

JIB-PMES CSCS SMARTCARD Registration Application – Manager Black 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

Section 1

Your details

Title: (Mr, Mrs, etc.)

First name:

Surname:

Home Address:

Postcode:

Date of birth:

NI Number:

Home Tel. No.

Mobile Tel. No.

Email address:

Please provide your membership number if you are a UNITE THE UNION member as you may be entitled to a free card:

Colour Photo

This photo will be electronically scanned. Please ensure a passport-style photo fits inside the red box. Failure to do so will result in your application being rejected. If posting, please write your national insurance number on the back.

Section 2

Card type and cost

	Costs (Tick which type of application you are making)	
Card Details	Standard application	Fast track application
PHMES Manager Black	£40.00 <input type="checkbox"/>	£100.00 <input type="checkbox"/>
 FAST TRACK OPTION		
<p>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 or PO payment only, cheques are not acceptable for fast track applications. Please tick the above box to fast track your application.</p>		

Section 3 Health, Safety and Environment Training

1. CITB Managers and Professionals HS&E Test

If you have passed the CITB Managers and Professionals HS&E Test, please tick this box and ensure you send a copy of your test pass letter with this application.

2. Other applicable Health and Safety Tests

If you have passed any other acceptable Health and Safety tests/courses within the last 2 years, please tick this box and ensure you send a copy of your test/course certificate. Other acceptable Health and Safety tests/courses include:

- CITB Site Management Safety Training Scheme (SMSTS)
- IOSH Managing Safely/Managing Safely in Construction
- CCNSG Safety Passport – Supervising/Leading a Team Safely course

Failure to provide a copy of your H&S test pass could result in your application form being returned.

For a list of acceptable tests, please visit our website: www.jib-pmes.org

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 5

Payment details

Please tick to confirm application type and fee: **Standard - £40.00**

Fast track - £100.00

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 address:

Cardholder signature:

Cardholder contact telephone number:

Cardholder email address:

ALTERNATIVE METHODS OF PAYMENT

- BACS: Please phone the JIB-PMES on 01480 476925 for instructions
- POSTAL ORDER: Made payable to JIB-PMES
- CHEQUE: Made payable to JIB-PMES (Standard applications only)

Notes:

1. Full payment is taken at the point of application and is non-refundable.
2. Cheques and Postal Orders should be made payable to 'JIB-PMES'.
3. Where cheques are used as the payment method, applications will not be processed until the payments have cleared the banking system (typically 7 days from receipt).
4. 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.
5. Where card payment details are provided, these will be securely destroyed as soon as payment has been taken.
6. Invoices will not be provided before or after payment.
7. Receipts must be requested at the time of application.

Section 6

Manager Black Card

6A PHMES Manager Black Card – Qualification requirements

Route 1

If you have completed an appropriate Level 4 or higher PMES and/or Managerial related N/SVQ or equivalent qualification (e.g. BTEC, Degree or ILM/CIM approved management programme etc.) please tick this box and remember to include a copy of your qualification certificate with your application.

Route 2

If you can provide evidence of having met the requirements for a JIB-PMES Gold card (i.e. through achievement of an appropriate PMES L3 S/NVQ Diploma or Advanced Craft qualification), please tick this box and remember to include a copy of your qualification certificate with your application.

In addition, Route 2 applicants must also provide evidence of having completed one of the following courses. Please tick to confirm which course has been completed and remember to also include a copy of this certificate with your application.

- CITB Site Management Safety Training Scheme (SMSTS)
- IOSH Managing Safely/Managing Safely in Construction
- CCNSG Safety Passport – Supervising/Leading a Team Safely course

6B PHMES Manager Black Card – Endorsement

Your immediate Line Manager/Director must complete this section. If the applicant is self-employed, this section must be completed by a Client or Professional colleague. The applicant must not sign section 6B themselves.

I **confirm** that the applicant has had at least one-year on-site experience or other experience appropriate to the occupation role of PHMES Manager, after initial training. I agree that the applicant has demonstrated competence that meets the minimum standards overleaf and recommend the issue of a PHMES Manager card.

I certify that the details on this form are correct to the best of my knowledge.

I have known the applicant for year(s).

Company Name (if applicable):

Address:

Postcode:

Telephone number:

Print name:

Position:

Email Address:

Signature:

THE FOLLOWING IS A GUIDE TO THE MINIMUM ACTIVITIES A COMPETENT PLUMBING/MECHANICAL ENGINEERING SERVICES MANAGER WOULD BE EXPECTED TO PERFORM

1. Manage project briefs

Agree and present a project brief
Advise stakeholders on project cost strategies
Prepare a schedule which meets the requirements of the project brief

2. Assess and manage project risks

Assess project risks
Specify and implement methods and procedures to manage project risks
Manage project health, safety and welfare

3. Establish and monitor project teams

Select and form a project team
Establish and monitor project team working methods
Establish and monitor project organisation and communication systems

4. Control project cost, quality and progress

Control project costs against agreed budgets
Control project against agreed quality standards
Control project progress against agreed schedules

5. Co-ordinate project handover and evaluation

Co-ordinate provision of information and guidance to support operation of the works and installations
Manage project completion and handover
Evaluate projects

Plus any 3 of the following 6

6. Establish criteria for project briefs

Agree client requirements and preferences
Assess user needs and options
Assess community factors

7. Evaluate and advise on development factors and potential design solutions

Evaluate development opportunities, constraints and potential solutions
Advise on potential options for development

8. Advise on and co-ordinate project design development

Advise stakeholders on the selection and modification of design
Facilitate the agreement of a detailed design
Manage the flow of design documents

9. Advise on and secure statutory consents

Advise on regulatory requirements and constraints
Confirm statutory control requirements and consent applications
Manage appeals and negotiate to secure statutory consent

10. Agree procurement and contract procedures

Select and agree a project procurement procedure with a client
Evaluate and agree potential tenderers
Select, recommend and agree a form of contract

11. Implement tenders and conclude contracts

Implement estimate, bid and tender procedures
Evaluate successful tenders and negotiate changes
Conclude a contract for the supply of works, goods, materials and consultancy services

Plus any 3 of the following 6

12. Select personnel for activities

Identify personnel requirements
Select required personnel

13. Manage the performance of teams and individuals

Allocate work to teams and individuals
Agree objectives and work plans with teams and individuals
Assess the performance of teams and individuals
Provide feedback to teams and individuals on their performance

14. Enhance working relationships

Develop and maintain relationships with stakeholders
Enhance the trust and support of colleagues
Enhance the trust and support of those to whom you report
Provide guidance on values at work

15. Advise on problems and solutions

Collate information and provide advice on technical problems
Re-frame and generate solutions to complex, indeterminate problems

16. Chair and participate in meetings

Chair meetings
Participate in meetings

17. Develop self and others

Optimise your own resources to meet objectives
Undertake personal development in the occupational practice area
Enable others to learn and benefit from one's experience

Before sending your form please check that it has been fully completed. Your form will be sent back if it has not been properly filled in. If you need help with your form, telephone the JIB-PMES on 01480 476925 (10am – 4pm).

PHMES Manager JIB-PMES CSCS Registration Card (Black)

- i. A Black JIB-PMES CSCS Registration card is issued to PHMES Managers who hold suitable qualifications, have passed the CITB MAP HS&E Test and who can provide a suitable endorsement from their employer/clients to support their application.
- ii. JIB-PMES CSCS Registration cards issued on this basis are valid for up to five years, and may be renewed after that period (subject to renewal rules).
- iii. This route of entry is permanently open.
- iv. To obtain a PHMES Manager JIB-PMES CSCS Registration card, applicants must provide the following:
 - A correctly completed application form and supply the appropriate fee.
 - Evidence of having achieved a suitable Level 4 or higher qualification in either a PMES or Management related discipline
 - Evidence of having achieved a L3 NVQ Diploma/NVQ or Advanced Craft qualification in a PMES related discipline and of having past a suitable construction site management/supervisory qualification*
 - Evidence of passing the CITB Managers and Professionals Health, Safety and Environment test or suitable equivalent qualification*

*Suitable construction site management/supervisory qualifications for this purpose include:

- CITB Site Management Safety Training Scheme (SMSTS)
- IOSH Managing Safely/Managing Safely in Construction
- CCNSG Safety Passport – Supervising/Leading a Team Safely course

Note: NARIC equivalence reports

- v. **Those applying for cards by providing NARIC equivalence reports are also required to provide a copy of valid photographic identification (e.g. Biometric Residence Permit or Passport). This should be included at the time of application along with the NARIC equivalence report. Failure to submit a copy of valid photographic ID with the application form will result in the application being returned to the applicant.**