

CISRS Appeal Form

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

- a. You have already held two CISRS Trainee Cards and are appealing for a final 12-month extension.
- b. 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.

Failure to include all required supporting information will result in a delay in processing the appeal. If any information is missing we will contact you with the telephone number or email address you have provided.

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 Extension

CISRS Trainee Scaffolders are issued with 2 x 18-month CISRS Trainee Cards and it is expected that all training be completed within this period. Appeals can be considered for a final 12-month extension for individuals who have completed Part 2 but are yet to complete their VQ and Skills Test. **Section A must be completed and sent/emailed in with ALL THREE of the following –**

1. **Supporting evidence from a third party (e.g letter/email from employer to confirm training is progressing. Letter/email from prospective employer/job centre to offer position and progression in training if card extension is granted).**
2. **Written confirmation of VQ registration from a CISRS Training Centre.**
3. **A copy of Part 2 certificate.**

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. Tel. Number	<input type="text"/>	6. Email Address	<input type="text"/>
7. Date and Place of Part 1 Achievement	<input type="text"/>		

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

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

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

In the first instance, appeals will be considered by CISRS Management. 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.

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 training providers, employers, G.Ps, solicitors etc. on your behalf.

We aim to deal with complete appeals within 10 working days.

Declaration

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

Signed

Date

Section B - 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.

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. Tel. Number	<input type="text"/>	6. Email Address	<input type="text"/>

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

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Signed	<input type="text"/>	Date	<input type="text"/>
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