



ACRIB Register
Refrigeration/Air Conditioning
Technician/Engineer



HOW TO APPLY:

1. Sections 1-8 of this form need to be completed.
2. Attach your photograph in Section 2. Remember to write your name and national insurance number on the back.
3. Hand this form to your employer (not your agency) together with all supporting documents (certificates etc) and ask them to complete Section 6.
4. Attach a cheque or complete credit card details in Section 7

Important Note: Please send original examination/course certificates for verification. They will be returned to you along with your SKILLcard. If you prefer, they can be returned by Recorded Delivery upon payment of a small additional charge - see Section 7.

Fill in the form using black ink and capital letters

Section 1 - Your Occupation

Provided you meet the conditions for the issue of Blue or Gold ACRIB/SKILLcard (for Skilled Personnel with NVQ/SVQ (or recognised equivalent) and/or Indentured Apprenticeship, your ACRIB Register/SKILLcard will show your occupation as Refrigeration/Air Conditioning Technician/Engineer. Please confirm this occupation by ticking the box below. (If your qualifications do not meet the criteria you may still be able to apply for a CRO ACRIB Refrigerant Handler card, see www.skillcard.org.uk)

Refrigeration/Air Conditioning Technician/Engineer

Section 2 - Your Details

Please provide the information requested below. Attach your photograph in the space provided. Write your name and National Insurance number on the back of the photograph.

Surname		Please attach your photograph here
Forename(s)		
Address (Line 1)		
Address (Line 2)		
Town	County	
Home telephone number		Mobile telephone number (optional)
Email address		
National Insurance Number		Date of Birth
<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>		<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Your Sex		
<input type="checkbox"/> Male <input type="checkbox"/> Female		
Approximate date you started in the RAC industry		How would you describe your Ethnic Origin?
<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="checkbox"/> White <input type="checkbox"/> Black (African descent) <input type="checkbox"/> Black (Caribbean descent)
		<input type="checkbox"/> Asian (Indian/Pakistani/Bangladeshi) <input type="checkbox"/> Asian (Chinese) <input type="checkbox"/> Other (e.g. mixed race)

Section 3 - Health and Safety Awareness

Note: If you have obtained a relevant Refrigeration/Air Conditioning and Heat Pump National or Scottish Vocational Qualification (NVQ/SVQ) Level 2 or 3 within the past two years, you do not need to complete this section.

To obtain an ACRIB/SKILLcard, you must within up to two years before the date of your application have satisfactorily completed the recognised ConstructionSkills/SKILLcard Health and Safety test (Refrigeration and Air Conditioning version - booking code RAAC). Alternatively, if you have completed one of the health and safety awareness training courses in the SKILLcard list of approved courses, you may also satisfy the requirements for the issue of a SKILLcard (provided you undertook the course within two years of applying for your card).

Tick one box and give further details as requested:

- ConstructionSkills RAAC/SKILLcard Health and Safety test - please attach a copy of your test certificate/results notification
- Other approved course (as listed on the SKILLcard website) - please attach copy of your certificate of attendance
- NVQ/SVQ Exemption (see note above)

Title of test/course taken

Date test taken

 / /

Certificate Number

If 'other' approved course taken please provide the name of the organisation providing the course

Section 4 - Industry Qualifications

4.1 Put a tick against the qualification to be shown on your ACRIB/SKILLcard. All qualifications must be in a Refrigeration/Heat Pump/Air Conditioning discipline:

- NVQ/SVQ Level 2 NVQ/SVQ Level 3 City & Guilds Craft City & Guilds Advanced Craft
- SCOTVEC Modules Other equivalent - state details:.....

Please provide **original** certificates of any relevant qualifications or courses you wish to be considered for inclusion on your ACRIB/SKILLcard (eg. City and Guilds qualification; certificates of competence)

4.2 In addition to holding an NVQ/SVQ or forerunner qualification in a Refrigeration/Heat Pump/Air Conditioning discipline, applicants must also hold relevant refrigerant specific qualifications - please tick the qualification(s) you hold:

HFC	City and Guilds 2079 Level 2 Award in F-Gas and Ozone Depleting Substances (ODS) Regulations Category 1 or Category 2 or ConstructionSkills Safe Handling of Refrigerants J11 or J12	<input type="checkbox"/> <input type="checkbox"/>
HCFC	City & Guilds 2079 Level 2 Award in F-Gas and Ozone Depleting Substances (ODS) Regulations Category 1 or Category 2 or ConstructionSkills Safe Handling of Refrigerants J11 or J12 or City & Guilds 2078 or ConstructionSkills J01	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Ammonia	City & Guilds Ammonia 2077 or 2078	<input type="checkbox"/>
HC	City & Guilds Hydrocarbon CPD (when available)	<input type="checkbox"/>
Carbon Dioxide	City & Guilds Carbon Dioxide CPD (when available)	<input type="checkbox"/>
Recovery only	City and Guilds 2079 Level 2 Award in F-Gas and Ozone Depleting Substances (ODS) Regulations Category 3 or ConstructionSkills Safe Handling of Refrigerants J13	<input type="checkbox"/> <input type="checkbox"/>
Leak Testing only	City and Guilds 2079 Level 2 Award in F-Gas and Ozone Depleting Substances (ODS) Regulations Category 4 or ConstructionSkills Safe Handling of Refrigerants J14	<input type="checkbox"/> <input type="checkbox"/>

- NOTE:**
- The F-Gas Regulations in Great Britain require that Operatives handling HFCs should successfully complete a new F-Gas handling competency assessment by 4 July 2011.

Section 5 - Applicant's Declaration

I certify that the details on this application are correct and complete to the best of my knowledge.

I acknowledge that the personal information given here will be used for the purpose of processing my application for an ACRIB/SKILLcard and associated activities. I also understand that, once I have been issued with my ACRIB/SKILLcard, information from this application form may be held on a database in accordance with the Data Protection Act 1998.

I agree SKILLcard and/or ACRIB may contact me from time to time with information about ACRIB/SKILLcard and information regarding updates or additional services available from SKILLcard Ltd and its associated companies.

If you do not wish to receive such information please tick here .

Signature

Date

/ /

Section 6 - Employer's Endorsement

Section 6 should be completed only by a manager of appropriate seniority within the employing organisation. The applicant must **NOT** complete this Section of the form. **If the applicant is unemployed**, Section 6 should be completed by the applicant's previous employer. If the applicant is self-employed or an agency worker, Section 6 should be completed by a manager of appropriate seniority within the employing organisation (NOT the agency).

Tick only those boxes in Section 6 which are relevant to this application. Not all boxes may need to be ticked.

- I **confirm** that the applicant named on this form has been known to me personally in the occupation shown of the front page since ___/___/____ (insert date).
- I **confirm** that the necessary documentary evidence supporting the qualifications indicated in Section 4 is attached. In the event that the applicant is supplying photocopies of the relevant certificates, I also confirm that I have verified them by checking them against the originals, and that I have signed and dated them as authentic.
- I **certify** that the photograph is a true likeness of the applicant and that the details on this form are correct to the best of my knowledge.

I agree that SKILLcard and/or ACRIB may use the information disclosed in this application for the following purposes:

- to provide you with information about ACRIB/SKILLcard and associated industry matters;
- to help improve the content of the SKILLcard website and the service SKILLcard offers
- for internal audit purposes
- to provide businesses with information regarding updates or additional services available from ACRIB/SKILLcard Ltd and associated companies.

If you do not wish to receive such information, you may notify us by email to skillcard@welplan.co.uk

Name of Employer/Company

Address

Postcode:

Signature

Print Name

Position in Company

Date

/ /

Email address

Telephone Number

Section 7 - Payment details - use this section to indicate how you intend to pay for your card

- Cheque payment of £35.00 (inc VAT) payable to 'Engineering Services SKILLcard Ltd'
 Credit/Debit card payment - please complete details below
 Your original certificates can be returned by **recorded delivery** on payment of an additional £2. If this is required please tick here

Card type: Visa Mastercard Eurocard

Valid from: / / Expiry Date: / / Issue number:

Card Number:

Security code: (last three digits on signature strip)

Cardholder's name as it appears on the card

Address

Postcode:

Signature

Date

/ /

Section 8 - Checklist

Once all the relevant Sections of this form have been completed help us to get your SKILLcard to you as quickly as possible by checking your application is complete.

- Check 1 - Have you completed all the appropriate Sections of this form?
 Check 2 - Have you provided evidence that you meet the SKILLcard Health and Safety requirements?
 Check 3 - Are your original training certificates and photo enclosed?
 Check 4 - Have the applicant's and the employer's declaration both been completed?
 Check 5 - Have you included the appropriate fee for your SKILLcard?

Please send this form and supporting documentation to:

Engineering Services SKILLcard
Old Mansion House
Eamont Bridge
Penrith
Cumbria
CA10 2BX

Telephone: 01768 860406
Fax: 01768 860401

Email: skillcard@welplan.co.uk
Web: www.skillcard.org.uk

Notes for Applicants

ACRIB/SKILLcard registration provides proof of individual competence in responsible refrigerant handling at the time of application. The registration is backed by the refrigeration and air conditioning industries represented by ACRIB which includes end users, contractors and manufacturers.

About ACRIB

The Air Conditioning and Refrigeration Industry Board comprises representative organisations having a direct interest in, among other matters, the provision and efficient use of refrigeration, air conditioning, heat pump and/or mechanical ventilation equipment and systems. It provides a national voice for the UK refrigeration industry, and works closely with UK Government to provide input on policy, regulation and legislative issues. ACRIB is a company limited by guarantee (www.acrib.org.uk).

- Associated Air Conditioning and Refrigeration Contractors
- Association of manufacturers of Domestic Appliances
- British Frozen Foods Federation
- Cambridge Refrigeration Technology
- Chartered Institution of Building Services Engineers
- Food Storage and Distribution Federation
- Federation of Environmental Trade Associations
- Heating and Ventilating Contractors' Association
- Institute of Refrigeration
- Refrigeration and Air Conditioning Group of the Heating and Ventilating Contractors' Association