CREDITING ELECTROTECHNICAL COMPETENCE (CEC)
FOR THE SVQ
ELECTRICAL INSTALLATION
at
SCQF Level 7

Candidate Name:

Introduction

The CEC Scheme is for candidates who hold existing relevant electrical apprenticeship qualifications to SCQF Level 6/7 and are currently employed and working in the electrical installation field. Both UK and Non-UK qualifications can be accepted. The scheme is for when these candidates want to obtain industry-recognised qualifications, allowing them to qualify for SJIB grading. The Scheme enables individuals to have their existing qualifications assessed against the standards set out in the current SVQ in Electrical Installation at SCQF Level 7. If an application is approved, a CEC Assessor will work with the candidate to identify any gaps in competence and training and implement a plan to address the gaps and develop the skills needed.

The CEC Scheme is managed by SECTT on behalf of the Scottish Joint Industry Board (SJIB) for the Electrical Contracting Industry.

Please read this entire document before proceeding, including total costs for scheme which can be found on FAQs p15.

This Scheme (assessment process) is for those who:

- Did not complete their full Electrical Installation apprenticeship
- Completed their apprenticeship outside the UK; the qualifications must be compared to the **CEC Scheme in Scotland for Electrical Installation.** This is done by obtaining an Industry Skills Statement from Eccttis (https://www.ecctis.com)
- Have completed an electrical apprenticeship to SCQF Level 6/7 in a similar discipline and are looking to gain recognition due to electrical installation experience gained

To be eligible for this Scheme, Candidates must:

- Currently be employed and working in the electrical installation field
- Have at least three years of experience working in the electrical installation field, post qualifications from a similar discipline(this must be recent experience)
- Hold relevant UK or Non-UK electrical apprenticeship qualifications, which map directly to the Electrical Installation SVQ (minimum 75%)

Application Process

How should Candidates apply for the CEC Scheme?

If Candidates feel the scheme is for them, they should complete and return the following to the Scottish Electrical Charitable Training Trust (SECTT) cecscheme@sectt.org.uk :

- CEC Application form:
  - Part One – Eligibility
  - Part Two – Skills Scan
  - Part Three –Candidate Background
  - Part Four - Qualifications
- Copies of all **relevant electrical industry** certificates
- A copy of your ECS Health, Safety and Environmental Certificate or a valid approved equivalent (completed within the previous 30 months of application date)
- Payment of £300 non-returnable: send by BACS
  Sort Code: 82-45-05, Account Number: 10500752; using your full name as reference

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

Part One – Eligibility

To ensure that you are eligible for this scheme you must complete the following table:

Qualifications Towards the Modern Apprenticeship		
Please identify the relevant qualifications below:		
Qualification	**Yes**	**No**
City & Guilds 236 Part 1 or A	☐	☐
City & Guilds 236 Part 2 or B	☐	☐
SCOTVEC Modules (1985-1995) in Electrical Installation	☐	☐
SVQ Level 3 Electrical Installation (1995 onwards)	☐	☐
NON-UK Electrical Qualification (Industry Skills Statement from www.ecctis.com)	☐	☐
Other electrical apprenticeship (minimum SCQF Level 6/7) – Give details below	☐	☐
Please note: Your application **may** be rejected if you have not selected one of the above**.**		
Additional Supporting Qualifications		
Qualifications	**Yes**	**No**
You must have a valid ECS qualification:		
ECS Health & Safety Assessment or an approved equivalent (see SJIB website for details)	☐	☐
Scottish Building Standards	☐	☐
Valid BS 7671 Qualification (click here for recognised BS7671 qualifications)	☐	☐
Candidates must have the ECS Health & Safety Certificate or an approved equivalent when applying for the scheme. Candidates must have a Scottish Building Standards & BS 7671 qualification (listed above) must be valid at the time of FICA.		

Other Relevant Qualifications		
Please list any other relevant Qualifications		
Qualification Title	**Awarding body**	**Qualification Number**

Part Two – Skills Scan

You should continue to this section if you have determined in Part One that you are eligible and hold the relevant qualifications.

Skill Scan

To be eligible for the CEC Scheme you will need to demonstrate your breadth and depth of knowledge and practical skills, covering all the areas listed in this Skills Scan. Be honest with yourself when completing it - if you cannot confidently tick "Adequate" as a minimum for every statement in terms of both Knowledge and Practical Experience, it's highly unlikely that you will be able to provide the evidence required to be successful on the CEC Scheme. Once you enrol on the CEC Scheme you will have a maximum 18 months to complete the process. It's important to ensure before enrolling that you will be able to undertake the range of work required to provide the evidence required for the on-site performance assessments.

SVQ in Electrical Installation at SCQF Level 7; About the Award

Scottish Vocational Qualifications (SVQs) are qualifications that have been developed in partnership with Industry and Awarding Bodies. They are built around an assessment process that measures an individual's ability to competently perform to industry-set occupational standards. The evidence towards this qualification is predominantly gathered from workplace activity. CEC Candidates must provide verifiable evidence across a range of work-based projects that cover the scope and depth needed to meet the requirements set out in the SVQ for Electrical Installation. More information on the award can be found here: https://www.sqa.org.uk/sqa/67776.html

Remember: You'll only be able to use evidence for the CEC on-site performance assessments that are generated after you enrol on CEC scheme - so you'll need to be working on day-to-day on activities that cover the breadth of what is required. You may have evidence from past work that will confirm that you're a suitable candidate for the CEC Scheme, but you still need to be currently working as an electrician in order to create evidence for the practical units.

Safe Isolation and Risk Assessment

To demonstrate occupational competence, you will be expected to:

	For each item, please tick one box in the Knowledge section and one box in the Experience section							
	KNOWLEDGE				EXPERIENCE			
	Limited	Adequate	Extensive	Unsure	Limited	Adequate	Extensive	Unsure
Carry out and document an assessment of risk	☐	☐	☐	☐	☐	☐	☐	☐
Carry out safe isolation in the correct sequence on a single-phase circuit	☐	☐	☐	☐	☐	☐	☐	☐
Carry out safe isolation in the correct sequence on a three-phase circuit	☐	☐	☐	☐	☐	☐	☐	☐
Carry out safe isolation in the correct sequence on a three-phase installation	☐	☐	☐	☐	☐	☐	☐	☐

Installation

This section has areas where you will need to demonstrate occupational competence in accordance with statutory and non-statutory regulations and approved industry working practices.

	For each item, please tick one box in the Knowledge section and one box in the Experience section							
	KNOWLEDGE				EXPERIENCE			
	Limited	Adequate	Extensive	Unsure	Limited	Adequate	Extensive	Unsure
Interpretation of specifications	☐	☐	☐	☐	☐	☐	☐	☐
Working with drawings	☐	☐	☐	☐	☐	☐	☐	☐
Interpretation of technical data	☐	☐	☐	☐	☐	☐	☐	☐
Selection of protective Devices	☐	☐	☐	☐	☐	☐	☐	☐
Install protective equipotential Bonding	☐	☐	☐	☐	☐	☐	☐	☐
Install and terminate PVC singles cable	☐	☐	☐	☐	☐	☐	☐	☐
Install and terminate PVC/PVCmulti-core & cpc cable	☐	☐	☐	☐	☐	☐	☐	☐
Install and terminate SY multi-flex cable	☐	☐	☐	☐	☐	☐	☐	☐
Install and terminate heat-resistant flex	☐	☐	☐	☐	☐	☐	☐	☐
Install and terminate XLPE SWA	☐	☐	☐	☐	☐	☐	☐	☐
Install and terminate data-cable	☐	☐	☐	☐	☐	☐	☐	☐

Installation continued

	For each item, please tick one box in the Knowledge section and one box in the Experience section							
	KNOWLEDGE				EXPERIENCE			
	Limited	Adequate	Extensive	Unsure	Limited	Adequate	Extensive	Unsure
Install and terminate FP200 type cable	☐	☐	☐	☐	☐	☐	☐	☐
Forming and install 20mm metal conduit	☐	☐	☐	☐	☐	☐	☐	☐
Forming and install 20mm PVC conduit	☐	☐	☐	☐	☐	☐	☐	☐
Installation of at least three other wiring systems e.g. cable tray, trunking, cable ladder, cable basket, modular wiring, or busbar systems	☐	☐	☐	☐	☐	☐	☐	☐
Install protective devices in a TP&N distribution board	☐	☐	☐	☐	☐	☐	☐	☐
Install a two-way and intermediate lighting circuit in PVC/PVC multi-core cable	☐	☐	☐	☐	☐	☐	☐	☐
Install a BS 1363 13A socket outlet ring circuit in PVC singles cable	☐	☐	☐	☐	☐	☐	☐	☐
Install a carbon monoxide detector safety service circuit in FP200 type cable	☐	☐	☐	☐	☐	☐	☐	☐
Install data outlets circuit in Cat. 5 cable	☐	☐	☐	☐	☐	☐	☐	☐
Install a BS EN 60309 16A T P & N socket outlet in XLPE SWA cable	☐	☐	☐	☐	☐	☐	☐	☐
Install protective equipotential bonding to gas and water services	☐	☐	☐	☐	☐	☐	☐	☐
Connect a 3-phase direct on line motor circuit	☐	☐	☐	☐	☐	☐	☐	☐
Install an S Plan central heating and hot water system with a solar thermal sustainable energy element utilising heat resistant flexible cable and PVC singles cable	☐	☐	☐	☐	☐	☐	☐	☐

Inspection and Testing

In this area, you will be expected to follow practices and procedures that you consider electrically sensitive equipment. To demonstrate occupational competence, you will be expected to:

	For each item, please tick one box in the Knowledge section and one box in the Experience section							
	KNOWLEDGE				EXPERIENCE			
	Limited	Adequate	Extensive	Unsure	Limited	Adequate	Extensive	Unsure
Undertake an assessment of risk and work according to best practice as required by Health and Safety legislation	☐	☐	☐	☐	☐	☐	☐	☐
Ensure the installation is correctly isolated before commencing the inspection and test activity	☐	☐	☐	☐	☐	☐	☐	☐
Carry out a visual inspection of the installation in accordance with BS 7671 and IET Guidance Note 3	☐	☐	☐	☐	☐	☐	☐	☐
Complete the following tests on the installation in accordance with BS 7671 and IET Guidance Note 3:								
Continuity of protective conductors	☐	☐	☐	☐	☐	☐	☐	☐
Continuity of ring final circuit conductors	☐	☐	☐	☐	☐	☐	☐	☐
Insulation resistance	☐	☐	☐	☐	☐	☐	☐	☐
Polarity	☐	☐	☐	☐	☐	☐	☐	☐
Earth fault-loop impedance (EFLI)	☐	☐	☐	☐	☐	☐	☐	☐
Prospective fault current (PFC)	☐	☐	☐	☐	☐	☐	☐	☐
Check for phase sequence	☐	☐	☐	☐	☐	☐	☐	☐
Functional testing	☐	☐	☐	☐	☐	☐	☐	☐
Verify that the test results obtained conform to the values required by BS 7671 and IET Guidance Note 3	☐	☐	☐	☐	☐	☐	☐	☐
Complete an electrical installation certificate, schedule of inspections and schedule of test results using the model forms as illustrated in Appendix 6 of BS 7671	☐	☐	☐	☐	☐	☐	☐	☐

Fault Diagnosis and Rectification

	For each item, please tick one box in the Knowledge section and one box in the Experience section							
	KNOWLEDGE				EXPERIENCE			
	Limited	Adequate	Extensive	Unsure	Limited	Adequate	Extensive	Unsure
Undertake an assessment of risk and work according to best practice as required by Health and Safety legislation	☐	☐	☐	☐	☐	☐	☐	☐
Correctly identify and use tools, equipment and test instruments that are fit for purpose	☐	☐	☐	☐	☐	☐	☐	☐
Carry out checks and preparations that must be completed prior to undertaking fault diagnosis	☐	☐	☐	☐	☐	☐	☐	☐
Identify faults from 'fault symptom' information	☐	☐	☐	☐	☐	☐	☐	☐
State and record how the identified faults can be rectified	☐	☐	☐	☐	☐	☐	☐	☐

Assessment of Applied Knowledge

To demonstrate occupational competence, you will be expected to:

	For each item, please tick one box in the Knowledge section and one box in the Experience section							
	KNOWLEDGE				EXPERIENCE			
	Limited	Adequate	Extensive	Unsure	Limited	Adequate	Extensive	Unsure
Health and Safety	☐	☐	☐	☐	☐	☐	☐	☐
BS 7671: Requirements for Electrical Installations	☐	☐	☐	☐	☐	☐	☐	☐
Building Regulations	☐	☐	☐	☐	☐	☐	☐	☐
Fire Detection	☐	☐	☐	☐	☐	☐	☐	☐
Earthing arrangements	☐	☐	☐	☐	☐	☐	☐	☐
Cable Selection, including all calculations	☐	☐	☐	☐	☐	☐	☐	☐
Electrical Science; Ohm's Law etc.	☐	☐	☐	☐	☐	☐	☐	☐

Setting of Experience

Click where your experience has been gained:

Domestic	Commercial	Industrial
☐	☐	☐

Part Three – Candidate Background

You should continue to Part 3 if you have ticked adequate or above in all or nearly all of the boxes in Part 2. Please complete the form below with regard to your Electrical background.

CANDIDATE DETAILS

Candidate Name:

Address:

NI Number:

Date of Birth:

Post Code:

Contact Number:

Email:

EMPLOYER DETAILS

Are you employed and working as an electrician? Yes ☐ No ☐

Employer Name:

Address:

Post Code:

Employer Contact Name

Contact Number:

Email:

Date Started with Employer:

WORK HISTORY AND PRIOR EXPERIENCE

Outline of your current job role:

WORK HISTORY AND PRIOR EXPERIENCE

Work-related courses or qualifications e.g. safety, abrasive wheels, first aid, PASMA, related technical certificates:

Summary of previous roles and responsibilities relevant to the CEC Scheme (including nature and context of electrical work undertaken. You may provide supporting or additional material if you need to expand on this section):

WORK HISTORY DETAILS: a brief description of projects you were involved in with approximate start and finish dates:

Employer Name:		Role:	
Contact Number:		Email:	
Project/Job Location:		Start/Finish Dates	

Details:

Employer Name:		Role:	
Contact Number:		Email:	
Project/Job Location:		Start/Finish Dates	

Details:

Employer Name:		Role:	
Contact Number:		Email:	
Project/Job Location:		Start/Finish Dates	

Details:

Employer Name:		Role:	
Contact Number:		Email:	
Project/Job Location:		Start/Finish Dates	

Details:

How many total years of experience do you have working as an electrician?

ADDITIONAL CANDIDATE COMMENTS:

Please note any additional comments related to your application

Opportunity for employer to comment on candidate's strengths and abilities

Confirmation of Documentation

(to be completed by the Candidate)

I confirm that:

- The information on this form and associated paperwork is correct and to the best of my knowledge
- I agree that SECTT may use the information supplied to authenticate qualifications and experience and for general use with the CEC process

Please check before submission to SECTT (failure to submit all the below will result in your application being rejected):

Part One – Eligibility	Yes	☐	No	☐		
Part Two – Skills Scan	Yes	☐	No	☐		
Part Three – Candidate Background	Yes	☐	No	☐		
ECS Health, Safety and Environmental certificate, or an approved equivalent	Yes	☐	No	☐		
Copy of *relevant* certificates	Yes	☐	No	☐		
Industry Skills Statement (if required)	Yes	☐	No	☐	N/A	☐
Payment of £300, made payable to SECTT	Yes	☐	No	☐		

Candidate Signature: Date:

For Training Provider Use

Admin

All documentation received? Yes ☐ No ☐

Missing documentation

Passed to Training & Development Manager, date:

SECTT Training Department

Approved: Yes ☐ No ☐

Not Approved (give reason):

Enrol on OneFile ☐

Knowledge questions Sent: Approved: ☐

Provider Signature: Date:

Frequently Asked Questions

What do Candidates need to do to be eligible to register for the CEC Scheme?

Candidates must be employed and working in the Electrical Contracting Industry and have substantial experience. This experience should enable them to gather evidence in the following areas:

- Apply Health & Safety and Environmental legislation in the building engineering sector
- Establish and maintain relationships in the building services sector
- Coordinate a work site in the building services engineering sector
- Install enclosures for the electrical cables, conductors and wiring systems
- Install and connect electrical cables, conductors, wiring systems and equipment
- Inspect and Test Electrical Systems and Equipment
- Commission Electrical Systems and Equipment
- Identify and rectify faults in electrical systems and equipment
- Maintain electrical systems and equipment

The CEC Scheme has been designed to allow candidates to demonstrate how their professional skillset meets the requirements of the SVQ in Electrical Installation at SCQF level 7 in both knowledge and practical skills.

How long will it take to complete the CEC Scheme?

Success depends on the candidate's ability to collect evidence that demonstrates to the CEC Assessor that they have the competence and practical experience to meet the standard. The maximum time from CEC enrolment to completion is 18 months.

Which SJIB card are CEC Candidates eligible for?

Once the Knowledge Units have been signed off by the CEC Assessor, confirmation will be sent to SECTT. Only at this point, will SECTT apply for an SJIB Provisional Electrician's card which will be valid for 18 months. This allows the candidate to gain the required on-site experience to complete the On-Site ePortfolio assessments which complete the Performance Units of the qualification. The SJIB retains the right to withdraw the provisional Electrician card should sufficient progress not be made toward CEC Scheme completion. On completion of the SVQ, an SJIB Grade (ECS) Card will be issued.

How much will it cost?

- Initial application: £300;
- College: £1000 (£250 non-returnable for the first interview) + additional training costs;
- FICA: £588 (this would be payable on application to sit FICA).

Is the CEC Scheme a training course?

The CEC Scheme is not a training course, it is a scheme where existing qualifications are mapped across to the current SVQ. Training may be required to fill knowledge gaps, however this should be kept to a minimum.

What should an Individual do if they have been declined for this scheme and disagree with the decision?

Candidates who believe that their CEC Application has been unfairly declined can appeal in writing to the Secretary of the SJIB setting out their case. A copy of the CEC Application should be enclosed.

Contact the SJIB on:

SJIB Secretary
The Walled Garden
Bush Estate
EH26 0SB
Email: generalenquiries@sjib.org.uk

Registration & Procedure

(See Appendix 1 for a snapshot of the process)

1st Stage Preliminary Approved

Once the application and knowledge questions are approved, candidates will move to 1st Stage Preliminary Approved. The next stage of the process is slightly different for UK and non-UK candidates. For non-UK candidates, the Industry Skills Statement will advise the CEC Assessor of any knowledge gaps. For UK candidates, they will be asked to collate the unit descriptors of the qualifications they hold and compare against the current SVQ in Electrical Installation at SCQF Level 7.

Both UK and non-UK candidates will be asked to contact a CEC Assessor to arrange an initial interview to review their knowledge, qualifications, and experience. During this interview, the CEC Assessor will aim to:

- Review the existing qualifications to see if any can count towards prior achievement of any of the SVQ Knowledge Units (for non-UK Quals, the UK ENIC will outline gaps)
- 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.

Should the CEC Assessor have any concerns about the candidate's ability to meet CEC scheme requirements, these concerns may be referred to the SECTT Training and Development Manager for further discussion and the candidate may be declined.

Once the CEC Assessor confirms the candidate has attained all Knowledge Units, the candidate will be issued a Scottish Joint Industry Board (SJIB) Provisional Electrician's card, which will be valid for 18 months and move to the 2nd Stage approved.

2nd Stage Approved

The CEC Assessor will produce an Individual On-Site Performance Assessment Plan for the candidate to complete in a maximum of 18 months. These must be signed by an employer to authenticate.

Once On-Site Performance Assessment Plan is completed the CEC Assessor must sign off each unit and send the result to SECTT for processing. Candidates will then move to the 3rd Stage FICA (Final Integrated Competence Assessment) Ready

3rd Stage FICA Ready

Before a candidate can apply for FICA (https://sjib.org.uk/assessments-of-competence/about-fica/) the CEC Scheme requires that he/she must hold a valid BS 7671 and Scottish Building Standards qualification before applying to sit the FICA.

Valid BS 7671(for the purposes of this scheme, valid is defined as completed within the last 5 years) includes:

- SQA [SELECT] Customised Award in Requirements for Electrical Installations to BS 7671;
- City & Guilds IET Wiring Regulations – Full Course;
- EAL Level 3 Award in Requirements for Electrical Installations BS 7671 (601/5321/0);
- LCL Level 3 Award in the Requirements for Electrical Installations BS 7671 (completed within the last 5 years);

The full list of suitable BS 7671 qualifications can be seen on the SJIB website HERE

and

Current (within the last 3 years) Scottish Building Standards Certificate.

On successful completion of the FICA, an SVQ in Electrical Installations at SCQF level 7 will be awarded. Candidates will then be eligible to apply for the SJIB ECS Installation Electrician Card.

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 obtain an Industry Skills Statement via ECCTIS. 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 Quals

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). 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 Quals

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

ePortfolio

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