

JIB-PMES CSCS SMARTCARD Registration Application –

Supervisor

Gold 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 Card applicant 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"/>
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"/>					

*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

	Costs (Tick which type of application you are making)	
Card Details	Standard application	Fast track application
Supervisor Gold (For L3 qualified operatives)	£45.00 <input type="checkbox"/>	£105.00 <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

Applicants must be able to comply with one of the following options to meet the HS&E requirement for this type of card.

1. CITB Supervisors + CITB Managers and Professionals HS&E Test (applicable for Supervisors/Managers cards)

Please tick to confirm you have passed **either** of the following HS&E tests:

- CITB Supervisors HS&E test
- CITB Managers and Professionals HS&E Test

Remember to send a copy of your test pass letter with this application.

2. Other applicable Health and Safety Tests

Please tick to confirm you have passed **any** of the following other acceptable Health and Safety tests/courses:

- CITB SSSTS course
- CITB SMSTS course
- CCNSG 'Leading a Team Safely' course
- IOSH 'Managing Safely' course

Remember to send a copy of your certificate with this application.

Failure to provide a copy of your HS&E test pass could result in your application form being returned.

For a list of acceptable tests, please visit our website: <https://www.jib-pmes.org/health-and-safety-test/>

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

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Section 5 Payment details

Please tick to confirm application type and fee: **Standard - £45.00**

Fast track - £105.00

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

Payment 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 PHMES Supervisor Gold Card

(For guidance notes see next page)

Name:

National Insurance Number:

SECTION 6A Required qualifications

Applicants **MUST** be able to comply with the requirements of either Route 1 or Route 2.

Route 1 Please tick this box if you have completed a PHMES related L3 or L4 N/SVQ qualification (e.g. L3 NVQ Diploma in Plumbing and Heating) and **remember to include a copy of your qualification certificate with your application.**

Route 2 Please tick to confirm you have completed the following L3 N/SVQ supervisory qualifications:

- L3 N/SVQ Diploma in Occupational Work Supervision

Remember to include a copy of this certificate.

You **must** also provide evidence of having completed an appropriate Level 2 or Level 3 PMES related N/SVQ or equivalent qualification (e.g. L2 NVQ Diploma in Plumbing and Heating or City & Guilds Craft Certificate etc.)

Remember to also include a copy of this certificate. Tick here to confirm

All applications **must** also be accompanied by a completed endorsement of the applicant's supervisory experience (Section 6B). Applications submitted without completed endorsements will be returned.

SECTION 6B Employer or Client Endorsement – A current or previous employer or a client representative must complete this section. The applicant must not sign this section.

I **confirm** that the applicant has had at least one-year on-site supervisory experience or other experience appropriate to the occupational role of PHMES Supervisor, after initial training. I agree that the applicant has demonstrated competence that meets the minimum standards overleaf and recommend the issue of a card. I certify that the details on this form are correct to the best of my knowledge.

I have known the applicant for year(s).

Company Name (if applicable):

Address:

Postcode:

Telephone Number:

Print name:

Professional status/qualifications:

Email Address:

Signature:

Please note that checks will be made with the contact person to ensure that details included on this form are accurate and that you are, or have been employed in the PHMES sector.

THE FOLLOWING IS A GUIDE TO THE MINIMUM ACTIVITIES A COMPETENT PHMES SUPERVISOR WOULD BE EXPECTED TO PERFORM

1. Plan site work

Determine and agree work methods
Determine and agree work programmes

2. Implement site work

Inspect and prepare the workplace
Implement work organisation and communications systems

3. Contribute to maintaining resources for work

Contribute to the deployment and use of materials
Contribute to the deployment and use of plant and equipment
Assist in obtaining the workforce

4. Monitor and control work

Monitor and control the progress of operations
Monitor and control work quality
Maintain dimensional control of work

5. Establish and maintain a safe and healthy workplace

Establish the conditions for a safe and healthy workplace
Maintain a safe workplace

6. Create effective working relationships

Gain the trust and support of colleagues and team members
Gain the trust and support of one's immediate manager
Minimise team conflict

7. Contribute to establishing and maintaining relationships with customers and the community

Contribute to establishing and maintaining relationships with customers
Contribute to establishing and maintaining relationships with the community

Section 7 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:

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

PHMES Supervisor JIB-PMES CSCS Registration Card (Gold)

- i. A Gold JIB-PMES CSCS Registration card is issued to PHMES supervisors who hold suitable NVQ/SVQ Level 3 or Level 4 qualifications and who can provide an endorsement from their employer/client to support their application.
- ii. This card is also available to supervisors who have completed the L3 N/SVQ in Occupational Work Supervision or L3 N/SVQ in Construction Site Supervision qualification (available from a number of Awarding Organisations) **AND** who can also provide evidence of having completed an appropriate PMES related L2 or L3 N/SVQ or equivalent qualification (e.g. L2 NVQ Diploma in Plumbing and Heating, City & Guilds Craft Certificate in Plumbing etc.). Applicants must also provide an endorsement from an employer/client to support their application.
- iii. Registration Cards issued on this basis are valid for up to five years, and may be renewed after that period (subject to renewal rules).
- iv. This route of entry is permanently open.
- v. To obtain a PHMES Supervisor JIB-PMES CSCS Registration card applicants must provide the following:
 - A correctly completed application form and the appropriate fee.
 - Evidence of passing the CITB Supervisors Health, Safety and Environment test (or acceptable equivalent)
 - Evidence of an acceptable Level 3 or Level 4 NVQ/SVQ qualification plus employer endorsement
OR
 - Evidence of completing an Occupational Work Supervision Level 3 N/SVQ **plus** an acceptable Level 2 or Level 3 NVQ/SVQ qualification or equivalent and a completed employer endorsement.

Note: NARIC equivalence reports

- vi. Those applying for cards by providing NARIC equivalence reports are also required to provide a copy of valid photographic identification (e.g. Biometric Residence Permit or Passport). This should be included at the time of application along with the NARIC equivalence report. Failure to submit a copy of valid photographic ID with the application form will result in the application being returned to the applicant.

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/>