



NEWS and INFORMATION

ISSUE 25

1 November 2006

SKILLcard RENEWAL PROCESS

Engineering Services SKILLcard was launched in September 2001. The first tranche of SKILLcards to have been issued are, therefore, very shortly due to reach their expiry date.

SKILLcard users may therefore like to be aware of the process to be introduced by SKILLcard for the renewal of cards issued. A simple four-stage process is envisaged:

Stage 1: SKILLcard will write to employers at regular intervals between 3-6 months in advance of due renewal dates to gather information on employee movement — change of address, leavers, new starters, etc.

Stage 2: Eight weeks before expiry date, SKILLcard will write to: (a) card holders with a renewal pack, including a renewal application form and (b) their last recorded employer. **Employers** will then be able to liaise with their employees who have been invited to renew their SKILLcards, so that, if they wish to co-ordinate applications on a company basis, they can do so.

Stage 3: Before completed renewal applications can be returned to SKILLcard:

- **Individual workers** will have the opportunity to check and update the information recorded on their SKILLcard;
- **Individual workers** need to pass the SKILLcard/CITB-ConstructionSkills health and safety test;
- **Individual workers** need to supply an up-to-date photograph of themselves
- The **Employer** needs to sign the Employers' Endorsement part of the renewal application form; and
- Renewal payment of the renewal fee needs to be included and returned with the completed renewal application.

Stage 4: Employers/individual workers send the completed renewal application form and supporting documentation and let SKILLcard do the rest.

DISTRIBUTION:

**HVCA
OSC/SSC/PMDG/RUG
ADCAS
Agencies
BAFSA
BRA/FETA
CSA**