

At **your** service



How our Member benefits
can help your business



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Here to help you prosper

Joining SELECT doesn't just make you a Member of Scotland's largest construction trade association, it gives you exclusive access to a wealth of benefits and services.

From training and technical advice to pensions and promotional support, we're constantly striving to give you the tools you need to do your job better.

Some Members take advantage of our unrivalled employment affairs advice, others enjoy the many advantages of our welfare benefits scheme, while others make use of our logo to stand out in the crowded marketplace.

Whatever service you use, and whatever the size of your business, we aim to deliver exceptional support to each and every Member.

This publication is designed to give you an overview of just some of the services that can be enjoyed through SELECT membership.

Please take some time to explore these benefits – and discover the many ways we can help your business grow and prosper.

New for Members

In addition to traditional services, we have recently launched even more benefits for Members, including:

- professional indemnity insurance
- online access to method statements and COSHH data sheets
- updated SELECTcerts website
- bespoke printing service.

Technical support

Our technical services are a key benefit of membership, with an experienced team of electrical professionals on hand to advise on every issue.

This understanding of what you need to do your job successfully is reflected in our comprehensive range of essential services, including:

Helpline

Access to our highly regarded technical helpline is one of the standout benefits of SELECT membership. Staffed by our dedicated Technical Services team, it has provided expert advice to thousands of Members over the years, solving problems on-site or heading off potential issues before they arise. Members with problems can also contact us via our dedicated email address.

Inspections

Our technical inspection service provides assistance to Members, non-Members and their clients alike, dealing with electrical or electrically-related problems quickly and efficiently. Our service is UKAS and ISO9001 accredited, with our team of Technical Advisers ensuring that Members' work continues to meet the required standard. Such inspections also give Members the chance to seek advice on any technical issues.

Updates

To keep Members in the loop, we regularly issue technical circulars containing the latest updates and guidance, which are shared through our monthly newsletter. In addition, we provide access to a comprehensive online technical resource for Members to browse.

Toolbox Talks

Held every year at venues across Scotland and online during the COVID-19 pandemic, our ever-popular Toolbox Talks are free for Members to attend and focus on current and relevant technical topics.

Videos

We are developing a growing series of helpful technical update videos, available on our dedicated SELECT TV service (see Page 38).

Stationery and certificates

SELECT provides a range of stationery and electrical certification products in paper format or electronically via our SELECTcerts software. You'll find more details on Page 14 and Page 26.

Training

We deliver training courses on a range of technical subjects to ensure Members are familiar with the latest regulations and best practice. More details can be found on Page 6.



 **Helpline**
0131 445 9218

 **Email**
technicalhelp@select.org.uk



Available 8.30am–5pm Monday to Thursday,
8.30am–2.30pm Fridays, except during the
Christmas break.

Training

The future is electric – and we want to ensure that all Members are equipped with the right skills to flourish in this ever-changing industry.

To do this, our dedicated Training department is staffed by experienced full-time electrical experts, committed to developing and delivering a wide range of high-quality courses.

All SELECT courses are designed with industry needs in mind and are offered in a manageable time frame, with many able to be completed in just one day. And, as a Member, you're automatically eligible for exclusive discounts on all training.

Updated in line with Amendment 2, we now provide learning and development in a wide variety of subjects for people of all levels, including:

- IET Wiring Regulations
- emergency lighting and fire alarms
- health and safety
- electric vehicle charging point installation
- industrial and commercial electrical design.

To ensure the best possible offering to Members, we also work hand-in-hand with other leading providers to offer special courses. Plus, because we're continually listening and responding to Member feedback, many of our newer courses are created as a result of popular demand and are continually reviewed to ensure they are both relevant and up to date.

Training where you need it

SELECT's high-tech Training Facility at The Walled Garden in Penicuik is a Scottish Qualifications Authority registered centre and a number of our courses have been credited and levelled by the Scottish Credit and Qualifications Framework.

But we don't just run courses at our HQ, with much of our training offered at a wide range of venues around Scotland. A wide range of courses are also available online in our e-learning classroom. And if you have sufficient numbers, a training course can even be run at your own premises.

In-house training is a cost-effective approach for organisations that want to train a large group of people. Training can either be run at the venue of your choice or we'll hold the course at The Walled Garden at no extra cost.



 **Phone**
0131 445 5577

 **Email**
training@select.org.uk

 **Website**
www.select.org.uk/training



Health and safety advice

Having adequate arrangements in place for health and safety management is a key part of our membership criteria.

However, the maze of health and safety legislation can often seem daunting – which is why SELECT can provide a range of support tools to assist you in navigating the challenges.

We're proud to offer a wealth of easy-to-follow and up-to-date advice to help you carry out your work successfully and, above all, safely. We do this in a variety of ways, including:

Resources library

Our comprehensive library is a key part of our health and safety offering and is regularly updated and reviewed to offer the most up-to-date information.

Training courses

As part of our in-depth training service, we also offer a variety of courses such as ECS Health, Safety and Environmental Assessment, asbestos awareness and safe isolation. As with all our training, Members can enjoy these courses at a discounted rate.

Policy production

SELECT also offers practical assistance in the production of individual health and safety policies, risk assessments and method statements. In most cases, this service is provided free to SELECT Members, with a small charge for more extensive assistance.

Essential updates

We regularly issue health and safety circulars with the latest updates and guidance through our monthly newsletter, and also publish articles in our bi-monthly magazine, *cabletalk*, which is distributed to all Members and wider stakeholders.

Advice line

For general health and safety inquiries, SELECT Members enjoy exclusive access to our dedicated advice line, provided in partnership with the Building Safety Group (BSG). This service includes advice regarding pre-qualification questionnaire (PQQ) applications or renewals. This facility has proved so valuable, it has helped us develop a list of the most frequently asked questions to help other Members.



The Building Safety Group



 **Health and Safety Helpline**
0300 304 9099

Available 8.30am–5pm Monday to
Thursday, 8.30am–2.30pm Fridays, except
during the Christmas break.



Free risk assessments, COSHH assessments and method statements

Conducting regular risk assessments is essential for managing the health, safety and environmental welfare of everyone affected by your business, including site operatives, sub-contractors, office staff, in-house maintenance teams and the public.

Thanks to our partnership with the Building Safety Group (BSG), all Members can use FREE online risk assessment software to help meet all health and safety obligations.

More than 70 different types of risk assessment templates are available, each pre-configured with its own set of unique control measures relevant to the hazard being assessed.

Users simply apply a risk rating for each hazard, appraised using the 5x5 risk evaluation matrix, which automatically calculates scores based on risk severity and likelihood.

Users can then apply a residual risk rating once the control measures have been considered. After an assessment has been completed, it can be saved as a PDF before being emailed to the site location where the construction work is taking place.

Using the same exclusive BSG hub, you can also access online COSHH assessments and method statements quickly and easily.

This hub also houses a wealth of other vital information, including:

- a dedicated health and safety technical support line
- more than 200 online health and safety documents
- HSE Blitz Notices
- safety alerts and legislation updates.

Getting started is easy. Simply register using your SELECT contact details, including membership number. Once you're signed up, you can log on at any time and create, update and edit your own suite of assessments.



The Building Safety Group

 **Phone**
0300 304 9099

 **Website**
www.bsgltd.co.uk/bsg-software-registration





Employment advice

Our Employment and Skills team is here to give Members practical, business-focused solutions across a wide range of employment issues.

Backed by years of unrivalled expertise, our team has extensive experience in advising on contracts of employment, discipline, grievance, equality, discrimination, recruitment, dismissal and redundancy issues.

This background means we're able to offer constructive assistance with a range of today's most common issues, including:

- adoption leave
- bereavement leave and compassionate leave
- calculating holiday pay
- contracts of employment
- dignity at work (bullying and harassment)
- disciplinary matters
- drugs and alcohol at work
- employing foreign workers
- epilepsy in employment
- equality in employment
- flexible working
- GDPR
- investigations
- lay-off and short-term working
- parental leave
- paternity leave and pay
- pensions
- retirement
- whistleblowing
- young workers and the Working Time Regulations.

Working on behalf of the Scottish Joint Industry Board (SJIB), our Employment and Skills team also provides the following services to Members and their operatives:

- Production and maintenance of the SJIB National Working Rules and advice on their application
- Advice on all aspects of Operative Grading plus free grade checks on current and prospective employees
- Electrotechnical Certification Scheme (ECS) health, safety and environmental assessments under the Construction Skills Certification Scheme. The ECS question bank is constantly monitored and updated to ensure that questions are relevant and in line with current health and safety legislation
- Apprentice and adult electrotechnical training programmes, managed by the Scottish Electrical Charitable Training Trust (SECTT).

To help keep Members up to date with the latest updates and guidance, we regularly issue employment affairs circulars and downloads, and publish helpful articles in our bi-monthly *cabletalk* magazine.

Members can also enjoy access to our helpline – so invaluable help is never far from hand.



 **Helpline**
0131 445 9216



Available 8.30am–5pm Monday
to Thursday, 8.30am–2.30pm Fridays,
except during the Christmas break.

SELECTcerts

Our newly-upgraded SELECTcerts service delivers a full suite of electrical certification products electronically, putting the digital paperwork you need at your fingertips – instantly.

This innovative system helps you create a full range of electronic certificates quickly and easily, and also offers a host of other tools including a client database, scheduling calendar and installation locations.

Comprehensively upgraded at the end of 2022 in line with Amendment 2 to BS7671:2018, SELECTcerts delivers a truly user-friendly experience, with a simple step-by-step approach to completing certificates and reports, including:

- Electrical Installation Condition Report
- Electrical Installation Certificate
- EIC Single Signature Certificate
- Minor Works Certificate.

For users who are Building Standards Approved Certifiers, it also features the ability to complete and issue a Certificate of Construction, helping you:

- Simplify the certification process by putting everything in one place
- Confirm that work complies with all aspects of Scottish Building Standards
- Complete projects where no building warrant is required.

Supported by an in-depth user guide and regularly updated in line with user feedback, SELECTcerts is designed to be accessed by all internet-enabled devices and is available from Google Play, Windows App Store and the Apple App Store for a competitive annual or monthly fee.



Website

www.selectcerts.co.uk/login



Welfare benefits

The modern workplace can often be a hazardous environment, so it's good to enjoy peace of mind, knowing you're properly prepared if the worst does happen.

We offer an exceptional package of welfare benefits for you and your staff at equally exceptional rates. Choosing from a flexible menu of options, this range of benefits covers:

- sick pay
- death in service
- accidental death on site
- accidental dismemberment
- permanent and total dismemberment.

Each welfare benefit is specifically designed to suit your business needs and meet the requirements of all staff and operatives.

Provision also enables you to comply with the Scottish Joint Industry Board (SJIB) National Working Rules, thus providing an excellent employment package to attract and retain employees.

As with every SELECT service, you can rest assured you have comprehensive cover at a very competitive price. We also offer private medical insurance through our third-party supplier, ECIS. Further details can be found on Page 22.

 **Helpline**
0131 445 9213

 **Email**
michelle.courtney@select.org.uk

 **Website**
www.select.org.uk





Pensions

Planning for the future is essential – not least because employers are now obliged to offer a workplace pension scheme.

Joining or setting up such a scheme can often seem daunting, but thanks to our relationship with an established pension provider, SELECT can make it simple to start thinking ahead.

The experienced team at Evolve Pensions, formerly Bluesky Pensions, has provided workplace pension services to SELECT Members for many years.

And from 2020, it has joined its sister pension scheme, The Crystal Trust, to become a single pension scheme known as Crystal, offering a

more streamlined structure, improved member tools and long-term cost efficiencies.

This new structure offers further benefits, including:

- new member website with additional online functionality
- retirement drawdown options built within the scheme
- additional financial support and education.

With a wealth of advice and information at their fingertips, and authorised by the Pensions Regulator, the experts at Evolve will soon help you with any queries about pensions.



 **Helpline**
0333 321 8208

 **Email**
clientservices@evolvepensions.co.uk

 **Website**
www.evolvepensions.co.uk/bluesky



Legal advice

The law can often seem like a minefield, which is why we've teamed up with a firm of Scottish legal eagles to offer Members invaluable advice.

Specialist construction lawyers MacRoberts provide assistance on a variety of areas of Scots law relating to your business. This includes specialist legal advice in the fields of:

- commercial contracts
- construction
- health and safety
- personal injury.

Being a Member of SELECT also means you can access a FREE legal helpline, enabling you to receive advice on contractual disputes.

Calling this helpline gives you 20 minutes of advice free of charge. More complex queries that require further time can be dealt with for a fee agreed between you and MacRoberts.

MACROBERTS

LLP



 **Helpline**

0141 303 1111

Available from 8.30am to 6.00pm

Monday to Friday, excluding public holidays.



Private medical insurance

As well as our comprehensive range of welfare benefits, SELECT offers Members access to private medical insurance through a third party provider, EC Insurance Services Ltd (ECIS).

Working closely with this experienced and established broker means you can quickly and easily obtain the insurance that's right for you and your business.

The ECIS experts arrange for SELECT Members to purchase cover under a private medical insurance scheme, with all benefits compliant with the terms and conditions laid down by the Scottish Joint Industry Board (SJIB).

Joining the scheme is simple, with your SELECT membership number used as your exclusive identifier – giving you one less thing to worry about.



 **Helpline**

0330 221 0241

 **Email**

ecis@ecins.co.uk



Professional indemnity insurance

We've teamed up with an industry expert to offer a professional indemnity (PI) insurance scheme that has been designed exclusively for SELECT Members.

Also known as professional liability or errors and omissions insurance, the cover is designed to protect businesses and individuals who provide advice, design or expertise to third parties, and can protect you if a customer alleges that you provided faulty or inadequate advice and services.

Many professions need PI insurance as part of their respective industry bodies' regulatory requirements, or if required under the terms of a contract. Though it's not a legal requirement for everyone, PI insurance should be considered as essential for any company or sole trader offering advice, design, knowledge or skills as part of their services.

PI insurance covers the cost of your legal defence, along with compensation you may need to pay out to a third party following a claim made against you. It's worth noting you don't actually need to have done something wrong to call on your PI policy cover – an allegation is enough.

Benefits of our exclusive scheme include:

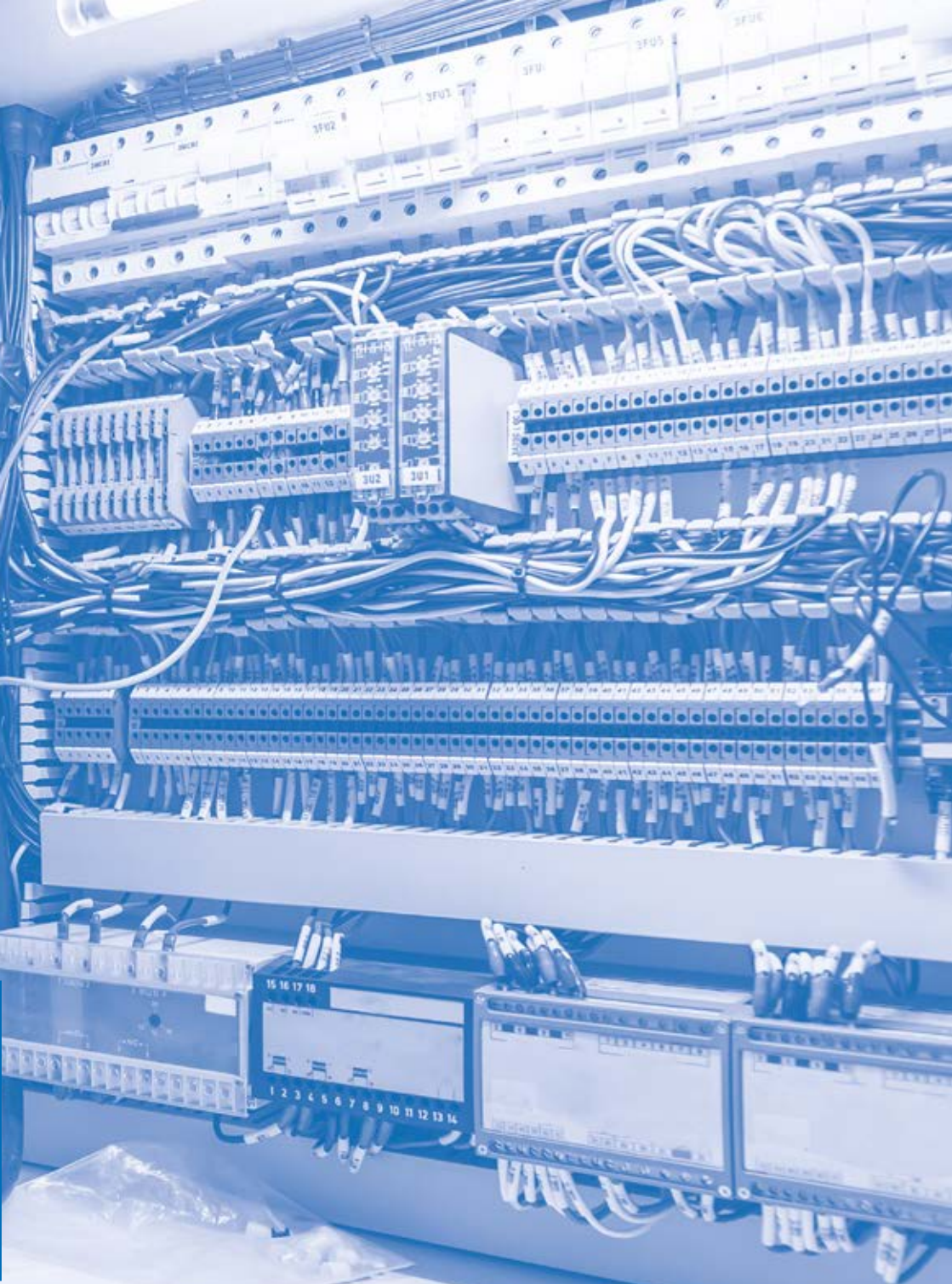
- access to a quick and easy-to-use online quotation facility
- PI insurance cover arranged with an 'A' rated insurer
- 'design and construct' policy wording
- policy limit of indemnity arranged on an 'any one claim' basis
- defence costs being payable in addition to the limit of indemnity
- competitive premiums available over a range of indemnity limits
- interest-free instalment facility, enabling payment over 12 months.



 **Phone**
0117 325 0967

 **Email**
select@brunelpi.co.uk

 **Website**
select.hccint.com/Scheme/32379



Publications and stationery

As an exclusive benefit of membership, SELECT Members can enjoy access to a comprehensive range of branded stationery that instantly demonstrates both quality and compliance with industry standards.

We offer BS 7671 certificates and reports, safety system certificates and a variety of other certification products, all branded with the SELECT logo.

All SELECT-branded, industry-approved stationery is available to buy at discounted rates through our online shopping facility.

If you're a Probationary Member, you can also use our BS 7671 Inspection & Testing sheets, minus the SELECT logo, to prove that you're in the SELECT Probationary Membership Scheme.

 **Phone**

0131 445 5577

 **Email**

technical@select.org.uk





SELECT

Electrical Installation Certificate

BS 7671:2018

The Electrical Installation Certificate is to be used for the installation of new or existing electrical systems for an addition to an existing installation, or the replacement of a component or part of an existing installation.

The Certificate is to be used for the installation of new or existing electrical systems for an addition to an existing installation, or the replacement of a component or part of an existing installation.

The Certificate is to be used for the installation of new or existing electrical systems for an addition to an existing installation, or the replacement of a component or part of an existing installation.

The Certificate is to be used for the installation of new or existing electrical systems for an addition to an existing installation, or the replacement of a component or part of an existing installation.

Two-page Certificate

| | |
|-----------------------------|----------------------------|
| Details of the installation | Inspection and testing |
| Declaration | Signature of the installer |

Details of the installation

| | |
|-----------------------------|----------------------------|
| Details of the installation | Inspection and testing |
| Declaration | Signature of the installer |

These are used on the reverse side of the certificate to provide a record of the work carried out and the results of the inspection and testing.

These are used on the reverse side of the certificate to provide a record of the work carried out and the results of the inspection and testing.

Important: This is a full page of the certificate and should be kept as a permanent record of the work carried out.

Important: This is a full page of the certificate and should be kept as a permanent record of the work carried out.

Electrical Installation Condition Report

BS 7671:2018

(Eighteenth Edition)

This Condition Report is to be used to record the results of an inspection and testing of an existing electrical installation.

This Condition Report is to be used to record the results of an inspection and testing of an existing electrical installation.

Short code: 2020

Bespoke printing service

Our partnership with print providers Tempus helps Members' businesses stand out in a crowded marketplace with quality bespoke print products.

Using the dedicated SELECT online ordering portal, you can quickly access and order a huge range of branded business items, including:

- Business cards
- Compliment slips and stationery
- Cards, calendars and folders
- Booklets, stickers and labels
- Signage and outdoor displays
- Flags and posters
- Roller banners
- Exhibition displays.

You can either upload pre-created artwork, choose from a variety of modern templates, or use the easy online software to design your own range of branded items, with fast turnaround and delivery.

As a respected supplier, Tempus already provides a similar service for a range of established clients, including the Scottish Parliament, Scottish Building Society and Edinburgh Chamber of Commerce.

So as well as office essentials, you can enjoy the professional branding and design that a modern electrical business needs to look the part.

TEMPUS 



 **Member portal**
select.tempusime.com



CURRENT&SONS

ELECTRICAL SERVICES

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Tel: 0121 000 0000
www.currentandsons.electrical

CURRENT&SONS

ELECTRICAL SERVICES

John Smith
Managing Director

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CURRENT&SONS

ELECTRICAL SERVICES



CURRENT&SONS

ELECTRICAL SERVICES

Promotional support

We use a wide range of modern methods to promote Members and their work to audiences across Scotland and beyond.

One of the most popular methods is our website, where potential customers can quickly find a Member business through our easy-to-use ‘Find a Contractor’ search.

Members’ work is also actively promoted to thousands of specifiers and stakeholders through our bi-monthly *cabletalk* magazine, whose print and digital articles can spread your message even wider.

We make extensive use of social media to communicate with Members and the public across Facebook, LinkedIn and Instagram. We also host a dedicated YouTube channel and run three rapidly-growing Twitter accounts for training, regulation and general SELECT updates.

We also issue regular press releases and work with various media outlets to spotlight both Member achievements and the wider SELECT brand.

Being a recognised part of this brand also has its benefits, as we conduct national broadcast campaigns to build recognition of our work and, more importantly, the work of our Members.

Displaying the SELECT logo prominently on your stationery, vehicles and workwear can help you harness the power of such promotion – and maximise your exposure.

 **Phone**
0131 445 5577

 **Email**
memberservices@select.org.uk



University challenge

bership has been a boost to the Facilities team at St Andrews' most famous institution in one of their busiest times in memory.

"WE NEED TO ENSURE THAT ALL THE BUILDINGS ARE IN GOOD ORDER AND ALL THE SERVICES WITHIN THEM WORK AS THEY SHOULD DO SO THAT THE UNIVERSITY'S 3,500 STAFF CAN GET ON WITH THEIR WORK AND THAT OUR 10,000 STUDENTS CAN LIVE AND STUDY IN PEACE"



Car and commercial vehicle support

Today's business vehicle landscape can often drive you round the bend, with low emissions zones and electric vehicles just a couple of obstacles to navigate.

Our fleet partners, Pike + Bambridge, offer practical advice to all SELECT Members about new vehicles, vehicle finance and vehicle management.

Over the past four years, its experts have supplied more than £2 million worth of cars and vans to Members, giving businesses more time and less hassle when it comes to sourcing new vehicles.

Thanks to its close relationship with major manufacturers, SELECT Members can enjoy a genuine competitive advantage in terms of discounts, as well as a tailored finance offering to suit everyone from sole traders to multinationals.

For businesses that run more than five vehicles, its experts also offer Sweet Fleet Analysis which appraises costs, compliance and control of a fleet and results in savings, efficiencies and robust management policies in line with current legislation.

Before buying a new car or van, speak to one of the dedicated SELECT account managers at Pike + Bambridge – and find out how they can put your business in the driving seat.



PIKE + BAMBRIDGE



Helpline

0131 563 7493



Email

office@pikeandbambridge.co.uk





Workwear

In today's crowded market, it's more important than ever to create the right impression with your customers. Now looking professional is easy thanks to SELECT's exclusive branded workwear, which delivers great value garments at preferential rates.

Thanks to our arrangement with an experienced third party supplier, you can choose from a wide range of top quality clothing, from polo shirts and fleeces to

beanie hats, trousers and winter jackets. Whether you're kitting out your whole business, or just need a few items, each garment can be branded in your own company style, along with the SELECT logo.

Ordering is quick and easy – just choose what you need from the website and your order will soon arrive, branded with your logo and the SELECT mark to ensure you're always dressed to impress.



 **Phone**

0141 221 1030

 **Website**

www.workwearselect.co.uk



Other services

Running a successful business requires many complex parts to run together smoothly, which is why we're proud to offer additional services to help oil the wheels.

Credit rating service

As an exclusive benefit, we offer a discounted confidential service to Members who wish to check the credit rating of a potential client. Using the credit reference agency Experian, this fast, reliable and cost-effective service makes it easy for you to do your homework.

Debt recovery

Chasing outstanding payments only adds to the stress of everyday business, and also takes up valuable time that could be spent working. To help, SELECT Members can access the extensive arrears management and debt recovery service provided by the country's largest firm of sheriff officers and messengers-at-arms.



 **Helpline**

0131 228 8030

Available 8.30am–5pm Monday to Thursday, 8.30am–2.30pm Fridays, except during the Christmas break.



SCO++ + CO

 **Helpline**

0333 320 6871

Available 9.00am–5pm Monday to Friday, except during the Christmas break.





Other services

Estimates and quotations

Providing estimates and quotations is an all too familiar part of being an electrician, but it can also be a time-consuming job.

We're happy to alleviate the strain by advising Members on all aspects of the modern process. We also publish a handy 'Conditions of Trading' template that can be easily downloaded, as well as offering invaluable guidance on Hypothetical Chargeable Rates and Prime Cost for Dayworks.

SELECT TV

Members can now enjoy a wealth of exclusive guidance and advice via our dedicated online resource, SELECT TV.

Hosted on YouTube and on the MY SELECT section of the website, this extensive video library offers a wide range of information in short, easy-to-follow films. Topics include:

- Technical advice from our in-house team
- Contracts guidance
- Commercial and payment information
- Health and safety issues
- Employment.

Videos can only be accessed by Members – putting engaging and informative solutions at your fingertips, instantly.

 **Phone**
0131 445 5577

 **Email**
memberservices@select.org.uk

 **Website**
www.select.org.uk



SELECT TV

 **Website**
www.select.org.uk





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UNIT PRICE



Founded in 1900, SELECT is Scotland's largest construction trade association.

It has more than 1,250 member businesses who collectively have an annual turnover of around £1 billion and employ over 15,000 people and 3,500 apprentices.

SELECT also delivers training courses to more than 3,500 electricians each year and is committed to regulation of the industry for a safer Scotland.

The Walled Garden
Bush Estate
Midlothian EH26 0SB
Tel: 0131 445 5577

www.select.org.uk

February 2023