

CSCS Card application form - Individual (Craft)

(GQA 263- Version 2)



Application Form

1. Personal Details *(All must be completed)* Please note a high quality colour electronic passport style ID photograph must be provided.

Name:		Date of Birth:	
Address:		Tel No:	
		National Insurance number	
Post code:		Email:	

Send the card to: Above address Different address (below)

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2. _____

CSCS Occupation title	
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See note 2 overleaf for list of titles, guidance on qualifications needed and information on different types of cards

Type of card required (see overleaf) Temporary Trainee New (1st Card only) Go to section 3

Renewal (expiring / expired cards) Duplicate (replacement for lost or damaged card) go to section 4

3. Qualification Details - copy of qualification certificate must be included. If you are currently registered on and working towards a qualification please provide details below and proof of registration from your Training Provider/College or Awarding Body see note 3 overleaf

Awarding Body	GQA <input type="checkbox"/>	C Skills Awards <input type="checkbox"/>	City and Guilds <input type="checkbox"/>	Other-please state
Qualification Title and level :				
Registration No:		Registration Date:		

4 Current CSCS card details-as above please include a copy of the qualification certificate used as part of the application for your original card (unless you hold a card issued on Industry Accreditation)

Card number		Expiry date	
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I confirm that I meet current CSCS Health and Safety requirements Evidence of CSCS H&S test or a GQA centre authorised health and safety assessment paper must be included with all applications. This must have been completed within 24 months of application.

We will also require proof of identity and payment

Proof of Identity

Please provide two forms of ID in your name, at least one MUST be photo ID (copies are acceptable):-

Driving Licence Original Birth Certificate
Passport EEA member state card
Utility Bill National Identity card

Payment

Cheque enclosed

Bank Transfer (BACS)

**If paying via bacs please make reference to your name.*

Our Payment Details

GQA Qualifications Ltd

Barclays / Sort Code: 207689 / Account No: 10188786

I confirm that, to the best of my knowledge the information I am providing is true, correct and accurate. I agree that GQA Qualifications can contact the relevant parties to confirm validity of information provided and further agree that GQA can disclose this information for the purposes of qualification and compliance solutions.

Your signature		Date	
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2. Occupational roles

Occupational Role	Qualification required
Level 2 Installer (Curtain Wall)	Level 2 NVQ in Curtain Wall Installation
Level 3 Installer (Curtain Wall)	Level 3 NVQ/SVQ in Fenestration Installation achieved in context of Curtain Wall
Level 2 Installer (Windows, Doors, Conservatories)	Level 2 NVQ/SVQ in Fenestration Installation
Level 3 Installer (Windows, Doors, Conservatories)	Level 3 NVQ/SVQ in Fenestration Installation
Level 3 Surveyor (Windows, Doors, Conservatories)	Level 3 NVQ/SVQ in Fenestration Surveying
Level 2 Glazier	Level 2 NVQ/SVQ in Glazing
Level 3 Glazier	Level 3 NVQ/SVQ in Glazing
Level 3 Surveyor/Installer	Level 3 NVQ Diploma in the Combined Installation and Surveying of Windows, doors or conservatories OR Level 2 or 3 NVQ/SVQ in Fenestration Installation AND Level 3 NVQ/SVQ in Fenestration Surveying
Level 2 Installer (Roofline Products)	Level 2 Domestic Fascia, Soffits and Bargeboards Installation

Types of card: All card requests require proof of H&S test pass achieved in the last 2 years and the information below:

- Temporary, aimed at those with some industry experience, valid for 12 months
- Trainee, aimed at Apprentices or new entrants to the industry, valid for 24 months
 - Both of the above require written proof of registration from the Training Provider/Awarding Body
- New-only available to those holding a relevant qualification, valid for 5 years
 - Copy of your qualification certificate must be provided
- Renewal, only available to current card holders, can be applied for 6 months either side of current card expiry, valid for 5 years from date of earlier card expiry date
- Replacement, available to replace a lost card, will have same expiry date as lost card
 - Both of the above require full details of your current CSCS card to be added to the relevant space overleaf and copies of relevant qualification certificates where held

3. Qualification details

If you are registered on but have not yet completed your qualification please provide written proof from the Training Centre you are working with.

Qualification, H&S evidence and current CSCS cards

We reserve the right to confirm the validity of your qualification registration/achievement, H&S pass and current CSCS card (where applicable) with the relevant issuing body, also reserving the right to pass on any charges made during the validity process.

Checklist for completion of application forms –

PLEASE NOTE INCOMPLETE FORMS OR INSUFFICIENT EVIDENCE WILL RESULT IN THE FORM BEING REJECTED AND RETURNED

Before returning your application form please ensure you have:

Evidence required	Tick when included	For GQA use only
Completed fully personal details including address for card delivery		
Included a full colour passport style (head and shoulders, plain background, no hat or sunglasses) ID photo, preferably electronic		
Included the correct occupation based on your qualification		
Requested correct card (temporary, trainee, full) based on qualification		
Included evidence of your qualification achievement or registration		
Included evidence of your H&S test pass-no older than 2 years		
Included 2 forms of proof of ID as listed above		
Included payment of £30		
Return the form and all supporting evidence by email to CSCS@gqaqualifications.com or by post to GQA Qualifications Ltd, Unit 1 12 O'clock Court, Attercliffe Road, Sheffield, S4 7WW		

Please email CSCS@gqaqualifications.com if you require any help with completing this form.