



## Engineering Services SKILLcard application form

### For Upgrade/Update and Replacement of existing card

This upgrade/update and replacement form is for use by existing SKILLcard holders only. Please remember if you are applying for an upgrade/update to your current SKILLcard please return the card with this application.

#### HOW TO APPLY:

1. All applicants must complete sections 1-5.
2. Hand this form to your employer (not your agency) together with all supporting documents (certificates etc) and ask them to complete section 4.
3. Attach your photograph in section 2 (remember to write your name and National Insurance number on the back).
4. Attach a cheque or complete credit card details in section 5.

#### CHECKLIST:

Once all the relevant sections of this form have been completed, help us to get your SKILLcard to you as quickly as possible by checking that your application is complete:

- Check 1 - Have you completed all the appropriate sections of this form for the SKILLcard you are applying for?
- Check 2 - If required have you provided evidence of qualifications/courses to support your application?
- Check 3 - Have the applicant's and the employer's declaration both been completed?
- Check 4 - Have you included the appropriate fee for your SKILLcard?

Fill in the form using black ink and capital letters. If you have any queries about this form or how to complete it, please check the FAQs section of our website ([www.skillcard.org.uk/faqs](http://www.skillcard.org.uk/faqs)) or call us on 01768 860406

### Section 1 - Card information

I am applying for a: (please tick)

- Replacement SKILLcard (complete 1.1 below then move onto section 2)  Upgrade/Update to an existing SKILLcard (complete 1.2 below then move onto section 2)

#### 1.1 Reason for replacement card: (please tick)

- Card Lost  Card Stolen  Card Damaged/Destroyed  Change of Name  Change of Photo  Other

#### 1.2 Reason for your SKILLcard upgrade/update: (please tick)

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

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.

#### Green Mate/Assistant SKILLcard

- 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

#### Red Trainee SKILLcard

- Adult Trainee
- Advanced Modern Apprentice (also known as Modern Apprentice - Junior and Intermediate)
- Commissioning Trainee/Assistant
- Foundation Modern Apprentice (also known as National Trainee)
- Intermediate Commissioning Balancing Technician
- Student Engineer

#### Skilled

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

\* Personnel in occupations marked with an asterisk may also use this form to register their National Agreement Grade (where relevant).

## Section 1 - Card information (continued)

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 2 - Your details

Please provide the information requested below, and attach your photograph in the space provided.  
Write your name and National Insurance number on the back of the photograph. Please complete all fields.

Surname

Forenames

Address (line 1)

Address (line 2)

Address (line 3)

Town

County

Postcode

Mobile telephone number

Home telephone number

Email address

National Insurance number

Your sex

Male  Female

Date of birth

/  /

Date you started in the H&V industry

/  /

How would you describe your ethnic origin?

- White  Black (African descent)  Black (Caribbean descent)  Asian (Indian/Pakistani/Bangladeshi)  
 Asian (Chinese)  Other

Please attach your  
photograph here

## Section 3 - Applicant's declaration

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 BESA 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 acknowledge that the personal information given here will be used for the purpose of processing my application for an Engineering Services SKILLcard, this may include passing on information to employers, labour agencies or training providers and for this purpose, your data may be entered onto a secure database accessible via the website. I also agree that information from this application may be held on a database in accordance with the Data Protection Act 1998.

I agree SKILLcard may contact me from time to time with information about SKILLcard and information regarding updates or additional services available from SKILLcard Ltd and its associated companies. If you do not wish to receive such information please tick here

Signature

Date

/  /

## Section 4 - Employer endorsement

- 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. I also confirm that I have verified them by checking them against the originals.

Name of employer/company

Address (line 1)

Address (line 2)

Town

County

Postcode

Signature

Print name

Position in company

Date

Email address

Telephone number

## Section 5 - Payment details

- Replacement SKILLcard - £40.00  Upgrade from Trainee to NVQ/SVQ Level 2 or 3 SKILLcard - £40.00
- Existing Green/Blue/Gold SKILLcard adding qualification(s) - £40.00  Other e.g. National Agreement Grade and/or occupation added - £40.00

I am paying by:

- Credit/Debit card payment - please complete details below  Cheque payment of £40.00 (inc VAT) payable to 'Engineering Services SKILLcard Ltd'

Card type

- Visa  Mastercard  Eurocard

Card number

Valid from

Expiry date

Issue no.

Security code (last 3 digits on security strip)

Cardholder's name as it appears on the card

Address (line 1)

Address (line 2)

Town

County

Postcode

Signature

Date

Please send this form and supporting documentation to:

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

[www.skillcard.org.uk](http://www.skillcard.org.uk)  
Email: [skillcard.info@theBESA.com](mailto:skillcard.info@theBESA.com)  
Telephone: 01768 860406

ENGINEERING SERVICES



Upgrade/Update/Replacement Occ V1.2 January 2017 WEB

Old Mansion House  
Eamont Bridge Penrith  
Cumbria CA10 2BX

SKILLcard is a BESA Group Company

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Engineering Services SKILLcard Limited Company No: 4162544



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IN PEOPLE

