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SJIB Circular 07/2023  
27 October 2023

**To all SELECT and SJIB Members**

Dear Sir/Madam,

**ECS Cards for Pre-Apprentices**

The SJIB provides Pre-Apprentice cards to individuals who are enrolled on approved Pre-Apprenticeship courses in Electrical Installation delivered by several colleges/companies across Scotland. These cards are only available following authorisation by the SJIB. The employer must ensure that the ECS Health, Safety & Environmental Assessment has been undertaken and passed as part of the company induction.

The point of these cards is health and safety – all people working on sites must have an up-to-date health and safety qualification in order to be awarded a card. Their purpose is to prevent accidents and promote safety and quality of work, ensuring that all cardholders have a good level of health and safety awareness when on site.

If an employer wishes to obtain a card from the SJIB for these employees, the employer must:

- Apply to the SJIB in writing, advising they would like to apply for a Pre-Apprentice ECS Card
- The application must include a description of the Pre-Apprentice's induction, the company's training policy and a specific training plan that has been put in place for the Pre-Apprentice. The contract of employment should also be included.
- If the plan is approved by The Secretary of the SJIB, the SJIB will advise the employer to book the Pre-Apprentice on The Electrotechnical Site Safety Assessment (TESSA) course operated by SELECT.

Upon successful completion of the TESSA course and receipt of the Pre-Apprentice application form and payment, the ECS card will be issued.

Please note:

- Pre-Apprentice ECS cards cost £10 and are valid for 12 months
- These cards cannot be renewed
- In the event that a situation occurs resulting in the Pre-Apprentice not starting college before the ECS card expires, the employer should contact the SJIB.

Yours faithfully,

Fiona Harper  
The Secretary

Derek Thomson  
For UNITE the Union

Alick Smith  
For SELECT