



Scheme Requirements





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1.0 GOVERNANCE

1.1 CSCS (Construction Skills Certification Scheme) is a not for profit organisation which is registered as a 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 (CSCS 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*
- National Specialist Contractors Council (NSCC)*
- UK Contractors Group (UKCG)*
- Union of Construction, Allied Trades and Technicians (UCATT)*
- UNITE the Union*
- Independent Chairman

**Scheme Owners*

2.0 PURPOSE OF THE SCHEME

2.1 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 schemes for specific occupations. Instead, these schemes may merge with CSCS but this can only happen if both schemes agree on the terms and standards.
- 4.2** The Scheme covers a diverse range of construction occupations in building, civil engineering and allied industries – See Appendix A for CSCS Affiliated and Associated schemes.

5.0 OCCUPATIONS COVERED

- 5.1** 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.
- 5.2** 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 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	Labourer (Level 1)
Blue Card	Skilled Worker (Level 2)
Gold Card	Advanced Craft/ Supervisory (Level 3/4)
Black Card	Management (Level 4/5/6/7)
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>(No recognised construction related QCF qualification available for the occupation.)</i>
Yellow Card	Construction Site Visitor <i>(Regular visitor to site who does not hold any construction related qualification and does not carry out any construction related work on site.)</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 Requirements 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 both 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 have achieved a construction related NVQ or SVQ within the last 2 years and are applying for a CSCS card for the occupation the NVQ or SVQ relates to. This is only available to new applications and cannot be used for card renewals.
 - 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.
- 7.6** More information about booking the CITB H,S&E Test is available on the CSCS website. Alternatively applicants can call 0344 994 4488. The test costs £19.50.





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
- undergoing supervised work experience (aged 16+)
- working as a labourer but have not previously applied for a CSCS card

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

Available for new entrants to the industry who can provide evidence of current registration for a Construction related NVQ or SVQ at Level 2 (or registered for, or have achieved, a Construction Award) but have not yet achieved an NVQ or SVQ. An equivalent QCF (Qualification and Credit Framework) will also be accepted.

This card is valid for 3 years and is non-renewable.

Applicants for Trainee cards must achieve either the relevant CITB Operative H,S&E test for their occupation or have attended a 1-day Health and Safety Awareness Course (a copy of the certificate will be required with the application).

8.3 Technical, Supervisory and Management (TSM) Card – Trainee

For new entrants to the industry who can 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 is valid for 3 years and can be renewed for a further 3 years on application.

Applicants for new TSM cards and renewals must pass either the Supervisor or Managerial and Professional H,S&E test (whichever is relevant to the qualification being undertaken) within the last 2 years.



8.4 **Apprentice Card**

Available to people who are registered on a recognised apprenticeship framework.

This card is valid for 4 years 6 months and is non-renewable.

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.

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. An equivalent QCF qualification, providing it has NVQ in its title, will also be accepted.

The card is valid for one year and is non-renewable and cannot be replaced by a Labourer, Provisional or a Basic Skills Green 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 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 GREEN LABOURER CARD

Available to those employed in labouring occupations who have:

- achieved the Level One Award ‘*Health and Safety in a Construction Environment*’ (or a recognised equivalent); or
- hold a valid CITB Site Safety Plus Health and Safety Awareness Course certificate.
- hold a Valid IOSH Working Safely Certificate

Please note there are more approved alternative courses we recognise for the Labourer card for the full list of these please go to <http://www.cscs.uk.com/card-finder/> and type in Labourer

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

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

10.0 BLUE CARD – Skilled Worker (Level 2)

For those who have recent on-site experience and 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
- where a full construction related NVQ or SVQ does not exist but a trade specific unit has been passed.

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

Applicants for new blue cards and renewals must have passed the relevant CITB Operatives 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.*



11.0 GOLD CARD - Advanced Craft/ Supervisory (Level 3)

For those who have recent on-site experience and have achieved:

- a construction related NVQ or SVQ Level 3 (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 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.

* 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 BLACK CARD – Management (Level 4/5)

For those Managers who have recent on-site experience and have achieved a Construction related NVQ/SVQ levels 4, 5, 6 or 7 (or QCF Equivalent) in the relevant construction management qualification.

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.





13.0 WHITE/YELLOW CARDS

13.1 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/pqp; and
- have up to date Continuing Professional Development (CPD) records for the last 2 years relevant to the area of work currently practiced; and
- the application must be verified by a current member of the applicant's professional body whose membership is at the same level or higher.

This card is valid for 5 years and can be renewed. The above points will be re-verified on renewal.

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

13.2 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 www.cscs.uk.com/aqp

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

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

14.0 CONSTRUCTION RELATED OCCUPATION (CRO) CARD

The CRO card was introduced in 2005 at the request of industry and was intended for those occupations for which there were no nationally recognised qualifications. This approach to CRO's is no longer fit for purpose as it does not meet industry's desire for a fully qualified workforce.

CSCS has consulted with industry to determine the best way to address this issue. From **1st October 2015** the following new measures will be introduced which will pave the way for the eventual withdrawal of the CRO card.

- All CRO cards issued from 1st October 2015 will expire on **30th September 2017*** and are not renewable
- You will be expected to register for a nationally recognised construction related qualification before the card expires
- Only one occupation will be displayed on your CRO card from 1st October 2015
- CSCS will stop issuing CRO cards from **31st March 2017**.

* Please note existing CRO cards issued before 1st October 2015 that expire after 30th September 2017 will remain valid until their expiry date.

When you apply for a CRO card CSCS will check if your occupation is covered by a nationally recognised construction related qualification and whether you hold that qualification. On submission of the necessary evidence CRO cardholders who have the required qualifications for their occupation will be issued with the appropriate skilled card.

If you have not obtained a nationally recognised construction related qualification you can apply for a CRO card that will expire on 30th September 2017 and is not renewable. You will be expected to register for the appropriate qualification for your occupation before the CRO card expires. On completion of your qualification you will be able to apply for a skilled CSCS card.

If you do not register for the construction related qualification for your occupation by **30th September 2017** you will be unable to obtain a CSCS card.

From 1st October 2015 only one occupation will be displayed on the card. If you currently hold a multi-occupation card you must notify CSCS which occupation you wish to have displayed.

CSCS is aware there are existing construction related occupations without nationally recognised qualifications. Where appropriate work is already underway to develop new nationally recognised qualifications for these occupations.

15.0 YELLOW CARDS - CONSTRUCTION SITE VISITOR

For those who frequently visit construction sites but do not carry out construction related work on site

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

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

Important Note: Yellow card holders should be escorted on construction sites at all times as they do not hold any form of construction related qualification. The person legally responsible for a construction site must ensure the health, safety and welfare of people visiting their site.

16.0 PROFILED ROUTE

The CSCS Profiled Route is a rigorously audited route applicable to appropriately experienced:

- Construction Site Supervisors (Contracting or Residential) leading to a gold Supervisors card
- Construction Site Managers (Contracting or Residential) leading to a black Managers card

From May 2015 the following rules were applied to Profiled Route:

- Applicants must hold a valid SMSTS, SSSTS, IOSH Managing Safely or acceptable agreed equivalent
- To be recognised as a Profiled Route reviewer you must hold one of the following construction related S/NVQs in Assessment: the A1, D32, D33 or Level 3 Certificate in Assessment.
Please note: no alternative qualifications will be accepted
- Applicants working for principal contractors, sub-contractors or self-employed can apply via this route provided they meet the criteria as set out here
- Applications requiring re-audit will be subject to a further fee of £200.

To find out more information about the Profiled Route please visit the CSCS website at www.cscs.uk.com/cscs-cards/profiled-route

17.0 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.

18.0 CARD RENEWALS

18.1 Renewal Letters

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

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

18.2 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 exactly 5 years on from the expiry date printed on the previous card. **If a cardholder does not renew their card within this period, they will not be able to renew their CSCS card. A new application would have to be made to obtain another CSCS card.**

Cards obtained 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 would need to obtain the relevant qualification needed 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





19.0 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 which determines which type of CSCS card is available to them. 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.

19.1 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 documentation that may be need to be emailed to CSCS such as copies of qualifications.

CSCS Cards are usually dispatched on the next working day.

19.2 Application Forms

CSCS Cards can also be obtain by completing an application form which can be obtained by:

- downloading from the CSCS website at www.cscs.uk.com/Downloads/application-forms

or

- calling the CSCS Contact Centre
tel: 0344 994 4777
email: customerservice@cscs.gb.com

Application forms will be checked, processed and a card will be sent within **28 days**. If the application has not been completed correctly or additional information is required, the application form will be returned with a request for further information. The applicant will have **90 days** in which to provide the information requested, after which a further fee may be required.

19.3 Employer Applications

Employers can apply for CSCS cards on behalf of their workforce using the Employer Application Form which can be downloaded from the CSCS website, the form can be downloaded from www.cscs.uk.com/employer .

It is important that employers read the guidance page carefully to ensure that they can provide all of the information required before submitting any applications.

On receipt of the application form, the CSCS Contact Centre will call the employer representative named on the form so that payment may be collected and any queries resolved prior to cards being dispatched. **This process takes up to 15 working days.**



20.0 OWNERSHIP AND WITHDRAWAL OF CARDS

CSCS card remains the property of CSCS Limited. Cards are issued to and should be kept by the named cardholder.

CSCS Limited reserves the right to withdraw a card.

21.0 UPDATES AND LOST CARDS

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

If a cardholder achieves an additional qualification and then undertakes a different type of work on site, they should update their CSCS card by following the application process outlined above.

If a cardholder changes his/her name they should call the CSCS Contact Centre on 0344 994 4777 and provide a scanned copy of relevant documentation e.g. Deed Poll, marriage certificate etc.

If a card is lost a replacement can be ordered by calling the CSCS Contact Centre on 0344 994 4777.

The cost for issuing an updated or lost card is £30 (inclusive of VAT at 20%)

22.0 DATA PROTECTION

Commercial companies may offer special deals, which contain beneficial opportunities, discounts or training opportunities to CSCS cardholders. Many of these offers are made in recognition of the competence and the Health and Safety awareness that membership brings.

Construction Skills Certification Scheme Limited reserves the right to:

- vet these proposals and examine them to see whether they contain genuine benefits to CSCS cardholders
- send suitable offers to cardholders without giving personal details to the third party.

23.0 WEBSITE PRIVACY STATEMENT

The Construction Skills Certification Scheme Ltd 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 operations@cscs.gb.com.

24.0 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

25.0 SMART TECHNOLOGY

CSCS cards issued by the main scheme contain smart technology. This can be used to check everyone on site holds the appropriate qualifications and holds a valid CSCS card for the job they are undertaking.

The CSCS SmartCard is a high capacity card 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

26.0 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/cscs-cards/appeals

The decision of CSCS Limited shall be final.





APPENDIX A

SCHEMES AFFILIATED AND ASSOCIATED WITH CSCS

CSCS works with 10 other schemes to cover more than 800 occupations. All schemes carry the CSCS hologram logo on their cards.

- CPCS – Construction Plant Certification Scheme (Plant Workers)
- CCDO – Certificate of Competence of Demolition Operatives
- CISRS – Construction Industry Scaffolders Record Scheme
- CSR – Construction Skills Register (Northern Ireland)
- ACE – Assuring Competence in Engineering Construction (Engineering Construction Workers)
- ECS – Electro-technical Certification Scheme (Electrical Workers)
- EUSR – Energy and Utility Skills Register (Utility Services Workers)
- JIB PMES – Plumbing Mechanical Engineering Services (Plumbing Workers - England and Wales)
- SNIJIB – Scottish and Northern Ireland Joint Industry Board (Plumbing Workers)
- SkillCard – Building Engineering Services (Heating, Ventilating, Air Conditioning and Refrigeration Worker)

CSCS and the affiliated/associated schemes maintain databases of those working in construction that have achieved an appropriate qualification. Successful applicants are issued with a card giving them a means of identification and proof of their achievements.