



# 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.
- 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](http://www.cscs.uk.com/tor)), whose ruling shall be final.
- 4.4** For a full list of the partner card schemes that display the CSCS logo visit the CSCS website: [www.cscs.uk.com/partners](http://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](http://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

CSCS issue a number of cards which reflect the different occupations and qualifications in construction.

#### RED CARDS

##### 6.1 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.

Please see current requirements to apply for this card [here](#)

##### 6.2 Experienced Technical, Supervisory or Management Card

This temporary card is available specifically to Supervisors, Managers and Technical Workers with on the job experience (normally at least one year in the last three) whom are registered to a complete a Construction Related Technical, Supervisory or Management NVQ or SVQ at Level 3 or higher, which is acceptable for a CSCS card. This card is valid for 3 years and cannot be renewed.

Please see current requirements to apply for this card [here](#)

##### 6.3 Experienced Worker Card

This temporary card is available specifically to workers with on the job experience (normally at least one year in the last three) whom are registered to a complete a Construction Related NVQ or SVQ at Level 2 or higher, which is acceptable for a CSCS card. This card is valid for 1 year and cannot be renewed.

Please see current requirements to apply for this card [here](#)

##### 6.4 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). This card is valid for 5 years and cannot be renewed.

Please see current requirements to apply for this card [here](#)

##### 6.5 Industry Placement Card

The Industry Placement card is valid for three years and cannot be renewed. This temporary card is available for learners undergoing a construction related qualification or training programme which requires the completion of a work placement, such as T-Levels or Trainee Skills Development Programmes.

Please see current requirements to apply for this card [here](#)

##### 6.6 Provisional Card

For people working through probationary periods whilst employers assess their suitability for employment. This card is valid for 6 months and cannot be renewed.

Please see current requirements to apply for this card [here](#)



## 6.0 TYPES OF CARD AVAILABLE (cont.)

### WHITE CARDS

#### 6.7 Academically Qualified Person (AQP) Card

For people who have completed certain construction related degrees, HNDs, HNCs, CIOB Certificates and NEBOSH diplomas. This card is valid for 5 years and renewable. Please see current requirements to apply for this card [here](#)

#### 6.8 Professionally Qualified Person (PQP) Card

For members of professional bodies recognised by CSCS. A list of these can be viewed at [cscs.uk.com/ppq](https://www.cscs.uk.com/ppq) (Recognition of additional professional bodies is subject to agreement by CSCS). This card is valid for 5 years and renewable. Please see current requirements to apply for this card [here](#)

### GREEN CARD

#### 6.9 Labourer Card

Available to those employed in labouring occupations. This card is valid for 5 years and can be re-applied for upon expiry. Please see current requirements to apply for this card [here](#)

### BLUE CARD

#### 6.10 Skilled Worker Card (Level 2)

For those who have achieved:

- A construction related NVQ or SVQ at Level 2; or
- An apprenticeship which included the achievement of NVQ/SVQ, End Point Assessment, City and Guilds Craft Certificate, or equivalent. This card is valid for 5 years and renewable.

Please see current requirements to apply for this card [here](#)

### GOLD CARDS

#### 6.11 Advanced Craft Card (Level 3/4)

For those who have achieved:

- A construction related NVQ Level 3 or 4 or SVQ equivalent
- An approved indentured apprenticeship (e.g. with NJCBI, BATJIC) or
- An apprenticeship which included the achievement of an NVQ/SVQ, End Point Assessment or City and Guilds Advanced Craft Certificate\*.

This card is valid for 5 years and renewable.

Please see current requirements to apply for this card [here](#)

#### 6.12 Supervisory Card (Level 3/4)

This card is available to supervisors working in technical or supervisory roles.

- Holding a relevant Construction Supervision/Technical related NVQ Level 3 or 4 or SVQ equivalent

This card is valid for 5 years and renewable.

Please see current requirements to apply for this card [here](#)

## 6.0 TYPES OF CARD AVAILABLE (cont.)

### BLACK CARD

#### 6.13 Manager card

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

- Holding a relevant Construction Management/Technical related NVQ Level 4, 5, 6 or 7 or SVQ equivalent

This card is valid for 5 years and renewable.

Please see current requirements to apply for this card [here](#)

## 7.0 CLOSED CARDS

#### 7.1 Trainee 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. CSCS stopped issuing this card from 31st July 2016.

#### 7.2 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](http://www.cscs.uk.com/clc).

[Click here](#) for further information on the withdrawal of the Basic Skills Green card.

#### 7.3 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).**

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

#### 7.4 Yellow Construction Site Visitor Card (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.

## 8.0 HEALTH AND SAFETY REQUIREMENTS

- 8.1** 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.
- 8.2** CSCS card applicants for new and renewed cards must pass the relevant Health, safety and environment test (H,S&E) within 2 years of their application.
- 8.3** Information on alternatives to taking a H,S&E test can be found [here](#)

## 9.0 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 ECCTIS/UKENIC

More information about this process is available on the CSCS website ([www.cscs.uk.com/applying-for-cards/qualifications/overseas-qualifications](http://www.cscs.uk.com/applying-for-cards/qualifications/overseas-qualifications))





## 10.0 INDUSTRY ACCREDITATION

Industry Accreditation has been removed from the CSCS Scheme.

[Click here](#) for further information on the removal of Industry Accreditation.

## 11.0 CARD RENEWALS

### 11.1 Renewal Letters

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

**Note:** Card holders must update their CSCS Online account or advise the CSCS Contact Centre if they change address or occupation.

### 11.2 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.

More information regarding CSCS card renewal requirements can be found [here](#)

### 11.3 Profiled Route

Cardholders that previously held Profiled Route can also renew this card, as noted above.

## 12.0 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](http://www.cscs.uk.com/cardfinder). This will also advise which Health, Safety and Environment test should be taken.

### 12.1 Applying Online

CSCS card applications have moved online. Visit [www.cscsonline.uk.com/login](http://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.

Further information of how to apply can be found [here](#)

### 12.3 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
- Pre-paid accounts available
- 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).

### 12.4 Photo Requirements

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

If you have an alternative to the Health, Safety and Environment test, then you will need to submit a photograph. Information can be found [here](#)

### 12.5 Changes to Personal Details

Applicants are required to advise CSCS of any changes to their details such as name or address and provide the relevant proof of this change.

Full information can be found [here](#)

## 13.0 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.

## 14.0 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%).

## 15.0 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](http://www.cscs.uk.com/privacy-cookies)

## 16.0 WEBSITE PRIVACY STATEMENT

The Company's website privacy statement is available at [www.cscs.uk.com/privacy](http://www.cscs.uk.com/privacy). If you feel that CSCS is not abiding by this privacy statement you should contact us via email [communications@cscs.co.uk](mailto:communications@cscs.co.uk).

## 17.0 TERMS AND CONDITIONS

The Company's Terms and Conditions is available at [www.cscs.uk.com/about/terms](http://www.cscs.uk.com/about/terms)

## 18.0 FRAUDULENT CARD OR CERTIFICATE 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 email [customerservice@cscs.co.uk](mailto:customerservice@cscs.co.uk). If employers are presented with a fraudulent certificate please contact the issuing awarding body to verify the qualification.



## 19.0 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.

### 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

## 20.0 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](http://www.cscs.uk.com/appeals)

## 21.0 COMPLAINTS PROCEDURE

If you wish to raise a complaint to CSCS please follow our complaints procedure [here](#).

