



IMPORTANT NOTE: Please read carefully the declarations listed below in relation to the applicant's card type you are endorsing.

1. Managerial/Supervisor/Professional Card
2. Craft and Operative Card/Trainee and Industry Placement/Experienced Worker Card

Managerial/Supervisor/Professional Card Application

The endorsement in this section must be completed on behalf of your current employer by an Operations Director or Personnel Director (or, in the case of an application from a Contracts Manager, by a Senior Director).

- I agree that the applicant has demonstrated competence and required experience that meets the minimum standards for the occupation applying for as set out for that occupation in the SKILLcard scheme conditions and I recommend the issue of the relevant coloured SKILLcard appropriate to that occupation.

In the case of an application for a SKILLcard from a Building Services Engineering Supervisor/Team Leader

- I confirm that the applicant has had at least 15 years' relevant experience of which not less than five have been in the occupation applied for by the applicant.

In the case of an applicant for a SKILLcard from a Member of a Professional body using the Professionally Qualified Person (PQP) OR from an Academically Qualified Person (AQP) route:

- I confirm that the applicant has had at least one years' relevant on-site experience or other appropriate experience as a professional Building Services Engineer in the last three after initial training. I agree that the applicant has demonstrated competence that meets the competence and commitment standards for their membership and/or qualification as detailed on the SKILLcard website and recommend the issue of a PQP or an AQP card.

In all other cases:

- I confirm that the applicant has had at least one year's relevant experience in the last three in the occupation indicated by the applicant on the front of the application summary.

Craft and Operative/Trainee and Industry Placement/Experienced Worker Card Application

This section should be completed only by a manager of appropriate seniority within the employing organisation.

- I confirm that the applicant named on this form has been known to me personally in the occupation shown on the application summary.
- I certify that the photograph is a true likeness of the applicant and that the details on the application summary are correct to the best of my knowledge.
- I confirm that the necessary documentary evidence supporting the qualifications indicated in this application has been provided.
- I agree that the applicant has demonstrated competence and required experience that meets the minimum standards for the occupation applying for as set out for that occupation in the SKILLcard scheme conditions and I recommend the issue of the relevant coloured SKILLcard appropriate to that occupation.

In the case of an applicant who is seeking to register his/her National Agreement grade on the SKILLcard:

- I also confirm that the applicant meets the requirements of the National Agreement grade indicated in this application.

FOR FURTHER ASSISTANCE CONTACT SKILLCARD ON
Email: skillcard.info@theBESA.com
Tel: 01768 860406