Construction Plant Competence Scheme

PART OF nocn GROUP

CPCS SCHEME BOOKLET

For Operators

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Charity Number: 1079785

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FOREWORD

CPCS is an Industry Scheme developed by Industry for the Industry, Delivered by NOCN Group.

The Construction Plant Competence Scheme (CPCS) provides a route of skills and knowledge recognition for the Construction Plant Sector and allied industries and is widely considered by such as the exemplar scheme. The CPCS Scheme was launched in 2003 combining a number of existing cards schemes and since then has issued cards across 64 categories of plant and operate as a CSCS partner card scheme.

During 2019 the ownership of the scheme transferred from CITB to NOCN, who are a UK registered education charity committed to the ongoing success of the scheme established by CITB. NOCN Group continually reviews and amends the scheme responding to on-going Industry collaboration and feedback, including external factors such as: the latest occupational health issues, technology advances, new plant types and changes to the industry training standards. The scheme currently issues circa 60,000 cards per annum.

CPCS Trained Operators have industry supported processes and pathways, mapped against the standards issued by the Standards Setting Body for Construction (CITB) ensuring that plant operators and associated non-operational roles become Competent. Testing is delivered on a one-to-one basis by CPCS Testers working through a network of approved CPCS Accredited Centres across the UK and Eire with a great geographical presence. The tests ensure robust assessment of an individual's practical ability and their underpinning knowledge on entry to the Scheme following a period of training and enables CPCS to maintain and improve quality. CPCS has a robust Quality Assurance Strategy ensuring that the delivery of products meets the standards outlined in the scheme requirements.

NOCN is a progressive organisation committed to high standards of delivery which is reflected in the Health and Safety Executives' independently commissioned a Pye Tait report on routes to competence in the construction sector, CPCS was the only plant scheme that was recognised as exemplar. CPCS continuously seeks the support of industry so that it can access and use optimised products that contribute to improving standards and reduce accidents/incidents across the plant sector.

NOCN Charitable Objectives

The charity's objects are specifically restricted to the advancement of education of operatives working in industry with the United Kingdom in one or more of the following ways:

1. by facilitating competence card schemes which will set the standards and develop and test competences in order to increase public confidence in the operatives' work
2. by promoting participation by operatives in the schemes
3. by promoting participation by operatives in all forms of education and training in conjunction with and in addition to the schemes
4. by improving the quality and flexibility of the educational provision available to operatives
5. by improving access for operatives to learning opportunities and facilitating progression to further learning, employment and higher education.

NOCN Group

NOCN Group is an educational charity whose core aims are to help learners reach their potential and help organisations thrive. The Group includes business units specialising in UK and International qualifications, vocational qualifications, end point assessment, assured short courses, training, smart cards, assessment services, consultancy, and research.

Paul Taylor

NOCN Head of Card Schemes
cpcs.nocn.org.uk

TABLE OF RELEASES

HEADING	REF	AMENDMENT
Previous Version Date – August 2024 - January 2025 – August 2025 – March 2026		
Release August 2026		
How much do CPD's cost?	Page 18	Updated the CPD price from £28 to £30
Point 15	Page 22	Updated the Extension price from £28 to £30
Point 27	Page 24	Updated the Upgrade price from £28 to £30
Point 81	Page 29	Updated the Replacement price from £28 to £30

INTRODUCTION

What is CPCS?

CPCS is the industry's largest CSCS affiliated card scheme for plant operators and plant operations, with over 65,000 cards issued across 64 categories and endorsements per year. CPCS is recognised by the Build UK and Major Home Builders Group (MHBG), amongst others, as the preferred card to comply with codes of practice for competence and certification. CPCS is owned by NOCN Group, which allocates staff to manage and administer it on behalf of the CPCS Technical Review Group that develops its policy and strategy.

What are the aims and benefits of CPCS?

CPCS aims to:

- Provide identification for plant operators and those involved with plant operations by recognising skills, knowledge and understanding, competence and qualifications.
- Raise health, safety and environment standards through a programme of Health, Safety and Environment testing to prove workers have met minimum standards.
- Provide standards of learning and assessment to equip individuals with relevant skills and knowledge to seek employment within industry.
- Provide or improve employment prospects for individuals and experienced operators.
- Keep a record of workers in the construction and allied industries who have achieved a recognised level of operating ability and competence, and to provide a means of identification.
- Be self-financing; with any surplus funds being used for the benefit of the construction industry.
- Encourage construction and allied employers to use certificated and competent plant operators.
- Provide certification for UK workers that could be accepted in Europe through agreements with other European national schemes to mutually recognise qualifications.

What is the scope of CPCS?

The Scheme provides certification for plant operators and associated operations for UK construction and allied industries. The plant operators certification process is supported by CPCS Testers who in turn are certificated as trained and competent by CPCS.

Membership of the Scheme is voluntary but is mandatory on many construction sites and in other work environments.

Compliance with the contents of this Scheme Booklet is a requirement for members of the Scheme (individuals holding a CPCS Card).

There are no age requirements for Scheme membership. However, in some cases legislation or company policy regarding the use of plant or equipment may specify different age limits for a specific working environment. This may result in the cardholder being prevented from using that plant or equipment.

A wide range of construction plant and equipment is covered by CPCS, and new plant and equipment is continually added at the request of industry. The categories currently covered by CPCS are listed on cpcs.nocn.org.uk.

A category is defined as:

- An item of plant or equipment used within the construction industry in accordance with the manufacture's basic design, or
- An agreed duty or occupation involving plant operations, e.g. Appointed Person.

Certain categories have endorsements. Endorsements are sub-categories that reflect the variation in a category, for example, by weight, size, capacity, or application. Endorsements will be defined as either:

- Separate – as each endorsement will be inscribed separately, or
- Senior – as only the higher or senior endorsement will be inscribed.

What are the standards that define the scheme?

Categories within CPCS are derived through employer consultation and relevant national occupational standards, which are subject to continual review to ensure the Scheme meets employers' needs.

Subject-specific Technical Advisory Groups meet to review current learning and assessment criteria, in order to develop learning and assessment standards when new categories are being introduced.

CPCS works closely with many federations, organisations, plant users, other plant certification schemes, CPCS Trainers and Testers as well as the Health and Safety Executive to ensure that the standards for plant categories are relevant, up-to-date, and realistic.

CPCS works closely with CITB as the industry standard setting body and the PSRO (Plant Sector Representative Organisation), and continually contributes to industry-led and produced codes of practice and guidance documents. CPCS follows the principles and requirements of BS EN 17024 – General Requirements for Bodies Operating Certification of Persons. Delivery Standards are continually quality assured by dedicated personnel employed by NOCN Group to ensure national standards are applied. CPCS acknowledges that flexibility is needed in some instances; however, deviations from the test and assessment standards can only be approved by the quality assurance and technical teams, and in many cases through prior consultation and relevant technical advisory group and/or consultation with the employer organisation.

A

CORE ELEMENTS

- Training
- CPCS Terms & Conditions and Data Protection Statement
- Health, safety and environment test
- CPCS Standard Theory Test
- CPCS Standard Practical Test
- VQ
- CPCS Logbook
- On-Site Assessment
- CPCS Renewal CPD
- CPCS Competence Interview

TRAINING

What is the training requirement?

Training is one of the components of learning and an activity which involves the imparting of information and instructions to accumulate a pre-defined level of skill and knowledge. Training can be divided into two areas – Novice and Experienced – the areas of training are identified by undertaking a profiling exercise based against the CPCS Learning Outcomes.

Novice training covers theoretical and practical principles which for CPCS purposes are detailed in the learning outcomes for each category of plant. Novice training, wherever it occurs, should take place independent of productive work using dedicated equipment and resources.

Experienced training covers theoretical and practical principles which for CPCS purposes are detailed in the learning outcomes for each category of plant. Experienced training, wherever it occurs, should take place independent of productive work using dedicated equipment and resources.

The need for training

The provision of suitable training is the responsibility of the employer as enshrined in the Health and Safety at Work Act 1974. CPCS provides employers with the assurance that, through carding, operators they employ have demonstrated an appropriate level of skill and understanding via an independent CPCS testing process based on standards defined by the industry-set learning outcomes.

It is the responsibility of the employer and operator, with the assistance of a training professional if necessary, to determine training needs and to ensure appropriate training is received. The separation of training and CPCS Testing ensures independent assessment of an operator's ability, reducing potential conflict of interest and bringing additional robustness to the Scheme and provides further information for both employer and operator.

Training Delivery

If an operator has prior training and/or experience on a category, their skills can be measured against the CPCS learning outcomes and syllabus to determine whether they are fully prepared for the CPCS Technical Test, or that there are further training needs. The syllabus will support the creation of a training programme tailored to meet an individual's requirements.

Refresher training and/or activity-specific practice is highly recommended by CPCS for all individuals prior to attempting the test. This is particularly crucial in the case of experienced operators, as bad habits gained through experience may mean the individual being unsuccessful on the test.
Further advice on selection, training and competency can be sought from the guidance document published in the CPCS Learning Outcomes and Syllabus which can be found under CPCS Revision Support Documents on cpcs.nocn.org.uk.

Individuals attending the CPCS Training will be required to provide proof of identity using documentation that includes a photograph and signature, the CPCS Accredited Centre will provide the criteria to be met.

How can I get training?

Training can be accessed through a variety of channels including:

- Training providers
- In-house trainers
- Co-workers.

It is up to the individual and the employer to choose the training channel which best suits their learning needs.

CPCS will quality assure training within the scope of CPCS and independently measures performance and knowledge gained through training. If training is not taken under the scope of CPCS, CPCS will not be responsible for Quality Assurance of the training.
There are a number of formal plant operator training qualifications available from awarding bodies and offered through a variety of training organisations, which can be used to prepare the individual for the test and provide a recognised route of training. However, an operator will be required to successfully complete the CPCS Technical Test if they wish to have a CPCS Card. Qualification may be views online at register.ofqual.gov.uk/.

Advice on employer-delivered training

CPCS encourages all those involved in training for the learning process to be qualified and experienced relevant to the category and with teaching and learning methods. Trainers selected to deliver training by the employer should have sufficient work experience relevant to the category and have attained a wide and thorough knowledge of the types, functions and safe operating procedures. They should be competent and certificated for instructional techniques, such as the Level 3 Award in Education and Training (or equivalent), undertaken through an accredited certification body.

CPCS TERMS & CONDITIONS AND DATA PROTECTION STATEMENT

What is the requirement for CPCS Terms & Conditions and Data Protection Statement?

All applicants wishing to apply for a CPCS Trained Operator Card or direct to a CPCS Competent Operator Card or complete CPCS Training must read and sign the CPCS Terms & Conditions and Data Protection Statement prior to their CPCS Practical Test or Training being delivered.

How can I get it?

The CPCS Terms & Conditions and Data Protection Statement can be downloaded and printed for completion from the website www.cpcs.nocn.org.uk or obtained from your CPCS Accredited Centre on the first day of the training or test.

How much does it cost?

There is no fee for completing the CPCS Terms & Conditions and Data Protection Statement.

What do I need to do first?

There is no need to have completed any other elements before completing the CPCS Terms & Conditions and Data Protection Statement.

What do I need to do next?

On completion of the CPCS Terms & Conditions and Data Protection Statement, pass it to your CPCS Accredited Centre either in advance or on the day of your training or testing, ensuring the mailing address for the card details are entered.

Note: *If a candidate does not agree to the CPCS Terms & Conditions and Data Protection Statement, they cannot proceed with their CPCS training or test.*

HEALTH, SAFETY AND ENVIRONMENT TEST

What is the requirement for the Health, Safety and Environment test?

All new applicants, and those adding a category or renewing a CPCS Card, must have an understanding and knowledge of current basic Health & Safety as demonstrated through holding a NOCN Health, Safety and Environment Test pass or a CITB Health, Safety and Environment (HS&E) test pass that has been gained within the last two years.

The majority of categories require a minimum of the Operatives test.

Supervisors (SUP) and Managers & Professionals (MAP) tests which are higher level tests are also acceptable (which can currently only be taken through CITB). The only exceptions to this are as follows:

- The Appointed Person category A61 requires the CITB Managers & Professionals (MAP) test to be taken
- The Crane/Lifting Operations Supervisor category A62 requires the CITB Supervisory (SUP) test to be taken, but the CITB Managers & Professionals (MAP) test is also acceptable.

CPCS recommends appropriate Health, Safety and Environment training before attempting the test.

There is no limit to the number of times that the NOCN Health, Safety and Environment Test or CITB Health, Safety and Environment test can be taken.

What content is involved with the Health, Safety and Environment test and how to prepare?

In the NOCN Health, Safety and Environment Test, an applicant will be demonstrating relevant knowledge and understanding relating to the following five core knowledge sections that are covered in the learning modules:

- Legal and Management
- Health and Welfare
- General Safety
- High Risk Activities
- Environment.

The NOCN Health, Safety and Environment test includes training and testing of the applicant knowledge of Health, Safety and Environment on a construction site.

For more information on what content is covered in the CITB Health, Safety and Environment test, please visit https://www.citb.co.uk/courses-and-qualifications/health-safety-and-environment-hse-test-and-cards/about-the-health-safety-and-environment-hse-test/.

How can I book a Health, Safety and Environment test?

Individuals can book the NOCN Health, Safety and Environment Test via the hub, where there is online e-learning that needs to be completed prior to sitting the test. Alternatively, the CITB Health, Safety and Environment Test Helpline directly on 0344 994 4488, go through a CPCS Accredited Centre or book online using website www.citb.co.uk/bookingatest.

CPCS Accredited Centres are required to support individuals through all elements of the Scheme, and will be able to either:

- deliver the NOCN Health, Safety Environment Test or
- deliver the CITB Health, Safety and Environment Test directly themselves as an approved CITB Internet Test Centre (ITC), or
- arrange the CITB Health, Safety and Environment Test with an ITC on the individual's behalf.

Individuals are advised to have their Full Name, Date of Birth and CPCS Card number to hand when booking their test.

Individuals are advised to book the Health, Safety and Environment Test in plenty of time.

A copy of the CITB Health, Safety and Environment Test revision materials may be purchased by calling 0344 994 4488, ordered online using the website https://shop.citb.co.uk/ or purchased from major book stores.

Where can I sit my Health, Safety and Environment test?

The NOCN Health Safety and Environment Test can be taken via a laptop at any location as long as the test conditions are met. The test can also be taken at CPCS Accredited centres across the country.

CITB Health, Safety and Environment test must be taken at Pearson Vue test centres located throughout the United Kingdome or through an Internet Test Centre (ITC'S) found in convenient locations around the country.

How much does it cost?

The cost of the NOCN Health, Safety and Environment test is currently £22.00. The cost is determined by NOCN Group and is subject to change.

The cost of the CITB Health, Safety and Environment test is currently £23.50. The cost is determined by CITB and is subject to change.

Internet Test Centres and Third-Party Booking Agents may charge an additional administration fee.

CPCS STANDARD THEORY TEST

What is the requirement for the CPCS Theory Test?

The CPCS Theory Test is part of the CPCS Technical Test. It has been set by CPCS to check knowledge and understanding directly related to a CPCS category. The CPCS Theory Test incorporates questions relating to:

- Specific category and environment related health and safety
- Operators' roles and responsibilities
- Pre-start checks
- Use of the operators' manual
- Category-specific preparation, operating and shut-down requirements.

There is a CPCS Theory Test for each category. Where a category has endorsements, the CPCS Theory Test need only be taken once but the CPCS Practical Test must be completed for each

required endorsement.

Individuals attending the Theory Test will be required to provide proof of identity using documentation that includes a photograph and signature, the CPCS Accredited Centre will provide the criteria to be met.

The CPCS Theory Test must be answered verbally and will be recorded using digital audio recording equipment, in a one-on-one session (excluding A61 Appointed Person) with a CPCS Tester registered with a CPCS Accredited Centre. Additionally, the centre or CPCS may require the test to be videoed.

Note: *Individuals (excluding CPCS Testers, NOCN Group personnel and internal Quality Assurance) are not permitted to take into the test room any books, laptop, audio players, cameras, or videoing devices with or without internet or data storage capabilities.*

Individuals are required to achieve 80% plus any mandatory questions to pass the CPCS Standard Theory Test and meet requirements for applying for a Trained or Competent Operator Card.

The mandatory questions must be answered correctly to get an overall achievement even if 80% of the other questions were answered correctly.

CPCS quality assures the delivery of the CPCS Theory Test. A test:

- May be attended by the NOCN Group personnel who will observe the delivery of the test
- May also be attended by the Accredited Centres Internal Quality Assurance.

There is a guideline duration for the completion of each CPCS Theory test (some categories are allowed extra time due to the complexity of questions).

The candidate will be given a copy of the Sign-off Sheet completed by the Tester with feedback on their performance by the Accredited Centre after the test has been undertaken, the candidate may also add their own comments to give back to the Accredited Centre.

A copy of the questions with a record of the mark that was achieved against each question is available from the Accredited Centre on request.

Note: *The actual question and answer paper used during the test is a controlled document and therefore is not for general release. The tester or accredited centre must not give a copy of this document to the candidate.*

The digital audio and/or video recording is a controlled item and therefore is not for general release. CPCS may however request copies of the recording for auditing purposes.

The CPCS Theory Test must be achieved before the CPCS Practical Test is attempted (with the exception of A61 Appointed Person). The CPCS Theory Test is valid for six months from the date of achievement for the purpose of progression onto the CPCS Practical Test.

There is no limit to the number of times that an individual can take the CPCS Theory Test.

Who delivers the Theory Test?

The CPCS Theory Test is delivered through CPCS Accredited Centres, by CPCS Testers registered to the Centre.

You may contact a CPCS Accredited Centre via testcentre-search.nocn.org/.

How much does it cost?

There is a maximum charge of £100 that the CPCS Accredited Centre can apply to the CPCS Theory Test.

CITB Grant may be available. Please visit https://www.citb.co.uk/levy-grants-and-funding/grants- and-funding or contact CITB directly on 0344 994 4455.

What do I need to do before I take the Theory Test?

You may be required to complete a minimum period of training prior to taking the CPCS Theory Test. This can be identified by undertaking a profiling session with a CPCS Accredited Centre.

You must pass the appropriate Health, Safety and Environment Test for the category of plant before you attempt the CPCS Theory Test. The NOCN Health, Safety and Environment Test and the CITB Health, Safety and Environment Test are valid for two years from the date of achievement for the purport of progression onto the CPCS Practical Test.

What do I need to do after I pass the Theory Test?

On achieving the CPCS Theory Test you may progress to the CPCS Practical Test. The CPCS Practical Test will need to be achieved within six months of the CPCS Theory Test, for the CPCS Theory Test to be deemed valid at the point of card application.

How can I find out answers to the questions?

Many of the questions within the CPCS Theory Test were derived from the publicly available sources, and these sources of information can provide the typical expected answers. Internet search engines such as Google Chrome, Microsoft Edge etc are a good way of seeking out technical and operating information relating to relevant categories of plant. The questions only are available on cpcs.nocn.org.uk.

Official answers to questions are confidential and restricted to approved Accredited Centres and CPCS constantly review and update questions. They are not published by CPCS and would need to be researched by the candidate.

CPCS has no involvement with, and cannot confirm the accuracy of, answers to CPCS Theory Test questions that appear on auction-type website or other sources that advertise the answers to questions.

Many construction contractors, federations and organisations post plant-based best practice guidance or information documents on their websites, e.g. www.cpa.uk.net. Many machinery manufacturers and importer allow technical details and operators' manuals to be viewed and downloaded, and encyclopaedia-type websites such as Wikipedia can provide related specialist information.

Other sources of information include The Health and Safety Executive (www.hse.gov.uk) where information leaflets and reference documents such as Codes of Practice can be viewed and downloaded free of charge. Information relating to the driving of plant on the highway can be sourced from Government websites (www.direct.gov.uk/en/motoring). Alternatively, CPCS Accredited Centres can provide training or programmes that focus on the topic areas covered by the questions.

CPCS STANDARD PRACTICAL TEST

What is the requirement for the CPCS Practical Test?

The CPCS Practical Test is part of the CPCS Technical Test. It has been set by CPCS to test the operating ability of individuals through a series of practical activities based on core operating skills.

There is a CPCS Practical Test for each category including endorsement, but this must be specified, and the test taken on the appropriate piece of plant. The CPCS Practical Test achievement will be given at the level of the endorsement.

Individuals attending the Practical Test will be required to provide proof of identity using documentation that includes a photograph and signature, the CPCS Accredited Centre will provide the criteria to be met.

The CPCS Theory Test must be passed before a CPCS Practical Test is taken (with the exception of A61 Appointed Person). The CPCS Theory Test is valid for six months from the date of achievement for the purpose of progression onto the CPCS Practical Test. This applies to those taking the Standard Theory Test for an Operator Card. The rules are different if taking the Advanced Theory Test. Please refer to the Scheme Booklet for Trainers and Testers for this information.

The CPCS Practical Test is delivered through a CPCS Accredited Centre.

The CPCS Practical Test is delivered in a one-on-one session with a CPCS Tester.
CPCS quality assures the delivery of the CPCS Practical Test. A test may be:

- Attended by NOCN Group Personnel who will observe the delivery of the test. Or
- Also, may be attended by the Accredited Centres Internal Quality Assurance (IQA),
- Videoed at the request of CPCS or the Centre. If either have requested that the test is videoed the individual must allow this to take place, or the achievement will not be deemed as valid for a card application.

Note: *Individuals (excluding CPCS Testers and NOCN Group Personnel and CPCS Accredited Centre Internal Quality Assurance) are not permitted to take into the test area any books, laptops, audio players, cameras, or videoing devices with or without internet or data storage capabilities.*

The CPCS Practical test has a specified time limit to ensure that an operator has sufficient work skills to be productive in current and future employment. The time limits have been set at a level that allows even newly

Trained Operators to prove a sufficient measure of productivity when mapped against industry timescales. Test Times can be viewed by accessing the CPCS Practical Test Specifications at cpcs.nocn.org.uk.

The individual will be given a copy of the Grading and Sign-off Sheet completed by the Tester with feedback on their performance by the Accredited Centre after the test has been undertaken, the candidate may also add their own comments to give feedback to the Accredited Centre.

On achievement of the CPCS Practical Test, the CPCS Accredited Centre will issue the candidate a Letter of Achievement: this can act as temporary certification for 90 days enabling the individual to gain entry onto a site whilst the application is being processed and will request the CPCS Card electronically.

There is no limit to the number of times that an individual can take the CPCS Practical Test.

The CPCS Practical Test is valid for two years from date of achievement for the purpose of CPCS Card applications.

How can I get it?

The CPCS Practical Test is delivered through the CPCS Accredited Centres by CPCS Testers registered to the Centre.

You may contact a CPCS Accredited centre via testcentre-search.nocn.org.

How much does it cost?

There is no maximum charge that the Approved CPCS Accredited Centre can apply for delivery of the CPCS Practical Test which could be found on cpcs.nocn.org.uk. It is recommended that a number of CPCS Accredited Centres are contacted to obtain a competitive price.

There may be CITB Grant available to support the CPCS Practical Test. Please visit the CITB website on www.citb.co.uk/levy-grant-and-funding/grants-and-funding or call 0344 994 4455.

What do I need to do first?

You must pass the CPCS Theory Test for the category before you attempt the CPCS Practical test (with the exception of A61 Appointed Person). The CPCS Theory Test is valid for six months from the date of achievement for the purpose of progression onto the CPCS Practical Test.

What do I need to do next?

On achieving the CPCS Practical Test the Accredited Centre can apply for the CPCS Operator Card. The cost of the application is included within the CPCS Technical Test fees. You should then start work towards the relevant VQ (if not already achieved).

VQ

What is the requirement for VQ?

CPCS requires an individual to prove operating competence through the achievement of relevant VQ units.

If the CPCS category is offered as or within a unit within an appropriate VQ qualification, then the appropriate units (or endorsement) will be acceptable to CPCS for the award of a Competent Operator Card.

CPCS does not require specific achievement of VQ Units (or endorsement) for each category of plant. VQ units need only be achieved once for a family categories unless the category has been identified as appropriate to be separated out for full VQ unit completion based on its specialist nature.

- For specialist categories, the VQ units must be undertaken on each category for the award of that category on the Competent Operator Card
- For non-specialist, the VQ units need only be undertaken on any of the categories that fall within the family group for the category that they wish to be awarded on the Competent Operator Card.

  Example 1, an individual wishing to apply for a CPCS Competent Operator Card for a Crawler Crane need only hold the units applicable to any other type of crane within that group.

  Example 2, if an individual holds a VQ for a 360° excavator above 10 tonnes unit and they achieve on the CPCS Technical Test for a 180° excavator above 5 tonnes, they are automatically awarded a Competent Operator Card bearing the 180° excavator.

Please see VQ Units and Category Groupings on cpcs.nocn.org.uk for further information.

CPCS will require confirmation of achievement of the relevant VQ Units or accepted alternative attaching a copy of the evidence to the card application. This will enable a Competent Operator Card to be issued.

- Please do not send original certificates as they cannot be returned.
- If a copy of the evidence is not attached, a Competent Operator Card will be not be issued.

For further information on VQs as a qualification, refer to cpcs.nocn.org.uk.

How can I get it?

Please contact a CPCS Accredited Centre which will either be able to:

- Deliver the VQ directly (as an approved centre), or
- Arrange for the individual to attend an approved centre that they have an arrangement with.

You may contact a CPCS Accredited Centre via testcentre-search.nocn.org/

However, if an individual should wisht to contact a local or known VQ approved centre directly, they can.

How much does it cost?

There is no set fee for a VQ; this will have to be determined with the chosen provider.

What do I need to do first?

There are no qualifications required by CPCS or Awarding Bodies prior to registering for a VQ.

What do I need to do next?

If you have not already done so, you must pass the remaining core elements to be eligible for a card. These are: NOCN Health Safety and Environment or CITB Health, Safety and Environment Test, CPCS Theory Test, and CPCS Practical Test.

CPCS LOGBOOK

What is the role of the CPCS Logbook?

The role of the Logbook is to record life-long learning and evidence towards the renewal of a Competent Operator Card.

The use of the Logbook is the cheapest option to use for renewing a Competent Operator Card; however, it is only one route to providing on-going operating experience at the point of renewal. An individual can meet the renewal criteria for their Competent Operator Card by demonstrating their on-going operating experience in the completion of either a CPCS On-Site Assessment or a CPCS Practical Test.

CPCS recommends that the Logbook is used to keep a record of all operating activities, testing, training and employment that the individual undertakes.

CPCS introduced several styles of Logbook and all styles of the CPCS Logbook are acceptable for the purposes of renewal.

The current Logbook is divided into three sections with sections one and three providing records for different aspects of the individual's career to be logged and endorsed:

- Section 1: Operating Experience Record endorsed by a Supervisor
- Section 2: Further Information
- Section 3: Employment Record endorsed by Employer.

If an individual does use the Logbook to prove on-going operating experience at the point of renewal, the following five steps must be followed:

1) **Personalisation:** Attach a photograph to the front cover and add your name to personalise the Logbook. Further Information should be captured on the second page: CPCS Card Number, card expiry date and signature.
2) **Record:** Start recording all work undertaken in the Operating Experience Record (Section 1) on receipt of the Logbook. It is recommended that entries are made regularly, depending on operating circumstances. However, some operators (for example, those employed within the plant-hire sector) may make more frequent recordings than others because of recurring changes in machine use, work

location, job task, etc. Those using the same machine in the same environment and undertaking the same type of work can record single entries over an extended period.
Record hours (Hours) against a category and endorsement where applicable and capture the cumulative hours (total to date) completed to help track progress against the minimum hours per category requirement, using the tabs to separate the operating record into category/endorsement-specific sections to make this process easier.

3) **Endorsement:** Each entry must be endorsed by someone who can confirm the individual's operating experience on that machine or equipment. The Endorser must map the individual's operating experience against the Endorsement Declaration shown in the CPCS Logbook and provide full contact details.
4) **Minimum Hours:** To use a Logbook for renewal, it must hold a record of a minimum of 300 hours pro rata for each category.
    - **Adding Categories:** If a category has been added one year into the five-year card, only 4/5 of the 300 hours (or 240 hours) must be recorded by the time of renewal (300 hours over five years equates to five hours a month).
    - **Multiple Endorsements:** If an individual holds multiple endorsements for one category, a minimum of 30 hours (or 10% of the pro-rata figure for categories added during the card life) must be recorded for each endorsement by the time of renewal.
    - **Single Endorsement:** If an individual holds a category where there are other endorsements available but are not listed on the card i.e. a senior endorsement:
        - Example 1: Dump Truck – Articulated Chassis – All sizes (A56B) a minimum of 300 hours must be recorded for that specific endorsement i.e. on a Dump Truck – Articulated Chassis of any size.
        - Example 2: Dump Truck – Articulated Chassis – Up to 15 tonnes (A56A) a minimum of 300 hours must be recorded for that specific endorsement i.e., on a Dump Truck – Articulated Chassis up to 15 tonnes.

      The ruling as in multiple endorsements would not apply in these instances where single endorsements held.

5) **Employer Operating Endorsement:** Have the Logbook endorsed at the point of renewal application:
    - The Employer will ask to review the Logbook prior to completing the Independent Declaration section of the Application From to renew a Competent Operator Card (F1/3).

Note: *CPCS do not require copies of Logbooks unless they have been requested. CPCS cannot guarantee return of any Logbooks.*

The completed Logbook should be stored for safe keeping, as it may be needed for auditing purposes. Logbooks can be called for audit at any time.

NOCN Group Quality Assurance Personnel carries out audits on Logbooks in order to assist cardholders and employers to ensure they meet renewal requirements. Audits are random, if a request is made to audit a cardholders Logbook, the card will not be renewed until the Logbook has been quality assured (this process can take up to 28 days).

How can I get it?

A free Digital Logbook available via the NOCN HUB, alternatively Logbook can be downloaded from the CPCS Website https://cpcs.nocn.org.uk/.

How much does it cost?

The Logbook is free of charge.

What do I need to do first?

There is no need to have completed any other elements before starting to use a Logbook, as one can be purchased at any time.

What do I need to do next?

Start recording operating experiences and employment details in the Logbook.

ON-SITE ASSESSMENT

What is the requirement for On-Site Assessments?

The CPCS On-Site Assessment is a practical assessment of operating ability carried out in the workplace. It can act as an alternative to the Standard Practical Test or Logbook when renewing the CPCS Competent Operator Card.

There is a CPCS On-Site Assessment for each category. For categories with endorsements, the endorsement must be specified, and the assessment taken on the appropriate endorsement. However, the On-Site Assessment taken on one endorsement can be used to renew all endorsements for a category.

Individuals attending the On-Site Assessment (OSA) will be required to provide proof of identity using documentation that includes a photograph and signature, the CPCS Accredited Centre will provide the criteria to be met.

The On-Site Assessment can be carried out during the individual's normal work activities in their work environment, or at a suitable location that ensures the activities can be completed (this may be at a CPCS Test Site).

The CPCS On-Site Assessment is delivered through a CPCS Accredited Centre.

The CPCS On-Site Assessment is delivered in a one-on-one session with a CPCS Tester.

CPCS quality assure the delivery of CPCS On-Site Assessments. An assessment may be:

- Attended by NOCN Group personnel who will observe the delivery of the assessment, or
- Also may be attended by the Accredited Centre Internal Quality Assurance (IQA)
- Video recorded at the request of CPCS or the centre. If either have requested that the assessment is video recorded, the individual must allow this to take place, or the achievement will not be deemed as valid for a renewal application.

The individual will be given a copy of the Assessment Sheet completed by the CPCS Tester with feedback on their performance.

There is no limit to the number of times that an individual can take a CPCS On-Site Assessment.

Appointed Person (A61), Crane/Lifting Operating Supervisor (A62) and Plant Driving (A68) do not have a category-specific On-Site Assessment. There is, however, a Competence Renewal Assessment that requires a detailed endorsement of the individual's operating ability in the role. The Competence Renewal Assessment can be completed by an Employer without needing to contact a CPCS Accredited Centre.

How can I get it?

Please contact a CPCS Accredited Centre using the list of approved CPCS Accredited Centres that is available on the NOCN Group website testcentre-search.nocn.org/.

How much does it cost?

There is no set charge for arrangement and delivery of the On-Site Assessment; this will have to be determined with the chosen CPCS Accredited Centre.

It is recommended that a number of CPCS Accredited Centres are contacted to obtain a competitive price.

What do I need to do first?

Hold a Competent Operator Card that requires renewal (no earlier than 3 months before expiry).

What do I need to do next?

On passing the CPCS On-Site Assessment an individual may apply to renew their Competent Operator Card.

CPCS RENEWAL CPD

What is CPD?

CPD stands for Continuous Professional Development. This is made up of e-learning modules that are split into topics which are centrered around the categories endorsed by CPCS. This is to promote continual individual learning benefiting the card holder and employer.

What is the requirement for the CPCS Renewal CPD

The e-learning modules are part of CPCS requirements for individuals applying to renew a CPCS Competent Operator Card.

The e-learning modules are designed to give the individual safety and environmental specific knowledge and understanding related to categories held on Competent Operator Cards without the need to take a test.

Which CPD Modules are required?

To determine which Renewal CPD Modules are required, please visit the Renewal CPD Tool https://rtt.nocn.org/.

Select which categories you wish to renew on your Competent Operator card, and the Renewal CPD Tool will display the CPD Modules required for your renewal.

How to book the CPD?

The e-learning modules are booked via the NOCN Hub. The Renewal CPD Tool will indicate which CPCS Renewal CPD module needs to be completed before booking.

How much does it cost?

The cost of the Renewal CPD, for up to five modules, is £30. The cost is determined by NOCN Group and is subject to change. This cost also covers the cost of the Competent Operator card.

Third-Party Booking Agents may charge an additional administrative fee.

What do I need to do next?

If you have not already done so, you must pass the remaining core elements to be eligible. These are:

- NOCN Health, Safety and Environment Test or CITB Health, Safety and Environment Test at the appropriate level.
- Practical operating ability through a choice of routes. i.e. Logbook or On-Site Assessment or Practical Test.
- Completed the F1/3 renewal application on our website or via the NOCN Hub.

CPCS COMPETENCE INTERVIEW

What is the requirement for a CPCS Competence Interview?

The CPCS Competence Interview was introduced on 01 January 2020. The interview is part of CPCS requirements for individuals applying to renew their CPCS Competent Operator card via Industry Accreditation (Grandfather Rights) who gained their CPCS Competent Operator Card without a relevant VQ achievement. For further information please refer to document CPCS Competence Interview Candidate Guidance at cpcs.nocn.org.uk.

The CPCS Competence Interview will be mandated as a part of the renewal process from the 30th June 2024.

The interview is designed to capture up-to-date, safety specific knowledge and understanding relating to categories held on a Competent Operator Card that has not previously been demonstrated through the achievement of a VQ. An individual will be required to answer questions that cover the following areas:

- **Effective Communication:** Oral, written, listening, body language, presentation
- **Teamwork:** Work effectively with others with limited supervision
- **Independent Working:** Take responsibility of your own work
- **Logical Thinking:** Use clean and valid reasoning when making decisions to undertake work instructions
- **Work Effectively:** Undertake the work in a reliable and productive manner
- **Time Management:** Use own time effectively to complete the work instructions to schedule
- **Adaptability:** Be able to adjust to changes to work instructions
- **Assertiveness and Confidence:** Able to resist pressures to work following unsafe practices
- **Respect:** Apply equality, diversity and inclusion in dealing with others.

How can I get it?

You will receive guidance specific to your circumstances when you next renew your card. This guidance will be printed on the letter that your card arrives on. Please keep hold of this letter.

Please contact a CPCS Accredited Centre using the list of approved CPCS Accredited Centres that is available on the CPCS website or by contacting the CPCS Helpdesk – cpcs@nocn.org.uk.

A Health, Safety and Environment Test is not required to take the CPCS Competence Interview.

How much does it cost?

There is a maximum charge of £160 this cost covers the Competence Interview and covers the cost of the Competent Operator Card.

What do I need to do first?

Hold a Competent Operator Card that requires renewal, but no VQ previously held.

Note: *If you hold evidence of a previous VQ containing the units listed in example below, a Competence Interview would not be required.*

Example VQ titles required:

- Conforming to General Health, Safety and Welfare in the Workplace
- Conforming to Productive Working Practices in the Workplace.

What do I need to do next?

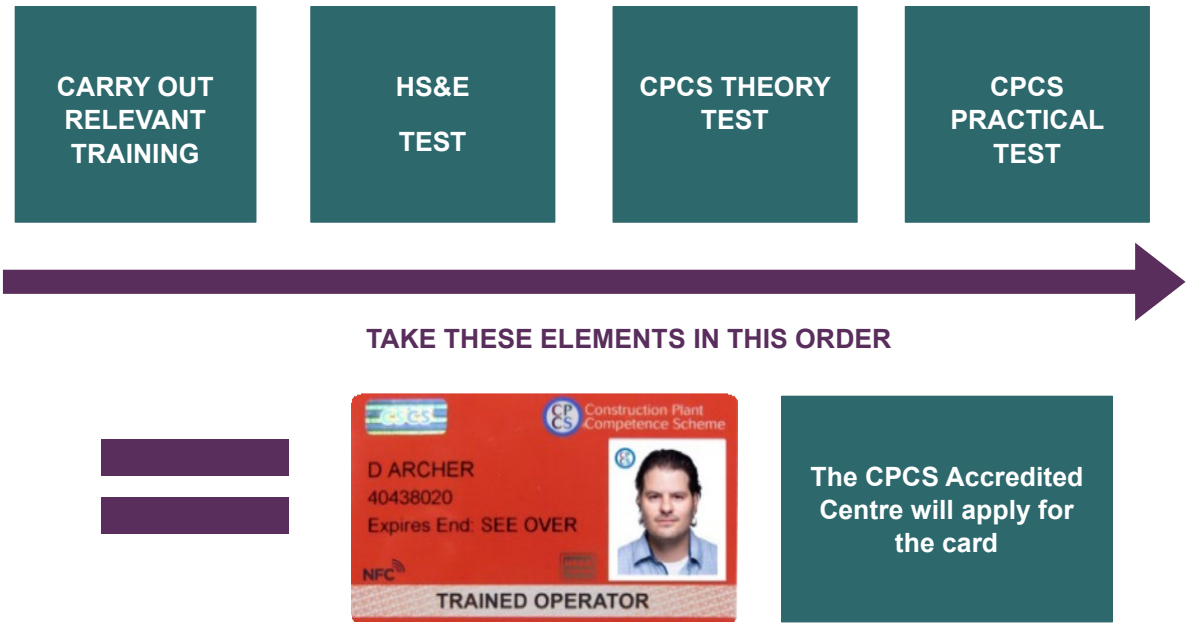
On achieving the CPCS Competence Interview an individual may apply to fully renew their Competent Operator Card.

B

CARDS

- Trained Operator Card
- Competent Operator Card
- Demolition (D90) Transition from Excavation (A59)
- Procedure for Transferring from MPQC to CPCS – Partner card scheme
- Ownership of Cards
- Replacement Cards
- Fraudulent Cards

TRAINED OPERATOR CARD



What does the card represent?

1. The Trained Operator Card tells you the observer that the card holder has demonstrated a level of:
   - Health and Safety awareness through either the NOCN Health, Safety and Environment Test or CITB Health, Safety and Environment Test
   - Underpinning of core knowledge and understanding through the CPCS Theory Test, and
   - Operating ability through the CPCS Practical Test measured against the National Standard.
2. A newly trained operator with a Trained Operator Card will still require full and close supervision until deemed sufficiently experienced to operate unsupervised. During the period of supervision, the employer should provide a comprehensive assessment and mentoring programme to manage an individual's performance against job-specific requirements and methods of work.
3. The holding of a category on a Trained Operator Card does not always signify that the individual is skilled on all types of machine within that category. Further familiarisation training on each specific type of machine that they are asked to operate in the working environment must be undertaken and the individual supervised until the employer is satisfied that the requisite skills are attained. Experienced and able operators may hold a Trained Operator Card whilst being measured against national standards through a VQ.

How long is the card valid for?

4. Each category on a Trained Operator Card has a two-year life from the achievement date of the CPCS Practical Test. The Trained Operator Card itself has no expiry date.

Note: *CPCS allows a 12-month period of grace after the card has expired for the holder to upgrade it to a Competent Operator Card.*

What are the options available for a cardholder to progress through the Scheme?

5. The Trained Operator Card is non-renewable, to ensure progression towards competence through achievement of the VQ.
6. CPCS acknowledges that some individuals are unable to progress, and the following additional routes are therefore available:
   - **12-Month VQ Extension:** If the individual holds a valid Trained Operator Card which is still within the 12-month grace period and is registered (or can get registered) for the VQ, then this is the best route to take
   - **Re-enter the Scheme:** If the individual holds an expired Trained Operator Card which is over the 12-month grace period the individual must complete the CPCS Technical Test and apply via the CPCS Accredited Centre
   - **Appeal:** If the individual holds an expired Trained Operator Card and has not been retested and has not been able to upgrade due to exceptional circumstances then this is the best route to take.

How do I apply for the card?

7. On achievement of the CPCS Practical Test, the CPCS Accredited Centre will request the Trained Operator Card electronically using the CPCS online system.
8. There is no need for additional payment as the cost of the application is included in the CPCS Technical Test fees.
9. The CPCS Accredited Centre must ensure that the Trained Operator Card is requested electronically within 2 full working days of the CPCS Practical Test completion.
10. The Trained Operator Card category start date will be the date that the CPCS Practical Test was passed, so if a delayed application is made the category will be backdated to the date of the CPCS Practical Test.

How can I add more categories and /or endorsements?

11. If you wish to update the card by adding further new categories, you are required to (in this order):
    - Pass the NOCN Health, Safety and Environment test or the CITB Health, Safety and Environment Test
    - Achieve the CPCS Theory Test (within two years of the Health, Safety and Environment Test)
    - Achieve the CPCS Practical Test (within six months of the CPCS Theory Test and within two years of the Health, Safety and Environment Test).
12. To update the card by adding further endorsements to existing categories, you are required to:
    - Pass the NOCN Health, Safety and Environment test or the CITB Health, Safety and Environment Test
    - Achieve the CPCS Practical Test (within two years of the Health, Safety and Environment Test.

Note: *You are not required to pass the Theory Test to add a further endorsement regardless of when the original card was issued*

How do I apply for a 12-month VQ Extension?

13. If your Trained Operator Card has expired and is within the 12 months grace period and you are registered onto the relevant VQ, you can apply for a 12-month extension.
14. The request can be made by contacting one of the following:
    - CPCS Helpline by emailing cpcs@nocn.org.uk
    - CPCS Helpline by calling 0300 999 1177 (sending a copy of the VQ registration to the email address first)
    - Your local CPCS Accredited Centre.
15. The fee is £30. This is a non-refundable fee for the services of processing the application.
16. CPCS will offer the extension for 12 months (from the date of payment receipt) to enable the VQ to be progressed through to achievement and for an application to upgrade to a Competent Operator Card to be made.

How do I apply to re-enter the Scheme?

17. If a category on a Trained Operator Card has expired for more than 12 months, the individual ceases to be a member of the Scheme.
18. To re-enter the Scheme, the individual will be required to re-rake both elements of the CPCS Technical Test (Theory & Practical), as well as holding a valid NOCN Health, Safety and Environment test or CITB Health, Safety and Environment Test.

19. CPCS will offer an additional 2-year Trained Operator card (from the date of Technical Test achievement) to enable a VQ to be completed and upgrade to a Competent Operator card to be applied for.

How do I appeal?

20. If there are exceptional circumstances as to why the Trained Operator Card was not upgraded, the Appeal process can be followed. Please send an email to cpcs@nocn.org.uk outlining the reasons for appeal and candidate details.

COMPETENT OPERATOR CARD

How do I apply to re-enter the Scheme?

21. The Competent Operator Card tells the observer that the holder has demonstrated a level of:
    - Health and Safety awareness through the NOCN Health, Safety and Environment Test or CITB Health, Safety and Environment Test
    - Underpinning of core skills, knowledge and understanding through the CPCS Theory Test, and
    - Operating ability through the CPCS Practical Test measured against the National Standard
    - Operating competence on the type of plant (evidenced by a VQ or employer confirmation of competence).
22. An individual who has proven operating ability on a category using a specific machine and/or equipment will still require familiarisation training specific to any other type of machine that they are asked to operate.

How long is the card valid for?

23. The Competent Operator Card has a five-year life. The start date of the card will be from the date that the application is received by CPCS Customer Service. Each category added onto a Competent Operator Card will have the expiry date of the card itself.
24. CPCS allows a Competent Operator Card to be renewed up to five years after the card has expired. The renewal application must be received within five years of the date of expiry of the Competent Operator Card.

MOVING FROM A TRAINED OPERATOR CARD TO A COMPETENT OPERATOR CARD

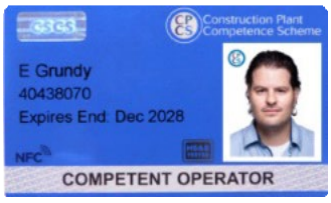
Hold a Trained Operator Card

(or has expired in the last 12 months)

+

Completed VQ

=



Apply via the CPCS Helpline or contact a CPCS Accredited Centre to apply for the card.

What are the requirements for this card?

25. An operator is required to:
    - Hold a valid Trained Operator Card within the 12-month grace period
    - Pass the NOCN Health, Safety and Environment test or CITB Health, Safety and Environment Test (within two years of the date of application receipt)
    - Achieve a VQ, with the appropriate units relevant to the category, with a copy being sent to cpcs@nocn.org.uk.

How do I apply for the card?

26. To apply for the Competent Operator Card, contact one of the following:
    - CPCS Helpdesk by emailing cpcs@nocn.org.uk to request a payment link

- CPCS Helpdesk by calling 0300 999 1177 to make a payment via credit or debit card after sending a copy of your VQ achievement to cpcs@nocn.org.uk
- CPCS Accredited Centre via Online Carding Without Application (CWA).

27. The fee is £30. This is a non-refundable fee for the services of processing the application.

28. If unable to email the VQ confirmation you can:

- Complete the CPCS Application Form F1/2. This can be downloaded from the CPCS website cpcs.nocn.org.uk - F1/2 Application to Upgrade to a Full CPCS Competent Operator Card; or
- Contact the CPCS Helpline on 0300 999 1177 (Option 1) who can post you a form at a cost of £2.50.

CPCS will require confirmation of achievement of the appropriate VQ with the relevant required units through attaching a copy of the evidence to the card application form. This will enable a Competent Operator Card to be issued. Please do not send originals as they cannot be returned.
The Independent Declaration on the F1/2 application regarding the applicant's identity must be completed by either:

- The VQ Assessor who awarded the qualification, with the VQ Centre's details completed, or
- An employer representative having appropriate line management responsibility.

29. If sending the application form, it must be returned to CPCS at the address indicated on the application form.

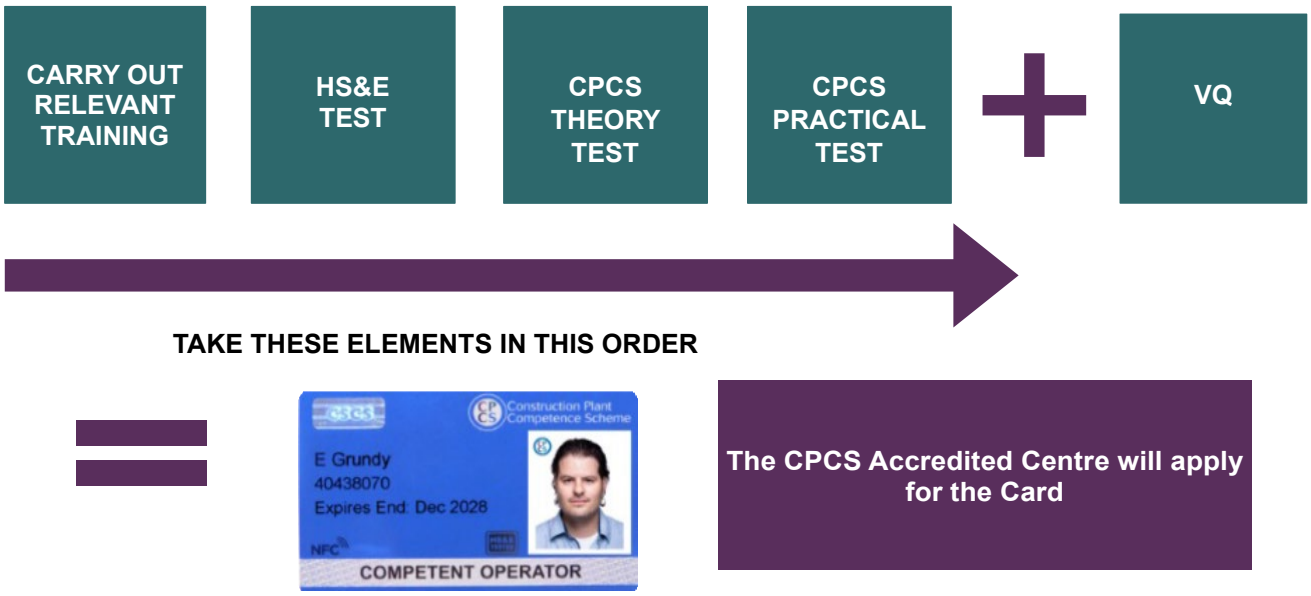
30. The Competent Operator Card will have a start date of the date of application receipt by NOCN Group.

How can I add more categories and/or endorsements?

31. If you wish to add categories or endorsements, these should be added to the existing Trained Operator Card through the process outlined in point 11 & 12 in the Trained Operator Card section.

***Note**: In some instances , where categories or endorsements are being added these may be eligible for Competent Operator Card dependent on whether the relevant VQ units have already been achieved.*

WORKING DIRECTLY TOWARDS A COMPETENT OPERATOR CARD



What are the requirements for this card?

32. An operator is required to:

- Obtain confirmation of achievement of the appropriate VQ with the relevant required units to the category being applied for and take a copy of the VQ certificate to the CPCS Practical Test
- Pass the NOCN Health, Safety and Environment Test and the CITB Health, Safety and Environment Test
- Achieve the CPCS Theory Test (within two years of the Heath, Safety and Environment Test)
- Achieve the CPCS Practical Test (within six months of the date of the CPCS Theory Test and within two years of the Health, Safety and Environment Test).

How do I apply for the card?

33. Your Accredited centre will apply for the card once the relevant Technical Tests have been achieved via Online Carding Without Application (CWA).

34. CPCS will require confirmation of achievement of the appropriate VQ relevant required units through attaching a copy of the evidence to the Online CWA. This will enable a Competent Operator Card to be issued. Please do not send originals in the post as they cannot be returned. If a copy of the evidence is not attached, the CWA will be returned.

35. There is no need to attach payment as the cost of the application is included in the CPCS Technical Test fees. The CPCS Accredited Centre must ensure Online CWAs are received within two full working days of the CPCS Practical Test completion.

36. The Competent Operator Card start date will be the date that the CPCS Practical Test was passed. If applying to add a further category or endorsement to an existing card, then the start date of the category will be the date that the application is received by NOCN Group Customer Operations. It will expire at the same time as the card itself.

How can I add more categories and/or endorsements?

37. If you wish to add categories or endorsements, and you hold the relevant VQ units for the category, these should be added to the existing Competent Operator Card through the process outlined in Working directly towards a Competent Operator Card. You should take a copy of the VQ certificate to the CPCS Practical Test.

What are the options available for a cardholder to progress through the Scheme?

38. The Competent Operator Card is renewable. When the card expires, the holder can apply to renew their card if they meet the Scheme requirements.

39. CPCS acknowledges that some individuals are unable to progress, and the following additional routes are therefore available:

- **Re-enter the Scheme:** If a Competent Operator Card is beyond five-year grace period of the expiry date the candidate will be required to re-enter the scheme.

RENEWING A COMPETENT OPERATOR CARD

HOLD A COMPETENT OPERATOR CARD

(due to expire within 3 months or expired within 5 years)

+

HS&E TEST

CPCS RENEWAL CPD MODULE

ONGOING PRACTICAL ABILITY:

- **Logbook**
- **Practical Test**

OR

- **On-Site Assessment (OSA)**

=

Competent Operator Card Valid for a further 5 years.
Complete Renewal application or contact CPCS Accredited Centre to apply.

What are the requirements for renewing this card?

40. An Operator is required to:

- Hold a valid Competent Operator Card that is due to expire or expired within the five-year grace period
- Pass the NOCN Health Safety and Environment test or CITB Health, Safety and Environment Test (within two years of the date of application receipt)
- Complete the relevant CPCS Renewal CPD or a CPCS Renewal Test taken within the last 2 years of application
- Demonstrate on-going practical operating experience through a choice of routes:

- Logbook
- On-Site Assessment
- CPCS Practical Test
- VQ (if achieved within the past 2 years).

41. If at least one category on a card is renewed, then categories not applied for at the time of renewal may be 'banked' and can be claimed at a later date. However, this must be within the five-year lifespan of the renewed Competent Operator Card that is issued providing the requirements as set out in renewing a Competent Operator Card is met at the time of application. Banked categories cannot be carried forward and banked onto a subsequent card; normal entry requirements will then be applied.
    Where VQ units relevant to a category being renewed have been achieved within the previous two years of the renewal date, the logbook or On-Site Assessment does not need to be undertaken in order to renew that category. In this instance, the VQ groupings does not apply.

How do I apply to renew the card?

42. You will need to complete the online CPCS Renewal Application form or the paper version of the renewal application form F1/3. This can be accessed via cpcs.nocn.org.uk or contact the CPCS Helpline on 0300 999 1177 (Option 1).
43. CPCS Application form F1/3 will need to have an independent declaration by:
    - **Logbook route, Competence Renewal Assessment or VQ:** the Individual's Employer, or
    - **Practical Test or On-Site Assessment:** The CPCS Tester who delivered the test.
44. The NOCN Health Safety and Environment test or CITB Health, Safety and Environment Test must have been passed within two years of the date of application receipt.
45. The CPCS Renewal CPD will need to be completed for each category grouping as identified by the Renewal Test Tool. The Renewal CPD module must be completed within two years of the date of application receipt.
46. The application form should be returned to CPCS using the address on the back of the application form or to CPCS@nocn.org.uk.
47. The Competent Operator card start date will be the date from the expiry date of the previous Competent Operator Card. If a delayed application is made, the card will be backdated to start from the expiry date of the previous Competent Operator Card.
48. Please also refer to section Renewing a Competent Operator Card via Industry Accreditation as there are additional requirements for individuals that originally gained their card via Industry Accreditation.

How can I add more categories and/or endorsements?

49. If you wish to update the card by adding further new categories, you are required to (in this order):
    - Pass the NOCN Health, Safety and Environment test or CITB Health, Safety and Environment Test
    - Achieve the CPCS Theory Test (within two years of the Health, Safety and Environment Test)
    - Achieve the CPCS Practical Test (within six months of the CPCS Theory Test and within two years of the Health, Safety and Environment Test)
    - Hold the relevant VQ.
50. To update the card by adding further endorsements to existing categories, you are required to:
    - Pass the NOCN Health, Safety and Environment test or CITB Health, Safety and Environment Test
    - Achieve the CPCS Practical Test (within two years of the CITB Health, Safety and Environment Test).

How do I re-instate a banked category?

51. An operator is required to (within the five-year lifespan): - renewal requirements
    - Demonstrate on-going practical operating experience through a choice of routes:
        - Logbook
        - On-Site Assessment
        - CPCS Practical Test
        - Competence Renewal Assessment
    - Complete the relevant CPCS Renewal CPD or CPCS Renewal Test taken within the last 2 years of application.
52. You will need to complete the online CPCS Renewal Application form or the paper version of the renewal application form F1/3. This can be accessed through a CPCS Accredited Centre or via www.cpcs.nocn.org.uk. Alternatively contact the CPCS Helpline on 0300 999 1177 (Option 1) who can post you a form at a cost of £2.50.
53. Where VQ units relevant to a category being renewed have been achieved within the previous two years of the renewal date, the logbook or On-Site Assessment does not need to be undertaken in order to renew that category. In this instance, the NVQ and SVQ groupings does not apply. Please note that for this concession, the grouping of categories for NVQ and SVQ purposes does not apply.
54. CPCS Application form F1/3 will need to have an independent declaration by:

- **Logbook route, Competence Renewal Assessment or NVQ/SVQ:** The Individual's Employer, or
- **Practical Test or On-Site Assessment:** The CPCS Tester who delivered the test.

55. The paper application form should be returned to CPCS using the address on the back of the application form or to CPCS@nocn.org.uk.

How do I apply to re-enter the scheme?

56. If the Competent Operator Card has been expired for more than five years, the individual ceases to be a member of the Scheme. To re-enter the Scheme, the individual will need to (in any order):

- Pass the NOCN Health, Safety and Environment test or CITB Health, Safety and Environment Test (within two years of the date of application receipt)
- Pass the CPCS Theory Test (within two years of the date of application receipt)
- Pass the CPCS Practical Test (within two years of the date of application receipt)
- Hold the relevant VQ (if not held a Trained Operator Card will be issued).

INDUSTRY ACCREDITATION COMPETENT OPERATOR CARD

57. The requirement for this been set by the Construction Leadership Council (CLC) who have stated that the minimum standard for skilled operators is a Level 2 Vocational Qualification (VQ) relevant to their occupation. You can find the CLC requirements to industry online at www.constructionleadershipcouncil.co.uk - CLC decision on card schemes.

58. CPCS is required to phase out Competent Operator cards gained via Industry Accreditation (sometimes also referred to as Grandfather Rights) from 1 January 2020, and any cards issued through this route will be completely removed from the Scheme by 31 December 2024.

59. Industry Accreditation previously allowed workers to obtain a CPCS Competent Operator Card based on knowledge and demonstration of practical ability rather than the achievement of a recognised qualification.

60. This route was closed to new card applicants in 2003 when a minimum of a Level 2 (VQ) relevant to the categories held was required, but those already holding a Competent Operator Card were still able to renew under the old rules.

What are the requirements for renewing this card gained via Industry Accreditation?

61. An operator is required to:

- Hold a valid Competent Operator Card that is due to expire or expired within the five-year grace period
- Pass the NOCN Health Safety and Environment test or CITB Health, Safety and Environment Test (within two years of the date of application receipt)
- Complete the relevant CPCS Renewal CPD or a CPCS Renewal Test taken within the last 2 years of application
- Demonstrate on-going practical operating experience through a choice of routes:
  - Logbook
  - On-Site Assessments
  - CPCS Practical Test.

62. If a previous Plant or Construction related VQ containing the units listed in example below have been achieved, then this needs to be sent to the CPCS Helpline to validate and add to the individuals record so a top up your card with original expiry date can be issued.
Example VQ titles required:

- Conforming to General Health, Safety and Welfare in the Workplace
- Conforming to Productive Working Practices in the Workplace.

63. If a Plant or Construction related VQ hasn't been achieved with the example titles, a top up card will be issued once a CPCS Competence Interview has been completed for £10. Send a copy of the VQ to CPCS@nocn.org.uk with candidate details and the helpline will send a payment request via email.

How do I get the Competence Interview?

64. Contact your local CPCS Accredited Centre which you can find on our website www.cpcs.nocn.org.uk. All accredited centres are able to offer the Competence Interview and they do not have to offer training or testing on the categories held on the CPCS card.

65. The maximum fee that can be charged by the CPCS Accredited Centre is £160.

How do I apply for the card?

66. Once you have achieved your Competence Interview, contact the CPCS Helpline on CPCS@nocn.org.uk who will renew your competent operator card to its original expiry date. The cost of the Competence Interview will include a new smart card that will be sent out to you at an address you provide.

Note: If you already hold a minimum of a Level 2 VQ there is no requirement to achieve the CPCS Competence Interview. Refer to Renewing a Competent Operator Card.

DEMOLITION (D90) TRANSITION FROM EXCAVATION (A59)

WHICH CARD CAN BE APPLIED FOR?

Holds A59 Excavator 360° above 10 tonnes endorsement A Tracked or B Wheeled

On a valid CPCS Operator Card

Does the operator have the SPECIFIC Demolition VQ?

Apply via the CPCS Helpline

Any Training Required

Health, Safety & Environment Test

CPCS Theory Test for Demolition D90

CPCS Practical Test for Demolition D90

To progress to the Competent Operator card status. Individuals will need to achieve the full relevant **SPECIFIC VQ**

VQ Specific to Demolition Category/ies

Note: *Where the A59C Lifting operations is held, D90F will be transitioned on to relevant card*

67. Demolition Transition - D90A Materials Processing and D90C up to 15 metres: Individuals already holding A59 Excavator 360° above 10 tonnes endorsement A Tracked or B Wheeled, are able to apply for a Demolition Transition whereby the Demolition VQ is required in order to hold the Demolition category/ies.
Note: *D90D up to 30 metres and D90E all heights: No transition route. Normal scheme rules apply.*

68. An A59 Competent Operator card holder working in demolition who holds the VQ in Plant Operations and who wants to get D90 Demolition Plant added, would be required to undertake the specific VQ unit for the demolition category to obtain the D90 endorsements A and C.
Note: *If the individual holds a Competent Operator Card through the industry accreditation and does not have the VQ in Plant Operations they will still need to complete the full relevant VQ*

69. Individuals can apply for a Demolition Transition via the CPCS Helpline.

PROCEDURE FOR TRANSFERRING FROM MPQC TO CPCS PARTNER CARD SCHEME

70. All current MPQC cardholders can transfer their MPQC categories onto either a CPCS Trained Operator Card or CPCS Competent Operator Card by following the steps below:
Note: *To transfer from MPQC to CPCS the MPQC card must have at least 6 months life on it (before it expires) to transfer to CPCS*

Option 1:

Hold a valid MPQC card

(with more than 6 months left on it providing a copy of the front and back)

+

HS&E TEST

VQ Specific

=

Complete MPQC Transfer to Competent Operator Card (F1/9)

71. For those MPQC cardholders who hold a relevant* VQ for the items of plant on their card:
    - Pass the NOCN Health Safety and Environment test or CITB Health, Safety and Environment Test (within two years of the date of application receipt)
    - Complete in full the Application for Transfer of a MPQC Card to a full CPCS Competent Operator Card (F1/9) and submit to the address shown on the application along with the following:
        - Copy of the front and back of their MPQC Operator Card, and
        - Copy of their VQ certificate (including the unit breakdown which must show the category of plant the VQ was achieved in), and
        - Copy of the Health, Safety and Environment Test pass letter, and
        - Payment by Credit/Debit card can be made in advance by phoning the CPCS Helpline on 0300 999 1177 (Option 1).
72. CPCS Competent Operator Card issued.

Option 2:

Hold a Valid MPQC Card

(with more than 6 months left on it providing a copy of the front and the back)

+

HS&E TEST

=

Complete MPQC Transfer to Trained Operator Card (F1/8)

73. For those MPQC cardholders without an VQ for items of plant on their card:
    - Pass the NOCN Health Safety and Environment test or CITB Health, Safety and Environment Test (within two years of the date of application receipt)
    - Complete in full the Application for Transfer of a MPQC Card to a CPCS Trained Operator Card (F1/8) and submit to the address shown on the application along with the following:
        - Copy of the front and back of their MPQC Operator Card, and
        - Copy of the Health, Safety and Environment Test pass letter, and
        - Payment by Credit/Debit card can be made in advance by phoning the CPCS Helpline on 0300 999 1177 (Option 1)
        - CPCS Trained Operator Card issued.
74. Once an applicant has transferred to CPCS they are required to meet the Scheme's requirements for upgrading a Trained Operator Card and/or renewing a Competent Operator Card.
75. For further information about the transfer of MPQC categories to a CPCS Card, please contact the CPCS Helpline on 0300 999 1177 (Option 1).
76. Incomplete applications will be returned.
77. Applicants will not be eligible to transfer any categories from MPQC to CPCS that they have previously held on a current or expired CPCS Trained Operator and/or Competent Operator Card.

**CPCS will determine the suitability of VQ Units for each requested category.*

OWNERSHIP OF CARDS

78. All CPCS Cards remain the property of CPCS. However, each card is issued to, and should be kept by, the named cardholder.
79. CPCS has the right to cancel a card at any point if the individual is found to have breached these Scheme rules, or otherwise brings the Scheme into disrepute.
80. Any CPCS Smart Card that has been cancelled/revoked will have the chip deactivated preventing validation of the card onsite.

REPLACEMENT CARDS

81. Individuals wishing to obtain a replacement card should contact the CPCS Helpline on CPCS@nocn.org.uk. The processing fee is determined by CPCS and is currently £30, although CPCS reserves the right to amend prices. Please access the website for up-to-date information cpcs.nocn.org.uk.

FRAUDULENT CARDS

82. CPCS offers the following advice to those who suspect a fraudulent CPCS Card:

- Retain the card from the individual, if possible
- Inform the local police providing the following information:
  - Images of the card
  - The card holders name and address
  - Details as to how the card was obtained.
- Inform CPCS including all evidence and the crime number given by the local police. This should be sent to the office either by post or by email to Product@nocn.org.uk
- Refuse the individual access to site, subject to company rules.

83. CPCS will fully support any prosecution with technical and factual evidence.

ELEMENTS OF THE SCHEME

- CPCS Accredited Centre
- CPCS Tester
- CPCS Trainer
- NOCN Quality Assurance Personnel
- CPCS Product Office
- CPCS Administration and Call Handling

CPCS ACCREDITED CENTRES

What is the role of the CPCS Accredited Centre?

84. A CPCS Accredited Centre is a place of operation which has been approved by NOCN Group for the purpose of providing a single point of contact to the operator and delivering a customer focused service to:

- Promote CPCS
- Assist with enquiries
- Deliver CPCS Technical Test and administer the test information from notification through to result submission
- Arrange or deliver the NOCN or CITB Health, Safety and Environment Test
- Arrange or deliver VQs in relevant occupations to obtain the CPCS Competent Operator Card
- Support CPCS Card applications
- Support Grant application to CITB
- Arrange or deliver any other further services required by CPCS.

85. A CPCS Accredited centre will have a CPCS Test site with welfare facilities, a CPCS Theory Area and a CPCS Practical Area which meet the specifications for the CPCS Technical Test.

86. A list of approved CPCS Accredited Centres is available on the CPCS Website under https://testcentre-search.nocn.org/.

87. Detailed information on becoming a CPCS Accredited Centre is contained within the CPCS Scheme Booklet for Accredited Centres and can be downloaded from cpcs.nocn.org.uk. Organisations wishing to pursue becoming a CPCS Accredited centre should visit the website for information on how to apply.

CPCS TESTER

What is the role of a CPCS Tester?

88. A CPCS Tester is required to assess an individual's performance against the CPCS Technical Test criteria.

89. A CPCS Tester must be up-to-date with the latest CPCS requirements such as the CPCS Training Syllabi, CPCS Approved Code of Delivery (ACoD) and CPCS Practical Test Specifications.

90. A CPCS Tester is an individual who has met the CPCS Scheme requirements to become a CPCS Tester, and has been issued with a CPCS Tester Card, and therefore has proven technical operating skill and testing ability.

91. A CPCS Tester must work within an approved CPCS Accredited Centre to supervise, deliver and provide written feedback on:

- CPCS Theory Tests in a classroom environment using verbal questioning techniques in a one-on-one situation with the operator
- CPCS Practical Tests in a practical test environment
- CPCS On-Site Assessments in a live work environment or a suitable location that ensures the activities can be completed.

92. The CPCS Tester will only be able to operate as a Tester within the remit of the CPCS Centre(s) to which they are registered. The CPCS Tester may choose to operate through one or more CPCS Centres.

93. Details information on becoming a CPCS Tester is contained within the CPCS Scheme Booklet for Trainers and Tester and can be downloaded from cpcs.nocn.org.uk. Queries about becoming a CPCS Tester can be sent to Product@nocn.org.uk.

CPCS TRAINER

94. A CPCS Trainer is required to assess an individual's experience (profiling) against the CPCS Training Standards to establish the required training needed by the trainee (novice or experienced operator) to adequately prepare the trainee to undertake the CPCS Technical Test (Theory and Practical). Ensuring the trainee has been provided with the skills and underpinning knowledge to the level expected by the Construction Industry of a holder of either a CPCS Trained or Competent Operator.

95. A CPCS Trainer must be up to date with the latest CPCS requirements such as the CPCS Standards Training Syllabi, CPCS Approved Code of Delivery (ACoD) and CPCS Practical Test Specifications.

96. A CPCS Trainer is an individual who has met the CPCS Scheme requirements to become a CPCS Trainer, and has been issued with a CPCS Trainer Card, and therefore has proven technical operating experience and the skills required to be able to pass on Skills and knowledge to learners.

97. A CPCS Trainer must work within an approved CPCS Accredited Centre to supervise, deliver and provide written feedback on:

- CPCS Standards and Training syllabus in a classroom environment using appropriate and recognised teaching practices, not exceeding the accepted delegate to trainer ratios published in the CPCS Training Standards

- CPCS Standards and Training syllabus in an environment suitable for the purpose of delivering practical plant equipment training to novices. Using appropriate and recognised teaching practices, not exceeding the accepted delegate to trainer ratios published in the CPCS Training Standards.

98. The CPCS Trainers will only be able to operate as a Tester within the remit of the CPCS Centre(s) to which they are registered, or Approved Training Organisations registered with CPCS. The CPCS Trainer may choose to operate through one or more CPCS Centres.

99. Detailed information on becoming a Trainer is contained within the CPCS Scheme Booklet for Trainers and Testers which can be downloaded from cpcs.nocn.org.uk. Queries about becoming a CPCS trainer can be sent to Product@nocn.org.uk.

NOCN GROUP QUALITY ASSURANCE PERSONNEL

What is the role of NOCN Group Quality Assurance Personnel?

100. NOCN Group Quality Assurance Personnel are a group of individuals who are employed by NOCN Group for the purpose of carrying out quality assurance visits (this will include quality assurance of Technical Tests, On-Site Assessments and audits of centres and sites) to ensure that CPCS Accredited Centres comply with the Accredited Centre Agreement and Scheme Booklet for Accredited Centres.

101. NOCN Group Quality Assurance Personnel can carry out audits of CPCS Logbooks to ensure compliance with Scheme rules regarding the renewal of competent operator cards.

102. NOCN Group Quality Assurance Personnel provide advice and guidance on CPCS to customers, acting as a focal point on Scheme matters.

103. If an Individual has any concerns about the standard of testing, these should be passed on to a member of the NOCN Group Quality Assurance Personnel for investigation.

CPCS PRODUCT OFFICE

What is the role of CPCS Product Office?

104. The Product office are responsible for the development, delivery and quality of assurance of the CPCS Scheme based at NOCN Group, Innovation Way, Kings Lynn, Norfolk, PE30 5BY.

CPCS ADMINISTRATION AND CALL HANDLING

Who completes the CPCS administration and call handling?

105. The administration of CPCS application forms along with the handling of calls and managing the network of CPCS Accredited Centres is currently completed by CPCS Customer Operations NOCN Group, Innovation Way, Kings Lynn, Norfolk, PE30 5BY.

106. The timetable for producing a CPCS Competent Operator Card is normally 15 working days from receipt of the correctly and fully completed application.

107. The timetable for producing a CPCS Trained Operator Card is normally five working days from the electronic request.

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OTHER

- F1- Fair Processing Notice
- F2 – Appeals
- F3 – Grants
- Health and Safety Statement
- Card Overview

FAIR PROCESSING NOTICE

How will you handle my personal data?

108. NOCN Group operates CPCS.

109. 'Personal Data' is an individual's personal information including information obtained directly from an individual, or from third parties, or as a result of our relationship with the individual.

110. 'Personal Data' is an individual's personal information including information obtained directly from an individual, or from third parties, or as a result of our relationship with the individual.

111. Your data will be held securely and treated confidentially and will not be disclosed to external parties other than as required for the purposes described above, which may include sharing your information on a construction training register as well as with employers, awarding organisations or training providers.

112. For information explaining your legal rights and how NOCN Group uses your information, please view out Privacy Notice online at www.nocn.org.uk/privacy/.

113. If information about an applicant is provided by a third party, the third party providing such information must be able to provide evidence that they have the consent of the applicant to the processing of their personal data.

114. By signing the application form the applicant confirms acceptance to these terms and conditions including for the CPCS Accredited Centre to request a CPCS Trained Operator Card and/or direct to a CPCS Competent Operator Card electronically in accordance with the CPCS Terms & Conditions and in relation to the processing of my Personal Data throughout the assessment process which includes Technical Testing and On-Site Assessment.

APPEALS

How do I lodge an appeal?

115. If your appeal is against the outcome of a CPCS Technical Test or On-Site Assessments, please in the first instance contact the CPCS Accredited Centre where the CPCS Technical Test or On-Site Assessment was undertaken.

116. Any other CPCS Card appeals, or disputes should be submitted by email to CPCS@nocn.org.uk with three pieces of candidate information.

117. If the CPCS Team are unable to resole the appeal, it will then be referred to an Appeals Panel, appointed by the CPCS Employer Engagement Group, for a final decision.

GRANTS

Can I claim any grants to support the training and testing required to progress through the Scheme?

118. CITB Grants can be claimed by employers registered with CITB for employees who have completed training, achieved the CPCS Technical Test or achieved the VQ.

119. For full details on the grants available and the rules for application, please visit www.citb.co.uk/levy-grants-and-funding.

HEALTH AND SAFETY STATEMENT

120. CPCS considers that it has a duty to help reduce accidents and ill health in the construction industry. It aims to fulfil this duty by creating a greater understanding of health and safety matters in all its training syllabi and test requirements. The CPCS Technical Tests have been designed to offer an independent assessment of the training delivered to individuals to ensure that it is adequate. Safe systems and safe methods of work must form an integral part of all training and testing activities, providing a cornerstone on which to build health and safety awareness.

121. The Health and Safety at Work Act 1974 places a general duty on employers to ensure the health, safety and welfare of their employees. A similar obligation is placed on training and testing establishments to safeguard candidates. The Act requires employers to provide a safe working environment, safe access to and from the workplace, safe equipment and machinery. In addition, they must provide all employees and candidates with information, instruction, training and supervision, together with adequate facilities and arrangements for their welfare.

122. Legislation also places general duties on employees who must take reasonable care for health and safety of themselves and others who may be affected by their actions or omissions. Employees must co-operate with their employer in health and safety matters; and not interfere with, or misuse, anything provided under the various regulations in the interest of health and safety.

123. The correct and safe use of plant and equipment is of utmost importance. Employers and employees should never attempt to use an item of plant or equipment outside of its design purpose and must comply in full with manufacturer's instructions at all times. The general approach to using plant and equipment

should be to create a safe and productive environment, thereby reducing the risk of injury whilst maintaining production outputs.

124. Employers must ensure that supervisors responsible for overseeing the use of plant and equipment have received adequate training and are competent, thus providing a safe working environment. This will enable the employer to reduce the risk of accidents happening as a result of supervisors not understanding the limitations placed on plant and equipment.

125. To maintain a trained and competent workforce, the employer should regularly carry out risk assessments to identify the competence needs of their employees and determine the aims, objectives and extent of any training needed to meet competence requirements.

126. Additional requirements in health and safety and the use of plant and equipment are placed upon employers to regularly review the performance of employees. This could lead to refresher and familiarisation training resulting from a changing working environment, technical advancements, skill fade, issue of new equipment or attachments, and amendments to legislation.

127. The training and/or testing environment must provide close and continuous supervision of individuals. This is particularly important for young and inexperienced individuals who need to gain a better understanding of health and safety matters associated with construction plant/equipment and general building activities.

128. As well as general health and safety issues associated with plant and equipment, special attention should be given to working at heights and in confined spaces, manual handling, hazardous substances and the use of personal protective equipment (PPE). The need to follow all given instruction must be strongly emphasised.

CARD OVERVIEW

CARRY OUT RELEVANT TRAINING

HS&E TEST

CPCS THEORY TEST

CPCS PRACTICAL TEST

PLEASE TAKE THESE ELEMENTS IN THIS ORDER

TRAINED OPERATOR EXPIRED MORE THAN 12 MONTHS, RE-ENTER THE SCHEME

HOW DO I APPEAL?

If there are exceptional circumstance, please send an email to CPCS@nocn.org.uk outlining the reasons for appeal and candidate details

MOVING FROM TRAINED OPERATOR CARD TO A COMPETENT OPERATOR

WHICH CARD IS THE OPERATOR ELIGIBLE FOR?

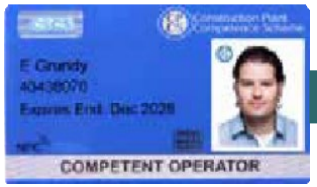
DOES THE INDIVIDUAL HAVE THE RELEVANT VQ?

NO

YES

TRAINED OPERATOR CARD VAILID FOR 2 YEARS.

Within 12 months of category expiry – Extension for 12 months once registered for a VQ.



COMPETENT OPERATOR CARD VALID FOR 5 YEARS

To apply for an upgrade, please contact CPCS Helpline/CPCS Accredited Centre

HOW DO I RENEW MY COMPETENT OPERATOR CARD?

RENEWING A COMPETENT OPERATOR CARD

HS&E TEST

CPCS RENEWAL CPD MODULE

ONGOING PRACTICAL ABILITY:

- **LOGBOOK**
- **PRACTICAL TEST**
  OR
- **ON-SITE ASSESSMENT (OSA)**

COMPLETE RENEWAL APPLICATION FORM

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CPCS SCHEME BOOKLET

For Operators

PART OF nocn GROUP

Construction Plant Competence Scheme

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T 0300 999 1177 **| E** nocn@nocn.org.uk **| W** www.nocn.org.uk
NOCN Company No. 03829217 | **NOCN Registered Charity No.** 1079785 | **VAT No.** GB 300 5656 39