



Upgrade/Update and Replacement of existing card

This upgrade/update and replacement form is for use by existing SKILLcard holders only. Please remember if you are applying for an upgrade/update to your current SKILLcard please return the card with this application.

HOW TO APPLY:

- 1 Please complete sections 1-5 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 4.
- 3 Attach your photograph in section 2. Remember to write your name and National Insurance number on the back.
- 4 Attach a cheque or complete credit card details in section 5.

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 - If required 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 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: Card information

I am applying for a: (please tick)

- Replacement SKILLcard (complete 1.1 below then move onto section 2) Upgrade/Update to an existing SKILLcard (complete 1.2 below then move onto section 2)

1.1 Reason for replacement card: (please tick)

- Card Lost Card Stolen Card Damaged/Destroyed Change of Name Change of Photo Other

1.2 Reason for your SKILLcard upgrade/update: (please tick)

- Upgrade from Trainee to NVQ/SVQ Level 2 Upgrade from NVQ/SVQ Level 2 to NVQ/SVQ Level 3
 Existing Green/Blue/Gold SKILLcard adding qualification(s) or welding competency Other e.g. National Agreement Grade and/or occupation added

If your occupation does not appear on your existing SKILLcard, please tick the box which best describes what you do at work. Tick one box only.

Green Mate/Assistant SKILLcard

- Domestic Heating Fitter's Mate/Assistant
 H&V Craftsperson's Mate/Assistant*
 Plumber's Mate/Assistant
 Refrigeration/Air Conditioning Technician's/Engineer's Mate/Assistant
 Service and Maintenance Assistant

Red Trainee SKILLcard

- Adult Trainee
 Advanced Modern Apprentice (also known as Modern Apprentice – Junior and Intermediate)
 Commissioning Trainee/Assistant
 Foundation Modern Apprentice (also known as National Trainee)
 Intermediate Commissioning Balancing Technician
 Student Engineer

* Personnel in occupations marked with an asterisk may also use this form to register their National Agreement Grade (where relevant).

SECTION 1: Your occupation (continued)

Skilled

- | | |
|--|--|
| <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).

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

- Installer Craftsperson Senior Craftsperson

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: 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 4: Employer 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: / /

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.

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 (line 1)

Address (line 2)

Address (line 3)

Town

County

Postcode

Signature

Print name

Position in company

Date

 / /

Email address

Telephone number

SECTION 5: Payment details

- Replacement SKILLcard - £40.00
- Existing Green/Blue/Gold SKILLcard adding qualification(s) - £40.00
- Upgrade from Trainee to NVQ/SVQ Level 2 or 3 SKILLcard - £40.00
- Other e.g. National Agreement Grade and/or occupation added - £40.00

I am paying by:

- 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

