



IMPORTANT NOTE: Please read carefully the declarations listed below in relation to the applicants card type you are endorsing.

- 1 Managerial/Supervisor/Professional Card
- 2 Craft & Operative Card
- 3 Construction Related Occupation (CRO) Card

Managerial / Supervisor / Professional Card Application

The endorsement in this section must be completed on behalf of your current employer by an Operations Director or Personnel Director (or, in the case of an application from a Contracts Manager, by a Senior Director).

- 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 and I recommend the issue of the relevant coloured SKILLcard appropriate to that occupation.

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 enough post-qualification experience.

In the case of an applicant for a SKILLcard from a Member of a Professional body using the Professionally Qualified Person (PQP) OR from an Academically Qualified Person (AQP) 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 their membership and/or qualification as detailed on the SKILLcard website and recommend the issue of a PQP or an AQP 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 indicated by the applicant on the front of the application summary.

Craft & Operative Card Application

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

- I confirm that the applicant named on this form has been known to me personally in the occupation shown on the application summary
- I certify that the photograph is a true likeness of the applicant and that the details on the application summary are correct to the best of my knowledge.
- I confirm that the necessary documentary evidence supporting the qualifications indicated in this application has been provided.

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.

Construction Related Occupation (CRO) Card Application

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

If you, the applicant is 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 application summary
- I certify that the photograph is a true likeness of the applicant and that the details on the application summary are correct to the best of my knowledge

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](#).

FOR FURTHER ASSISTANCE CONTACT SKILLCARD ON

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