

CSCS – who is responsible for what?

Individual

If the individual is responsible for obtaining their own card, they will need to book and pay for the H&S test, order the forms and apply for and pay for the card. They will also be responsible for funding any training needed to gain an NVQ.

If your Employer is funding your training and the application of your card then you need to:

- Ensure that you are committed to any training that is organised
- Pass any certificates to your employer – e.g. H&S test pass certificate, City & Guilds Cert, NVQ certificate etc.

Benefits to Individuals – proof of skills, competence and qualifications, improved health and safety awareness, ensures meet site entry requirements, future employability in the sector, opportunity to add to or improve existing skills

Employer

If you have made a commitment to getting your workforce qualified and getting the appropriate cards for your workforce you need to:

- Ensure your employees are aware of their responsibilities
- Give your staff revision materials to prepare for the H&S tests, plus other relevant H&S training that may be appropriate
- Book the H&S tests for your staff and pay for the tests when booking
- Apply for the CSCS application forms so that when H&S test passes are complete along with formal qualifications you can send off the appropriate paperwork
- Speak to the Training Provider and obtain the H&S test pass certificate if this has been completed
- If your staff are signed up for an NVQ but have not yet achieved you can apply for an Experienced Worker Card (BLUE/GOLD only) or a RED trainee card – these will need converting to a full card on completion of the NVQ
- Prove your commitment to the scheme with a CSCS Certificate of Commitment

Exp Worker cards only valid for 1 year – RED trainee cards valid for 3 years and are non-renewable.

Benefits to Employers – help meet contractual requirements, reduction of accidents – cheaper insurance, improved customer satisfaction and the industry's image, identification of training needs, identification card.

Training Provider

If trainees take the H&S touchscreen test as part of their NVQ, it would be a good idea to inform the employer so they are able to apply for a trainee or experienced worker card if they wish to.

This will also help to build links with local employers and speed up the process for applying for relevant cards.

If the employer is not aware that the test has been taken and therefore do not apply for a card, the test may expire and therefore the employer needs to get the employee to re-take tests.

Employers can also attend Work Based Recorder training at the college, so that employers have staff that can help individuals working towards their NVQ gather work based evidence and be a link with the Assessor/provider.

Important numbers and websites:

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 1st July 2006 (some literature is out of date regarding costs)

Further information on Card Schemes: www.cscs.co.uk or 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