



# Refrigeration/Air Conditioning Technician/Engineer

## HOW TO APPLY:

- 1 Please 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 that your application is complete:

- CHECK 1 - Have you completed all the appropriate sections of this form?
- CHECK 2 - Have you provided evidence that you meet the ACRIB SKILLcard Health and Safety requirements?
- CHECK 3 - Are the certified copies of your original training certificates and photo enclosed?
- CHECK 4 - Have the applicant's and the employer's declaration both been completed?
- CHECK 5 - Have you included the appropriate fee for your ACRIB 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: 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. (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](http://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)

Town

County

Postcode

Date of birth

National Insurance number

Please attach your  
photograph here

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## SECTION 2: Your details (continued)

Mobile telephone number

Home telephone number

Your sex

 Male  Female

Email address

Date you started in the industry

 /  /    

## 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 Pumps 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                | BESA Ammonia                                     |  |   |
| 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)

## SECTION 3: Industry qualifications (continued)

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

- |   |   |
|---|---|
| <input type="checkbox"/> Recovery only C&G 2079 Cat 3 or CITB J13 or BESA F gas CAT3 or Logic 603 Cat3  | <input type="checkbox"/> C&G 6187-21 Brazing RACHP  |
| <input type="checkbox"/> Leak Test only C&G 2079 Cat 4 or CITB J14 or BESA F gas CAT4 or Logic 603 Cat4 | <input type="checkbox"/> IOR REAL Zero CPD Certificate  |
| <input type="checkbox"/> BRA Brazing  | <input type="checkbox"/> 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:

- |  |
|--|
| <input type="checkbox"/> ConstructionSkills RAAC/SKILLcard Health, Safety and Environment test |
| <input type="checkbox"/> Other approved course (as listed on the SKILLcard website)            |
| <input type="checkbox"/> NVQ/SVQ Exemption (see note opposite)                                 |

**IMPORTANT NOTE TO APPLICANTS:** Section 5 should be completed only by a manager of appropriate seniority within the employing organisation. If you, the applicant are unemployed, this section should be completed by your previous employer.

## SECTION 5: Employer endorsement

The applicant must NOT complete this 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:

Date   /   /

- I confirm that the necessary documentary evidence supporting the qualifications indicated in this application is attached. I also confirm that I have verified them by checking them against the originals, and that I have signed and dated them as authentic.

- 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.

Name of employer/ company

Address (line 1)

Address (line 2)

Town

County

Postcode

Signature

Print name

Position in company

Date

  /   /   

Email address

Telephone number

Engineering Services SKILLcard Ltd and/or ACRIB may use the information disclosed in support of the application for an ACRIB SKILLcard. There is also a legitimate interest for us to use the information for the following purposes:

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

Engineering Services SKILLcard Ltd is committed to ensuring that your privacy is protected. Please follow the link to our online privacy notice at: [www.skillcard.org.uk/privacy-policy](http://www.skillcard.org.uk/privacy-policy) to find out more about how we process your data and your rights.

## SECTION 6: Applicant's declaration

I certify that the details on this application are correct and complete to the best of my knowledge.

The information contained on this application form will be used by Engineering Services SKILLcard and related companies in the BESA Group in connection with your application for an ACRIB/SKILLcard.

This may include passing on information to employers, labour agencies or training providers, and your data may also be entered onto a secure SKILLcard database accessible via the SKILLcard website.

Where there is a legitimate interest, this may also include provision of information and services associated with your employment in

the building engineering services industry. Engineering Services SKILLcard is committed to ensuring your privacy is protected. Please follow the link to our online privacy notice at: [www.skillcard.org.uk/privacy-policy](http://www.skillcard.org.uk/privacy-policy) to find out more about how we process your data and your rights.

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)

Town

County

Postcode

Signature

Email

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

