

## CISRS Appeal Form

This form can be used to lodge an appeal to the CISRS Scheme Manager in the following instances:-

- a. You have already held two CISRS Trainee Cards and are appealing for a final 12 month extension.
- b. You hold an 'old style' CITB card and are appealing to have this transferred to a CISRS card.
- c. You have an expired CISRS Trainee/Labourers Card and want to attend a CISRS Part 1 Course.
- d. You have completed the 10 Day CISRS Advanced Course and wish to extend your CISRS Scaffolder Card for 12 months to complete all Advanced training/assessment required for a CISRS Advanced Card.

Please complete the relevant section of this Appeal Form, include all requested documents and sign Section E. An appeal request for a CISRS card based upon industry experience alone, membership to an alternative card scheme or the achievement of a VQ in isolation, would not constitute valid grounds for an appeal and as such would not be considered.

### Section A. Trainee Card Extensions

CISRS Trainee Scaffolders are issued with two 18 month CISRS Trainee Cards and it is expected that all training be completed within this period. Trainees need to successfully complete Part 1 before a second CISRS Trainee Card can be issued. Appeals can be considered for a final 12 month extension for individuals who have completed Part 2 but not all other required training in time. Appeals can only be considered for individuals who have not completed all training in time due to reasons beyond their control. The following Appeal Form must be completed and sent/emailed in with supporting evidence from a third party, written confirmation of VQ registration from a CISRS Approved Training Provider and copies of training certificates.

Examples of supporting third party evidence -

- Letter / email from employer to confirm training is progressing
- Letter / email from prospective employer to offer position and progression in training if card extension granted

1. Name	<input type="text"/>	2. CISRS Reg. No.	<input type="text"/>
3. NI Number	<input type="text"/>	4. Date of Birth	<input type="text"/>

5. Telephone Number

6. Email Address

7. Date and Place of Part 1 Achievement

8. Date of and Place of Part 2 Achievement

9. Please state the reason why you have not completed all required training within the period of your 2 x 18 month CISRS Trainee cards.

10. Please list the evidence you have included to support your appeal.

11. At which CISRS Training Provider have you registered for VQ Level 2 Access and Rigging Operations?

12. Have you included written confirmation of VQ Level 2 Access and Rigging Operations registration? (an email from the training provider is acceptable).

**Section B. 'Old CITB Style Card' Appeal**

**Please note that as of 1<sup>st</sup> July 2017 those wishing to make an appeal based upon holding an old style card, will be required to successfully complete the appropriate CISRS skills test based upon the card they previously held e.g. 1 Day Skills test for Scaffolder or 2 day Skills test for Advanced Scaffolder and a CISRS 2 Day Scaffolder Refresher/CPD Course prior to a card being issued.**

Those who have since moved into a Management or Supervisory role and are no longer actively engaged in the erection/dismantling of scaffold will be advised to undertake the CISRS 5 day Scaffolding Supervisory/Management, or appropriate CISRS Scaffold inspection Training Scheme (SITS) course, complete the relevant H&S test or recognised exemption and apply for a CISRS Supervisor or Inspection card.

**If we are able to verify that training was completed and a CITB Scaffolder or Advanced card was held, it may be possible to issue an equivalent CISRS card. The following Appeal Form must be completed and sent/emailed in with the information listed below. If your appeal is successful you will then be required to undertake a Skills Test and include this certificate with your application.**

- The reason why the card has not been updated before now
- A copy of a CV
- An email/letter from a third party to confirm the applicant is actively working within the industry

1. Name	<input type="text"/>	2. CITB Reg. No.	<input type="text"/>
3. NI Number	<input type="text"/>	4. Date of Birth	<input type="text"/>
5. Telephone Number	<input type="text"/>	6. Email Address	<input type="text"/>

7. Please state the reasons why you have not tried to renew your 'old style' CITB Card before now.

8. Have you included a copy of your CV?

9. Have you included written confirmation that you are working within the scaffolding industry?

**Section C. Expired CISRS Card for Part 1 Course Appeal**

If you have previously held a CISRS Trainee or Labourers card which has now expired, you can appeal to the CISRS Scheme Manager to have your case reviewed. The following appeal form must be completed and sent/emailed back with a reference from your current employer. If you are not currently working, you must submit a reference from a previous employer –

- The reference from your employer can be in the form of a letter or email and must include the dates of employment and a list of all duties undertaken by the appellant.

1. Name	<input type="text"/>	2. CISRS Registration	<input type="text"/>
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3. NI Number	<input type="text"/>	4. Date of Birth	<input type="text"/>
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5. Telephone Number	<input type="text"/>	6. Email address	<input type="text"/>
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7. Have you completed COTS? If yes, please state where and when this was completed and include a copy of your COTS Certificate.

8. Please list the companies you have worked for over the last 3 years below. Please include telephone contacts for each company and a list of duties undertaken at each workplace. Please also explain why you have failed to maintain your CISRS status or progressed further through the CISRS training programme.

**Section D. CISRS Scaffolder Card 12 month extension to complete CISRS Advanced Training/Assessment**

If you completed your 10 Day CISRS Advanced Course you can appeal to extend your CISRS Scaffolder Card by 12 months. If you do not complete the NVQ Level 3/SCQF Level 6 and CISRS 2 Day Skills Test within the validity of the 12 month CISRS Scaffolder card, no further extensions can be issued and you must complete CPD if you wish to renew your CISRS Scaffolder Card. Please note you will need to have passed a CITB HS&E Test within 2 years (or supply evidence of an accepted exemption) when applying for the 12 month CISRS Scaffolder Card extension.

<b>1. Name</b>	<input type="text"/>	<b>2. CISRS Reg. No.</b>	<input type="text"/>
<b>3. NI Number</b>	<input type="text"/>	<b>4. Date of Birth</b>	<input type="text"/>
<b>5. Telephone Number</b>	<input type="text"/>	<b>6. Email address</b>	<input type="text"/>

**7. Where and when did you complete your 10 Day CISRS Advanced Course? (Please include copy of certificate)**



**Section E.**

This appeal form and supporting evidence can be emailed to [enquiries@cisrs.org.uk](mailto:enquiries@cisrs.org.uk) or sent to:-

CISRS,  
Scheme Manager  
4th Floor  
12 Bridewell Place  
London, EC4V 6AP

In the first instance, appeals will be considered by CISRS. Any further appeal may be reviewed by an Appeals Panel, made up of relevant industry parties with an employer/or a union representative. Their decision will be final.

If any information is missing we will contact you with the telephone number or email address you have provided.

The appeal cannot be considered until all requested information/documentation is received.

It is the responsibility of the appellant to gather and supply all supporting evidence. CISRS Staff will support and advise an appellant of what information we have on record and what further information is required. They will not contact third parties on your behalf.

We aim to deal with appeals within 10 working days.

**Declaration**

**I CONFIRM TO THE BEST OF MY KNOWLEDGE THAT THE INFORMATION ABOVE IS CORRECT**

Signed \_\_\_\_\_ Date \_\_\_\_\_