

# JIB-PMES CSCS SMARTCARD Registration Application –

## Trainee 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](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: 95%;" type="text"/>				
Surname:	<input style="width: 95%;" type="text"/>				
Home Address:	<input style="width: 95%;" type="text"/>				
	<input style="width: 95%;" type="text"/>				
Postcode:	<input style="width: 80%;" type="text"/>				
Date of birth:	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 40px; 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"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
Mobile Tel. No.	<input style="width: 95%;" type="text"/>				
Email address:	<input style="width: 95%;" 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: 95%;" 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
Trainee Red	£20.00 <input type="checkbox"/>	£80.00 <input type="checkbox"/>
<b>FAST TRACK OPTION</b>		
<p>With <b>standard applications</b> it can take <b>up to 28 days</b> 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 <b>fast tracked</b>. When an application is fast tracked, we aim for you to receive your card <b>within 4 working days</b>. 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.</p>		

## 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 course. (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 qualification 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:

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](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 - £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:

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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.

## Section 6 Trainee

(For guidance notes see next page)

Name:

National Insurance Number:

**Section 6a:** This section should be completed and then endorsed by your Tutor. If you are in employment, but have not yet started your qualification, please complete Section 6C.

Please complete the following details regarding your course/programme of study:

Name of qualification:  Start date:

Name of Training Provider:  AO Learner Registration No.\*

**\*Note:** This is the number, sometimes called the 'candidate number' which is allocated by the Awarding Organisation (AO) – e.g. City & Guilds, BPEC, EAL etc. to the learner, to confirm their registration on the qualification.

### Tutor endorsement

I hereby sign to confirm that the Trainee named above is enrolled on a suitable qualification as indicated in the guidance at Section 7:

Name and role:  Signature:

### SECTION 6b: To be completed by the Trainee's Employer in all cases

#### EMPLOYER DETAILS AND ENDORSEMENT

The applicant shall undertake recognised training or pursue accreditation of learning and/or experience with a view to achieving a Level 2 or Level 3 qualification. By endorsing this application for a JIB-PMES CSCS Card as a Trainee, I confirm that the applicant and the employer have entered into an individual partnership arrangement to ensure the Trainee 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:

Employer Signature:

Date:

**D D M M Y Y Y Y**  
    
**D D M M Y Y Y Y**

Signatory's Name:

Position in Company:

Company Name:

Address:

Postcode:

Telephone number:

Email Address:

Name:

National Insurance Number:

**Section 6C: Pre-course Declaration. To be completed by the Trainee's Employer and the Trainee.**

This section should only be completed under the following circumstances:

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

**Employer Declaration**

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

I understand that if no such evidence of qualification 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 Trainee CSCS Registration card.

Employer Signature:

Date:

Signatory's Name:

Position in Company:

**Trainee Declaration**

I hereby confirm that I am required to provide the JIB-PMES with my qualification enrolment details as soon as it has been signed with my Training Provider.

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

Trainee 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:

#### JIB-PMES CSCS Registration Card for Trainees

- i. The Trainee card is available to those who meet the following criteria:
- Those with or without prior experience who are registered for an appropriate NVQ Diploma; NVQ/SVQ or acceptable Diploma Level 2 or 3 qualification (but who have not yet achieved) and are employed in the plumbing and mechanical engineering services industry.
  - Those without prior industry experience who intend to register on an appropriate NVQ Diploma; NVQ/SVQ or acceptable Diploma Level 2 or 3 qualification within 12 months of signing this application form and who have signed a declaration with their employer confirming this.
  - Acceptable qualifications for each of the main PMES occupational areas include those listed below:
    1. Plumbing –
      1. Level 2 NVQ Diploma in Plumbing and Heating (C&G 6189-11; BPEC or EAL equivalent qualifications)
      2. Level 2 NVQ Diploma in the Installation and Maintenance of Plumbing and Heating Systems (LCL Awards)
      3. Level 3 NVQ Diploma in Domestic Plumbing and Heating (C&G 6189- 31; BPEC or EAL equivalent qualifications)
      4. Level 3 NVQ Diploma in Domestic Plumbing and Heating (Gas Fired Water and Central Heating Appliances) (C&G 6189-33; BPEC or EAL equivalent qualifications)
      5. Level 3 Diploma in Plumbing and Domestic Heating (C&G 9289; BPEC or EAL equivalent qualifications)
    2. Heating –
      1. Level 2 NVQ Diploma in Heating and Ventilating (C&G 6188-20/21 or 22)
      2. Level 2 H&V Installer Qualification (Industrial and Commercial) (C&G 6288 – 21)
      3. Level 3 NVQ Diploma in Heating and Ventilating (C&G 6188-30/31 or 32)
      4. Level 3 H&V Craftsperson Qualification (Industrial and Commercial) (C&G 6288-31)
    3. Gas Fitting –
      1. Level 3 Diploma in Gas Engineering (C&G 9074-03)
    4. Mechanical Pipefitting –
      1. ECITB L2 Diploma in Supporting the Installation of Engineering Construction Plant and Systems - Pipefitting
      2. Level 3 Diploma in Engineering Construction - Fabrication Pipefitting (C&G 2660-33)
      3. ECITB Level 3 Diploma in Installing Engineering Construction Plant and Systems – Pipefitting
- 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 a Diploma, NVQ Diploma or NVQ/SVQ appropriate to his/her occupation, but has not yet completed.
- iv. Before a Trainee card can be issued the applicant must provide the following:
- Details of the course/qualification the learner is enrolled on, including the signed endorsement of their course tutor
  - Or
  - Confirmation of the Employer and Trainee of the intention to start on a formal course/qualification within 12 months of signing this application form.
  - Confirmation of completing the appropriate health and safety units from the qualification
  - Or
  - Confirmation of completing either the JIB-PMES or CITB Health, Safety and Environment test for operatives.
- v. Trainee cards are valid for up to five years, or until the cardholder is eligible for a relevant JIB-PMES blue or gold card.

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

**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/>**