

Licensing Specification for the Final Integrated Competence Assessment (FICA)



Contents

Personnel.....	3
Documents.....	3
Introduction.....	4
Summary of main licensing requirements for FICA assessment providers.....	4
Establishment and operation.....	4
Assessment work area.....	5
Assessment booths.....	6
Standard assessment booth.....	6
Fault diagnosis, testing and safe isolation simulators.....	6
FICA booth specification list.....	7
Motor starter.....	8
Plumbing.....	8
Work platforms.....	9
Electrical supplies.....	9
Assessment area equipment.....	9

Aids.....	10
Hand tools.....	10
Candidate toolkit.....	10
Consumable materials.....	10
Assessors.....	11
Support staff.....	11
Target population.....	11

FICA Licensed Assessment Centres

- Application and licensing fees.....	12
- Assessment fees.....	12
- Quality assurance.....	12
- Fire precautions.....	13
- First aid requirements.....	13
- Use of heart defibrillators.....	13
- Accident reporting.....	13
- Safety and welfare.....	13
- Visitors.....	14
- Assessment administration.....	14
- Procedure for approval.....	14

Appendix A:

Application and fee structure for approval as a FICA Licensed Assessment Centre.....	15
--------------------------------------------------------------------------------------	-----------

Appendix B:

FICA booth layout.....	17
------------------------	-----------

Appendix C:

FICA booth specification.....	18
-------------------------------	-----------

Personnel

People to consider:

- ✓ Test centre managers
- ✓ SJIB personnel
- ✓ Licensed Assessment Centre staff
- ✓ Candidates
- ✓ Internal monitoring teams
- ✓ External verifiers
- ✓ Moderation group

Documents

- ✓ Service level agreement
- ✓ Final Integrated Competence Assessment (FICA) Assessors Manual
- ✓ SJIB Assessment of Occupational Competence, The Final Integrated Competence Assessment (FICA) Assessor Registration Requirements
- ✓ SJIB Guide to Moderation
- ✓ SJIB FICA Appeals Policy
- ✓ Final Integrated Competence Assessment (FICA) Licensing Specification for Assessment Centres
- ✓ FICA Assessment Centre licence fee letter
- ✓ FICA Assessment Centre licence fee invoice
- ✓ FICA Assessment Centre licence fee overdue letter
- ✓ FICA Assessment Centre licence fee overdue invoice
- ✓ FICA Assessment Centre licence fee invoice report

Introduction

The Scottish Joint Industry Board (SJIB) operates the FICA assessment product under license from the National Electrotechnical Training (NET) organisation.

The SJIB is responsible for the administration, documentation and quality assurance procedures which support it.

Any application to become a FICA approved assessment centre must be approved by the SJIB and NET.

Summary of main licensing requirements for FICA assessment providers

New Licensed Assessment Centres will pay an application fee, all costs to set up the centre and all ongoing fees, including an annual licence fee.

Fees are subject to annual review by the SJIB and licences will apply from 1 April to 31 March.

All establishment, operation and maintenance costs of the FICA booths etc are borne by the Licensed Assessment Centre.

Note: Any variation to the above is allowed only with written permission from the SJIB.

Establishment and operation requirements for FICA assessment providers

Licensed Assessment Centres shall be approved by the SJIB and NET, who reserve the right to establish facilities in any geographical location acceptable to them.

Each Licensed Assessment Centre shall be available for operational use for at least 46 weeks of each year.

Assessment work area

A dedicated and secure area of at least 100m² is required for the assessment work area. This area shall be provided with suitable lighting, ventilation, heating and air conditioning.

Access to the centre shall be via a door fitted with a self-locking night latch to prevent entry by unauthorised persons. The main entrance door will display a sign stating: 'FICA Assessment in Progress: No Unauthorised Entry'. Access will be by means of a doorbell which, when operated, will alert the assessment centre staff.

Note: For safety reasons, entrance doors should not be locked from the inside. Only proprietary night latches, which allow quick exit in the event of emergency, should be used.

At least one secondary exit from the assessment centre work area will be required, which will carry appropriate signage. This exit door shall open with the outward flow of personnel and shall be fitted with proprietary quick-release mechanisms such as crash bars, break glass bolts etc.

The floor of the assessment centre work area should be sealed or coated as appropriate to minimise the build-up of dust.

Where it forms part of a workshop complex, the assessment centre work area shall be suitably screened from adjacent areas for security purposes and to minimise the hazard caused by excessive noise being transmitted to other adjacent areas.

An area shall also be set aside that is suitable for use as a secure store where the assessors may store records etc. These areas may form part of the total minimum 100m² of the assessment centre space.

Other required areas shall include:

- ☑ A suitable area where candidates can receive instruction and induction from the assessment centre staff
- ☑ An area where candidates may store their personal belongings, e.g. lockable storage facilities, coat racks etc
- ☑ A welfare area for candidates and staff where refreshments may be taken as required
- ☑ A quiet area for candidates to contemplate, reflect and study
- ☑ A designated quiet area where candidates can undertake the Section F multiple-choice paper.

Note 1: All of the 'other areas' above may be provided within a single room.

Note 2: While the areas above would normally be expected to be separate from the main 100m² of the assessment centre work area, they may be adjacent to it. Only in exceptional circumstances may they be permitted to form a part of the assessment centre work area.

Assessment booths

Each Licensed Assessment Centre will be required to establish, supply and equip either a two-, four- or six-assessment booth installation for assessment purposes at their own cost.

Note: See Appendices B and C for further details.

Standard assessment booth

A standard assessment booth consists of tubular steel or timber frames internally clad with 20mm plywood or backboard timber panels.

The booth(s) shall have a timber half-roof, with full constructional drawings available from the SJIB.

The internal wooden panels in the booth(s) should be sealed with clear varnish or painted gloss white.

The booth(s) shall be fitted with a number of pre-fixed components and items of equipment. All pre-fixed items must conform exactly to the types specified on the installation drawings and shall be fitted to the dimensions shown.

The booth(s) may be configured either as a central pod or spaced around the assessment area walls at the discretion of the Licensed Assessment Centre.

Note: For ease of candidate supervision, operational experience has shown that booths arranged around the outer walls are preferred by most Licensed Assessment Centres.

Fault diagnosis, testing and safe isolation simulators

Fault diagnosis, testing and safe isolation simulators shall have additional specified items to those of the standard installation booths.

These simulators shall be finished to the very highest commercial standard so that candidates may see what their installations should look like when they have completed them.

All pre-wired faults wired into each fault diagnosis simulator shall terminate in a multi-gang gridswitch. This allows the faults to be switched on and off as required by the assessor. The gridswitch shall be located on the side of each simulator and housed within a secure enclosure to prevent unauthorised tampering.

The switches shall be suitably and permanently labelled in accordance with the fault selection sheet.

Note: The fault diagnosis, testing and safe isolation simulators should be positioned so that they face away from the booths or are screened off in some suitable manner. Experience has shown that candidates working on their composite installation can waste valuable time by watching other candidates using the simulators.

FICA booth specification list

All equipment should be of good quality, manufactured in accordance with the appropriate product standard.

- ✓ MK PRESTIGE PLUS 3 compartment trunking VP180 WHI
- ✓ MK internal bends VP181 WHI
- ✓ MK end caps VP183 WHI
- ✓ MK conduit adaptors VP188 WHI
- ✓ MK YT4 adaptor VP188 WHI
- ✓ MK 2-gang outlet boxes VP122 WHI
- ✓ MK 1-gang outlet boxes VP121 WHI
- ✓ YT4 mini trunking
- ✓ 20mm plastic conduit
- ✓ 50x50 steel trunking
- ✓ 50x50 end caps
- ✓ 50x50 90° internal bends
- ✓ Steel trunking earth links
- ✓ 20mm galvanised conduit
- ✓ 20mm galvanised couplings
- ✓ 20mm galvanised distance saddles
- ✓ 20mm bushes
- ✓ 20mm lock rings
- ✓ 20mm serrated washers
- ✓ 20mm female bushes
- ✓ 32mm bushes
- ✓ 32mm lock rings
- ✓ 32mm serrated washers

- ✓ 32mm female bushes
 - ✓ 51mm bushes
 - ✓ 51mm lock rings
 - ✓ 51mm serrated washers
 - ✓ 51mm female bushes
 - ✓ 25mm holesaw and arbour
 - ✓ 32mm holesaw and arbour
 - ✓ 51mm holesaw and arbour
 - ✓ 74mm holesaw and arbour
 - ✓ 102mm holesaw and arbour
 - ✓ Coil of 20mm plastic conduit and adaptors
 - ✓ 20mm plastic spacer bar saddles MK ESB/2
 - ✓ 20mm adaptor male thread MK EMA/2
-
- ✓ HAGER INV3 distribution boards, 4-way Ue 415V
 - ✓ HAGER INV3 4P 100A 4-pole switch disconnecter incoming kit Ue 415V
 - ✓ HAGER RCBO 1P 32A C ADA182U
 - ✓ HAGER MCB 1P 32A C NCN132A
 - ✓ HAGER blanking module
 - ✓ HAGER RCBO 1P 6A C ADA156U
 - ✓ HAGER MCB 1P 6A B NBN106A
 - ✓ HAGER MCB 1P 40A B NBN140A
 - ✓ HAGER MCB 3P 10A C NCN310A
 - ✓ HAGER MCB 3P 20A B NCN320A
 - ✓ HAGER JK102SPD Type 2 surge protection device

- ✓ 6A 2-way pull cord switch, e.g. MK K3191
 - ✓ 10A 1-gang 2-way plate switch
 - ✓ 10A 1-gang intermediate plate switch
 - ✓ 1-gang 47mm pattress back box, white
 - ✓ 3-pole fan isolator switch, e.g. MK K4859 WHI
 - ✓ GU10 lamps
 - ✓ GU10 lamp holders
 - ✓ 80mm die cast round GU10 downlight, e.g. Emco EMC017 downlight
 - ✓ 230V fire rated GU10 downlight, e.g. Emco FIRE017GUICHROME downlight
 - ✓ IP65 die cast round GU10 downlight, e.g. Emco EMC024P downlight
 - ✓ 100mm standard timer extractor fan
 - ✓ 100mm standard extractor fan
 - ✓ CHOC boxes
-
- ✓ 3-button remote motor starter enclosure, e.g. Crabtree 22EVK-3
 - ✓ Green start button for remote motor starter, e.g. Crabtree 22ER3
 - ✓ Yellow inch button for remote motor starter, e.g. Crabtree 22ER4
 - ✓ Red mushroom button for remote motor starter, e.g. Crabtree 22 EFB2
 - ✓ Normally closed contact block, e.g. Crabtree contact 22ec/nc
 - ✓ Normally open contact block, e.g. Crabtree contact 22ec/no

Continued >>

Continued >>

- ✓ 4x4 galvanised adaptable box 50 mm deep
 - ✓ Surface 1-gang metal box, e.g. MK K8891 ALM
 - ✓ 2-gang grid plate, e.g. MK K3492 ALM
 - ✓ Front Plate 1-Gang 2 Module 86 x 86 mm Aluminium MK K3492ALM
 - ✓ Red neon indicator, e.g. MK 4889 red
 - ✓ Green neon indicator, e.g. MK 4889 green
-
- ✓ 20A 400V switch fuse, e.g. MEM 15 KXTNC2F
 - ✓ 4x4 galvanised adaptable box 50mm deep
 - ✓ Fuse Link HRC Offset Bolted Tags BS 88 10A
 - ✓ Fuse Link HRC Offset Bolted Tags BS 88 16A
 - ✓ Fuse Link HRC Offset Bolted Tags BS 88 20A
-
- ✓ Ionisation smoke detector, e.g. Aico EI141
 - ✓ Optical smoke detector, e.g. Aico EI146
 - ✓ Heat detector, e.g. Aico EI144
-
- ✓ White 2-Gang 230V switched socket outlet
 - ✓ IP65 outdoor weatherproof socket-outlet, e.g. Europa ECWSK2
-
- ✓ 28W 2D light fittings square, white base, prismatic diffuser, for permanent lighting in booth if required
-
- ✓ Bell system door entry 901
-
- ✓ 400V standard squirrel cage motor

Motor starter

The motor starter is made up of the following components:

- ✓ ABB Grey Junction Box, IP65, 310 x 240 x 160mm
- ✓ Eaton Series Red Momentary Push Button Head, 22mm Cutout, IP67
- ✓ Eaton RMQ Titan Series Green Momentary Push Button Head, 22mm Cutout, IP69KEaton
- ✓ Eaton RMQ Titan Series Blue Momentary Push Button Head, 22mm Cutout (Actuator Arm)
- ✓ Grey Slotted Panel Trunking - Open Slot, W 40 x D 60mm
- ✓ DIN Rail, Top Hat Compatible, 35 x 7.5mm
- ✓ ABB 3P Pole DIN Rail Non-Fused Isolator Switch 16 A OT16F3
- ✓ ABB AF Series Contactor, 230V ac Coil, 3-Pole, 25A, AF09-30-10-13
- ✓ ABB TF42 Thermal Overload Relay TF42-2.3
- ✓ ABB System Pro M Compact S200M MCB, 4A MCB S201M-C4
- ✓ ABB Auxiliary Contact, 1 Contact, 1NO, Front Mount CB5-10
- ✓ ABB Auxiliary Contact, 1 Contact, 1NO, Front Mount CA4-10
- ✓ Entrelec SNA Series Blue DIN Rail Terminal Block, 4mm²
- ✓ Entrelec SNA Series Grey DIN Rail Terminal Block, 4mm²

- ✓ Entrelec SNA Series Green/Yellow Earth Terminal Block, 4mm²
- ✓ Entrelec BADL Series End Stop for Use with Terminal Block
- ✓ 100A 3Ph Electricity Meter
- ✓ Henley Series 7 3-Phase and neutral service cut out 100A
- ✓ Henley earth block
- ✓ 25mm² double insulated tails, brown
- ✓ 25mm² double insulated tails, blue
- ✓ 16mm² green/yellow single core cable

Plumbing

- ✓ 15mm copper pipe
- ✓ 22mm copper pipe
- ✓ 15mm 90° elbow, solder ring
- ✓ 15mm compression elbow
- ✓ 15mm plastic snap-on clips
- ✓ 15mm stop end, solder ring
- ✓ 22mm stop end, solder ring
- ✓ 22mm equal tee, solder ring
- ✓ 22mm plastic snap-on clips

Work platforms

The following are supplied from Clow Group, Glasgow, although individual Licensed Assessment Centres may be able to source from a local supplier:

- ☑ Mobile platform steps five-tread NFS5, suitable for average height candidates
- ☑ Mobile platform steps six-tread NFS6, suitable for smaller than average height candidates
- ☑ Insulated glass fibre steps GFIS05, for short duration work during inspection and testing.

Note: The make and specification of each of the listed items of equipment is prescribed by the SJIB and ONLY the specified items are permissible.

Electrical supplies

Each Licensed Assessment Centre shall provide a TN-C-S/TN-S three-phase, four-wire 400V 50Hz supply to the assessment work area with a 400V three-phase, four-wire supply independently switched to each booth and fault diagnosis, testing and safe isolation simulator. Protection for safety will incorporate an RCD of 30mA operating current.

Post 'planned maintenance' programmes and records should be implemented to ensure:

- Fixed instrument equipment is visually inspected monthly
- Electrical supplies are tested weekly to ensure the continuing integrity of emergency stop buttons for disconnecting all power, but not lighting circuits, during any emergency.

Records should be maintained of the above.

Section C of the FICA Assessment (Inspection and Testing) requires candidates to test the earth fault loop impedance (Z_e) of an installation. This would trip the RCD under normal test conditions, so an RCD switched bypass will need to be fitted with audible and visual indication to show when the RCD has been bypassed. The assessment work area supplies shall be provided via a contactor with a number of self-latching emergency stop buttons provided around the assessment centre to rapidly disconnect all power, but excluding lighting, circuits during any emergency.

Trailing leads are NOT permitted in the assessment centre work area.

Assessment area equipment

Each Licensed Assessment Centre shall provide the following items of electrical test equipment, one per two test units:

- ☑ Digital multifunction tester for testing to BS 7671, e.g. Fluke 1662 Multifunction Tester or Megger MFT1721
- ☑ Proving unit
- ☑ Test lamp voltage indicator
- ☑ Continuity tester, AKA bleep tester
- ☑ Multi-function test kit
- ☑ Socket test adaptor
- ☑ Phase rotation indicator
- ☑ Thermoplastic cable with medium crocodile clips fitted to either end, for short circuiting connections.

Aids

A copy of the current On-Site Guide to the Wiring Regulations should be available for each candidate on each test trolley. The following should also be made available:

- ✓ The current edition of BS 7671 Wiring Regulations
- ✓ Guidance Note No3: Inspection and Testing
- ✓ Electricity at Work Safe Working Practices (HSG85)
- ✓ Memorandum of Guidance on the Electricity at Work Regulations (HSR25)
- ✓ Electrical Test Equipment for Use by Electricians (GS38)

Note: It is the Licensed Assessment Centre's responsibility to ensure that all on-site test equipment is manufactured to BS EN 61010 and BS EN 61557. The test equipment must be verified for accuracy against a known source and when appropriate calibrated by an approved laboratory. Assessment centres must ensure that appropriate records are kept and are available for inspection.

All other items of test equipment not requiring to be calibrated shall be kept in good working order and appropriate records kept and marked.

Hand tools

A full set of the tools listed below, required to undertake the FICA, will be provided by the Licensed Assessment Centre.

Candidate toolkit

- ✓ 1 large, slotted screwdriver
- ✓ 1 medium, slotted screwdriver
- ✓ 1 small, slotted screwdriver
- ✓ 1 terminal slotted screwdriver
- ✓ 1 Pozi screwdriver No1
- ✓ 1 Pozi screwdriver No2
- ✓ 1 SL/PZ2 100mm terminal screwdriver
- ✓ 1 pair of side-cutters
- ✓ 1 pair of pliers
- ✓ 1 wire strippers (ratchet)
- ✓ 1 crimping tool 1.5mm-6mm (ratchet)
- ✓ 1 crimping tool 10mm-16mm (ratchet)
- ✓ 1 electrician's knife
- ✓ 1 safe isolation lock-off kit

Note: These tools should be regularly inspected and maintained.

Consumable materials

Licensed Assessment Centres shall provide all consumable materials used by candidates during assessment Section B (Composite Installation).

All materials provided shall be in good condition and assessment centres are required to hold sufficient stocks for the number of candidates being assessed, together with reasonable forward supplies.

Assessors

Assessors may be drawn from the Licensed Assessment Centre staff or may be recruited for the purpose. All assessors must meet the FICA Assessor Registration Criteria, further details of which can be found in the SJIB FICA Assessor Registration Requirements document, available from the SJIB.

Previously trained assessors may be recruited for the purpose if desired, provided that they have served as assessors within two years of appointment.

Note: If persons recruited as assessors have not served as such for more than two years, they will be required to attend an assessor training course as described above.

The minimum required assessor-to-candidate ratio is:

- One assessor for four full assessment candidates
- Two assessors when testing more than four candidates at any particular time.

The above ratio excludes candidates undergoing a retake of one or more individual assessment sections, e.g. a centre operating with the maximum of six full assessed candidates would require a minimum of two trained assessors in attendance at all times.

Assessors must be exclusively used for FICA duties. Where the Licensed Assessment Centre forms part of a training establishment, it is not acceptable for teaching or training staff to function as part-time or relief assessors.

Support staff

Support staff may be required on an ad hoc basis to assist the assessors in their duties. It is the Licensed Assessment Centre's responsibility to ensure that all staff are fully conversant with their duties procedure which will specifically exclude assessment.

Support staff who have not been trained as assessors are NOT permitted to perform the duties of relief assessors or to complete any assessment documentation requiring the signature of the assessor.

Target population

The FICA forms an integral part of the current Scottish Vocational Qualification (SVQ) in Electrical Installation (SCQF 7). This qualification is awarded jointly by the SJIB and the Scottish Qualifications Authority (SQA).

FICA Licensed Assessment Centres

Application and licensing fees

Details of the application and annual licensing fees are contained in Appendix A.

Assessment fees

The current maximum assessment fees per candidate that may be charged by each Licensed Assessment Centre are as follows:

SECTION	DESCRIPTION	FEE
	Full test	£588
Section A	Risk Assessment and Assessment of Safe Working Practice	£43
Section B	Composite Installation	£160
Section C	Inspection and Testing	£86
Section D	Safe Isolation of Supplies	£43
Section E	Fault Diagnosis and Rectification	£130
Section F	Underpinning Knowledge	£51

The SJIB processing fee of £30 and the SECTT administration fee of £30 will be added to each invoice.

Quality assurance

The SJIB will manage the FICA quality assurance systems, which will include the following:

a. Each potential new Licensed Assessment Centre will be visited by a member of SJIB staff, or their appointed agent, before approval to operate as a Licensed Assessment Centre is given.

b. Each Licensed Assessment Centre shall be visited annually by an external monitoring team appointed by the SJIB who will inspect the centre's facilities and operation against the following criteria:

- The licensing specification
- The SJIB Licence Agreement
- The FICA Assessors Manual
- Assessment centre facilities
- Assessor qualifications
- Candidate induction process
- Assessment processes (designated sections)
- Internal verification
- Administration.

The cost of this visit is covered in the annual licence fee. A report will be prepared after each visit and a copy supplied to the centre manager. The centre must be operational, i.e. assessing candidates at the time of the visit.

c. Following the visit by the external monitoring team, where a report is made containing recommendations requiring action by the assessment centre, a follow-up visit shall be made by a member of SJIB staff. The visit will occur at least one month following the external team's visit to check on the centre's compliance with the recommendations made.

d. Where this visit finds that recommendations made by the external monitoring team have not been either completed or initiated, a further visit by the external monitoring team will be made to the centre within a period not exceeding six months from the date of the previous visits. Where such a visit is necessary the centre shall pay to the SJIB a revisit fee of £250.

Note: The SJIB reserves the right to withdraw the licence to operate from those Licensed Assessment Centres who fail to comply with all quality assurance requirements or where other due cause exists.

Fire precautions

Each Licensed Assessment Centre shall provide adequate fire precautions and firefighting procedures suitable for the facilities used by candidates. The assessment work area shall be equipped with one or more fire extinguishers suitable for class E (electrical) fires.

A general requirement would be for one wall-mounted extinguisher sited adjacent to assessment area entrance and exits.

Fire precaution requirements would be deemed to be satisfied where Licensed Assessment Centres have provided fire protection equipment recommended by the local fire service's fire prevention officer or other professional adviser, with documentary evidence required.

All fire extinguishers shall bear evidence of annual inspection.

First aid requirements

A first aid box suitable for the number of persons using the Licensed Assessment Centre shall be provided and located in the test area. The box shall contain a list of contents and state the name and location of the nearest qualified first aider.

Use of heart defibrillators

Assessors must be trained in how to use a heart defibrillator, which is to be positioned in a suitable location.

Accident reporting

Suitable accident reporting procedures shall be observed, in accordance with health and safety at work legislation.

Safety and welfare

During the assessments, various tools and equipment will be in use in different parts of the assessment work area. If an action is observed where a candidate may cause an injury to themselves or others or damage equipment, then the assessor must caution the candidate and, if necessary, suspend the assessment if the candidate continues to work in an unsafe manner.

Candidates should wear appropriate clothing and sound safety footwear which comply with the assessment centre's safety policy.

Smoking and the use of electronic devices is not permitted in the assessment work area.

Visitors

To safeguard the integrity of the assessment, Licensed Assessment Centres shall keep all assessment aspects confidential and shall not permit casual visitors to view the assessment or facilities without the express permission of the SJIB.

Nevertheless, permission to show visitors around the assessment work area will not be unreasonably withheld.

A record of all visitors shall be maintained by each Licensed Assessment Centre for inspection by the SJIB's external monitoring team.

Assessment administration

Each Licensed Assessment Centre shall be responsible for administering the FICA as required by the licensing specification and the current FICA Assessors Manual, which will be supplied on free loan to assessment centres once a licence has been issued.

Candidates' results will be submitted to the SJIB for processing and recording on the candidate's FICA Assessment Record Sheet.

The criteria for achieving the FICA are set annually by the FICA moderating committee which is responsible for all assessment standards.

Procedure for approval

Centres wishing to be considered as Licensed Assessment Centres are required to complete the application form in Appendix A of this document.

Centres considering applying to become a Licensed Assessment Centre should be aware of the industry ruling that requires centres that form part of a training organisation NOT to make use of teaching/lecturing staff to assess any candidates.

The SJIB and NET reserve the right to approve or decline any application at their discretion.

Please send completed application forms and fees to:

The SJIB
The Walled Garden
Bush Estate
Midlothian
EH26 0SB

Appendix A: Application for approval as a FICA Licensed Assessment Centre

Name of centre:

Address:

..... Postcode:

Person responsible for application (print):

Position: Email: Telephone:

☐ I/We hereby apply to become a Licensed Assessment Centre for the FICA.

☐ I/We agree to establish, equip and operate the centre at our expense in strict accordance with the criteria contained within the SJIB FICA Licensing Specification, the published FICA Assessors Manual and all relevant health and safety legislation.

☐ If approved, I/We understand that a licence to operate will be granted for a period not exceeding 12 months and the SJIB has the right to cancel this agreement where due cause exists.

☐ I/We agree to allow the SJIB, or its appointed agents, to visit the centre as required by the quality assurance procedures.

☐ I/We enclose our application fee of £750.

Signed on behalf of the centre: Position:

Name (print): Date:

Please send this completed application form to: The SJIB, The Walled Garden, Bush Estate, Midlothian EH26 0SB

Appendix A (continued): Application, licence and associated fees

APPLICATION FEE

Any centre wishing to apply to become an SJIB FICA Licensed Assessment Centre must submit a fee of £750 with a completed application form.

ANNUAL FEE

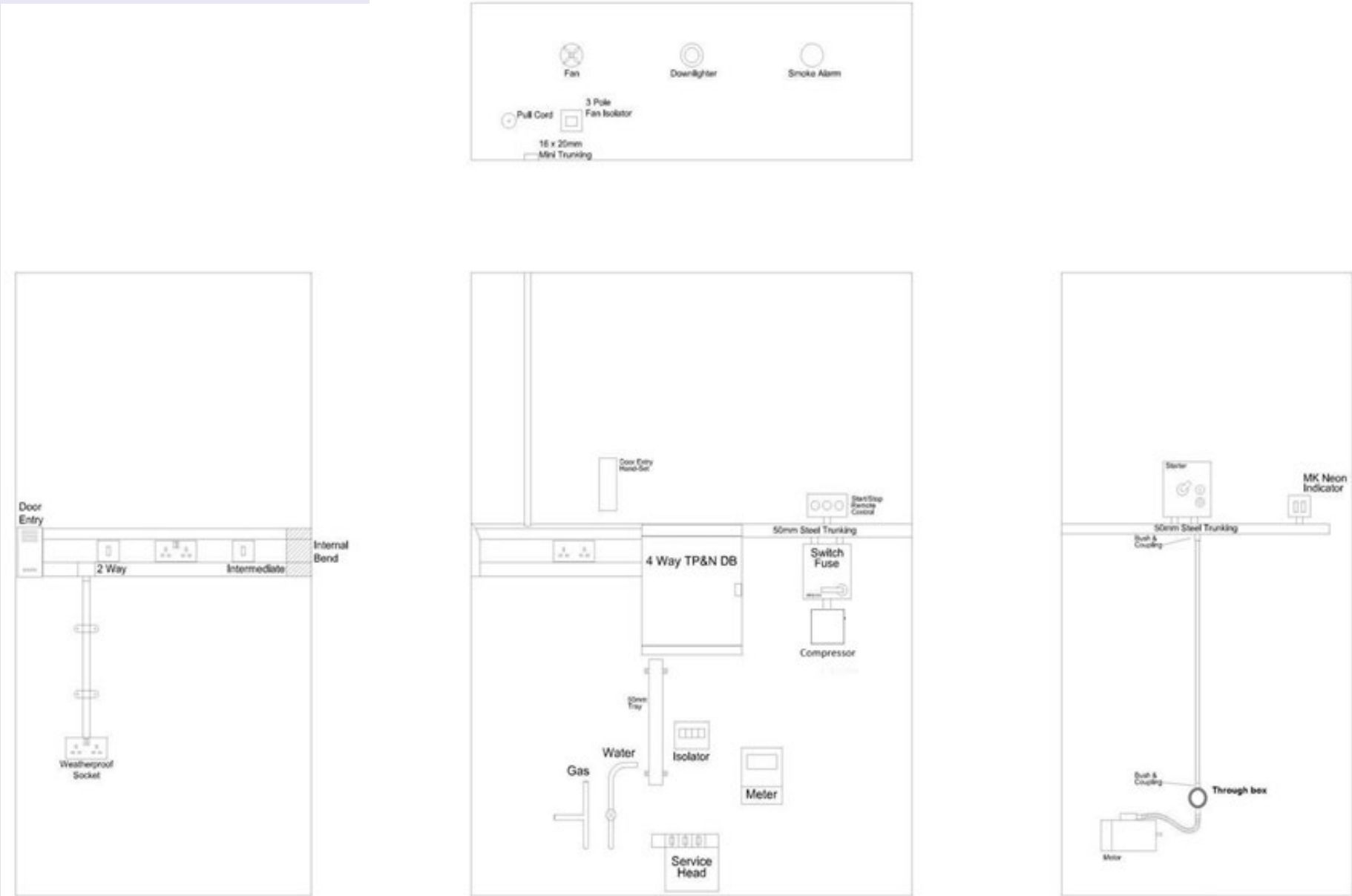
An annual fee of £4,460 will be payable for the first test bay and £1,280 per additional installation bay.

OTHER COSTS

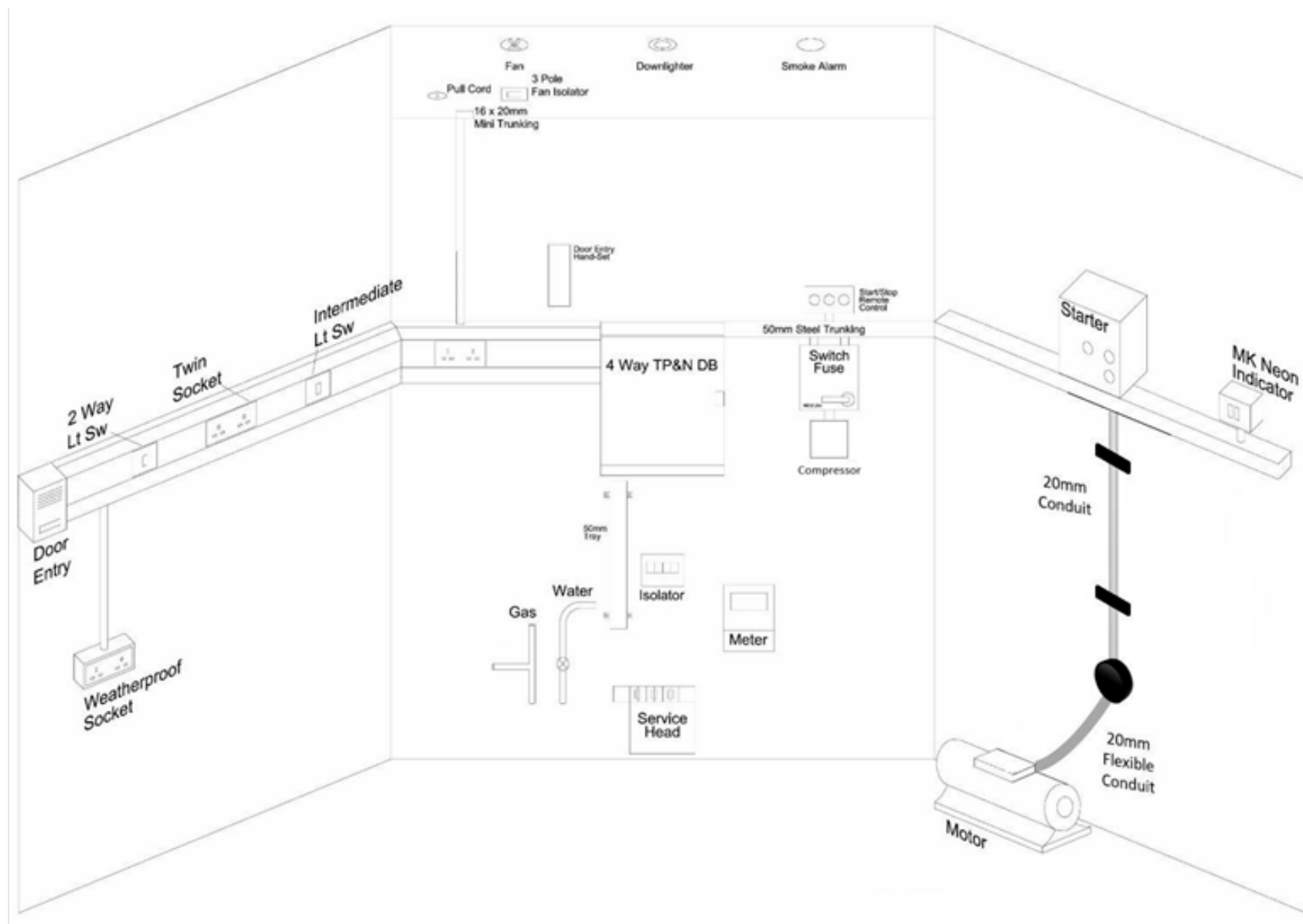
ITEM	FEE FROM APRIL 2025
<ul style="list-style-type: none"> • Initial licensing visit/audit • Annual monitoring visit, to review centre/assessor performance, provide additional support etc • Centre closure/decommissioning • QA of incorrect assessment 	£775 per event
Assessor training course, including initial observation	£2,975
Replacement bay labels/stickers	£50 Includes postage and packing
Replacement manuals <i>NB: Candidate manuals only as assessor manuals are now on iPad</i>	£95 Includes postage and packaging
Replacement certificates	£65 Includes postage

All fees are plus VAT at the chargeable rate at the time of payment, currently 20%

Appendix B: FICA booth layout



Appendix C: FICA booth specification





The Scottish Joint Industry Board (SJIB) was founded in 1969 by SELECT and Unite the Union.

Its principal objectives are to regulate relations between employers and employees, provide benefits for people engaged in the industry in Scotland, stimulate and further the progress of the industry and regulate and control employment, the level of skill and proficiency, health and safety competence, wages and welfare benefits.

The SJIB's main functions are the maintenance of the National Working Rules, the registration and licensing of apprentices, grading and registration of employees, the resolution of disputes and the provision of welfare benefits.

The SJIB
The Walled Garden
Bush Estate
Midlothian
EH26 0SB

0131 445 9216
www.sjib.org.uk