

CPCS SCHEME BOOKLET

For Testers and Trainers





PART OF **nocn** GROUP

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Charity Number: GB-CHC-1182053



Contents.

i	Foreword
ii	Table of Releases
6	Part 1 - CPCS Tester
7	- Introduction
8	- A. Core Elements
16	- B. Tester Cards
24	Part 2 CPCS Trainer
25	- Introduction
26	- C. Core Elements
30	- D. Trainer Cards
35	- E. Elements of the Scheme
38	- F. Other

FOREWORD

CPCS is an Industry Scheme developed by Industry for the Industry. Delivered by NOCN Job Cards.

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 operates as a CSCS partner card scheme.

During 2019 the ownership of the scheme transferred from CITB to NOCN Job Cards who are a UK registered education charity committed to the ongoing success of the scheme established by CITB. NOCN Job Cards 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 to ensure that plant operatives become Competent Operators. Testing is delivered on a one-to-one basis by CPCS Testers working through a network of CPCS Accredited Centres across the UK and Eire with a great geographical presence. The test ensures robust assessment of an individual's underpinning knowledge and operating ability on entry to the Scheme following a period of training and enables CPCS to maintain and improve the quality. CPCS has a robust Quality Assurance Strategy ensuring that the delivery of products meet the standards outlined in the scheme requirements.

CPCS is a progressive scheme committed to a high standard of delivery which is reflected in the Health and Safety Executives' independently commissioned 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 Job Cards “Charitable Objectives”

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

1. by facilitating competence card schemes which will set 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; and
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.



NOCN Job Cards Director

www.nocnjobcards.org/about/team-and-trustees

PART ONE

CPCS TESTER



INTRODUCTION TO THE CPCS TESTER

What is the role of a CPCS Tester?

1. A CPCS tester is required to deliver CPCS tests or assessments in accordance with the specifications related to each category. The CPCS tester must follow CPCS Test specifications or assessment standards, ensuring Health and Safety Regulations are met and comply with the requirements set out in the CPCS Approved Code of Delivery (ACoD) which is available on www.nocnjobcards.org.
2. The CPCS Tester can only work through a CPCS Accredited Centre to which they are registered.
3. A CPCS tester must ensure they are familiar with all aspects of the testing or assessment specification including any specific materials, location, and equipment requirements.
4. A CPCS tester must be able to deliver tests and assessments equally and fairly to all candidates.

What are the core qualities of a CPCS Tester?

5. Successful testing depends on the competence of the CPCS tester. A competent CPCS tester is defined as an individual who has the following minimum qualities:
 - Has or is working towards Level 3 Certificate in Education and Training or assessment qualification.
 - Able to communicate effectively and confidently verbally and in writing, provide meaningful feedback to encourage learning which is constructive and designed to improve performance.
 - Ability to understand test and assessment specification.
 - Able to recognise and show empathy for the operating and learning abilities of others.
 - Show patience, and act in a supportive manner to accept or tolerate delay, problems without becoming anxious or disadvantage the candidate.
 - Able to recognise poor standards of performance against test and assessment specifications.
 - Able to apply appropriate questioning techniques to assess an individual's knowledge and understanding against test or assessment specifications.
 - Have the ability to maintain a level of control in the test and assessment environment. Able to effectively deliver tests and assessments in both classroom and other environments.
 - Offer equal access and equal opportunities to all.
 - Approach quality assurance requirements strategically.



A

CORE ELEMENTS

- A1. Training & Experience requirements for Tester
- A2. Terms and Conditions for holding a Tester card.
- A3. CITB Health, Safety and Environment test
- A4. Health and Safety
- A5. Qualification First Aid Certificate
- A6. Advanced Theory Test A7. Advanced Practical Test
- A8. CPCS Advanced On-site
- A9. Assessment CPCS Tester Course
- A10. Role-based Competence

A1. TRAINING AND EXPERIENCE REQUIREMENTS FOR TESTER

What are the training requirements?

1. CPCS testers are required to have undertaken the relevant training and have full valid experience of the operational use where applicable to the relevant categories. Individuals seeking to become a CPCS tester are required to have completed relevant training programmes applicable to the card including Health and Safety requirements, and prove category specific training.

What are the experience requirements?

2. Individuals seeking to become a tester must have sufficient operating or role-based experience relevant to the category applied for. As a base line, CPCS has set the minimum number of hours of work experience for each category which is specified on the Record of Category Experience (RoE). This can be downloaded at www.nocnjobcards.org. Experience must be recent, valid, reliable, authenticated, and attained carrying out productive work through a normal job role within the construction or allied sectors.
3. The hours where an item of plant is used applies only where the machine is actually being utilised for operational work such as excavating, lifting, compacting etc. Time taken for pre-use checks, configuring for work and de-configuring/readying for transport can be included.
4. Evidence detailing both training and experience in the particular category must be provided prior to the advanced technical test being notified. A RoE document must be completed by the applicant. Only the details for one category can be recorded on this document. Other categories can be applied for using fresh documents.
5. Once the applicant has signed the RoE confirming that the information supplied is valid and reliable, they will submit the form to the CPCS Accredited Centre organising the test for consideration and validation.
6. Centres organising the advanced technical test for a tester will check and confirm that:
 - The minimum number of hours have been recorded.
 - The information detailed on the document is (as far as is reasonably practicable) true and authentic.
 - Work experience has been checked by contacting the employer or other contacts listed.
 - That the document has been signed by the applicant.
7. The CPCS Accredited Centre will arrange your advanced test/on site assessment in conjunction with the NOCN Jobcards EQA, who will be present.

A2. TERMS AND CONDITIONS FOR HOLDING A TESTER CARD

8. NOCN Job Cards registers personal details for the purpose of holding the tester card.
9. These terms and conditions govern the contractual relationship between NOCN Job Cards (CPCS), and the individuals details as registered as a tester within the scope of CPCS.
10. CPCS testers agree to and abide by these terms and conditions. This requirement also applies to those trainers and testers under any situations when renewing or reinstating their registration with CPCS for either trainers or testers.
11. NOCN Job Cards (CPCS) reserve the right to make changes to these terms and conditions or those rules governing holding a tester card at any time.
12. Testers must ensure they keep up to date with changes to CPCS rules and any other documents, materials and processes associated with training, testing, and assessment specifications.

13. NOCN Job Cards will remain the owner of the tester cards and reserves the right to suspend or remove the card(s) if deemed necessary.
14. The start date of Tester card will be issued by NOCN Job Cards (CPCS). Until this has taken place, no training or testing can be undertaken.
15. CPCS Testers shall perform their obligations under the requirements set out in this booklet and by doing so consent to quality assurance requirements to ensure that CPCS rules and specifications published by NOCN Job Cards (CPCS) are complied with at all times.

CPCS Testers will be subject to action plans and sanctions as set out in this booklet.

A3. CITB HEALTH, SAFETY AND ENVIRONMENT TEST

What is the requirement CITB Health, Safety and Environment (HS&E) test?

16. Testers applying for their card must have an understanding and knowledge of current standards of Health, Safety and Environment. This is evidenced through holding the CITB Health, safety and environment (HS&E) test for Specialist Supervisors (SUP) or Managers and Professionals (MAP) that has been passed within the last two years.

How can I get it?

17. The Health, Safety and Environment test can be taken at accredited centres located throughout the United Kingdom or through independent test centres (ITC's) found in convenient locations around the country.
18. 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. Centres are required to support individuals through all elements of the Scheme.
19. Individuals are advised to have their Full Name, Date of Birth and CPCS Card number to hand when booking their test.
20. Individuals are advised to book the CITB Health, Safety and Environment test in plenty of time.
21. 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 www.citb.co.uk/publications.

What do I need to do first?

22. CPCS recommends appropriate health and safety training before attempting the test, but there are no other certificates required.

A4. HEALTH AND SAFETY QUALIFICATION

What is the requirement for the Health and Safety Qualification?

- 23.** The requirement is for a tester to have knowledge and understanding of Health and Safety requirements in relation to the operation and movement of plant equipment, the occupation, if not directly linked to an item of plant including additional persons around plant equipment.
- 24.** The certification that currently accepted are any of the following options:
- Site Managers Safety Training Scheme (SMSTS) or refresher if older than 5yrs since achievement
 - Site Supervisors Safety Training Scheme (SSSTS) or refresher if older than 5yrs since achievement
 - Managing and Co-ordinating Plant (MCP) or refresher if older than 5yrs since achievement
 - IOSH Managing Safely In Construction (in date).
 - NEBOSH Health and Safety Management for Construction (UK)
 - NEBOSH Construction Certificate (within 5 years of achievement)
 - NEBOSH Construction Certificate with IOSH Membership (Tech IOSH Level Membership as a minimum) if older than 5years.
 - Level 5 or 6 Health and Safety Qualification accompanied with an in date CSCS card stating the following occupation routes:
 - Health & Safety Manager Construction (with Minimum Tech IOSH Membership).
 - Construction Health and Safety Senior Manager (with Minimum Tech IOSH Membership).

Note: These must have been achieved within the last 5-years unless otherwise stated.

How can I get it?

- 25.** Health and safety courses can be accessed through a variety of channels including IOSH and other training organisations, with course being offered via different blended training options. Information relating to IOSH membership, including charges can be found at the following website www.iosh.co.uk/membership/.

What do I need to do first?

- 26.** There are no other certificates required by CPCS prior to achieving the Health and Safety Qualification. The Health and Safety qualification is one of the core elements required to progress and to renew a Tester card and must be obtained prior to attending the CPCS Tester Course.

A5. FIRST AID CERTIFICATE

What is the role of the First Aid Certificate?

- 27.** The requirement for a CPCS tester is a minimum of a 1-day Emergency First Aid at work Certificate or higher will be accepted.
- 28.** Any 1-day Emergency First aid at work certificate can be accepted, providing it is in date and not an in-house course i.e. it does not have to be Red Cross or St John Ambulance. Refer to the HSE publication First aid at work (The Health and Safety (First-Aid) Regulations 1981) Approved Code of Practice and guidance Appendix 6: Content of an emergency first aid at work course for further information.

How can I get it?

- 29.** First aid courses can be accessed through a variety of channels including:
1. Training Providers.
 2. Red Cross.
 3. St John Ambulance.

What do I need to do first?

30. There are no other certificates required by CPCS prior to achieving the First Aid Certificate. This certificate is one of the core elements required to progress and to renew tester card and must be obtained prior to attending the CPCS Tester Course.

A6. CPCS ADVANCED THEORY TEST

31. This is the first part of the CPCS Advanced Technical Test. The aim of the test is to check underpinning knowledge and understanding directly related to a specific category. The Advanced Theory Test incorporates questions relating to:
 - specific category and environment related health and safety
 - operator's rights and responsibilities
 - pre-start checks.
 - use of the operator's manual and machine use
 - category specific preparation, operating and shutdown requirements.

What do I need to do first?

32. The appropriate CITB Health, Safety and Environment test for the category of plant must be passed before the CPCS Advanced Theory Test is attempted.
33. The CPCS Advanced Theory Test is part of CPCS requirements for individuals applying for their first CPCS Tester card of which there is one for each category. Where a category has endorsements, the CPCS Advanced Theory Test need only be taken once but the CPCS Advanced Practical Test must be completed for each required endorsement.
34. Individuals attending the CPCS Advanced theory test must record 100% pass to achieve.
35. If 80% has been recorded you can proceed on to the Advanced Practical Test but will be required to resit the Advanced Theory Test. CPCS quality assures the delivery of the CPCS Advanced Theory Test. A test:
 - will be attended by a NOCN Job Cards External Quality Assurer (EQA) who will observe the delivery of the test, and
 - will be recorded using digital audio recording equipment.

Note: Individuals (excluding IQA, CPCS Testers and NOCN Job Cards personnel) are not permitted to take into the test room any books, laptops, audio players, cameras or videoing devices with or without internet or data storage capabilities.

36. There is a guideline estimated time of 30 minutes for each CPCS Advanced Theory Test (some categories are allowed extra time due to the complexity of questions).
37. The individual will be given a copy of the Sign-off Sheet completed by the tester with feedback on their performance and validated by the CPCS Accredited Centre.
38. The CPCS Advanced Theory Test result is valid for six months from 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 test.

How can I get it?

39. Please contact a CPCS Accredited Centre using the list of approved CPCS Accredited Centres that is available on www.nocnjobcards.org.

A7. CPCS ADVANCED PRACTICAL TEST

- 40.** The CPCS Advanced practical is the final part of the CPCS Advanced Technical Test. The aim is to assess the operating ability of individuals through a series of practical activities based on core operating skills. This is a requirement for individuals applying for their first CPCS tester card or for those adding a category to a current CPCS tester card.

What do I need to do first?

- 41.** The appropriate CITB Health, Safety and Environment test must be passed before the CPCS Advanced Practical Test is attempted. The HS&E test is valid for two years from date of achievement for the purpose of progression. The Advanced Theory Test for the category of plant must be passed before the CPCS Advanced Practical Test is attempted.
- 42.** There is a CPCS Advanced Practical Test for each category, but for categories with endorsements the endorsement must be specified, and the test taken on the appropriate piece of plant. The CPCS Advanced Practical Test achievement will be given at the level of the endorsement.
- 43.** The individual must record a minimum of 80% on the CPCS Advanced Theory Test for the category before the CPCS Advanced Practical Test is attempted (with the exception of Appointed Persons). The CPCS Advanced Theory Test result is valid for six months from date of achievement for the purpose of progression onto the CPCS Advanced Practical Test. If the individual is unsuccessful on the theory test but succeeds on the practical, the practical test is valid for six months to allow re-testing on the theory element in order to achieve the required 100% pass on the CPCS Advanced Theory.
- 44.** The CPCS Advanced Practical Test is delivered through a CPCS Accredited Centre in a one-on-one session with a CPCS tester.
- 45.** A CPCS Accredited Centre must only use CPCS testers who meet the following requirements to deliver the CPCS Advanced Technical Test:
- Individuals who have a Valid CPCS Tester card
 - CPCS testers who have completed a minimum of 10 CPCS Practical Tests and 10 CPCS Theory Tests within the last 12 months.
 - CPCS testers with no sanctions lodged against them within the last 12 months.
- 46.** To achieve the CPCS Advanced Practical Test, you must complete all activities without exceeding the penalty points as indicated on the marking sheet.
- 47.** NOCN Job Cards External Quality Assurer (EQA) assures the delivery of the CPCS Advanced Practical Test. A test:
- will be attended by an EQA who will observe the delivery of the test.
 - may be visually recorded at the request of NOCN Job Cards (CPCS). If this has been requested the individual must allow this to take place, or the test activity will not be permitted to begin.

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

- 48.** The CPCS Advanced Practical Test has a specified time limit to ensure that the individual has the required skills gained from sufficient actual operating experience (test times can be viewed by accessing the CPCS Advanced Practical Test Specifications at www.nocnjobcards.org). There is no limit to the number of times that an individual can take the CPCS Advanced Practical Test. The CPCS Advanced Practical Test is valid for two years from date of achievement for the purpose of CPCS card applications.
- 49.** On achievement of the CPCS Advanced Practical Test, the individual will be given a copy of the Sign-off Sheet completed by the tester with feedback from the test and validated by the CPCS Accredited Centre.

- 50.** On achieving the CPCS Advanced Practical Test an individual can apply for a CPCS Tester card if they meet all other requirements, the CPCS Tester Application form (F3/1) (will be countersigned by NOCN Job Cards External Quality Assurer (EQA). The CPCS Accredited Centre will submit to NOCN Job Cards (CPCS) on behalf of the applicant. The cost of the application is included within the CPCS Technical Test fees.

Please see the Card Overview for which card to apply for.

How can I get it?

- 51.** The CPCS Advanced Practical Test is delivered through CPCS Accredited Centres who can be contacted by using the list of CPCS Accredited Centres that is available on the CPCS Website www.nocnjobcards.org.

What do I need to do next?

- 52.** After passing the Advanced Practical Test and applied for the CPCS Tester Card. If not already registered with a CPCS Accredited Centre, contact centres to begin testing.

A8. CPCS ADVANCED ON-SITE ASSESSMENT (AOSA)

- 53.** The CPCS AOSA is a practical assessment of operating ability normally carried out in the workplace. It can act as an alternative for CPCS Testers to prove operating ability for when adding additional categories to a CPCS Tester card instead of an advanced test. Should the CPCS Tester not hold a CPCS Competent Operator card with the required category then the Advanced Test must be completed in order to have that category added to the CPCS Tester Card.

The CPCS AOSA can be carried out during the Candidate'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).

53.1 The AOSA is delivered in a one-on-one session with a CPCS Tester.

53.2 The Record of Experience must be sent to the EQA five working days prior to the notification of the AOSA.

53.3 NOCN Job Cards quality assures the delivery of the CPCS AOSAs. A CPCS AOSA may be:

- attended by NOCN Job Cards Quality Assurance Personnel who will observe the delivery of the AOSA, or
 - visually recorded at the request of NOCN Job Cards. If NOCN Job Cards has requested that the CPCS AOSA is visually recorded, the individual must allow this to take place or the achievement will not be deemed as valid for a renewal application.
- 54.** The Advanced on-site Assessment has been introduced to allow the recognition of testers who have attained a VQ in relation to the categories held on a CPCS Competent Operator Card within a family grouping which reduces the cost and time burden. For example:
- If the category wishing to be added is a part of the family grouping of a category already held on the tester card and is also held on a blue Competent Operator card (achieved via VQ) then the AOSA can be completed in lieu of the Advanced Theory and Practical Tests e.g. A12 Excavator 180° above 5 tonnes on the tester card and the blue Competent Operator card can apply for the AOSA for A59 Excavator 360 or A21 Wheeled Loading Shovel.

A9. CPCS TESTER COURSE

What is the CPCS Tester Course?

- 55.** The aim of this course is to provide training for individuals to gain the necessary knowledge and skills to deliver CPCS Theory and Practical tests.
- 56.** There are specific entry requirements for the course which are listed below:
- CITB Health, Safety and Environment Test.
 - Emergency first Aid certificate.
 - Health and Safety Qualification.
 - Advanced Theory and Practical tests for at least one category.

How can I get it?

- 57.** The Tester Course is delivered by CPCS Accredited Centre Academies. For further information on this course and availability please check the event page on www.nocnjobcards.org.

A10. TESTER ROLE BASED COMPETENCE

What do I need to do first?

58. There are no qualifications required by Awarding Bodies prior to registering for units or qualifications.

What is required to prove competence as a tester?

- 59.** CPCS requires the Tester to demonstrate Role-based competence through the achievement of the relevant qualification:
- Level 3 Award in Assessing Competence in the Workplace, L3 Award in Assessing Competence in the Work Environment or L3 VQ Certificate in Assessing Vocational Achievement or A1 Unit or D32/D33
- 60.** The Role-based competence qualification ensures that all testers are appropriately qualified by the relevant Awarding Body to deliver testing and/or vocational assessments.

How can I get it?

61. Competence awards for training and assessment can be accessed through Approved Centres.

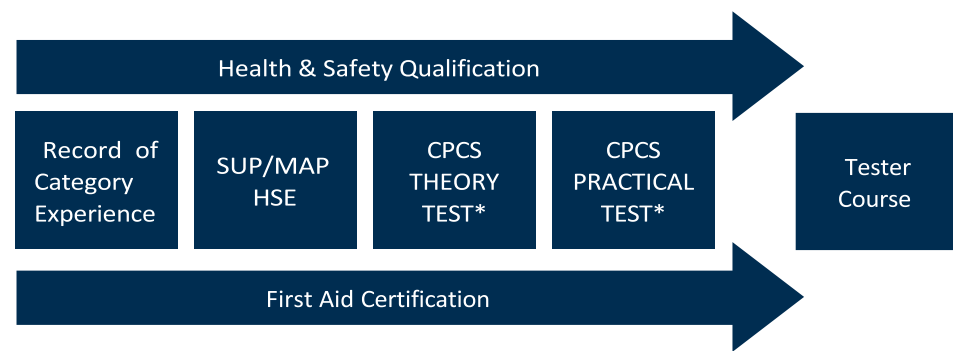
B

CARDS

- B1.Overview of Cards
- B2.Tester Card
- B.3 Provisional Tester Card
- B.4 Provisional Tester Card to Full Tester Card



B1. CARD OVERVIEW TESTERS



PLEASE TAKE THESE ELEMENTS IN THIS ORDER



*If Blue Competent Card held that has been gained via VQ:

- Advanced Tests Theory & Practical (one) in a particular family grouping

then

- An Advanced On Site Assessment (AOSA) for any additional categories held on Blue Competent Card

Note: Industry accredited NOT accepted.

WHICH CARD IS THE INDIVIDUAL ELIGIBLE FOR? DOES THE INDIVIDUAL HAVE THE RELEVANT ROLE BASED COMPETENCE?

HOW DO I RENEW MY TESTER CARD?



Provisional Tester Card: Valid for 2 years. Within 12 months of Expiry, Upgrade to Full Tester Card by Completing L3 VQ in Assessing in the Workplace

FULL CPCS Tester Card: Valid for 5 years.

HOW DO I APPEAL?
If there are exceptional circumstance, Please send an email to technical@jobcards.org outlining the reasons for appeal and candidate details.

RENEWING A TESTER CARD

- SUP/MAP HSE
- First Aid Certification
- Health & Safety Qualification
- On Site Assessment (OSA)

Or

Logbook

Complete Renewal Application Form

B2. TESTER CARD

What does this card represent?

1. The Tester card consists of two designs and is embossed:
 - Tester – the full card where the Role-based competence qualification has been achieved.
 - Provisional Tester – where the Tester Role-based competence qualification has yet to be achieved.
2. To gain these the following is required:
 - Suitable experience within industry on the listed categories of plant.
 - Plant related health and safety knowledge.
 - First aid knowledge.
 - Health and safety awareness.
 - Category specific advanced underpinning knowledge and understanding.
 - Category specific advanced operating ability.
 - Holds or is working towards a Trainer card or is a qualified Tester.

Note: The qualifications are not stated here, as depending on the point at which the cardholder joined the Scheme these skills may have been demonstrated through different means.

How long is the card valid for?

3. Tester cards have the following validity periods:
 - Provisional Tester cards are valid for two years (from the date of application receipt by the CPCS Helpline).
 - Full Tester cards are valid for five years (from the date of application receipt by the CPCS Helpline).

The expiry date of the card does not alter when a category is added to an in-date card.

Is the card renewable?

4. Renewal rules vary according to card status:
 - Full Tester cards are renewable if the card holder can meet the Scheme renewal requirements.
 - Provisional Tester cards are non-renewable. This is to ensure progression towards role-based competence and a full Tester card.
 - A full Tester card will not be issued until all upgrade requirements are met. If the upgrade to a full tester card is not made within 12 months of the expiry date, subsequent applications must be made to the CPCS Product Office.

Renewing expired cards

5. CPCS allows a 12-month period of grace after expiry for the holder of a full card or provisional card. A tester requiring an extension to their current card will be expected to apply for the extension by following the appeals process.

PROVISIONAL TESTER CARD

What are the requirements for this card?

6. An applicant is required to:
- hold a Health and Safety Qualification.
 - hold a valid in date Emergency First Aid at work Certificate.
 - hold a valid in date CITB Health, Safety and Environment test for Specialist Supervisor (SUP) or Managers and Professional (MAP).
 - achieve the CPCS Advanced Theory Test (within two years of the HS&E test).
 - Achieve the CPCS Advanced Practical Test (within six months of the CPCS Theory Test and within two years of the CITB Health, Safety and Environment test).*

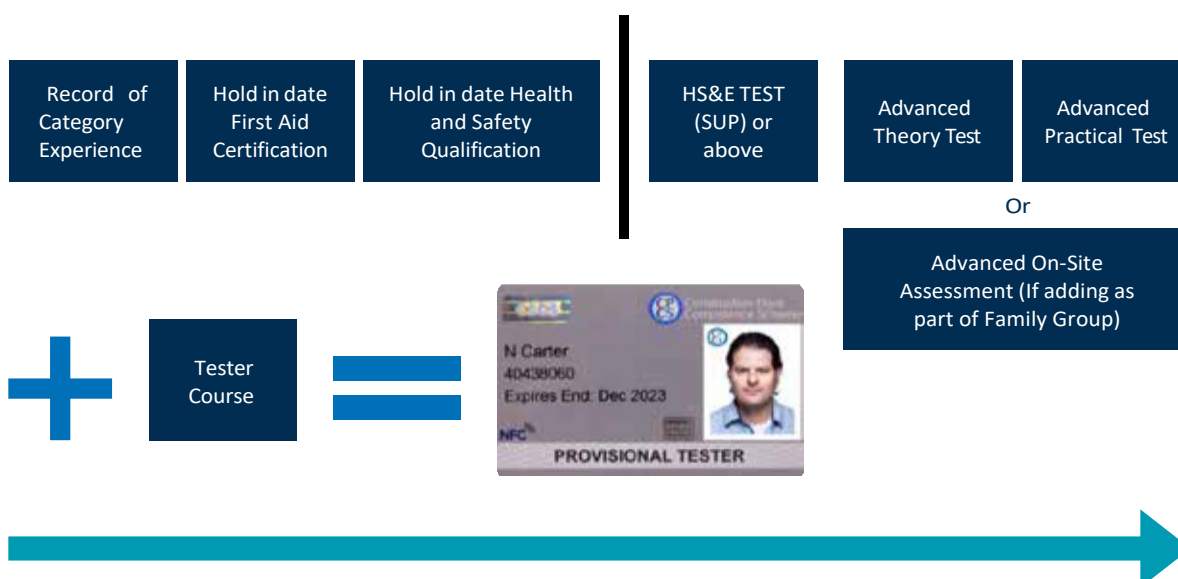
Which must be achieved before attending the:

- CPCS Tester course.

**Individuals wishing to hold multiple categories within the same family group will only be required to sit one Advanced Practical Test and additional Advanced On Site Assessments if held on a blue Competent Operator card.*

How do I apply for the card?

7. Once you have passed the CPCS Tester course, the centre will complete your application.
8. The NOCN Job Cards Quality Assurance Personnel who quality assured the CPCS Tester Course will sign Section E the declaration on the application form.
9. A copy of the relevant certificates must be attached to the application:
 - Emergency First Aid at Work Certificate.
 - Health and Safety Qualification.
10. There is no need to attach payment as the cost of the application is included in the CPCS Advanced Technical Test notification fees.
11. The Approved CPCS Accredited Centre must ensure all CPCS Application forms (F3/1) are sent directly to NOCN Job Cards, and that they are received by NOCN Job Cards (at the address indicated on the application form or CPCS@jobcards.org) within two full Normal Working Days of the CPCS Tester Course completion.
12. The provisional Tester card will have a start date of the date of application receipt by NOCN Job Cards (CPCS).



B4. PROVISIONAL CARD TO A FULL TESTER CARD

What are the requirements for this card?

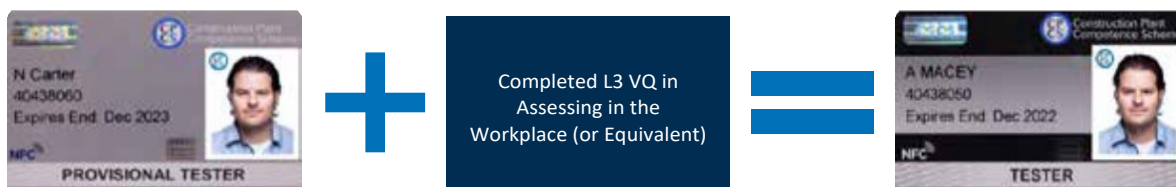
- 13.** A Tester is required to:
- Hold a valid and in date CPCS Provisional Tester Card.
 - Hold a Health and Safety qualification.
 - Hold a valid in date Emergency First Aid at work Certificate.
 - Pass the CITB Health, Safety and Environment test (SUP) within two years of the date of application receipt.
 - Achieve the appropriate role-based competence qualification.

How do I apply for the card?

- 14.** CPCS Application Form F3/2 for Testers will need to be completed. This can be downloaded from www.nocnjobcards.org.
- 15.** The CPCS Tester (with CPCS Accredited Centre details completed), a NOCN Job Cards Quality Assurance Personnel or ENTO Assessor must sign the declaration on the application form.
- 16.** A copy of the relevant certificates should be attached to the application:
- Emergency First Aid at Work Certificate.
 - Health and Safety Qualification.
 - Role-based Competence Qualification.
- 17.** A £28 card application fee will need to be paid on 0300 999 1177. This is a non-refundable fee.
- 18.** The application form should be returned to NOCN Job Cards (CPCS) using the address on the back of the application form or via email to CPCS@jobcards.org.
- 19.** The card will have a start date of the date of application receipt by NOCN Job Cards (CPCS).

What happens if my card has expired?

- 20.** Should a card holder not renew all categories at the point of renewal these can be renewed during the 5-year grace period. When renewing the individual should meet the category renewal On Site Assessment or logbook very much like banking a category.



B5. FULL TESTER CARD

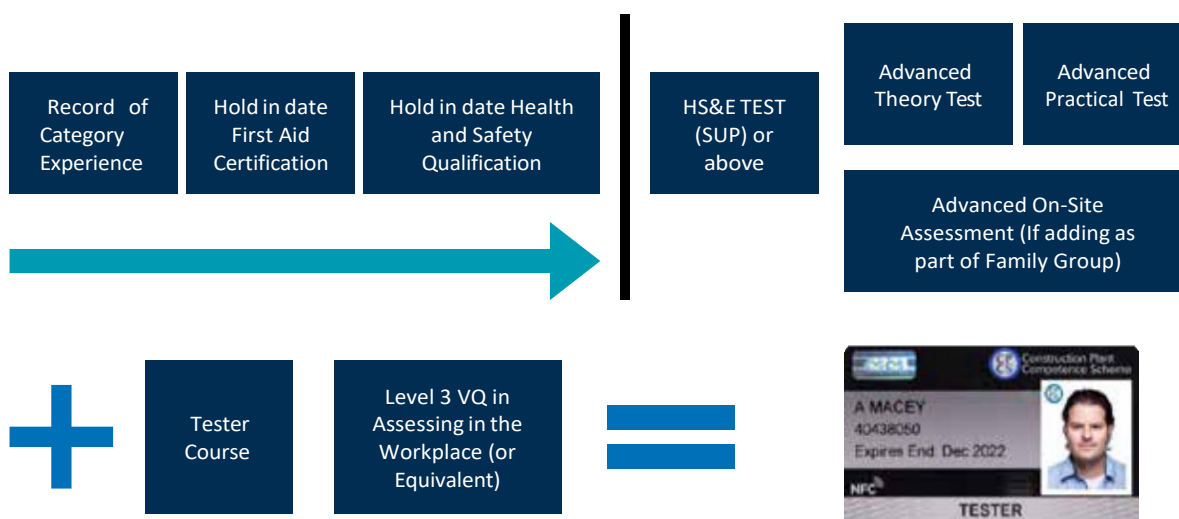
What are the requirements for this card?

21. An individual is required to:
- Hold a Health and Safety Qualification.
 - Hold a valid in date Emergency First Aid at Work Certificate.
 - Pass the CITB Health, Safety and Environment test for Supervisors (SPEC-SUP) or Managers and Professionals (MAP).
 - Achieve the CPCS Advanced Theory Test (within two years of the HS&E test).
 - Achieve the CPCS Advanced Practical Test (within six months of the CPCS Theory Test and within two years of the CITB Health, Safety and Environment test).
 - Attend and pass the CPCS Tester Course.
 - Achieve the relevant role-based competence qualification.

Note: If the category wishing to be added is a part of the family grouping of a category already held on the tester card and is also held on a blue Competent Operator card (achieved via VQ) then the AOSA can be completed in lieu of the Advanced Theory and Practical Tests e.g. A12 Excavator 180° above 5 tonnes on the tester card and the blue Competent Operator card can apply for the AOSA for A59 Excavator 360 or A21 Wheeled Loading Shovel.

How do I apply for the card?

22. CPCS Application Form F3/I for testers will need to be completed on achievement of the CPCS Tester Course. The form will be provided by the CPCS Accredited Centre when the course is passed.
23. The NOCN Job Cards Quality Assurance Personnel who quality assured the CPCS Tester course will sign Section E the declaration on the application form.
24. A copy of the relevant certificates must be attached to the application:
- Emergency First Aid at work Certificate.
 - Health and Safety qualification.
 - Role-based Competence Qualification.
25. There is no need to attach payment as the cost of the application is included in the CPCS Advanced Technical Test notification fees.
26. The candidate must ensure all CPCS Application forms (F3/I) are sent directly to NOCN Job Cards (CPCS), and that they are received by NOCN Job Cards (CPCS) at the address or email address as indicated on the application form within two full normal working days of the CPCS Tester Course completion.
27. The full Tester card will have a start date of the date of application receipt by NOCN Job Cards (CPCS).



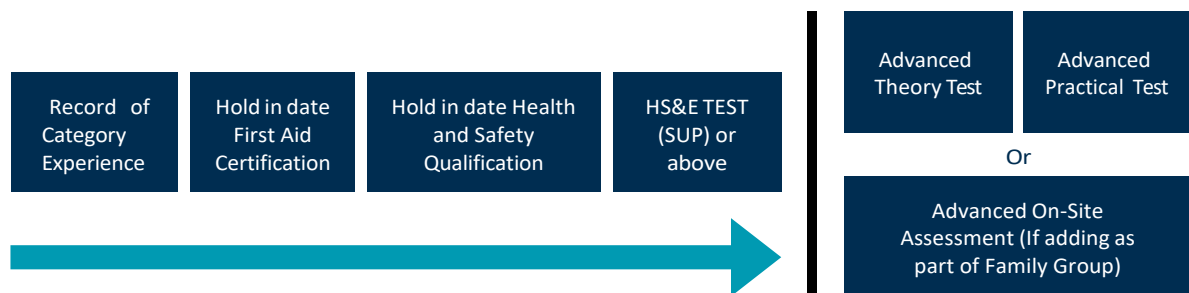
ADDING A CATEGORY TO A TESTER CARD

- 28.** To update the tester card by adding further categories the individual is required to:
- Hold a Health and Safety Qualification as stipulated in section 4;
 - Hold an Emergency First Aid at work Certificate;
 - Hold a CITB Health, Safety and Environment test for Supervisors (SPEC-SUP) or Managers and Professionals (MAP);
 - Achieve the CPCS Advanced Theory Test;
 - Achieve the CPCS Advanced Practical Test within six months of the date of the CPCS Advanced Theory Test and within two years of the CITB Health, Safety and Environment test.

All certificates are required to be re submitted to CPCS if the originals certificates have expired.

Note: If the category wishing to be added is a part of the family grouping of a category already held on the tester card and is also held on a blue Competent Operator card (achieved via VQ) then the AOSA can be completed in lieu of the Advanced Theory and Practical Tests e.g. A12 Excavator 180° above 5 tonnes on the tester card and the blue Competent Operator card can apply for the AOSA for A59 Excavator 360 or A21 Wheeled Loading Shovel.

- 29.** To update the card by adding further endorsements to existing categories the Tester is required to:
- Hold a Health and Safety Qualification.
 - Hold a valid in date Emergency First Aid at work Certificate.
 - Hold a valid in date CITB Health, Safety and Environment test for Specialist Supervisors (SPEC-SUP) or Managers and Professionals (MAP).
 - Achieve the CPCS Advanced Practical Test within two years of the CITB Health, Safety and Environment test.
- 30.** The application process is as follows:
- CPCS Application Form F3/1 for Testers will need to be completed on achievement of the CPCS Advanced Practical Test. The form will be provided by the CPCS Accredited Centre when the CPCS Advanced Practical Test is passed.
 - The NOCN Job Cards Quality Assurance Personnel who quality assured the CPCS Advanced Practical Test will sign Section E the declaration on the application form.
 - There is no need to attach payment as the cost of the application is included in the CPCS Advanced Technical Test notification fees.
 - A copy of the relevant certificates must be attached to the application.



RENEWING A FULL TESTER CARD

What are the requirements for renewing?

- 31.** Tester is required to:
- Hold an Emergency First Aid at work certificate valid at the date of application receipt by NOCN Job Cards (CPCS).
 - Hold a Health and Safety Qualification.
 - Pass the CITB Health, Safety and Environment test for Supervisors (SPEC-SUP) or Managers and Professionals (MAP) within two years of application receipt by NOCN Job Cards (CPCS).
 - Demonstrate Continued Professional Development (CPD).
 - Logbook hours (minimum of 300hrs per category) or On-site assessment (OSA) for all categories held.

When can I submit an application to renew tester card?

- 32.** You may renew your tester card up to 3 months before the expiry date, if an application is received prior to this it will be returned as too early to apply.

How do I apply to renew the card?

- 33.** Testers applying for a full 5-year card, should use CPCS Application form F3/3, will need to be completed once all the renewal requirements have been achieved. The form is available on www.nocnjobcards.org.
- 34.** A copy of the Emergency First Aid at work Certificate and Health and Safety qualification must be attached to the application.
- 35.** Complete the logbook with 300 hours per category or complete OSA per relevant category.
- 36.** A £28 card application fee is required and be made by contacting the CPCS Helpline on 0300 999 1177 prior to submission of the application. This is a non-refundable fee. CPCS reserves the right to amend prices, see the www.nocnjobcards.org.
- 37.** To identify the required On-site Assessment(s) to be undertaken, the same principles (category groupings) as the renewal test tool have been applied to reduce the overall number of On-Site Assessments required to be undertaken by CPCS Testers. Please refer to the OSA Working Instruction for Groupings and Concessions and the OSA Groupings and concessions documents contained within the CPCS Revision and Support Documents on the NOCN Job Cards webpage.

What happens if my card has expired?

- 38.** There is a 12-month grace period after the expiry date of the card in which it is possible to renew the card without any additional requirements. However, the start date of the renewed card will have the same expiry date if the card had been renewed on time.
- 39.** If the card is beyond five years of the expiry date, you will need to take the 2-day tester course for experienced testers and if you do not hold a current CPCS blue Competent Operator card, pass advanced on-site assessments for each category previously held and meet all other certification and qualifications requirements.



PART TWO

CPCS TRAINER

INTRODUCTION TO THE CPCS TRAINER

What is the role of a CPCS Trainer?

1. A CPCS trainer is required to oversee and deliver relevant CPCS training. The CPCS trainer must deliver to the required CPCS training standards which are available at www.nocnjobcards.org, ensuring Health and Safety Regulations are met. The CPCS trainer must be approved by CPCS and registered to a CPCS Accredited Centre, which notifies the training to NOCN Job Cards. The CPCS Accredited Centre is required to be a CITB Approved Training Organisation (ATO).
2. A CPCS trainer must ensure they are familiar with all aspects of the CPCS training standards including any specific materials, location, and equipment requirements.
3. A CPCS trainer must be able to deliver effective learning ensuring learners are given equal and fair treatment.

What are the core qualities of CPCS Trainer?

4. Successful training depends on the competence of the CPCS trainer. A competent CPCS trainer is defined as an individual who has the following minimum qualities:
 - Has or is working towards a Level 3 Award in Education and Training or equivalent qualification.
 - Be a good and patient listener.
 - Approach training strategically.
 - Encourage engagement.
 - Appreciate good instructional design.
 - Able to communicate effectively and confidently verbally and in writing.
 - Keep up to date with learning trends.
 - Analyse own performance and improve.
 - Prize lifelong learning.
 - Offer equal access and equal opportunities to all.
 - Approach quality assurance requirements strategically.

Note: It is mandatory to notify CPCS Training with an individual who holds a CPCS Trainer card (gained by either holding a current CPCS Tester card or CPCS (Blue) Competence card (Not gained via Industry Accreditation))



CORE ELEMENTS

- C1. Training & Experience requirements
- C2. Terms and Conditions for holding a Trainer card.
- C3. CITB Health, Safety and Environment test
- C4. Health and Safety Qualification
- C5. Training Qualification

C1. TRAINING AND EXPERIENCE REQUIREMENTS

What are the experience requirements?

1. CPCS Trainers are required to have undertaken the relevant training and have full valid experience of the operational use where applicable to the relevant categories. Individuals seeking to become a CPCS trainer are required to have completed relevant training programmes applicable to the card including Health and Safety requirements, and prove category specific training.

What are the experience requirements?

2. Individuals seeking to become a trainer must have sufficient operating or role-based experience relevant to the category applied for. As a base line, CPCS has set the minimum number of hours of work experience for each category which is specified on the Record of Category Experience (RoE). This can be downloaded at www.nocnjobcards.org. Experience must be recent, valid, reliable, authenticated, and attained carrying out productive work through a normal job role within the construction or allied sectors.
3. The hours where an item of plant is used applies only where the machine is actually being utilised for operational work such as excavating, lifting, compacting etc. Time taken for pre-use checks, configuring for work and de-configuring/readying for transport can be included.
4. Evidence detailing both training and experience in the particular category must be provided prior to the advanced technical test being notified. A RoE document must be completed by the applicant. Only the details for one category can be recorded on this document. Other categories can be applied for using fresh documents.
5. Once the applicant has signed the RoE confirming that the information supplied is valid and reliable, they will submit the form to the CPCS Accredited Centre organising the test for consideration and validation.
6. Centres organising the advanced technical test for a trainer will check and confirm that:
7. The minimum number of hours have been recorded.
8. The information detailed on the document is (as far as is reasonably practicable) true and authentic.
9. Work experience has been checked by contacting the employer or other contacts listed.
10. That the document has been signed by the applicant.
11. The CPCS Accredited Centre will arrange your advanced test/on site assessment in conjunction with the NOCN Jobcards EQA, who will be present.

C2. TERMS AND CONDITIONS FOR HOLDING A TRAINER CARD

12. NOCN Job Cards registers personal details for the purpose of holding the trainer card.
13. These terms and conditions govern the contractual relationship between NOCN Job Cards (CPCS), and the individuals details as registered as a trainer or tester within the scope of CPCS.
14. CPCS trainers or testers agree to and abide by these terms and conditions. This requirement also applies to those trainers and testers under any situations when renewing or reinstating their registration with CPCS for either trainers or testers.
15. NOCN Job Cards (CPCS) reserve the right to make changes to these terms and conditions or those rules governing holding a trainer or tester card at any time.
16. Trainers and testers must ensure they keep up to date with changes to CPCS rules and any other documents, materials and processes associated with training, testing, and assessment specifications.
17. NOCN Job Cards will remain the owner of the trainer and tester cards and reserves the right to suspend or remove the card(s) if deemed necessary.

18. The start date of Trainer or Tester card will be issued by NOCN Job Cards (CPCS). Until this has taken place, no training or testing can be undertaken.
19. CPCS Trainers and Testers shall perform their obligations under the requirements set out in this booklet and by doing so consent to quality assurance requirements to ensure that CPCS rules and specifications published by NOCN Job Cards (CPCS) are complied with at all times.

CPCS Trainers and Testers will be subject to action plans and sanctions as set out in this booklet.

C3. CITB HEALTH, SAFETY AND ENVIRONMENT TEST

What is the requirement CITB Health, Safety and Environment (HS&E) test?

20. Trainers applying for their card must have an understanding and knowledge of current standards of Health, Safety and Environment. This is evidenced through holding the CITB Health, safety and environment (HS&E) test for Specialist Supervisors (SUP) or Managers and Professionals (MAP) that has been passed within the last two years.

How can I get it?

21. The Health, Safety and Environment test can be taken at accredited centres located throughout the United Kingdom or through independent test centres (ITC's) found in convenient locations around the country.
22. 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. Centres are required to support individuals through all elements of the Scheme.
23. Individuals are advised to have their Full Name, Date of Birth and CPCS Card number to hand when booking their test.
24. Individuals are advised to book the CITB Health, Safety and Environment test in plenty of time.
25. 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 www.citb.co.uk/publications.

What do I need to do first?

26. CPCS recommends appropriate health and safety training before attempting the test, but there are no other certificates required.

C4. HEALTH AND SAFETY QUALIFICATION

What is the requirement for the Health and Safety Qualification?

27. The requirement is for a trainer to have knowledge and understanding of Health and Safety requirements in relation to the operation and movement of plant equipment or the occupation, if not directly linked to an item of plant including additional persons around plant equipment. All qualifications must have been achieved within the last 5 years or renewed in line with the awarding organization timescales.

- 28.** The certification that currently accepted are any of the following options:
- Must hold one of the Health and Safety qualifications listed in the CITB RATO which includes the following: the full list can be found at <https://www.citb.co.uk/media/abihs3et/rato-january-2023.pdf>.
 - Site Managers Safety Training Scheme (SMSTS) or refresher if older than 5yrs since achievement
 - Site Supervisors Safety Training Scheme (SSSTS) or refresher if older than 5yrs since achievement
 - IOSH Managing Safely in Construction (in date).
 - IOSH Safety, Health & Environment for Construction Site Managers
 - 5-day CISRS Managers
 - 5-day CCDO Demolition Manager course and end test
 - NEBOSH Health and Safety Management for Construction (UK)

Note: Applicants holding an alternative H&S Qualification are advised to contact CPCS to confirm its acceptance with CITB.

How can I get it?

- 29.** Health and safety courses can be accessed through a variety of channels including IOSH and other training organisations, with course being offered via different blended training options. Information relating to IOSH membership, including charges can be found at the following website www.iosh.com/get-involved/membership.

What do I need to do first?

- 30.** There are no other certificates required by CPCS prior to achieving the Health and Safety Qualification. The Health and Safety qualification is one of the core elements required to progress.

C5. TRAINER ROLE BASED COMPETENCE

What is required to prove competence as a trainer?

- 31.** CPCS requires trainers to demonstrate role-based competence through the achievement of the relevant qualification:
- Level 3 Award in Education and Training qualification or equivalent, or
 - Demonstrate 'operational' experience of operating the specific plant equipment being trained. This is to be by submitting a CPCS RoE relevant to the category for which training is to be delivered. Each category Specific operational time can be found in each standard.
- 32.** The Role-based competence qualification ensures that all trainers are appropriately qualified by the relevant Awarding Body to deliver training.

Note: For further information please refer to CITB's RATO.

D

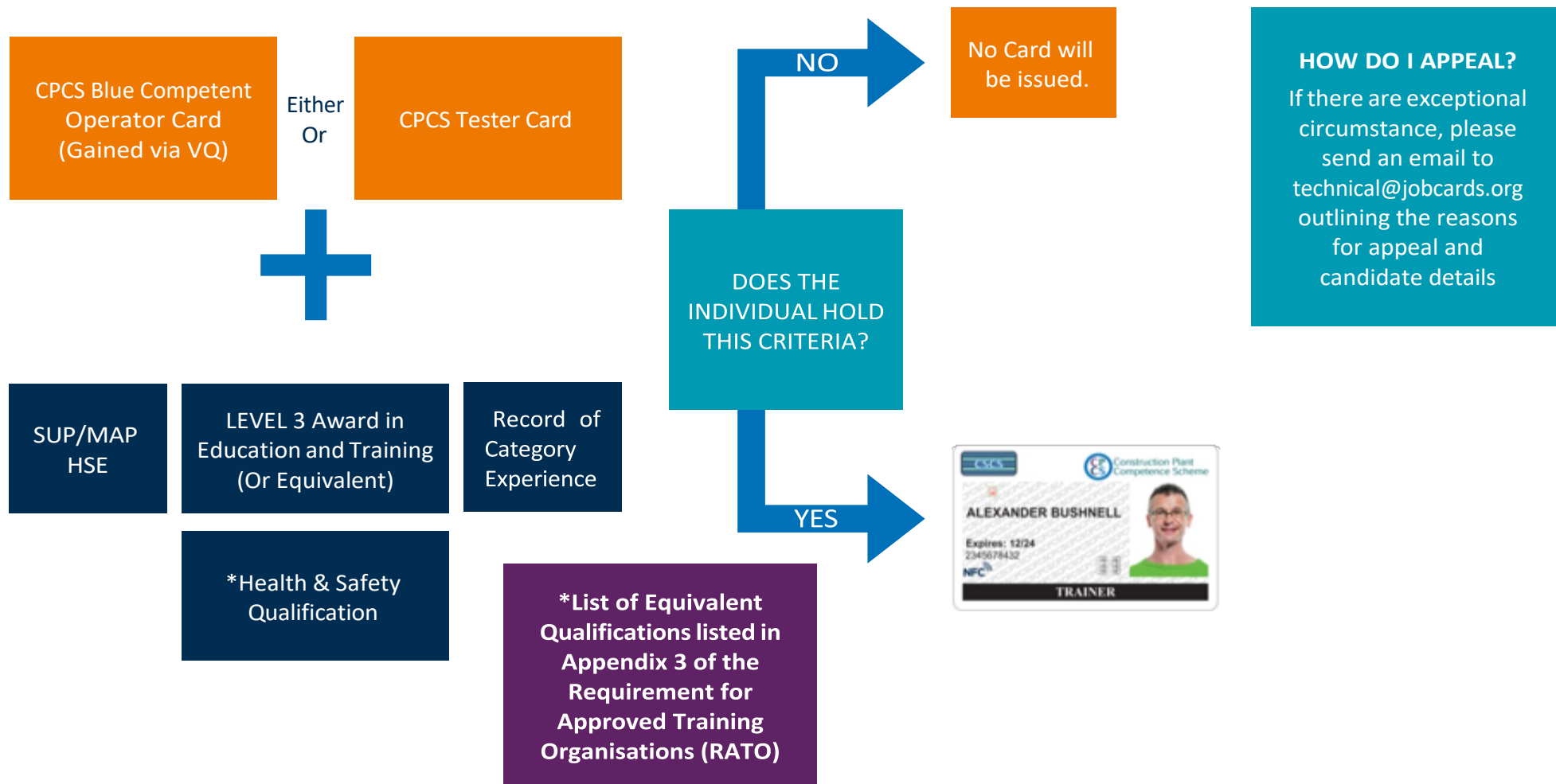
TRAINER CARDS

- D1. Overview of Cards
- D2. Trainer Card
- D3. First Trainer CARD
- D4 Adding Categories to Trainer Card
- D5 Renewing Trainer Card



D1. CARD OVERVIEW TRAINERS

Outlined in CITB's Requirements for Approved Training Organisations (RATO)



D2. TRAINER CARD

What does this card represent?

1. The Trainer card indicates that the holder has demonstrated:
 - Suitable experience within industry on the listed categories of plant.
 - Health and safety knowledge.
 - Health and safety awareness.
 - Category specific underpinning knowledge and understanding.
 - Category specific operating ability.
 - Demonstrated the ability to deliver effective training.

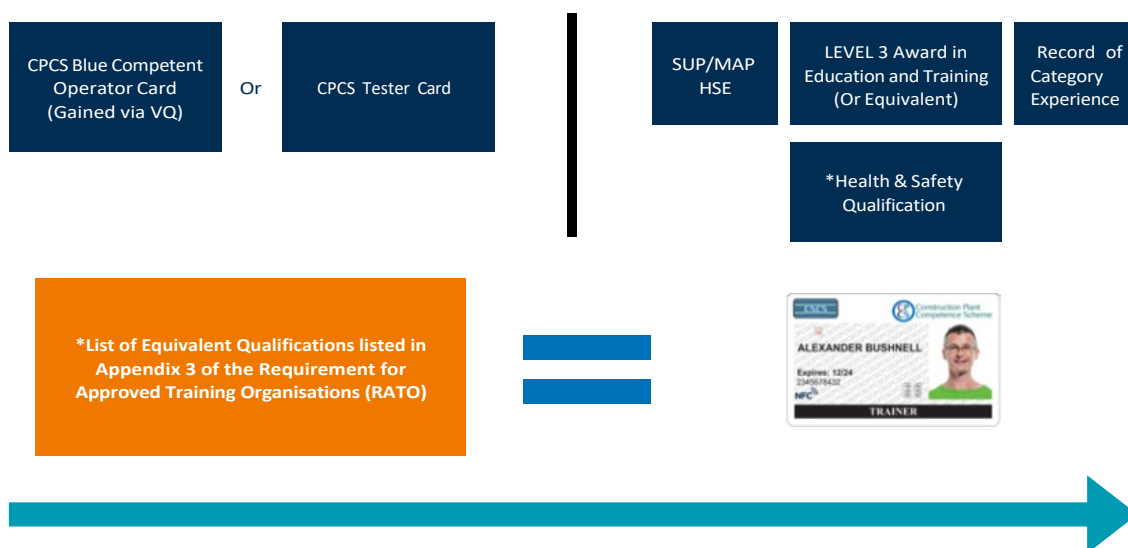
How long is the card valid for?

2. Trainer cards have the following validity periods:
 - Full Trainer cards are valid for five years (from the date of application receipt by the CPCS).

How do I apply for the card?

3. A copy of the relevant certificates must be attached to the application:
 - Health and Safety Qualification.
 - Record of Experience
4. There is no need to attach payment as the cost of the application as the CPCS Trainer Card is free of charge (FOC).
5. The Approved CPCS Accredited Centre or the CPCS Trainer must ensure all CPCS Application forms (Trainer card F2/I) are sent directly to NOCN Job Cards, and that they are received by NOCN Job Cards (at the address indicated on the application form or via email to CPCS@jobcards.org).
6. The CPCS Trainer cards will have a start date of the date of application receipt by NOCN Job Cards (CPCS).

D3. FIRST TRAINER CARD



What are the requirements for this card?

7. An applicant must hold the following:
 - CPCS Tester CardOR
 - CPCS Operator Card either Trained operator or Competent (Gained via VQ)
 - Hold a Health and Safety Qualification (List of Equivalent Qualifications listed in Appendix 3 of the Requirement for Approved Training Organisations (RATO).
 - hold a valid in date CITB Health, Safety and Environment test for Specialist Supervisor (SUP) or Managers and Professional (MAP).
 - LEVEL 3 Award in Education and Training (or equivalent)
 - Record of Category Experience.

D4. ADDING A CATEGORY TO A TRAINER CARD

8. Individuals seeking to hold a Trainer card are not required to take additional tests or assessments if the category is held on either a Tester card, Trained Operator card or Competent Operator card.
9. Those wishing to add a category which is not held by the applicant on either a Tester card, Trained Operator card or Competent Operator card will be required to achieve the required level of technical test and submit a record of category experience.
10. Applicants wishing to add a category to a trainer card who already hold the category on a Tester card will not be required to submit an additional Record of category experience form as this will have already been submitted in order to take the relevant category Advanced Test.
11. On successful application the CPCS Trainer card (chipped card) will be produced without the categories held being printed on the card. Those wishing to confirm the categories held on the trainer card can either tap the card against an NFC enabled smart phone or check the NOCN Card Checker.



D5. RENEWING TRAINER CARD

12. Trainers are required to:

- Hold a Health and Safety Qualification as per the accepted qualification in C4.
- Pass the CITB Health, Safety and Environment test for Supervisors (SPEC-SUP) or Managers and Professionals (MAP) within two years of application receipt by NOCN Job Cards (CPCS).
- Demonstrate Continued Professional Development (CPD). In relation to Training Delivery, this should be retained by the centre.
- Logbook hours (minimum of 300hrs per category) or On-site assessment (OSA) for all categories held.

When can I submit an application to renew trainer card?

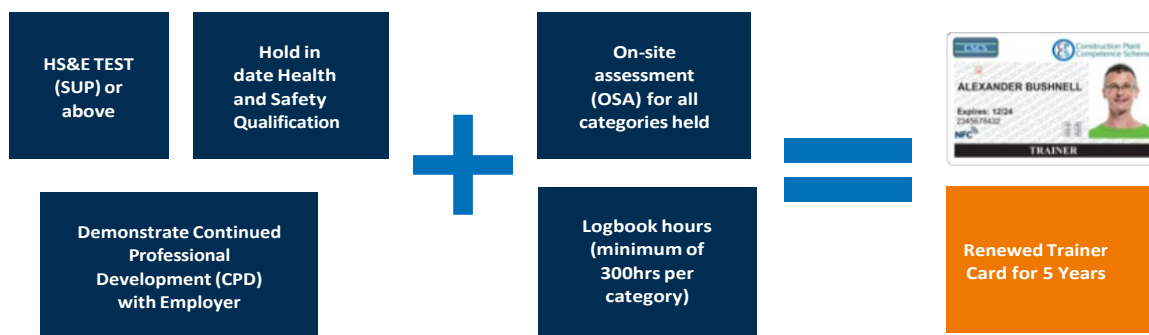
13. You may renew your trainer card up to 3 months before the expiry date; if an application is received prior to this it will be returned as too early to apply.

How do I apply to renew the card?

14. Trainer applying for a full 5-year card, should use CPCS Application form F2/2, will need to be completed once all the renewal requirements have been achieved. The form is available on www.nocnjobcards.org.
15. Complete the logbook with 300 hours per category or complete OSA per relevant category.
16. No fee is required. CPCS reserves the right to amend prices, see the www.nocnjobcards.org.
17. To identify the required On-site Assessment(s) to be undertaken, the same principles (category groupings) as the renewal test tool have been applied to reduce the overall number of On-Site Assessments required to be undertaken by CPCS Trainers. Please refer to the OSA Working Instruction for Groupings and Concessions and the AOSA Groupings and concessions documents contained within the CPCS Revision and Support Documents Advanced On-Site Assessments web page at the following address Revision Support Documents - NOCN Job Cards.
18. Exemptions for the AOSA exist for those trainers who hold an in date CPCS Competent Operator Card, and those trainers who have completed the Advanced Test process within 5 years for those particular categories on the Tester Card.

Renewing expired cards

19. CPCS allows a 12-month period of grace after expiry for the holder of a Trainer card. A trainer requiring an extension to their current card will be expected to apply for the extension by following the appeals process.





ELEMENTS OF THE SCHEME

- E1 .CPCS Accredited Centre
- E2. NOCN Job Cards Quality Assurance Personnel
- E3. CPCS Product Office
- E4. CPCS Administration and Call Handling



E1. CPCS ACCREDITED CENTRES

What is the role of a CPCS Accredited Centre?

1. A CPCS Accredited Centre is a place of operation which has been approved by NOCN Job Cards (CPCS) for the purpose of providing a single point of contact to those seeking information about the scheme or cards and delivering a customer focused service to:
 - Promote CPCS.
 - Assist with enquiries.
 - Deliver CPCS Technical Tests, training and administer the test information from notification through to results submission.
 - Arrange or deliver CITB Health, Safety and Environment Test or CPCS HSE.
 - Arrange or deliver VQs in relevant occupations to obtain the CPCS Competent Operator Card.
 - Support CPCS Card applications.
 - Support Grant applications to CITB.
 - Arrange or deliver any other further services required by CPCS.
2. A CPCS Accredited Centre will have appropriate testing and training areas with welfare facilities, which meet the specifications for the CPCS Technical Tests and Training standards.
3. A list of approved CPCS Accredited Centres is available on the NOCN Job Cards website – www.testcentre-search.nocn.org/.
4. Detailed information on becoming a CPCS Accredited Centre is contained within the CPCS Scheme Booklet for Accredited Centres and can be downloaded from www.nocnjobcards.org. Organisations wishing to pursue becoming a CPCS Accredited Centre should visit the website for information on how to apply www.nocnjobcards.org.

E2. NOCN QUALITY ASSURANCE PERSONNEL

What is the role of NOCN Job Cards Quality Assurance Personnel?

5. NOCN Job Cards Quality Assurance Personnel are employed by NOCN Job Cards for the purpose of carrying out quality assurance visits. this includes quality assurance of:
 - Training,
 - Technical Tests
 - On-Site Assessments
 - Audits of centres and sites
6. NOCN Job Cards Quality Assurance Personnel provide advice and guidance on CPCS to customers, acting as a focal point on Scheme matters.
7. If an individual has any concerns about the standard of training or testing, these should be passed on to a member of the NOCN Job Cards Quality Assurance Personnel for investigation.

E4. CPCS ADMINISTRATION AND CALL HANDLING

Who completes the CPCS administration and Call handling?

8. 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 Job Cards, Innovation Way, King's Lynn, Norfolk PE30 5BY.
9. The timetable for producing a CPCS Trainer or Tester Card is normally 15 working days from receipt of the correctly and fully completed application.

What is the role of CPCS Product Office?

10. The Product Office is responsible for the oversight of development, delivery and quality assurance of the CPCS Scheme, including CISRS based at NOCN Job Cards, Innovation Way, King's Lynn, Norfolk PE30 5BY.



F

OTHER – RELATING TO BOTH TESTER & TRAINERS

- F1. Ownership of cards
- F2. Replacement Cards
- F3. Fraudulent cards
- F4. Fair Processing Notice
- F5. Appeals
- F6. Health and Safety Statement
- F7. Action Plan and Sanctions Table

F1. OWNERSHIP OF CARDS

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

F2. REPLACEMENT CARDS

4. Individuals wishing to obtain a replacement card should contact the CPCS Helpline on cpcs@jobcards.org with candidate's details. The processing fee is determined by CPCS and is currently £28, although CPCS reserves the right to amend prices, see the CPCS website for the latest information www.nocnjobcards.org.

F3. FRAUDULENT CARDS

5. CPCS offers the following advice to those who suspect that someone is using a fraudulent CPCS Card:
 - Retain the card from the individual if possible.
 - Inform the local police providing the following details: images of the card, the card holder's 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@jobcards.org.
 - Refuse the individual access to Site, subject to company rules.
 - CPCS will fully support any prosecution with technical and factual evidence.

F4. FAIR PROCESSING NOTICE

How will you handle my personal data?

6. NOCN Job Cards, part of NOCN Group, operates the CPCS.
7. '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.
8. NOCN Job Cards will collect, hold, use, and process an applicant's Personal Data.
9. 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, training providers, or funding bodies. Your Personal Data will not be passed to third parties for marketing purposes without your consent.
10. For information explaining your legal rights and how we use your information, please view our Privacy Notice online at www.nocnjobcards.org.
11. 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 his/her personal data.
12. By signing the application form the applicant confirms acceptance to these terms and conditions including for the CPCS Accredited Centre to request a CPCS trainer or tester 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 Training, Technical Testing and Assessments.

F5. APPEALS

How do I lodge an appeal?

13. If your appeal is against the delivery of training or the outcome of a CPCS Technical Test or On-site Assessment, please in the first instance contact the CPCS Accredited Centre where the training, CPCS Technical Test or On-site Assessment was undertaken.
14. Should an applicant not have had the relevant training and/or the relevant number of hours but feel that their experience is sufficient for the category; their Record of Category Experience can be forwarded to technical@jobcards.org. CPCS reserves the right to remove the category of plant from the trainer or tester card should subsequent investigations reveal that the applicant did not meet the criteria detailed within the RoE submitted.
15. All other disputes relating to an application to become a trainer or tester, action plans and sanctions, the suspension or withdrawal of the trainer or tester card including trainer or tester renewal. The trainer or tester must lodge an appeal by submitting an email within 15 working days of the dispute clearly setting out the grounds of appeal to: technical@jobcards.org
16. If the CPCS team are unable to resolve the appeal, it will then be referred to an Appeals Panel, appointed by the CPCS Employer Engagement Group, for a final decision.

F6. HEALTH AND SAFETY STATEMENT

- 17.** 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.
- 18.** 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.
- 19.** 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.
- 20.** 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.
- 21.** 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.
- 22.** 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.
- 23.** 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.
- 24.** 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.
- 25.** 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.

F7. ACTIONS PLANS AND SANCTIONS (INCLUDING TABLE)

NOCN Job Cards (CPCS) operates a quality management strategy to identify and rectify non-compliance of CPCS Rules and specifications (standards). This strategy for the purpose of testers and trainers, is to ensure that those activities, within the scope of CPCS, comply with both the obligations of a tester or trainer but also to act a deterrent against malpractice and fraud, and to encourage collaboration between all parties.

- 26.** Once a suspension period has been completed, it may be necessary to set out additional ongoing requirements to ensure the trainer or tester has the appropriate support and guidance to maintain ongoing scheme compliance. This will be communicated to the tester or trainer before the sanction is lifted.
- 27.** Where a suspension is issued or a sanction removes the trainer or tester from NOCN Job Cards (CPCS), the duration will be determined by NOCN Job Cards (CPCS) (at its absolute discretion). Any re-entry requirements (if approved) must be fulfilled although there is no guaranteed return.

TABLE OF ACTION PLANS AND SANCTIONS FOR BREACH OF THE SCHEME RULES FOR TESTERS AND TRAINERS

CPCS TESTER/ TRAINER TABLE OF ACTION PLANS		
Action plan	Rationale	Guidance
Improvement Action plan.	It has been identified that there are minor non-compliances that need actions	<p>The EQA will explain to the tester or trainer where a minor non-compliance has occurred. The details will be documented and communicated to the tester or trainer in writing and a copy given to the relevant centre. The action plan will contain the following item(s):</p> <ul style="list-style-type: none"> • Define the non-compliance. • Detail the action plan. • Allocated time. • Any follow-up actions.
Prohibition Action Plan	It has been identified that a major non-compliance has occurred.	<p>The EQA will explain to the tester or trainer where the non-compliance has taken place. The details will be documented and communicated to the tester or trainer in writing and a copy given to the relevant centre. The action plan will contain the following item(s):</p> <ul style="list-style-type: none"> • Define the non-compliance. • Detail the action plan. • Allocated time. • Any follow-up actions.

CPCS TESTER/ TRAINER TABLE OF SANCTIONS			
Level	Sanction	Rationale	Guidance
I	Category suspension with Sanction Action Plan or removal of category with Sanction Action Plan.	<ul style="list-style-type: none"> • The Tester or Trainer is unable to demonstrate that they can operate a specific category. • There is an immediate threat to scheme standards e.g., lack of up-to-date knowledge and understanding applicable to the category. <p><i>Note: If the Sanction Action Plan is not met, the category may be removed from the tester.</i></p>	<ul style="list-style-type: none"> • A CPCS Tester or Trainer whilst under investigation or suspension may not deliver any CPCS activities in the specific category including training (unless agreed by NOCN Job Cards Management). • Where the suspension sanction is issued there may be other conditions applied to ensure action plans are completed. This may result in the Management Team appointing the EQA supervising the delivery of technical tests, training or assessments under their guidance. • Specific and detailed actions and requirements will be set out in the Sanction Action Plan to be achieved over a specified time period. The measures are put in place to check compliance from the Tester and Trainer. Regular contact must be maintained with the EQA and NOCN Management who issued the Sanction Action Plan. • NOCN Job Cards (CPCS) reserves the right to inform the centre(s) and/or CITB of what has taken place. NOCN Job Cards (CPCS) can remove the Tester or Trainer from their respective centres. It is the Tester or Trainers responsibility to approach the centre(s) to re-register once any suspension or removal of registration has been lifted.

TABLE OF ACTION PLANS AND SANCTIONS FOR BREACH OF THE SCHEME RULES FOR TRAINERS AND TESTERS

CPCS TESTER TABLE OF SANCTIONS			
Level	Sanction	Rationale	Guidance
2	Tester or Trainer card suspended with Sanction Action Plan.	<ul style="list-style-type: none"> The delivery of testing or training is not compliant with the specific standards specified by CPCS and/or the outcome of the testing or training is not to the expected standards required by NOCN Job Cards (CPCS). There is an adverse impact on a CPCS Test or Assessment delivery and/or outcome as the Tester is not complying with the CPCS Approved Code of Delivery. There is an immediate threat to the scheme e.g., repeated infringements of CPCS training standards or where it is found that CPCS standards for the delivery of training have not been complied with in any situation. There is an immediate threat to the scheme e.g., repeated infringements of the CPCS Approved Code of Delivery (ACoD) and the Scheme Booklet for Testers and Trainers, assisting a candidate during test delivery or assessment i.e., providing answers to questions verbally or written, and/or uses a method to give the candidate an unethical advantage, threatening or aggressive behaviour, verbal abuse or any other confrontational act towards candidates, quality assurance staff or other parties. <p><i>Notes:</i></p> <ul style="list-style-type: none"> Can be escalated to Level 3 Sanction if Sanction Action Plan is not met. The Tester will not be allowed to deliver or undertake CPCS Advanced Technical tests following a suspension for a minimum of 12 months. 	<ul style="list-style-type: none"> A CPCS Tester or Trainer whilst under investigation or suspension may not deliver any CPCS activities (unless agreed by NOCN Job Cards Management). Where the suspension sanction is issued there may be other conditions applied to ensure sanction action plans are completed. This may result in the Management Team appointing the EQA to supervise the delivery of tests, training or assessments under their guidance. Specific and detailed actions and requirements will be set out in an Sanction Action Plan to be achieved over a specified time period. The measures are put in place to check compliance from the Tester and Trainer. Regular contact must be maintained with the EQA and NOCN Management who issued the action plan. When a Tester or Trainer is suspended or their registration/card is removed, NOCN Job Cards (CPCS) reserves the right to inform the centre(s) of what has taken place and/or de-register the Tester or Trainer from their respective centres. It is the Tester or Trainer's responsibility to approach the centre(s) to re-register once any suspension or removal of registration has been lifted.
3	Tester or Trainer card removed from scheme.	<ul style="list-style-type: none"> Malpractice, maladministration and/or fraud through a negligent act or omission that impact on the integrity of NOCN or CPCS, or breach of Terms and Condition for holding a CPCS Tester and Trainer Card. There is a high risk of harm to the reputation of NOCN Job Cards and/or CPCS e.g., failure to protect candidates from risk to their health and safety, frequency of infringements, improper or unsafe conduct or material breach of legislation (gross incompetence or willful negligence), fraudulent completion of Training material or CPCS Technical Test sign-off and/or grading sheets. Fraudulent candidate/learner identification e.g. failing to ensure identification is genuine and is the correct person taking the training, test or assessment. Two or more level 2 sanctions issued within a 12-month period or failure to comply with Sanction Action Plan. 	<ul style="list-style-type: none"> Tester or Trainer card that have been removed from the scheme can appeal against the removal. NOCN Job Cards reserve the right to remove Tester or Trainer cards (or both).

Notes:

All Action Plans or Sanctions raised at Tester or Trainer level can be escalated to a Accredited Centre level sanction if deemed necessary. The guidance given above, as examples, are non-exhaustive – NOCN Job Cards (CPCS) quality assurance personnel consider a number of factors and evidence before deciding which action plan or sanction will be applied.

CPCS SCHEME BOOKLET

For Trainers and Testers



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