

JIB-PMES CSCS SMARTCARD Application: PMES Related Occupations - Skilled Operatives

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" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
NI Number:	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
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

	Costs (Tick which type of application you are making)	
Card Details	Standard application	Fast track application
PMES Related Occupation (Blue or Gold card)	£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 PMES Related Occupations

Your initial application **MUST** include:

- 1.) Confirmation of a valid Health, Safety and Environmental test pass (e.g. copy of pass letter/certificate)
- 2.) Evidence of having completed appropriate qualification(s). Details of the qualifications that are required for each occupation are included on the JIB-PMES website: www.jib-pmes.org
- 3.) Completed application form (sections 1- 6, including employer details, payment method and signed declaration)

The occupation names listed below are exactly as they will appear on your card. You must confirm whether a L2 or L3 qualification is being provided as evidence. Those providing suitable Level 2 qualifications will be issued with an operative blue card; those providing suitable Level 3 qualifications will be issued with operative gold card. **You MUST tick below to confirm the card you are applying for. The evidence you provide in support of your application MUST meet the requirements for the occupation selected below as per the guidance provided on the website.**

Card occupation	Blue card	Gold card	Card occupation	Blue card	Gold card
CCTV Drainage Operative		N/A	PMES System Tank Installer		N/A
CCTV Drainage Supplier		N/A	Pump Installation and Maintenance Fitter		N/A
CCTV Drainage Surveyor		N/A	Rainwater Systems and Roof Drainage Installer		N/A
Commercial Catering Engineer		N/A	Renewable Energy Systems Installer		
Domestic Appliance Installation and Maintenance Operative		N/A	Swimming Pool and Leisure Systems Installer		N/A
Drainage and Sewerage Installation and Maintenance Engineer		N/A	System Disinfection and Chlorination Operative		N/A
Fire Prevention and Sprinkler System Installation and Maintenance Fitter		N/A	Wastewater Treatment Service Engineer		
Gas Engine Service Engineer		N/A	Water Distribution Systems Engineer		
Irrigation System Installer		N/A	Water Feature and Fountain Installer		N/A
Leadworker/Sheet Weathering Installer		N/A	Water Hygiene Operative		N/A
Medical Equipment Installation and Maintenance Engineer			Water Meter Installer		N/A
PMES Related Engineer			Water Treatment Equipment Installer		N/A

Please remember to include evidence of qualification achievement in support of your application. Applicable fees must be paid in full at the time of application and are non-refundable. It is therefore essential that you include ALL required documentation with your application.

Section 4 Health, Safety and Environment Training

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

If you have passed either the JIB-PMES HS&E test for PMES Operatives or the CITB HS&E test within the past 2 years, 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 ensure you send a copy of your test/course certificate with this application.

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

Section 5 Employment details

Please provide details of your current employer or a company you have worked for (not a domestic client). If you are self-employed we will accept a company you have sub-contracted for. Your own company details are not acceptable.

Contact person (must be a senior member of staff/Director):

Company Name:

Telephone number:

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Address:

Postcode:

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Please tick box if employer is a 'paid up' JIB-PMES Participant

Email Address:

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 PMES sector.

Section 6 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 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:

Section 8 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:

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Expiry Date:

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

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Cardholder name:

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Cardholder address:

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Cardholder signature:

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Cardholder contact telephone number:

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Cardholder email address:

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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.

Guidance Notes

PMES Related Occupation – Skilled Operative CSCS Registration cards (blue and gold)

- i. A blue JIB-PMES CSCS Registration card is issued to those who have achieved either a Level 2 NVQ Diploma or an equivalent Level 2 qualification (i.e. City and Guilds Craft Certificate).
- ii. A gold JIB-PMES CSCS Registration card is issued to those who have achieved either a Level 3 NVQ Diploma or an equivalent Level 3 qualification (i.e. City and Guilds Advanced Craft Certificate).

PLEASE NOTE: The exact requirements and details of acceptable qualifications for each occupation are listed on the JIB-PMES website. It is ESSENTIAL that applicants check their qualifications against these requirements before applying as application fees are non-refundable.

- iii. 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).
- iv. These routes of entry are permanently open.
- v. To obtain a blue or gold JIB-PMES Skilled Operative CSCS Registration card, applicants must provide the following:
 - A correctly completed application form plus appropriate fee (payable at time of application)
 - A copy of the Level 2/3 NVQ Diploma, Level 2/3 NVQ/SVQ, City & Guilds Craft/Advanced Craft Certificate or other applicable qualification as may be acceptable to the JIB-PMES (see guidance at www.jib-pmes.org)
 - Evidence of passing an appropriate Health, Safety and Environment assessment
 - Evidence of working within the Plumbing and Mechanical Engineering Services industry or a related trade.

Note: NARIC/UK-ENIC equivalence reports

vi. Those applying for cards by providing NARIC/UK-ENIC equivalence reports are also required to provide a copy of valid photographic identification (e.g. Biometric Residence Permit or Passport). This should be included with the application along with the appropriate NARIC/UK-ENIC report. 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 cards by providing NARIC/UK ENIC reports are NOT eligible to claim the NVQ/SVQ Health, Safety and Environment test exemption.

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/>