



Engineering Services SKILLcard application form

Supervisors and Managers and CIBSE Members using the Professionally Qualified Person (PQP) route

HOW TO APPLY:

- 1 Please complete sections 1-7 of this form.
- 2 To have your industry supervisory/management professional/technical qualifications recorded on your SKILLcard please also complete section 4.
- 3 Hand this form to your employer together with all supporting documents (certificates etc) and ask them to complete section 6.
- 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 7.

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 particular 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 required 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.

*Gold Supervisory SKILLcard

- *First Line Supervisor
- *Foreman
- Junior / Assistant Project Engineer
- Senior Commissioning Engineer

Black Managerial SKILLcard

- Commissioning Manager
- Contracts Manager
- Design Engineer
- Project Engineer
- Project Manager
- Quantity Surveyor
- Service and Maintenance Manager

Professionally Qualified Person SKILLcard for CIBSE members only

Applications for Professionally Qualified Person (PQP) SKILLcards please supply the additional information as requested and ensure you complete section 8.

- Professionally Qualified Person

CIBSE membership number

CIBSE membership status

CIBSE membership letters

(For competence and commitment standards for CIBSE membership please refer to the SKILLcard website www.skillcard.org.uk.)

* In order to qualify for a Gold (Supervisory) SKILLcard, applicants will need to undertake a recognised short course in supervisory management. For details of courses that will satisfy this requirement please visit the FAQs section on our website or contact the SKILLcard Helpdesk on 01768 860406.

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 Construction Skills/SKILLcard Supervisors or Managerial and Professional (MAP) Health, Safety and Environment Test. Alternatively, if you have satisfactorily completed an appropriate training course on the management of site-based health and safety (see SKILLcard's website for list of approved courses www.skillcard.org.uk), 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).

If you have attained a Level 3, 4 or 5 National or Scottish Vocational

Qualification (NVQ/SVQ/QCF) in a relevant building services engineering/construction/ engineering supervisory or management discipline within the past two years, you do not need to complete this section.

Tick one box and enclose copies of the relevant certificates:

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

SECTION 4: Supervisory/Management Professional/ Technical qualifications

Put a tick against the qualifications to be shown on your Supervisor's or Manager's SKILLcard.

1. National/Scottish Vocational Qualifications

- NVQ/SVQ Level 3 in Building Services Engineering Supervision
- NVQ/SVQ Level 3 in Building Site Supervision
- NVQ/SVQ Level 3 in Management (Institute of Management Foundation)
- NVQ/SVQ Level 4 in Building Services Engineering Site Management
- NVQ/SVQ Level 4 in Building Services Engineering Design
- NVQ/SVQ Level 4 in Service and Maintenance Management
- NVQ/SVQ Level 4 in Project Management (Institute of Management Foundation)
- NVQ/SVQ Level 5 in Contracts Management
- NVQ/SVQ Level 5 in Project Management (Institute of Management Foundation)

SECTION 4: Supervisory/Management Professional/ Technical Qualifications (continued)

2. Higher*/National* Certificate**/Diploma* (*Circle as appropriate) (**circle as appropriate)

- Building Services Engineering specialism
- Construction and the Built Environment with relevant Building Services Engineering Options
- Other relevant engineering/construction qualification

Please state title of qualification

Name and address of educational establishment at which trained/studied

Name of awarding body

If you are registering as a Junior/Assistant Project Engineer, enter the following details of the building services engineering/construction/ engineering/management NVQ/SVQ for which you have registered once you have acquired sufficient post-qualification experience.

NVQ/SVQ Level

Name of qualification (insert title of NVQ/SVQ)

NVQ/SVQ Registration number

Date registered

3. Supervisory Management Qualification

- Building Better Business Skills - Management & Leadership
- NEBS cer
- Other equivalent (give details)

Please state title of qualification

Name of awarding body

Date awarded

4. Degree courses

Designatory letters

- BEng
- BSc
- MEng
- MSc
- Other - including further degrees (please state)

Title of degree course

Name and address of educational establishment at which studied

Name of awarding body

Date awarded

5. Membership of Incorporated/Chartered Institution (please provide evidence)

Name of institution

Membership status

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. Please follow the link to our online privacy notice at: www.skillcard.org.uk/privacy-policy to find out more about how we process your data and your rights.

Name

Date

 / /

IMPORTANT NOTE TO APPLICANTS: Before you return this form, you must ensure the following section is fully completed.

SECTION 6: Employer endorsement

The endorsement at this section must be completed on behalf of your current employer by an Operational Director or Personnel Director (or, in the case of an application from a Contracts Manager, by a Senior Director). Applicants applying for PQP cards require one endorsement only (this section). Applicants who do not have a relevant NVQ/SVQ as set out in section 4 are required to complete this section and section 6.1.

The applicant must NOT complete this endorsement.

- I agree that the applicant has demonstrated competence that meets the minimum standards for the occupation applying for as set out for that occupation in the SKILLcard scheme conditions (www.skillcard.org.uk) and I recommend the issue of the relevant coloured SKILLcard appropriate to that occupation. I certify that the details on this form are correct to the best of my knowledge and belief and the photograph is a true likeness of the applicant, whom I have known for _____ years

In the case of an application for a SKILLcard from a First Line Supervisor/Foreman:

- I confirm that the applicant has had at least 15 years' relevant experience of which not less than five have been in the occupation applied for by the applicant.

In the case of an application for a SKILLcard from a Junior/Assistant Project Engineer:

- I confirm that the applicant has completed a relevant course of training/study in a recognised building services engineering or construction-related qualification at an appropriate educational establishment and is registered for a relevant management/higher level NVQ/SVQ once he/she has acquired sufficient post-qualification experience.

In the case of an application for a SKILLcard from a Member of CIBSE using the Professionally Qualified Person (PQP) route:

- I confirm that the applicant has had at least one years' relevant on-site experience or other appropriate experience as a professional Building Services Engineer in the last three after initial training. I agree that the applicant has demonstrated competence that meets the competence and commitment standards for CIBSE members as detailed on the SKILLcard website (www.skillcard.org.uk) and recommend the issue of a Professional Qualified Person card.

In all other cases:

- I confirm that the applicant has had at least one year's relevant experience in the last three in the occupation applying for in respect of 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. Please follow the link to our online privacy notice at: www.skillcard.org.uk/privacy-policy to find out more about how we process your data and your rights.

SECTION 6: Employer endorsement (continued)

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 6.1: Employer endorsement

The person completing this section of the form MUST BE DIFFERENT from the person signing section 6.

The applicant must NOT sign this section of the form.

This endorsement must be completed only on behalf of applicants who are applying for either a Supervisors or Managers SKILLcard who do not have a relevant NVQ/SVQ.

This section does not need to be completed in the case of CIBSE members using the Professional Qualified Person route.

This section of the form must also be completed if the applicant does not have an NVQ/SVQ in a relevant building services engineering/ construction supervisory or management discipline. It may be completed by a current or previous employer, or another professional person. (A "professional person" is somebody of professional status within the building services engineering industry, who has seen the applicant's work and is able to verify he/she is capable of performing the duties listed in the minimum standards for the occupation applying for as set out for that occupation in the SKILLcard scheme booklet.)

If you have been asked to endorse this application, please consider the statements printed below, tick only those boxes which are relevant to this particular application and give the details requested.

I agree that the applicant has demonstrated competence that meets the minimum standards for the occupation applying for as set out for that occupation in the SKILLcard scheme conditions (www.skillcard.org.uk) and I recommend the issue of the relevant coloured SKILLcard appropriate to that occupation. I certify that the details on this form are correct to the best of my knowledge and belief and the photograph is a true likeness of the applicant, whom I have known for _____ years

In the case of an application for a SKILLcard from a First Line Supervisor/Foreman:

I confirm that the applicant has had at least 15 years' relevant experience of which not less than five have been in the occupation applied for by the applicant.

In the case of an application for a SKILLcard from a Junior/Assistant Project Engineer:

I confirm that the applicant has completed a relevant course of training/study in a recognised building services engineering or construction-related qualification at an appropriate educational establishment and is registered for a relevant management/higher level NVQ/SVQ once he/she has acquired sufficient post-qualification experience.

In all other cases:

I confirm that the applicant has had at least one year's relevant experience in the last three in the occupation applying for in respect of 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. Please follow the link to our online privacy notice at: www.skillcard.org.uk/privacy-policy to find out more about how we process your data and your rights.

SECTION 6.1: Employer endorsement (continued)

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: 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

Date

Email

If you are a CIBSE Member applying for a Professional Qualified Person SKILLcard please send this form and supporting documentation to:

CIBSE
Membership Department
222 Balham High Street
London
SW12 9BS

www.cibse.org

Email: membership@cibse.org

Telephone: 020 8675 5211

If you are applying for a Gold Supervisory or Black Managerial SKILLcard, 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

SECTION 8: To be completed by CIBSE

I confirm that the applicant has demonstrated professional competence that meets the minimum standards.

Signed on behalf of CIBSE

Print name

Date

 / /

CIBSE official stamp

ENGINEERING SERVICES

