

Upgrading Application form

The JIB-PMES Grading Scheme, is for Plumbers, Heating Fitters, Mechanical Pipe Fitters and Gas Fitters who require grading by the Joint Industry Board for Plumbing and Mechanical Engineering Services (JIB-PMES).

To be graded, you must be eligible for 'Blue' or 'Gold' UK-PHMES CSCS Registration. [I.e. Hold either a Level 2 or Level 3 NVQ Diploma; Level 2 or 3 NVQ or City & Guilds Craft/Advanced Certificate and meet the specified Health and Safety requirements.]

All eligible applicants are given an initial basic grading of 'Trained Operative' at the time of registration with the UK-PHMES CSCS Scheme. This form is designed for those who wish to be upgraded to either the Approved or Technician grading level.

JIB-PMES Grading and JIB UK-PHMES CSCS Smartcards are free to all operatives who are employed by JIB-PMES participating companies that are purchasing Holiday Benefit Credits on their behalf. **Upgrading for non-JIB-PMES participants/operatives from JIB-PMES participant companies whose company do not purchase Holiday Benefit credits on their behalf costs £25 plus £35 for the JIB UK-PHMES Smart Card, which is additional to any UK-PHMES CSCS registration fee.** If you are applying for a change of grade and do not have a current CSCS affiliated registration card, you must also at the time of application register for an appropriate UK-PHMES CSCS Card and pass the relevant Health and Safety test.

Anyone holding a blue UK-PHMES card may apply for upgrading to either the 'Advanced' or Technician' grade. If successful, the applicant will be sent a new UK-PHMES card which confirms their new grade. Please note that achievement of a new grade **DOES NOT** automatically entitle the operative to a gold UK-PHMES card. Gold UK-PHMES cards are **ONLY** issued to those who have achieved the required level of technical qualification (i.e. Level 3 NVQ Diploma, NVQ Level 3 or Advanced Craft). It is therefore possible for blue UK-PHMES card holders to operate at 'Advanced' and Technician' grading level.

Section 1 Your details

Title: (Mr, Mrs, etc.) First name(s):

Surname:

Home Address:

Postcode: Date of birth:

NI Number:

Home Tel. No. Mobile Tel. No.

Email address:

Please specify your occupation: Plumber Heating Fitter Mechanical Pipe fitter Gas Fitter

Note: It is unlikely you will be granted either Advanced or Technician grade without an employer's recommendation confirming that you currently work at that grade.

Name of employer: Date of commencement with current employer

If you've been employed for less than 12 months with this employer, please provide details of your previous employer.

Name of employer: Date of commencement with previous employer

Any grading will be applied to the JIB UK-PHMES registration card you are issued with/ currently hold (blue or gold).

Fees
I am employed by a JIB-PMES participant company that purchases holidays credits on my behalf, therefore grading is free.

I am not employed by a JIB-PMES participant company/my JIB-PMES participant employer does not purchase holiday credits on my behalf, therefore I enclose either a cheque for £60 or completed debit or credit card payment authorisation. I understand that this payment will cover my upgrading fee (£25) and also the fee for the production of my new UK-PHMES Registration Smart Card (£35).

Notes: Cheques are to be made payable to 'JIB-PMES'. Grading fees are additional to any registration fees that are payable.

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

Section 2

Change of Grade

Current grade:

Grade applied for:

<input type="checkbox"/> Advanced Plumber <input type="checkbox"/> Advanced Heating Fitter <input type="checkbox"/> Advanced Mechanical Pipefitter <input type="checkbox"/> Advanced Gas Fitter	<input type="checkbox"/> Technician Plumber <input type="checkbox"/> Technician Heating Fitter <input type="checkbox"/> Technician Mechanical Pipefitter <input type="checkbox"/> Technician Gas Fitter
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Your upgrading application form (with Section 4 completed by your employer) should be sent to the JIB-PMES, together with **two** passport sized photographs (must be a recent photo).

Section 3

Applicant's statement

Applicant 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 1998.

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 1998.

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 form, all documentation will be returned.
- * I agree and accept that the JIB-PMES bear no responsibility or liability for my registration/grading card should it be lost in the post.

Signed:

Date: D D M M Y Y Y Y

Section 3A

Credit/Debit card payment authorisation

I hereby authorise the JIB-PMES to charge the required fee (plus applicable handling charge) to my 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's address:

Cardholder's signature:

Cardholder's contact telephone number:

Email address:

ALTERNATIVE METHODS OF PAYMENT

- BACS: Please call the JIB-PMES on 01480 476925 to make a BACS payment
- CHEQUE OR POSTAL ORDER MADE PAYABLE TO JIB-PMES

Note 1: 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.**

Note 2: Invoices will not be provided before or after payment.

Note 3: Receipts must be requested at the time of application.

Note 4: All details on this page will be destroyed following successful payment.

Section 4

Employers statement

Employers statement in support of upgrading application

Please note this statement must be signed by a Manager or Director of a registered company. Recommendations from agencies or from other operatives are not acceptable.

Name of operative: Commencement of employment with company:

Applicant's National Insurance number:

Grade applied for:

Statement of operative competence

Please only tick those areas of work activities in which the operative has experience.

Core Work Activities and Competences

	Advanced	Technician
1. Designing systems to meet customer's needs	1. <input type="checkbox"/>	1. <input type="checkbox"/>
2. Specifying and agreeing programmes to meet customer's needs	2. <input type="checkbox"/>	2. <input type="checkbox"/>
3. Installing and testing the components of the system	3. <input type="checkbox"/>	3. <input type="checkbox"/>
4. Commissioning and decommissioning system	4. <input type="checkbox"/>	4. <input type="checkbox"/>
5. Maintaining the effective operation of system	5. <input type="checkbox"/>	5. <input type="checkbox"/>
6. Maintaining a safe working environment	6. <input type="checkbox"/>	6. <input type="checkbox"/>
7. Maintaining effective working relationships (with customers, co-workers)	7. <input type="checkbox"/>	7. <input type="checkbox"/>
8. Contributing to quality development and improvement of products and services	8. <input type="checkbox"/>	8. <input type="checkbox"/>
9. Managing other staff and resources without supervision	9. <input type="checkbox"/>	9. <input type="checkbox"/>
10. Managing contracts without supervision		10. <input type="checkbox"/>

I have read the JIB-PMES grading definitions overleaf and support the operative's application for upgrading.

I have also completed the "competency statement" for this operative.

Signed: Name:

Position within company: Company name:

Company address:

Company telephone number: Company e-mail address:

Please Note: Checks for verification of this statement will be made by JIB-PMES staff. A pre-paid envelope has been enclosed.

Additional comments

Section 5

Rule 15 – Grading Definitions

15.1 Plumbers, Heating Fitters, Mechanical Pipe Fitters and Gas Fitters

- i) Must have obtained an appropriate Level 2 competence based qualification, for example: Level 2 NVQ Diploma in Plumbing and Heating; Level 2 NVQ Diploma in Domestic Heating; National Vocational Qualification (NVQ) - MES Plumbing Level 2; MES Heating and Ventilation Installation Level 2; MES Heating and Ventilating (Maintenance of System Components) Level 2; equivalent City & Guilds of London Institute (CGLI) Craft Certificate or any other such qualifications as acceptable to the Board.
- ii) Entry by way of a recognised and registered form of training (usually a 4 year term as a JIB registered apprentice) or other accepted method of entry into the Industry.
- iii) Must be able to carry out all such installation and maintenance work to the recognised standard and level of productivity expected from an Operative working under minimum supervision.

15.2 Advanced Plumbers, Heating Fitters, Mechanical Pipe Fitters and Gas Fitters

- i) Must have obtained an appropriate Level 3 competence based qualification, for example: Level 3 NVQ Diploma in Plumbing and Heating; Level 3 NVQ Diploma in Domestic Heating; National Vocational Qualification (NVQ) - MES Plumbing Level 3; Level 3 Diploma in Gas Utilisation; MES Heating and Ventilation Installation Level 3; MES Heating and Ventilation (Rectification of Systems) Level 3; MES Refrigeration and Air Conditioning Level 3; ECITB Welding - Pipework Level 3; ECITB Installing Plant and Systems - Pipefitting Level 3; equivalent City & Guilds of London Institute (CGLI) Advanced Craft Certificate or any other such qualifications as are acceptable to the Board.
- ii) After achieving a suitable Level 3 competence based qualification applicants must have at least two years' experience working as a Plumber, Heating Fitter, Mechanical Pipe Fitter or Gas Fitter.
- iii) After obtaining the CGLI 603/2 Advanced Craft Certificate or other such qualifications as are acceptable to the Board applicants must have at least two years' experience working as a Plumber, Heating Fitter, Mechanical Pipe Fitter or Gas Fitter.
- iv) Entry by way of a recognised and registered form of training (usually a 4 year term as a JIB registered apprentice) or other accepted method of entry into the industry.
- v) Applicants must possess particular and productive skills and be able to work without supervision in the most efficient and economical manner and must be able to set out jobs from working drawings and specifications and requisition the necessary installation materials and/or have technical and supervisory knowledge and skill beyond that expected of a Plumber, Heating Fitter, Mechanical Pipe Fitter or Gas Fitter.

15.3 Technician Plumbers, Heating Fitters, Mechanical Pipe Fitters and Gas Fitters

- i) Entry by way of a recognised and registered form of training or other accepted method of entry into the Industry.
- ii) Must have obtained such academic qualifications or such other qualifications as are acceptable to the Board.
- iii) Must have superior technical skill, ability and experience beyond that expected of an Advanced Plumber, Heating Fitter, Mechanical Pipe Fitter or Gas Fitter and be able to lay out and prepare contract work in accordance with the Building Regulations and Water Bye-laws, take off quantities and measure work, assess labour requirements and control and supervise all manner of plumbing, heating or other relevant installations in the most economic and effective way and achieve a high level of productivity.

AND EITHER

- iv) Must have had at least five years' experience as an Advanced Plumber, Heating Fitter, Mechanical Pipe Fitter or Gas Fitter with a minimum of three years' experience in a supervisory capacity in charge of plumbing, heating or other relevant installations of such a complexity and size as to require wide technical experience and organisational ability

OR

- v) May not have the full experience as required in (iv) but is otherwise fully qualified in accordance with (i), (ii) and (iii) and their present employer wishes to have the applicant graded as a Technician, in which case, the applicant may be granted this grade by the Board.

All documentation should be returned to:

JIB-PMES
Lovell House, Sandpiper Court,
Phoenix Business Park, Eaton Socon
St Neots, Cambridgeshire PE19 8EP.