



# Replacing a Black Manager card issued under Industry Accreditation

## STEP 1: Do you hold any of the following?

(Please note your qualification must relate to your current occupation)

NO

You need to undertake the NVQ route suitable for experienced Managers, you DO NOT need to attend college

Move on to Step 2

Academic Qualification

Professional Body Membership

NVQ Diploma Level 7 in Construction Senior Management

Overseas Qualification

YES

you may be able to apply for the **AQP card**  
Move to step 4

YES

you may be able to apply for the **PQP card**  
Move to step 4

YES

you may be able to apply for the **Black Manager card**  
Move to step 4

YES

If your qualification is determined by **Eccetis** (previously known as UK NARIC) to be comparable to a UK equivalent, you may be eligible for a **Black Manager card**  
Move to step 4

## STEP 2: Register for NVQ route suitable for experienced Managers

Identify the appropriate NVQ Level 7 for your occupation.

You DO NOT need to attend college, but you will need to **find an NVQ provider** that can undertake your assessment which can be achieved **using various routes including an on-site assessment.**

Your NVQ provider will guide you on anything you need to provide to complete the assessment.

## STEP 3: Complete your NVQ route suitable for experienced Managers

The length of time to completion of the NVQ will depend on your experience, the evidence you have to hand, and the type of **assessment method**, so ensure you register for your assessment as soon as possible.

If your Industry Accreditation card expires before you have completed your NVQ you can apply for a temporary **Red Experienced Manager Card**.

## STEP 4: Complete Health & Safety Training and get your CSR card

**Find an Accredited CSR Training Provider** to complete your Essential Health and Safety for Senior Executives course or the IOSH Safety for Executives & Directors course if renewing your Senior Manager card. Or if you are applying for a **AQP or PQP card** complete one of the specified manager or senior manager health and safety training courses, applicable to the level at which you operate within your organisation.

On completion, apply for your card

## STEP 5: Claim a CITB grant

CITBNI offers grants for existing worker NVQ achievements to those employers who are registered. Please visit the **CITBNI website** for further details or contact a member of the CITBNI grants team on 028 9082 5466 or **e-mail [grants@citbni.co.uk](mailto:grants@citbni.co.uk)**