

APPLICATION TO UPGRADE TO A FULL CPCS COMPETENT OPERATOR CARD

This application form is appropriate for individuals applying to convert their red Trained Operator card to a blue Competent Operator card on achievement of the appropriate SVQ/NVQ qualification, with the relevant units, to support the categories requested.

SECTION H Terms and Conditions of CPCS Application

1. This form is only valid when Section E is signed by the SVQ/NVQ Assessor or employer representative.
2. It is the responsibility of the applicant to ensure that all CPCS requirements for the application as set out in the Scheme Booklet for Operators are adhered to, including:
 - a) the applicant's stated details are correct,
 - b) the applicant has a CITB Health, safety & environment test passed within 2 years of the date of application receipt, and
 - c) the applicant holds a red Trained Operator card.
3. Application forms are subject to audit checks in accordance with CPCS requirements. Application forms, which are incorrect or not found to meet the requirements, will be returned.

SECTION I Completion Requirements

Section A: Complete Section A with full details. *Note: We will use the photo that was captured at the time you achieved the HS&E test on the CPCS Competent Operator Card issued.*

Section B: Confirm passed, but there is no need to attach evidence of the CITB Health, safety & environment (HS&E) test pass as this can be independently validated. To book a Health, safety & environment test contact the booking line on **0344 994 4488**.

Section C: Enter the appropriate category code(s) being applied for, and confirm achievement of the appropriate qualification with the relevant units and attach a copy of the certificate.

Current category codes and VQ requirements can be found on the NOCN Job Cards Website www.nocnjobcards.org. If there is insufficient space to list all categories required, please continue onto another application form completing Sections A, C and E as it must have an independent validation.

Section D: It should be noted that if a mailing address is not provided the card will be sent to the applicant's home address as provided in Section A1.

Section E: The Independent Declaration of the applicant's identity must be completed by either:

- the VQ Assessor who delivered the VQ Assessment with the VQ Centre's details completed, or
- an employer representative having appropriate line management responsibility

Section F: This section requires completion if the Employer intends to claim grant for the issue of a blue **Competent Operator Card**.
Please note: All boxes **MUST** be completed, if they have not ALL been completed then the Employer will have to make a claim for a grant manually.

Section G: Payment must be made by Credit/Debit card via the CPCS Helpline. This is a non-refundable fee for the service of processing the application.

General: Please return the completed form and copies of any relevant certificates to:
CPCS, NOCN Job Cards, P O Box 1242, Kings Lynn, Norfolk PE30 9FQ

If you require help completing this form please contact CPCS on: **0844 815 7274**

On receipt of this application it will usually take 15 working days to produce the card, providing all registration conditions have been met.