

Engineering Services SKILLcard application form

Refrigeration/Air Conditioning Technician/Engineer

HOW TO APPLY:

1. Complete sections 1-7 of this form.
2. Attach your photograph in section 2. Remember to write your name and National Insurance number on the back.
3. Hand this form to your employer (not your agency) together with all supporting documents (certificates etc) and ask them to complete section 5.
4. Attach a cheque or complete credit card details in section 7.

Important note: please send certified copies of your examination/course certificates for verification.

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 your application is complete.

- Check 1 - Have you completed all the appropriate sections of this form?
- Check 2 - 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 provided evidence that you meet the SKILLcard Health and Safety requirements?
- Check 5 - 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) or call us on 01768 860406

Section 1 - Your occupation

Provided you meet the conditions for the issue of Blue or Gold ACRIB SKILLcard (for Skilled Personnel with NVQ/SVQ or recognised equivalent) and/or Indentured Apprenticeship, your ACRIB SKILLcard will show your occupation as Refrigeration/Air Conditioning Technician/Engineer. Please confirm this occupation by ticking the box below. (If your qualifications do not meet the criteria you may still be able to apply for a CRO ACRIB Refrigerant Handler card, see www.skillcard.org.uk)

- Refrigeration/Air Conditioning Technician/Engineer

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

Date of birth

 / /

National Insurance number

 - -

Please attach your
photograph here

Section 2 - Your details (continued)

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.

Mobile telephone number

Home telephone number

Email address

Your sex

Male

Female

Date you started in the H&V industry

 / /

How would you describe your ethnic origin?

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

Section 3 - Industry qualifications

3.1 Put a tick against the qualification to be shown on your ACRIB SKILLcard.

(Please note the following C&G/NVQ courses do not require separate Refrigerant Handling F Gas J11 or 2079 certification.)

Blue ACRIB SKILLcard

- C&G Level 2 NVQ Diploma Refrigeration, Air Conditioning and Heat Pump Systems* (7189-02)
 C&G Level 2 NVQ Diploma Installing, Testing and Maintaining Air Conditioning and Heat Pump Systems* (6187)
 C&G Level 2 NVQ Diploma Installing and Maintaining Refrigeration Systems* (6187)

Gold ACRIB SKILLcard

- C&G Level 3 Diploma Refrigeration, Air Conditioning and Heat Pump Systems (7189)
 C&G Level 3 NVQ Certificate in Servicing and Maintaining Air Conditioning and Heat Pump Systems (6187)
 C&G Level 3 NVQ Certificate in Installing and Commissioning Air Conditioning and Heat Pump Systems
 C&G Level 3 NVQ Diploma in Servicing and Maintaining Refrigeration Systems (6187)
 C&G Level 3 NVQ Certificate in Installing and Commissioning Refrigeration Systems (6187)

*Also acceptable if applying for CRO ACRIB Refrigerant Handler card

3.2 If you do not hold any of the qualifications above and have attained the older NVQ 6087 L2 or 3, City & Guilds Craft or Advanced Craft or SCOTVEC in a related Refrigeration/Heat Pump/Air Conditioning discipline please put a tick against the qualification to be shown on your ACRIB SKILLcard.

- NVQ/SVQ Level 2
 NVQ/SVQ Level 3
 C&G Craft
 C&G Advanced Craft
 SCOTVEC Modules
 Other - State details

3.3 In addition to holding the qualification above (at 3.2), applicants must also hold a relevant Refrigerant Handling qualification - F Gas J11 / 2079 or other as shown below.

ACRIB SKILLcard Refrigerant Handling requirements

HFC	HCFC	Ammonia	Hydrocarbon	Carbon Dioxide
CSkills J11/J12	CSkills J11 or J01	C&G 2077 or 2078 Ammonia		BRA Carbon Dioxide Course**
C&G 2079 Cat 1	C&G 2079 Cat 1/2 or C&G 2078	C&G Level 2 Award in Ammonia RACHP etc (6187-31)	C&G Level 2 Award in Hydrocarbon RACHP etc (6187-21 or 31)	C&G Level 2 Award in Carbon Dioxide RACHP etc (6187-21)
BESA FGas Cat 1	BESA FGas Cat 1			
Logic Certification FGas Cat 1	Logic Certification FGas Cat 1			

**BRA Carbon Dioxide Short Course (certificates issued by Sainsbury's/Cool Concerns/WR/Epta Group)

3.4 Other specialist qualifications which can be shown on the reverse of your ACRIB SKILLcard.

- Recovery only C&G 2079 Cat 3 or CITB J13
 Leak Test only C&G 2079 Cat 4 or CITB J14
 BRA Brazing
 C&G 6187-21 Brazing RACHP
 IOR REAL Zero CPD Certificate
 EAL Level 2 Diploma or Certificate in Refrigeration and Air Conditioning Equipment Engineering Technology (501/1098/6)

Section 4 - Health and Safety awareness

Note: if you have obtained a relevant Refrigeration/Air Conditioning and Heat Pump City & Guilds Level 2 or 3 Diploma or National or Scottish Vocational Qualification (NVQ/SVQ) Level 2 or 3 within the past two years, you do not need to complete this section.

To obtain an ACRIB SKILLcard, you must within up to two years before the date of your application have satisfactorily completed the recognised ConstructionSkills/SKILLcard Health, Safety and Environment test (Refrigeration and Air Conditioning version - booking code RAAC). Alternatively, if you have completed one of the health and safety awareness training courses on the SKILLcard list of approved 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 enclose copies of the relevant certificates:

- ConstructionSkills RAAC/SKILLcard Health, Safety and Environment test
- Other approved course (as listed on the SKILLcard website)
- NVQ/SVQ Exemption (see note above)

Section 5 - Employer endorsement

Section 5 should be completed only by a manager of appropriate seniority within the employing organisation.

The applicant must NOT complete this section of the form. If the applicant is unemployed, section 5 should be completed by the applicant's previous employer. If the applicant is self-employed or an agency worker, section 5 should be completed by a manager of appropriate seniority from the applicant's previous employer (NOT the agency).

Tick only those boxes in section 5 which are relevant to this application. Not all boxes may need to be ticked.

- I confirm that the applicant named on this form has been known to me personally in the occupation shown of the front page since: **Date** / /
- I confirm that the necessary documentary evidence supporting the qualifications indicated in section B is attached. I also confirm that I have verified them by checking them against the originals.
- 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.

I agree that SKILLcard Ltd and/or ACRIB may use the information disclosed in this application for the following purposes:

- to provide you with information about ACRIB/SKILLcard and associated industry matters;
- to help improve the content of the SKILLcard website and the service SKILLcard offers;
- for internal audit purposes;
- to provide businesses with information regarding updates or additional services available from ACRIB/SKILLcard Ltd and associated companies.

If you do not wish to receive such information, you may notify us by email at skillcard.info@theBESA.com or in writing to the address on the back of this form.

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 6 - 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 purpose of processing my application for an ACRIB SKILLcard and associated activities. I also understand that, once I have been issued with my ACRIB SKILLcard, information from this application form may be held on a database in accordance with the Data Protection Act 1998.

I agree SKILLcard and/or ACRIB may contact me from time to time with information about ACRIB/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 7 - Payment details

Use this section to indicate how you intend to pay for your SKILLcard.

- 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)

County

Postcode

Email

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

Email: skillcard.info@theBESA.com

Telephone: 01768 860406