



Engineering Services SKILLcard application form

Experienced Worker SKILLcard

HOW TO APPLY:

- 1 Please complete sections 1-9 of this form.
- 2 Hand this form to your employer (not your agency) together with all supporting documents (certificates etc) and ask them to complete section 7.
- 3 Because you are applying for an Experienced Worker card, you will need to register for a National Vocational Qualification (NVQ) or (in Scotland) a Scottish Vocational Qualification (SVQ) relevant to the occupation you have ticked on this page. You will also need to carry out an initial profiling with an NVQ/SVQ assessor. The relevant details of this should be included in section 8 of the form.
- 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 9.

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 Experienced Worker card 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 required to support your application?
- CHECK 4 - Have the applicant's and the employer's declaration both been completed?
- CHECK 5 - Has the Assessment Centre confirmation declaration been completed?
- CHECK 6 - 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**

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

SECTION 1: Your occupation

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

- | | |
|--|--|
| <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) Plumber (Industrial & Commercial)* |
| <input type="checkbox"/> Gas Fitter (Industrial & Commercial)* | <input type="checkbox"/> 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 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

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)

SECTION 4: Industry qualifications

Put a tick against each qualification you would like to be considered for inclusion on your Engineering Services SKILLcard. Please send certified copies for verification.

1. Welding Competency (Summit Skills Welding Certificate)

- Oxy-Acetylene
- Metal-Arc

2. Brazing

- British Refrigeration Association Code of Practice on Jointing of Copper Pipework for Refrigeration Systems
- CITB Refrigeration Pipework and Brazing
- Other

3. Gas Safety

- Gas Safety ACS

4. HV Switching

- HV Switching Certificate

5. First Aid

- Awareness Course
- First Aider Qualification

SECTION 4: Industry qualifications (continued)

6. Abrasive Wheels

Abrasive Wheels Certificate

7. Other qualifications and courses

Please provide details of any other relevant qualifications you would wish to be considered for inclusion on your SKILLcard (e.g. Certificates of your competence in operation of boom and scissor lifts and mobile elevated work platforms, such as those issued by the International Powered Access Federation (IPAF) or by the Powered Access Suppliers and Manufacturers Association (PASMA) and their members etc).

8. Upgrading/Industry Training Scheme

Ductwork Training scheme NJIC Craft Upgrading

9. F-Gas and ODS Regulations

City & Guilds Award in F-Gas and ODS Regulations: Category I (C&G 2079-11)
 CITB Safe Handling of Refrigerants: Category 1 (CITB J11)

SECTION 5: 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. To find out more about how we process your data and your rights, please see our online privacy notice.

Name

Date

 / /

SECTION 6: 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 are unemployed, this section should be completed by your previous employer.

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.

SECTION 6: Employer endorsement (continued)

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 in this application.

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. To find out more about how we process your data and your rights, please see our online privacy notice.

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 7: Details of NVQ/SVQ - Assessment centre confirmation

This section must be completed in all cases

Section 8 should be completed only by an approved NVQ/SVQ assessor or representative of the Assessment Centre carrying out the assessment.

Tick box and provide further information requested

- I confirm that I have carried out the profiling of the above applicant in the relevant NVQ/SVQ for the occupation shown on the front page of this form.

Title of NVQ/SVQ

Candidate's NVQ/SVQ registration number

Assessment Centre registration number

Name and address of Assessment Centre

Town

County

Postcode

SECTION 7: Details of NVQ/SVQ (continued)

Name of assessor	Telephone number
<input type="text"/>	<input type="text"/>
Position held at Assessment Centre	
<input type="text"/>	
Signature	Date
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

SECTION 8: 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)

Cardholders 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

