

Electrical Training (N.I.) Limited
Company limited by guarantee

Reference and administrative details

Trustees	Mr Lewis Darragh Mr Michael Hilland Mr Peter Williamson Mr Michael Dowds Mr Rodney White (Resigned 30 September 2022) Mr Colin Cherry Mr William Connolly (Appointed 31 August 2023)
Company number	NI032292
CCNI number	101034
Registered office	Units 57-59 Ballymena Business Centre 62 Fenaghy Road Ballymena Co. Antrim BT42 1FL
Independent examiner	Potter Finnegan Limited Unit 25 The Courtyard Business Park 190 Galgorm Road Ballymena Co. Antrim BT42 1HL
Bankers	Ulster Bank Limited 91 – 93 University Road Belfast BT7 1NG
Solicitors	McKervill Neilly 1 Broadway Avenue Ballymena BT43 7AA

Electrical Training (N.I.) Limited
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Trustees Report
Year ended 31 August 2023

The trustees present their report and the unaudited financial statements of the company for the year ended 31 August 2023.

Electrical Training (N.I.) Limited is a charitable company limited by guarantee, incorporated in Northern Ireland, and was set up on 22nd April 1997. The company registration number is NI032292 and its charity number is NIC101034. Charitable registration was granted by the Charity Commission of Northern Ireland on 24th November 2014. The registered office is 62 Fenaghy Road, Galgorm, Ballymena, Co Antrim, BT42 1FL. The charitable company is governed by its memorandum and articles of association supported by a set of standing orders. In the event of the charitable company being wound up members are required to contribute an amount not exceeding a £1.

Objectives and Activities

Charitable objectives

The charity's principal object as set out in its Memorandum and Articles of Association includes the following goals:

- (a) To promote and advance for the public benefit the education and training of persons employed or intending to be employed in the Northern Ireland electrical installation industry.
- (b) To promote useful research into any matters relating to the training for employment in the Northern Ireland electrical installation industry and other related industries and to publish and disseminate any useful results of such research for the public benefit.

The organisation's core business activity includes the provision of customised and accredited training, AM2 Skills assessment, and the management of the SparkSafe Electrical Licence to Practise system.

The charity seeks to improve the productivity, safety, and performance of the electrical contracting industry, and to increase the employability of existing and new entrants within the sector. The charity dedicates its time and resources to supporting individuals, employers and professionals working within the industry to improve their knowledge, enhance their skills and prove their competence.

Public Benefit

The trustees confirm that they have had due regard for the guidance produced on public benefit by the Charity Commission for Northern Ireland. The organisation ensures income received from its charitable activities is used effectively to support the development and quality improvement activities for the industry. Public benefit activities include but are not limited to –

- Distribution of technical updates, as well as the development of new standards and qualifications via ezines, blogs and written correspondence to the industry and its clients.
- Participation in forums and engagement with industry stakeholders to develop resources and partnerships that are of benefit to electrical installation employers and the wider BSE sector.
- Campaigning for the improvement of quality and standards within the industry, emphasising the role of the qualified electrician.
- Promoting the LtP system to clients and contractors with the aim of reducing the safety, quality, and value for money risks associated with the use of unqualified, underqualified, and semi-skilled electrical workers on construction and maintenance projects.
- Encouraging contractors and workers to remain up to date with national occupational standards to improve productivity, safety, and quality outcomes.
- Promoting the apprenticeship and training needs of the electrical contacting industry to the school leavers and others within Northern Ireland.
- Engaging with electrical installation employers regarding their current employment, training, and recruitment needs, incentivising the recruitment of apprentices.
- Supporting initiatives which positively promote careers within the industry, as well as best practice, and the importance of competency and electrical safety within the industry.
- Organising industry awareness events, providing access to new and innovative resources, as well as providing discounts and incentives to improve industry productivity and employability outcomes.

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Achievement and Performance

The charity, with the support of the Board of Employers, is committed to improving quality and raising standards within the NI electrical contracting industry. Part of ETT's mission is to share the latest thinking and best practice to those within the industry, as well as promote continuous professional development.

ETT's Stay Connected NI industry event held on 10th November 2022 presented a unique opportunity for over 100 individuals, businesses, and industry representatives to get together in person with top NI and UK industry experts, business advisors and other specialists to discuss the challenges affecting the industry. Feedback from attendees, speakers and exhibitors was excellent, with plans underway for Stay Connected 2023.

February 2023 saw the return of in-house training and the launch of a range of accredited Level 3 renewables courses. The charity also successfully delivered a number of fully funded and part funded industry support services in the period. These include a part funded 18th Edition Amendment 2 Workshop, a free Luceco EV Charging Regulations Workshop and a free AICO Expert Installer Workshop.

Further support initiatives are planned for 2024 including employer network breakfast mornings, fully funded accredited First Aid Mental Health training, as well as a range of new courses and workshops including I & T, Surge Protection and Fire Alarms.

Building effective relationships with contractors, workers and other industry stakeholders remains a priority. Throughout the period, the organisation has continued to engage with the industry through planned employer support visits.

The purpose of each visit is to hear first-hand from employers on apprenticeship recruitment plans, skills issues, and training needs. The feedback received from these visits has been used by ETT to help improve training programmes as well as develop industry initiatives and support services including the free apprentice aptitude testing service. This industry specific aptitude test was developed to help employers with their 2023 apprentice recruitment. The test aims to provide measurable, objective data that should give a better all-round view of a potential apprentice's suitability, while reducing the work for the employer.

There continues to be demand for 18th edition training and the EWA programme driven by the SparkSafe LtP contract conditions. This is a valuable step towards improving the performance, productivity, and perception of the local electrical industry.

SparkSafe seeks to encourage those within the industry to remain up to date with industry developments and technical standards to help improve productivity, quality, safety, and value for money outcomes. A key objective of the initiative is to improve quality and raise standards through the achievement of accredited electrical qualifications, highlighting the role of the qualified electrician while promoting safety and competency.

The charity continues to promote the system and its benefits to new and existing clients. Ensuring system users to have access to useful resources, advice, and guidance regarding the SparkSafe requirements is a priority. There has been good engagement with clients and main contractors, online training and system demonstrations prove an effective way of highlighting the importance and benefits of specifying LtP in contract conditions.

SparkSafe delivered a number of online main contractor training sessions in 2023 with the aim of helping main contractors become familiar with the online system, the reporting tools, and capabilities, while learning how to ensure compliance with LtP contract conditions. Similar training sessions were held throughout the period for electrical contractors.

SparkSafe became a member of the Electrical Safety Roundtable (ESR) in November 2022. The ESR is a leading industry forum, bringing together experts in their field with the common goal of improving electrical safety in the Home and Workplace. The charity was privileged to attend the House of Commons on 16th November for the 10th anniversary of the ESR. Stakeholders from across the industry spoke about the progress and challenges faced in relation to enhancing electrical safety standards across the UK.

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In July 2023, SparkSafe partnered with Super Rod in the 'Save our Sparks' Safe Isolation campaign. Electrical workers within the NI electrical installation industry were asked to complete a short survey designed to gain feedback about safe isolation practices and to get more electrical workers thinking about their health and safety at work. SparkSafe has made a commitment to raise awareness of the 'Save Our Sparks' campaign and commits to engage in regular, effective communication to ensure safe Isolation remains front of mind with all system users including clients, main contractors, electrical contractors, and electrical workers.

The organisation continues to be deemed low risk with awarding bodies, providing assurance that ETT & SparkSafe are operated in line with external accreditations and standards. Positive EQA & ISO feedback received following 4 external audits during the year.

Financial Review

The income for this financial year has increased to £466,249 from £397,991 in 2022. Expenditure has also increased to £570,777 from £535,910 in the previous year.

The Trustees are committed to securing the future of the organisation through effective financial management. This includes closely monitoring all expenditure and reducing expenses where possible and raising income through a diverse range of accredited courses, skills programmes and industry support initiatives. The trustees will continue to provide and build on the successful support initiatives described earlier in this report which will enable Electrical Training (NI) Limited to access new sources of income.

Detailed financial plans and projections have been put in place to help reduce the net expenditure in the short term with the expectation of a return to a net income in the medium to long term.

Reserves policy

The Board of Trustees have established a policy whereby the funds held by the charity should not be less than six months of resources expended. The trustees consider the amount in reserves as appropriate.

Plans for Future Periods

The organisation will continue to build a network of associations with other responsible UK and ROI industry stakeholders with the aim of promoting competency, via planned continuous professional development, Level 3 apprenticeship recruitment and structured workforce development plans.

Efforts to build on the SparkSafe LtP achievement by progressively adding further projects features as a recurring objective. Actions to explore opportunities in other parts of the UK and in the ROI continue with a view to extending use of the system.

Objectives

- Promote accredited Level 3 EV, EESS and Solar PV courses to individuals and employers helping the NI sector meet the Governments Net Zero objectives and targets.
- Ensure effective communication with the industry regarding Climate Change Act targets and the important role of qualified electricians in the journey to NET Zero
- Raise awareness of the 'Save Our Sparks' Safe Isolation campaign helping to improve safety and protect lives.
- Increase the range of technical and health & safety training services to electrical contracting business and the wider BSE sector ensuring local needs are met.
- Build effective relationships with the college network regarding employer recruitment, training and apprenticeships needs.
- Continue to develop and improve the organisations AM2 Assessment capabilities including AM2S & AM2E.
- Establish and develop further collaborative relationships with other UK and ROI industry stakeholders aimed at advancing the uptake of Licence to Practise.

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**Trustee report
Year ended 31 August 2023**

Structure, Governance and Management

The trustees act both as trustees and directors and have overall responsibility for matters relating to the company.

The day-to-day operational activity of the organisation is overseen by the Chief Executive, who reports to the appointed Board Chairman and Trustees. The Board determines remuneration for key management personnel from market rates of similar organisations.

Trustees are appointed by referral or a declared interest. Trustees are unpaid and provide their service voluntarily. Each trustee is required to be actively engaged in the strategic decision-making processes within Electrical Training (N.I.) Limited. Board members are informed of progress about the organisation's activities through scheduled meetings and by electronic updates and reports.

Related parties

Many employers and wider industry stakeholders consider ETT a trusted advisor, seeking advice, guidance and support regarding technical skills training and apprentice recruitment needs. The charity has developed extensive, good quality links with employers and other external bodies. These links are used very effectively to help develop products and services that are closely aligned to industries and employers' needs.

During the year, existing relationships with the Construction Industry Training Board, NET, NAPIT and the Northern Ireland Branch of the Electrical Contractors Association have been maintained. The organisation continues to develop new relationships with other existing and emerging stakeholder organisation based in GB and ROI based on collaboration around electrical Licence to Practise, as well as local, regional, and national industry training and assessment objectives.

Risk management

The charity performs an annual risk review, and appropriate systems have been established to mitigate identified risks. Renewal of the new ISO 9001:2018 Quality Assurance Standard has been achieved in June 2023. The scope of the award covers the delivery of industry training courses, the Achievement Measurement 2 Test, and the SparkSafe Licence to Practise System.

During the period, the organisation also renewed its charitable status with the Charity Commission.

The trustees have assessed the significant risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to substantial risks.

Financial instruments

The charity's principal financial instruments comprise of investments, bank balances, trade debtors and trade creditors. The purpose of these instruments is to finance the charity's operations.


Small Company Provisions

This report has been provided in accordance with the provisions applicable to companies entitled to the small company's exemption.

This report was approved by the Board on 25 March 2024 and signed on behalf of the Board by:

Bamber.

Ms Charlotte Bamber – Chief Executive



Mr Lewis Darragh - Trustee