

CSCS Card application form - Individual

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 Card title (See section 7)	
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If applying for a Supervisor card, please see section 5a on page 2.

If applying for a Curtain Wall Installer card see section 5b on page 2

Type of card required (see page 2 for an overview)

Temporary ☐ Trainee/Apprentice ☐ New (1st Card only) ☐ Renewal (expiring / expired cards) ☐

Go to section 3

3. **Qualification Details** - copy of qualification certificate must be included. If you are currently registered on and working towards a qualification/apprenticeship standard please provide details below and proof of registration from your Training Provider/College or Awarding Body see section 6 on page 2.

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.Payment

The card cost is £30 (Apprenticeship Card FOC) Bank Transfer (BACS) ONLY *Please make reference to your name.	Our Payment Details GQA Qualifications Ltd Barclays / Sort Code: 207689 / Account No: 10188786
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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.

I confirm that I meet current CSCS Health and Safety requirements

Your signature		Date	
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Before returning your application form, please ensure you have:

	Evidence required	Tick when included	For GQA use only
1	GQA 263 CSCS Card Application Form		
2	Included a full colour passport style (head and shoulders, plain background, no hat or sunglasses) ID photo, preferably electronic		
3	Included the correct card title based on your qualification		
4	Requested correct card (temporary, full) based on qualification		
5	Trainee/Apprentice Card (temporary, full) based on qualification or formal apprenticeship standard (letter of registration confirmation required)		
6	Included evidence of your qualification achievement or registration and copy of the front and back of your current card (where applicable)		
7	Included evidence of your H&S test pass- no older than 2 years		
8	Included 2 forms of proof of ID – 1 Photo ID & 1 Proof of Address (Proof of Address must match the application form)		
9	Included payment of £30 by Bank Transfer N.B: Apprenticeship Card are FOC		
10	CAB 1 Day Curtain Walling Knowledge Course (Only applicable to Curtain Wall Installers)		
11	Achievement of NVQ completed within the last 5 years (Only applicable to Curtain Wall Installers)		

Please Return the form and all supporting evidence list above by email to CSCS@ggaqualifications.com or by post to GQA Qualifications Ltd, Unit 1 12 O'clock Court, Attercliffe Road, Sheffield, S4 7WW

PLEASE NOTE INCOMPLETE FORMS OR INSUFFICIENT EVIDENCE WILL RESULT IN THE FORM BEING REJECTED AND RETURNED. IF THE APPLICATION IS NOT FULLY AND CORRECTLY COMPLETED WITHIN 60 DAYS THE APPLICATION WILL BE DEEMED CLOSED AND NO MONIES RETURNED

5. Additional notes

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

- 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

5a Supervisor card

If applying for a Supervisor card you must indicate the trade, you will be supervising and have evidence of achievement in that role and context

5b Curtain Wall Installer card

As a result of industry requirements, the process to request a CSCS card for those installing Curtain wall systems has changed.

To request a Temporary or Trainee card the application must include:

1. Proof of registration on a Curtain Wall qualification or Formal Apprenticeship Standard
2. Valid H&S test result achieved within the last 2 years of the application

For all applications made from 1st May 2021, for a full CSCS Curtain Wall Installer card, (either a renewal or a first-time request) the application has to include evidence of:

1. **Qualification achievement (This must have been completed within the last 5 years)**

Achievement over 5 years must complete one of the options below:

1a. Level 2 Curtain Wall Installers must complete 603/7248/5 OR 603/4873/2

1b. Level 3 Curtain Wall Installers must complete 501/1688/5 with units CW2 AND/OR CW7

2. Valid H&S test result
3. Proof of successful completion of the CAB 1 Day Curtain Walling Knowledge Course
4. **If the applicant has not yet completed step 3, or the qualification achievement was over 5 years ago, the CSCS Card issued will be a Temporary Card, valid for 12 months to allow the cardholder to access site while awaiting completion of the CAB course and updating the qualification**

Full details of the process and the reasons behind the change can be found in the link below

<https://c-a-b.org.uk/cab-branded-cscs-q-card-for-curtain-walling-installers/>

6. Qualification details

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

7. CSCS Card Title

The card title will reflect the level of qualification achieved-see below

General Construction Site Labourer = Green (Level 1 Construction H&S qualification)

Skilled Worker = Blue (Generally Level 2 qualification)

Advanced Craft/Advanced Craft Supervisor = Gold (Generally Level 3 qualification)

Temporary/Trainee/Apprentice = Red

Manager = Black (Generally Level 4 qualification or higher)

CAB Skilled Worker = Blue **(Only applicable to Curtain Wall Installers with Level 2 qualification)**

CAB Advanced Craft/Advanced Craft Supervisor= Gold **(Only applicable to Curtain Wall Installers with Level 3 qualification)**

Please note that occupation titles relating to your NVQ Qualification will show on the QR Page when the CSCS Card is scanned with a QR Reader.

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.