

Note: This form is **ONLY** for apprentices who can provide a copy of a signed Apprenticeship Agreement or who **will** be undertaking a formal Apprenticeship programme. If you are in training and have an employer but do not have this, you should apply for a Red Trainee card.



JIB-PMES CSCS SMARTCARD Registration Application – **Apprentice** Red card

Return to: JIB-PMES, Lovell House, Sandpiper Court, Phoenix Business Park, Eaton Socon,
St Neots, Cambs. PE19 8EP or email to: info@jib-pmes.org.uk

Preliminary information

If you are an **individual** applicant, making a card application for yourself, please tick here to confirm:

If you are an **employer** representative, making a card application on behalf of an employee, please tick here to confirm:

If you are a **third party** (e.g. Agency) representative making a card application on behalf of someone else, please tick here:

Important note: The cardholder retains the right to possession and use of the card, regardless of who makes the card application or, indeed, who makes payment.

Section 1 Your details

Title: (Mr, Mrs, etc.)	<input type="text"/>	Gender*:	<input type="text" value="(Please leave blank if you would prefer not to say)"/>		
First name:	<input type="text"/>				
Surname:	<input type="text"/>				
Home Address:	<input type="text"/>				
	<input type="text"/>				
Postcode:	<input type="text"/>				
Date of birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
NI Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Tel. No:	<input type="text"/>				
Email address:	<input type="text"/>				
Please provide your membership number if you are a UNITE THE UNION member as you may be entitled to a free card:	<input type="text"/>				

Colour Photo

This photo will be electronically scanned. Please ensure a passport-style photo fits inside the red box. Failure to do so will result in your application being rejected. If posting, please write your national insurance number on the back.

*This information is requested for the sole purpose of ascertaining data on the composition of the plumbing and mechanical engineering services sector in terms of gender representation. This data will be treated and stored correctly, and securely, in accordance with our responsibilities under GDPR and the Data Protection Act 2018.

Section 2 Card type and cost

Card Details	Costs (Tick which type of application you are making)	
	Standard application	Fast track application
Apprentice Red	£20.00 <input type="checkbox"/>	£80.00 <input type="checkbox"/>

FAST TRACK OPTION

With **standard applications** it can take **up to 28 days** from the receipt of all required documentation for your card to arrive. For an additional payment of £60.00 (plus standard card fee) you can request your application to be **fast tracked**. When an application is fast tracked, we aim for you to receive your card **within 4 working days**. We require a completed application form, all supporting documentation and cleared payment by credit/debit card. Please tick the above box to fast track your application.

Section 3 Health, Safety and Environment Training

1. Health, Safety and Environment (HS&E) Test

If you have passed the JIB-PMES or the CITB HS&E test, please tick this box and ensure you send a copy of your test pass confirmation with this application.

2. Confirmation of suitable HS&E training during Apprenticeship. (To be completed by College/Training Centre Tutor/Lecturer)

If you are claiming exemption from the Health, Safety and Environment test, the following must be completed by your tutor/lecturer.

I certify that the applicant named above has successfully completed the appropriate Diploma/NVQ/Apprenticeship unit(s) providing exemption from the PMES Health, Safety and Environment test.

Signed (by tutor/lecturer):

Date:

D	D		M	M		Y	Y	Y	Y

Tutor/Lecturer Name:

Name of College/Training Centre:

Section 4 Declaration

Applicant Declaration

By signing the below declaration, I certify that the details on this application form are correct and complete to the best of my knowledge.

I understand and agree that the information on this application form will be used by the JIB-PMES and its suppliers for the purpose of processing my JIB-PMES CSCS card application. As part of the application process it may also be necessary to share your information with employers, labour agencies, training providers and awarding organisations for verification purposes.

I understand that my personal data will be stored in a secure database and processed in accordance with the requirements of the JIB-PMES Privacy Statement (which can be accessed on the JIB-PMES website: www.jib-pmes.org); the JIB-PMES Privacy Policy and the Data Protection Act 2018.

I also agree that the information contained in this application form may be used by the JIB-PMES or shared with selected third parties in relation to the provision of other services associated with my employment in the plumbing and mechanical engineering services industry.

Important Information:

- * I acknowledge that full payment will be taken at the time of application and is non-refundable. I understand that I have up to 90 days from submitting my application form to provide any missing or additional information required for my application. If this process takes longer than 90 days, I understand that I am liable for the payment of another application fee.
- * The card remains the property of the JIB-PMES and can be withdrawn at any time.
- * If all the relevant documentation is not enclosed with the application, the form and all supporting documentation will be returned.

Signed:

Date:

D	D		M	M		Y	Y	Y	Y

Section 5

Payment details

Please tick to confirm application type and fee: **Standard - £20.00**

Fast track - £80.00

If you have selected fast track, please ensure that the fast track box on page 1 is also ticked.

Payment options

Credit/Debit card authorisation

Payment is taken remotely, please complete following details:
I hereby authorise the JIB-PMES to charge to the credit/debit card as detailed below.

Card type: Debit Credit

Card number:

Expiry Date:

Security code:
(last 3 digits from the back of the card)

Cardholder name:

Cardholder address:

Cardholder signature:

Cardholder contact telephone number:

Cardholder email address:

ALTERNATIVE METHODS OF PAYMENT

- Credit/Debit card payment over the phone: Please call 01480 476925 for instructions
- BACS: Please phone the JIB-PMES on 01480 476925 for instructions

Notes:

- 1.) Full payment is taken at the point of application and is non-refundable.
- 2.) If we are unable to obtain payment from the above details the application will be rejected without further attempts to contact the cardholder. If you do not wish to complete the card details above, please use one of the other methods of payment.
- 3.) Where card payment details are provided, these will be securely destroyed as soon as payment has been taken.
- 4.) Invoices will not be provided before or after payment.
- 5.) Receipts must be requested at the time of application
- 6.) The JIB-PMES phone lines are open between 10am – 12pm and then again between 2pm – 4pm Monday to Friday each week.

Section 6

Apprentice

Name:

National Insurance Number:

Section 6a: This section **MUST** be completed if you are enrolled on an Apprenticeship and can enclose a copy of your Apprenticeship Agreement. This section must also be endorsed by your Tutor. If you are in employment, but have not yet started your Apprenticeship, please complete Section 6C.

Please tick here to confirm that you have enclosed a copy of your signed Apprenticeship Agreement:

Name of Apprenticeship: Start date:

Name of Training Provider:

Tutor endorsement

I hereby sign to confirm that the apprentice named above is enrolled on a suitable, sector related apprenticeship:

Name and role: Signature:

Note: If you can't provide a copy of your signed apprenticeship agreement, you will not be issued with an Apprentice Card. If you are engaged in any other type of training leading to a recognised qualification you should complete a Trainee Card application form.

SECTION 6b: To be completed by Apprentice Employer in all cases

EMPLOYER DETAILS AND ENDORSEMENT

The Apprentice shall undertake recognised training or pursue accreditation of learning and/or experience with a view to achieving a Level 2 or Level 3 Apprenticeship. By endorsing this application for a JIB-PMES CSCS Card as an Apprentice, I confirm that the applicant and the employer have entered into an individual partnership arrangement to ensure the applicant has every opportunity to undergo periodic assessment of their knowledge and experience, and gather evidence to prove their normal day-to-day working experience.

I certify that the applicant named above has been employed by this company since: **D D M M Y Y Y Y**

Employer Signature:
D D M M Y Y Y Y
 Date:

Signatory's Name:

Position in Company:

Company Name:

Address:

Postcode:
 Telephone number:

Email Address:

Section 6 Apprentice

Name:

National Insurance Number:

Section 6C: Pre-Apprenticeship Declaration. To be completed by the Apprentice Employer and the Apprentice

This section should only be completed under the following circumstances:

- The Apprentice has been recruited by the employer and has already started work
- The Apprentice has passed a suitable HS&E test
- The Apprentice has not started/taken up their place at College/Training Centre.

Employer Declaration

I hereby confirm that the above named Apprentice has started work within our organisation and that they have passed a suitable Health, Safety and Environment test. I also confirm that the Apprentice will be enrolled on a formal Apprenticeship programme through an appropriate Managing Agency or Apprenticeship Training Provider within 12 months of this form being signed. As soon as the Apprentice has been enrolled with the Apprenticeship Managing Agent or Training Provider, I commit to providing the evidence of this enrolment (i.e. copy of the Apprenticeship Agreement) to the JIB-PMES.

I understand that if no such evidence of Apprenticeship enrolment is received by the JIB-PMES within 12 months of this application being signed, the JIB-PMES reserves the right to cancel the JIB-PMES Apprentice CSCS Registration card.

Employer Signature:

Date: D D M M Y Y Y Y

Signatory's Name:

Position in Company:

Apprentice Declaration

I hereby confirm that I am required to provide the JIB-PMES with my Apprenticeship programme enrolment details / Apprenticeship Agreement as soon as it has been signed with my Apprenticeship Managing Agent or Training Provider.

I understand that if no such evidence of Apprenticeship enrolment is received by the JIB-PMES within 12 months of this application being signed, the JIB-PMES may cancel my JIB-PMES Apprentice CSCS Registration card.

Apprentice Signature:

D D M M Y Y Y Y

Section 7 Card Delivery

CARD DELIVERY DETAILS

Please tick this box if you would like the card to be delivered to the **applicant's home address**:

Please tick this box if you would like the card to be delivered directly to the **employer**:

Important note: The cardholder retains the right to possession and use of the card, regardless of who makes the card application or, indeed, who makes payment.

Or, if you would like the card to be delivered to an alternative address please enter those details here:

Guidance Notes

JIB-PMES CSCS Registration Card for Apprentices

- i. The Red Apprentice card is available as follows:
 - To those without prior industry experience who are registered on a formal recognised apprenticeship programme (Apprenticeship Standard) and who have signed a formal apprenticeship agreement with their employer and training provider confirming this
 - To those with prior industry experience who are registered on a formal recognised apprenticeship programme (Apprenticeship Standard), as an Up-Skilling initiative and who have signed a formal apprenticeship agreement with their employer and training provider confirming this
 - To those without prior industry experience who intend to register on a formal recognised apprenticeship programme (Apprenticeship Standard) within 12 months of signing this application form and who have signed a declaration with their employer confirming this.
- ii. It acts as an identification card during on-site training periods.
- iii. It shows that the cardholder is or is to be registered on an Apprenticeship programme (including appropriate qualification as appropriate to his/her occupation) but has not yet completed.
- iv. Before an Apprentice card can be issued the applicant must provide the following:
 - A copy of a signed Apprenticeship Agreement
 - Or
 - Confirmation of the Employer and Apprentice of the intention to start on a formal Apprenticeship programme within 12 months of signing this application form.

 - Confirmation of completing the appropriate health and safety units from the Apprenticeship programme, NVQ or Diploma qualification
 - Or
 - Confirmation of completing either the JIB-PMES or CITB Health, Safety and Environment test for operatives
- v. Apprentice cards are valid for up to five years, or until the card holder is eligible for a Blue or Gold Card relevant to their occupation.

Please note students registered on C&G 6035 (VRQ) technical certificate or other equivalent courses who are not continuing their training to progress onto a full apprenticeship are not eligible for this card.

Plumbing and Heating Fitter apprentices engaged through the JTL Managing Agency should contact JTL directly for their cards.

Any applicant who needs to pass a Health, Safety and Environment test before applying for their card should visit: <https://www.jib-pmes.org/health-and-safety-test/>