ENGINEERING SERVICES

Application Form

SUPERVISOR'S AND MANAGERS 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

In Section A give details of the training/testing you have received in relation to the management of site-level health and safety

If you want your Engineering Services SKILLcard to show your industry qualifications, please complete Section B

Hand this form to your employer, together with all supporting documents (certificates, etc) and ask him to complete Section C

Upon satisfactory completion of this form and appropriate payment you will receive a Supervisor's or Manager's 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 original examination/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 sponsoring employer(s) must verify and sign them, and stamp them with the company stamp

PAYMENT: Please attach a cheque for registration fee of £25.00 made payable to Engineering Services SKILLcard Ltd

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

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

- ☐ COMMISSIONING MANAGER
- ☐ CONTRACTS MANAGER
- ☐ DESIGN ENGINEER
- ☐ FIRST LINE SUPERVISOR
- ☐ FOREMAN
- ☐ JUNIOR/ASSISTANT PROJECT ENGINEER
- ☐ PROJECT ENGINEER
- ☐ PROJECT MANAGER
- ☐ QUANTITY SURVEYOR
- ☐ SENIOR COMMISSIONING ENGINEER
- ☐ SERVICE AND MAINTENANCE MANAGER

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

Mobile Telephone 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)

CANDIDATE 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 purpose 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 A: SUPERVISION/MANAGEMENT OF SITE-LEVEL HEALTH AND SAFETY - TRAINING/TESTING - For applicants without NVQ/SVQs

If you have attained a Level 3, 4 or 5 National or Scottish Vocational Qualification (NVQ/SVQ) in a relevant building services engineering/construction/engineering supervisory or management discipline within the past two years, you do not need to complete this section.

To obtain a Supervisor's or Manager's SKILLcard, you must within two years prior to the date of application for the card either have completed an appropriate training course on the management of site-based health and safety, or have satisfactorily completed the recognised SKILLcard/CITB Supervisor's or Manager's Health and Safety Test.

Tick one box and give further details as requested:

☐ **Recognised SKILLcard/CITB Supervisor's or Manager's Health and Safety Test**

Title of Test Taken

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

Certificate Number

Please attach your Test Certificate

☐ **HVCA Safety Course(s)** EITHER Working Safely in Building Services plus Managing Safety in Building Services OR Building Services Safety Management

Date(s) attended D D / M M / Y Y Y Y D D / M M / Y Y Y Y

Please attach your Attendence Certificate(s)

☐ **Course on the CSCS 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

☐ **Other Safety Course**

(Important Note: This must be a supervisory or management-level course that has been recognised by the HVCA's Education and Training Department. The suitability of the course must be assessed by the HVCA Education and Training Department before you submit your SKILLcard application).

Title of course

Organisation providing course

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

Please attach your Attendence/Attainment Certificate

SECTION B: SUPERVISORY/MANAGEMENT PROFESSIONAL/TECHNICAL QUALIFICATIONS

Put a tick against the qualifications to be shown on your Supervisor's or Manager's SKILLcard.

Even if you do not tick any of the following qualifications you can still obtain a SKILLcard through the Employer Endorsement at Section C of this form.

1. National/Scottish Vocational Qualifications

- ☐ NVQ/SVQ Level 3 in Building Services Engineering Supervision
- ☐ NVQ/SVQ Level 3 in Building Site Supervision
- ☐ NVQ/SVQ Level 3 in Management (Institute of Management Foundation)
- ☐ NVQ/SVQ Level 4 in Building Services Engineering Site Management
- ☐ NVQ/SVQ Level 4 in Building Services Engineering Design
- ☐ NVQ/SVQ Level 4 in Service and Maintenance Management
- ☐ NVQ/SVQ Level 4 in Project Management (Institute of Management Foundation)
- ☐ NVQ/SVQ Level 5 in Contracts Management
- ☐ NVQ/SVQ Level 5 in Project Management (Institute of Management

2. Higher* / National* Certificate / Diploma**** *(*circle as appropriate) (**circle as appropriate)*

☐ Building Services Engineering specialism ☐ Mechanical/Electrical Engineering
☐ Construction and the Built Environment with relevant Building Services Engineering options
☐ Other relevant engineering/construction qualification

Please state title of qualification

In all cases, give details as follows:

Name and address of educational establishment at which trained / studied

Name of Awarding Body

If you are registering as a Junior/Assistant Project Engineer, enter the following details of the building services engineering/construction/engineering/management NVQ/SVQ for which you have registered once you have acquired sufficient post-qualification experience:

NVQ/SVQ Level in (insert title of NVQ/SVQ

NVQ/SVQ Registration Number

Date Registered D D / M M / Y Y Y Y

3. Supervisory Management Qualifications

☐ NEBBS certificate ☐ Other equivalent (give details)

Please state title of qualification

Name of Awarding Body

Date Awarded D D / M M / Y Y Y Y

4. Degree Course

☐ B. Eng ☐ B. Sc ☐ M. Eng ☐ M. Sc ☐ Other - including further degrees

Give details:

Title of degree course

Name and address of educational establishment at which studied

Name of Awarding Body

Date Awarded D D / M M / Y Y Y Y

5. Membership of Incorporated/Chartered Institution

Name of Institution

Membership Status

Designatory Letters

6. Other relevant Qualifications you would like to see recorded on your SKILLcard

IMPORTANT NOTE TO APPLICANTS: Before you return this form, you must ensure the Employer Endorsement(s) at Section C1 and C2 of this form is/are completed.

All applicants should ask their **current employer** to complete Section C1 of the form. The endorsement at this section of the form must be completed on behalf of your current employer by an Operations Director or Personnel Director (or, in the case of an application from a Contracts Manager, by a **senior Director**). Applicants who do not have an NVQ/SVQ in the occupation ticked on the front of this form must also get Section C2 of the form completed as well.

SECTION C: EMPLOYER ENDORSEMENT OF APPLICATION

SECTION C1 The applicant **must NOT** sign this Section of the form. This section of the form must be completed on behalf of **ALL APPLICANTS**

If you have been asked to endorse this application, please consider the statements printed below, tick only those boxes which are relevant to this particular application and give the details requested below.

☐ *I **agree** that the applicant has demonstrated competence that meets the minimum standards for the occupation ticked on the front of this form as set out for that occupation in the SKILLcard scheme conditions (www.skillcard.org.uk) and I **recommend** the issue of the relevant coloured SKILLcard appropriate to that occupation. I **certify** that the details on this form are correct to the best of my knowledge and belief and the photograph is a true likeness of the applicant, whom I have known for* ☐ years

In the case of an application from a First Line Supervisor/Foreman:

☐ *I also **confirm** that the applicant has had at least 15 years' relevant experience of which not less than five have been in the occupation indicated by the applicant on the front of the form.*

In the case of an application from a Junior/Assistant Project Engineer:

☐ *I also **confirm** that the applicant has completed a relevant course of training/study in a recognised building services engineering or construction-related qualification at an appropriate educational establishment and is registered for a relevant management/higher level NVQ/SVQ once he/she has acquired sufficient post-qualification experience.*

In all other cases:

☐ *I also **confirm** that the applicant has had at least one year's relevant experience in the last three in the occupation indicated by the applicant on the front of the form.*

Name of Employer/Company

Address

Postcode -

Telephone Number -

E-Mail Address

Signed

Company Stamp

Your Name

Position in Employer/Company

SECTION C2 The applicant **should NOT** sign this Section of the form. This section of the form must only be completed on behalf of applicants who **do not have a relevant NVQ/SVQ**

If you have been asked to endorse this application, please consider the statements printed below, tick only those boxes which are relevant to this particular application and give the details requested below.

This Section of the form must also be completed if the applicant **does not have an NVQ/SVQ** in a relevant building services engineering/construction/engineering supervisory or management discipline. It may be completed by a current or previous employer, or another professional person. (A "professional person" is somebody of professional status within the building services engineering industry, who has seen the applicant's work and is able to verify he/she is capable of performing the duties listed in the minimum standards for the occupation ticked on the front of this form as set out for that occupation in the SKILLcard scheme booklet. The person completing this Section of the Form must be different from the person signing in Section C1.

☐ *I **agree** that the applicant has demonstrated competence that meets the minimum standards for the occupation ticked on the front of this form as set out for that occupation in the SKILLcard scheme conditions (www.skillcard.org.uk) and I **recommend** the issue of the relevant coloured SKILLcard appropriate to that occupation. I **certify** that the details on this form are correct to the best of my knowledge and belief and the photograph is a true likeness of the applicant, whom I have known for* ☐ years

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In all other cases:

☐ *I also **confirm** that the applicant has had at least one year's relevant experience in the last three in the occupation indicated by the applicant on the front of the form.*

Name of Employer/Company

Address

Postcode –

Telephone Number –

E-Mail Address

Signed

Your Name

N.B. No SKILLcard will be issued if this final item is not completed

Professional status/qualifications:

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