

## CSCS – where do I start?

### Have you carried out an audit of your workforce? What category do they fit into?

<p><b>Has a Blue, Gold or Red Trainee card but has now expired</b></p> <p style="text-align: center;">↓</p> <p>Apply for a renewal application form under the temporary route.</p> <p>Employer needs to endorse individuals competence</p> <p style="text-align: center;">↓</p> <p>If you have not got a valid H&amp;S test pass, you need to take the test again.</p> <p>Will receive new card valid for 5 years or 3 years (trainee card only)</p> <p><b>Must be complete before 31.12.06.</b></p>	<p><b>Has a City &amp; Guilds Craft or Advanced Craft Certificate</b></p> <p style="text-align: center;">↓</p> <p>Apply for a City &amp; Guilds application form under the temporary route.</p> <p>Employer needs to endorse individual has worked for at least 1 year in 3 in stated occupation</p> <p>Copy of certificates are required</p> <p style="text-align: center;">↓</p> <p>If you have not got a valid H&amp;S test pass, you need to take the test again.</p> <p>Will receive a BLUE craft card valid for 5 years</p> <p><b>Must be complete before 31.12.06.</b></p>	<p><b>Has a NVQ but no card</b></p> <p style="text-align: center;">↓</p> <p>Apply for an application form relevant to the occupation</p> <p>Copy of the certificate is not always necessary as it should be on the NVQ database</p> <p style="text-align: center;">↓</p> <p>If you have not got a valid H&amp;S test pass, you need to take the test again.</p> <p>Will receive new card (at appropriate level) valid for 5 years</p>	<p><b>Has experience on the job but no formal qualifications</b></p> <p style="text-align: center;">↓</p> <p>Some staff may be eligible under the Industry Accreditation route (but these are very limited).</p> <p>If staff have a formal indentured apprenticeship which didn't lead to an NVQ they may be eligible for a card without going through the NVQ.</p> <p>To gain an NVQ in their occupation one of the quickest routes would be OSAT (On-site assessment and training) or EWPA Experienced Worker Practical Assessment</p> <p>Contact your OSAT co-ordinator to arrange a visit – they will help you work out how many staff are eligible for this route and what local providers can help your staff achieve the NVQ</p> <p>If you need to get a card quickly you can apply for an Experienced Worker card which will be valid for 1 year – the individual must be registered and working towards and NVQ level 2 or 3.</p> <p>For trainees registered for an NVQ via college you can apply for a Trainee card valid for 3 years</p> <p>On achievement of the NVQ you will need to apply for the full card.</p> <p>Application forms must be ordered from the CSCS helpline or website</p> <p>If you have not got a valid H&amp;S test pass, you need to take the test again.</p>	<p><b>Have an occupation where no NVQ is available</b></p> <p>In this instance you may be eligible for a Construction Related Occupation card.</p> <p>A list of all the occupations currently covered can be found on the CSCS website under occupations available</p> <p>If you have not got a valid H&amp;S test pass, you need to take the test again.</p> <p>You will be issued with a white card and this will be valid for 5 years.</p>	<p><b>If you have staff that regularly visit a site but do not carry out a job on site</b></p> <p>You would be able to apply for a Visitors Card</p> <p>If you have not got a valid H&amp;S test pass, you need to take the test again.</p> <p>You will be issued with a yellow card and this will be valid for 5 years.</p>	<p>To help your apprentices or staff gain their NVQ you might want to consider putting some of your existing staff through <b>Work Based Recorder training.</b></p> <p>The responsibility to achieve the NVQ lies with the Individual, Employer and Provider/Assessor.</p> <p>Having someone on site, who is able to help the candidate gather work based evidence is crucial and are a key link for the employer between candidate and assessor</p> <p>For each work based recorder trained – if you are in-scope to CITB a £100 grant is available</p>
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#### **Important numbers and websites:**

(please note this does not cover every route but it does outline the most common routes)

To speed up the process – SKILLSDIRECT - 0870 850 5262

To book a health and safety test: 0870 6004020 Monday to Friday 8am to 6pm. - £17.50 per test – the revision materials are available in 9 different languages

To order your CSCS application form: 0870 417 8777 – All cards cost **£25** from 1<sup>st</sup> July 2006 (some literature is out of date regarding costs)

Further information on Card Schemes: [www.cscs.co.uk](http://www.cscs.co.uk) or [www.citb-constructionskills.co.uk](http://www.citb-constructionskills.co.uk)

Other requirements: must supply NI number or CITB number, must have an up to date photograph, proof of identity when taking the H&S test