ENGINEERING SERVICES

1

Application Form

GREEN, BLUE OR GOLD SKILLcard

NVQ/SVQ - INDENTURED APPRENTICESHIP - INDUSTRY ACCREDITATION APPLICANTS

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 your industry qualifications, please complete Section B

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

Upon satisfactory completion of this form and appropriate payment, you will receive either a Green, Blue or Gold card, 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 employer 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

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

For Skilled Personnel with NVQ/SVQ(or recognised equivalents) and/or Indentured Apprenticeship in the following occupations. Skilled Personnel in these occupations without formal industry qualifications are no longer eligible for Industry Accreditation and should apply using an Experienced Worker form.

- ☐ Building Services Engineering Service & Maintenance Technician/Engineer
- ☐ Domestic Htg Installer/Fitter/Service Eng
- ☐ Ductwork Erector/Ductwork Installer*
- ☐ Gas Fitter (Domestic)
- ☐ Gas Fitter (Industrial & Commerical)*
- ☐ H&V Fitter*
- ☐ H&V Fitter/Welder*
- ☐ H&V Installer*
- ☐ H&V Pipefitter/Rigger*
- ☐ H&V Welder*
- ☐ Plumber (Domestic)
- ☐ Plumber (Industrial & Commercial)*
- ☐ Refrigeration/Air Conditioning Technician/Engineer

For personnel applying for Mate/Assistant and Advanced Modern Apprentice SKILLcards

- ☐ Advanced Modern Apprentice (with NVQ/SVQ Level 2)*
- ☐ Domestic Heating Fitter's Mate/Assistant
- ☐ H&V Craftsman's Mate/Assistant*
- ☐ Plumber's Mate/Assistant
- ☐ Refrigeration/Air Con Technician's/Engineer's Mate/Assistant
- ☐ Service and Maintenance Assistant

For Skilled Personnel without formal industry qualifications, Industry Accreditation is available in the following occupations till 29 February 2008

- ☐ Commissioning Technician
- ☐ Commissioning Engineer

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

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)

IMPORTANT NOTE TO APPLICANTS: Before you return this form, you MUST ensure the Employer Endorsement at Section D is completed.

SECTION A: HEALTH AND SAFETY AWARENESS for applicants without NVQ/SVQ

If you have obtained a relevant Level 2 or 3 National or Scottish Vocational Qualification (NVQ/SVQ) within the past two years, you do not need to complete this section.

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 in the SKILLcard list of appropriate 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 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

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 to be shown on your Engineering Services SKILLcard

Even if you do not tick any of the following industry qualifications, you can still obtain an Engineering Services SKILLcard using and Experienced Worker form.

1. Heating & Ventilating Installation

☐ Industrial & Commerical ☐ Domestic ☐ Ductwork

☐ NVQ/SVQ Level 2 ☐ NVQ/SVQ Level 3 ☐ City & Guilds Craft ☐ City & Guilds Advanced Craft ☐ SCOTVEC Modules

2. Welding

☐ Oxy-Acetylene ☐ Metal-Arc ☐ Bronze

☐ NVQ/SVQ Units ☐ City & Guilds Advanced Craft

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

☐ Oxy-Acetylene ☐ Metal-Arc

4. Building Services Engineering Service and Maintenance

☐ NVQ/SVQ Level 2: Maintenance of System Components ☐ NVQ/SVQ Level 3: Rectification of Systems

One qualification comprising:

☐ C&G 604 - 2 years - H&V Fitting ☐ C&G 236 - 1 year - Electrical Installation and

☐ **either:** C&G 598 - 1 year - Gas Equipment - Fault Diagnosis ☐ **or:** C&G 207 - 1 year - Refrigeration

5. Refrigeration and Air Conditioning

☐ NVQ/SVQ Level 2 ☐ NVQ/SVQ Level 3 ☐ City & Guilds Craft ☐ City & Guilds Advanced Craft ☐ SCOTVEC Modules

☐ CITB Safe Handling of Refrigerants* **or** ☐ City & Guilds 2078: Safe Handling of Refrigerants*

**compulsory for Refrigeration/Air Conditioning personnel*

6. 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

7. Plumbing

☐ NVQ/SVQ Level 2 ☐ NVQ/SVQ Level 3 ☐ City & Guilds Craft ☐ City & Guilds Advanced Craft ☐ SCOTVEC Modules

8. Gas Safety

☐ Gas ACS
☐ Gas ACoP

Give details

9. HV Switching

☐ HV Switching Certificate

10. First Aid

☐ Awareness Course ☐ First Aider Qualification

11. Abrasive Wheels

☐ Abrasive Wheels Certificate

12. Other Qualifications and Courses

Please provide details of any other relevant qualifications you would wish to be considered for inclusion on your SKILLcard (eg. City and Guilds qualification obtained in other industries; 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

13. Apprenticeship/Upgrading/Industry Training Scheme

☐ NJIC Apprenticeship
☐ NJIC Craft Upgrading
☐ Ductwork Training Scheme
☐ Advanced Modern Apprenticeship *(also known as Modern Apprenticeship - Junior and Intermediate)*
☐ Foundation Modern Apprenticeship *(also known National Traineeship)*

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

☐ Mate ☐ Senior Apprentice ☐ 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 only be completed 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.

If the applicant is self-employed or an agency worker, Section D should be completed by a manager of appropriate seniority within the employing organisation (NOT the agency). Self-employed or agency workers may need to ask more than one employer to sponsor their application, so that endorsements are obtained covering at least nine months.

SECTION D - EMPLOYER ENDORSEMENT

☐ *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.*

Name of Employer/Company

Address

Postcode - Telephone Number -

E-Mail Address

Signed

Date signed D D / M M / Y Y Y Y

Print name

Company Stamp

Position in Employer/Company

PLEASE RETURN THIS FORM TO:

Engineering Services SKILLcard
Old Mansion House
Eamont Bridge
Penrith
Cumbria CA10 2BX