

The Reset Certification Scheme™ Adding New / Refreshed Qualifications



■ This form MUST be completed in FULL and in BLOCK CAPITALS or it cannot be processed. If you have any queries please call 0845 519 5768

SECTION 1 - YOUR PERSONAL DETAILS

Title (Please ✓ tick as applicable) MS MISS MRS MR

First Name Middle Initials

Surname

Employer's Name

Employer's Address (All documents will be returned to this address unless requested otherwise)

Reset Certification Scheme Card Number CVC

2 6 0 6 2 1 2 8

SECTION 2 - YOUR CONTACT DETAILS

Work

Mobile

Giving us your email address means that we can provide you with a user name and password to access the 'My Account' section of the Reset website. You can then edit your personal details and we can remind you when any of your qualifications are approaching expiry, ensuring that you are always up to date.

Email

SECTION 3 - ADDING QUALIFICATIONS OR COMPETENCES TO YOUR RESET PROFILE

YOU DO NOT HAVE TO LIST THE QUALIFICATIONS AND COMPETENCES THAT ARE ALREADY ON YOUR RESET PROFILE.

Please detail below any qualifications and competences that you would like to add to your Reset profile. Please note that the Reset Certification Scheme does not include school qualifications but can include higher education qualifications where relevant. It can also include internal training, location inductions, medicals and driving qualifications, etc.

Please circle the relevant boxes to indicate which of the following the certificate / competence to be added is.

N = New. A new competence / qualification gained after the initial Reset application was completed. (NO CHARGE)

R = Refreshed or Renewed. An existing certificate has expired and the relevant training has taken place and a new certificate issued. (NO CHARGE)

E = Existing. Qualifications and competences that you possessed BEFORE the issue of your Reset profile, but which were not included in your original application. (If you are adding only existing qualifications a £10+VAT admin fee will be added to your next invoice. However, if you add New or Refreshed / Renewed competences at the same time there will be no charge.)

All qualifications and competences must be accompanied by their ORIGINAL DOCUMENTS or CERTIFICATES, COPIES CANNOT BE ACCEPTED. All documents that you send to us will be returned using a recorded delivery service to your employer's address above unless requested otherwise. We will return all certificates promptly in the correct sized envelope or packaging to avoid folding.

Qualification 1 (N = New R = Refreshed/Renewed E = Existing)
 N R E

Please circle relevant type

Qualification 2 (N = New R = Refreshed/Renewed E = Existing)
 N R E

Please circle relevant type

Qualification 3 (N = New R = Refreshed/Renewed E = Existing)
 N R E

Please circle relevant type

Qualification 4 (N = New R = Refreshed/Renewed E = Existing)
 N R E

Please circle relevant type

Please continue in the next column if needed

SECTION 3 CONTINUED

Qualification 5 (N = New R = Refreshed/Renewed E = Existing)
 N R E

Please circle relevant type

Qualification 6 (N = New R = Refreshed/Renewed E = Existing)
 N R E

Please circle relevant type

Qualification 7 (N = New R = Refreshed/Renewed E = Existing)
 N R E

Please circle relevant type

Qualification 8 (N = New R = Refreshed/Renewed E = Existing)
 N R E

Please circle relevant type

Qualification 9 (N = New R = Refreshed/Renewed E = Existing)
 N R E

Please circle relevant type

Qualification 10 (N = New R = Refreshed/Renewed E = Existing)
 N R E

Please circle relevant type

Qualification 11 (N = New R = Refreshed/Renewed E = Existing)
 N R E

Please circle relevant type

Qualification 12 (N = New R = Refreshed/Renewed E = Existing)
 N R E

Please circle relevant type

Qualification 13 (N = New R = Refreshed/Renewed E = Existing)
 N R E

Please circle relevant type

Qualification 14 (N = New R = Refreshed/Renewed E = Existing)
 N R E

Please circle relevant type

Qualification 15 (N = New R = Refreshed/Renewed E = Existing)
 N R E

Please circle relevant type

There is no limit as to how many competences can be added to a profile.

SECTION 4 - CHECK LIST

Please complete the checklist below before you pack your documents (Please ✓ tick)

ORIGINAL certificates for ALL qualifications and competences listed above

ALL sections completed and application form signed and dated below

Please post to: Reset Certification Scheme, PO BOX 4749, Sheffield, S35 5BT

SECTION 5 - APPLICANT'S DECLARATION (Please ✓ tick one box only)

I am adding only NEW / REFRESHED qualifications and competences at no charge - FREE

I am adding NEW and EXISTING qualifications and competences at no charge - FREE

I am only adding EXISTING qualifications. Please add £10.00+VAT to the next direct debit Payment.

I confirm that the information that I have given on this form is true and correct and I request Reset Certification Scheme to update my Reset profile.

By signing below I confirm that I have read, understood and accepted the terms and conditions of the Reset Certification Scheme overleaf and I confirm that all the enclosed qualifications and certificates belong to me.

SIGNATURE OF CARDHOLDER

SIGNATURE DATE OF SIGNATURE

Updating your Personal Details

To update your personal details such as your home address please log on to your Reset Individual account at www.rscard.co.uk. To log on you will need your username and password which was emailed to you when your first card was issued, you will also need your CVC number from the back of your current active card. Alternatively, please contact support@rscard.co.uk with your new details or to request a copy of your username and password.

RESET CERTIFICATION SCHEME TERMS AND CONDITIONS

The Terms and Conditions set out below are important and affect your rights as a customer or user of Reset Certification Scheme Limited. We draw your attention in particular to the fact that your Application is to Reset Certification Scheme. If you complete the Application process successfully we will issue you with a Reset Certification Scheme Card, subject to conditions of use. The Card remains at all times the legal property of Reset Certification Scheme Ltd.

You must read these Terms and Conditions carefully before applying to be a member and Cardholder of Reset Certification Scheme.

If you have any queries you should email: info@rscscard.co.uk or contact Reset Certification Scheme, PO Box 4749, Sheffield S35 5BT or contact us on: 0845 519 5768.

1. CONTRACTUAL AGREEMENT

These Terms and Conditions set out the contractual relationship between us and you.

2. DEFINITIONS

In these Terms and Conditions, unless the context requires otherwise: "Applicant" means a person applying to be a member of Reset Certification Scheme, as a Reset Company Member or Reset Individual Cardholder.

"Application" means the application made by the Applicant for a Reset Certification Scheme Card or subscribe to Reset services.

"Card" means a Reset Individual Card.

"The Company" means Reset Certification Scheme Ltd (Reset), company no. 6614285.

"Data" means data personal to an Applicant, Member Company, Individual Cardholder or Verifier.

"Fraud" includes any fraud, dishonesty and deceit and in particular includes but is not limited to: knowingly supplying incorrect information to us; knowingly supplying any falsified or counterfeit documents to us, including qualification documents.

"Lawful Holder" means the person or company to whom the Card is issued.

"Loss" means losses, consequential losses, costs, damages, injuries, accidents or claims (whether direct or indirect) suffered by you in connection with your application and/or the Card issued to you, or any person or organisation in the course of accepting, or by using a Reset Individual Card to verify the Cardholder's competence.

"Misconduct" includes: failure to comply with these Terms and Conditions; attempting to obtain a Reset Company Membership or Reset Individual Card by fraud; misusing a Reset Company Membership or Reset Individual Card; misconduct in dealing with our staff.

"Reset" means Reset Certification Scheme that is used by the Registered Verifiers and organisations to verify competence, qualifications and accreditations of a Reset Member Company or Reset Individual Cardholder.

"Terms and Conditions" means these Terms and Conditions may be amended without prior notification.

"We/us/our" means Reset.

"You/your" means the Applicant.

"Verifier" means the person, company or organisation that will be able to view your Reset Member Company or Reset Individual profile for the purpose of verification or retrieving information.

3. ELIGIBILITY TO BECOME A RESET COMPANY MEMBER

3.1 Any company trading within the United Kingdom of Great Britain and Northern Ireland, the Republic of Ireland, the Channel Islands and the Isle of Man is eligible to join Reset Company. This includes but is not limited to Sole Traders, Self Employed, Private Limited Companies, Limited Liability Partnerships, Public Limited Companies and Group Companies.

3.2 To register your company for Reset Company Membership you must apply online at www.rscscard.co.uk

3.3 We undertake checks of the information supplied on a Company Membership application in compliance with the General Data Protection Regulations 2018 (GDPR).

3.4 If it is not possible to complete the application process successfully no charge will be made. Any fees paid to us will be refunded to you.

3.5 If your registration is successful we will issue Reset Member Company Welcome Pack and your details will be available to be seen (with your permission) by Registered Verifiers.

3.6 Any changes to your company name, postal address, telephone numbers or email address must be notified to us within 28 days. This can be done via email to support@rscscard.co.uk.

4. ELIGIBILITY TO APPLY FOR A RESET INDIVIDUAL CARD

4.1 Any person over the age of 16 and working within the United Kingdom of Great Britain and Northern Ireland, the Republic of Ireland, the Channel Islands and the Isle of Man is eligible to apply for a Reset Individual Card.

4.2 To apply for a Reset Individual Card, you must complete a printed application form available online at www.rscscard.co.uk or from Reset and submit the completed form with the supporting documents required.

4.3 Your application form sent to Reset must be completed in full, signed and dated by the prospective Cardholder.

4.4 We undertake checks of the information supplied on an application form in compliance with GDPR and we will not issue a Card unless all requirements have been met.

4.5 If it is not possible to complete an application process successfully due to ineligibility a card will not be issued and no charge will be made. We will assist you however we can to ensure your application is successful.

4.6 If your application is successful we will issue a Reset Individual Card and your details will be available to be seen (with your permission) by Registered Verifiers. By accepting the Reset Individual Card you agree to be bound by the current Terms and Conditions as amended from time to time and always available on www.rscscard.co.uk

4.7 Any changes to your name, postal address, telephone numbers or email address must be notified to us within 28 days. This can be done via email to support@rscscard.co.uk.

4.8 We will not be responsible for late, lost or misdirected incoming post and we recommend you use a recorded delivery service for applications. All original documents and certificates provided will be returned by us to you by recorded delivery.

4.9 Your completed application form should be sent with accompanying documents addressed to: Reset Certification Scheme Ltd., PO Box 4749, Sheffield S35 5BT

5. PROTECTION OF DATA

5.1 Reset Certification Scheme Ltd. is registered with the Information Commissioner's Office (ICO) General Data Protection Regulations (GDPR) 2018 - registration no. Z2238936

5.2 The way that we process and control your personal data can be viewed in our Privacy Policy available online at www.rscscard.co.uk

5.3 If we have reason to believe that any information we receive may be inaccurate or false we reserve the right to conduct additional checks, including through third party agencies, without first notifying the Applicant, Reset Member Company or Reset Individual Cardholder.

6. RESET INDIVIDUAL CARDHOLDER'S OBLIGATIONS

6.1 By signing the application form the Applicant consents that he or she acknowledges that any payments collected by us cover the cost of the membership of Reset. The Applicant is not paying for the Reset Individual Card which at all times remains the legal property of Reset.

6.2 By signing the application form the Applicant consents that he or she acknowledges that providing false information is a criminal offence under the terms of the Fraud Act 2006. Provision of false information includes falsifying any of the Applicant's personal details, signatures and listed qualifications and/or the Applicant's photograph and/or Application Form and/or copy of the Applicant's ID documents or original certificates.

6.3 Falsifying ID documents or certificates, for example using photo editing software, such as a qualification certificate or proof of ID document is a serious criminal offence and we will always refer evidence of such to the police.

6.4 The Applicant must complete all parts of the application form correctly, complying fully with all requirements.

6.5 The Applicant must provide 2 identical photographs, proof of ID documents as requested and proof of qualifications.

7. REGISTERED VERIFIER'S OBLIGATIONS

7.1 All Verifiers must be Registered Verifiers of Reset; the web checking service will not be accessible by non-registered users.

7.2 Registered Verifiers will only be able to gain access to verify a Reset Member Company or Reset Individual Cardholder on presentation of the Reset Company Membership number or Reset Individual Card number or by acceptance of invitation to join a Verifier's 'My Recognised Suppliers' list.

7.3 Registered Verifiers acknowledge that any access granted to the service is for confirmation of identification and validation of qualifications, competences and accreditations of the Reset Member Company or Reset Individual Cardholder only, the right to refuse access to site, workplace or premises remains the prerogative of the Verifier.

7.4 Registered Verifiers accept that the Reset Member Company profiles are compiled by self-submission of company officer approved information.

7.5 Any misuse of the service or attempted unauthorised access will result in the Registered Verifier being removed from the system.

7.6 The Registered Verifier must successfully complete all parts of the Registered Verifier registration process before being able to access the profiles of Reset Member Company or Reset Individual Cardholders.

7.7 Provision of false information including falsifying any of the information supplied during the Registered Verifier registration process will be regarded as fraudulent and the Registered Verifier will be removed from the system.

8. RESET APPLICATION AND SUBSCRIPTION FEES

8.1 Current Reset application and subscription fees can be found at www.rscscard.co.uk

8.2 Application and subscription fees contribute to the cost of providing the Reset service, not the actual card itself, which, when issued, remains at all times the legal property of Reset.

8.3 For Reset Company Membership the subscription fees will be charged at current rates per company per office, per year (or monthly if selected).

8.4 For Reset Individual Cards the subscription fees will be charged at current rates per individual cardholder per year (or monthly if selected).

8.5 Subscriptions are preferably collected by Direct Debit at no additional cost. Subscriptions can also be paid by cheque (made payable to Reset Certification Scheme Ltd), BACS, bank transfer or by credit or debit card. Cash payments can not be accepted.

8.6 Any subscriptions paid via a non Direct Debit payment method will be subject to a £25.00 + VAT administration fee.

8.7 The invoice date will be calculated to the nearest calendar month on the 7th, 14th, 21st or 28th of the month. You will be notified of the Direct Debit date at least 14 days in advance.

8.8 Subscriptions will be charged from the date of Reset Member Company registrations.

8.9 The subscription is a rolling subscription. To un-subscribe you must give us 3 months notice in writing and return, where applicable, all of your employee's Reset Individual Cards to Reset.

8.10 If any Reset Individual Cards are not returned within 21 days from the end of your notice period. We reserve the right to continue to charge for the outstanding Reset Individual Card at current rates, on a rolling month basis until the card is returned.

8.11 Direct Debits cancelled without any prior notification will be subject to a £25.00 + VAT administration fee.

8.12 New or refreshed qualifications or accreditations may be added to the Reset Individual Card profile at no extra charge by submitting them with an 'Adding New / Refreshed Qualifications' form which can be found at www.rscscard.co.uk

8.13 When subscribed, a Reset Individual Cardholder may use the Reset Virtual Card. The smartphone application provides the card in a digital format in addition to the plastic card. There will be no additional charge to use the Reset Virtual Card.

8.14 Application and subscription fees are renewed annually; we will give you at least 14 days notice of any increase in writing, either by email or with your invoice.

8.15 Promotional rates for application fees may be offered from time to time via a promotion code.

8.16 If a Reset Member Company membership application fails for ineligibility any payment made will be refunded. We will assist you however we can to ensure your membership application is successful.

8.17 On the first occasion we will replace a lost, stolen or damaged Reset Individual Card free of charge. However any subsequent replacement cards may be charged at £10.00 + VAT per card issue in addition to your normal subscription.

8.18 All Direct Debit payments are covered by the Direct Debit Guarantee.

9. PHOTOGRAPHS (RESET INDIVIDUAL CARD APPLICATIONS)

9.1 The Applicant must supply two (2) "PASSPORT" approved colour photographs; see photograph guidance on www.rscscard.co.uk

9.2 Digital photographs may be submitted subject to photograph guidance (9.1).

9.3 The photographs **must not be taped, stapled or glued to the form**. They can be secured by paper clip to the form, or enclosed loose within the envelope.

9.4 Reset Individual Card applications received without two (2) photographs enclosed, in the format required, will be rejected.

9.5 Reset Individual Card photographs must be refreshed with a new recent photograph every 10 years by issue of a new card. There will be no additional charge for this.

10. USE OF THE RESET INDIVIDUAL CARD

10.1 Reset Individual Cards may only be used by the lawful holder of the card. The card must not be lent, sold or given to or used by any other person or company under any circumstances.

10.2 The Reset Individual Card may only be used, by the lawful holder, for the purpose of proving identity and checking of current qualifications, competences and accreditations.

10.3 The Reset Individual Card contains an RCS hologram which confirms that it is genuine. We recommend that all Reset Individual Cards are checked by verification through our website: www.rscscard.co.uk/verify.

10.4 Reset is in no way liable for non-acceptance of a Reset Individual Card, or refusal of access to a site, workplace or premises under any circumstances.

10.5 If a lawful Reset Individual Cardholder finds their card is not accepted as proof of competence when accessing a legitimate place of work this should be reported to us by email to: support@rscscard.co.uk or by telephone: 0845 519 5768.

10.6 Lost, stolen or damaged cards must be reported to us without delay on 0800 612 6062.

11. VARIATION OF THESE TERMS AND CONDITIONS

11.1 We reserve the right at all times to make changes to these Terms and Conditions without notification. The current Terms and Conditions can always be found at our website: www.rscscard.co.uk. Reset Member Companies, Reset Individual Cardholders and Registered Verifiers who do not accept amendments to the Terms and Conditions may return their cards to us, and unsubscribe from the scheme in accordance with 8.9 and 8.10 and/or request that data applicable to them is removed from our records as advised in section 5.

12. LIMITATION OF LIABILITY

12.1 We will not be liable for any loss, howsoever caused, resulting from the failure of any application or our refusal to issue a Reset Company Membership or Reset Individual Card, or by reason of restriction, where we are unable to process an application or issue a Reset Company Membership or Reset Individual Card.

12.2 We will not be liable for any loss, howsoever caused, resulting from the fraudulent submission to us of any information, or by any individual or Cardholder that has been verified by the Reset Certification Scheme, whether granted access or not.

13. CUSTOMER SERVICE

13.1 If you have any queries about these Terms and Conditions, or any other matter related to the Reset Certification Scheme Ltd., email: support@rscscard.co.uk, or write to us at:

Reset Certification Scheme Ltd, PO Box 4749, Sheffield S35 5BT.

13.2 If you wish to complain about something please let us know by email: support@rscscard.co.uk or write to us at the address above.

14. GOVERNING LAW

14.1 These Terms and Conditions shall be governed by and construed in accordance with English law. We and you submit to the exclusive jurisdiction of the English courts to resolve any disputes that may arise out of them.

14.2 Any provision of these Terms and Conditions declared void or unenforceable by any competent authority or court shall, to the extent of such invalidity or unenforceability, be deemed severable and shall not affect the other provisions remaining which shall continue unaffected.