



# SCOTTISH ELECTRICAL CHARITABLE TRAINING TRUST

## SJIB ADULT TRAINING SCHEME APPLICATION FORM



Please complete in BLOCK CAPITALS and BLACK INK and return to:

SECTT, THE WALLED GARDEN, BUSH ESTATE, MIDLOTHIAN EH26 0SE  
Tel: 0131 445 5659 E-mail: [admin@sectt.org.uk](mailto:admin@sectt.org.uk) Web site: [www.sectt.org.uk](http://www.sectt.org.uk)

Applications must be received by SECTT, no later than 30 June<sup>1</sup>

### DETAILS OF APPLICANT

Surname*	Title
<input style="width: 90%;" type="text"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>
Forenames*	Other <input style="width: 80%;" type="text"/>
<input style="width: 90%;" type="text"/>	
Address*	N.I. Number*
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<input style="width: 90%;" type="text"/>	Telephone No.*
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Town*	Email*
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Postcode*	Date of Birth* <input style="width: 15%;" type="text"/> / <input style="width: 15%;" type="text"/> / <input style="width: 15%;" type="text"/> Age <input style="width: 15%;" type="text"/>
<input style="width: 90%;" type="text"/>	Minimum Age 22

\* mandatory fields

### EDUCATION AND EMPLOYMENT HISTORY (ELECTRICAL)

**Relevant Qualifications** (photocopies of any certificates may be attached to support your application).


**Electrical Employment History** (Minimum 12 months' relevant site experience required)

Company Name	Type of work	Position held	From	To

### PREVIOUS TRAINING

Have you previously participated in a Modern Apprenticeship (MA) programme and achieved/part achieved a Level 2 or Level 3 qualification? Yes  No

If 'Yes' please give a brief description

### ENTRY ASSESSMENT

You will need to sit the entry assessment prior to starting the training programme. This will provide an indication of your suitability and ability to achieve the SVQ Level 3 in Electrical Installation. The assessment will involve numeracy, technical comprehension and a colour vision assessment. Helpful material 'An Introduction to Mathematics' can be found at <https://goo.gl/mztttd1>

SECTT will assist and support any needs you may have (e.g. dyslexia, learning difficulties, etc.) and where necessary SECTT will make suitable arrangements in a sympathetic and confidential manner. The information relating to such support will not affect your application for the SJIB Adult Training Scheme.

**SECTT believe in equal opportunities and may need to tailor the assessment to meet the needs of the individual**

<sup>1</sup> Exceptions to the date of 30 June may be considered, if places are available.

Due to the nature of the Adult Training Scheme, applicants must have experience working within the electrical contracting industry. This should include knowledge of installation techniques, power and lighting circuits along with a basic understanding of IET regulations & building standards in order that you keep pace with the course. The below table should be completed with details of experience in each of the areas; this table will be checked by the SECTT Training & Development Manager and may affect approval onto the scheme.

Installation Experience	Description Provide details of your experience, giving details of the type of circuits installed and the installation techniques used. These should be done to the current standards/regulations and where possible explained below.	Location Type	Additional Information
<p>Electrical Wiring Systems:</p> <p>PVC Twin &amp; Earth, Single Core PVC</p>		<input type="checkbox"/> Domestic Premises <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other (comment below)	
		<p style="text-align: center;"><b>Approx. Dates:</b></p> <p style="text-align: right;">From <span style="margin-left: 100px;">To</span></p>	
<p>Electrical Wiring Systems:</p> <p>FP200, MIMS, SWA</p>		<input type="checkbox"/> Domestic Premises <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other (comment below)	
		<p style="text-align: center;"><b>Dates:</b></p> <p style="text-align: right;">From <span style="margin-left: 100px;">To</span></p>	
<p>Electrical Containment Systems:</p> <p>Conduit PVC/Steel</p>		<input type="checkbox"/> Domestic Premises <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other (comment below)	
		<p style="text-align: center;"><b>Dates:</b></p> <p style="text-align: right;">From <span style="margin-left: 100px;">To</span></p>	

**Experience Continued:**

Experience	Description <small>Provide details of your experience, giving details of the type of circuits installed and the installation techniques used. These should be done to the current standards/regulations and where possible explained below.</small>	Location Type	Additional Information
Electrical Containment Systems:  Trunking PVC/Steel		<input type="checkbox"/> Domestic Premises <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other (comment below)	
		<b>Dates:</b> From _____ To _____	
Electrical Containment Systems:  Tray/Ladder Wire Basket		<input type="checkbox"/> Domestic Premises <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other (comment below)	
		<b>Dates:</b> From _____ To _____	
Safe Working Practices:  Risk assessment, safe systems of work, working at height etc. related to electrical work.		<input type="checkbox"/> Domestic Premises <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other (comment below)	
		<b>Dates:</b> From _____ To _____	

The following Approved Centres run the Adult Training Scheme; please select your preferred choice of college in sequential order <sup>2</sup> (1, 2, 3).

- Dumfries & Galloway College, Dumfries Campus
- Dundee & Angus College, Kingsway Campus
- Edinburgh College, Sighthill Campus
- Glasgow Clyde College, Cardonald Campus
- Inverness College UHI
- New College Lanarkshire, Motherwell Campus
- Perth College UHI
- Tullos Training Ltd
- West College Scotland, Paisley Campus
- Borders College

### General Data Protection Regulation

The Scottish Electrical Charitable Training Trust (SECTT) comply with GDPR 2018 and all information provided will be used only for the purpose of managing the SJIB Training Schemes and will be shared with relevant third parties e.g. Skills Development Scotland (SDS), Scottish Joint Industry Board (SJIB), SQA, Instructus (Modern Apprenticeship registration), Approved Centres (colleges) and Employer/Trainee for the purposes of the Training Schemes.

We hold your personal and contact details to ensure that we have an accurate record for your training and for awarding your qualifications.

#### Applicant Signature

I confirm that the information provided is correct, to the best of my knowledge and belief.

I consent to SECTT holding data, using it and sharing it for the purpose of managing the SJIB Adult Training Scheme.

Please tick to confirm  and sign below

<b>Signed:</b>	<b>Date:</b>
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#### Employer Endorsement

The above applicant is aged 22 years or over, has at least 12 months' relevant electrical experience and will be supervised for the period of training. If the trainee meets all set-out criteria, they will be registered on the SJIB Adult Training Scheme and I, on behalf of the below company, will abide by the rules and conditions set out by the SJIB. Details can be found here: <http://www.sjib.org.uk/apprentice-adult-training-scheme/>

I also consent to my data being held by SECTT, using it and sharing it for the purpose of managing the SJIB Adult Training Scheme.

Please tick to confirm  and sign/complete below

<b>Organisation name:</b>		
<b>Signed:</b>	<b>Print Name:</b>	
<b>Position of Signatory:</b>	<b>Tel No.:</b>	
<b>Company address:</b>		
<b>Town:</b>	<b>Postcode:</b>	<b>Date:</b>
<b>Email:</b>		

#### For SECTT Use Only

Date Application Received:

Successful  Unsuccessful

Reason if unsuccessful:

Signed on behalf of SECTT:

Date:

Date 'Received Application' Letter Sent:

<sup>2</sup> You may not be offered your first choice but we will try to accommodate you preferred college.