

8 steps to a CSCS card





Having a CSCS card gives you a simple way to prove your skills. There are different cards to suit all jobs and levels in construction, civil engineering and related industries. So whatever type of work you are involved in, there will be one that's appropriate for you.

We know that you are busy. So we have tried to make applying for CSCS cards as simple as possible.

This guide describes, in eight easy steps, what you need to do.



Let SkillsDirect organise everything for you at no extra cost – call them on 0844 248 5262.

1 just pick up the phone

Call 0844 248 5262 and the experienced SkillsDirect team will manage the whole CSCS application process for you.

They will talk to you about:

- your current job and how long you have been doing it
- whether you have any formal qualifications and
- if you belong to a relevant professional body.

2 the right card for you

This will allow them to agree with you which is the right CSCS card for you and tell you what you need to do to get it. This will include confirming which ConstructionSkills Health and Safety test you need to take and advising if you need any further qualifications.

3 provide your details

They will ask you for your name, date of birth, home address and National Insurance number. Then they will book a health and safety test appointment for you at a time and place that's convenient for you.

You will need to provide details of your credit or debit card to pay for the test and the card. The total cost is £41.97 – £17.50 for the test and £24.47 for the card.

4 health & safety test

You will be sent a letter telling you when and where you will take your health and safety test. You will also be told what paperwork you need to bring with you, for example, apprenticeship papers or S/NVQ certificates as well as photo ID such as passport or driving licence. You will also be sent an employer declaration form which will need to be signed by your manager. You will need to bring that to the test centre too.

5 do your home work

You might want to buy a ConstructionSkills Health and Safety test question book to help you prepare for the test. You can order it when you make your call to SkillsDirect. They are also available from many high street and online booksellers or by calling 0870 600 4020 or visiting www.healthandsafetytest.co.uk

6 give us a smile

When you arrive to take the test, your photograph will be taken and this will be used on your card.

7 your CSCS card

If you pass the test and have all the necessary documents with you, the administrator at the test centre will sign off your card application form and send it to CSCS for you. Your CSCS card will be sent to the address on your application form within seven working days.

If you do not pass the test the administrator at the test centre will give you another application form and a reply envelope. They will also give you the telephone number you will need to call to re-book the test.

The cost to take the test again is £17.50. You must take the test again within 90 days or you will have to pay another £24.47 card fee.

Once you have passed the health and safety test, return the application form and the CSCS card will be sent to the address on your application form within seven working days.

8 keep in touch

Once you have a CSCS card, if there are any changes to your situation, such as you move house or change occupations, you should let us know on 0844 576 8777.



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