

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

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"/>	<div style="border: 2px solid red; width: 100%; height: 100%;"></div>					
Date of birth:	<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"/>
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:

*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

Card Details	Costs (Tick which type of application you are making)	
	Standard application	Fast track application
Experienced Worker Red	£20.00 <input type="checkbox"/>	£80.00 <input type="checkbox"/>

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. Please tick the above box to fast track your application.

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:

For a list of acceptable tests, please visit our website: <https://www.jib-pmes.org/health-and-safety-test/>

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	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.

Name:

National Insurance Number:

Section 6C: Pre-course Declaration. To be completed by the Experienced Worker’s Employer and the Experienced Worker.

This section should only be completed under the following circumstances:

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

Employer Declaration

I hereby confirm that the above named Experienced Worker has started work within our organisation and that they have passed a suitable Health, Safety and Environment test. I also confirm that the Experienced Worker will be enrolled on a formal qualification through an appropriate Training Provider within 12 months of this form being signed. As soon as the Experienced Worker has been enrolled with the Training Provider, I commit to providing the evidence of this enrolment (i.e. copy of the qualification name and the Experienced Worker’s AO enrolment number) to the JIB-PMES.

I understand that if no such evidence of qualification enrolment is received by the JIB-PMES within 12 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: D D M M Y Y Y Y

Signatory’s Name:

Position in Company:

Experienced Worker Declaration

I hereby confirm that I am required to provide the JIB-PMES with my qualification enrolment details as soon as it has been signed with my Training Provider. I understand that if no such evidence of qualification enrolment 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.

Experienced Worker Signature:

Date: D D M M Y Y Y Y

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:

JIB-PMES CSCS Registration Card for Experienced Workers

- i. The Experienced Worker card is available to those who meet the following criteria:
- Those with at least 3 years' prior industry 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.
 - Those with at least 3 years' prior industry experience who intend to register on an appropriate NVQ Diploma; NVQ/SVQ or acceptable Diploma Level 2 or 3 qualification within 12 months of signing this application form and who have signed a declaration with their employer confirming this.
 - Acceptable qualifications for each of the main PMES occupational areas include those listed below:
 1. Plumbing –
 1. Level 2 NVQ Diploma in Plumbing and Heating (C&G 6189-11; BPEC or EAL equivalent qualifications)
 2. Level 2 NVQ Diploma in the Installation and Maintenance of Plumbing and Heating Systems (LCL Awards)
 3. Level 3 NVQ Diploma in Domestic Plumbing and Heating (C&G 6189- 31; 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)
 5. Level 3 Diploma in Plumbing and Domestic Heating (C&G 9289; BPEC or EAL equivalent qualifications)
 2. Heating –
 1. Level 2 NVQ Diploma in Heating and Ventilating (C&G 6188-20/21 or 22)
 2. Level 2 H&V Installer Qualification (Industrial and Commercial) (C&G 6288 – 21)
 3. Level 3 NVQ Diploma in Heating and Ventilating (C&G 6188-30/31 or 32)
 4. Level 3 H&V Craftsperson Qualification (Industrial and Commercial) (C&G 6288-31)
 3. Gas Fitting –
 1. Level 3 Diploma in Gas Engineering (C&G 9074-03)
 4. Mechanical Pipefitting –
 1. ECITB L2 Diploma in Supporting the Installation of Engineering Construction Plant and Systems - Pipefitting
 2. Level 3 Diploma in Engineering Construction - Fabrication Pipefitting (C&G 2660-33)
 3. ECITB Level 3 Diploma in Installing Engineering Construction Plant and Systems – Pipefitting
- 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 a Diploma, 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 the signed endorsement of their course tutor
 - Or
 - Confirmation of the Employer and Experienced Worker of the intention to start on a formal course/qualification within 12 months of signing this application form.
 - Confirmation of completing the appropriate health and safety units from the qualification
 - Or
 - Confirmation of completing either the JIB-PMES or CITB Health, Safety and Environment test for operatives.
- v. Experienced Worker 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.

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/>