



Scheme Requirements





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Please note: Where this document references a qualification level this relates to the old National Qualification Framework leveling system, CSCS will accept the equivalent home nation framework equivalent. Please contact the relevant qualifications regulator for more information.



1.0 GOVERNANCE

1.1 Construction Skills Certification Scheme Limited (“CSCS” or “the Company”) is a not-for-profit organisation that is incorporated in England and Wales under number 03024675 as a private company limited by guarantee, and therefore has no shareholders. It is managed by CSCS Limited whose 10 non-executive Directors all come from the construction industry:- 7 Directors nominated by Members (Construction Skills Certification Scheme Ltd owners); 2 from Client and Professional Institutions and one independent Chairman as detailed below:

- Civil Engineering Contractors Association (CECA)*
- The Construction Clients Group (CCG)
- The Construction Industry Council (CIC)
- Federation of Master Builders (FMB)*
- GMB Union*
- Build UK*
- UNITE the Union*
- Independent Chairman

**Scheme Owners*

2.0 THE SCHEME AND ITS PURPOSE

2.1 Since 1995 the Company has managed the Construction Skills Certification Scheme (“the Scheme”), through which workers in the UK construction industry can be assessed and certified for proof of regulated construction-related qualifications and for health and safety awareness.

The key objects of the Company (contained within the Articles of Association)

- To maintain a record of individuals in construction trades or occupations who achieve or can demonstrate that they have already achieved an accredited qualification and to provide such individuals with a suitable means of identification.
- To promote the use of qualified people to users of construction skills.

3.0 SCHEME AIMS

3.1 CSCS cards provide a means to verify that people who want to work on construction sites have the necessary training and qualifications for the type of work they carry out. The Scheme keeps a database of those working in construction that have, or are committed to achieving, a recognised construction related qualification.

3.2 For individuals, holding a CSCS card verifies identity and shows employers that you have the required qualifications, training and experience to carry out your work on a construction site.



4.0 SCOPE

- 4.1** The Scheme does not seek to duplicate other certification card schemes for specific occupations. Instead, CSCS works closely with a number of partner card schemes that display the CSCS logo and/or the CSCS ALLIANCE logo.
- 4.2** Partner card schemes are based on the same standard as CSCS requiring the holder to gain a NVQ/SVQ (or equivalent) and pass a Health and Safety test.
- 4.3** In the event of a decision by CSCS to withdraw from a partner card scheme all or any of its authority to use CSCS' registered certification mark, or to reject an application by a third party to be granted such authority, the partner card scheme or third party (as the case may be) may appeal against the said decision to an independent body pursuant to and in accordance with the Terms of Reference for the resolution of appeals from disputes relating to United Kingdom Certification Mark 00003442193 CSCS in Classes 37 and 41 (www.cscs.uk.com/tor), whose ruling shall be final.
- 4.4** In the event of a decision by CSCS to withdraw from a partner card scheme all or any of its authority to use CSCS' certification mark CSCS ALLIANCE once registered, or to reject an application by a third party to be granted such authority, the partner card scheme or third party (as the case may be) may appeal against the said decision to an independent body pursuant to and in accordance with the Terms of Reference for the resolution of appeals from disputes relating to the mark (once registered) (to be posted on the Company's website), whose ruling shall be final.
- 4.5** For a full list of the partner card schemes that display the CSCS logo visit the CSCS website: www.cscs.uk.com/partners.
- 4.6** For a full list of the partner card schemes that display the CSCS ALLIANCE logo visit the CSCS website www.cscs.uk.com/partners.

5.0 OCCUPATIONS COVERED

- 5.1** The Scheme covers a diverse range of construction related occupations in building, civil engineering and allied industries.
- 5.2** Use the CSCS card finder tool at www.cscs.uk.com/cardfinder to find out which is the correct card for the type of work you carry out.
- 5.3** The Scheme continues to grow and new occupations can open when new National Occupational Standards are developed, subject to Industry demand.



6.0 TYPES OF CARD AVAILABLE

6.1 Different types of CSCS card are available (or have been available, where indicated below) relevant to the type of work carried out on site.

Red Cards	Provisional/Trainee/ Apprentice / Experienced Worker/ Experienced Technical, Supervisory or Management card (<i>undertaking work experience, in training or registered to undertake a relevant construction related qualification</i>)
Green Card	Basic Skills (Level 1) (<i>CSCS stopped issuing this card from December 2018</i>) or Labourer (Level 1)
Blue Card	Skilled Worker (Level 2)
Gold Card	Advanced Craft (Level 3/4 or QCF/SCQF) or Supervisory (Level 3/4 or QCF/SCQF equivalent)
Black Card	Management (Level 4/5/6/7or QCF/SCQF equivalent)
White/Yellow Cards	Professionally Qualified Person (PQP) (<i>Member of a professional body or institution approved by CSCS</i>) or Academically Qualified Person (AQP) (<i>holds an academic construction related qualification</i>)
White/Grey Card	Construction Related Occupation (<i>CSCS stopped issuing this card from 1st April 2017</i>)
Yellow Card	Construction Site Visitor (<i>CSCS stopped issuing this card from 1st March 2020</i>)

7.0 HEALTH AND SAFETY REQUIREMENTS

- 7.1** All applicants for new cards and renewals must take and pass an independent assessment of retained health and safety knowledge. The assessment is designed to examine the knowledge of the individual across a wide range of health and safety topics.
- 7.2** Currently the only health and safety assessment which meets CSCS' Health and Safety Policy is the CITB Health, Safety and Environment (H,S&E) range of tests.
- 7.3** The CITB H,S&E Test is available at three levels; operative, supervisory and managerial & professional (MAP). There are also specialist tests designed for those working in specific occupational areas, such as working at heights, lift and escalator industry and highways.
- 7.4** CSCS card applicants for new and renewed cards must pass the relevant CITB H,S&E Test within 2 years of their application.
- 7.5** Exemptions to taking a CITB H,S&E test apply if:
- You hold a SOLAS card. CSCS has a mutual recognition agreement with SOLAS (previously known as FAS (Eire) Safepass) which acts as an exemption to the Operative or Specialist CITB Health and Safety Test requirement providing that it has been completed within 2 years of the application being made. Please note that SOLAS is not acceptable as an exemption to the Supervisor or Manager and Professional (MAP) level CITB Health, Safety and Environment tests.
 - Apprentice - see wording in section 8.4 - Apprentice Card.
- 7.6** More information about booking the CITB H,S&E Test is available on the [CITB website](#). Alternatively applicants can call 0344 994 4488. The test costs £21.00.



8.0 RED CARDS

(undertaking work experience, in training or registered to undertake a relevant construction related qualification)

8.1 Provisional Card

For people who are working through probationary periods whilst employers assess their suitability for employment.

Applicants for Provisional Cards must have passed the CITB Operatives H,S&E within the past 2 years.

This card is valid for 6 months and is not renewable. Before it expires Provisional card holders must achieve or be registered for a recognised construction related qualification and apply for the appropriate CSCS card for their job.

8.2 Trainee Card

This card is available if you are a trainee and are registered for a qualification that leads to a skilled CSCS card (in the majority of cases a NVQ/SVQ). Please note: SSSTS, SMSTS and NEBOSH General will not be accepted as routes to a Trainee card.

The card is valid for five years and cannot be renewed.

*Prior to applying for the Trainee card applicants must have completed the appropriate CITB Health, Safety and Environment Test.

On completion of your qualification, you are expected to move onto the appropriate skilled CSCS card for your occupation. The CSCS cardfinder will tell you which card to apply for.

Applicants must be able to provide proof of registration onto their qualification. As a minimum, you are required to provide evidence of registration from your training provider's awarding body including:

- Name
- Full qualification title and course level
- Date of registration (must be in the last 2 years)

8.3 Technical and Management (TSM) Card (Closed 31st July 2016)

This card was for new entrants to the industry who could provide evidence of current registration with a further higher education college/university for a nationally recognised construction related qualification at Level 3 and above.

This card was valid for 3 years and could be renewed for a further 3 years on application.

CSCS stopped issuing this card from 31st July 2016.

8.4 Apprentice Card

Available to people who have commenced on a recognised apprenticeship framework. The Apprentice card is valid for 4 years and 6 months and is non-renewable.

You can confirm that you are registered for an apprenticeship using one of the following:

- A letter from the Managing Agency of your apprenticeship, confirming that you are registered with them and for which qualifications (with full titles and pathways).
- A letter from your apprenticeship training provider confirming that you are registered with them and for which qualifications (with full titles and pathways).
- Your Apprenticeship Agreement, provided that it shows the occupation and qualification (including pathways) you are registered for.

Applicants for Apprentice cards do not need to take the CITB H,S&E test if they have completed the health and safety requirements relevant to their Apprenticeship Managing Agency prior to applying for the card.

When applying for this card, you may be exempt from the CITB Health, Safety & Environment test if you have:

- A letter or email from the Managing Agency of your apprenticeship (which must be clearly identified that they are a Managing Agency) confirming that you have met the Managing Agency's Health and Safety requirements
- A certificate for a one day Health and Safety Awareness course
- A Health and Safety unit included in your induction or initial qualification.

If you have none of the above then you will need to take the CITB Health, Safety & Environment test before applying for the Apprentice card.



8.5 Experienced Worker Card

Available to workers with on the job experience (normally at least one year in the last 3) whilst a construction related NVQ or SVQ (at Level 2 or above) is being achieved. Some equivalent QCF qualifications will also be accepted.

The card is valid for one year and is non-renewable and cannot be replaced by a Labourer or Provisional Card. It is expected to be replaced by a skilled 5 year card (usually blue Skilled Worker) on achievement of a qualification.

Applicants for Experienced Worker cards must be registered for a course and must have passed the relevant level of the CITB Health, Safety, Environment test within the last 2 years.

8.6 Experienced Technical, Supervisory and Management Card

Available to Supervisors and Managers with on the job experience (normally at least one year in the last 3) who do not hold a Construction related NVQ or SVQ at Level 3 or above and are not a member of an approved Professional Institute or Body.

This card is valid for 3 years and is non-renewable. It is expected to be replaced by a skilled 5 year card (gold or black) on achievement of NVQ or SVQ Level 3 or higher. An equivalent QCF qualification, providing it has NVQ in its title, will also be accepted.

Applicants for this card must be registered on a course and must have passed either the Supervisor or Managerial and Professional H,S&E test (whichever is relevant to the qualification being undertaken) within the last 2 years.





9.0 BASIC SKILLS GREEN CARD

CSCS stopped issuing this card from 3rd December 2018.

The decision to withdraw the Basic Skills card is seen as a practical step towards achieving the Construction Leadership Council's (CLC) requirement of ensuring nationally recognised qualifications are in place for all construction related occupations. The training qualifications that have previously been accepted for the Basic Skills card do not meet the CLC's requirements.

For further information on the CLC requirements go to www.cscs.uk.com/clc

10.0 LABOURER GREEN CARD

Available to those employed in labouring occupations who:

- Have achieved the Level One Award 'Health and Safety in a Construction Environment; or
- Have completed an approved alternative course. (For the full list of approved courses, please go to www.cscs.uk.com/labourer).

This card is valid for 5 years and can be renewed subject to the above conditions being met.

Applicants for the Labourer card must have passed the CITB Operatives HS&E Test within the last 2 years.

11.0 BLUE CARD - Skilled Worker (Level 2)

For those who have achieved:

- A construction related NVQ or SVQ at Level 2; or
- An apprenticeship which included the achievement of a City and Guilds Craft Certificate*; or

This card is valid for 5 years and can be renewed.

Applicants for new blue cards and renewals must have passed the relevant CITB H,S&E Test within the last 2 years.

** CSCS will require a copy of the City and Guilds (or SCOTVEC (SQA)) certificate and evidence of apprenticeship completion with the original employer. This can be in the form of a letter on headed note paper from the original employer, copy of an endorsed deed or other formal documentation. This documentation must include the occupation the apprenticeship was completed in and the date completed.*



12.0 GOLD CARD - Advanced Craft (Level 3/4 or QCF equivalent)

For those who have achieved:

- A construction related NVQ or SVQ Level 3 and 4 (or QCF equivalent); or
- Completed an approved indentured apprenticeship (e.g. with NJCBI, BATJIC) or
- Completed an employer sponsored apprenticeship which included the achievement of a City and Guilds of London Institute Advanced Craft Certificate*.

This card is valid for 5 years and can be renewed.

Applicants for new gold cards and renewals must have passed the relevant CITB H,S&E test within the last 2 years.

* CSCS will require a copy of the City and Guilds (or SCOTVEC (SQA)) certificate **and** evidence of apprenticeship completion with the original employer. This can be in the form of a letter on headed note paper from the original employer, copy of an endorsed deed or other formal documentation. This documentation must include the occupation the apprenticeship was completed in and the date completed.

13.0 GOLD CARD - Supervisory (Level 3/4 or QCF equivalent)

For those who have achieved:

- A construction related NVQ or SVQ Level 3 and 4 (or QCF equivalent)

This card is valid for 5 years and can be renewed.

Applicants for new gold cards and renewals must have passed either the Supervisor or Managerial and Professional H,S&E test (whichever is relevant to the type of work undertaken) within the last 2 years.

14.0 BLACK CARD – Management (Level 5/6/7)

This card is available for manager and technical occupations subject to:

- Holding a relevant Construction Management/Technical related NVQ/SVQ level 5, 6 or 7
- Holding an SVQ Level 4 in Construction Management/Technical related qualification or
- Holding a pre-existing NVQ level 4 in construction management."

This card is valid for 5 years and can be renewed.

Applicants for new black cards and renewals must have passed the Managerial and Professional H,S&E test within the last 2 years.

15.0 WHITE/YELLOW CARDS

15.1 Professionally Qualified Person (PQP) Card

For members of professional bodies recognised by CSCS. A list of these can be viewed at www.cscs.uk.com/pqp
(Recognition of additional professional bodies is subject to agreement by CSCS)

To apply for this card applicants must: -

- Be a current member of an recognised professional body at an eligible competence-assessed grade which are listed on the CSCS website at www.cscs.uk.com/cardfinder; and
- Have up to date Continuing Professional Development (CPD) records for the last 2 years relevant to the area of work currently practiced.

This card is valid for 5 years. Upon expiry, the card can be reapplied for. Evidence of qualification must be resupplied.

Applicants for the PQP card must have passed the Managerial and Professional H,S &E test within the last 2 years.

15.2 Academically Qualified Persons (AQP) Card

For people who have completed certain construction related degrees, HNDs, HNCs, CIOB Certificates and NEBOSH diplomas. A full list of the acceptable qualifications can be found at <https://www.cscs.uk.com/aqp-groupings>

This card is valid for 5 years. Upon expiry, the card can be reapplied for. Evidence of qualification must be resupplied.

Applicants for the AQP card must pass the CITB Managerial and Professional (MAP) H,S&E test with the last 2 years.





16.0 CONSTRUCTION RELATED OCCUPATION (CRO) CARD (Closed 30th Sept 2017)

This card was available to people working in construction related occupations not covered by other CSCS cards. **(Note CSCS stopped issuing this card 1st April 2017).**

17.0 YELLOW CARDS - CONSTRUCTION SITE VISITOR (Closed 31st August 2020)

This card was available to those visiting construction sites to carry out a non-construction related role. CSCS stopped issuing this card from 1st March 2020.

[Click here](#) for more information on the withdrawal of the Construction Site Visitor card.

18.0 PROFILED ROUTE (Closed 31st March 2016)

The CSCS Profiled Route was an independently audited route applicable to experienced:

- Construction Site Supervisors (Contracting or Residential) leading to a gold Supervisors card.
- Site Supervisors and Managers with no construction related qualifications.
- Cardholders who previously obtained their card through the Profiled Route provided they renew their card within 6* months of expiry in line with the CSCS card requirements.

19.0 OVERSEAS QUALIFICATIONS

CSCS only accepts qualifications issued in the UK and certain qualifications issued in the Republic of Ireland.

CSCS card applicants who hold overseas qualifications must have the qualifications mapped against UK equivalents by UK NARIC. More information about this process is available on the CSCS website (www.cscs.uk.com/applying-for-cards/qualifications/overseas-qualifications)

** Due to Covid-19 CSCS has extended the grace period for card renewals from 6 months after the card expires to 12 months. For further information on CSCS Covid-19 measures click here (www.cscs.uk.com/applying-for-cards/covid-19).*



20.0 INDUSTRY ACCREDITATION

Note this route has been closed for all occupations with the exception of those valid cardholders who previously held Industry Accreditation provided they renew their card within 6 months of expiry in line with the CSCS card requirements.

21.0 CARD RENEWALS

21.1 Renewal Letters

Renewal letters are sent to the card holder's home address approximately 6 months before the expiry date printed on their card.

Card holders must advise the CSCS Contact Centre if they change address or occupation.

21.2 Card Renewal Period

CSCS cards can be renewed by the cardholder 6* months prior and up to 6 months after the expiry date printed on their existing card*. The expiry date printed on their new card will be 5 years from the expiry date printed on the previous card.

CSCS cards will not be issued to applicants if they fail to apply within this period. A new application will have to be made to obtain another CSCS card.

Those who obtained CSCS cards via industry accreditation, which are not renewed within the period outlined above, will not be able to reapply for a new card via industry accreditation. Applicants will be required to obtain the relevant qualification for the type of work they undertake on site.

If the applicant believes there are mitigating circumstances why their card renewal was not made in time they can appeal in writing. Further information is available on the CSCS website at www.cscs.uk.com/cscs-cards/appeals

22.0 APPLICATIONS

To apply for a CSCS card applicants need to prove they have the training and qualifications required for the type of work they carry out on site in order to determine which type of CSCS card is appropriate. Applicants can check which card is the right card by using the online CSCS cardfinder at www.cscs.uk.com/cardfinder. This will also advise which CITB Health, Safety and Environment test should be taken.

* Due to Covid-19 CSCS has extended the grace period for card renewals from 6 months after the card expires to 12 months. For further information on CSCS Covid-19 measures click here (www.cscs.uk.com/applying-for-cards/covid-19).

22.1 Applying Online

CSCS card applications have moved online. Visit www.cscsonline.uk.com/login to access or create an account.

Applicants will need to have:

- A credit or debit card to pay £36 for the card (inclusive of VAT at 20%)
- Electronic copies of any supporting documentation that may be required by CSCS such as copies of qualifications.

22.2 Applying by Phone

Once the applicant has passed the correct CITB H,S&E test they should call the CSCS Contact Centre on 0344 994 4777. Applicants will need to have:

- A credit or debit card to pay £30 for the card (inclusive of VAT at 20%)
- A current or previous employer's details including contact name, full address and telephone number
- Scanned copies of any supporting documentation that may be required by CSCS such as copies of qualifications.

Once supporting evidence has been provided and approved, CSCS Cards are usually dispatched on the next working day.

22.3 Employer Applications

Employers who wish to apply for CSCS cards must now create an Employer account via CSCS Online. You can do this by selecting the 'Employer' checkbox when registering your account.

Employers, Partners and Third parties can now process single applications as well as multiple applications, subject to the following conditions:

- Bulk applications are only available online – not via the telephone
- Payment must be made by payment card – payment on account is coming soon
- The individual employees' email addresses need to be provided (**note this is a key requirement for all applicants**)

Before you begin an application. Make sure that you have the following for each worker:

- A scanned copy of their qualification certificate, or proof they are registered to complete a recognised qualification relevant to their occupation.
- A verifiable email address for each applicant
- The test ID number from your CITB Health, safety and environment (HS&E) test, this can be found at the top of your pass certificate.
- A credit/debit card (or a Prepaid Account) to pay the £36 application fee (per card).



22.4 Photo Requirements

In most cases, applicants are not required to submit a photograph when applying for a CSCS card as the photo from the CITB Health, Safety and Environment test is automatically transferred to your application.

If you are exempt from taking the CITB Health, Safety and Environment test, then you will need to submit a photograph.

23.0 OWNERSHIP AND WITHDRAWAL OF CARDS

A CSCS card is the property of the cardholder named on the card, regardless of who applied or paid for the card. The data on the card remains the property of CSCS.

24.0 UPDATES AND LOST CARDS

It is the responsibility of CSCS Card Holders to keep their information up to date.

Card Holders can change their personal details, such as their address, using their CSCS Online account. Some changes will require supporting evidence.

Card Holders can also replace lost and damaged CSCS cards through their CSCS Online account.

If a Card Holder achieves a new qualification and/or changes occupation, then they will need to apply for a new CSCS card for this information to be displayed on their card.

The cost for issuing a replacement or updated CSCS card is £36 (inclusive of VAT at 20%).

25.0 DATA PROTECTION

Construction Skills Certification Scheme Limited is committed to protecting and respecting your privacy lawfully, fairly, and transparently. To read our full privacy policy, go to www.cscs.uk.com/privacy-cookies

26.0 WEBSITE PRIVACY STATEMENT

The Company's website privacy statement is available at www.cscs.uk.com/privacy. If you feel that CSCS is not abiding by this privacy statement you should email communications@cscs.co.uk.

27.0 TERMS AND CONDITIONS

The Company's Terms and Conditions is available at www.cscs.uk.com/about/terms/

28.0 FRAUDULENT CARD PROCEDURE FOR EMPLOYERS

If employers are presented with a fraudulent CSCS card they should call the CSCS Contact Centre on 0344 994 4777 or via the fraud email address at report.it@citb.co.uk

29.0 SMART TECHNOLOGY

Smart technology CSCS cards issued by the main scheme contain an electronic chip. This can be used to check all site personnel hold a valid CSCS card and the appropriate qualifications for the job they are undertaking.

The electronic chip is a high capacity chip that can be used for many purposes beyond storing operative qualifications and training data, including links with access control systems, improved management of training records and links to project management systems and payroll.

CSCS has a range of free Apps, such as the On-Site Training Recorder, which provides an easy method for site supervisors to record which workers have attended specific training such as toolbox talks or site inductions. Workers who have attended a training session on-site can be added quickly and simply to training databases using their CSCS SmartCard.

SmartCard Aims

- Eliminate incorrect/fake cardholders gaining access to site.
- Portable means of providing evidence of skills and training held.
- Efficient card checking method – reduces staff time spent manually checking cards and carrying out data entry.
- Reduction of the number of different cards needed – can be used for other purposes in addition to identity and qualification/verification checks including:-
 - Site access control
 - Training logs
 - Time in/out logs
 - Links to project management systems

30.0 APPEALS PROCEDURE

If there is a dispute regarding CSCS Scheme Requirements the matter can be appealed. Further information is available on the CSCS website at www.cscs.uk.com/appeals

The decision of the CSCS Appeals Panel is final.

