CSCS Profiled route – Guidance notes for Reviewers

To apply for a CSCS card through the Profiled Route applicants must be an experienced Construction Site Manager or Construction Site Supervisor currently working in that role. This route is <u>NOT</u> open to other occupations covered by the CSCS Black Managers Card or CSCS Gold Supervisors Card eg Residential, Civil Engineering, Conservation or Consulting Engineering.

1. **Answer all questions in the first person**
   The applicant is making the application and the Auditor is interested only in what they do as individuals.

2. **Wherever possible give examples, especially where they are specifically asked for**
   This will enable the Auditor to fully appreciate the experience described by the applicant. If possible refer to more than one example. It would be helpful to describe the project/s the individual is involved in eg project type and value and the applicant's role and responsibilities in it. This will enable the Auditor to evaluate better the applicant's answers.

3. **Ensure that the applicant completes all sections in the context of the main group heading**
   For example the first three sections of the Applicant Evidence Sheet (AES) are under the heading 'Develop and Maintain Good Working Relationships'. Check that the responses for all three sections relate specifically to this heading and are completed with as much detail as possible.

4. **Avoid handwritten responses**
   Encourage the applicants to type their responses in the Word document. The text boxes will expand to suit the amount of words required to allow sufficiently detailed responses so that the Auditor may fully understand the applicant's skills and experience.

5. **Include the applicant's CV with the application**
   The applicant's CV will show the Auditor what experience and skills they they have gained in order to become a Site Manager or Site Supervisor. It should demostrate a current or recent position as a Site Manager or Site Supervisor. The CV should ideally briefly describe the projects they have been involved in including approximate project value, their job role and who they reported to.

6. **Ensure that supporting documentation has been produced by the applicant**
   It is rarely appropriate to submit copies of standard company procedures and policies as evidence of the applicant's skills or experience. It should, wherever possible, be documents produced by the applicant (e.g. a project programmes, letters, method statements etc).

7. **Applicants should never copy or adapt or other people's answers**
   All applications are checked carefully by CSCS and independent Auditors and any evidence of plagiarism is taken very seriously and will result in rejection of the application with possible steps taken against the applicant, the employer and the reviewer.

8. **Professional Qualifications**
   The Reviewer must include a copy of their professional qualifications with the applicant's application pack.