



## Section 2

### Change of Grade

Current grade (Trained Operative unless stated otherwise):

**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**

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/Grading 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- \* The card remains the property of the JIB-PMES and can be withdrawn at any time.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

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## 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

- Please email the JIB-PMES at [PROcard@jib-pmes.org.uk](mailto:PROcard@jib-pmes.org.uk) to either arrange a BACS payment or a callback so that payment can be taken by Debit/Credit card

**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 can be made by JIB-PMES staff.

#### 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: Approved Level 3 Plumbing Apprenticeship (e.g. IfATE Plumbing and Domestic Heating Technician Apprenticeship); 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.