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Dear Sir/Madam,

**SKILLCARD NEWS AND INFORMATION BULLETINS 32-34**

Please find attached for your information three *News and Information Bulletins* issued by Engineering Services SKILLcard concerning:

- the closure in October 2011 of Industry Accreditation (“grandfather rights”) as the basis for the issue of Gold (Supervisory) SKILLcards to Foremen and First-line Supervisors;
- the continuance of Industry Accreditation for Managerial occupations;
- an increase in the cost of SKILLcards in line with the increase in the rate of VAT from 1 January 2011.

Please ensure these are passed on within your organisation to those responsible for the administration of SKILLcard matters.

**Engineering Services SKILLcard Ltd.**



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## ***NEWS and INFORMATION***

### **ISSUE 32**

**30 November 2010**

#### **MORE RIGOROUS CRITERIA ON THE WAY FOR ISSUE OF GOLD (SUPERVISORY) SKILLCARDS**

The introduction of more rigorous criteria for the issue of Gold SKILLcards to supervisory personnel (i.e., Foremen and First-line Supervisors) will ensure that, in future, the regime reflects the requirements of main contractors which are in membership of the UK Contractors Group (UKCG).

In the short term, this process has resulted in a revision of the arrangements whereby Gold (Supervisory) SKILLCards can be achieved via industry accreditation ("grandfather rights").

Industry accreditation will now remain in place for an additional 12 months – ie, until **31 October 2011** – and Gold (Supervisory) SKILLCards applied for before **the end of February 2011** will be valid for the full five years.

However, Gold (Supervisory) SKILLCards that are issued on the basis of industry accreditation on or after **1 March 2011** will remain valid only until **31 October 2012**.

From **1 November 2011**, in order to qualify for a Gold (Supervisory) SKILLCard, individuals will be expected to have undertaken a recognised short course in supervisory management – such as the HVCA's *Building Better Business Skills* Institute of Leadership and Management course. Details of other courses that will satisfy this requirement will be published separately.

With effect from **1 November 2012**, applicants for a Gold (Supervisory) SKILLCard will have to satisfy more rigorous occupational competence requirements, the details of which will be published in due course.

In addition to meeting these progressively more rigorous requirements in respect of occupational competence, SKILLcard applicants will at all times be expected to satisfy SKILLcard's health and safety criteria as set out in the attached table.

SKILLcard News and Information Bulletin 33 deals separately with the ongoing industry accreditation criteria for managerial occupations.

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**INDUSTRY ACCREDITATION FOR FOREMEN AND FIRST LINE SUPERVISORS – GOLD (SUPERVISORY) SKILLcards**

**SKILLcard NEWS and INFORMATION – ISSUE 32 – 30 November 2010**

	Applications received on or after <b>1 March 2011</b>	Applications received on or after <b>1 November 2011</b>
<p><b>Health and Safety Requirements</b></p>	<p><b>Either:</b>                      (1) ConstructionSkills health and safety test (Supervisory and Management)  <b>Or:</b>                      (2) HVCA health and safety awareness training course <i>Working Safely in Building Services plus Managing Safety in Building Services or Building Services Safety Management</i>  <b>Or:</b>                      (3) ConstructionSkills SSSTS course  <b>Or:</b>                      (4) Construction Client Contractors' National Safety Group (CCNSG) two-day Safety Passport scheme course  <b>Or:</b>                      (5) NEBOSH Construction Certificate</p>	<p><b>Either:</b>                      (1) ConstructionSkills health and safety test (Supervisory and Management)  <b>Or:</b>                      (2) HVCA health and safety awareness training course <i>Working Safely in Building Services plus Managing Safety in Building Services or Building Services Safety Management</i>  <b>Or:</b>                      (3) ConstructionSkills SSSTS course  <b>Or:</b>                      (4) Construction Client Contractors' National Safety Group (CCNSG) two-day Safety Passport scheme course  <b>Or:</b>                      (5) NEBOSH Construction Certificate</p>
<p><b>Occupational Competence Requirements</b></p>	<p>Industry Accreditation as under existing arrangements.</p> <p>The statements of competences for supervisory occupations, which are an integral part of the Industry Accreditation process are available to be downloaded from the SKILLcard website at : <a href="http://www.skillcard.co.uk/word/sandmreccom.doc">www.skillcard.co.uk/word/sandmreccom.doc</a>.</p> <p><b>However, all SKILLcards issued on the basis of such industry accreditations will be valid only until 31 October 2012.</b></p>	<p><b>Industry Accreditation closes for these occupations.</b></p> <p>All applicants will be expected to have undertaken a recognised short course in supervisory management - for example, the HVCA Building Better Business Skills Institute of Leadership and Management courses. <b>(Details of other courses will be published separately).</b></p>

The position regarding criteria for the issue of Gold (Supervisory) SKILLcards after 1 November 2012 will be the subject of a separate *News and Information Bulletin*.



## ***NEWS and INFORMATION***

### **ISSUE 33**

**30 November 2010**

#### **INDUSTRY ACCREDITATION EXTENDED FOR MANAGERIAL OCCUPATIONS**

For Managerial personnel, Industry Accreditation (through an employer's endorsement) was provisionally due to come to an end on 31 October 2010.

It has recently been decided that this closure date should be extended by a further 12 months to **31 October 2011**.

The managerial occupations covered by SKILLcard are:

- **Contracts Manager**
- **Design Engineer**
- **Project Engineer**
- **Project Manager**
- **Quantity Surveyor**
- **Service and Maintenance Manager**

Separate arrangements are in place for **Building Services Engineers** who are members of CIBSE – see the SKILLcard website for details.

#### **Employer's Endorsement — Statements of Competences**

The statements of competences for supervisory and managerial occupations, which are an integral part of the Industry Accreditation process, are available to be downloaded from the SKILLcard web site at:  
[www.skillcard.co.uk/word/sandmreccom.doc](http://www.skillcard.co.uk/word/sandmreccom.doc)

## Health and Safety Training Course for Supervisors and Managers

In line with this extension, the implementation of mandatory health and safety testing for supervisors and managers has also been deferred. This means that, to qualify for a SKILLcard, *Managerial personnel* may continue — until further notice — to satisfy the health and safety criteria of SKILLcard by undertaking a SKILLcard/CITB-ConstructionSkills health and safety test or a designated health and safety training course, as indicated below:

SKILLcard Colour	SKILLcard/CITB health and safety test	HVCA health and safety awareness training course	CSCS approved course
Platinum	Manager's test <sup>(1)</sup>	<b>EITHER:</b> <i>Working Safely in Building Services plus Managing Safety in Building Services</i> <sup>(2)</sup> <b>OR:</b> <i>Building Services Safety Management</i> <sup>(3)</sup>	<b>EITHER:</b> CITB SMSTS course <b>OR:</b> NEBOSH Construction Certificate
Black	Ditto	Ditto	Ditto

### Notes:

<sup>(1)</sup>Test not HVACR sector-specific. If/when this test is made compulsory, this will be subject to a separate announcement.

<sup>(2)</sup>*Managing Safety in Building Services* aimed at those Supervisors and Managers who have already completed *Working Safely in Building Services* course

<sup>(3)</sup>*Building Services Safety Management* course is designed for experienced Supervisors and Managers. The course involves some pre-course work and preparation

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## ***NEWS and INFORMATION***

### **ISSUE 34**

**30 November 2010**

#### **SKILLcard FEES — INCREASE IN RATE OF VAT**

As a result of the imminent increase of the rate of VAT to 20 per cent, SKILLcard fees from 1 January 2011 will be as follows:

- The cost of all SKILLcards will be **£25.50**;
- Card upgrades will cost **£7.15**; and
- Replacement cards will cost **£9.20**.

The fees quoted are inclusive of VAT at the rate of 20 per cent.

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