



British
Association
of Landscape
Industries

LISS/CSCS Scheme Booklet 2018



**Information Booklet and Frequently Asked Questions:
Landbased Industry Skills Scheme/Construction Skills
Certification Scheme**

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1.0 Introduction

This document is aimed primarily at employers and potential applicants for the joint Landbased Industry Skills Scheme (LISS) and Construction Skills Certification Scheme (CSCS). It is intended to provide all of the information required to enable applicants to apply to the scheme. CSCS own the scheme and it is administered by BALI on behalf of the LISS/CSCS Committee.

2.0 What does LISS/CSCS provide?

LISS/CSCS provides:

- a framework for skills development and progression through a structured card scheme
- access to LISS/CSCS cards that incorporates Landbased qualifications and health and safety training and assessment
- assurance to employers that labourers, installers, supervisors and managers have achieved a recognised Landbased qualification
- a route for those with academic or professional qualifications for a recognised card equivalent to the managers card
- accepted for access to commercial sites.

The Landbased Sectors covered by LISS/CSCS are:

- Arboricultural Activities
- Landscape Construction
- Landscape Maintenance
- Environmental Management Activities
- Application and Management of Pesticides
- Ecological Management Activities
- Amenity
- Survey of Flora and Fauna
- Countryside Management
- Hard Landscaping

The scheme is underpinned by Sector Scheme 18 and Sector Scheme 30.

3.0 What are the aims of the scheme?

The scheme aims to:

- keep a record of workers in the Landbased industry who have achieved a recognised level of competence
- raise health and safety standards thus reduce risks and accidents throughout the industry

- encourage Landbased, construction, and all other related industries and their customers to use skilled workers
- provide certification for UK workers that could be accepted throughout Europe through agreements with other European national schemes to mutually recognise qualifications
- promote and include as appropriate National Highways Sector Schemes
- be available on a voluntary basis to Landbased workers whose occupations are not covered by a certification scheme
- ensure that workers have access to a recognised card scheme in order to be able to access employment
- available to all who work in the Landbased sector whether or not sector scheme compliant
- review and continually improve the skills and competencies of personnel employed in the Landbased industry.

Note 1: Competency Equivalence of Other Cards

Where applicants hold other cards (e.g. from a state other than England, Scotland, Wales and N. Ireland), it will be necessary to establish the competency equivalence of such cards and such advice should be sought from the appropriate Sector Skills Council or issuing /awarding body of the recognised Sectors.

Note 2: Plant and Machinery

Many plant cards are awarded on the basis of a training course alone. Although the training may be in accord with NOS, this is nevertheless, training, under controlled conditions, and not competence as demonstrated through the acquisition of experience of operating a machine under a range of conditions, in a working environment. Employers need to recognise this key difference, and ensure that inexperienced workers are carefully managed and their experience developed. The LISS/CSCS committee do not have the resources or qualifications to thoroughly assess such training courses and subsequent competency.

4.0 What are the benefits of the scheme?

The scheme provides the following benefits to individuals:

- recognition of skills, competence and qualifications
- improved health and safety awareness
- improved employment prospects

A range of cards are available in relation to occupational categories (see section 10.0). Scheme membership is confirmed through the issue of a competence card. Additionally the scheme provides assurance to employers that labourers, installers, supervisors and managers are health and safety trained and qualified.

5.0 Who manages/oversees the scheme?

The scheme is jointly managed by BALI and CSCS. A committee regulates the administration of the scheme. The committee comprises stakeholders from the industry and currently includes representation from the following:

- CSCS
- CITB
- BALI
- City & Guilds
- Highways England
- Lantra
- Industry Experts
- Interlay

6.0 What is BALI's role in LISS/CSCS?

BALI administers the LISS/CSCS scheme on behalf of Construction Skills Certification Scheme.

Applicants send evidence of achievement to BALI who check that the application is complete and validates the paperwork. BALI then forwards the application to CSCS, a Smartcard is produced and sent to the applicant.

The charge for each application is £38.00 (including VAT at the prevailing rate) N.B. Credit card payments incur an additional processing fee of 2.6%. Fees will be banked at the start of the application process. Applicants will be contacted if the application is incomplete and requested to provide all supporting evidence within 90 days. Any supporting evidence submitted after 90 days will be subject to an additional application fee of £38.00 (including VAT at the prevailing rate) N.B. Credit card payments incur an additional processing fee of 2.6%. (current fee at the time of writing).

7.0 What is CSCS role in LISS/CSCS?

Construction Skills Certification Scheme set the card categories and administers the CITB Health Safety and Environment "Touch Screen" Test. CSCS also check that any applications made for a card are correct and if so produce the LISS/CSCS Smartcards and send to the applicant.

8.0 What are the Health and Safety training and test requirements for LISS/CSCS?

All applicants for cards must:

- attend a LISS/CSCS recognised ROLO Health, Safety & Environmental Awareness Course <http://www.bali.org.uk/lisscscs/ROLO2.html>
- pass the CITB Health Safety and Environment "Touch Screen" Test at the appropriate level for the card being applied for. Note: On initial application the LISS/CSCS committee have ruled that due to the CSCS hologram not being displayed when applicants have NOT completed the CITB Health Safety and Environment "Touch Screen" Test, (as their NVQ/Diploma was initially accepted in its place) all applicants must complete this test. For information on booking the test contact CITB on 0344 994 4488 or follow this link <http://www.cscs.uk.com/applying-for-cards/health-and-safety-test/>

The relevant health and safety requirements above must be successfully completed within two years prior to applying for a card.

Upgrades carry the expiry date of the card the applicant is upgrading from. Health and safety training does not need to be re-taken UNLESS the candidate is applying for a card where a higher level of health and safety training would apply. If you upgrade within two years and your certificates are still valid you can be issued with a new 5 year expiry date UNLESS the candidate is applying for a card where a higher level of health and safety training would apply.

9.0 What is the BALI ROLO Health, Safety & Environmental Awareness Course?

The ROLO Scheme (Register of Land-Based Operatives) was introduced to raise the standards of Health and Safety and reduce the risks and accidents throughout the industry for anyone who works in the Landbased Sectors, it also encourages employers to keep a record of workers in the Landbased industry who have achieved a recognized level of competence.

The Department of Trade & Industry made it a 'duty of care' that all trade bodies ensure that their members were adequately trained in Health & Safety and that all employers should show that personnel are properly trained.

In July 2014 The United Kingdom Contractors Group (UKCG) officially recognised BALI's ROLO (Register of Land-Based Operatives) Health, Safety and Environmental Awareness Course under its UKCG Health and Safety Training Standard.

The ROLO Health, Safety and Environmental Awareness Course is a pre-requisite for anyone applying for a LISS/CSCS skills card.

ROLO certificates are valid for 2 years.

10.0 What cards are available via the LISS/CSCS scheme?

All installers and operatives must hold a LISS/CSCS card stating their registered category:

- Green Card – Labourer
- Red Card – Trainee or Apprenticeship
- Blue Card – Skilled Installer
- Gold Card – Supervisory Level/Advanced Craftsman Level
- Black Card – Management Level
- White/Yellow AQP Card – Academically Qualified Person*
- White/Yellow PQP Card – Professionally Qualified Person*
- Yellow Card – Visitor
- Red Card – Provisional

*Equivalent to the Black Managers Card

10.1 Green Card (Labourer)

10.1.1 Who is this for?

Landbased labourers employed in general site work supervised by a competent skilled person.

10.1.2 How is this achieved?

- The card is gained through a basic knowledge of health and safety for applicants employed in general site work
- Successfully complete LISS/CSCS recognised ROLO Health, Safety & Environmental Awareness Course
- Pass the CITB Health Safety and Environment Operative "Touch Screen" Test
- The relevant health and safety requirements must be successfully completed within two years prior to applying for a card.

10.1.3 How long is this valid for?

Green cards expire five years from date of issue. The card is renewable upon application, providing the renewal requirements are met see 11.1.

10.1.4 How do I apply?

Choose one of the hyperlinked Landbased sectors below appropriate to your occupation. This will take you directly to the page with all the relevant information required to support you to complete your application form:

- [Landscape and Maintenance](#)
- [Ecology & Environmental Management](#)
- [Amenity](#)
- [Countryside Management](#)
- [Modular Paving](#)

Note: If your Landbased sector is not showing this means there is not a card available at this level for your occupation.

10.1.5 How do I renew?

Note renewal conditions in 11.1.

- Successfully complete LISS/CSCS recognised ROLO Health, Safety & Environmental Awareness Course
- Pass the CITB Health Safety and Environment Operative "Touch Screen" Test
- The application fee of £38.00 (including VAT at the prevailing rate) N.B. Credit card payments incur an additional processing fee of 2.6%.
- The relevant health and safety requirements must be successfully completed within two years prior to applying for a card.

10.2A Red Card (Trainee)

10.2.1A Who is this for?

Landbased trainee operatives, supervisors, managers or professionals. It acts as an identification card during on-site training periods and shows that the holder has registered for the relevant Diploma/NVQ/SVQ/professional membership but has not yet achieved it.

10.2.2A How is this achieved?

- Register and be working towards achieving a Diploma/NVQ/ or SVQ at level 2, 3, 4 or above or working towards full professional membership.
- Successfully complete LISS/CSCS recognised ROLO Health, Safety & Environmental Awareness Course
- Pass the CITB Health Safety and Environment "Touch Screen" Test at the appropriate level.
- The relevant health and safety requirements must be successfully completed within two years prior to applying for a card.

10.2.3A How long is this valid for?

The card is issued while a trainee is working towards a Diploma/NVQ or SVQ and it is expected that this will be replaced by a skilled card once the qualification has been achieved.

Red cards expire three years from date of issue. Red cards cannot be renewed at skilled installer level and can only be renewed once at supervisor, manager or professional level.

10.2.4A How do I apply?

Choose one of the hyperlinked Landbased sectors below appropriate to your occupation. This will take you to the cards available for you to select which red card you require. All the relevant information needed to support you to complete your application form is available on the page once you click your chosen card.

- [Landscape and Maintenance](#)
- [Arboriculture](#)
- [Pesticides](#)
- [Ecology & Environmental Management](#)
- [Amenity](#)
- [Countryside Management](#)
- [Modular Paving](#)

10.2.5A How do I renew?

Renewals are only available once for Supervisors, Managers and Professionals:

- Successfully complete LISS/CSCS recognised ROLO Health, Safety & Environmental Awareness Course.
- Pass the CITB Health Safety and Environment "Touch Screen" Test at the appropriate level.
- The application fee of £38.00 (including VAT at the prevailing rate) N.B. Credit card payments incur an additional processing fee of 2.6%.
- The relevant health and safety requirements must be successfully completed within two years prior to applying for a card.

10.2B Red Card (Apprenticeships)

10.2.1B Who is this for?

This card is available to people who have commenced on a recognised Apprenticeship Framework.

10.2.2B How is this achieved?

- A letter from the Managing Agency of your apprenticeship, confirming that you are registered with them and which qualifications (with full titles and pathways) you are registered for.
- A letter from your apprenticeship training provider confirming that you are registered with them and which qualifications (with full titles and pathways) you are registered for.
- Your Apprenticeship Agreement, provided that it shows the occupation and qualification (including pathways) you are registered for.
- Successfully complete LISS/CSCS recognised ROLO Health, Safety & Environmental Awareness Course
- Pass the CITB Health Safety and Environment "Touch Screen" Test at the appropriate level.
- The relevant health and safety requirements must be successfully completed within two years prior to applying for a card.

Note : Arborist Apprentice – The trainee arborist working through an apprenticeship route and whilst they will train to use a chainsaw monitored by their tutor they are not allowed to use a Chainsaw in the work place unless observed on a one to one basis or hold a blue skills card.

10.2.3B How long is this valid for?

The card is issued while the Apprentice is working towards achieving their Apprenticeship Framework and it is expected that this will be replaced by a skilled card once the qualification has been achieved.

This card is valid for four years and six months, and cannot be renewed. Red cards cannot be renewed at skilled installer level and can only be renewed once at supervisor, manager or professional level.

10.2.4B How do I apply?

Choose one of the hyperlinked Landbased sectors below appropriate to your occupation. This will take you to the cards available for you to select which red card you require. All the relevant information needed to support you to complete your application form is available on the page once you click your chosen card.

- [Landscape and Maintenance](#)
- [Arboriculture](#)
- [Amenity](#)
- [Countryside Management](#)

10.2.5B How do I renew?

No renewal

10.3 Blue Card (Skilled)

10.3.1 Who is this for?

Landbased skilled operatives who have achieved a qualification or equivalent through a practical route.

10.3.2 How is this achieved?

- Hold a relevant Diploma/NVQ/SVQ or equivalent at level 2.
- Successfully complete LISS/CSCS recognised ROLO Health, Safety & Environmental Awareness Course.
- Pass the CITB Health Safety and Environment Operative "Touch Screen" Test.
- The relevant health and safety requirements must be successfully completed within two years prior to applying for a card.

10.3.3 How long is this valid for?

Blue cards expire five years from date of issue. The card is renewable upon application, providing the renewal requirements are met see 11.1.

10.3.4 How do I apply?

Choose one of the hyperlinked Landbased sectors below appropriate to your occupation. This will take you directly to the page with all the relevant information required to support you to complete your application form:

- [Landscape and Maintenance](#)
- [Arboriculture](#)
- [Pesticides](#)
- [Ecology & Environmental Management](#)
- [Amenity](#)
- [Countryside Management](#)
- [Modular Paving](#)

10.3.5 How do I renew?

Note renewal conditions in 11.1.

- Successfully complete LISS/CSCS recognised ROLO Health, Safety & Environmental Awareness Course
- Pass the CITB Health Safety and Environment Operative "Touch Screen" Test

- The application fee of £38.00 (including VAT at the prevailing rate) N.B. Credit card payments incur an additional processing fee of 2.6%.
- The relevant health and safety requirements must be successfully completed within two years prior to applying for a card.

10.4 Gold Card (Advanced Craftsman)

10.4.1 Who is this for?

Advanced Skilled Workers who have achieved a Level 3 Qualification or equivalent through a practical route. Note: the content of the qualification does not include any supervisor units.

10.4.2 How is this achieved?

- Hold a Diploma/NVQ/SVQ or equivalent at level 3.
- Successfully complete LISS/CSCS recognised ROLO Health, Safety & Environmental Awareness Course.
- Pass the CITB Health Safety and Environment Operative "Touch Screen" Test.
- The relevant health and safety requirements must be successfully completed within two years prior to applying for a card.

10.4.3 How long is this valid for?

Gold cards expire five years from date of issue. The card is renewable upon application, providing the renewal requirements are met see 11.1.

10.4.4 How do I apply?

Choose the hyperlinked Landbased sector below for Countryside Management. This will take you directly to the page with all the relevant information required to support you to complete your application form:

- [Countryside Management](#)

Note: If your Landbased sector is not showing this means there is not a card available at this level for your occupation.

10.4.5 How do I renew?

Note renewal conditions in 11.1.

- Successfully complete LISS/CSCS recognised ROLO Health, Safety & Environmental Awareness Course
- Pass the CITB Health Safety and Environment Operative "Touch Screen" Test
- The application fee of £38.00 (including VAT at the prevailing rate) N.B. Credit card payments incur an additional processing fee of 2.6%.
- The relevant health and safety requirements must be successfully completed within two years prior to applying for a card.

10.5 Gold Card (Supervisor)

10.5.1 Who is this for?

Landbased supervisors who have achieved a qualification or equivalent through a practical route.

10.5.2 How is this achieved?

- Hold a Supervisors Diploma/NVQ/SVQ or equivalent at level 3.
- Successfully complete LISS/CSCS recognised ROLO Health, Safety & Environmental Awareness Course.
- Pass the CITB Health Safety and Environment Supervisors "Touch Screen" Test.
- The relevant health and safety requirements must be successfully completed within two years prior to applying for a card.

Note – If you are a Skilled Worker as well as a Supervisor you can have your Blue Skills endorsed on the back of your Gold Supervisors Card.

10.5.3 How long is this valid for?

Gold cards expire five years from date of issue. The card is renewable upon application, providing the renewal requirements are met see 11.1.

10.5.4 How do I apply?

Choose one of the hyperlinked Landbased sectors below appropriate to your occupation. This will take you directly to the page with all the relevant information required to support you to complete your application form:

- [Landscape and Maintenance](#)
- [Arboriculture](#)
- [Pesticides](#)
- [Amenity](#)
- [Countryside Management](#)
- [Modular Paving](#)

Note: If your Landbased sector is not showing this means there is not a card available at this level for your occupation.

10.5.5 How do I renew?

Note renewal conditions in 11.1.

- Successfully complete LISS/CSCS recognised ROLO Health, Safety & Environmental Awareness Course
- Pass the CITB Health Safety and Environment Supervisor "Touch Screen" Test
- The application fee of £38.00 (including VAT at the prevailing rate) N.B. Credit card payments incur an additional processing fee of 2.6%.
- The relevant health and safety requirements must be successfully completed within two years prior to applying for a card.

10.6 Black Card (Manager)

10.6.1 Who is this for?

Landbased Managers who have achieved a qualification or equivalent through a practical route.

10.6.2 How is this achieved?

- Hold a Managers Diploma/NVQ/SVQ or equivalent at level 4 or above.
- Successfully complete LISS/CSCS recognised ROLO Health, Safety & Environmental Awareness Course.
- Pass the CITB Health Safety and Environment Managers "Touch Screen" Test.
- The relevant health and safety requirements must be successfully completed within two years prior to applying for a card

Note – If you are a Skilled Worker as well as a Manager you can have your Blue Skills endorsed on the back of your Black Managers Card.

10.6.3 How long is this valid for?

Black cards expire five years from date of issue. The card is renewable upon application, providing the renewal requirements are met see 11.1.

10.6.4 How do I apply?

Choose one of the hyperlinked Landbased sectors below appropriate to your occupation. This will take you directly to the page with all the relevant information required to support you to complete your application form:

- [Landscape and Maintenance](#)
- [Arboriculture](#)
- [Pesticides](#)
- [Amenity](#)
- [Countryside Management](#)
- [Modular Paving](#)

Note: If your Landbased sector is not showing this means there is not a card available at this level for your occupation.

10.6.5 How do I renew?

Note renewal conditions in 11.1.

- Successfully complete LISS/CSCS recognised ROLO Health, Safety & Environmental Awareness Course
- Pass the CITB Health Safety and Environment Managers "Touch Screen" Test
- The application fee of £38.00 (including VAT at the prevailing rate) N.B. Credit card payments incur an additional processing fee of 2.6%.
- The relevant health and safety requirements must be successfully completed within two years prior to applying for a card.

10.7 White/Yellow Card (Academically Qualified Person - AQP)

10.7.1 Who is this for?

Landbased Managers who have achieved an academic qualification appropriate to their sector.

10.7.2 How is this achieved?

- Hold an academic qualification appropriate to their sector.
- Successfully complete LISS/CSCS recognised ROLO Health, Safety & Environmental Awareness Course.
- Pass the CITB Health Safety and Environment Managers "Touch Screen" Test.
- The relevant health and safety requirements must be successfully completed within two years prior to applying for a card.

10.7.3 How long is this valid for?

White/Yellow cards expire five years from date of issue. The card is renewable upon application, providing the renewal requirements are met see 11.1.

10.7.4 How do I apply?

Choose one of the hyperlinked Landbased sectors below appropriate to your occupation. This will take you directly to the page with all the relevant information required to support you to complete your application form:

- [Landscape and Maintenance](#)
- [Arboriculture](#)
- [Ecology & Environmental Management](#)
- [Amenity](#)
- [Countryside Management](#)
- [Modular Paving](#)

Note: If your Landbased sector is not showing this means there is not a card available at this level for your occupation.

10.7.5 How do I renew?

Note renewal conditions in 11.1.

- Successfully complete LISS/CSCS recognised ROLO Health, Safety & Environmental Awareness Course
- Pass the CITB Health Safety and Environment Manager "Touch Screen" Test

- The application fee of £38.00 (including VAT at the prevailing rate) N.B. Credit card payments incur an additional processing fee of 2.6%.
- The relevant health and safety requirements must be successfully completed within two years prior to applying for a card.

10.8 White/Yellow Card (Professionally Qualified Person - PQP)

10.8.1 Who is this for?

Landbased Managers who are registered as full/fellow/chartered members of a Professional Body appropriate to their Sector. Note: The Professional Body must be recognised by LISS/CSCS before application.

10.8.2 How is this achieved?

- Hold a relevant professional membership appropriate to their sector. Note: this membership must be maintained.
- Successfully complete LISS/CSCS recognised ROLO Health, Safety & Environmental Awareness Course.
- Pass the CITB Health Safety and Environment Managers "Touch Screen" Test.
- The relevant health and safety requirements must be successfully completed within two years prior to applying for a card.

10.8.3 How long is this valid for?

White/Yellow cards expire five years from date of issue. The card is renewable upon application, providing the renewal requirements are met see 11.1.

10.8.4 How do I apply?

Choose one of the hyperlinked Landbased sectors below appropriate to your occupation. This will take you directly to the page with all the relevant information required to support you to complete your application form:

- [Landscape and Maintenance](#)
- [Arboriculture](#)
- [Pesticides](#)
- [Ecology & Environmental Management](#)
- [Amenity](#)
- [Countryside Management](#)
- [Modular Paving](#)

Note: If your Landbased sector is not showing this means there is not a card available at this level for your occupation.

10.8.5 How do I renew?

Note renewal conditions in 11.1.

- Successfully complete LISS/CSCS recognised ROLO Health, Safety & Environmental Awareness Course
- Pass the CITB Health Safety and Environment Manager "Touch Screen" Test
- Prove continued membership of a professional body.
- The application fee of £38.00 (including VAT at the prevailing rate) N.B. Credit card payments incur an additional processing fee of 2.6%.

The relevant health and safety requirements must be successfully completed within two years prior to applying for a card.

10.3 Yellow Card (Visitors)

10.3.1 Who is this for?

This card is for people who frequently visit a site, but have no scheme specific skill and will not work on the site.

10.3.2 How is this achieved?

- Pass the CITB Health Safety and Environment Operative "Touch Screen" Test. Must be successfully completed within two years prior to applying for a card.

10.3.3 How long is this valid for?

Visitor's cards expire five years from date of issue.

10.3.4 How do I apply?

Choose one of the hyperlinked Landbased sectors below appropriate to your occupation. This will take you directly to the page with all the relevant information required to support you to complete your application form:

- [Landscape and Maintenance](#)
- [Arboriculture](#)
- [Pesticides](#)
- [Ecology & Environmental Management](#)
- [Amenity](#)
- [Countryside Management](#)
- [Modular Paving](#)

Note: If your Landbased sector is not showing this means there is not a card available at this level for your occupation.

10.3.5 How do I renew?

- Pass the CITB Health Safety and Environment Operative "Touch Screen" Test. Must be successfully completed within two years prior to applying for a card.
- The application fee of £38.00 (including VAT at the prevailing rate) N.B. Credit card payments incur an additional processing fee of 2.6%.

10.3 Red Card (Provisional)

10.3.1 Who is this for?

Add wording from website

10.3.3 How is this achieved?

- Pass the CITB Health Safety and Environment Operative "Touch Screen" Test. Must be successfully completed within two years prior to applying for a card.

10.3.3 How long is this valid for?

Provisional cards expire after 6 months date of issue. Extra from website

10.3.4 How do I apply?

Choose one of the hyperlinked Landbased sectors below appropriate to your occupation. This will take you directly to the page with all the relevant information required to support you to complete your application form:

- [Landscape and Maintenance](#)
- [Arboriculture](#)
- [Pesticides](#)
- [Ecology & Environmental Management](#)
- [Amenity](#)
- [Countryside Management](#)
- [Modular Paving](#)

Note: If your Landbased sector is not showing this means there is not a card available at this level for your occupation.

10.3.5 How do I renew?

- Non renewable

11.0 How will my application be processed?

Applications received will be managed by the BALI administration team. Any errors identified in the application paperwork will result in the paperwork being returned and the applicant will have 90 days in which to rectify the error(s) and return the paperwork to BALI.

Note: The application fee of £38.00 (including VAT at the prevailing rate) N.B. Credit card payments incur an additional processing fee of 2.6% is non-refundable. This will be banked by BALI at the start of the card application process at which time the 90 days will commence.

11.1 How do I renew my card?

Cards must be renewed before the expiry date. At six months before the expiry date of the card, CSCS will contact card holders as a reminder to renew. To renew, card holders must apply providing evidence of qualifications for each card as shown in section 10.

There is a six month period of grace after the LISS/CSCS card has expired for the holder to renew it. After this time the cardholder ceases to be a member of the scheme. To be re-admitted to the scheme the applicant must re-apply. All existing qualifications achieved will remain valid, however Grandfather Rights (Industry Accreditation) will not be renewed on expired cards outside of the six month period of grace.

Note: Grandfather Rights (Industry Accreditation) The Government have produced a CLC strategy where everyone must be qualified <http://www.bali.org.uk/lisscscs/>. Those with Grandfather Rights can renew their card up until 2020. The LISS/CSCS Committee are working to put a process in place so those with Grandfather Rights will be able to have their skills recognised.

Applications received within the timeframe noted above will be processed. Any errors identified in the application paperwork will result in the paperwork being returned and the applicant will have 90 days in which to rectify the error(s) and return the paperwork to BALI.

The application fee of £38.00 (including VAT at the prevailing rate) N.B. Credit card payments incur an additional processing fee of 2.6% is non-refundable. This will be banked by BALI at the start of the card renewal process at which time the 90 days will commence.

Under exceptional circumstances an appeal may be made. All appeals should be made in writing directly to the Chair of the LISS/CSCS committee at BALI. See appeals section below.

Renewal of Green Cards - please see 10.1.5 on how to renew this card.

11.2 What is the initial application process?

To apply for a LISS/CSCS card, the qualification or equivalent requirements detailed in Section 10 against each card must be met and forwarded to BALI together with the following:

- The completed Application Form
- Successfully completed LISS/CSCS recognised ROLO Health, Safety & Environmental Awareness Course
- Passed the CITB Health Safety and Environment "Touch Screen" Test at the appropriate level see Section 10.
- The application fee of £38.00 (including VAT at the prevailing rate) N.B. Credit card payments incur an additional processing fee of 2.6%.

The relevant health and safety requirements must be successfully completed within two years prior to applying for a card.

Is there an Age Limit? - The minimum age to obtain a LISS/CSCS card is 16 years old.

The application form will be checked by BALI and forwarded to CSCS who will process and send cards direct to applicants. If the application has not been completed correctly or additional information is required the application form will be returned with a request for further information. The applicant will have 90 days in which to remedy the error, after which a further fee will be required.

12.0 Can my card be withdrawn?

The card remains the property of LISS/CSCS. The card is issued to and should be kept by the named cardholder. LISS/CSCS reserves the right to withdraw a card.

13.0 How do I complain or appeal against decisions?

If there is a dispute, under exceptional circumstances, the matter should be provided in writing to BALI. Disputes that BALI cannot resolve will be referred to the LISS/CSCS Committee, whose decision shall be final.

Mandatory documents for appeals:

- An up to date copy of your Curriculum Vitae (CV) i.e. a full work history and details of qualifications you may have achieved

- Testimonial from your current and/or previous employer. If you are self-employed and do not have a previous employer, please include a testimonial from a person/company that has contracted or sub-contracted work to you
- Card history
- A copy of ROLO Health, Safety and Environmental Awareness Course.
- A copy of your CITB Constructions Skills Health, Safety & Environmental test pass confirmation letter
- A detailed letter, with supporting evidence where relevant, explaining the circumstances that prevented you from applying for renewal at the time of expiry of your previous card
- A cheque for £50.00 (including VAT at the prevailing rate N.B. Credit card payments incur an additional processing fee of 2.6%) to process the appeal (non-refundable) – see additional notes below.

If your Appeal is upheld you will need to send in your application form with all supporting paperwork and a card application fee of £38.00 (including VAT at the prevailing rate) N.B. Credit card payments incur an additional processing fee of 2.6%.

14.0 What if I lose my card?

Lost cards can be replaced. To order a replacement card complete the LISS/CSCS Application Form see Section 10 for your occupation and card level. Applications are priced at £38.00 (including VAT at the prevailing rate) N.B. Credit card payments incur an additional processing fee of 2.6%.

Note: Your card will be re issued with your original expiry date.

15.0 What is the cost of a LISS/CSCS card application?

All LISS/CSCS applications are priced at £38.00 (including VAT at the prevailing rate) N.B. Credit card payments incur an additional processing fee of 2.6%.

16.0 Is my personal information retained?

BALI and CSCS retain achievement records for the purposes of producing cards and certificates.

17.0 What if a fraudulent card is suspected?

If anyone is presented with what they suspect to be a fraudulent LISS/CSCS card they should contact the CSCS helpdesk on **0344 994 4777**.

Appendix A – ROLO Health, Safety and Environmental Awareness Course

The ROLO Scheme (Register of Landbased Operatives) was introduced to raise the standards of Health and Safety and reduce the risks and accidents throughout the industry for anyone who works in the Landbased Sectors, it also encourages employers to keep a record of workers in the Landbased industry who have achieved a recognized level of competence.

The Department of Trade & Industry made it a 'duty of care' that all trade bodies ensure that their members were adequately trained in Health & Safety and that all employers should show that personnel are properly trained.

In July 2014 The United Kingdom Contractors Group (UKCG) officially recognised BALI's ROLO (Register of Land-Based Operatives) Health, Safety and Environmental Awareness Course under its UKCG Health and Safety Training Standard.

The ROLO Health, Safety and Environmental Awareness Course is a pre-requisite for anyone applying for a LISS/CSCS skills card.

LISS/CSCS is a requirement for those Organizations registered to NHSS18.

ROLO certificates are valid for 2 years.

Appendix B - CITB Health Safety and Environment "Touch Screen" Test information

All applicants must pass an independent test of retained knowledge at the appropriate level
<http://www.cscs.uk.com/applying-for-cards/health-and-safety-test/>

The test shall be designed to examine the knowledge of the individual across a sample of the outline of knowledge requirements and competence objectives listed below: It shall consist of a multi-choice question test of 35 drawn from a bank of not less than 400 questions, agreed with Construction Skills Certification Scheme Ltd, the bank being made available to the examinee. The test shall be moderated by an External Examiner approved by Construction Skills Certification Scheme Ltd.

Outline of Knowledge Requirements

CSCS helps raise standards across the industry. It also ensures that workers meet a minimum level of health, safety and environmental awareness before going on site.

To this effect all applicants must take and pass an independent assessment of basic retained knowledge and understanding. This is so that work on a construction site is carried out safely and without risk to health, through the worker transferring their knowledge into appropriate behaviour on site and through working in partnership with site management.

It is understood and accepted that many applicants will have expertise or qualifications at higher or superior level to this assessment; however the requirement remains across all applicants to demonstrate their knowledge at this fundamental level."

1.0 Law

1.1 Basic knowledge of the Health and Safety at Work etc., Act, Regulations, Approved Codes of Practice and Guidance with specific relevance to construction work;

1.2 Basic knowledge of the responsibilities of contractors (in control of work sites) sub contractors and other employers to their workers and others;

1.3 Basic knowledge of the responsibilities of workers to themselves and others;

1.4 Basic knowledge of how the applicable Regulations and responsibilities they define affect the work carried out.

2.0 Consultation

2.1 Basic knowledge of the arrangements for the consultation of workers by employers on the arrangement for health and safety.

3.0 Enforcement

3.1 Basic knowledge of how health and safety law is enforced;

3.2 Basic knowledge of the powers of Health and Safety Executive (HSE) inspectors.

4.0 Methodology

4.1 Basic knowledge of the basic approach to Health and Safety management based on HSE Guidance *Successful Health and Safety Management*, specifically the role of Police, Organisation, Planning, Implementation, Checking and Review;

4.2 Basic knowledge of the importance and methods for risk assessment;

4.3 Basic Knowledge of the importance and methods for site inspections;

4.4 Basic knowledge of the hierarchy of control measure;

4.5 Basic knowledge of what to do in the event of an accident or other emergency;

4.6 Basic knowledge of the importance of incident and accident investigation and corrective action.

5.0 High Risks

5.1 Basic knowledge of the major risks in construction work, including; falls from height (people and objects), musculoskeletal problems, mobile site equipment, asbestos, noise, vibration and dermatitis;

5.2 Basic knowledge of precautions employed to deal with major risks and prevent accidents and ill health, including the importance of site set-up and tidiness, equipment use and maintenance, hygiene facilities and personal hygiene.

6.0 Specific Topic Areas

6.1 Basic practical knowledge of the risks and precautions on site associated with;

- Hazardous substances including products, rat urine, soil contaminants;
- Manual handling;
- Working at height;
- Working with electricity;
- Using hand-held tools;
- Mobile plant and vehicles;
- Exposure to noise and vibration;
- Fire;
- Excavation and confined spaces;
- Using personal protective equipment;
- Understanding safety signs and signals;
- Using personal hygiene facilities.

7.0 Specific Topics for Specified Students

7.1 Special additional questions will be added when the examinee is working in a specified area of high risk.

8.0 Core Competence Learning Objectives

For each of the topic areas described in the knowledge requirements, the applicant should be able to;

8.1 Be aware of the particularly hazardous nature of construction sites and construction work and of the importance of remaining alert for personal safety and that of others;

8.2 Identify the primary hazards associated with construction work;

8.3 Understand the nature of the main risks arising from the hazards;

8.4 Appreciate the precautions to be taken for protection against the risks;

8.5 Appreciate the ways in which work should be conducted on site to minimise risks to others;

8.6 Understand the importance of recognising significant risks and of taking sensible action to put things right including, promptly reporting situations which may pose a danger to people on site on seeking advice;

8.7 Understand the scope of the Health and Safety at Work etc. Act 1974 extending to all persons whether employers, employees, self-employed contractors etc;

8.8 Understand the importance of the policies and procedures on site, and how personal work practices and work areas should be checked for risks and the appropriate precautions taken;

8.9 Be aware of emergency and contingency arrangement which could be implemented in the event of an incident or accident, and capable of participating in supporting such arrangements.

There is currently only one LISS/CSCS approved health and safety" touch screen" test that can be taken as no other allows the hologram to be shown on the card; this is the CITB-Construction Skills Construction Health and Safety Test (i) operative level (ii) supervisor and (iii) manager and professional (MAP) levels .

Appendix C – LISS/CSCS Example Cards

See Section 10 or follow this link <http://www.bali.org.uk/industry/liss-cscs/>