

# Scottish Joint Industry Board Adult Training Scheme

**SCOTTISH ELECTRICAL CHARITABLE TRAINING TRUST**  
(Scottish Charity No: SC 001806)



**Managers of the  
Adult Training Scheme  
for the**

**SCOTTISH JOINT INDUSTRY BOARD**  
**for the Electrical Contracting Industry**

## Information Sheet for Applicants



The Scottish Electrical Charitable Training Trust (SECTT) administers the Adult Training Scheme throughout Scotland on behalf of the Scottish Joint Industry Board (SJIB).

### **Am I eligible to be an Adult Trainee?**

The Adult Training Scheme is only open to candidates who are 22 years of age or older and have a minimum of 1 years relevant experience in the industry. This Scheme is also suitable for adults with experience from other allied Electrotechnical industries, the armed forces, overseas, the EU, etc. Irrespective of past experience all adults wishing to register on this Scheme must meet the following requirements:

- Be in full time employment with an Electrotechnical contracting company.
- Be aged 22 years or older.
- Have a minimum of 1 years relevant site experience.
- Meet the required standard in the industry assessment, and demonstrate no colour vision impairment.
- Must have the support and approval of the employer.

### **What is the Adult Training Scheme?**

The registration of an adult trainee is a formal agreement between the employer and the adult trainee for the duration of the training period. It is an industry agreed training format for training craftsmen to meet the standards required by the National Training Organisation and comprises both college learning and practical work experience.

- Adult trainees are full time employed workers.
- Adult trainees wages increase as they progress through the training scheme.
- Adult trainees work under the supervision of a qualified electrician.
- Adult trainees are monitored and reviewed by a qualified Training Officer.
- Adult trainees normally require up to 3 years to complete their training.
- Application to be an Adult Trainee must be supported by the employer.

### **What qualifications will I get?**

On successful completion the adult trainee receives a Level 3 SVQ, a Modern Apprenticeship certificate and is eligible to apply for a Grade Card as a qualified electrician.

This Adult Training Scheme provides the base for a rewarding career which can lead to all levels in the Electrical Contracting Industry.

### **What will it cost?**

SECTT will meet all the basic costs if your training is funded through Skills Development Scotland. **However if there is no funding, or reduced funding, there will be certain training costs that will have to be paid, such as registration, college fees, text books, FICA, etc.**

## **Attendance Pattern**

Stage 1 attendance will consist of 1 week full time at college followed by 20 days day release every second Friday. Stage 2 attendance will consist of 19 days day release every second Friday and 1 week block release. Stage 3 is a mandatory 12 months on site with one week full time at college at the end of the 3<sup>rd</sup> stage.

## **What will I be paid?**

The Normal working week is 37½ hours for which there are two different rates of pay. The **At Work** rate is where the apprentice is working on-site with the employer. The **At College** rate is where the apprentice is attending college for off-the-job training.

The current rates of pay are available on the SJIB website [www.sjib.org.uk](http://www.sjib.org.uk).

## **How do I start?**

If you are not in employment within the electrical contracting industry then you will first have to seek employment in the industry before you can complete the application form and submit it to SECTT. You need an employer to approve your application. If you are in employment within the electrical contracting industry and have the necessary experience then you need to complete the application form with your employer's permission and submit to SECTT.

Once the application is processed you will be sent confirmation and will be added to the waiting list so that you can sit the Industry entry Assessment.

The Electrotechnical industry in Scotland has no strict entry qualifications, as it wants to attract applicants who have the aptitude and commitment to achieve the highest standards within the industry. To achieve this the industry has developed an Assessment and all applicants must achieve a qualifying score in this Assessment before they can become registered adult trainees. A sample of the type of questions is available on the SECTT website [www.sectt.org.uk](http://www.sectt.org.uk). In addition to this Assessment all applicants will be screened for colour vision impairment.

Please note that:

- Assessments are arranged at various locations throughout Scotland.
- All applicants will be notified of the place and time for their Assessment via their employer.
- It is not necessary to answer every question correctly.
- Calculators may **not** be used during the Assessment.
- Notification of results will be sent to employers within one week of the Assessment.

For further information and to obtain an application form for the Assessment apply online at [www.sectt.org.uk](http://www.sectt.org.uk) or contact us at:

**The Scottish Electrical Charitable Training Trust,  
The Walled Garden, Bush Estate, Midlothian, EH26 0SE**

**Tel: 0131 445 5659**

**E-mail: [admin@sectt.org.uk](mailto:admin@sectt.org.uk)**