

**Note:** This form is **ONLY** for those who are engaged in training towards an industry approved qualification, **NOT** for Apprentices who can provide a signed Apprenticeship Agreement.

# JIB UK-PHMEs SMARTCARD CSCS 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)

## Section 1 Your details

Title: (Mr, Mrs, etc.)	<input style="width: 100%;" type="text"/>	<p style="text-align: center;"><b>Colour Photo</b></p> <p style="text-align: center;">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.</p>
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"/> <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"/> <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"/> <input style="width: 20px; height: 20px;" type="text"/>	
Home Tel. No.	<input style="width: 100%;" 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"/>

## Section 2 Card type and cost

Card Details	Costs (Tick which type of application you are making)	
	Standard application	Fast track application
Trainee Red (For those <b>without</b> Signed Apprenticeship Agreements)	£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, postal order, or BACS transfer (<b>cheques are not acceptable</b>). Please tick the above box to fast track your application.</p>		

## Section 3 Health, Safety and Environment Training

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

If you have passed 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. Confirmation of suitable HS&E training during Apprenticeship. (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 NVQ Diploma/NVQ/Apprenticeship unit(s) providing exemption from the Plumbing and Gas 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 related companies for the purpose of processing my JIB UK-PHMEs card application. This may include passing on information to employers, labour agencies or training providers; and for this purpose, the data provided may be entered onto a secure database accessible via a website in accordance with the Data Protection Act 2018. I understand that my personal data will be retained by the JIB-PMES 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)) and the JIB-PMES Privacy Policy.

I also agree that the information contained in this application form may be used by the JIB-PMES and its related companies in relation to the provision of other services associated with my employment in the plumbing and mechanical engineering services industry, and that information from this application may be held on a database by the JIB-PMES in accordance with the Data Protection Act 2018 and the JIB-PMES Privacy Policy.

### Important Information:

- \* If your application has been through the initial assessment stage and you decide to withdraw your application an administration fee will be deducted from the refund of your fee. Maximum timescale for refunds is 6 months.
- \* 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.
- \* I agree that the JIB-PMES accepts no responsibility or liability for my Registration Card should it be lost in the post.

Signed:

Date:

D	D		M	M		Y	Y	Y	Y

## Section 5

### Credit/Debit card payment authorisation (do not complete if submitting form by email)

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.

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 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

- BACS: Please phone the JIB-PMES on 01480 476925 for instructions
- POSTAL ORDER: Made payable to JIB-PMES
- CHEQUE: Made payable to JIB-PMES (Standard applications only)

#### Notes:

- 1.) If you wish to pay by Credit/Debit card authorisation **YOU MUST** post this application to us. **PLEASE DO NOT EMAIL** a completed Section 5 to us. If you want to email your application to us, **YOU MUST** choose one of the alternative payment methods and leave Section 5 blank.
- 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. **Applications without payment will not be processed.**
- 3.) Invoices will not be provided before or after payment.
- 4.) Receipts must be requested at the time of application.
- 5.) All details on this page will be destroyed following successful payment.

## Section 6

### Trainee (Plumbing, Heating Fitter, Gas Fitter or Mechanical)

Name:

National Insurance Number:

#### Section 6a: This section MUST be completed and then endorsed by your Tutor.

Please complete the following details regarding your course:

Name of course / qualification:

Start date:

Name of Training Provider:

AO Learner Registration No\*:

**\*Note:** This is the number, sometimes called the 'candidate number' allocated by the Awarding Organisation (AO) - E.g. City & Guilds, 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 NVQ/SVQ or equivalent qualification as indicated in the guidance provided at Section 7.

Name and role:

Signature:

#### SECTION 6b: To be completed by Trainee's Employer

##### EMPLOYER DETAILS AND ENDORSEMENT

The Trainee 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 applicant 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:

Signatory's Name:

Position in Company:

Company Name:

Address:

Postcode:

Telephone number:

Email Address:

## Section 7

### Guidance Notes

#### UK-PHMES CSCS Registration Card for Plumbing/Heating/Gas Fitting & Mechanical Pipefitting Trainees

- i. The Trainee card is available for both new entrant and experienced workers 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.
  - Acceptable qualifications for each occupational area are listed below:
    1. Plumbing –
      1. Level 2 NVQ Diploma in Plumbing and Heating (C&G 6189-11; BPEC or EAL equivalent qualifications)
      2. Level 3 NVQ Diploma in Domestic Plumbing and Heating (C&G 6189- 31; BPEC or EAL equivalent qualifications)
      3. Level 3 NVQ Diploma in Domestic Plumbing and Heating (Gas Fired Warm Air Appliances) (C&G 6189-32; 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)
    2. Heating –
      1. Level 2 NVQ Diploma in Domestic Heating (C&G 6189-21; BPEC or EAL equivalent qualifications)
      2. Level 2 NVQ Diploma in Heating and Ventilating (C&G 6188-20/21 or 22)
      3. Level 3 NVQ Diploma in Domestic Heating (C&G 6189-41; BPEC or EAL equivalent qualifications)
      4. Level 3 NVQ Diploma in Domestic Heating (Gas Fired Warm Air Appliances) (C&G 6189-42; BPEC or EAL equivalent qualifications)
      5. Level 3 NVQ Diploma in Domestic Heating (Gas Fired Water and Central Heating Appliances) (C&G 6189-43; BPEC or EAL equivalent qualifications)
      6. Level 3 NVQ Diploma in Heating and Ventilating (C&G 6188-30/31 or 32)
    3. Gas Fitting –
      1. Level 3 Diploma in Gas Utilisation (C&G 6014-03/04 or 55)
    4. Mechanical Pipefitting –
      1. Level 2 NVQ Diploma in Fabrication and Welding Engineering – Pipework Fabrication (C&G 1782-20)
      2. Level 2 NVQ Diploma in Heating and Ventilating (C&G 6188-20/21 or 22)
      3. Level 3 NVQ Diploma in Fabrication and Welding – Pipe and Tube Fabrication (C&G 1782-30)
      4. ECITB Level 3 Diploma in Installing Engineering Construction Plant and Systems (RQF)
      5. Level 3 NVQ Diploma in Heating and Ventilating (C&G 6188-30/31 or 32)
- ii. It acts as an identification card during on-site training periods.
- iii. It shows that the cardholder is registered on an 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
  - Confirmation of completing the appropriate health and safety units from the qualification
- Or
- Confirmation of completing the CITB Health, Safety and Environment test for operatives.
- v. Trainee cards are valid for up to five years, or until the card holder is eligible for a Blue or Gold Card relevant to their occupation.

**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.**