



**ELECTROTECHNICAL CERTIFICATION SCHEME**  
**Incorporating the JIB GRADING SYSTEM**  
**Administered by the Joint Industry Board for the Electrical Contracting Industry**  
**Affiliated to the Construction Skills Certification Scheme**

## **APPLICATION FOR ECS HEALTH & SAFETY ASSESSMENT AT UNITE THE UNION**

### **IMPORTANT INFORMATION FOR CANDIDATES**

The Joint Industry Board (JIB) for the Electrical Contracting Industry administers the Electrotechnical Certification Scheme (ECS), which is affiliated to the Construction Skills Certification Scheme (CSCS), in England, Wales and N. Ireland. All ECS cards are issued in accordance with the CSCS affiliation agreement.

The Health & Safety assessment became compulsory for ECS card applications and renewals from 1st February 2003. A list of valid exemptions is shown at Section 3.

## **1) Who is eligible to take this assessment?**

Before an ECS card can be issued, the holder must demonstrate they have the required level of health and safety awareness, either by providing evidence of a valid exemption (See Section 3) or by successfully completing an ECS Health & Safety Assessment. The issue of an ECS card will not remove the holder's obligation to undergo site induction. The key groups of eligible JIB graded persons are:

- Technicians
- Approved Electricians
- Electricians
- Labourers

In addition, if you fall into one or more of the following occupational definitions, you should also be eligible for a ECS card:

### **Electrotechnical Occupational Definitions:**

Apprentice, Trainee, Ancillary Operative, Manager, Electrical Fitter, Electrical Winder, Instruments Mechanic, Radio/Television Electrician, Maintenance Electrician, Installation Electrician, Household Appliances Electrician, Telecommunications Fitter, Distributions Networks Electrician, Office Machines Mechanic, Auto Electrician, Marine Electrician, Wireman/Panel Builder, Building Controls Engineer.

### **Datacomms Occupational Definitions:**

Datacomms Specialist, Advanced Datacomms Specialist, Datacomms Technician, Datacomms Engineer.

### **Emergency and Security Systems Occupational Definitions:**

Apprentice, Trainee, Installer (blue stripe card and gold card), Maintenance (blue stripe card and gold card), Commissioning (gold card), Surveyor (gold card) and Site Visitor.

### **Fire Detection and Alarm Systems Occupational Definitions:**

Apprentice, Trainee, Designer (blue stripe card and gold card), Installer (blue stripe card and gold card), Commissioning (blue stripe card and gold card), Maintenance (gold card), and Site Visitor.

### **ECS Related Discipline**

A number of specialised Electrotechnical occupations do not have industry NVQs and are therefore unable to receive specific ECS disciplines. To address this problem the ECS has introduced a plain white card carrying the designation "ECS Related Discipline". A list of the occupations covered by this designation is available from the JIB. Applicants who wish their occupation to be included in the list should apply in writing to the JIB.

## **2) What are the arrangements for site Visitors?**

The JIB is now in a position to offer a health and safety assessment for site visitors. Successful completion of this assessment entitles you to apply for an ECS Site Visitor Card. You may apply to sit this assessment if the following definition applies to you:

*"Any person employed by an **electrically biased** organisation, which is not eligible for any other ECS Card but requires regular access to construction sites, can apply for a Site Visitor Card."*

**By definition, a 'visitor' is someone who is present on site, but who is not engaging in (and not permitted to engage in) a construction trade.**

Before a Site Visitor Card can be issued, the holder must demonstrate they have the required level of health & safety awareness, either by providing evidence of a valid exemption or by successfully completing an ECS Health & Safety Assessment for site visitors. The issue of a Site Visitor Card will not remove the holder's obligation to undergo site induction or the need to be accompanied, as appropriate.

Anyone requiring a **Site Visitor Card** should tick the **box** on the booking form to state clearly that a Site Visitor assessment is required. Failure to do so will result in the candidate being put forward onto the full assessment containing electrical questions.

### **3) Who is exempt from taking the assessment?**

Persons currently in possession of the following certificates will be exempted from the assessment for three years from the required date of assessment (the renewal date of the ECS card).

**Please note: At the next renewal date you will be required to sit the assessment unless you have passed a further exempted course (see list below)**

#### **Certificates obtained during a five year period prior to the required assessment date**

- a) NVQ Level 3
- b) NEBOSH Health and Safety Diploma Part I
- c) NEBOSH Certificate
- d) Woodland Grange Diploma in HS Management (leading to MSc)

#### **Certificates obtained during a two year period prior to the assessment date**

- a) Unite/ ECA Working Safely Together in the Electrotechnical Industry (JIB preferred course)
- b) SELECT Safe Working in the Electrotechnical Industry (SJIB preferred course)
- c) Woodland Grange diploma in HS practice (leading to Tech SP)
- d) Any IOSH accredited course below from JIB acknowledged providers (providers must obtain written acknowledgement from JIB that its course is deemed suitable for JIB purposes)
  - Working safely together
  - Working safely
  - Managing safely
  - Managing safely in construction
  - IOSH — SPA Passport Core Day
- e) CCNSG Safety Passport
- f) British Safety Council Level 3 Certificate in Occupational Safety and Health
- g) British Safety Council Level 6 Diploma in Occupational Safety and Health
- h) Constructionskills (CITB) Site Management Safety Training Scheme Certificate

### **4) How much does the assessment cost?**

Each attempt at either the full or Site Visitor assessment will cost £14 per Unite Member & £22 per Non Unite member (fees include VAT).

If you wish to benefit from the reduced rate of £14 by joining 'Unite the Union' please complete the enclosed membership form and return with a cheque for £14.

If your fees are paid by your employer you are entitled to a maximum of three attempts at the assessment, funded by your employer. Suitable remedial training (arranged by the employer) should precede the second and subsequent attempts. You may have further attempts at the assessment at your own expense. If you pay your own fees, you may attempt the assessment as many times as necessary at a cost of £14 (Unite Member) & £22 (non Unite member).

### **5) How do I arrange an assessment?**

If you would like to book an ECS Health & Safety Assessment, simply complete the enclosed booking form and return it to the address shown marking it for the attention of Rebecca Carr.

**Payment must accompany the booking form.**

### **6) Why should I use the JIB book to prepare for the assessment and how do I get one?**

This is the only book that is applicable to the ECS Health & Safety Assessment. Because of the additional electrical content in the ECS assessment, books supplied by other agencies (CITB etc.) are not appropriate. The book contains all the questions and answers from the database that is currently used for testing purposes. It can be downloaded in electronic form from the JIB Website [www.jib.org.uk](http://www.jib.org.uk). It is important that you use only the most recent version when preparing for the assessment, to ensure that their study is based on an up-to-date question bank. The current version of the JIB Question and Answer Book and database bears the reference EC303117 June 2006. The book will be automatically sent to you with your confirmation letter.

### **7 How do I pay?**

By cheque: A cheque for £14 (Unite members) & £22 (non-Unite member) made payable to 'Unite the Union' should accompany each booking with ECS Health & Safety Assessment on the back. (See section 4 about the reduced rate for Unite the Union Members)

### **8) How long do I have to prepare for the assessment?**

There is a requirement that you receive the question and answer book at least ten working days prior to sitting the assessment, to allow adequate time for preparation. If you wish to undertake the Assessment without the required time please indicate this on the lower section of the booking form.

Once your place has been allocated, you will receive a letter of confirmation together with the Q & A Green booklet, map of directions to the venue and further information for the assessment.

### **9) Can I re- arrange a booking?**

Bookings can be re-arranged at the discretion of the ECS Health & Safety Assessment Bookings Department at Unite the Union.

### **10) IMPORTANT: What happens if I don't turn up or cancel?**

Please note that any assessments cancelled and not rescheduled once you have received the Q&A Green book will not be refunded. If the assessment has been rescheduled then the payment will credit the revised date. If you fail to attend you will not be refunded.

If you wish to cancel or reschedule your booking please contact Rebecca Carr urgently - 02084627755 ext 339. Alternatively email [rebecca.carr@unitetheunion.com](mailto:rebecca.carr@unitetheunion.com)

### **11) IMPORTANT: What happens when I arrive at the assessment centre?**

Firstly you will need to sign in at reception and then you will be directed to the training room. When you arrive in the training room for your assessment you will need to confirm your identity by producing photographic proof of identity together with your National Insurance Number.

**Failure to provide identification will result in the Candidate being refused access to the test.**

**Suitable ID would include:**

- A current passport
- New style driving license (with photograph)
- Current JIB card (with photograph)
- Any other suitable photographic proof of identity e.g. company photo ID card

### **12) What does the assessment consist of?**

The assessment is computer based. Initially you will take a practice test comprising of 7 questions to familiarise yourself with the computer. Following this you will sit the assessment consisting of 40 multiple-choice questions, randomly selected from a database of approximately 300. Full instruction on the operating of the Computer will be given. All the questions are contained in the specimen question and answer book that was supplied to you (or downloaded by you from the JIB Web site). You are allowed 30 minutes to complete the assessment (the pass mark is 85%, i.e. 34 correct answers out of 40). The test will be marked by the Computer at the end of the session, and you can view your mark.

If you are sitting a Site Visitor Assessment will also receive a 40-question test as described above. The sole difference being that a Site Visitor Assessment does NOT include any questions taken from the section entitled 'General Electrical Safety' from the JIB specimen question and answer book.