

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 Employers



The Adult Training Scheme

The Adult Training Scheme of the Scottish Joint Industry Board (SJIB) is designed to regulate the entry, conditions of service, training and education of adult trainees in the Electrical Contracting Industry and ancillary trades in Scotland. The Training Scheme incorporates the Modern Apprenticeship endorsed by SummitSkills – the Sector Skills Council for the sector, which includes a Scottish Vocational Qualification at Level 3.

The management of the Scheme has been delegated by the SJIB to the Scottish Electrical Charitable Training Trust (SECTT). The SJIB Handbook details the conditions of Service and Training. All adult trainees and their employers must sign an Agreement which must be registered with the SJIB and SummitSkills. The employer is committed to employ the adult trainee throughout the period of the training, which normally lasts for approximately three years. Every adult trainee will be issued with an Individual Training Plan which provides information on the details of the training programme and the qualifications to be achieved. All parties undertake to observe the provisions of the SJIB National Working Rules which cover the terms and conditions of employment, Health and Safety obligations and wage rates etc. Copies of the SJIB National Working Rules may be obtained from the SJIB website www.sjib.org.uk.

All applicants to the Adult Training Scheme will be assessed by SECTT to ensure that their personal achievements and skills equip them for a career as an electrician in the Electrical Contracting Industry. This requires the completion of an Industry approved assessment, which includes Mathematical and Mechanical Comprehension questions and, for Health and Safety reasons, the undertaking of a Colour Vision assessment. SECTT will be happy to arrange assessments on behalf of individual contractors on request. It must be noted that the date the Adult Training Scheme officially starts is the date the trainee first attends college although he/she will have been employed by the contractor prior to that date.

Each adult trainee is allocated a Training Officer, who will monitor and review their progress throughout the apprenticeship. A Site Activity Portfolio is provided to record the jobs they undertake during their training. The Training Officer will assess the adult trainee's Site Activity Portfolio to ensure that the evidence for each stage of the apprenticeship have been completed to the required standard.

There are three Stages to the Training Scheme. The first Stage covers Health and Safety and an assessment of prior knowledge and practical experience and a combination of attendance at a College and working on site. The second Stage consists of a combination of attendance at a College and working on site. Third Stage has one week of attendance at college and lasts for a minimum of one year, time is spent working on site gaining further experience and developing skill levels to allow the trainees to undertake the Final Integrated Competence Assessment (FICA).

Note: Employers are required to pay the Adult Trainee while they attend college. The current rates of pay are available on the SJIB website www.sjib.org.uk.

Entry to the Adult Training Scheme

The Adult Training Scheme is only open to candidates who are 22 years of age or older and have a minimum of 1 year's 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 year's 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.

Registration on the Adult Training Scheme

With the above entry requirements satisfied an application form will require to be completed by the candidate and endorsed by the candidate's employer. In addition a Skill Record will require to be completed indicating the type of practical experience the candidate has gained whilst employed in the industry. This Skill Record will also require to be endorsed by the employer.

Both application and Skill Record forms will be forwarded to SECTT who in turn will undertake an assessment of the content of this Skill Record and, if satisfactory, will register the candidate on the Adult Training Scheme.

Applications must be received by SECTT no later than 30th June to allow classes and college places to be allocated.¹

The First Stage – Junior Adult Trainee

The commencement of the Adult Training Scheme will be effective from the first day of the one week college attendance. This week of attendance is a mandatory component of the programme for all adult trainees, irrespective of their previous experience.

The content of the training and assessment throughout this week will be Health and Safety, Electrical Safety and basic First Aid. In addition the candidates will be registered on the SVQ Level 3 and receive all course material including BS 7671 and On-site Guide.

As part of this week the college will organise with the trainee a suitable time for interview. At this interview the college will map the knowledge and practical skills of the Junior Adult Trainee, and agree a structured programme for delivery and assessment of the evidence required. This will include the issue of a Site Activity Portfolio which the trainee will require to complete showing practical experience and skills gained on site.

After the successful completion of the one week college attendance all training and assessment, including outstanding practical skills will require to be undertaken in the candidate's own time and at college over the 18 days day release. Day release will be every second Friday for 18 days. There will also be a further one week of college attendance during 1st Stage.

On achieving the required Competencies the Junior Adult Trainee will be re-graded to an Adult Trainee and will move to the 2nd Stage of the training scheme.

¹ Exceptions to this will only be considered if places are available.

The Second Stage – Adult Trainee

After the successful completion of the first stage (Junior Adult Trainee) the trainee will require to attend college for one week at the start of Stage 2, undertake Distance Learning and the Site Activity Portfolio in the trainee's own time and at college over the 18 days day release. Day release will be every second Friday for 18 days. There will also be a further one week of college attendance during 2nd Stage.

All the components of training and assessment in Stage 2 are mandatory.

On achieving the required Competencies the Adult Trainee will be re-graded to a Senior Adult Trainee and will move to the 3rd Stage of the training scheme.

The Third Stage – Senior Adult Trainee

The trainee must complete a minimum period of 12 months as a Senior Adult Trainee. Towards the end of the first year in Stage 3 trainees will be required to attend college for one week to complete training and assessment in Inspection, Testing and Commissioning of Electrical Installations. The employer will receive reports from SECTT giving details of their trainee's progress at college.

The Training Officer will review the Senior Adult Trainee throughout the 3rd Stage to monitor and review their progress. The trainee's Site Activity Portfolio will also be assessed to ensure that the evidence has been completed to the required standard. When all the required competencies have been successfully completed and the employer is satisfied that the trainee's skills warrant submission, the trainee may be put forward, by the employer, for the Final Integrated Competence Assessment. The assessment lasts for 2 days and is undertaken at a licensed assessment centre.

Senior Adult Trainees who pass the Final Integrated Competence Assessment will be awarded the Electrical Installation Engineering Level 3 Scottish Vocational Qualification and a SummitSkills Modern Apprenticeship certificate.

The employer of a Senior Adult Trainee who passes the Final Integrated Competence Assessment will, forthwith, apply to the SJIB for that trainee to be graded as an electrician.

Approved Electrician

After two years as a Graded Electrician, during which time specific site experience is recorded, the candidate, with the support of his/her employer, may make application to sit the Advanced Competence Assessment (ACA) and, on passing, be graded to Approved Electrician by the SJIB.

Adult Trainee Wage Rates

The current rates of pay are available on the SJIB website www.sjib.org.uk.

For further information on any of the above please contact:

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

Tel: 0131 445 5659 E-mail: admin@sectt.org.uk Web: www.sectt.org.uk