



Affiliated

# APPLICATION FOR A TRAINEE SCAFFOLDING CARD

Please note your application will take up to 12 working days to process from the date we receive it, see notes on page 2 of application for further guidance on the application process



## SECTION A - You, the applicant, must fill in this section. Fill any blank areas and tick the correct boxes.

### A1 Your details:

Title

Forename

Surname

Home Address

Postcode

**PHOTO**

**You must attach a passport style photograph if you have not passed the CITB Health, safety and environment test within the last 2 years**

Registration No.

National Insurance No.

Telephone Number

Date of Birth  -  -

DD MM YYYY

E-mail address:

Type of application being made: New Card  Duplicate  Update  Renewal  Please note cards can only be renewed a maximum of 6 months prior to expiry

A2 Send my card to: my home address  The company address in section C

a different address, which is:

Postcode

A3 I confirm to the best of my knowledge the information above is correct and I agree to comply with the CISRS criteria relating to trainee cards as laid out in the CISRS CAP609 General Information Booklet (available from [www.cisrs.org.uk](http://www.cisrs.org.uk)). I understand and agree that the information on this form will be used by CITB and CISRS for the purposes of administering the CISRS Scheme, this may include passing on information to Employers or Training Providers and for this purpose, your data and image (photo) may be entered onto a secure database accessible via a website.

**Please note that all application fees are non-refundable. If your application is incomplete you will be given 180 days to resolve any issues. Any applications returned after 180 days will be subject to an additional £26.50 non-refundable application fee.**

We may contact you by mail, telephone or e-mail to let you know about other goods or services or promotions which may be of interest to you. Please tick this box if you wish to receive such information from us.

Applicant Signature  Date:  -  -

DD MM YYYY

## SECTION B - Scaffolding Courses completed - you, the applicant, employer sponsor or Training Provider may complete this section

Course Type	Please tick	Training Centre/Employer Sponsor Name	Course Type	Please tick	Training Centre Name
CISRS Operative Training Scheme (COTS)	<input type="checkbox"/>	<input type="text"/>	Part 1	<input type="checkbox"/>	<input type="text"/>
			Part 2	<input type="checkbox"/>	<input type="text"/>
			Apprentice Induction	<input type="checkbox"/>	<input type="text"/>

**NOTE:** The CISRS Operative Training Scheme (COTS) course must have been passed within 2 years of your application being submitted

Details of Systems Type/Brand to be endorsed:

**Copies of training certificates must be attached, failure to do so will result in your form being returned. A copy of your Health, safety and environment test or exemption is required with the application, for a full list of Health and Safety requirements see page 2.**

## SECTION C - Declaration - (Only to be completed if employer or Training Provider is applying for card)

I have read and understood the scheme rules relating to this CISRS card and agree to adhere to them. A copy of the CISRS CAP609 General Information Booklet is available from [www.cisrs.org.uk](http://www.cisrs.org.uk)

Employer name:

Address:

Postcode

Date

Email Address:

Signature:

Print name:

Telephone number:

Please send VAT receipt  email address required for receipt

Authorisation code  
(See reverse of form for use)

Please return your completed application together with copies of any certificates to: CISRS, PO Box 1055, Bircham Newton, Kings Lynn, Norfolk PE31 6XQ

Please see reverse of form for further information on your application.

# CHECKLIST BEFORE RETURNING THIS APPLICATION

## PLEASE READ THE FOLLOWING CISRS REQUIREMENTS CAREFULLY:

1. The Applicant/Trainee must have achieved one or more of the recognised courses listed overleaf.
2. The Applicant/Trainee can only work under direct supervision of a qualified CISRS Scaffolder. A Trainee should not be working alone or as the leading hand in a scaffold gang.
3. All Trainee cards will be valid for 18 months from the date of issue.
4. A Trainee card will not be renewed if the applicant has not attended a CISRS Part 1 course at an approved provider.
5. A Trainee card can only be renewed once and by the expiry of the second Trainee card applicants must have completed the Part 1 and Part 2 training, achieved the N/SVQ in Access and Rigging Operations Level 2 and passed the 1-Day Skills Test to be eligible to apply for the Scaffolder card.

## IMPORTANT NOTE

**An operative will be deemed a Trainee until such time that they have completed CISRS Part 1 and Part 2 training, achieved the N/SVQ Access and Rigging Operations Level 2, passed the CISRS 1-Day Skills Test, passed a CITB Health, safety and environment test and received their CISRS Scaffolders card.**

## Completion of Application

### Section A - Applicants details

- All correspondence relating to this records scheme will be sent to the Home Address specified in Section A unless an alternative address is entered in Section A2.
- Photograph - this should be glossy and passport sized with a light coloured background and attached with glue to the Box in Section A.

### Section B - Scaffolding Courses completed

- This section should be completed with details of any approved training undertaken. All courses must have been carried out by a CISRS approved Training Provider. The CISRS Operative Training Scheme (COTS) must have been carried out by a CISRS approved Training Provider or registered employer. The CISRS Operative Training Scheme (COTS) must have been passed within 2 years of your application being submitted, if over 2 years a further COTS course will be required. A list of system Product Training courses offered can be found on the CISRS website.
- **Health and Safety - for ALL New cards & Supervisor/Base Renewals - The CITB Health, safety and environment test must of been achieved within 2 years.** The following are all deemed as acceptable alternatives to passing the CITB Health, safety and environment test (A COPY OF THE CERTIFICATE MUST BE ATTACHED TO THIS APPLICATION):
  - Current CCNSG Safety Passport (SCATS Card)
  - NEBOSH Construction Certificates (Taken within 2 years of application)
  - Current Offshore Survival Certificates (OPITO Approved)
  - Site Safety Plus HSA, SSSTS or SMSTS (Taken within 2 years of application)
  - SOLAS Safe Pass
  - IOSH Working Safely/IOSH Managing Safely/IOSH Directing Safely (Taken within 2 years of application)

## PLEASE POST THE APPLICATION AND CHECK THE FOLLOWING ARE ENCLOSED:

POST TO:	CISRS	CHECKLIST:	Please tick
	PO BOX 1055		<input type="checkbox"/> Copy of Part 1 (if applicable)
	Bircham Newton		<input type="checkbox"/> Copy of Part 2 (if applicable)
	King's Lynn		<input type="checkbox"/> Copy of CISRS Operative Training Scheme (if applicable)
	Norfolk		<input type="checkbox"/> Copy of Apprenticeship Induction/Foundation (if applicable)
	PE31 6XQ		<input type="checkbox"/> Copy of Systems Training certificate (if applicable)
			<input type="checkbox"/> If using an exemption to the Health, safety and environment test a Glossy Passport sized photograph must be attached with glue to the Box in Section A. Please do not use staples.
			<input type="checkbox"/> Payment - please call <b>0844 815 7223</b> and make a payment via credit/debit card for £26.50 (includes VAT) and enter the authorisation code on the front of the application. Or, if you hold an account with CITB, please attach an official Purchase Order requesting an invoice.

If you wish to pay £26.50 by cheque please make this payable to CITB, however, please note that payments made my cheque may incur a longer turnaround time for the processing of the card - DO NOT SEND CASH

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If you have any queries of a general nature or require assistance in completing this application please call the CISRS Helpline on **0844 815 7223** or for further information on the CISRS Scheme rules visit [www.cisrs.org.uk](http://www.cisrs.org.uk).