Application Form

RED SKILLcard for TRAINEES

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

You only need to complete one section of the form as follows:

If you are an **Advanced or Foundation Modern Apprentice,** complete **Section A** and ask your Employer to complete Section A1

If you are an **Adult Trainee**, complete **Section B** and ask your Employer to complete Section B1

If you are a **Student Engineer/Student Apprentice** or a **Commissioning Trainee/Assistant** or an **Intermediate Commissioning/Balancing Technician** complete **Section C** and ask your Employer to complete Section C1

Upon satisfactory completion of this form, you will receive a Red card in accordance with the conditions of Engineering Services SKILLcard. For further information, visit the SKILLcard website at www.skillcard.org.uk.

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 status as a Trainee. *Tick one box only*

- ☐ ADULT TRAINEE
- ☐ ADVANCED MODERN APPRENTICE (also known as Modern Apprentice - Junior and Intermediate)
- ☐ FOUNDATION MODERN APPRENTICE (also known as National Trainee)
- ☐ INTERMEDIATE COMMISSIONING/BALANCING TECHNICIAN
- ☐ STUDENT ENGINEER/STUDENT APPRENTICE
- ☐ COMMISSIONING TRAINEE/ASSISTANT

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: Complete this section if you are an Advanced or Foundation Modern Apprentice

DETAILS TO BE REGISTERED

To request your Engineering Services SKILLcard as an Advanced or Foundation Modern Apprentice, please indicate the National/Scottish Vocational Qualification which you are undertaking by ticking the box which applies to you:

- ☐ NVQ/SVQ Level 2 - H&V Installation ☐ Industrial & Commerical ☐ Domestic ☐ Ductwork
- ☐ NVQ/SVQ Level 3 - H&V Installation ☐ Industrial & Commerical ☐ Domestic ☐ Ductwork
- ☐ NVQ/SVQ Level 2 - Plumbing
- ☐ NVQ/SVQ Level 3 - Plumbing
- ☐ NVQ/SVQ Level 2 - Gas Fitting
- ☐ NVQ/SVQ Level 3 - Gas Fitting
- ☐ NVQ/SVQ Level 2 - H&V Maintenance of System Components
- ☐ NVQ/SVQ Level 3 - H&V Rectification of Systems
- ☐ NVQ/SVQ Level 2 - Small Commercial Refrigeration and Air Conditioning Systems
- ☐ NVQ/SVQ Level 3 - Commercial and Industrial Air Conditioning Systems
- ☐ NVQ/SVQ Level 3 - Commercial and Industrial Refrigeration Systems other than Ammonia
- ☐ NVQ/SVQ Level 3 - Ammonia Refrigeration Systems
- ☐ Other (please specify)

To be completed in all cases:

Date you started at college (D D / M M / Y Y Y Y)

College Attending

NVQ/SVQ Registration Number

REMEMBER: When you have completed your NVQ/SVQ Level 2 you will be able to apply for an Upgrade to a BLUE SKILLcard

PLEASE GIVE THIS FORM TO YOUR EMPLOYER AND ASK HIM TO COMPLETE SECTION A1

SECTION A1: To be completed by Employer of Advanced or Foundation Modern Apprentice

EMPLOYER'S DETAILS AND ENDORSEMENT

I certify that the applicant named above has been employed by this company since (D D / M M / Y Y Y Y)

and has undertaken basic site safety induction training consistent with the requirements of Engineering Services SKILLcard and as required by our duties under the health and safety at work legislation. In cases where we are not in a position to supply the NVQ/SVQ registration number we certify the applicant named has been registered and enrolled on the stated NVQ/SVQ course. We will provide the NVQ/SVQ registration number to Engineering Services SKILLcard once it has been issued.

Signed (by employer)

Date (D D / M M / Y Y Y Y)

Your Name

Position in Company

Name of Employer/Company

Address

Postcode

Telephone Number

E-Mail Address

SECTION B: Complete this section if you are an Adult Trainee

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DETAILS TO BE REGISTERED

To obtain a SKILLcard, you must comply with the health and safety requirements of Engineering Services SKILLcard. See scheme booklet
Tick one box and give further details as requested:

☐ **Recognised CITB / SKILLcard Health and Safety Tes**t - Compulsory for all applications received on or after 1 March 2004 (except for applicants with NVQ/SVQ as detailed opposite)

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 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

To request your Engineering Services SKILLcard as an Adult Trainee, please indicate the National/Scottish Vocational Qualification which you are undertaking by ticking the box which applies to you

☐ NVQ/SVQ Level 2 - H&V Installation ☐ Industrial & Commerical ☐ Domestic ☐ Ductwork
☐ NVQ/SVQ Level 2 - Plumbing
☐ Other (please specify - see list in Section A of this form)

NVQ/SVQ Registration Number

Start Date of NVQ/SVQ D D / M M / Y Y Y Y

REMEMBER: When you have completed your NVQ/SVQ Level 2 you will be able to apply for an Upgrade to a BLUE SKILLcard

PLEASE GIVE THIS FORM TO YOUR EMPLOYER AND ASK HIM TO COMPLETE SECTION B1

SECTION B1: To be completed by Employer of Adult Trainee

EMPLOYER'S DETAILS AND ENDORSEMENT

An Adult Trainee shall undertake recognised training or pursue accreditation of prior learning and/or experience with a view to achieving a Level 2 NVQ/SVQ in H&V Installation or Plumbing.
By endorsing this application for an Engineering Services SKILLcard as an Adult Trainee, I confirm that the applicant and the employer have entered into an individual partnership arrangement to ensure the applicant has every opportunity to undergo periodic assessment of his knowledge and experience, and to gather evidence to prove his competence based on his normal day-to-day working experience

I also certify that the applicant has been employed by this company since D D / M M / Y Y Y Y

Signed (by employer)

Date D D / M M / Y Y Y Y

Your Name

Position in Company

Name of Employer/Company

Address

Postcode -

Telephone Number -

E-Mail Address

SECTION C: Complete this section if you are a Student Engineer/Student Apprentice, Commissioning Trainee/Assistant or an Intermediate Commissioning/Balancing Technician

DETAILS TO BE REGISTERED

To obtain a SKILLcard, you must comply with the health and safety requirements of Engineering Services SKILLcard. See scheme booklet.

Tick one box and give further details as requested:

☐ **Recognised CITB / SKILLcard Health and Safety Test** - Compulsory for all applications received on or after 1 March 2004 (except for applicants with NVQ/SVQ as detailed above)

Title of Test Taken

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

Certificate Number

☐ **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

To request your Engineering Services SKILLcard, please indicate the details of the recognised building services engineering or construction-related qualification for which you have registered at the education establishment where you are being trained/studying

Higher*/ National* Certificate**/ Diploma** *(*delete as appropriate) (**delete as appropriate)*

☐ Building Services Engineering specialism

☐ Construction and the Built Environment with relevant Building Services Engineering options

☐ Mechanical/Electrical Engineering

☐ Other relevant engineering/construction qualification

Please state title of qualification

Name and address of educational establishment at which being trained / studying

Name of Awarding Body

REMEMBER: When you have completed all your college-based training you will be able to apply for an Upgrade to a GOLD (Supervisory) SKILLcard as a Junior/Assistant Project Engineer pending completion of the NVQ/SVQ for your chosen occupation. **PLEASE GIVE THIS FORM TO YOUR EMPLOYER AND ASK HIM TO COMPLETE SECTION C1**

SECTION C1: To be completed by Employer of Student Engineer/Student Apprentice, Commissioning Trainee/Assistant or Intermediate Commissioning/Balancing Technician

EMPLOYER'S DETAILS AND ENDORSEMENT

I certify that the applicant named above has been employed by this company since and is undertaking the course of training/study indicated above. D D / M M / Y Y Y Y

Signed (by employer)

Date D D / M M / Y Y Y Y

Name

Position in Company

Name of Employer/Company

Address

Postcode

Telephone Number

E-Mail Address

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