



ECS craft card application guidance notes and appendices

Please read these guidance notes carefully in conjunction with the ECS craft card application form.

Before you start, please refer to Appendix A 'Card requirements' to ensure you are eligible for the card you wish to apply for, and check which level of card is appropriate for your qualification and competence level. You should also note that as a general guide, if you started your training after 1996 the mandatory requirement for the Installation Electrician ECS Gold Card has been the NVQ level 3.

Please indicate which type of application you are making:

- Initial - If this is your first ECS card
- Renewal – If you have had an ECS card before, which has expired or is going to expire within 3 months
- Replacement – If you have lost your ECS card, and you would like a duplicate

Important note - If you wish to order a renewal, replacement or regrade card, please do this online at www.ecscard.org.uk, and click "renew your card online".

Section 1 Personal Details

All applicants should complete this section

Complete all relevant sections to ensure we have your name, email address, full postal address, telephone, National Insurance number and date of birth.

- If your house has a name instead of, or as well as a number, please enter this in 'Address' fields rather than the 'House number' field.
- The ECS number field should be completed if you already hold an ECS card – this can be found on the front of your card. Leave blank if not.
- The JIB Employer Number should be completed if you are employed by a JIB member – ask your employer about this. Leave blank if not
- The Unite membership number should be included if you are a member of Unite. Leave blank if not.

Section 2 Identification Photograph

Applicants for initial or renewal cards should complete this section and supply a new photograph.

This section should be completed by the person endorsing your photograph. The same person should also sign and date the reverse of the photograph. Your photograph should be endorsed by one of the following:

- A Unite the Union official;
- An authorised representative of a company you have been employed by in the last 3 years;
- An officer of your local JobCentre Plus
- A community representative e.g. MP, Solicitor or Judge

Section 3 Health & Safety Awareness

Applicants for initial or renewal cards should complete this section

Anyone applying either for a new card or to renew an existing card will need to complete a health and safety assessment unless they can provide evidence of a valid exemption. A full list of exemptions is attached in Appendix B.

If you have passed the ECS Health and Safety Assessment within the last two years, please tick the box where indicated and provide details of the assessment number. There are three sets of numbers on the notification of success letter – we require the middle set of numbers e.g. JIB12345.

If you have a valid exemption, please enter the relevant exemption code and title (found in Appendix B) and the date the exemption was achieved. You will also need to provide a photocopy of the qualification.

For more information on the ECS Health and Safety assessment please see the separate guidance available on the ECS website, www.ecscard.org.uk/ECStest

Section 4 Occupational Definitions

Applicants for an initial ECS card should complete this section. Existing card holders should provide details of any ADDITIONAL occupations achieved since the last card was issued.

Please refer to the occupation list in Appendix C and select the code and title most relevant to you. Enter this code, description and the number of years' experience you have in this role in the boxes provided.

Additional occupations: you may also choose a maximum of 5 additional occupations to appear on your ECS card. You must provide copies of all qualifications for the occupations claimed. Please enter the code, description and years' experience where indicated in the 'Additional occupations' section.

If you are selecting ECS Related Discipline or Site Visitor as your code, please provide your job title in the boxes provided. For an ECS Related Discipline card, you will need to provide a detailed job description and detailed reference from your employer on company headed paper.

Section 5 JIB Grading System

Complete this section only if you are applying for a JIB Grade or Re-grade

The JIB Grading System is accessible to anyone who has an appropriate electrical NVQ Level 3 and the relevant practical experience. You do not have to be employed by a JIB member company to obtain a JIB grade. If you meet these criteria and wish to apply for a JIB grade or re-grade, complete this section and ask your employer to complete section 9.

Please refer to the list in Appendix D to identify the code and description of the grade you wish to apply for, and enter it where indicated.

For your application to be considered, you will need to provide a copy of your NVQ certificate in the same discipline as for your application. In addition you will need to provide a bona fide reference confirming details of your training and/or practical experience – please see section 10 for more information.

To obtain a Cable and Jointing grade, you must be employed by a company on the JIB Cable and Jointing Register. These are indicated by an arrow (↔) in Appendix D.

You should be aware that by requesting a grade and signing the application form, you agree to comply with the rules and regulations of the JIB whenever employed by a JIB member company. Full details can be found on the JIB web site in the Handbook Section at www.jib.org.uk/handbook.aspx

If you have previously held a JIB apprenticeship or grade card, or have previously held a UK Register or ECS card, please tick the boxes where indicated.

Section 6 Apprenticeship

This section is for those completing a JIB registered apprenticeship, supplying details of a previously completed apprenticeship, or who require an Apprentice ECS card.

If this section is relevant to you, please select one of the four boxes and please provide copies of all certificates and supporting documentation as listed below:

Boxes 1 & 2 are for apprentices currently registered on a JIB apprenticeship and wish to complete and upgrade to an ECS craft card. If you do not have a copy of your original training contract, you can select box 2 and provide us with a completed JIB409 form available from the ECS website, www.ecscard.org.uk/pdfs/JIB409.pdf

Box 3 is for those who have previously completed a modern apprenticeship. Please provide a copy of your completion diploma.

Box 4 is for those who have completed an earlier electrical apprenticeship, prior to the modern apprenticeship programme. Please provide your apprenticeship deeds – these must be provided if you are to have your apprenticeship listed on your card.

Box 5 is for new applications for an Apprentice ECS card. Please provide a copy of your learning plan and the date on which you started your apprenticeship.

Section 7 Technical & Vocational Qualifications

This section is not required for Site Visitors, Labourers or ECS related disciplines.

This section allows us to identify which qualifications you have achieved and what will be listed on the reverse of your card.

Existing ECS cardholders only need provide details of training or qualifications you have achieved since your last card was issued.

Please refer to the qualifications list in Appendix E and enter the code, description and date this qualification was achieved. The qualifications marked with a star (☆) are those eligible for printing on your ECS card, subject to the available space.

You must send photocopies of all certificates and supporting documents for these qualifications.

Section 8 Qualified Supervisor Status

Only complete this section if you are a registered qualified supervisor on one of the following schemes:

- NICEIC Approved Contractors Scheme
- ECA Approved Contractors Scheme

This is not related to Part P Competent Persons Schemes.

You will need to provide copies of the current assessment report and proof of Qualified Supervisor status every time you apply for an ECS card.

Your employer will need to complete this section to endorse this application, and provide details of your last and next assessment.

Section 9 Employer or sponsor endorsement and recommendation

When applying for an initial grade or a re-grade card, this section must be completed by the applicant's employer or sponsor.

- If you are employed by a JIB member company, this must be completed by your current employer.
- If you are employed by a non-JIB member company, this must be completed by your current employer.
- If you are self-employed, it can be completed by an employer or company to whom you have sub-contracted during the previous three years.

They will have to select one of the boxes to confirm either:

- That you have achieved the right qualifications to be eligible for the grade you're applying for, or:
- That you have sufficient training or practical experience to obtain the grade. (This box can only be used if you are employed by a JIB member company)

The code and description provided must match the details given in section 5.

Your employer or sponsor must then complete full contact details.

Section 10 Collaborations and Endorsements

The ECS has entered into arrangements with various industry bodies to promote professionalism, raise standards and recognise levels of competence. If you can provide the necessary proof, you can request that the logo of one or more of the organisations is shown on your ECS card. Place a cross in the relevant boxes to request the required logo.

The proof required is:

- ACE (Assuring Competence in Engineering Construction) NVQ Level 3 - copy of qualification/certificate
- NAPIT (National Association of Professional Inspectors and Testers) - copy of membership certificate
- IET (Institution of Engineering and Technology) - membership number
- National Skills Academy – copy of qualification/certificate

We will also verify your training directly with the National Skills Academy.

Section 11 Payment Details

All applicants should complete this section.

Online – The quickest and safest method of payment for your ECS card is via our WorldPay online portal.

Please login to - <https://www.ecscard.org.uk/cards/cardpayment>

Step 1 – Click on the dropdown list to select the product you are paying for. Then click on the “Calculate” button. This will display the fee payable, plus the VAT and total. (See below for list of products and fees) Please note that failure to select the correct product will delay your application.

Step 2 – Enter the applicant’s personal details. These should match the details on the card application form.

Click on “Purchase”. This will divert you to the WorldPay portal. Please have your credit/debit card ready.

Once successfully completed a confirmation screen will appear advising your payment and application reference number. You will also receive this information on email from ECS. A confirmation email will also come from WorldPay.

Please ensure that you write the 8 digit application reference in the box on your card application form.

BACS - Quote your full name as a reference, and enclose the remittance advice with the application form. Payment details:

Payee	JIB	Sort Code	20-06-72	Account No.	50553638
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Cheques and postal orders - Should be made payable to JIB.

There may be a delay in despatch of your card, as the processing of your application will not begin until the cheque has cleared.

Standard Card Fees

Initial Card	£30.00 plus VAT = £36.00
Renewal Card	£20.00 plus VAT = £24.00
Replacement Card	£15.00 plus VAT = £18.00

If you are employed by a JIB Member Company

Initial Grade Card - Including completion of JIB registered apprenticeship	FREE
Initial card for ECS related discipline, Manager or Site Visitor	£20.00 plus VAT = £24.00
Renewal Card	£15.00 plus VAT = £18.00
Replacement Card	£10.00 plus VAT = £12.00

If you are a member of Unite the Union and employed by a JIB Member company

Renewal Card	£12.50 plus VAT = £15.00
Replacement Card	£7.50 plus VAT = £9.00

Section 12 Declaration

Please sign and date this section.

You have the option here to opt out of being put on the Industrial Information Service register that is available to employment businesses/agencies and employers. The register allows organisations to verify the existence and content of an ECS card.

The JIB and ECS may sometimes have special offers and discounts available to ECS cardholders that we would like to tell you about. You can opt out of receiving this marketing information by putting a cross in the box.

Once you have completed the application form, this should be sent to:

ECS Administration, P.O. Box 127, Swanley BR8 9BH

Checklist for returning ECS craft card application form

All relevant sections of application form fully completed	Y
Enclosed all relevant documents: <ul style="list-style-type: none">- apprenticeship deeds- technical qualifications- references- photograph with endorsement- full payment	Y
Copy of qualification for ECS H&S exemption (if relevant)	Y
For JIB grades or re-grades – ensure section 10 is endorsed by your employer or sponsor who can confirm your competence in your occupation	Y
Copy of supplementary qualifications e.g. C&G/EAL Current IEE Regulations, Level 3 Inspection, Testing and Certification, or Design Erection and Verification etc.	Y
Return form to: ECS Administration, P.O. Box 127, Swanley BR8 9BH <hr/>	

Appendix A Card requirements

This advice should be read in conjunction with the rules of the ECS scheme. Details can be found in the JIB hand book.

Type of Installation Electrician card	Requirement
Craft card Electrician (Gold Card)	Apprenticeship Deeds or Completion Certificate OR City and Guilds 2360 parts one and two OR full 2351 OR 2330 Levels two and three AND NVQ Level 3 in Electrotechnical Services (Electrical Installation – Buildings and Structures) (City and Guilds 2356), OR Level 3 NVQ Diploma in Installing Electrotechnical systems and equipment (Buildings, Structures and the environment) (City and Guilds 2357)
Craft card Electrician by Industry Accreditation (Gold Card)	Apprenticeship Deeds or Completion Certificate completed before 1 st January 1994 PLUS bona fide references from your employers for the discipline and grade you are applying for OR City & Guilds 2360 parts one and two completed between 1 st January 1994 and 1 st September 1999 PLUS AM2 assessment AND bona fide references from previous and present employers covering the last three years.
ECS Related Discipline (White Card)	You must have your application sponsored by an employer and submit your occupation title and full job description, along with qualifications and a bona fide reference on company headed paper from your employer.
These cards are ONLY available to operatives employed by JIB member companies:	
Provisional Electrician (Gold Card)	City and Guilds 2360 parts one and two OR full City & Guilds 2351 OR City & Guilds 2330 Levels two and three PLUS the AM2 assessment. You must achieve the full Level 3 NVQ Diploma in Installing Electrotechnical systems and equipment (Buildings, Structures and the environment) before your card expires. Only one provisional card is issued. This card is not transferable. Should you leave your employer, this card becomes invalid and an ECS card that reflects your qualifications within the rules of the scheme must be applied for. This may result in the downgrading of the ECS card held.
Conditional Electrician (Gold Card)	You must supply us with copies of Technical Certificates, have a proven work record for the past 10 years, and work directly for a company who are willing to sponsor you and supply a detailed reference confirming your training, experience and the number of years you have worked for them. This will be sent to the JIB Regional Board for a decision on the level of card to be awarded. This card is not transferable. Should you leave your employer, this card becomes invalid and an ECS card that reflects your qualifications within the rules of the scheme must be applied for. This may result in the downgrading of the ECS card held. It is recommended that the Level 3 NVQ Diploma in Installing Electrotechnical systems and equipment (Buildings, Structures and the environment) is achieved during the time this card is held.
Regrading from Electrician to:	
Approved Electrician (Option 1) (Gold Card)	As above for Craft Card Electrician PLUS current IET Wiring Regulations (Level 3 Award in Requirements for Electrical Installations BS7671: June 2008 (2011)) PLUS Level 3 Award in the Initial Verification and Certification of Electrical Installations AND Level 3 Award in the Periodic Inspection, Testing and Certification of Electrical Installations
Approved Electrician (Option 2) (Gold Card)	As above for Craft Card Electrician PLUS current IET Wiring Regulations (Level 3 Award in Requirements for Electrical Installations BS7671: June 2008 (2011)) AND Level 3 Certificate in the Certification of Electrical Installations (inspection, testing and certification of electrical installations)
Technician (Gold card)	As above for Approved Electrician PLUS Level 4 Award in the Design and Verification of Electrical Installations OR City and Guilds 2391-02 OR City & Guilds 2400 Design Erection and Verification, and a bona fide reference from your employer confirming your competence and experience in this role.
Notes: Apprentices: When apprentices are looking for advancement they should refer to their Apprentice Training Scheme in association with their employer and training provider. Progression (and subsequent grading once the apprenticeship has been successfully completed) is subject to the training targets being met and approval by the employer. Any advancement must be made on the apprentice's behalf by their employer. Adult Trainees: The requirements of the Adult Craft Training Scheme must be fully met for both registration and advancement. Full details of the Adult Craft Training Scheme are available from www.jib.org.uk Full details of the ECS card scheme, including online application for ECS card renewals , can be found at www.ecscard.org.uk	

For information on the Level 3 NVQ Diploma in your appropriate discipline, please contact:
EAS UK LTD on 01227 830919 CTD QUICKSTEP on 01579 324126 JTL on 0800 0852308

ELECTRICIANS TRAINED OVERSEAS

Generally, existing qualifications held by the individual will be recognised; however, in all cases, the same scope as the UK requirements must be demonstrated for the issue of an ECS card. In most cases the applicant must also hold the current UK wiring regulations qualification.

In order for overseas qualifications to be recognised the applicant will need to have them mapped against the Level 3 NVQ diploma 2357. This assessment is carried out via a professional interview and site assessment/s with a specialist assessor, who will be able to accredit the applicants existing qualifications and industry experience against the requirements of the relevant UK qualification.

Anyone trained overseas should first read the FAQ's on the website and contact the ECS administration team for specific information on how to make their application.

Appendix B Health and Safety exemptions

Code	Description
	Qualifications valid for 5 years from the date of issue
E505	Apprentices and Adult Trainees who have completed Level 3 S / NVQ Diploma in Installing
E506	Apprentices and Adult Trainees who have completed SQA/SJIB SVQ Level 3 in Electrotechnical Services
E507	Apprentices and Adult Trainees who have completed SQA/SJIB SVQ Level 3 in Electrical Installation
E508	EEF Oxford Brooks Advanced Diploma in Health and Safety Management
E509	Glasgow Caledonian Diploma in HS Management (Scotland only)
E510	City & Guilds Level 3 Certificate and Level 5 Diploma in Occupational Health and Safety (QCF)
E511	NEBOSH Level 3 International Certificate in Occupational Safety & Health
E512	NEBOSH Level 3 Certificate in Construction Safety & Health
E513	NEBOSH Level 3 National Certificate in Occupational Safety & Health
E514	NEBOSH International Certificate in Construction
E515	NEBOSH International Diploma in Safety & Health
E521	British Safety Council Level 3 Certificate in Occupational Safety & Health
E516	British Safety Council International Certificate in Occupational Safety & Health
E522	British Safety Council Level 6 Diploma in Occupational Safety & Health
E517	MSc in Health, Safety & Environmental Management
E518	Post Graduate Certificate in Health, Safety & Environment Management
E520	ConstructionSkills (CITB) Site Management Safety Training Scheme (SMSTS)
E523	NEBOSH Diploma in Occupational Safety & Health, Units A, B, C & D
E524	TUC Diploma in Occupational Health & Safety
	Qualifications valid for 3 years from the date of issue
E303	ECITB Health and Safety Passport
E304	Crediting Electrotechnical Certification Scheme (CEC) candidates (Scotland only)
E305	Construction Skills Register (CSR)
E306	Foras Aiseanna Saothair (FAS) Safepass
E307	CCNSG National Core Course
E308	CCNSG Supervising Safety Course
E309	CCNSG Renewal Course
	Qualifications valid for 2 years from the date of issue
E218	ECA Health and Safety for Site Managers
E219	ECA Health and Safety for Contract Managers
E220	ECA Health and Safety for Owners and Managers
E221	Post Graduate Diploma in Health & Safety
E215	Construction Skills (CITB) Site Supervisor Safety Training Scheme (SSSTS)
E223	NEBOSH Diploma in Occupational Safety & Health, Units A, B, C & D
E224	Safety Passport Alliance (SPA) Core Supervisors H & S Course
E225	Safety Passport Alliance (SPA) Core H & S Course
E226	IOSH Working Safely Together
E204	IOSH Working Safely
E205	IOSH Managing Safely
E206	IOSH Managing Safely in Construction
E227	IOSH Safety Passport
E228	IOSH Supervising Safely
E214	Select - Electrotechnical Certification Scheme Health and Safety Assessment

Appendix C Occupational definition codes

Code	Description
O001	Electrical Fitter
O002	Electrical Winder
O003	Instruments Mechanic
O004	Radio/Television Electrician
O005	Maintenance Electrician
O006	Installation Electrician
O007	Household Appliances Electrician
O008	Telecommunications Fitter
O009	Distribution Networks Electrician
O010	Office Machines Mechanic
O011	Auto Electrician
O012	Marine Electrician
O013	Wireman/Panel Builder
O014	Building Controls Engineer
O015	Building Controls Engineer (Co Ass)
O021	Trainee Datacomms Specialist
O022	Datacomms Specialist
O023	Advanced Datacomms Specialist
O024	Datacomms Technician
O025	Optical Fibre Datacomms Specialist
O031	Emergency And Security Systems Apprentice
O032	Emergency And Security Systems Trainee
O033	Emergency And Security Systems Installer (Bs)
O034	Emergency And Security Systems Maintenance (Bs)
O037	Emergency And Security Systems Installer
O038	Emergency And Security Systems Maintenance
O039	Emergency And Security Systems Commissioning
O040	Emergency And Security Systems Surveyor
O041	Fire Detection And Alarm Systems Apprentice
O042	Fire Detection And Alarm Systems Trainee
O043	Fire Detection And Alarm Systems Designer (Bs)
O044	Fire Detection And Alarm Systems Installer (Bs)
O045	Fire Detection And Alarm Systems Commissioning (Bs)
O046	Fire Detection And Alarm Systems Maintenance (Bs)
O047	Fire Detection And Alarm Systems Designer
O048	Fire Detection And Alarm Systems Installer
O049	Fire Detection And Alarm Systems Commissioning
O050	Fire Detection And Alarm Systems Maintenance
O094	Mechanical Installation Operative
O095	ECS Related Discipline
O096	Site Visitor
O097	Unskilled Grade
O098	Adult Trainee
O099	Apprentice

Appendix D JIB Grade codes

Code	Description
G100	Installation Technician
G101	Electrical Machinery Technician
G102	Technician Winder
G103	Technician Jointer ⇐
G104	Cable Installation Supervisor ⇐
G105	Technician (Marine)
G106	Technician (Provisional)
G107	Instrument Technician
G108	Site Technician
G109	Senior Instrument Mechanic
G110	Wireman Technician
G111	Panel Builder Technician
G112	Refrigeration Technician
G113	Technician (Conditional)
G114	Service Fitter Technician
G115	Radio/Television Technician
G116	Telecommunication Technician
G117	Technician (Restricted)
G118	Maintenance Technician
G119	Datacomms Technician
G120	Highway Lighting Technician
G121	Highway Lighting Operative Grade 1
G200	Approved Electrician
G201	Approved Electrical Fitter
G202	Approved Electrical Winder
G203	Approved Jointer ⇐
G204	Cable Foreman ⇐
G205	Approved Electrician (Marine)
G206	Approved Electrician (Provisional)
G207	Approved Instrument Mechanic
G208	Approved Instrument Pipefitter
G209	Approved Electrician (Ins. Articifer)
G210	Approved Wireman
G211	Approved Panel Builder
G212	Approved Refrigeration Operative
G213	Approved Electrician (Conditional)
G214	Approved Service Fitter
G215	Approved Radio/Television Op
G216	Approved Telecommunication Op
G217	Approved Electrician (Restricted)
G218	Approved Maintenance Electrician
G219	Advanced Datacomms Specialist

Code	Description
G220	Highway Lighting Approved Electrician
G221	Highway Lighting Operative Grade 2
G300	Electrician
G301	Electrical Fitter
G302	Electrical Winder
G303	Jointer ⇐
G304	Leading Cable Hand ⇐
G305	Electrician (Marine)
G306	Electrician (Provisional)
G307	Instrument Mechanic
G308	Instrument Pipefitter
G309	App. Inst. Pipefitter (Inst. Articifer)
G310	Wireman
G311	Panel Builder
G312	Refrigeration Operative
G313	Electrician (Conditional)
G314	Service Fitter
G315	Radio/Television Operative
G316	Telecommunication Operative
G317	Electrician (Restricted)
G318	Maintenance Electrician
G319	Datacomms Specialist
G320	Highway Lighting Electrician
G321	Highway Lighting Operative Grade 3
G400	Labourer
G500	Non Graded Non Electrical
G600	Senior Graded Electrical Trainee
G601	Trainee Electrician (Stage 2)
G619	Trainee Datacomms Specialist
G621	Highway Lighting Operative Grade 4
G700	Adult Trainee
G701	Trainee Electrician (Stage 1)
G721	Highway Lighting Operative Trainee
G800	Electrical Improver
G801	Trainee Electrician (Stage 3)
	⇐ Must be employed by a company on the JIB Cabling and Jointing Register

Appendix E Qualification codes

Those marked with a star (☆) are eligible for printing on your ECS card – See Section 7 above.

Code	Additional Certificates
QA001	16th Edition IEE Wiring Regulations
QA002	17th Edition IEE Wiring Regulations ☆
QA003	Inspection, Testing and Certification of Electrical Installations ☆
QA014	C&G 2377 - Certificate of Competent Management of Electrical Equipment Maintenance ☆
QA015	Design, Erection and Verification of Electrical Installations ☆
QA016	CompEx 01 - 04 - Certificate of Core Competence ☆
QA004	C&G 9101/01 - The Licentiate Award in Electronics
QA005	C&G 9101/01 - The Licentiate Award in Engineering
QA006	C&G 3667/02 communication Cabling - Fibre Optic Cabling in an Internal Environment ☆
QA007	Award in the Installation of Small Scale Solar Photovoltaic Systems
QA008	C&G 2372/01 - Certificate in installing and testing domestic Photovoltaic Systems
QA009	C&G 2399/11 - Award in the Installing of Small Scale Solar Photovoltaic Systems
QA010	C&G 0630/02 - Certificate in Wind Turbines Installations
QA012	BS5839 Part 6 - 2004
QA013	FIA - BS589 Part 1 - 2002
QA017	Certificate of Completion of BFPSA Training Course in Advanced System Design
QA018	Certificate of Completion of BFPSA Training Course in Advanced Commissioning & Test
QA019	Certificate of Completion of BFPSA Training Course in Installation and Testing
QA020	Certificate of Completion of BFPSA Training Course in Service and Maintenance
QA021	Certificate of Completion of BFPSA Training Course in Fire Detection Design
QA022	Certificate of Completion of BFPSA Training Course in Fire Extinguishing Foundation Theory and Practice
QA023	FIA Certificate of Completion of FIA Training Course in Advanced Fire Alarm System Commissioning
QA024	FIA Certificate of Completion of FIA Training Course in Fire Detection System Installation & Testing
QA025	CGLI 2392-10
QA030	C&G 2394-01 Level 3 Award in Initial Verification and Certification of Electrical Installations

Code	Supporting Documents
QO001	UK NARIC
QO002	Certificate of Completion from Republic of South Africa
QO003	A Class Electricians Licence from New Zealand
QO004	Queensland Electrical Work Licence
QO005	ETCO Completion of Apprenticeship
QO006	TAFE Australian Apprenticeship
QO007	European Qualifications
QR001	Reference From employer
QR002	Reference from employer for fire and security with less than 5 years experience
QR003	Reference from employer for fire and security with more than 5 years experience
QR004	Job description
QR005	In house Certificates
QR006	Training Plan & Learning Agreement

Code	NVQ Level 2's
QN051	C&G 6087 NVQ Level 2 Mechanical Engineering - Refrigeration and Air-Conditioning
QN044	EAL NVQ Level 2 Mechanical Manufacturing Engineering (Production Assembly)
QN048	C&G NVQ Level 2 Mechanical Engineering Services in Heating and Ventilation (Q1027508)
QN041	C&G NVQ Level 2 Fire, Security and Emergency Alarm Systems (Q1050761)
QN039	EAL Level 2 Engineering Manufacture (Foundation) - Q1013557
QN031	C&G NVQ Level 2 in Electricity System Technology Engineering Support
QN028	C&G 2251-02 Level 2 NVQ in Performing Engineering Operations
QN025	EAL NVQ Level 2 Performing Engineering Operations
QN023	EAL - NVQ Level 2 Installing Structured Cabling Systems ☆
QN012	EAL - Engineering Foundation Level 2 (Q1015350)
QN017	Level 2 - Electrical Engineering Manufacture (Foundation)
QN002	C&G 235001 - Electrical Installation Engineering Installing Electrical Systems and Equipment (Q1016784) Level 2
QN003	C&G 235502 - Installing Electrotechnical Systems Level 2 (Q1052317)
QN045	EAL NVQ Level 1 Performing Engineering Operations 500/1621/0

Code	QCF Diplomas
QD001	ECITB QCF Level 3 Certificate in Management
QD002	ECITB QCF Level 3 Diploma in Installing Engineering Construction Plant and Systems - Electrical

Code	NVQ Level 3's
QN001	C&G 235631 - Level 3 NVQ - Electrotechnical Services ☆
QN004	C&G 235503 - Installing and Commissioning Electrotechnical systems level 3 (Q1052155) ☆
QN005	EAL - Level 3 Installation and Commissioning (Equipment Installation (100/4152/7) ☆
QN006	EAL - Level 3 Engineering Maintenance (Q1027610) ☆
QN007	EDEXCEL - Level 3 Communication Technology Professionals ☆
QN009	ECITB - Installing & Commissioning Electrotechnical Systems and Equipment (Plant) Level 3 (100/3564/3) ☆
QN010	C&G 235001 - Electrical Installation Engineering Installing Electrical Systems and Equipment Level 3 (Q1016785) ☆
QN011	C&G NVQ Level 3 - Providing Security, Emergency and Alarm Systems (100/6146/3) ☆
QN013	EAL - Engineering Installation and Commissioning Level 3 (Q1050075) ☆
QN014	EAL - Electrotechnical Services (Electrical Installation) (Building and Structures) Level 3 (100/4720/7) ☆
QN015	ECITB Level 3 NVQ in Installing Plant and Systems - Pipefitting ☆
QN016	Level 3 - Engineering Maintenance - (Q1013860) ☆
QN020	C&G 2353 NVQ Level 3 in Electricity Systems Technology Engineering ☆
QN021	EAL - NVQ Level 3 Electrical and Electronic Engineering (Manufacturing Electrical Control Systems Equipment) ☆
QN022	EAL - NVQ Level 3 Electrotechnical Services (Installing and Inspecting Structured Cabling Systems) ☆
QN024	NVQ Level 3 in Electrical Installation ☆
QN026	EAL NVQ Level 3 Engineering Maintenance (Electrical) 100/3157/1 ☆
QN027	C&G 1684-01 NVQ Level 3 in Installing and Commissioning (Equipment Installation) ☆
QN029	EAL NVQ Level 3 Engineering Assembly ☆
QN030	EAL NVQ Level 3 Marine Engineering (Electrical/Electronic Installation & Testing) 100/4765/7 ☆
QN032	EAL NVQ Level 3 in Engineering Maintenance (Electrical) ☆
QN033	C&G 2356-35 NVQ Level 3 in Electrotechnical Panel Building ☆
QN034	EAL NVQ Level 3 Engineering Installation and Commissioning Q1050075 ☆
QN035	C&G 2356-36 NVQ Level 3 in Electrical Machine Repair and Rewind ☆
QN036	C&G 3772 NVQ Level 3 in Aircraft/Component Maintenance ☆
QN037	ECITB NVQ Level 3 in Maintaining Plant and Systems : Electrical ☆
QN038	ECITB NVQ Level 3 in Maintaining Plant and Systems - Instrument and Controls ☆
QN040	EAL NVQ Level 3 Electrotechnical Services (Installing and Inspecting Structured Cabling Systems) 100/4720/7 ☆
QN042	C&G NVQ Level 3 Security Systems Technical Services (Intruder Alarm) (Q1022197) ☆
QN043	SVQ - Installing and Commissioning Electrotechnical Systems: Installation Level 3 ☆
QN046	C&G 7281 NVQ Level 3 in Security Systems Technical Services ☆
QN047	C&G NVQ Level 3 in Heating and Ventilation (Industrial and Commercial) (10033762) ☆
QN049	C&G NVQ Level 3 in Mechanical Engineering Services Plumbing ☆
QN050	C&G 6087 NVQ Level 3 Mechanical Engineering - Refrigeration and Air-Conditioning ☆
QN052	C&G NVQ Level 3 in Engineering Maintenance (Chemical Manufacture) ☆
QN055	BTEC NVQ level 3 Engineering Maintenance (Craft Competences) Electrical Maintenance (Installation) ☆
QN056	SVQ Level 3 ☆

Code	Miscellaneous
QX001	Part 2 Failure Slip or C&G Notification Slip
QX002	Expression of intent not to complete Apprenticeship
QX003	Other qualifications
QX004	National Licence to Practice
QX005	Other Mechanical Qualifications

Code	Technical Certificates
QT015	AM1 (Achievement Measurement 1)
QT016	AM2 (Achievement Measurement 2)
QT001	C&G Level 2 Certificate in Electrotechnical Tech. (2330)
QT002	C&G Level 3 Certificate in Electrotechnical Tech. (2330)
QT003	C&G 236 Part One
QT004	C&G 236 Part Two
QT005	C&G Level 3 (2351) - Knowledge of Electrical Installation
QT024	236 Electrical Installation Course B
QT025	236 electrical Installation Course A
QT020	EAL Certificate in Electrotechnical Technology Level 2
QT021	EAL Certificate in Electrotechnical Technology Level 3
QT056	EAL Level 3 Diploma in Electrotechnical Services 500/3526/5
QT022	Part two - Electrical and Electronic Craft Studies
QT023	Part One Engineering Craft Studies
QT034	C&G 2322 The Part Two Certificate in Electrical and Electronic Craft Studies
QT035	C&G 2323 The Part Three Certificate in Electrical and Electronic Craft Studies
QT009	C&G The Electrical Installation Technician's Part Two Certificate
QT031	The Part One Certificate in Engineering Craft Studies
QT033	ECITB Certificate of Engineering Craftmanship
QT037	C&G Level 2 Progression Award in Production Engineering: Electrical Assembly
QT038	Basic Engineering Competences
QT040	Electrical and Electronic Engineering Competence
QT041	The Joint Part One Certificate in Electronics Servicing With The EEB
QT042	Electronics Servicing Part 2, Joint Certificate with EEB Control Systems Technology
QT043	Electronics Servicing Part 3, Joint Certificate with EEB Microprocessor Computer Systems
QT046	The Part One Certificate in Electronics Servicing
QT047	The Joint Part Two Certificate in Electronics Servicing with the EEB
QT007	C&G 6958/01 Progression Award: Electrical and Electronics Servicing - Consumer and Commercial Electronics
QT008	C&G 0601/01 Process Plant Operation Part 1
QT010	C&G 1620 The Certificate In Basic Engineering Competences
QT011	C&G 3084 The Part Two Certificate in Engineering Systems Maintenance Competences
QT027	C&G 2322 Level 3 Certificate in Electrical Technology Engineering
QT012	C&G 2059 The Advanced Certificate in Mechanical Engineering Studies
QT013	C&G 2143 The Part Three Certificate in Engineering Systems Maintenance Competences
QT048	The Part Three Certificate in Electronics Servicing
QT006	Craft Certificates
QT036	C&G The Course C Certificate in Electrical Installation Work
QT014	C&G 1852/01 Knowledge of Security and Emergency Alarm Systems (Intruder Alarms)
QT049	C&G 1851 - Knowledge of Security and Emergency Alarm Systems ☆
QT050	C&G 1852 - Knowledge of Security and Emergency Alarm Systems ☆
QT017	BTEC - Engineering (Electrical/Electronic)
QT018	BTEC - Engineering
QT019	BTEC - Electrical/Electronic Engineering Level 5
QT044	BTEC Level 3 in Operations and Maintenance Engineering
QT045	BTEC - Manufacturing Engineering
QT054	Edexcel Level 3 BTEC Advanced Award in Access Networks
QT055	Edexcel Level 3 BTEC Advanced Award Managing Passive Optical Networks and Air Blown Fibre Systems
QT052	ONC In Electrical Engineering
QT053	HNC In Building Services
QT028	C&G 3466/02 Optical Fibre Installation and Testing (Multimode Fibre) ☆
QT029	C&G 3466/03 Optical Fibre Installation and Testing (Singlemode Fibre)☆
QT030	C&G 3466/04 Data Communications Cable Installation and Testing (Cooper) ☆
QT051	C&G 3666 Certificate in Communications Cabling ☆
QT057	C&G 3667-02 Level 2 Award in Communications Cabling - Copper Cabling in an Internal Environment ☆
QT058	C&G 3667-02 Level 2 Award in Communications Cabling - Fibre Optic Cabling in an Internal Environment ☆
QT059	C&G Examination for the Industrial Measurement and Control Technical and Part Two Certificate ☆
QT060	C&G 5961 Craft Certificate in Plumbing
QT061	C&G 6032 The Advanced Craft Certificate in Plumbing
QT062	C&G in Household Electrical Installation Skills

Code	Technical Certificates con't
QT063	Level 2 Instrumentation Technical Certificate
QT064	Level 3 Instrumentation Technical Certificate
QT065	CGLI Electricians Certificate
QT066	CGLI Craft Certificate (Approved)
QT067	15 th Edition
QT068	Scottish Level 2 Technical Certificate
QT069	Scottish Level 3 Technical Certificate
QT070	Scottish Advanced Technical Certificate
QT071	EITB Level 2 Technical Certificate
QT072	EITB Level 3 Technical Certificate
QT073	Supplementary Studies Certificate 1
QT074	Supplementary Studies Certificate 2
QT075	ONC
QT076	HNC
QT077	Degree
QT078	FICA (Scottish AM2)



**electrotechnical
certification
scheme**

Please read the guidance notes which accompany this application form before entering any information. Complete the form using black ink and CAPITAL LETTERS where possible. Mark a cross in boxes which require a choice.

APPLICATION FOR A CRAFT CARD

Type of Application Initial ☐ Renewal ☐ Replacement ☐

SECTION 1 - PERSONAL DETAILS. All applicants should complete this section.

Mr ☐ Mrs ☐ Miss ☐ Ms ☐

For Office Use Only: ☐ ☐ ☐ ☐ ☐ ☐

Surname:

Forename(s):

Email:

House Number:

Address:

Postcode: Date of Birth: / /

NI Number: JIB Employer Number:

ECS Number: Unite Membership No.

Phone: Mobile:

SECTION 2 - IDENTIFICATION PHOTOGRAPH.

This section should be completed by the person endorsing your photograph. All applicants for initial or renewal cards should enclose an endorsed photograph. Details of people who can endorse your photograph are contained in the guidance notes.

I have countersigned the enclosed photograph and certify that it is a reasonable likeness of the person named in section 1 of this form. The applicant has been known to me for years.

Signature: _____ Name (please print): _____

Name of Organisation: _____

Official Stamp or Address: _____

Position in Organisation/Community: _____ Date: _____

SECTION 3 - HEALTH AND SAFETY AWARENESS.

Applicants for initial or renewal cards should complete this section.

I have passed the ECS Health and Safety Assessment within the last two years ☐ Assessment Number

I have a valid exemption and have enclosed a photocopy of the qualification ☐ Date Exemption Achieved

Exemption Code and Title

E



SECTION 4 - OCCUPATIONAL DEFINITIONS. Applicants for an initial ECS card should complete this section. Existing card holders should provide details of any **ADDITIONAL** occupations achieved since the last card was issued.

MAIN OCCUPATION

Choose one discipline from appendix 'C' and enter the code, description and your total number of years' experience in the boxes. If you choose ECS Related Discipline or Site Visitor please also complete the entry for your job title.

Occupation Code and Description

[illegible]

Job title for ECS Related Discipline and Site Visitor cards

[illegible]

ADDITIONAL OCCUPATIONS

You may choose a maximum of 5 ADDITIONAL occupations to appear on your ECS card. You must provide relevant proof and copies of all qualifications for all occupations claimed.

Occupation Code and Description

Name			Experience	
<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION 5 - JIB GRADING SYSTEM. Complete this section only if applying for a JIB Grade or Regrade.

The JIB Grading system is accessible by anyone who has an appropriate electrical NVQ Level 3 and the relevant practical experience. If you meet the criteria, which can be found on the ECS website at www.ecscard.org.uk, and wish to apply for a JIB Grade or Regrade, be sure to complete this section and ask your employer to complete section 9. You will need to provide a copy of your NVQ certificate and a *bona fide reference* confirming details of your training and/or practical experience.

You should be aware that by requesting this Grade and signing the application form you agree to comply with the Rules and Regulations of the JIB whenever you are employed by a JIB member company.

Please put a cross in all boxes which apply

- ☐ I have previously held a JIB Apprenticeship or Grade Card
- ☐ I have previously held a UK Register Card or ECS Card

Code and Description of Grade you are applying for

G				
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SECTION 6 - APPRENTICESHIP. Complete this section if you are supplying details of a previously completed apprenticeship, completing a JIB Registered Apprenticeship or require an Apprentice ECS card.

Complete one of the following boxes so that your apprenticeship can be recorded on your ECS card

- ☐ I wish to complete my current JIB apprenticeship and have attached the original training contract

☐ I wish to complete my current JIB apprenticeship and have attached a completed JIB409

☐ I have completed a modern electrical apprenticeship and have attached a copy of the completion diploma

☐ I have completed an electrical apprenticeship and have attached a copy of my apprenticeship deeds

☐ I am applying for an Apprentice ECS Card and have attached a copy of my Learning Plan. My apprenticeship started on / /



SECTION 7 - TECHNICAL & VOCATIONAL QUALIFICATIONS. This section is not required for Site Visitors or Labourers. Existing ECS card holders only need provide details of training or qualifications achieved since the last card was issued. Enter the code, description and date achieved of all qualifications supporting your application. The guidance notes indicate which qualifications will be printed on the reverse of your card. Photocopies of all technical and vocational qualifications must be enclosed.

[illegible]

SECTION 8 - QUALIFIED SUPERVISOR STATUS. Only complete this section if you are a registered qualified supervisor on one of the schemes below. You will need to provide copies of the current assessment report and proof of "Qualified Supervisor" status every time you apply for an ECS card.

Employer's Confirmation - (To be completed only by an authorised representative of the organisation)

I confirm the applicant named in section 1 of this application is employed by this firm, company or group and is recorded as a **"Qualified Supervisor"** within the terms of the certification scheme indicated below.

Put a cross in one box to indicate which scheme applies.

☐ NICEIC Approved Contractors Scheme

 ECA Approved Contractors Scheme

Date of Last Assessment

		/			/				
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Date of Next Assessment

		/			/				
--	--	---	--	--	---	--	--	--	--

Details of Authorised Representative

[illegible][illegible]

Email:

Signature

Date

Name of Organisation shown on the membership or enrolment documentation. (Please enclose a copy of the documentation)

[illegible]

Address of Organisation



SECTION 9 - EMPLOYER OR SPONSOR ENDORSEMENT AND RECOMMENDATION. This section must be completed by the applicant's employer or sponsor when applying for an initial grade or regrade.

I confirm that the applicant (please write in name):

Start Date

has been employed by
this company between []/[]/[] and []/[]/[]

or is self employed and has worked for this company between // and //

Please mark one box only with a cross and insert the appropriate grade

- ☐ Has achieved the appropriate technical and vocational qualifications set out in the JIB grading definitions to be recommended for the grade entered below
- ☐ Has received training and gained sufficient practical experience involving electrotechnical skills to be recommended or endorsed for the grade entered below

Code and Description of Grade

[illegible]

Signature: _____

Date:

 /

 /

[illegible]

Email: _____

Position in Organisation:

[illegible]

House/Building Number:

--	--	--	--	--

Address:

[illegible][illegible][illegible][illegible]Postcode:

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[illegible]

If your company is a JIB Member please put a cross in this box to confirm the applicant should be included in the JIB Combined Benefits Scheme.

7

JIB
Membership:
Number

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SECTION 10 - COLLABORATIONS AND ENDORSEMENTS. Place a cross in the correct boxes to request the required logos. You will need to provide the necessary proof detailed in the guidance notes.

☐ NVQ Level 3 achieved through Assuring Competence in Engineering Construction (ACE) process

☐ Qualification accredited by National Skills Academy for Environmental Technologies

☐ Membership of the National Association of Professional Inspectors and Testers (NAPIT)

☐ Membership of the Institution of Engineering and Technology

Your IET membership level will be printed on the reverse of the card.

IET Membership Level ☐ TMIET ☐ MIET ☐ FIET IET Membership Number

SECTION 11 - PAYMENT DETAILS. All applicants should complete this section.

☐ I have enclosed a cheque/postal order

☐ I have paid by BACS and enclosed the remittance advice with this application

☐ I have paid online by debit/credit card and the Application reference number generated was

When completed, send this form together with your countersigned photograph, photocopies of certificates and other documents and the appropriate fee (if you have not paid online your cheque should be made payable to JIB) to:

ECS Administration, PO Box 127, Swanley BR8 9BH

SECTION 12 - DECLARATION. All applicants should complete this section.

I certify that to the best of my knowledge and belief the information given on this application form is correct and understand that if my application is approved, my name and details will be incorporated into the register of members of the Electrotechnical Certification Scheme.

Signed _____ Date _____

The JIB incorporates your vocational details (name, national insurance number, grade, occupation, qualifications) and photograph in the ECS register available to employment businesses/agencies and employers. The register allows organisations to verify the existence and content of an ECS card. If you do not want your details included in the register please put a cross in this box. ☐

We sometimes have special offers and discounts for ECS cardholders that we would like to tell you about. If you do not want to receive marketing information from the JIB and ECS please put a cross in this box. ☐

