendance. During this time he will be classified as a Junior Apprentice.

3: REGISTRATION OF APPRENTICES

A Register of both Junior and Senior Apprentices shall be held by the Joint Industry Board for the Electrical Contracting Industry, such registered Apprentices will be issued with a Registration Card suitable endorsed at each level of training. When an Apprentice is engaged as a Junior Apprentice the completed Contract will be forwarded to the Joint Industry Board together with £5.00 to cover both documentation and the Registration fee. The Registration Fee of £2.50 is payable by the Apprentice to his Employer and the Apprentice to keep the Joint Industry Board informed of any change in the employment or change of address.

4: JUNIOR APPRENTICE

This period of training will incorporate the 12 weeks off-the-job practical training and 12 weeks college-based technical education leading to the JIB Approved Achievement Measurement Test of practical ability and the City and Guilds 236 Part I examination (or JIB approved equivalent) during the college-based year beginning in September.

Following completion of this course the Apprentice will spend the training period up to the completion of 12 months from the date of entry into the Industry (including and Pre-Training Period) as a Junior Apprentice gaining further site experience.

Subject to satisfactory progress on site and college the Apprentice will at the end of a 12 month period, have his acceptance as a Junior Apprentice confirmed pending the publication of the results of the City & Guilds 236 Part I examination of the Achievement Measurement test Part I. If these two tests have been undertaken successfully the status of the Apprentice changes from Junior to Senior Apprentice effective from the date of receipt by the JIB of the results and the new Apprentice Registration Card is issued.

A failure in either or both of the Tests will be reported to the Employer who will consult with the Training Officer with a view to the Training Contract being terminated.
5: SENIOR APPRENTICE

The Senior Apprentice (Stage 1) shall be provided with a further period of paid day release (or block equivalent) to prepare for the City & Guilds 236 Part II Certificate examination coupled with practical site experience. On obtaining the City & Guilds 236 Part II Certificate he becomes a Senior Apprentice (Stage 2) until he successfully takes a further test of his practical abilities – Achievement Measurement 2 – when he completes his Apprenticeship and is graded Electrician (otherwise accorded skilled status).

NOTES:

a) If unsuccessful in the City & Guilds 236 Part II Certificate examination he may, if appropriate, attempt Achievement Measurement 2 when, if successful, he will become a Senior Apprentice (Stage 2) pending the results of a second attempt at the Part II Certificate examination.

b) After a second unsuccessful attempt at City & Guilds 236 Part II Certificate examination, provided he has passed Achievement Measurement 2, the Apprentice may make an application (supported/not supported as appropriate by his Employer) to the JIB Grading Committee for its consideration of the completion of the Contract of Training.

c) After a second unsuccessful attempt at Achievement Measurement 2 the Training Contract will be terminated. It is unlikely there will be continued employment in the Industry. However, each Individual/Employer has the right to make application to the JIB Grading Committee for a grade or status to be determined.

6: TRAINING GROUPS

i. General

1. The primary objective of the Training group is to operate the training scheme at local level.
2. Larger firms with their own well organised training arrangements may be designed as Training Groups.
3. Training Groups will be serviced by CITB staff operating to standards and budgets set and monitored by the Electrical Engineering Services Committee.
4. The industry-level direction and control of the scheme will be undertaken by the JIB National Board. This body will agree The Annual National Recruitment Target and will enquire that the EESC is providing an adequate service.
5. Membership of a Training Group will be a condition of Employer participation in the Training Scheme.
6. The RJIB's role in the Training Scheme will be consistent with their role in all other matters relating to the industry and as set out in the "Notes of Guidance to the RJIB" paper number C.1290 June 1970, the particular relevant section of which reads:

"...assist in the recruitment and selection of Apprentices, the training and re-training of contract on a collective basis with local Technical Colleges, Youth Employment Offices and by sponsoring local training courses etc."

ii. In setting up the Training Groups the following points should be considered:

Initial Formation
1. Catchment area of the Further Education Establishments within the locality.
2. Number of contractors to be represented together with the geographical location of their offices.
3. Number of Apprentices in prospect.
4. Any geographical barriers.

**Constitution**

1. A Group Committee, Chairman, Vice-Chairman, Secretary and Treasurer.
2. An agreed number of formal meetings (at least two per year).
3. Preparation and circulation of Minutes to appropriate parties.
4. Full maintenance of financial records.

**Responsibilities**

1. Number of Apprentices to be recruited annually.
2. Allocation of Apprentices amongst Employer Members.
3. The selection, recruitment, engagement and progress of all Apprentices (not just first year).
4. Ensuring that the training of all Apprentices is completed to the agreed standard.
5. The performance of the Training Officer.

**7: APPRENTICE – GENERAL:**

**a) Tool Kits**

During his period of training, the Apprentice shall provide himself with a kit of hand tools appropriate for carrying out efficiently the work for which he is employed. The kit shall include a lockable tool box. The Employer shall provide where practicable, suitable and lockable facilities for storing these tool kits. *Apprentices are advised to insure their Tool Kits which can be arranged through the JIB Tools Insurance Scheme.*

**b) Registration**

All persons entering the Electrical Contracting Industry as Apprentices shall immediately be registered with the Joint Industry Board for the Electrical Contracting Industry.

**c) Place of Employment**

Apprentices shall only be engaged at and employed from the Employer’s “Shop” as defined in the JIB National Working Rules.

**d) Transfer**

In the event of an Apprentice not giving, or obtaining, satisfaction with the progress of his training, the Employer or Apprentice shall have the right to apply to the Training Group for the transfer to another Employer to continue the Training.

**e) Redundancy**

An Employer may not discharge nor declare redundant an Apprentice because of the lack of orders. He may, with the consent of the Apprentice and his Guardian, apply to the Training Group to find another Employer willing and able to continue the training but until such a
transfer has been arranged and registered with the JIB, the present Employer remains responsible for ensuring that all of his obligations to the Apprentices are fulfilled.

f) Allied Trades

In addition to the trade of Electrician, persons becoming Apprentices in the trades of Electrical Fitting, HT Cable Jointing, HT Line Erection and Maintenance, Armature Winding, Lift and Escalator Erection, Electronic Engineering, Telecommunication Engineering, Instrumentation, Electrical Appliance Servicing, Refrigeration and Air Conditioning may be included in this Scheme. The appropriate trade, technical qualifications and achievement standards and endorsed upon the Apprentices Registration Card, Training Contract and Completion Diploma.

8: ATTENDANCE AT CLASSES

All Apprentices shall attend College as specified in Sections 4 and 5 of this Scheme. They shall be paid a normal working day's pay and, where not recoverable from other sources, the actual costs of the fares for such attendance, except in the case of Junior Apprentices (see Section 10(b) below). The Employer shall pay, where not recoverable from other sources, in-County or out-County fees in respect of such College attendance and shall pay Examination Fees as specified in Sections 4 and 5 of this Scheme.

9: PROGRESS REPORT

The Employer shall complete, or have completed, such progress reports as may be required by the Training Group.

10: WAGES, CONDITIONS AND OVERTIME

a) Wages paid to Apprentices shall be determined from time to time by the Joint Industry Board.

Senior Apprentices qualifying for London Weighting shall receive the amount determined, from time to time, by the Joint Industry Board.

Apprentices who obtain a Pass with Distinction in all three components of the City & Guilds 236 Part I Examination (or an equivalent exemption approved by the Joint Industry Board) shall be paid an additional amount of 9p per hour as a Senior Apprentice (Stage 1) until becoming a Senior Apprentice (Stage 2).

Apprentices who obtain a Pass with Distinction in all three components of the City & Guilds 236 Part II Examination (or an equivalent exemption approved by the Joint Industry Board) shall be paid an additional amount of 12p per hour until termination of the Training Contract.

b) Junior Apprentices will be in receipt of a Training Allowance which is not subject to National Insurance nor Income Tax contributions. Junior Apprentices will not be called upon to work overtime but will be reimbursed travel costs, when attending college or working on site, in excess of 80p per day. Junior Apprentices will not receive London Weighting.

c) Except as otherwise provided in this Training Scheme, the conditions of employment of, and payment allowances to, Apprentices shall be as laid down in the JIB National Working Rules for the time being in force.
11: DISCIPLINE

An Apprentice who commits industrial misconduct or otherwise misbehaves will, after due enquiry, render himself liable to suspension without payment for a period of from 3 to 14 days or, in extreme cases, to dismissal, either with or without notice or pay in lieu of notice.

In any interview which could result in the dismissal of the Apprentice every endeavour should be made to ensure the parent or guardian should be present.

12: SICK PAY

Senior Apprentices absent due to sickness or injury for a period of more than 3 days shall receive the sum of £5.00 per week for an aggregate of 12 weeks in any consecutive period of 12 months.

Junior Apprentices shall, during absence from work due to sickness or injury duly certified by a registered practitioner or self certification to the satisfaction of the employer, receive up to a total of 21 days training allowance. After 21 days the employer must cease to provide the allowance.

In all cases, payment of sickness is subject to medical certification being produced to the satisfaction of the Employer.

13: LIFE ASSURANCE, ACCIDENTAL DEATH, PERMANENT AND TOTAL DISABILITY

Apprentices shall be entitled to these Benefits, or others, as determined from time to time by the JIB. Currently these Benefits are:-

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<tr>
<th>Benefit</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Life Assurance</td>
<td>£3,750</td>
</tr>
<tr>
<td>Accidental Death Benefit</td>
<td>£2,500</td>
</tr>
<tr>
<td>Permanent and Total Disability</td>
<td>£3,750</td>
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NOTE: JIB Employer Participants discharge their obligations to these benefits by complying with the Industry’s Insurance arrangements. Non-JIB Employers do not contribute to the JIB Schemes but they can pay an annual premium for each Apprentice for insurance against Claims from an Apprentice or his next-of-kin.

14: ANNUAL HOLIDAY

a) During each year Apprentices shall be entitled to 21 days’ Annual Holiday with Pay. The Annual Holidays will be taken at dates to be agreed in advance with the Employer between 1st June and 31st May of the ensuing year. During the first year of training the Apprentices holiday payment will be based on completed months of service.

b) The pay for each week of holiday shall be that of a standard 37 ½ hours week at the rate which applies at the time of the holiday is granted.

c) Should an Apprentice be discharged or be transferred to another employer he shall be paid one-twelfth of the current normal weekly wage for each week of employment from 31st May to the time of leaving the Employer less any amount of paid holiday taken.

d) When an Apprentice achieves Electrician status he shall be provided with a JIB Benefit card. He should be credited with his accrued holiday pay.
(In the case of a non-JIB firm the Apprentice will be provided with the appropriate amount of pay to discharge this obligation).
15: ADDITIONS OR ALTERATIONS

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

Should either party to the JIB desire any additions or alterations to this Training Scheme, three months’ notice must be given to the Joint Industry Board.

16: PROHIBITION OF EMPLOYMENT OTHER THAN AS AN APPRENTICE OR GRADED OPERATIVE

No person under the age of 21, other than a registered Apprentice or a qualified Electrician, may be employed on site on electrical contracting duties.

NOTES:

a) Any disputes or differences arising from the operation of this Scheme shall be referred to the Joint Industry Board for resolution within the Industry’s procedure for the resolution of such disputes.

b) The Scheme is open to either sex. For Convenience all references above are in the male gender, but apply equally to the female Apprentices.

c) After 1st January 1983 all Apprentices to the Industry will be recruited on this basis.