



Application Form

UPGRADE/UPDATE OF EXISTING CARD

HOW TO APPLY

This upgrade/update form is for use by existing SKILLcard holders only. Please remember to return your current SKILLcard with this application.

- Step 1.** Section A & A2 - Complete your details and card information
- Step 2.** Section B - Ask your Employer to complete the 'Employer Declaration'
- Step 3.** Section C - Don't forget to include payment (details overleaf)

Remember: If you are adding qualifications to your SKILLcard remember to send us original certificates (or photocopies) for verification. Please attach these to this form

SECTION A - Applicants Details

Surname:	First name(s):	Title:
Home Address:	Home Phone Number:	Attach new photograph here
Postcode:	Mobile Phone Number:	
Date of Birth:	National Insurance Number:	

SECTION A - Card Information

Please tick the reason for your SKILLcard upgrade/update:

- Upgrade from Trainee to NVQ/SVQ Level 2
- Upgrade from NVQ/SVQ Level 2 to NVQ/SVQ Level 3
- Existing Blue/Gold SKILLcard adding qualification(s)
- Other e.g. National Agreement Grade and/or occupation added

Existing SKILLcard details

Please tick the type of SKILLcard currently held:

- Red (Trainee)
- Green
- Blue
- Gold

If your occupation does not appear on your existing SKILLcard please complete Section A2 overleaf

SECTION A - Applicant Declaration

Send my card to: Home address in section A or, address in section B

I certify that the details on this application are correct and complete to the best of my knowledge.
I agree that the information contained on this application form may be used by Engineering Services SKILLcard and related companies in the HVCA Group in connection with my application for an Engineering Services SKILLcard and the provision of other services associated with my employment in the building services engineering industry. I also agree that information from this application may be held on a database in accordance with the Data Protection Act 1988, as amended.

Your signature:..... Date:.....

SECTION B - Employer Declaration - Your present Employer must complete this section

I confirm that the details on this application are correct to the best of my knowledge and the photograph (if supplied) is a true likeness of the applicant who has been known to me for year(s).
I confirm that the necessary documentary evidence supporting the update/upgrade is attached. In the event that the Applicant is seeking to register his/her grade under the terms of the Operative National Agreement, I confirm that the terms of the relevant grading definition of Clause 6 of the National Agreement have been met in this case. In the event that the applicant is supplying photocopies of the relevant certificates I also confirm that I have verified them by checking them against the originals, and that I have signed and stamped them with the company stamp.

Signed:..... Print Name:.....

Position in company:..... Date:.....

Name of company:.....

Address:.....

.....

SECTION A2

If your occupation does not appear on your existing SKILLcard, please tick the box which best describes what you do at work. (Tick one box only)

Trainee:

- Adult Trainee
Advanced Modern Apprentice (without N/SVQ Level 2)
Advanced Modern Apprentice (with N/SVQ Level 2)
Foundation Modern Apprentice

Assistant/Mate:

- Commissioning Trainee/Assistant
Domestic Heating Fitter's Mate/Assistant
H&V Craftsman's Mate/Assistant*
Plumber's Mate/Assistant
Refrigeration/Air Conditioning Technician's/Engineer's Mate/Assistant
Service and Maintenance Assistant

Skilled:

- Building Services Engineering Service and Maintenance Engineer
Building Services Engineering Service and Maintenance Technician
Commissioning Technician
Commissioning Engineer
Domestic Heating Installer/Fitter/Service Engineer
Ductwork Erector/Installer*
Gas Fitter (Industrial and Commercial)*
Gas Fitter (Domestic)
H&V Fitter*
H&V Fitter/Welder*
H&V Installer*
H&V Pipefitter*
H&V Welder*
Plumber (Industrial/Commercial)*
Plumber (Domestic)
Refrigeration/Air Conditioning Technician/Engineer

*Personnel in occupations marked with an asterisk may also choose to register their National Agreement grade on their SKILLcard (where relevant)

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

SECTION C - Card fees

- Upgrade from Trainee to NVQ/SVQ Level 2 - £7.00
 Upgrade from Trainee to NVQ/SVQ Level 3 Gold SKILLcard - £25.00
 Existing Blue/Gold SKILLcard adding qualification(s) - £9.00
 Other e.g. National Agreement Grade and/or occupation added - £9.00

If you require help in completing this form, telephone the SKILLcard helpdesk on 01768 860406.

Please send your form, photocopies of certificates and payment by cheque or postal order (made payable to Engineering Services SKILLcard) to:

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

Tel: 01768 860406 Fax: 01768 860401 Email: skillcard@welplan.co.uk Web: www.skillcard.org.uk

