

# Scottish Joint Industry Board Apprentice Training Scheme

**SCOTTISH ELECTRICAL CHARITABLE TRAINING TRUST**

(Scottish Charity No: SC 001806)



**Managers of the  
Apprentice Training Scheme  
for the**

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

## Information Sheet for Employers



# The Apprentice Training Scheme

The Training Scheme of the Scottish Joint Industry Board (SJIB) is designed to regulate the entry, conditions of service, training and education of apprentices in the Electrical Contracting Industry in Scotland. The Training Scheme incorporates the Modern Apprenticeship Framework of SummitSkills, the Standard Setting Organisation, covering the Electrotechnical Industry. The MA Framework 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 provides a booklet detailing the Conditions of Service and Training for Apprentices. Details are available from the SJIB website, [www.sjib.org.uk](http://www.sjib.org.uk). All apprentices and their employers must sign a Registration of Apprenticeship which is registered with the SJIB and SummitSkills. Employers are committed to employ and train apprentices throughout the period of the apprenticeship, which normally lasts for approximately four years. Every apprentice 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 to the apprenticeship undertake to observe the provisions of the SJIB National Working Rules which cover the terms and conditions of employment, Health and Safety obligations and apprentice wage rates etc. Details of the SJIB National Working Rules and the current wage rates are available from the SJIB website, [www.sjib.org.uk](http://www.sjib.org.uk).

All applicants to the Electrical Apprenticeship Training Programme will be assessed by a SECTT Training Officer to ensure that their potential abilities and skills equip them for a career 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. It is, of course, open to applicants to make direct approaches to local contractors to seek employment as an apprentice, however lists of applicants, who have been assessed as having the appropriate aptitude, are available to Electrical Contractors who intend to employ apprentices. The contractor, after carrying out interviews, informs SECTT which applicants they will employ as apprentices. SECTT will be happy to arrange assessments on behalf of individual contractors on request. It must be noted that the date the apprenticeship officially starts is the date the apprentice first attends college although they might have been employed by the contractor prior to that date.

Each apprentice 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 apprentice's Site Activity Portfolio to ensure that the evidence for each stage of the apprenticeship has been completed to the required standard.

There are three Stages to the Training Scheme. The first and second Stages each last for approximately one year and consist of a combination of attendance at a college and working on site. During the third Stage, which lasts for a minimum of one year and a maximum of three years, apprentices undertake a week at the college as part of the SVQ. The majority of the time in the 3<sup>rd</sup> Stage is spent working on site and culminates in the achievement of the Final Integrated Competence Assessment (FICA).

Apprentices who are graded as an electrician, and continue to obtain specific site experience for an additional two years and, on successful completion of the Advanced Competence Assessment (ACA), will be graded as Approved Electricians.

## Apprentice Recruitment

SECTT would encourage employers to undertake formal and structured interviews prior to offering employment to apprentices. There is significant evidence to show that time spent at the interview stage is more likely to produce a committed employee who will complete the apprenticeship.

In addition SECTT would advise that the Disclosure Scotland scheme promotes best practice in recruitment of individuals whose duties will involve regular contact with young people under the age of 18. More information is available on [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk).

## The First Stage

During the 1<sup>st</sup> Stage, which lasts approximately one year, the apprentice will spend 17 weeks at college on a full-time block release programme, which consists of 1 block of 5 weeks followed by 3 blocks each of 4 weeks. For the rest of the year the apprentice will obtain on-site experience with their employer. During their attendance at college the apprentice will be required to achieve the 1<sup>st</sup> Stage competencies. At the end of each college block the employer will receive a report from SECTT giving details of their apprentice's progress at college. The Training Officer will review the apprentice at least four times to discuss their progress and any problems that they may have. The apprentice must also satisfactorily complete the specified Site Activities in their Portfolio.

On achieving the required competencies the apprentice will be re-graded as a 2<sup>nd</sup> Stage apprentice by the SJIB, and progress to the 2<sup>nd</sup> Stage of the training programme.

An apprentice who fails to complete the entire 1<sup>st</sup> Stage programme within 18 months of starting the apprenticeship, will be removed from the SJIB Register of Apprentices and employment may be terminated by the employer giving the appropriate notice.

## The Second Stage

During the 2<sup>nd</sup> Stage, which lasts approximately one year, the apprentice attends college covering a total of 11 weeks, on a block release programme. During attendance at college the apprentice will be required to achieve the 2<sup>nd</sup> Stage competencies. At the end of each college block the employer will receive a report from SECTT giving details of their apprentice's progress at college. The apprentice must also satisfactorily complete the specified Site Activities in their Portfolio.

On achieving the required competencies the apprentice will be re-graded as a 3<sup>rd</sup> Stage apprentice by the SJIB and progress to the 3<sup>rd</sup> Stage of the training programme.

An apprentice who fails to complete the entire 2<sup>nd</sup> Stage programme within three years of starting the apprenticeship, will be removed from the SJIB Register of Apprentices and employment may be terminated by the employer giving the appropriate notice.

## The Third Stage

The apprentice must complete a minimum period of 12 months as a 3<sup>rd</sup> Stage apprentice.

The apprentice will also attend 1 week at college to complete the requirements of the off-the-job elements of the SVQ. This SVQ week will cover Inspection, Testing and Commissioning, as well as Safe Isolation and Risk Assessments including Safe Systems of Work. The week will normally be towards the end of the 3<sup>rd</sup> year.

The Training Officer allocated to the apprentice will review the apprentice throughout the 3<sup>rd</sup> Stage to monitor and review their progress. The apprentice'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 apprentice's skills warrant submission, the apprentice 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.

An apprentice who passes the Final Integrated Competence Assessment will be awarded the Level 3 SVQ in Electrical Installation and a SummitSkills Modern Apprenticeship certificate.

The employer of an apprentice who passes the Final Integrated Competence Assessment will, within 3 weeks, apply to the SJIB for the apprentice to be graded as an electrician. The date that the apprentice is graded as an electrician marks the end of the "fixed term" contract of apprenticeship.

An apprentice who fails to complete the entire 3<sup>rd</sup> Stage programme within five years of starting the apprenticeship, will be removed from the SJIB Register of Apprentices and employment may be terminated by the employer giving the appropriate notice.

## Approved Electrician

An Electrician must have a minimum of two years experience during which time they gain specific site experience and complete an Electrician Statement of Experience form. Upon satisfactory completion of the form, and with the completed Employer Declaration form, the candidate may undertake the Advanced Competence Assessment (ACA) and, on passing, be graded to Approved Electrician by the SJIB.

## Costs met by SECTT

During the 1<sup>st</sup> year of the apprenticeship, SECTT will meet the cost of all registration and college fees and provide the necessary course materials. On-site training support in the form of a grant will be paid to the employer on the apprentice being graded to Stage 2. (See Appendix)

During the 2<sup>nd</sup> year of the apprenticeship, SECTT will meet the cost of all college fees. On-site training support in the form of a grant will be paid to the employer on the apprentice being graded to Stage 3. (See Appendix)

During the 3<sup>rd</sup> Stage of the apprenticeship, SECTT will meet the cost of the fees for the SVQ week at college.

SECTT will meet the cost of the Final Integrated Competence Assessment. All costs for re-sits will not be covered by SECTT.

In addition assistance is given for travel and accommodation in rural and remote areas for necessary college and FICA attendance. (See Appendix)

On successful completion of the Final Integrated Competence Assessment, SECTT will pay a grant to the employer upon receipt of funding from Skills Development Scotland (SDS). (See Appendix)

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](mailto:admin@sectt.org.uk)    Web: [www.sectt.org.uk](http://www.sectt.org.uk)**

# Appendix

## SJIB WAGE RATES

The SJIB apprentice wage rates can be obtained from their website [www.sjib.org.uk](http://www.sjib.org.uk).

## GRANTS PAYABLE BY SECTT

The level of on-site training support payable is subject to the funding SECTT receive from Skills Development Scotland (SDS) and is payable to the employer once the apprentice is re-graded to the next stage of the apprenticeship. The following on-site training support in the form of grants is effective for apprentices commencing the apprenticeship after 1<sup>st</sup> April 2016.

### 1st Stage

Apprentices who are 16 – 19 years of age on the start date of the apprenticeship – £750 per apprentice  
Apprentices who are 20 years of age and over on the start date of the apprenticeship – £375 per apprentice  
**(A SJIB Service Fee of £100 will be deducted at the end of Stage 1 for non SJIB/SELECT member companies)**

### 2nd Stage

Apprentices who are 16 – 19 years of age on the start date of the apprenticeship – £750 per apprentice  
Apprentices who are 20 years of age and over on the start date of the apprenticeship – £375 per apprentice

### Successful completion of the Final Integrated Competence Assessment (FICA)

Providing the date of successful completion of the FICA is **within 4½ years** of the apprentice's start date the following grants apply:

Apprentices who are 16 – 19 years of age on the start date of the apprenticeship – £1,000 per apprentice  
Apprentices who are 20 years of age and over on the start date of the apprenticeship – £500 per apprentice

## TRAVEL AND ACCOMMODATION EXPENSES

### College Attendance

The cost, in excess of £2 per return trip, of any actual fare reasonably incurred when travelling to and from the college shall be reimbursed to the apprentice, by the employer. SECTT will then reimburse the employer.

Any accommodation expenses, up to a maximum of £30 per night, necessarily incurred by the apprentice in order that they may attend the college shall be reimbursed to the apprentice, by the employer. SECTT will then reimburse the employer.

### Final Integrated Competence Assessment (FICA)

SECTT will reimburse the employer for a contribution towards travel and accommodation expenses incurred by an apprentice attending the FICA, as detailed below.

The cost, in excess of £2 per return trip of any actual fare reasonably incurred, and any accommodation expenses up to a maximum of £30 per night reasonably incurred by the apprentice, in order that they may attend the FICA.

From 1<sup>st</sup> April 2013, all costs for re-sits will not be covered by SECTT.

**No claims from employers for reimbursement of travel and accommodation expenses will be considered by SECTT unless claimed on, and in compliance with, the SECTT claim form. Claims will only be met when supported by original receipts.**

## FICA TEST FEES

	<b>FICA</b>
Full test (if chargeable)	£528.00
SJIB marking fee (if chargeable)	£30.00
SECTT administration fee (if chargeable)	£30.00

Re-sit fees including marking/administration fees will be notified to candidates/employers where appropriate.

**Note: All on-site training support grants, travel and accommodation expenses are subject to review by the Trustees of SECTT in December each year.**