

# JIB-PMES CSCS SMARTCARD Registration Application – Manager Black 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](mailto: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 style="width: 90%;" type="text"/>	Gender*:	<input style="width: 90%;" type="text" value="(Please leave blank if you would prefer not to say)"/>
First name:	<input style="width: 100%;" type="text"/>		
Surname:	<input style="width: 100%;" type="text"/>		
Home Address:	<input style="width: 100%;" type="text"/>		
	<input style="width: 100%;" type="text"/>		
Postcode:	<input style="width: 100%;" type="text"/>		
Date of birth:	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
NI Number:	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
Mobile Tel. No.	<input style="width: 100%;" type="text"/>		
Email address:	<input style="width: 100%;" 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 style="width: 100%;" 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

	Costs (Tick which type of application you are making)	
Card Details	Standard application	Fast track application
PMES Manager Black	£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

### 1. CITB Managers and Professionals HS&E Test

If you have passed the CITB Managers and Professionals HS&E Test, please tick this box  and **ensure you send a copy of your test pass letter with this application.**

### 2. Other applicable Health and Safety Tests

If you have passed any other acceptable Health and Safety tests/courses within the last 2 years, please tick this box  and **ensure you send a copy of your test/course certificate.** Other acceptable Health and Safety tests/courses include:

- CITB Site Management Safety Training Scheme (SMSTS)
- IOSH Managing Safely/Managing Safely in Construction
- CCNSG Safety Passport – Supervising/Leading a Team Safely course

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

For a list of acceptable tests, please visit our website: [www.jib-pmes.org](http://www.jib-pmes.org)

## 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](http://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 - £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 Manager Black Card

(For guidance notes see next page)

### 6A PHMES Manager Black Card – Qualification requirements

#### Route 1

If you have completed an appropriate Level 4 or higher PMES and/or Managerial related N/SVQ or equivalent qualification (e.g. BTEC, Degree or ILM/CIM approved management programme etc.) please tick this box  and remember to include a copy of your qualification certificate with your application.

#### Route 2

If you can provide evidence of having met the requirements for a JIB-PMES Gold card (i.e. through achievement of an appropriate PMES L3 S/NVQ Diploma or Advanced Craft qualification), please tick this box  and remember to include a copy of your qualification certificate with your application.

In addition, Route 2 applicants must also provide evidence of having completed one of the following courses. Please tick to confirm which course has been completed and remember to also include a copy of this certificate with your application.

- CITB Site Management Safety Training Scheme (SMSTS)
- IOSH Managing Safely/Managing Safely in Construction
- CCNSG Safety Passport – Supervising/Leading a Team Safely course

### 6B PHMES Manager Black Card – Endorsement

**Your immediate Line Manager/Director must complete this section. If the applicant is self-employed, this section must be completed by a Client or Professional colleague. The applicant must not sign section 6B themselves.**

I confirm that the applicant has had at least one-year on-site experience or other experience appropriate to the occupation role of PHMES Manager, after initial training. I agree that the applicant has demonstrated competence that meets the minimum standards overleaf and recommend the issue of a PHMES Manager 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:

Position:

Email Address:

Signature:

## 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:

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

**THE FOLLOWING IS A GUIDE TO THE MINIMUM ACTIVITIES A COMPETENT PLUMBING/MECHANICAL ENGINEERING SERVICES MANAGER WOULD BE EXPECTED TO PERFORM**

**1. Manage project briefs**

Agree and present a project brief  
Advise stakeholders on project cost strategies  
Prepare a schedule which meets the requirements of the project brief

**2. Assess and manage project risks**

Assess project risks  
Specify and implement methods and procedures to manage project risks  
Manage project health, safety and welfare

**3. Establish and monitor project teams**

Select and form a project team  
Establish and monitor project team working methods  
Establish and monitor project organisation and communication systems

**4. Control project cost, quality and progress**

Control project costs against agreed budgets  
Control project against agreed quality standards  
Control project progress against agreed schedules

**5. Co-ordinate project handover and evaluation**

Co-ordinate provision of information and guidance to support operation of the works and installations  
Manage project completion and handover  
Evaluate projects

**Plus any 3 of the following 6**

**6. Establish criteria for project briefs**

Agree client requirements and preferences  
Assess user needs and options  
Assess community factors

**7. Evaluate and advise on development factors and potential design solutions**

Evaluate development opportunities, constraints and potential solutions  
Advise on potential options for development

**8. Advise on and co-ordinate project design development**

Advise stakeholders on the selection and modification of design  
Facilitate the agreement of a detailed design  
Manage the flow of design documents

**9. Advise on and secure statutory consents**

Advise on regulatory requirements and constraints  
Confirm statutory control requirements and consent applications  
Manage appeals and negotiate to secure statutory consent

**10. Agree procurement and contract procedures**

Select and agree a project procurement procedure with a client  
Evaluate and agree potential tenderers  
Select, recommend and agree a form of contract

**11. Implement tenders and conclude contracts**

Implement estimate, bid and tender procedures  
Evaluate successful tenders and negotiate changes  
Conclude a contract for the supply of works, goods, materials and consultancy services

**Plus any 3 of the following 6**

**12. Select personnel for activities**

Identify personnel requirements  
Select required personnel

**13. Manage the performance of teams and individuals**

Allocate work to teams and individuals  
Agree objectives and work plans with teams and individuals  
Assess the performance of teams and individuals  
Provide feedback to teams and individuals on their performance

**14. Enhance working relationships**

Develop and maintain relationships with stakeholders  
Enhance the trust and support of colleagues  
Enhance the trust and support of those to whom you report  
Provide guidance on values at work

**15. Advise on problems and solutions**

Collate information and provide advice on technical problems  
Re-frame and generate solutions to complex, indeterminate problems

**16. Chair and participate in meetings**

Chair meetings  
Participate in meetings

**17. Develop self and others**

Optimise your own resources to meet objectives  
Undertake personal development in the occupational practice area  
Enable others to learn and benefit from one's experience

Before sending your form please check that it has been fully completed. Your form will be sent back if it has not been properly filled in. If you need help with your form, telephone the JIB-PMES on 01480 476925 (10am – 4pm).

## Section 8

### Guidance Notes

#### PHMES Manager JIB-PMES CSCS Registration Card (Black)

- i. A Black JIB-PMES CSCS Registration card is issued to PHMES Managers who hold suitable qualifications, have passed the CITB MAP HS&E Test and who can provide a suitable endorsement from their employer/clients to support their application.
- ii. JIB-PMES CSCS Registration cards issued on this basis are valid for up to five years, and may be renewed after that period (subject to renewal rules).
- iii. This route of entry is permanently open.
- iv. To obtain a PHMES Manager JIB-PMES CSCS Registration card, applicants must provide the following:
  - A correctly completed application form and supply the appropriate fee.
  - Evidence of having achieved a suitable Level 4 or higher qualification in either a PMES or Management related discipline
  - Evidence of having achieved a L3 NVQ Diploma/NVQ or Advanced Craft qualification in a PMES related discipline and of having past a suitable construction site management/supervisory qualification\*
  - Evidence of passing the CITB Managers and Professionals Health, Safety and Environment test or suitable equivalent qualification\*

\*Suitable construction site management/supervisory qualifications for this purpose include:

- CITB Site Management Safety Training Scheme (SMSTS)
- IOSH Managing Safely/Managing Safely in Construction
- CCNSG Safety Passport – Supervising/Leading a Team Safely course

#### Note: NARIC equivalence reports

- v. 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.

IF YOU ARE CONTINUING WITH YOUR STUDIES, YOU WILL NEED TO APPLY FOR A RED TRAINEE CARD.

#### Note: UK ENIC / ECCTIS Industry Skills Statements

- vi. Those applying for cards by providing UK ENIC / ECCTIS Industry Skills Statements 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 UK ENIC / ECCTIS Industry Skills Statement. Failure to submit a copy of valid photographic ID with the application form will result in the application being returned to the applicant.
- vii. Those applying for a Plumber blue card must provide a full UK ENIC / ECCTIS 'Industry Skills Statement' including Primary Source Verification. The JIB-PMES no longer accepts standard NARIC/UK ENIC 'Statements of Comparability' in support of Plumber blue card applications.

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/>