



## SECTION A

### Notice To CPCS Accredited Centres

All Applicants taking a CPCS Technical Test which will result in them applying for a CPCS Trained Operator Card and/or direct to a CPCS Competent Operator Card must have the opportunity to review this document **BEFORE** any personal details are entered into the TCMS system.

This means that this document must be handed to each applicant on arrival at the CPCS Test Site or it can be sent to the applicant in advance so that it can be viewed, printed off (double sided) and completed and taken along to the CPCS Accredited Centre on the day of the CPCS Practical Test.

Candidates are required to bring a form of Identification prior to undertaking Training or Testing, which the centre are to confirm is a true likeness of the candidate. Accepted forms of ID can be found in the CPCS Accredited Test Centre Scheme booklet. The ID used is to be recorded in section E.

**Note:** This document will be available on the CPCS Website so Applicants can view, print (double sided) and complete prior to arrival at the CPCS Accredited Centre if they so wish to do so.

## SECTION B

### Notice To Applicant

All Applicants wishing to apply for a CPCS Trained Operator Card and/or direct to a CPCS Competent Operator Card must be aware that any data relating to issue of a CPCS Trained Operator Card and/or direct to a CPCS Competent Operator Card will be captured by the CPCS Accredited Centre for the purpose of requesting a card.

## SECTION C

### CPCS Terms & Conditions

It is the responsibility of the CPCS Accredited Centre to ensure that all CPCS requirements for the issue of a CPCS Trained Operator Card and/or direct to a CPCS Competent Operator Card as set out in the Scheme Booklet are adhered to, including:

- The photograph to be used for the issue of the card is a true likeness of the applicant detailed in Section E of this form.
- The applicant has a relevant Health, Safety and Environment Test passed within two years of the date of the CPCS Training or Technical Tests.
- The applicant has passed a CPCS Theory Test for the category.
- The applicant has passed a CPCS Practical Test for the category (and endorsement where appropriate).

## SECTION D

### Data Protection Statement

NOCN Group, registered charity no. 03829217, operates CPCS.

'Personal Data' is an individual's personal information including information obtained directly from an individual, or from third parties.

NOCN Group will collect, hold, use and process an applicant's Personal Data and may do so for the purpose of administering CPCS.

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.

