

Adult Training Scheme

SCOTTISH ELECTRICAL CHARITABLE TRAINING TRUST

**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 III.

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. The current wage rates are shown in this information sheet.

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 his/her progress throughout the training, and is provided with a Candidate Achievement Record and a Log Book to record their progress and the jobs they undertake during their training. The Training Officer will assess the trainee's Log Book to ensure that the Field Evidence Entries identified in the Candidate Achievement Record for each Stage of the training 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). In addition the trainees can undertake the Enhanced Training Programme at their own expense, and in their own time.

Adult trainees, who successfully complete the Enhanced Learning Programme and continue to obtain specific site experience for an additional two years after being graded to electrician status can, on successful completion of the Advanced Competence Assessment, be graded as Approved Electricians.

Apart from the Health and Safety at the start of the training programme all other training and assessments, including the FICA, is undertaken in the trainees' own time, unless funding is available through Skillseekers, all training and assessment costs will be met by the trainee.

Note: Employers are required to pay the Adult Trainee while they attend college. Trainees are to be paid the shop rate.

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 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.

Registration on the Adult Training Scheme

With the above entry requirements satisfied an adult trainee registration 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 registration 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. SECTT will organise through an Approved Centre the one week of college attendance and the college attendance dates will be forwarded to the employer.

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. Adult Trainees will be paid Junior Adult Trainee shop rate for this one week.

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 Field Evidence Log Book 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 20 days day release. Day release will be every second Friday for 20 days.

The Second Stage – Adult Trainee

After the successful completion of the first stage (Junior adult trainee) the trainee will require to undertake Distance Learning units and the Field Evidence Log Book in the candidate's own time and at college over the 20 days day release. Day release will be every second Friday for 20 days with the trainees being paid Adult shop rate.

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

On achieving the required Competences and the Field Evidence Entries the Adult Trainee will be regraded 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. Trainees will be required to attend college for one week to complete training and assessment in Inspection, Testing and Commissioning of Electrical Installations. The trainees will be paid Senior Adult shop rate.

In this Stage the Senior Adult Trainee may undertake the 80-hour Distance Learning course and then attend college for one week as part of the Enhanced Training Programme, in their own time, and at their own expense.

The Training Officer allocated to the trainee will visit the trainee at least once to monitor and review his/her progress and to assess the Log Book to ensure that the Field Evidence Entries identified in the Candidate Achievement Record are been completed to the required standard. When all the required competencies have been successfully completed and recorded in the Candidate Achievement Record and the employer is satisfied that the Senior Adult 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 centre licensed by the NET.

Senior Adult Trainees who pass the Final Integrated Competence Assessment will be awarded the Electrical Installation Engineering Industry Level III 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.

Those trainees who have passed the Distance Learning Course and College block can progress towards becoming an Approved Electrician.

Approved Electrician

Provided the trainee has successfully completed the Distance Learning course and the College block during the 3rd Stage of the Adult Training Scheme and 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

	Shop Rate	Travel Rate
Junior Adult Trainee	£8.09	£9.67
Adult Trainee	£8.89	£10.25
Senior Adult Trainee	£9.94	£11.46

Costs

Stage 1 – Junior Adult Trainee	£865.00
Stage 2 – Adult Trainee	£450.00
Stage 3 – Senior Adult Trainee	£150.00
FICA	£500.00

The above standard costs will be met by SECTT if funding is provided through Skillseekers. If additional training and assessment is required this will be met by the candidate. For further information about the availability of Skillseeker funding, 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