



**CISC  
Construction  
Industry  
Skill Card**

# FAQs

FREQUENTLY ASKED QUESTIONS

## **How can I apply for the skill card and from where do I get the application form?**

To apply for your own CISC card you need to apply either through the official BICC website by downloading the relevant form or personally visiting the BICC office or your local council.

## **Where do I submit the application form?**

Either electronically through the website or by going personally to BICC offices at 36 Old Mint Street Valletta.

## **Other than my trade or occupation can I have other trades printed on my CISC card?**

Yes, you can apply for a skill card and have different trades registered on the same card.

## **I have a construction related degree (such as an electrician licence A or B). Do I also have to apply for a CISC card?**

Yes, anyone who enters a construction site has to be in possession of a skill card. If the person is just visiting – he can use the visitor's card that is temporarily obtained from the site supervisor/manager.

## **What qualifications do I need for my occupation to be able to apply for a CISC card?**

To be eligible for a skill card, one needs the health and safety awareness certificate and a trade competency certificate from recognised bodies/institutions.

## **What should I do if I've gained my qualification outside of Malta ?**

Any qualification obtained from any other country outside the EU will be vetted by the Malta Qualification Framework, who then forward suggestions to the BICC board and concede the granting or refusal of the skill card.

## **I have already acquired a trade related formal training from JobsPlus, do I have to sit for an examination to get the skill card?**

Anyone in possession of a trade test certificate issued either by JobsPlus or any other recognised body shall only require a health and safety awareness certificate to be able to apply for the skill card.

## **I have been doing my job for a long time and do not want to go back to school to get a skill card. Are there any other options for me?**

A letter of recommendation has to be provided from the employer, in case of self-employed workers – a letter of reference or proof of experience will suffice. All workers need to attend and obtain the health and safety certificate. Trade Test by ETC and letter of recommendation by architect/ engineer.

## **How can I find out where I can take a health and safety course?**

Information about the dates and time of health and safety courses carried from time to time at BICC can be obtained either online or by phone or on 22479300.

## **How can one verify a skill card holder?**

All Skill card holders are listed in an online directory on BICC official website.

## **I am a member of a professional body – such as the architects association. Do I still have to register for the skill card?**

Yes, anyone that require access a construction site need to register for a skill card but there is no need to attend specific training. If they are just visiting, they need a visitor's card obtained from the site manager.

## **After obtaining the skill card – do we have to renew it every year?**

Skill cards need to be renewed every five years (or every time one attends further training).

## **Is the skill card free of charge?**

Yes, the skill card is initially issued free of charge, however if lost and needs replacement, a nominal fee of €15 Euros needs to be paid at BICC offices. On renewal, after the 5 year period, the skill card will be re-issued at a fee of €30.

## Skill Card

### What is the skill card?

A skill card reflects the competency of the card holder to carry out the respective work in a professional and safe method.

### I have lost my skill card – what shall I do to have it replaced?

Report the lost card at BICC customer care by phone on 22479300 or by email. Together with a payment of €15 processing charge you need to provide your ID card.

### Who can apply for the Skill Card ?

Anyone who directly works in a construction site is required to apply for the card. The skill cards cover all the occupations related to the building industry in Malta, from construction, ventilation, refrigeration, air conditioning and all other trades imaginable. The CISC also cover site managers or supervisors, architects and visitors. In short, anyone who enters a construction site needs to have either a skill card or a white visitor's card.

### Is there a written examination to get the skill card?

No

### What do I need?

You need to provide:-

- 1 A copy of degree, warrant or licence (such as electrician's licence and masons licence) or trade test from JobPlus.
- 2 Basic Health and Safety certificate from a recognised body or service provider by BICC.
- 3 Passport size photo will be taken at BICC office.
- 4 Fill out and sign the data protection consent form in the application.

## Safety Card

### What is the Safety Card?

A Safety Card is a certificate that the card holder has attended the basic Health and Safety awareness course enabling him to access construction sites.

### Where can I attend for Health and Safety course?

BICC offers different courses at different levels—more information is found on the official BICC website. All BICC courses are accredited by NCFHE.

### At what time can I attend for the courses and where?

Courses are usually done in the evening however if there is sufficient demand, morning sessions are also given. Further detailed course information is found on the official BICC website, under the skill card main menu. We also offer on-site training for big construction companies by providing our tutors.

### Is there a written examination to get the safety card?

You can ask the tutor to either do it orally—question and answer or have a written test.

### What do I need to get the safety card?

You have two options :-

- 1 Attend a basic Health and Safety course at BICC by phoning on 22479 300 for course reservation.
- 2 Visit BICC official website and watch the free online basic health and safety courses. When you feel confident enough and think you can answer the questions provided at the end of each lesson—reserve an oral or written examination session at BICC by phoning 22479 300.

## Skill Card Online Directory

A skill card online directory is provided in the BICC official website. The online directory lists all skill card holders competent enough to carry out their trade in a professional manner.