

F1/9 TRANSFER OF A MPQC CARD TO A FULL CPCS COMPETENT OPERATOR CARD

To be completed by the applicant and supported by an independent declaration.

Please complete this form in **BLOCK CAPITALS** using a **BLACK** or **BLUE** ballpoint pen. Please ensure the form is completed correctly to prevent it being returned.

SECTION A

Applicant Details

A1 Title

Surname

Forename

Home Address

Postcode

E-mail

CPCS Card No.
(if applicable)

Date of Birth - -
D D M M Y Y Y Y

National Insurance No.

Telephone Number

A2 I confirm that to the best of my knowledge the information above is correct. I accept this personal data will be held and used in accordance with the CPCS Fair Processing Policy set out in the Scheme Booklet for Operators.

In signing this form I agree to comply with the terms and conditions set out in the CPCS Scheme Booklet.

Applicant signature Date - -
D D M M Y Y Y Y

Fair Processing Notice: NOCN Job Cards shares your personal data with the Construction Industry Training Board ("CITB") for the purposes of their role as an Industrial Training Board enabling it to perform its functions under and accordance with the Industrial Training Act 1982. 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. For information explaining your legal rights and how NOCN Job Cards uses your information, please view our Privacy Notice online at <https://www.nocn.org.uk/privacy/>.

SECTION B

Other Qualifications

B1 CITB Health, safety & environment test passed within 2 years of the date of application receipt To book a test contact the booking line on **0344 994 4488**

SECTION C

MPQC Category (ies) to be transferred to CPCS Category (ies)

Please enter the CPCS codes below for categories you are applying to transfer from MPQC to a CPCS Trained Operator card. Please refer to the MPQC to CPCS Category Mapping Chart:

Category Code and Endorsement			
A	<input type="text"/>	<input type="text"/>	<input type="text"/>
A	<input type="text"/>	<input type="text"/>	<input type="text"/>
A	<input type="text"/>	<input type="text"/>	<input type="text"/>

Category Code and Endorsement			
A	<input type="text"/>	<input type="text"/>	<input type="text"/>
A	<input type="text"/>	<input type="text"/>	<input type="text"/>
A	<input type="text"/>	<input type="text"/>	<input type="text"/>

Category Code and Endorsement			
A	<input type="text"/>	<input type="text"/>	<input type="text"/>
A	<input type="text"/>	<input type="text"/>	<input type="text"/>
A	<input type="text"/>	<input type="text"/>	<input type="text"/>

I confirm I meet the requirements for transferring from MPQC to CPCS and enclose the following:

Copy of the Front and Back of my MPQC Card Copy of my VQ certificate

Note: Your VQ certificate must include the unit breakdown and show the category of plant the qualification was achieved in.

SECTION D

Mailing Address

Please enter where you would like the card to be sent: Applicant as in Section A1 Other (as below in Section E)

SECTION E

Independent Employer Declaration

I certify that the applicant possesses the requisite skills on each category/endorsement being applied for. I also confirm that the details on this application are correct to the best of my knowledge for the applicant detailed above.

Employer Name Name

Address

Signature

Postcode

Date - -
D D M M Y Y Y Y

SECTION F

Payment

Please call our CPCS Helpline on **0844 815 7274** to make payment via Credit/Debit card.

Existing Credit Account: please complete the information below to enable the invoice to be raised.

Credit Account Ref. Purchase Order Number or other Invoice Reference (optional)

Company Name Postcode

Invoice Address

APPLICATION FOR TRANSFER OF A MPQC CARD TO A FULL CPCS COMPETENT OPERATOR CARD

This application form is appropriate for individuals applying to transfer their MPQC Operator card to a Blue CPCS Competent Operator card.

SECTION G

Terms and Conditions of CPCS Application

1. This form is only valid when Section E is signed by an employer representative.
2. It is the responsibility of the applicant to ensure that all transfer requirements for the application as set out in the Procedure for Transferring from MPQC to CPCS are adhered to, including:
 - a) the applicant's stated details are correct for the applicant,
 - b) the applicant has a CITB Health, safety & environment test passed within 2 years of the date of application receipt,
 - c) the applicant holds a current MPQC 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 H

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 you have passed the CITB Health, safety & environment test. To book a Health, safety & environment test contact the booking line on **0344 994 4488**.

Section C: You must complete the CPCS Code (please refer to the MPQC to CPCS Categories Mapping Chart) for each category you are applying to transfer to a CPCS Blue Competent Operator card and also attach a copies of the following:

- The front and back of your current MPQC card.
- Your SVQ or NVQ certificate, including the unit Breakdown which must show the category of plant the qualification was achieved in.

Each individually listed CPCS endorsement must be applied for by the applicant. There is no automatic award of multiple endorsements for a category of plant.

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

Section E: The Independent Employer Declaration of the applicant's requisite skills on each category/endorsement and identity must be completed by an employer representative having appropriate line management responsibility.

Section F: 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.