

JIB TRAINING SCHEME

HANDTOOL REPLACEMENT SCHEME – INFORMATION

The JIB is pleased to offer a handtool replacement scheme for JIB Registered Apprentices in association with Edmundson's Electrical Wholesalers.

The purpose of the scheme is to support apprentices if they have lost their tools because of a fire or theft.

In the unlikely event of a fire or theft, replacement tools from an approved list, may be claimed by the apprentice.

There are some conditions that must be met to be eligible for the replacement handtools under the scheme.

For a claim to be valid:

- The apprentice must be a JIB Registered Apprentice and employed when the loss happened.
- The employer of the apprentice must endorse the claim and authenticate the loss.
- Applications will not be valid where theft occurred from any motor vehicle.
- The loss must be notified to the police or relevant authorities within 24 hours of discovery of the loss.
- The apprentice may only make one claim during their apprenticeship to this scheme.
- The appropriate claim form must be completed and a crime reference number included.

A JIB Apprentice Registration can be confirmed by looking at the apprentice record in the apprentices MyECS account or in the Employer Portal record. JIB Apprentice Registration is not the same as holding an ECS apprentice card.

Applications to the scheme will be processed as quickly as possible but may take two to three weeks to complete once the necessary checks have been made and the applications processed.



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HANDTOOL REPLACEMENT SCHEME – CLAIM FORM

APPLICANT (To be completed in block capitals)	
Name	
ECS Card Number	Apprenticeship Stage
Address	
Tel	Email

Where did the loss occur?	
Date when the loss was discovered	
Please explain fully how the loss occurred	
Was the loss from a motor vehicle? YES / NO	
Where the tools in a secure location? YES / NO	

Police Notification	
When were the police notified?	
Police station address	
Tel	
Police Crime Book reference	

Hand tools lost
Are you the sole owner of the tools?
If no, please state the names of any other interested parties and the nature of their interest

Apprentice's declaration	
I declare that the information given on this form is accurate and complete and no other claim has been made.	
Signed	Dated



List of tools lost

Permitted replacement tools on a like for like basis. (Please delete as necessary)

1st Stage Apprentice

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 The tools listed for the 1st stage plus:

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

Note: No battery / power tools or test equipment are covered in this scheme

Employer's declaration

I certify that, to the best of my knowledge, the tools listed above have been stolen, and the incident was reported within twenty-four hours of discovery. I further certify that the Apprentice has been registered with the JIB and was in my employment at the time the loss occurred.

Signed

Dated

Position in the company

Name of company

Address

Tel

Email

This form should be returned to: IR@JIB.org.uk