

Scotland Route 1: Apprenticeship



BEFORE YOU START

- Complete the online [Application Form](#) and Pre-Employment Assessment. Sample questions are [here](#).
- Find an employer who is willing to train you.
- You don't pay for training and you will earn while you learn.
- For more information see the Scottish Joint Industry Board (SJIB) [Apprentice and Adult Training Schemes Guide](#) and the [Information for applicants and employers](#).



REGISTRATION

All apprentices are registered as Modern Apprentices with the SJIB and the Scottish Qualifications Authority (SQA). Your apprenticeship starts on the day you first attend an approved training centre. You will receive an SJIB Apprentice (ECS) Card, valid for five years.



FIRST STAGE

This stage incorporates on-the-job practical training and block release training for 17 weeks at an approved training centre. You must complete the appropriate first stage approved training centre coursework and site evidence, captured in an ePortfolio and normally completed within one year.



SECOND STAGE

This stage incorporates on-the-job practical training and block release training for 11 weeks at an approved training centre. You must complete the appropriate second stage approved training centre coursework and site evidence, captured in an ePortfolio and normally completed within one year.



THIRD STAGE

This stage incorporates on-the-job practical training and a further week of inspection and testing training at an approved training centre. You must complete the appropriate third stage approved training centre competencies and site evidence, captured in an ePortfolio. You must also gain a minimum of 12 months' site experience at this stage.



FINAL INTEGRATED COMPETENCE ASSESSMENT (FICA)

Your employer should complete the [FICA Self Assessment Checklist](#) with you and, once they determine you're ready to take the FICA, they will complete an Employer's Declaration. Before taking the FICA, you can refer to the [FICA Guidance](#) which contains advice and practical examples to help you prepare. You must complete this stage within five years of registration.



QUALIFIED ELECTRICIAN

On completion you will be a qualified electrician and will be issued with the following:

- SJIB FICA Certificate
- SJIB Craftsman's Certificate
- SJIB Electrician's (ECS) Grade Card
- Modern Apprenticeship Completion Certificate
- SVQ in Electrical Installation (SCQF 7) Certificate

Scotland Route 3: Crediting Electrotechnical Competence



TO BE ELIGIBLE YOU MUST

- hold relevant electrical qualifications which map directly to the current Electrical Installation SVQ (minimum 75%)
- have at least three years' post qualification experience working in the electrical installation field (must be recent)
 - currently be employed and working in the electrical installation field (to complete portfolio)



TO APPLY

Complete and return the following to the Scottish Electrical Charitable Training Trust (SECTT):

- CEC Application form
- Copies of all relevant certificates
- ECS Health, Safety and Environmental certificate within the last 30 months, or an approved equivalent
- If you hold qualifications taken outside the UK you will be required to undertake the Statement of Comparability UK ENIC through Ecctis Ltd. This will then be mapped to the current SVQ in Electrical Installation at SCQF Level 7 and must meet 75% of the Knowledge Criteria
- Payment of £300 non-returnable

Note: Failure to submit any of the above will result in your application being declined



Electrical Knowledge questions sent, returned and if approved move to 1st Stage Preliminary Approved



1ST STAGE PRELIMINARY APPROVED

UK QUALIFICATIONS

When your application has been preliminary approved, you will be asked to contact a CEC Assessor. They will issue the current Electrical Installation SVQ knowledge framework, where you will be required to compare your existing qualification(s). The CEC Assessor will then arrange an interview to:

- Review your comparability of your existing qualifications to see if any count towards prior achievement of the SVQ Knowledge Units
- Identify and produce an assessment plan which will address any knowledge gaps (there may be additional teaching/assessing costs); gaps should be no more than 25% of the knowledge criteria.

Once your CEC Assessor confirms you have attained all Knowledge Units, you will be issued a Scottish Joint Industry Board (SJIB) Provisional Electrician's card, which will be valid for 18 months.

Assessor has the right to decline if the above is not met.

NON-UK QUALIFICATIONS

The knowledge map will be your Electrotechnical Skills Statement.

When your application has been preliminary approved, you will be asked to contact a CEC Assessor to review your knowledge to the Electrotechnical Skills Statement.

During this meeting, they will aim to:

- Identify and produce an assessment plan which will address any knowledge gaps (there may be additional teaching/assessing costs); gaps should be no more than 25% of the knowledge criteria.

Once your CEC Assessor confirms you have attained all Knowledge Units, you will be issued a Scottish Joint Industry Board (SJIB) Provisional Electrician's card, which will be valid for 18 months.

Assessor has the right to decline if the above is not met.



2ND STAGE APPROVED

E-PORTFOLIO

Your CEC Assessor will produce an Individual On-Site Performance Assessment Plan for you to complete in a maximum 18 months.

ADDITIONAL INFORMATION

Before you can apply to sit the Final Integrated Competence Assessment (FICA) you must have completed:

- BS 7671 course within the last five years **AND** ■ The Scottish Building Standards course within the last three years



3RD STAGE FICA READY APPROVED

FINAL INTEGRATE COMPETENCE ASSESSMENT (FICA)

Once your CEC Assessor has signed off each unit, arrangements can be made for you to sit the FICA. Before taking the FICA you can refer to the [FICA Guidance](#) which contains advice and practical examples to help you prepare.



QUALIFIED

You will be advised when you pass the FICA and will be issued with the following:

- SJIB FICA Certificate
- SJIB Craftsman's Certificate
- SJIB Electrician's (ECS) Grade Card
- Modern Apprenticeship Completion Certificate
- SVQ in Electrical Installation (SCQF 7) Certificate