

Note: This form is **ONLY** for **experienced workers** who are engaged in training towards an industry approved qualification.

JIB-PMES CSCS SMARTCARD Registration Application – **Experienced Worker** 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

Section 1 Your details

Title: (Mr, Mrs, etc.)	<input type="text"/>
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 type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
NI Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Home Tel. No.	<input 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.

Section 2 Card type and cost

Card Details

Experienced Worker Red

Costs (Tick which type of application you are making)

Standard application

£20.00 ☐

Fast track application

£80.00 ☐

FAST TRACK OPTION

With **standard applications** it can take **up to 28 days** 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 **fast tracked**. When an application is fast tracked, we aim for you to receive your card **within 4 working days**. We require a completed application form, all supporting documentation and cleared payment by credit/debit card or PO payment only, **cheques are not acceptable for fast track applications**. Please tick the above box to fast track your application.

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 programme of study. (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
<input type="text"/>	<input type="text"/>

M	M
<input type="text"/>	<input type="text"/>

Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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); 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
<input type="text"/>	<input type="text"/>

M	M
<input type="text"/>	<input type="text"/>

Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 address:

Cardholder signature:

Cardholder contact telephone number:

Cardholder email address:

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. Full payment is taken at the point of application and is non-refundable.
2. Cheques and Postal Orders should be made payable to 'JIB-PMES'.
3. Where cheques are used as the payment method, applications will not be processed until the payments have cleared the banking system (typically 7 days from receipt).
4. 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.
5. Where card payment details are provided, these will be securely destroyed as soon as payment has been taken.
6. Invoices will not be provided before or after payment.
7. Receipts must be requested at the time of application.

Section 6

Experienced Worker

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:

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 applicant 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 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 an Experienced Worker, 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 also confirm that the applicant has been working in the industry for at least 3 years.**

Note: If the card applicant is self-employed, please arrange for this section to be completed by either a client or tradesperson they have worked with who can attest to their experience.

I certify that the applicant named above has been working in the PMES sector since:

Signature:

D D M M Y Y Y Y

D D M M Y Y Y Y

Date:

Signatory's Name:

Position in Company:

Company Name:

Address:

Postcode:

Telephone number:

Email Address:

Section 6

Experienced Worker

Name:

National Insurance Number:

Section 6c: Pre-Course Declaration. To be completed by the Experienced Worker card applicant and their employer.

This section should only be completed under the following circumstances:

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

Employer Declaration (this can be completed by the applicant if they are self employed)

I hereby confirm that the above named applicant works within our organisation and that they have passed the CITB Health, Safety and Environment test. I also confirm that the applicant has enrolled on a suitable qualification through an appropriate Training Provider but that they have not yet started their studies. As soon as the applicant starts their course and registers with the Awarding Organisation, we commit to making this registration number available to the JIB-PMES.

I understand that if no such evidence of qualification registration is received by the JIB-PMES within 4 months of this application being signed, the JIB-PMES reserves the right to cancel the JIB-PMES Experienced Worker CSCS Registration card.

Employer Signature:

Date:

Signatory's Name:

Position in Company:

Applicant Declaration

I hereby confirm that I am required to provide the JIB-PMES with my qualification registration details as soon as I have completed my enrolment with my Training Provider.

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

Applicant Signature:

Section 7

Guidance Notes

JIB-PMES CSCS Registration Card for Experienced Workers

- i. The Experienced Worker card is available for workers who meet the following criteria:
 - Those with at least 3 years' experience of working in the industry who are registered for an appropriate NVQ Diploma; NVQ/SVQ or acceptable Level 2 or 3 Diploma qualification (but who have not yet achieved) and are employed in the plumbing and mechanical engineering services industry.
 - Those with at least 3 years' experience of working in the industry who are in the process of enrolling/registering on an appropriate NVQ Diploma; NVQ/SVQ or acceptable Level 2 or 3 Diploma qualification and are employed in the plumbing and mechanical engineering services industry.
 - Acceptable qualifications for each occupational area include those listed below:
 1. Plumbing –
 - Level 2 NVQ Diploma in Plumbing and Heating (C&G 6189-11; BPEC or EAL equivalent qualifications)
 - Level 2 NVQ Diploma in the Installation and Maintenance of Plumbing and Heating Systems (LCL)
 - Level 3 Diploma in Plumbing and Domestic Heating (C&G 9189; BPEC or EAL equivalent qualifications)
 - Level 3 NVQ Diploma in Domestic Plumbing and Heating (C&G 6189- 31; BPEC or EAL equivalent qualifications)
 - Level 3 NVQ Diploma in Domestic Plumbing and Heating (Gas Fired Warm Air Appliances) (C&G 6189-32; BPEC or EAL equivalent qualifications)
 - 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 –
 - Level 2 NVQ Diploma in Domestic Heating (C&G 6189-21; BPEC or EAL equivalent qualifications)
 - Level 2 NVQ Diploma in Heating and Ventilating (C&G 6188-20/21 or 22)
 - Level 3 NVQ Diploma in Heating and Ventilating (C&G 6188-30/31 or 32)
 3. Gas Fitting –
 - Level 3 Diploma in Gas Utilisation (C&G 6014-03/04 or 55)
 4. Mechanical Pipefitting –
 - Level 2 NVQ Diploma in Fabrication and Welding Engineering – Pipework Fabrication (C&G 1782-20)
 - Level 2 NVQ Diploma in Heating and Ventilating (C&G 6188-20/21 or 22)
 - Level 2 Diploma in Supporting the Installation of Engineering Construction Plant and Systems – Pipefitting (ECITB)
 - Level 3 NVQ Diploma in Fabrication and Welding – Pipe and Tube Fabrication (C&G 1782-30)
 - Level 3 Diploma in Installing Engineering Construction Plant and Systems – Pipefitting (ECITB)
 - 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 or is to be registered on an NVQ Diploma or NVQ/SVQ appropriate to his/her occupation, but has not yet completed.
- iv. Before an Experienced Worker card can be issued the applicant must provide the following:
 - Details of the course/qualification the learner is enrolled on, including course registration details
 - Or
 - Confirmation of the Employer and applicant of the formal course/qualification the learner is enrolled on and commitment to provide appropriate registration details when available
 - 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. Work Experience cards are valid for up to **three** years.

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.