



# UK Start-Up Pack – ELECTRICIANS

## including 1<sup>st</sup> Contact Kickstart Package

1<sup>st</sup> Contact have partnered with Downunder Tradies to assist you in acquiring the necessary documents and accreditations required for you to work in the UK Construction Industry before you leave Australia, New Zealand or South Africa. We will facilitate the required steps, taking the stress and inconvenience out of these timely processes, avoiding you weeks of potential complications on arrival. Our packs are designed to prepare you quickly and efficiently for commencing work soon after you arrive, as well as providing a smooth transition to help you settle in to life in the UK.

The following is a comprehensive list of how we can help you get started on your great adventure.

### QUALIFICATIONS

#### 1. Electrotechnical Certification Scheme (ECS)

##### Health & Safety Assessment – ECS Certificate

Electricians must gain an ECS Certificate to demonstrate health and safety awareness in order to work on any UK construction sites. The Certificate is gained through passing a 30 minute, computer based, Health & Safety Assessment consisting of 40 multiple choice questions. You will be provided with a Study Booklet to prepare you for the assessment before you arrive. On your arrival in the UK we will schedule an assessment date convenient for you. The ECS Certificate is compulsory when applying for Joint Industry Board (JIB) Grading (see point 3 below). The ECS Assessment is held at the Test Centre in the Downunder Tradies offices in West London.

#### 2. City & Guilds 2382-10 (17th Edition) Course - For Level 3 Certificate in the Requirements for Electrical Installations

You will need to gain the City & Guilds Level 3 Certificate in order to be graded at the highest level for electricians in the UK Construction Industry (see point 3 below). By gaining this qualification you are demonstrating having a sound knowledge

of the format, content and application of the IEE Wiring Regulations 17th Edition BS 7671:2008 (the national standard for the electrical industry in respect of safe use and operation of electrical equipment and systems in the United Kingdom). This qualification is gained through passing a 2 hour, GOLLA online exam, consisting of 60 multiple choice questions. We will provide you with the IEE Wiring Regulations Seventeenth Edition Book and Home Study Course CD-ROM to thoroughly prepare you for the exam (Printed study material is available on request for those without a PC). On your arrival in the UK we will schedule an exam date convenient for you. The City & Guilds 2382-10 (17th Edition) Exam is held at the Test Centre in the Downunder Tradies offices in West London.

#### 3. Joint Industry Board (JIB) Grading - JIB Card

The JIB will issue you with a Card (licence) to show the level of grading you have achieved within your occupation, taking into account all the qualifications you have gained. An application form will need to be completed and your qualifications submitted (Certificate of Apprenticeship and Transcripts/ECS Certificate/City & Guilds Level 3 Certificate & results) along with employer references, to the JIB to be assessed. You will then be issued with either:

- › **A JIB Gold Card** (if you have gained the City & Guilds Level 3 Certificate in the Requirements for Electrical Installations – see point 2 above). This is the highest available grading for electricians in the UK.
- › **A JIB Senior Electrical Trainee Card** (if you have not gained the City & Guilds Level 3 Certificate in the Requirements for Electrical Installations). Although this card will get you on site, you will not be able to carry out all of the electrical duties that may be required, limiting your job possibilities and potential rate of pay.

We will act as your sponsor, organise and submit your JIB Application.

The processing time for JIB Applications can be anywhere up to 8 weeks. A 'fast track' option is available giving you an appointment at the JIB in Sidcup, Kent for same day processing of your Card. If you wish to fast track your JIB Application an additional fee will apply.



## 1<sup>ST</sup> CONTACT KICKSTART PACKAGE

### 1. An UK informative guide

A complete guide, including everything you need to know about London life, all in one booklet. From financial matters, including setting up your national insurance number and managing your UK taxes to the best of London's colourful and varied social highlights, including popular pubs and entertainment spots.

### 2. Assistance with opening a UK bank account

We have great, established relationship with top UK banks and all the knowledge and experience to help make the process of opening a bank account in the UK a fairly simple task. Simply let us know where you will be first living when you arrive in the UK - even if this is a friend's house or Youth Hostel so that we can set your bank appointment with your chosen banking provider before you arrive.

### 3. A UK Mobile Phone Sim Card

With one of the UK's top providers, 02. This is a 'your country' sim - which comes with plenty of free international minutes with every top-up, allowing you to call home as often as you like.

### 4. National Insurance (NI) Number Assistance

We offer you two types of National Insurance number services. As part of the Kickstart package we offer you a help guide that explains how to do it yourself or for a small additional fee we offer you the service whereby we do all the callings around, requesting forms or booking appointments. Let us remove the hassle of applying for your National Insurance number with our Easy NINO service. Contact the Kickstart team today to start you Easy NINO application.

### 5. Discounts on 1<sup>ST</sup> Contact Services & affiliated partners

Discounts most certainly come in handy when first arriving in the UK. 1<sup>st</sup> Contact offers a series of discounts and vouchers for a host of products and services that we offer; including tax refunds, shipping and the travel clinic and numerous travel tour operators.

### 6. Five days gym membership free with Fitness First

1<sup>st</sup> Contact has partnered up with Fitness First to give you a 5 day trial gym membership, enabling you to stay fit and strong throughout your stay in the UK. Discount contract prices are also available.

### 7. Accommodation

Through 1<sup>st</sup> Contact's network of accommodation partners, we will assist you to find the right space at discounted prices. From flat and house shares to hostels - we have it covered.

### 8. Free Money Transfer

#### (better exchange rates than banks)

You will be able to send money home or to the UK at the best exchange rates available. The 1<sup>st</sup> Contact Kickstart Package will give a voucher for a free money transfer.

### 9. Refer and Reward offers

1<sup>st</sup> Contact offer generous refer a friend rewards from £50 - £200 for friends referred that use our payroll solutions. Easy money for you for simply referring your mates and partners to us and much better money for them if they do start up an Umbrella or Ltd Co.

## LIVING IN THE UK

### Oyster Card

The public transport system in London is very well connected. We will provide you with an Oyster Card with £10 credit so you can start using it as soon as you arrive.

The Oyster Card can be used on Buses, Tube (Underground), Trams, DLR, and some National Rail services in London. An Oyster Card uses credit when you need it and doesn't expire, and ensures you are always charged the cheapest fare.

## PREPARING FOR WORK

### 1. Registration with Downunder Tradies

A one on one interview is available upon your arrival in the UK to register your details with Downunder Tradies Recruitment section and finalise any requirements to get you on site.

### 2. Self Employment, Construction Industry Scheme (CIS) and Unique Tax Reference (UTR)

To work in the UK Construction Industry you will need to register as self employed as you will be working as a subcontractor. You will also need to register within the CIS. This allows you to work in the Industry at the standard tax rate of 20%. If you do not register you will be taxed at the higher rate of 30%. Once you have registered within the CIS you will receive a UTR. This number is used to verify you in the Construction Industry.

**You must have a NI Number to register within the CIS.**

We will assist and advise you on the necessary steps that must be taken to address all of these requirements.

### 3. Tools

A range of tools are required when working on construction sites in the UK. We have teamed up with a local wholesaler and put together a quality tool pack available for you to purchase at a fair price. It is advisable to bring your hand tools and cordless drill over with you and purchase any additional tools once you are here.

## INTERESTED?

To purchase a UK Start Up Pack please visit [www.1stcontactkickstart.com/tradies](http://www.1stcontactkickstart.com/tradies)

All 1<sup>st</sup> Contact Tradie UK Start Up Packs are designed to assist tradespeople in beginning work in the UK as soon as possible – either with Downunder Tradies or another company.

Purchasing this or any UK Start Up Pack does not guarantee you a job placement with Downunder Tradies. All of our job placements are determined after completing our registration process and a one on one appointment with a Downunder Tradies team member where qualifications, past experience and individual suitability for the job are taken into consideration.

## Details

Cost: For latest prices please visit our website  
web: [www.1stcontactkickstart.com/buytradies](http://www.1stcontactkickstart.com/buytradies)