



Craft and Operative Occupations, Trainees and Site Visitor cards

HOW TO APPLY:

- 1 Please complete sections 1-6 of this form. Section 1 will also tell you if you need to complete any additional sections of the form.
- 2 Complete the appropriate section (if applicable) for the Engineering Services SKILLcard you are applying for. The additional section (if required) is detailed in section 1 against the occupation you tick. If no section is indicated complete sections 1-6.
- 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 your photograph in section 2. Remember to write your name and National Insurance number on the back.
- 5 Attach a cheque or complete credit card details in section 6.

IMPORTANT NOTE: please send certified copies of your certificates with your application. They should be signed and endorsed by your employer.

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 type of SKILLcard you are applying for?
- CHECK 2 - Have you provided evidence that you meet the SKILLcard Health and Safety requirements?
- CHECK 3 - Have you provided evidence of qualifications/ courses to support your application?
- CHECK 4 - Have the applicant's and the employer's declaration both been completed?
- 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

Please tick the box which best describes your occupation. Tick one box only.

Blue SKILLcard for Advanced Modern Apprentice - Please also complete section B

- Advanced Modern Apprentice (with NVQ/SVQ Level 2)*

Blue or Gold SKILLcard for Skilled Personnel - Please also complete section B

with NVQ/SVQ (or recognised equivalents) and/or Indentured Apprenticeships

- | | |
|--|---|
| <input type="checkbox"/> Building Services Engineering Service & Maintenance Technician/Engineer | <input type="checkbox"/> H&V Fitter* |
| <input type="checkbox"/> Commissioning Engineer | <input type="checkbox"/> H&V Fitter/Welder* |
| <input type="checkbox"/> Commissioning Technician | <input type="checkbox"/> H&V Installer* |
| <input type="checkbox"/> Domestic Heating Installer/Fitter/Service Engineer | <input type="checkbox"/> H&V Pipefitter* |
| <input type="checkbox"/> Ductwork Erector/Ductwork Installer* | <input type="checkbox"/> H&V Welder* |
| <input type="checkbox"/> Gas Fitter (Domestic) | <input type="checkbox"/> Plumber (Domestic)* |
| <input type="checkbox"/> Gas Fitter (Industrial & Commercial)* | <input type="checkbox"/> Plumber (Industrial & Commercial)* |
| | <input type="checkbox"/> Refrigeration/Air Conditioning Technician/Engineer** |

* Personnel in occupations marked with an asterisk may also use section B1 of this form to register their National Agreement grade (where relevant). ** Refer to section B

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 - Please also complete section A

- Adult Trainee
- Apprentice
- Commissioning Trainee/Assistant
- Student Engineer

Yellow Construction Site Visitor SKILLcard

- Construction Site Visitor

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 industry

/

Please attach your photograph here

OFFICE USE ONLY

SECTION 3: Health and Safety awareness

To obtain a SKILLcard, you must within two years prior to the date of application for the card have satisfactorily completed the recognised ConstructionSkills/SKILLcard Health, Safety and Environment Test. 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/SKILLcard Health, Safety and Environment Test
- Other approved course (as listed on the SKILLcard website)
- NVQ/SVQ Exemption (see note above)

SECTION 4: 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 Engineering Services 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 services engineering industry.

Engineering Services SKILLcard Ltd is committed to ensuring that your privacy is protected. Please follow the link to our policy: www.skillcard.org.uk/privacy-policy to find out how we process your data and your rights.

Signature

Date

SECTION A: Red Trainee SKILLcard

Complete this section if you are an Apprentice or Adult Trainee.

Please tick the level of NVQ/SVQ/QCF you are undertaking: NVQ/SVQ/QCF Level 2 NVQ/SVQ/QCF Level 3

Please tick the occupational area within which you are undertaking the apprenticeship:

- | | | |
|--|---|---|
| <input type="checkbox"/> Industrial & Commercial | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Service and Maintenance |
| <input type="checkbox"/> Gas Fitting | <input type="checkbox"/> Ductwork | <input type="checkbox"/> Ventilation Hygiene |
| <input type="checkbox"/> Domestic | <input type="checkbox"/> Refrigeration and Air Conditioning | <input type="checkbox"/> Other – please specify below |

Full title of the Apprenticeship

College/Training centre

Date you started the training

 / /

NVQ/SVQ Registration Number

If you are training through an Apprenticeship Standard, please enter your Unique Learner Number

COMPLETE THIS SECTION: if you are a Student Engineer or Commissioning Trainee / Technician

Please indicate the details of the recognised building services engineering or construction related qualification for which you have registered at the education establishment where you are being trained or are studying.

Higher* / National* Certificate** / Diploma** (* delete as appropriate) (** delete as appropriate)

- | | |
|--|---|
| <input type="checkbox"/> Building Services Engineering specialism | <input type="checkbox"/> Mechanical/Electrical Engineering |
| <input type="checkbox"/> Construction and the Built Environment with relevant Building Engineering options | <input type="checkbox"/> Other relevant Engineering/Construction qualifications |

Please state title of qualification or **Standard Apprenticeship**

Name and address of educational establishment at which being trained/studying

Name of the Awarding Body / Apprenticeship Assessment Organisation/
End Point Assessment Organisation

Date you started training/studying

 / /

SECTION B: Complete this section if you are an Apprentice (with an NVQ/SVQ or Standard Apprenticeship at Level 2) or Skilled Personnel applying for a Blue or Gold SKILLcard

Put a tick against each qualification to be shown on your Engineering Service SKILLcard.

Remember, certified copies of relevant certificates must be attached to this application.

Please tick the level of qualification you studied:

- | | | | | |
|--|--|--|---|--|
| <input type="checkbox"/> NVQ/SVQ/Standard Apprenticeship Level 2 | <input type="checkbox"/> NVQ/SVQ/Standard Apprenticeship Level 3 | <input type="checkbox"/> City & Guilds Craft | <input type="checkbox"/> City & Guilds Advanced Craft | <input type="checkbox"/> SCOTVEC Modules |
|--|--|--|---|--|

Please tick the occupation area within which you trained:

- | | | |
|--|---|--|
| <input type="checkbox"/> Industrial & Commercial | <input type="checkbox"/> Ductwork | <input type="checkbox"/> Student Engineer or Commissioning Trainee/ Technician |
| <input type="checkbox"/> Gas Fitting | <input type="checkbox"/> Refrigeration and Air Conditioning | <input type="checkbox"/> Other – please specify below |
| <input type="checkbox"/> Domestic | <input type="checkbox"/> Service and Maintenance | |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Ventilation Hygiene | |

SECTION B: (Continued)

Refrigeration and Air Conditioning applicants must hold a relevant qualification as shown below:

- | | |
|---|---|
| <input type="checkbox"/> BESA F gas Cat 1 | <input type="checkbox"/> City & Guilds 6187 Level 3 NVQ Diploma |
| <input type="checkbox"/> BESA F gas Cat 2 | <input type="checkbox"/> City & Guilds Level 2 Certificate |
| <input type="checkbox"/> City & Guilds 2079 | <input type="checkbox"/> CITB J11 |
| <input type="checkbox"/> City & Guilds 6187 Level 2 NVQ Diploma | <input type="checkbox"/> CITB J12 |

Please enter the full title of the apprenticeship/industry training scheme or specify upgrading

Please provide details of any other relevant qualifications or courses you wish to be considered for inclusion on your SKILLcard

SECTION B1: Grade Details

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 Clause 6 of the National Agreement, your grade will appear on your SKILLcard.

- Installer Craftsman Senior Craftsman

SECTION 5: Employer endorsement

This section should be completed only by a manager of appropriate seniority within the employing organisation.

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

- 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 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 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.

In the case of an applicant who is seeking to register his/her National Agreement grade on the SKILLcard:

- I also confirm that the applicant meets the requirements of the National Agreement grade indicated this application.

In the case of an applicant who is applying for a Trainee SKILLcard:

- The applicant has undertaken basic site safety induction training consistent with the requirements of Engineering Services SKILLcard and as required by our duties under the Health and Safety at work legislation. In cases where we are not in a position to supply the NVQ/SVQ number we can certify that the applicant named has been registered and enrolled on the stated NVQ/SVQ course. We will provide the NVQ/SVQ registration number to Engineering Services SKILLcard once it has been issued.

- In the case of an Adult Trainee, I confirm that the applicant has every opportunity to undergo periodic assessments of his/her knowledge and experience, and to gather evidence to prove his/her competence based on normal day-to-day working experience.

Engineering Services SKILLcard Ltd will use the information disclosed in support of the application for a 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 policy: www.skillcard.org.uk/privacy-policy to find out how we process your data and your rights.

Name of employer/ company

Address (line1)

Address (line2)

Town

County

Postcode

SECTION 5: Employer endorsement (continued)

Signature

Print name

Position in company

Date

 / /

Email address

Telephone number

SECTION 6: Payment details

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

For a Red Trainee SKILLcard no payment is required

For all other SKILLcards:

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

Email: skillcard.info@theBESA.com

Telephone: 01768 860406

ENGINEERING SERVICES

