

# Competence Interview Script

## SCRIPT (TO BE RECORDED)

### Tester and Test Details

- I can confirm that the audio recording has now started.
- My full name is .....
- My Tester number is .....

### To be Read Out by the Candidate

- My full name is .....
- My CPCS registration number is .....

### To be Read Out by the Tester

- Also present is the CPCS EQA is ..... (if applicable)
- The Accredited Centre is .....
- The Centre number is .....
- The date is .....
- The time is           am/pm.
- The Competence Interview is being conducted at.....(name of Test site location).
- The test notification number is .....
- Can you confirm that the Competence Interview Induction was completed prior to the recording (MUST BE CONFIRMED BEFORE PROCEEDING).
- Can you confirm that your mobile phone is switched off. Please place on the table and refrain from using unless there is an emergency.

### Confirmation

- I am now checking the candidate's identity documentation and I have been shown their ... and can confirm that the photograph is a true likeness.
- I am now asking the candidate to confirm that they have turned any mobile phone / devices to silent or turned them off, and to place them in full view on the table and refrain from using them until the Competence Interview is complete, unless there is an emergency.
- Confirmation to proceed with the Interview
- Would you now please confirm that you would like to continue on and commence the interview?
- If no: the candidate has declined and therefore does not wish to go ahead and sit the Interview. This Interview session has therefore now finished and this Interview will be resulted as not achieved.
- If yes: The Interview is now starting at ... am/pm.

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## COMPLETION (TO BE RECORDED)

I can confirm that you have now completed the Interview, and it has lasted ... minutes.

### You have Achieved

The Competence Interview is recorded as achieved, you have now met CLC requirements to continue to hold a CPCS Competent Operator card after 31 December 2024.

### You have Not Achieved

Unfortunately, the Interview has not been achieved as you have not demonstrated the required competence within the subject areas. You will have to reattempt the Competence Interview on another occasion.

### Feedback

- I am documenting this feedback and recording each subject area as Achieved / Not Achieved. Handover of final paperwork
- I have completed the sign-off for you, which confirms your result and the feedback that we have discussed today.
- I would like you to make any comments you feel are appropriate and tick the relevant box to confirm whether you agree or disagree with my feedback, and then counter sign as a record of your acceptance.
- For the benefit of the recording can I please ask you to read out any responses / feedback you have given.
- A copy of this sheet which includes a feedback section will be sent to you by the Test Centre in the next few days.
- For your information, there is an appeals process if you disagree with the Interview outcome.