

# JIB-PMES CSCS SMARTCARD Registration Application –

## Work Placement 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 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 style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
NI Number:	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" 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

	Costs (Tick which type of application you are making)	
Card Details	Standard application	Fast track application
Work Placement Red	£20.00 <input type="checkbox"/>	£80.00 <input type="checkbox"/>
<b>FAST TRACK OPTION</b>		
<p style="font-size: small;">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:

## 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:

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 Work Placement Card

(For guidance notes see next page)

This section should be completed by the College/Training Centre Tutor or Lecturer.

I certify that the applicant named in Section 1 has met the criteria for the JIB-PMES CSCS Work Placement card, as specified in Section [i] of the guidance notes on page 5 of this form, and is currently enrolled on the following qualification:

Signed by: (Tutor/Lecturer)

Date: 

D	D	M	M	Y	Y	Y	Y

Tutor/Lecturer name:

Job title:

Name of College/Training Centre:

## 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:

## Section 8

### Guidance Notes

#### JIB-PMES CSCS Work Placement card

- i. A Red Work Placement card is available for trainees who are recommended by their college/training centre and who meet the following eligibility criteria:
  - Enrolled on a suitable full time Building Services Engineering (BSE) qualification – which includes a minimum of 30 hours' on-site work placement. E.g.:
    - o An appropriate Building Services Engineering 'T Level' qualification
    - o City & Guilds L3 Advanced Technical Diploma in Plumbing (450)
    - o City & Guilds L2 Technical Certificate in Plumbing
    - o L2/L3 full-time Diploma in Plumbing/H&V studies
    - o NC/HNC/HND in the Built Environment (BSE option)
    - o Traineeship (BSE specific)
    - o Study programme (BSE specific)
  - Has completed the JIB-PMES or CITB HS&E test for operatives or have completed appropriate Health, Safety and Environmental training as part of one of the above programmes and had this endorsed by their college/centre tutor
  - Demonstrates a good attitude and is punctual whilst studying at college/ in centre
  - Achieved high standard of success in theoretical and practical tasks and assignments undertaken at college/in centre
  - Demonstrates good practical skills and have a basic understanding of the materials, equipment and hand tools used in the BSE sector
  - Has a good understanding of the career routes and progression opportunities within the BSE sector
  - Has a real desire to work in the BSE sector and progress on to a recognised apprenticeship standard
  - Can commit to undertaking a work placement over a set period of time (i.e., 2-days per week over a 2-month period)
  - Is willing to travel to the company's place of work and fit into the normal working practices of the organisation
  - Conducts themselves professionally and responsibly at all times.
- ii. The purpose of the card is to allow the holder to access CSCS card-controlled sites with their designated employer so that they may undertake work experience.
- iii. The card is **NOT** permitted to be used for access to a CSCS controlled work site for the purpose of completing paid work.
- iv. The card is valid for 3 years only and **CANNOT** be renewed.
- v. If, as a result of the work placement, the learner is either enrolled on a formal apprenticeship with an employer or enrolled on an appropriate sector specific NVQ / NVQ Diploma qualification, the work placement card must be returned immediately and replaced with a JIB-PMES Apprentice or Trainee Red CSCS card.
- vi. There is a £20 charge for the JIB-PMES Work Placement card. Full JIB-PMES CSCS Registration cards will be chargeable at the usual rate (see website for details) unless the applicant is a member of Unite the Union or is employed by a JIB-PMES Participant Company.

#### Guidance Notes:

Upon satisfactory completion of this form a JIB-PMES CSCS Red Work Placement Registration card will be posted out, in accordance with the general conditions of the JIB-PMES CSCS Registration Scheme.

See the scheme guidance for further details, available from the website: [www.jib-pmes.org.uk](http://www.jib-pmes.org.uk)

**IMPORTANT NOTE:** Please send good quality photocopies of HS&E test completion certificates for verification. These must be the genuine copies, the JIB-PMES undertakes random checks for authenticity. If you have any queries about this form or how to complete it, please refer to the scheme guidance (available on the website) or call 01480 476925 for assistance.

**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/>**