ENGINEERING SERVICES

1

Application Form

EXPERIENCED WORKER SKILLcard

HOW TO APPLY

Enter your name, address and other personal details on this page

Provide a passport-size colour photograph of yourself. Write your name and National Insurance number clearly on the back of the photograph. Attach the photograph to this form in the space provided

Give details of the health and safety awareness testing/training you have received in Section A

If you want your Engineering Services SKILLcard to show any of the industry qualifications shown in Section B, please complete that Section.

Personnel in occupations marked with an asterisk (*) in the list below may also use this form to register their National Agreement grade (where relevant). See Section C of this form.

Hand this form to your employer (NOT your agency), together with all supporting documents (certificates, etc) and ask him to complete Section D.

Because you are applying for an Experienced Worker card, you will need to register for a National Vocational Qualification or (in Scotland) a Scottish Vocational Qualification (NVQ/SVQ) relevant to the occupation you have ticked on this page. You will also need to carry out an initial profiling with an NVQ/SVQ assessor. The relevant details of this should be included in Section E of the form.

Upon satisfactory completion of this form and appropriate payment, you will receive a Blue Experienced Worker SKILLcard, in accordance with the conditions of Engineering Services SKILLcard. For further information, visit the SKILLcard website at www.skillcard.org.uk

IMPORTANT NOTE: If possible, please send any original course certificates for verification. They will be returned to you along with your SKILLcard. If you are unable to send originals, photocopies will suffice. If you send photocopies, your employer must verify and sign them, and stamp them with the company stamp.

Fill in the boxes using black ink and capital letters without touching the sides.

A	B	C	D	E	F	G	H	I	J

If you have any queries about this form or how to complete it, call us on 01768 860406

Please tick the box which best describes your occupation. *Tick one box only*

This form is for use by Skilled personnel without formal industry qualifications applying for a SKILLcard after the opportunity for Industry Accreditation has closed. See SKILLcard scheme booklet. If you apply before the date shown, you should use the Industry Accreditation form instead.

From 1 March 2004

- ☐ Ductwork Erector/Installer*
- ☐ Gas Fitter (Industrial & Commerical)*
- ☐ H&V Fitter*
- ☐ H&V Fitter/Welder*
- ☐ H&V Installer*
- ☐ H&V Pipefitter/Rigger*
- ☐ H&V Welder*
- ☐ Plumber (Industrial and Commercial)*

From 1 January 2005

- ☐ Domestic Htg Installer/Fitter/Service Eng
- ☐ Gas Fitter (Domestic)
- ☐ Plumber (Domestic)

From 1 July 2005

- ☐ Commissioning Technician
- ☐ Commissioning Engineer

From 1 February 2006

- ☐ Refrigeration/Air Conditioning Technician/Engineer
- ☐ Building Services Engineering Service & Maintenance Tech/Eng

YOUR DETAILS

Surname

First Name

Please attach your photograph here

House Number / Name

Street

Town

Postcode

National Insurance Number

Date of Birth (D D / M M / Y Y Y Y)

Home Telephone Number

MobileTelephone Number (optional)

E-Mail Address

Your Sex ☐ Male ☐ Female

Date you started in the H&V industry (D D / M M / Y Y Y Y)

How would you describe your Ethnic Origin?

- ☐ White
- ☐ Black (African descent)
- ☐ Black (Caribbean descent)
- ☐ Asian (Indian/Pakistani/Bangladeshi)
- ☐ Asian (Chinese)
- ☐ Other (e.g. mixed race)

SECTION A: HEALTH AND SAFETY AWARENESS

To obtain a SKILLcard, you must within two years prior to the date of application for the card have satisfactorily completed the recognised SKILLcard/CITB Health and Safety Test. Alternatively, if you have completed one of the health and safety awareness training courses on the SKILLcard list of approved courses, you may also satisfy the requirements for the issue of a SKILLcard (provided you undertook the course within two years of applying for your card).

Tick one box and give further details as requested:

☐ **SKILLcard/CITB Health and Safety Test** - Compulsory for all applications

Title of Test Taken

Date test taken D D / M M / Y Y Y Y

Certificate Number

Please attach your Test Certificate

☐ **Course on the SKILLcard approved list of courses**
(Important Note: Contact SKILLcard website or Helpdesk. Details on back page).

Title of course

Organisation providing course

Date attended D D / M M / Y Y Y Y

Please attach your Attendence/Attainment Certificate

SECTION B: INDUSTRY QUALIFICATIONS

Put a tick against each qualification you would like to be considered for inclusion on your Engineering Services SKILLcard.

1. Welding Competence (previously known as NJIC Welding Certificate)

☐ Oxy-Acetylene ☐ Metal-Arc

2. Brazing

Brazing Competence Qualification
(eg. British Refrigeration Association Code of Practice on Jointing of Copper Pipework for Refrigeration Systems; or CITB Refrigeration Pipework and Brazing)

Name of qualification

Date Issued D D / M M / Y Y Y Y

Expiry Date (if any) D D / M M / Y Y Y Y

Awarding Body

3. Gas Safety

☐ Gas ACS
☐ Gas ACoP
Give details

4. HV Switching

☐ HV Switching Certificate

5. First Aid

☐ Awareness Course ☐ First Aider Qualification

6. Abrasive Wheels

☐ Abrasive Wheels Certificate

7. Other Qualifications and Courses

Please provide details of any other relevant qualifications you would wish to be considered for inclusion on your SKILLcard (eg. Certificates of competence in operation of boom and scissor lifts and mobile elevated platforms, such as those issued by the International Powered Access Federation (IPAF) or by the Powered Access Suppliers and Manufacturers Association (PASMA) and their members etc)

8. Upgrading/Industry Training Scheme

☐ Ductwork Training Scheme ☐ NJIC Craft Upgrading

SECTION C: GRADE DETAILS

Only for applicants employed under the H&V industry's Operative National Agreement
If you are employed under the National Agreement for the Heating, Ventilating and Air Conditioning industry and wish to register your grade, please tick the grade in which you are employed. Provided you comply with the grading definitions of Clause 6 of the National Agreement, your grade will appear on your SKILLcard

☐ Installer ☐ Craftsman ☐ Senior Craftsman

APPLICANT'S DECLARATION

I certify that the details on this application are correct and complete to the best of my knowledge

I acknowledge that the personal information given here will be used for the purposes of processing my application for an Engineering Services SKILLcard. I also understand that, once I have been issued with my Engineering Services SKILLcard, information from this application form may be held on a database in accordance with the Data Protection Act 1998

Signed

Date D D / M M / Y Y Y Y

SECTION D: EMPLOYER ENDORSEMENT

IMPORTANT NOTE TO EMPLOYERS:

Section D should be completed only by a manager of appropriate seniority within the employing organisation. The applicant must NOT complete Section D of this form.
Tick only those boxes in Section D which are relevant to this application. Not all the boxes may need to be ticked. If the applicant is unemployed, Section D should be completed by the applicant's last employer.

☐ *I **confirm** that the applicant named on this form has been known to me personally in the occupation shown on the front page since:* D D / M M / Y Y Y Y

☐ *I **confirm** that the necessary documentary evidence supporting the qualifications indicated in Section B is attached. In the event that the applicant is supplying photocopies of relevant certificates, I also confirm that I have verified them by checking them against the originals, and that I have signed them and stamped them with the company stamp.*

☐ *I **certify** that the photograph is a true likeness of the applicant and that the details on this form are correct to the best of my knowledge.*

In the case of an applicant who is seeking to register his/her National Agreement grade on the SKILLcard:

☐ *I also **confirm** that the applicant meets the requirements of the National Agreement grade indicated at Section C of this application.*

cont...

Name of Employer/Company

Address

Postcode -

Telephone Number -

E-Mail Address

Signed

Date D D / M M / Y Y Y Y

Company Stamp

Print name

Position in Employer/Company

SECTION E: DETAILS OF NVQ/SVQ - ASSESSMENT CENTRE CONFIRMATION

THIS SECTION MUST BE COMPLETED IN ALL CASES

Section E should be completed only by an approved NVQ/SVQ assessor or representative of the assessment centre carrying out the assessment
Tick box and provide the further information requested

☐ *I confirm that I have carried out the profiling of the above applicant in the relevant qualifications for the occupation shown on the front page of this form*

Title of NVQ/SVQ

Candidate's NVQ/SVQ Registration number

Assessment centre registration number

Name and address of assessment centre

Name of assessor

Telephone Number -

Position held at assessment centre

Signed

Date D D / M M / Y Y Y Y

PLEASE RETURN THIS FORM TO:
Engineering Services SKILLcard
Old Mansion House
Eamont Bridge
Penrith
Cumbria CA10 2BX
Website: www.skillcard.org.uk