

CPCS SCHEME BOOKLET FOR CPCS TESTERS



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Foreword

CPCS is an Industry Scheme developed by Industry for the Industry

The Construction Plant Competence Scheme (CPCS) provides skills cards for the plant sector of the Construction and allied industries. It was launched in 2003 and since then over 300,000 cards have been issued across 64 categories of plant and related occupations. However, we (the CPCS Management Committee) continually review and amend the Scheme in the light of on-going Industry feedback, and external factors such as latest occupational health issues, technology advances and new plant types is where the Scheme has undertaken such amendments.

One of the Scheme's main successes is the CPCS Technical Test, delivered by CPCS Testers working through CPCS Test Centres. The test ensures independent assessment of an individual's operating ability and their underpinning knowledge on entry to the Scheme and enables us to maintain and improve the quality and robustness of the Scheme.

The on-going changes and commitment to standards made by the CPCS Management Committee members have been reflected in the Health and Safety Executives' independently commissioned report on routes to competence in the construction sector, undertaken by Pye Tait. Although the report raised many issues concerning certification and carding, CPCS was the only plant scheme that was recognised as exemplar. This finding vindicates the industry and its federations and employers as well as test centres in both supporting and improving a true competence-based scheme.

We maintain our focus on ensuring that the Scheme is centred on the principles of independent, rigorous assessment of operating ability and for assurance of competence assurance, raising of standards expected in the plant sector. We continue to reserve ways to allow individuals to maintain or re-apply for expired cards and providing extensions whilst working towards competency.

With on-going changes come on-going challenges and we look forward to continuing work with Industry and our Test Centres to ensure that the Scheme further contributes to establishing a competent, safe and efficient plant industry.

Trevor Gamble MBE

CPCS Management Committee Chairman

Table of Releases

Heading	Ref	Amendment
Previous Version Dates: 01 March 2019, 01 June 2020, 10 May 2021, 01 February 2022		
Release 01 February 2022		
Foreword	-	Updated Information: Number of categories increased from 63 to 64.
Appendix B	List of Categories and Endorsement	Updated Information: Added category Multi Service Vehicle (MSV) A51.
B1	Appeals	Updated Information: Included email address for appeal submission allowing the removal of postal address.

A

Introduction

The Construction Plant Competence Scheme (CPCS) provides skills cards for the plant sector of the Construction Industry. It was launched in 2003 at the request of employers, to help them comply with regulations and requirements, and aims to apply common standards for all plant operators. CPCS covers a large range of plant and plant-related categories, and more are continually added.

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A Introduction

A1 What is CPCS?

1. The Construction Plant Competence Scheme (CPCS) provides a single skills card for the plant sector of the Construction Industry. It was launched in 2003, at the request of employers, to help them comply with regulations and requirements, and aims to apply common standards for all plant operators. CPCS covers a large range of plant and plant related categories and more are continually added.
2. CPCS is the industry's largest scheme for plant operators with over 300,000 cards issued, across over 63 categories and endorsements of plant or plant operations.
3. CPCS is recognised by the Build UK and Major Home Builders Group (MHBG), amongst others, as the preferred card to comply with codes of practice for competence and certification.
4. CPCS is owned by NOCN Job Cards, which allocates personnel to manage and administer it on behalf of the CPCS Management Committee that develops its policy and strategy.
5. The Management Committee is made up from representatives of the industry that use the plant and equipment covered by the Scheme, including the following organisations:
 - Armed Forces (HM Forces)
 - Civil Engineering Contractors Association (CECA)
 - Construction Plant-Hire Association (CPA)
 - Construction Industry Training Board (CITB)
 - CITB Northern Ireland
 - Federation of Piling Specialists (FPS)
 - Health and Safety Executive (HSE)
 - Home Builders Federation (HBF)
 - Mineral Products Qualifications Council (MPQC)
 - National Federation of Demolition Contractors (NFDC)
 - Scottish Plant Owners Association (SPOA)
 - Build UK
 - Unite the Union

A2 What are the aims and benefits of CPCS?

6. CPCS aims to:
 - Provide identification for plant operators and those involved with plant operations by recognised skills, knowledge and understanding, competence and qualifications
 - Raise health and safety standards through a programme of Health, safety and environment Testing to prove workers have met minimum standards
 - Provide standards of learning and assessment to equip individuals with relevant skills and knowledge to seek employment within industry
 - Provide or improve employment prospects for individuals and experienced operators
 - Keep a record of workers in the construction and allied industries who have achieved a recognised level of operating ability and competence, and to provide a means of identification
 - Be self-financing; with any surplus funds being used for the benefit of the construction industry.
 - Encourage construction and allied employers to use certificated and competent plant operators
 - Provide certification for UK workers that could be accepted in Europe through agreements with other European national schemes to mutually recognise qualifications.

A3 What is the scope of CPCS?

7. The Scheme provides certification for plant operators and associated operations for UK construction and allied industries. The plant operator certification process is supported by CPCS Testers, who in turn are certificated as trained and competent by CPCS.
8. Membership of the Scheme is voluntary, but is mandatory on many construction sites and other work environments.
9. Compliance with the contents of this Scheme booklet is a requirement for members of the Scheme (individual's holding a CPCS card).
10. There are no age requirements for Scheme membership. However, in some cases legislation or company policy regarding the use of plant or equipment may specify different age limits for a specific working environment. This may result in the cardholder being prevented from using that plant or equipment.
11. Basic skills and understanding, and competency standards are defined by the Scheme for:
 - plant operators
 - slinger/signallers
 - individuals securing plant and equipment to vehicles/trailers for transportation
 - individuals planning and controlling lifting operations.
12. Advanced skills and competency standards are defined by the Scheme for:
 - CPCS Testers
13. A wide range of construction plant and equipment is covered by CPCS, and new plant and equipment is continually added at the request of industry. The categories currently covered by CPCS are listed in Appendix A.
14. A category is defined as:
 - an item of plant or equipment used within the construction industry in accordance with the manufacture's basic design, or
 - an agreed duty or occupation involving plant operations, e.g. Appointed Person.
15. Certain categories have endorsements. Endorsements are sub-categories that reflect the variation in a category, for example, by weight, size, capacity or application. Endorsements will be defined as either:
 - separate – as each endorsement will be inscribed separately on a CPCS card, or
 - senior – as only the higher or senior endorsement will be inscribed on a CPCS card.

A4 What are the standards that define the Scheme?

16. Categories within CPCS are derived through employer consultation and relevant national occupational standards, and are subject to continual review to ensure the Scheme meets employer's needs.
17. Subject specific Technical Advisory Groups meet to review current learning and assessment criteria, and develop learning and assessment standards when new categories are being introduced.
18. CPCS works closely with many Federations, Organisations, plant users, Scheme Testers as well as the Health and Safety Executive to ensure that the standards for plant categories are relevant, up-to-date and realistic.
19. The Scheme adheres to Codes of Practice, British Standards and other sector-led guidance document for many items of plant. CPCS works closely with sector skills councils and specialist plant certification schemes, and continually contributes to industry-led and produced codes of practice and guidance documents. CPCS follows the principles and requirements of BS EN ISO/IEC 17024:2012 – General Requirements for Bodies Operating Certification of Persons.
20. CPCS has been recognised as an exemplar scheme by a Health and Safety commissioned report on routes to competence in the construction sector. This report was independently researched by PYE Tait, an established research organisation, who reviewed competence processes, certificating bodies and card schemes in order to gauge their effectiveness in both delivering and ensuring competence for occupations within the construction sector. The research looked at the effect over the previous ten years where the sector had implemented many health and safety initiatives based on the Revitalising Health and Safety strategy of 2001; which further led to the origins of CPCS. The report noted that there needs to be further emphasis on situational awareness and the sustaining of appropriate behaviours and CPCS is working with bodies such as the Health and Safety Executive to incorporate these finding into assessment.

21. The hallmark of CPCS is national consistent standards of assessment. CPCS assessment and test standards are relevant but specific in terms of skills, knowledge and understanding that need to be demonstrated.
22. CPCS has a large body of independent personnel that continually monitor Scheme standards to ensure national standards are applied. The Scheme acknowledges that flexibility is needed in some instances; however, deviations from assessment and test standards can only be approved by the monitoring and technical teams, and in many cases through prior consultation with the relevant technical advisory group and/or consultation with employer organisation.

A5 What is the structure of the Scheme for Testers?

23. The structure of the Scheme for Testers can be broken down into different areas; core elements, cards available, progression through the Scheme, and delivery of the Scheme.
24. The purpose of this document is to outline the structure and requirements of the Scheme for Testers.
25. For further information on the structure and requirements of the Scheme for operators, please read the Scheme Booklet for Operators available through the CPCS website (please see Appendix B for details on how to access this information).

A6 What is the role of a CPCS Tester?

26. A CPCS Tester is required to assess an individual's knowledge, understanding and performance against the CPCS Technical Test criteria.
27. A CPCS Tester must be up to date with the latest CPCS requirements such as the CPCS Training Syllabi, CPCS Approved Code of Delivery and CPCS Practical Test Specifications, first aid and health and safety matters.
28. A CPCS Tester is an individual who has suitable and sufficient industry and operating knowledge and ability on the category of plant in all its acceptable uses and environments, has met the CPCS Scheme requirements to become a CPCS Tester and has been issued with a CPCS Tester card.
29. A CPCS Tester must work within an Approved CPCS Test Centre to supervise, deliver and provide written feedback on:
 - CPCS Theory Tests in a classroom environment using verbal questioning techniques in a one-on-one situation with the operator
 - CPCS Practical Tests in a practical test environment
 - CPCS On-site Assessments in a live work environment or a suitable location that ensures the activities can be completed.
30. The CPCS Tester will only be able to operate as a Tester within the remit of the CPCS Test Centre(s) to which they are registered. The CPCS Tester may choose to operate through one or more CPCS Test Centres.

A7 What are the key skills expected of a CPCS Tester?

31. 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:
 - Able to communicate effectively and confidently verbally and in writing to a range of persons and for reports
 - Able to recognise and show empathy for the operating and learning abilities of others, show patience, and adapt approach to accommodate all situations
 - Able to recognise poor practice against test criteria and provide appropriate feedback
 - Able to apply appropriate questioning techniques
 - Able to lead and maintain control at all times
 - Able to test effectively in both classroom and other working environments under varying conditions
 - Able to deliver testing whilst offering equal access and equal opportunities to all.

B

Core Elements

The Scheme is made up of a number of core elements, which are used to demonstrate the skills, competence and qualifications that determine eligibility for Scheme membership.

There are common elements that are applicable to both roles and role-based elements which are different.

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B1 CPCS Terms and Conditions for holding a Tester Card

Introduction

1. The terms and conditions detailed in this section, govern the requirements for holding a CPCS Tester card as set by CPCS.
2. A CPCS Tester is responsible for ensuring that the terms and conditions for holding a CPCS Tester card are adhered to at all times.
3. A CPCS Tester is responsible for maintaining up-to-date knowledge and understanding of Scheme Rules relating CPCS Testers including Scheme Booklets, ACOD, documents, forms, test specifications and assessment standards. (Please see **Appendix C** for details on how to access this information).
4. A Tester will ensure that they collaborate and comply with the CPCS Test Centre requirements to meet current Legislation covering its activities.

Membership and Registration

5. The individual, by signing the application form to register as a CPCS Tester, agrees to comply with the terms and conditions of membership and registration of the Scheme Rules.
6. All applicants applying for, or renewing a CPCS Tester card must ensure that they fulfil all Scheme requirements prior to application. NOCN Job Cards (CPCS) reserves the right to reject incorrect or incomplete applications.
7. A CPCS Tester must be registered with a CPCS Test Centre for the purposes of delivering CPCS Technical Tests, On-site Assessments and other related activities required by CPCS.
8. The Tester, when renewing their Tester card must ensure sufficient time is allowed before the expiry date of their current Tester card, to comply with and adhere to all the Scheme renewal requirements.

Conduct and Compliance

9. A CPCS Tester must comply in full with the requirements set out in the CPCS Approved Code of Delivery and all Scheme Rules associated with the delivery of CPCS Technical Tests, On-site Assessments and other related activities required by CPCS.
10. The CPCS Tester must at all times comply with and adhere to all relevant legislation, Codes of Practice and other Regulations that apply whilst engaged with CPCS activities.
11. A CPCS Tester must ensure all documents and forms associated with the delivery of CPCS Technical Tests or On-site Assessments are correctly completed and processed in accordance with Scheme Rules.
12. A CPCS Tester must act professionally at all times applying an impartial and unbiased judgement when testing or assessing a candidate performance and must not assist (give an unfair advantage) to the candidate at any time.

Sanctions

13. In this scheme booklet NOCN Job Cards (CPCS) publishes a table of sanctions setting out various levels and actions which is designed to bring a fair and consistent approach for dealing with infringements of scheme rules. The table of sanctions contains five (5) levels against a CPCS Tester, together with a rationale for each sanction. The level of sanction can be progressive but also issued at any level in relation to the sanctionable circumstance.
14. The main aim of NOCN Job Cards (CPCS) sanctions, is to put in place measures to support testers to comply with scheme rules but also to act as a deterrent against malpractice and encourage collaboration between all parties. However, should the gravity of the tester's acts or omissions be of such a nature, that it threatens the integrity or reputation of NOCN and/or CPCS, the highest level of sanction may result in suspension or removal of the tester's registration/card.
15. Where NOCN Job Cards (CPCS) is unable to contact a tester, we reserve the right to suspend the tester and if necessary, remove their registration/card as a CPCS Tester with NOCN Job Cards (CPCS).
16. A tester whilst under investigation or suspension, may not deliver any CPCS activities unless agreed with NOCN Job Cards External Quality Assurer (EQA).
17. Where the suspension sanction is issued, there may be other conditions applied to ensure action plans are completed. This may result in the EQA approving and supervising the delivery of tests or assessments under their guidance.

18. During the period of suspension, specific requirements will be set out in an action plan to what has to be achieved over a specified time period and the measures to check compliance.
19. The action plan will detail the actions needed to reach one or more outcomes/objectives. Testers are required to comply with the action plan issued by NOCN Job Cards (CPCS) and ensure that they maintain regular contact with the EQA who issued the action plan.
20. Once a suspension period has been completed, it may be necessary to set out additional ongoing requirements to ensure the tester has the appropriate support and guidance to maintain ongoing scheme compliance which will be communicated to the tester before the sanction is lifted.
21. When a tester 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 from their respective centres. It is the tester responsibility to approach the centre(s) to reregister.
22. Where a suspension is issued or a sanction removes the tester from the scheme, 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.

Appeals

23. If your appeal is against the outcome of a CPCS Advanced Technical Test or an Advanced On-site Assessment, please in the first instance contact the CPCS Test Centre where the CPCS Advanced Technical Test or Advanced On-site Assessment was undertaken.
24. All other disputes relating to an application to become a CPCS Tester, sanctions and action plans, the suspension or withdrawal of the Tester card and CPCS Tester Renewal, the Tester must lodge an appeal by submitting an email within 10 business days of the dispute clearly setting out the grounds of appeal to: technical@jobcards.org
25. Your appeal will, where possible, be heard within 10 Business Days of receipt. However, the nature and complexity of the appeal may necessitate this period being extended. The sanctions applied will remain in place until the result of the appeal has been communicated.

B2 Training and Experience Requirements

What are the training and experience requirements?

26. The Scheme is supported by a cache of trained, experienced and qualified testers. It is essential that testers working within the Scheme are fully experienced in the operations, use and typical application of that category of plant.
27. Those wishing to become testers within CPCS must have relevant experience on the category or categories of plant, are trained and assessed in order to successfully deliver learning to those lacking the relevant skills and knowledge and /or able to independently and impartially judge a learners' skills, knowledge and understanding through an assessment process.
28. Those seeking to become testers, or are current testers must have the minimum number of operating hours on the category of plant. The minimum number of hours required are indicated on page 4 of the Tester Record of Category Experience which can be downloaded at www.nocnjobcards.org. Operating experience must be recent, valid, reliable and authenticable, and attained carrying out productive work through a normal job role within the construction or allied sectors.
29. The hours apply only where the item of plant is actually being used 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. Activities such as driving to and from the workplace, downtime between work or maintenance-type work does not constitute part of the required number of hours.
30. Evidence detailing both training and post-training experience in the particular category of plant must be provided prior to the advanced technical test taking place. A Record of Category Experience (RoE) document must be completed by the applicant. The RoE is available to download at www.nocnjobcards.org. Only the details for one category can be recorded on this document. Other categories can be applied for using fresh documents. The applicant will sign the document confirming that the information supplied is valid and reliable.
31. Test Centres organising the advanced technical test will check and confirm that:
 - the minimum number of hours have been recorded prior to notification
 - the information detailed on the document is (as far as is reasonably practicable) true and authentic
 - that the document has been signed by the applicant.
32. Once the CPCS Test Centre is satisfied that the information provided is reliable and meets the eligibility criteria laid down to undertake the advanced technical tests, will forward the document to the relevant NOCN Job Cards External Quality Assurer for approval. Candidates attending the CPCS Tester course will also ensure that the RoE is attached to the relevant course application form.
33. Once approved the NOCN Job Cards External Quality Assurer will advise the CPCS Test Centre by email, and arrangements will be made to agree the actual date of the advanced technical tests.
34. 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 the CPCS Product Office for consideration.
35. CPCS reserves the right to remove the category of plant from the tester card should subsequent investigations reveal that the applicant did not meet the criteria detailed within the RoE submitted.

B3 Health and Safety Qualification

What is the requirement for the Health and Safety Qualification?

36. The requirement is for a CPCS Tester to have an understanding and awareness of Health and Safety requirements in relation to the operation and movement of plant equipment, including additional persons around plant equipment.
37. The certification that currently meet this requirement are any of the following options. **Note:** *These must have been achieved within the last 5-years unless otherwise stated.*
- NEBOSH Construction Certificate
 - NEBOSH Construction Certificate with IOSH Membership (Tech IOSH Level Membership as a minimum) if older than 5years
 - Site Managers Safety Training Scheme (SMSTS) with refresher were applicable
 - Managing and Co-ordinating Plant (MCP) with Refresher were applicable
 - IOSH Managing Safely (in date)
 - Level 5 or 6 Health and Safety Qualification accompanied with an in date CSCS card stating the following occupation routes:
 - a) Health & Safety Manager Construction (with Minimum Tech IOSH Membership)
 - b) Construction Health and Safety Senior Manager (with Minimum Tech IOSH Membership)

How can I get it?

38. 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/.

How much does it cost?

39. There is no set fee for Health and Safety qualifications, this will have to be determined with your chosen provider.

What do I need to do first?

40. 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.

B4 First Aid Certificate

What is the role of the First Aid Certificate?

41. The requirement for a CPCS Tester is a minimum of a 1-day Emergency First Aid at work Certificate (3-day full First Aid at Work Certificate will also be accepted).
42. 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.
43. For military personnel the First Aid Training and Knowledge for the Army Individual Training Directives (ITD's) is acceptable; please submit a letter from the RSME.

How can I get it?

44. First aid courses can be accessed through a variety of channels including:
 - Training Providers
 - Red Cross
 - St John Ambulance.

How much does it cost?

45. There is no set fee for a first aid course; this will have to be determined with your chosen provider.

What do I need to do first?

46. 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 a Tester card and must be obtained prior to attending the CPCS Tester Course.

B5 CITB Health, safety and environment test

What is the requirement for CITB Health, safety and environment (HS&E) test?

47. All new CPCS Tester applicants, and those adding a category or renewing a CPCS Tester card, must have an understanding and knowledge of current basic Health & Safety as demonstrated through holding a CITB Health, safety and environment (HS&E) test for Managers and Professionals (MAP) pass that has been passed within the last two years.
48. The HS&E test is the requirement for operators entering and progressing through the Scheme, and so it is critical that Testers are experienced and are up to date with both the content and the process.
49. CPCS recommends appropriate health and safety training before attempting the test.
50. There is no limit to the number of times that the CITB Health, safety and environment test can be taken.

How can I get it?

51. The CITB Health, safety and environment test can be taken at test centres located throughout the United Kingdom or through independent test centres (ITC's) found in convenient locations around the country
52. Individuals can contact the CITB Health, safety and environment test Helpline directly on 0344 994 4488, go through a CPCS Test Centre or book online using website www.citb.co.uk/bookingatest. CPCS Test Centres are required to support individuals through all elements of the Scheme, and will be able to either:
 - deliver the HS&E test directly themselves as an approved CITB Internet Test Centre (ITC), or
 - arrange the *CITB Health, safety and environment test* with an ITC on the individual's behalf
53. Individuals are advised to have their Full Name, Date of Birth and CPCS Card number to hand when booking their test, or their date of birth if new to the Scheme.
54. Individuals are advised to book the CITB Health, safety and environment test in plenty of time.
55. 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 or purchased from major book stores.

How much does it cost?

56. The cost of the Test is currently £22; however, the cost is determined by CITB and is subject to change; see Appendix C for details on how to access the most up-to-date information.

What do I need to do first?

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

B6 CPCS Advanced Theory Test

What is the requirement for CPCS Advanced Theory Test?

58. The CPCS Advanced Theory Test is part of the CPCS Advanced Technical Test. It has been set by CPCS to test underpinning knowledge and understanding directly related to a CPCS category. The CPCS 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.
59. The CPCS Advanced Theory Test is part of CPCS requirements for individuals applying for their first CPCS Tester card or for those adding a category to a current CPCS Tester card.
60. There is a CPCS Advanced Theory Test 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.
61. The CPCS Advanced Theory Test must be answered verbally, in a one-on-one session with a CPCS Tester registered with a CPCS Test Centre.
62. Individuals are required to achieve 100% to pass the CPCS Advanced Theory Test and meet the requirements for applying for a CPCS Tester card. This is critical to ensure that those training and testing future operators fully understand the content and are able to articulate the answers.
63. CPCS quality assures the delivery of the CPCS Advanced Theory Test. A test:
- will be attended by a CPCS External Quality Assurer or CPCS Team Leader who will observe the delivery of the test, and
 - will be recorded using digital audio recording equipment.

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.*

64. There is a guideline estimated time of 1 hour for each CPCS Advanced Theory Test (some categories are allowed extra time due to the complexity of questions).
65. The individual will be given a copy of the Sign-off Sheet completed by the Tester with feedback on their performance.
66. The individual must record a minimum of 80% and answer any mandatory questions correctly 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 Practical Test.
67. There is no limit to the number of times that an individual can take the test.
68. The CPCS Advanced Theory Test is delivered through CPCS Test Centres, by CPCS Testers registered to the Test Centre meeting the criteria listed in **B7 CPCS Advanced Practical Test**.
69. Please contact a CPCS Test Centre using the List of CPCS Test Centres that is available on the CPCS Website or through calling the CPCS Helpline. (Please see Appendix C: Further sources of information for details on how to access this information.)

How much does it cost?

70. Please note there is no maximum charge set for the CPCS Advanced Theory Test.
71. It is recommended that a number of CPCS Test Centres are contacted to obtain a competitive price.
72. There may be CITB Grant available to support the CPCS Theory Test. (see Appendix C for details on how to access this information.)

What do I need to do before I take the Advanced Theory Test?

73. The appropriate CITB Health, safety and environment test for the category of plant must be passed before the CPCS Advanced Theory Test is attempted. The CITB Health, safety and environment test is valid for two years from date of achievement for the purpose of progression onto the CPCS Advanced Practical Test.

What do I need to do after I pass the Advanced Theory Test?

74. On achieving 80% in the CPCS Advanced Theory Test an individual may progress to the CPCS Advanced Practical Test. The CPCS Advanced Practical Test will need to be achieved within six months of the CPCS Advanced Theory Test for the CPCS Advanced Theory Test to be deemed valid for progression.
75. The individual must achieve a 100% pass in the CPCS Advanced Theory Test to meet the requirements for applying for a CPCS Tester card.

B7 CPCS Advanced Practical Test

What is the requirement for the CPCS Advanced Practical Test?

76. The CPCS Advanced Practical Test is part of the CPCS Advanced Technical Test. It has been set by CPCS to test operating ability of individuals through a series of practical activities based on core operating skills.
 77. The CPCS Advanced Practical Test is part of CPCS requirements for individuals applying for their first CPCS Tester card or for those adding a category to a current CPCS Tester card.
 78. 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.
 79. 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 Practical Test. If the individual is successful 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.
 80. The CPCS Advanced Practical Test is delivered through a CPCS Test Centre.
 81. The CPCS Advanced Practical Test is delivered in a one-on-one session with a CPCS Tester.
 82. A CPCS Test Centre must only use CPCS Testers who meet the following requirements to deliver the CPCS Advanced Technical Test:
 - CPCS Testers 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 (if fewer than three (3) of their CPCS Practical Tests or three (3) of their CPCS Theory Tests have been monitored within the last 12 months then CPCS Quality Assurance Personnel would have the right to ensure that these are completed before the application is approved).
 83. Testers are required to complete the CPCS Advanced Practical Test without exceeding the penalty points as indicated on the marking sheet fault section. This is critical to ensure that those training and testing future operators are highly skilled in operating the piece of plant.
 84. CPCS quality assures the delivery of the CPCS Advanced Practical Test. A test:
 - will be attended by NOCN Job Cards Quality Assurance Personnel who will observe the delivery of the test,
 - may be visually recorded at the request of CPCS. If CPCS has requested that the test is visually recorded the individual must allow this to take place, or the achievement will not be deemed as valid for a card application.
- 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.*
85. The CPCS Advanced Practical Test has a specified time limit to ensure that the candidate (tester) 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).
 86. The individual will be given a copy of the Sign-off Sheet completed by the Tester with feedback on their performance.
 87. On achievement of the CPCS Advanced Practical Test, by an individual who is adding a category to an existing CPCS Tester card the CPCS Test Centre will provide the individual with the following documentation as they will have met all Scheme requirements:
 - CPCS Tester Application form (F3/1): which the CPCS Tester will countersign, and the CPCS Test Centre will submit to CPCS on behalf of the applicant if adding a category,
 88. There is no limit to the number of times that an individual can take the CPCS Advanced Practical Test.
 89. The CPCS Advanced Practical Test is valid for two years from date of achievement for the purpose of CPCS card applications.

How can I get it?

90. The CPCS Advanced Practical Test is delivered through CPCS Test Centres, by CPCS Testers registered to the Test Centre meeting the criteria listed in point 69 above.
91. Please contact a CPCS Test Centre using the list of Approved CPCS Test Centres that is available on the CPCS Website or through calling the CPCS helpline. (Please see Appendix C for details on how to access this information.)

How much does it cost?

92. Please note there is no maximum fee set for the CPCS Advanced Practical Test.
93. It is recommended that a number of CPCS Test Centres are contacted to obtain a competitive price.
94. There is a CITB Grant available to support the CPCS Advanced Practical Test (Standard and Advanced). (Please see **Appendix C: Further sources of information** for details on how to access this information.)

What do I need to do first?

95. The appropriate HS&E 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 onto the CPCS Advanced Practical Test.
96. 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 Practical Test.

What do I need to do next?

97. On achieving the CPCS Advanced Practical Test an individual can apply for a provisional CPCS Tester card if they meet all other requirements including a full 100% Advanced Theory Test pass on the category. The cost of the application is included within the CPCS Technical Test fees. The individual should then start work towards the relevant role-based competence qualification (if not already achieved).

B8 CPCS Tester Course

What is the requirement of the CPCS Tester Course?

98. The CPCS Tester Course provides a standard level of training and assessment for all Testers on entry into the Scheme in this role.
99. This course has to be completed prior to first application to become a Tester.
100. The course syllabi are set by CPCS, although they are delivered through specifically approved CPCS Test Centres.
101. The aim of this course is to provide training for, and assessment of, individuals wishing to gain the necessary knowledge and skills to deliver CPCS Technical Tests to ensure that they meet the Scheme requirements to become a CPCS Tester.
102. For further information on this course including course aims, outcomes and availability please contact CPCS NOCN Job Cards on **0300 999 1177**.
103. There are strict entry requirements for this course to ensure that the individual has already completed the other required elements and is an advanced operator with an up to date knowledge of managing and co-ordinating plant related health and safety. This enables the course to be delivered to delegates of similar knowledge and ability.

How can I get it?

104. The CPCS Tester Course is delivered on behalf of CPCS by the Specially approved CPCS Test Centres.
105. For further information on this course and availability please contact CPCS NOCN Job Cards on **0300 999 1177**.

How much does it cost?

106. There is no set fee for a CPCS Tester Course; this will have to be determined by the specially approved CPCS Test Centres.

What do I need to do first?

107. The CPCS Tester Course is the final element that should be taken prior to application to become a CPCS Tester.
108. All delegates attending a CPCS Tester Course must have achieved the following (in no particular order):
 - Health & Safety Qualification
 - Emergency first aid at work certificate
 - CITB HS&E test for Managers and Professionals (MAP)
 - CPCS Advanced Theory Test
 - CPCS Advanced Practical Test.

B9 Role-based competence

What is the requirement for Role-based competence?

109. CPCS requires the CPCS Tester to demonstrate Role-based competence through the achievement of the relevant qualification:

- CPCS Tester: L3 Award (or SVQ) in Assessing Competence in the Workplace, Level 3 Award in Assessing Competence in the Work Environment or L3 Certificate (or SVQ) in Assessing Vocational Achievement or A1 Unit or D32/D33

110. The Role-based competence qualification ensures that all CPCS Testers are appropriately qualified by the relevant body to deliver testing and/or vocational assessments.

How can I get it?

111. Competence awards for assessment and quality assurance can be accessed through Approved Assessment Centres.

How much does it cost?

112. There is no set fee for units and qualifications; this will have to be determined with your chosen provider.

What do I need to do first?

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

B10 CPCS Tester Renewal course

What is the requirement of the CPCS Tester Renewal course?

114. For CPCS purposes, the CPCS Tester Renewal course is a process aimed at identifying and enhancing the delivery skills of a tester through supportive, participative and engaging role-based courses.

115. This allows CPCS Testers to refresh and update their delivery skills and knowledge in order to effectively prepare, deliver and judge the performance and understanding of candidates undertaking CPCS Technical Tests.

116. The CPCS Tester Renewal course will be facilitated by Specially Approved CPCS Test Centres and NOCN Job Cards Quality Assurance Personnel in a classroom based environment over a one-day period. The subjects covered on the course include:

- Establishing the role of the tester and their responsibilities
- CPCS test delivery procedures
- Examination of good and poor practices
- How to effectively deliver theory and practical tests.

117. Candidates will be encouraged to discuss current delivery techniques and identify methods for improvement with their peers on the course. There will be a measurement process to establish understanding and those learnt on the course, with follow-up action plans where skills improvement may be needed.

How can I get it?

118. The CPCS Tester Course is delivered on behalf of CPCS by the Specially approved CPCS Test Centres.

119. For further information on this course and availability please contact CPCS NOCN Job Cards on 0300 999 1177.

How much does it cost?

120. There is no set fee for a CPCS Tester Course; this will have to be determined by the specially approved CPCS Test Centres.

What do I need to do first?

121. The CPCS Tester Course is the final element that should be taken prior to application to become a CPCS Tester.

122. All delegates attending a CPCS Tester Course must have achieved the following (in no particular order):

- Health & Safety Qualification (Refer to section B3 for the accepted H&S Qualifications).
- Emergency first aid at work certificate
- CITB HS&E test for Managers and Professionals (MAP)
- CPCS Advanced Theory Test
- CPCS Advanced Practical Test.

B11 CPCS Advanced On-Site Assessment (AOSA)

What is the requirement for the CPCS Advanced On-Site Assessment?

123. The CPCS Advanced on site assessment which forms part of the CPCS Tester renewal process. It has been set by CPCS to test operating ability of individuals through a series of practical activities based on core operating skills.
124. From the 1st January 2021 the CPCS Advanced on-site assessment forms part of CPCS requirements for individuals applying to renew their CPCS Tester card.
125. There is a CPCS Advanced on site assessment 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 on-site assessment achievement will be given at the level of the endorsement.
126. To identify the required Advanced 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 Advanced On-Site Assessments required to be undertaken by CPCS Testers. Please refer to the AOSA 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**.
127. Individuals attending the Advanced On-Site Assessment will be required to provide proof of identity using documentation that includes a photograph and signature, the CPCS Test Centre will provide the criteria to be met.
128. The Advanced On-Site Assessment can be carried out during the individual'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).
129. The CPCS Advanced On-Site Assessment is delivered through a CPCS Test Centre.
130. The CPCS Advanced On-Site Assessment is delivered in a one-on-one session with a CPCS Tester.
131. CPCS quality assures the delivery of CPCS On-Site Assessments. An assessment may be:
- Attended by NOCN Job Cards personnel who will observe the delivery of the assessment, or
 - Visually recorded at the request of CPCS. If CPCS has requested that the assessment is visually recorded, the individual must allow this to take place or the achievement will not be deemed as valid for a renewal application.
132. The individual will be given a copy of the Assessment Sheet completed by the CPCS Tester with feedback on their performance.
133. CPCS Testers who do not achieve the standard within the Advanced On-Site Assessment (AOSA), will be allowed to re-take the AOSA at a later date following the minimum period required to notify an AOSA. Should the CPCS Tester not meet the standard on the second attempt they will be required to undertake and achieve an Advanced Technical Test for that category to be able to continue to deliver CPCS Technical Tests for that category. Should the CPCS Tester subsequently not achieve the Advanced Technical Test for the category, then the category will be removed from the Tester's card.
134. Plant Driving (A68) does not need an AOSA if the Tester holds the category on a valid Competent Operator Card or undertakes the AOSA relevant to the endorsement required under A68.
135. Appointed Person (A61) has a AOSA available and is based on the A61 Competence Renewal Assessment used when renewing a CPCS Competent Operator card.

How can I get it?

136. Please contact a CPCS Test Centre using the list of approved CPCS Test Centres that is available on the CPCS website or by calling the CPCS helpline. (See **Appendix D: Further Sources of Information** for details on how to access this information).

How much does it cost?

137. There is no set charge for arrangement and delivery of the On-Site Assessment; this will have to be determined with the chosen CPCS Test Centre.
138. It is recommended that a number of CPCS Test Centres are contacted to obtain a competitive price.

What do I need to do first?

139. Hold a CPCS Tester Card that requires renewal.

What do I need to do next?

140. On passing the CPCS Advanced On-Site Assessment an individual may apply to renew their Competent Operator Card if all the of the CPCS Tester Renewal criteria has been met as detailed in D4. The cost of the card is £28.

C

Cards

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C1 Tester Card

What does this card represent?

1. The Tester card indicates that the holder has demonstrated:
 - 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
 - role-based ability as a 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.*

2. 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.

How long is the card valid for?

3. Tester cards have the following validity periods:
 - full Tester cards are valid for five years (from the date of application receipt by the CPCS Customer Operations).
 - provisional Tester cards are valid for two years (from the date of application receipt by the CPCS Customer Operations).
4. The expiry date of the card does not alter when a category is added to an in-date card.

Is the card renewable?

5. 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

6. CPCS allows a 12-month period of grace after expiry for the holder of a full card or provisional card. Tester requiring an extension to their current card will be expected to apply for the extension by following the appeals process. The appeals process is outlined in section B1, paragraph 12.

C2 Ownership of Cards

7. All CPCS cards remain the property of CPCS. However, it is issued to, and should be kept by, the named cardholder.
8. CPCS has the right to cancel a card at any point if the individual is found to have breached these Scheme rules, or otherwise brings the Scheme into disrepute.

C3 Replacement Cards

9. Individuals wishing to obtain a replacement card should contact the CPCS Helpline on **0300 999 1177**. The card 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. (Please see **Appendix C: Further sources of information** for full contact details).

C4 Fraudulent Cards

10. 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 access to Site subject to company rules.
11. Therefore, we would recommend that your next step is taking this evidence to the local police who will investigate the case. CPCS will fully support any prosecution with technical and factual evidence.

D

Progressing through the Scheme

There are two routes of entry into the Scheme which will lead to the attainment of a Tester card. (D1 & D2)

Individuals considering joining the Scheme should consider which route is most appropriate for them. This decision could be based on many factors; skills, competence, qualification, and immediacy of need.

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D1 Working towards a provisional Tester card

What are the requirements for this card?

1. An applicant is required to:
 - hold a Health and Safety Qualification, refer to section **B3**
 - hold a valid in date Emergency First Aid at work Certificate or 3 day First Aid Course, refer to section **B4**
 - hold a valid in date HS&E test for 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 HS&E test)
 - attend and pass the CPCS Tester course.

How do I apply for the card?

2. CPCS Application Form F3/1 for Testers will need to be completed on achievement of the CPCS Tester Course. The form will be provided by the National Construction College when the course is passed.
3. The NOCN Job Cards Quality Assurance Personnel who monitored the CPCS Tester Course will sign the declaration on the application form.
4. A copy of the relevant certificates must be attached to the application:
 - Emergency First Aid at Work Certificate
 - Health and Safety Qualification
5. There is no need to attach payment as the cost of the application is included in the CPCS Advanced Technical Test notification fees.
6. The Approved CPCS Test Centre must ensure all CPCS Application forms (F3/1) are sent directly to NOCN Job Cards Customer Services, and that they are received by NOCN Job Cards (at the address indicated on the application form) within two full Normal Working Days of the CPCS Tester Course completion.
7. The provisional Tester card will have a start date of the date of application receipt by CPCS Customer Operations.

How can I add more categories and/or endorsements?

8. To update the card by adding further categories the Tester is required to:
 - hold a Health and Safety Qualification, refer to section **B3**
 - hold a valid in date Emergency First Aid at work Certificate, refer to section **B4**
 - hold a valid in date HS&E test for Managers and Professionals (MAP)
 - Achieve the CPCS Advanced Theory Test (full 100% pass) within two years of the date of the CPCS Advanced Practical 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 HS&E test.
9. To update the card by adding further endorsements to existing categories the Tester is required to:
 - hold a Health and Safety Qualification, refer to section **B3**
 - hold a valid in date Emergency First Aid at work Certificate, refer to section **B4**
 - hold a valid in date HS&E test for Managers and Professionals (MAP)
 - achieve the CPCS Advanced Practical Test within two years of the HS&E test.

10. 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 Test 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 the declaration on the application form to confirm that the photograph is a true likeness of the Operator.
- 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 relevant certificates must be attached to the application.

D2 Moving from a provisional card to a full Tester Card

What are the requirements for this card?

11. A Tester is required to:
 - hold a valid and in date CPCS Provisional Tester Card
 - hold a Health and Safety qualification as outlined in **B3**
 - hold a valid in date Emergency First Aid at work Certificate
 - pass the HS&E (MAP) test within two years of the date of application receipt
 - achieve the appropriate role-based competence qualification.

How do I apply for the card?

12. CPCS Application Form F3/2 for Testers will need to be completed. This can be downloaded from the CPCS Website.
13. A photograph that meets passport requirements will need to be attached.
14. The CPCS Tester (with CPCS Test Centre details completed) a NOCN Job Cards Quality Assurance Personnel or ENTO Assessor must sign the declaration on the application form.
15. A copy of the relevant certificates should be attached to the application:
 - Emergency First Aid at Work Certificate
 - Health and Safety Qualification as outlined in **B3**
 - Role-based Competence Qualification.
16. The only additional information required to support the issue of a full Tester card is for:
 - A78E & F Vacuum Excavator LGV – Semi powered arm and LGV – Fully powered arm, where a copy of an LGV licence must be attached.
17. A £28 card application fee should be attached to the application. This is a non-refundable fee for the service of processing the application.
18. The application form should be returned to CPCS Customer Operations using the address on the back of the application form.
19. The Tester card will have a start date of the date of application receipt by the CPCS Customer Operations.

How can I add more categories and/or endorsements?

20. To update the card by adding further categories the Tester is required to follow the same process as outlined for an initial card application (please see **D1 Working towards a provisional Tester card** point 8).

D3 Working directly towards a full Tester Card

What are the requirements for this card?

21. A provisional tester is required to:

- hold a Health and Safety qualification as outlined in B3
- hold a valid in date Emergency First Aid at Work Certificate
- pass the HS&E test for 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 HS&E test)
- attend and pass the CPCS Tester Course
- achieve the relevant role-based competence qualification.

How do I apply for the card?

22. CPCS Application Form F3/1 for Testers will need to be completed on achievement of the CPCS Tester Course. The form will be provided by the Approved CPCS Test Centre when the course is passed.
23. The NOCN Job Cards Quality Assurance Personnel who quality assured the CPCS Tester course will sign 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 as outlined in B3
 - Role-based Competence Qualification.
25. The only additional information required to support the issue of a full Tester card is for:
- A78E & F Vacuum Excavator LGV – Semi powered arm and LGV – Fully powered arm, where a copy of an LGV licence must be attached.

***Note:** If no LGV licence is held a provisional tester card will be issued. The Tester will then have the life of the provisional card to achieve an appropriate LGV licence to have endorsement E or F awarded on their full 5-year tester card.*

26. There is no need to attach payment as the cost of the application is included in the CPCS Advanced Technical Test notification fees.
27. The CPCS Test Centre must ensure all CPCS Application forms (F3/1) are sent directly to CPCS Customer Operations, and that they are received by NOCN Job Cards (at the address indicated on the application form) within two full normal working days of the CPCS Tester Course completion.
28. The full Tester card will have a start date of the date of application receipt by CPCS Customer Operations.

How can I add more categories and/or endorsement?

29. To update the card by adding further categories the Tester is required to follow the same process as outlined for an initial card application (please see **D1 Working towards a provisional Tester card** point 8).

D4 Renewing a full Tester Card

What are the requirements for renewing these cards?

30. There are two card renewal routes which are:

- a. Renewal of Cards due to expire **after** the 31st December 2020
- b. Renewal of Cards due to expire **before** the 31st December 2020 (application for a two-year card).

Dependant on when your card expires determines which route applies to you.

31. **Renewal of five-year card (for all Tester cards due to expire after 31st December 2020):** a full Tester is required to:

- Hold an Emergency First Aid at work certificate valid at the date of application receipt
- Hold a Health and safety qualification as outlined in **B3**
- Pass the HS&E test for Managers and Professionals within two years of application receipt
- Hold a Tester support CPD programme certificate valid at the date of application receipt
- Complete an Advanced On Site Assessment achievement (AOSA) for all categories held*.

32. **Renewal of two-year card (Card due to expire on or before 31st December 2020):** a full Tester is required to:

- Hold an Emergency First Aid at Work First Aid certificate
- Pass the HS&E test for Managers and Professionals within two years of application receipt
- Hold a Health and safety qualification as outlined in **B3**
- On completion you may apply for a two-year card.**

Note: You may renew your Tester Card up to 6 months before the expiry date, if an application is received prior to this it will be rejected as too early to apply.

How do I apply for the card?

33. For Testers applying for a full 5-year card, use CPCS Application form F3/3, or application form F3/3T for testers applying for a 2-year card, will need to be completed on achievement of the elements as listed above**. Both forms are available on the CPCS NOCN Jobs Cards web site.

34. A copy of the Emergency First Aid at work Certificate must be attached to the application.

35. A copy of the Health and Safety qualification must be attached to the application.

36. A £28 (5 year) or £15 (2 year) card application fee should be made by contacting the CPCS Helpline on **0300 999 1177** prior to submission of the application. This is a non-refundable fee for the service of processing the application.

37. The Tester card start date will be the date of expiry of the previously expired full Tester Card. If a delayed application is made, the card will be back-dated to start from the expiry date of the previously held Tester Card.

** To identify the required Advanced 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 Advanced On-Site Assessments required to be undertaken by CPCS Testers. Please refer to the AOSA 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.*

Exemptions for the AOSA exist for those testers who hold an in date CPCS Competent Operator Card, and those testers who have completed the Advanced Test process within 5 years for those particular categories on the Tester Card.

*** Due to the Covid-19 outbreak for those testers who cannot meet the requirements to apply for a two-year card are advised to apply for the card and a grace period will be applied to your record which will allow 3 months to gain the required elements from when the UK restricted movement period ends. Should the requirements not be met within the grace period then the tester card will be suspended. To renew this card, the requirements to renew a five-year card are to be met prior to application.*

E

Delivery elements of the Scheme

The Scheme is delivered using a network of CPCS Test Centres which use registered CPCS Testers to deliver the CPCS Technical Tests and who are quality assured by NOCN Job Cards Quality Assurance Personnel. Certain CPCS Test Centres are also approved to offer the CPCS role-based courses which are also quality assured by NOCN Job Cards Quality Assurance Personnel.

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E1 CPCS Test Centres

What is the role of a CPCS Test Centre?

1. A CPCS Test Centre is a place of operation which has been approved by NOCN Job Cards for the purpose of providing a single point of contact to the operator and delivering a customer focused service to:
 - promote CPCS
 - assist with enquiries
 - deliver CPCS Technical Tests and administer the test information from notification through to results submission
 - arrange or deliver the CITB HS&E test
 - 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 Test Centre will have:
 - a CPCS Test Site with welfare facilities, a CPCS Theory Area and a CPCS Practical Area which meet the specifications for the CPCS Technical Test.
3. A list of approved CPCS Test Centres is available on the CPCS website.
4. Detailed information on becoming a CPCS Test Centre is contained within the Scheme Booklet for Test Centres and can be downloaded from www.nocnjobcards.org. Organisations wishing to pursue becoming a CPCS Test Centre should visit the website for information on how to apply www.nocnjobcards.org.

E2 NOCN Job Cards Quality Assurance Personnel

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

5. NOCN Job Cards Quality Assurance Personnel (External Quality Assurers (EQA)) are employed by NOCN Job Cards for the purpose of carrying out monitoring visits to ensure that CPCS Test Centres comply with the requirements outlined in the Scheme Booklet for Test Centres and Approved Code of Delivery (ACoD).
6. In addition to their primary role, NOCN Job Cards Quality Assurance Personnel can provide advice and guidance on CPCS, but if a CPCS Test Centre wishes to have an advice visit they should agree a suitable time and place for the visit with the NOCN Job Cards Quality Assurance Personnel.
7. If an individual has any concerns about the standard of testing, these should be passed on to a member of the NOCN Job Cards Quality Assurance Personnel for investigation.

E3 Card Services Department

What is the role of Card Services Department?

8. This department is the body of NOCN Job Cards personnel based at NOCN Job Cards, Innovation Way, King's Lynn, Norfolk PE30 5BY. They are responsible for development, delivery and monitoring of the Scheme.

E4 CPCS Administration and Call Handling

Who completes the CPCS administration and Call handling?

9. The administration of CPCS application forms along with the handling of calls and managing the network of CPCS Test Centres and Technical Test Notifications is currently completed by an independent team, CPCS Customer Operations based at NOCN Job Cards, Innovation Way, King's Lynn, Norfolk PE30 5BY.
10. The timetable for producing a CPCS Tester Card is normally 15 working days from receipt of the correctly and fully completed application.

F

Other

This section gives information on how your personal data will be handled, how to you may appeal and how you can claim grants.

F1	Fair Processing Notice	34
F2	Appeals	34
F3	Grants	34

F1 Fair Processing Notice

How will you handle my personal data?

1. NOCN Job Cards, registered charity no. 1182053) operates the CPCS.
2. '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 in our capacity as an Industrial Training Board.
3. NOCN Job Cards will collect, hold, use and process an applicant's Personal Data.
4. 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.
5. For information explaining your legal rights and how we use your information, please view our Privacy Notice online at www.nocnjobcards.org.
6. 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.
7. By signing the application form the applicant confirms acceptance to these terms and conditions including for the CPCS Test Centre to request a CPCS Trained Operator Card and/or Competent Operator 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 Technical Testing and On-Site Assessment.

F2 Appeals

How do I lodge an appeal?

8. CPCS card Appeals or disputes should be referred, in writing, to:

NOCN Job Cards
PO Box 1242
King's Lynn
Norfolk
PE30 9QF

9. If the CPCS team are unable to resolve the appeal, it will then be referred to an Appeals Panel, appointed by the CPCS Management Committee, for a final decision.

Note: *If your appeal is against the outcome of a CPCS Technical Test, please in the first instance contact your CPCS Test Centre.*

F3 Grants

Can I claim any grants to support the training and testing required to progress through the Scheme?

10. CITB grants may be claimed by employers registered with CITB for employees who have:
 - completed training
 - attended and achieved a Health and Safety Qualification
 - attended a First Aid Course
 - achieved the CPCS Advanced Theory Test
 - achieved the CPCS Advanced Practical Test
 - attended a CPCS Role-based Course and
 - achieved assessor qualifications.
11. For full details on the grants available and the rules for application please see **Appendix C: Further sources of information.**

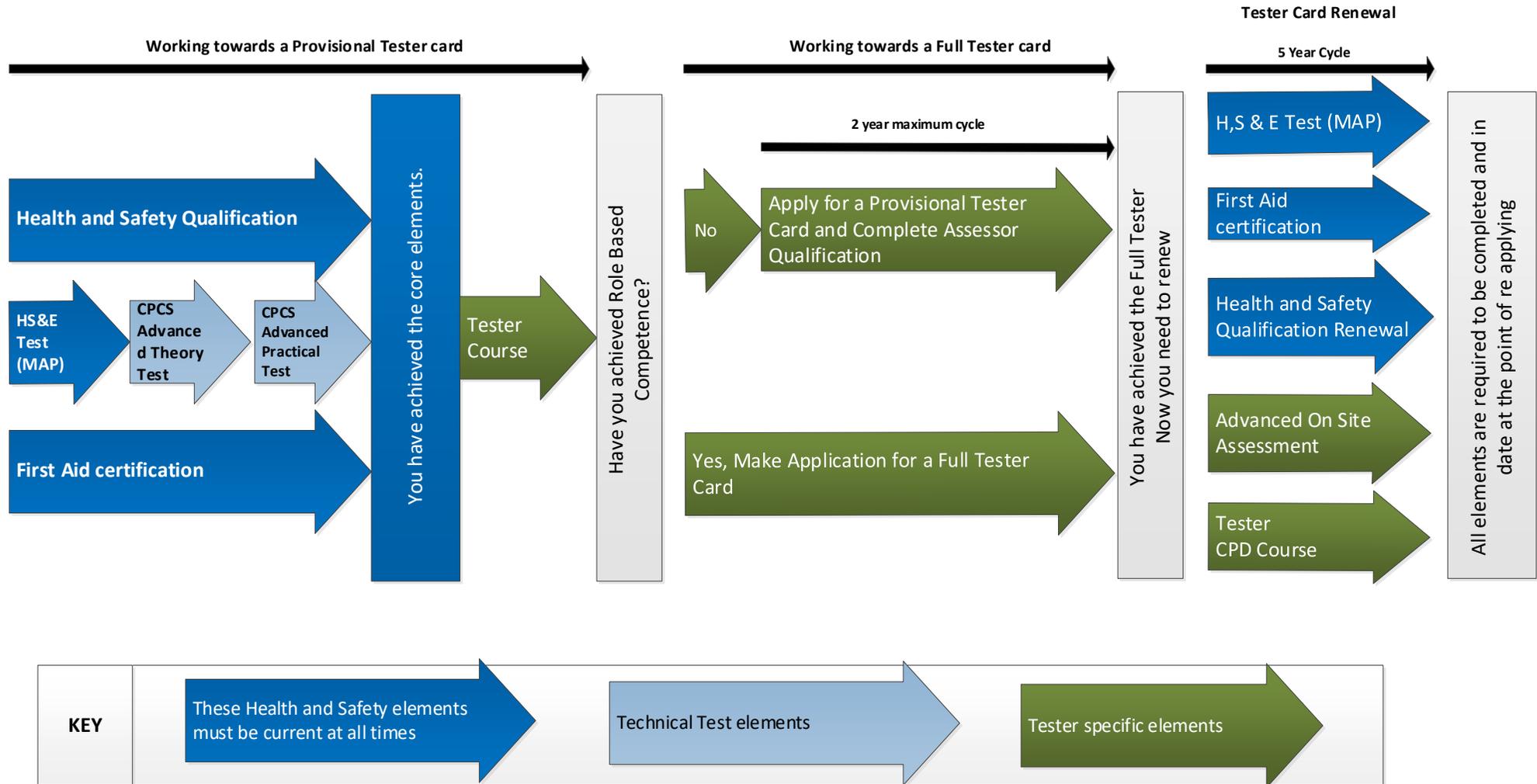
G

Appendices

This booklet will make reference to other CPCS documentation that is available through the website (please see Appendix C for details on how to access this information).

A	Scheme overview	36
B	List of categories and endorsements	37
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Appendix A: Scheme Overview for Testers



Appendix B: List of Categories and Endorsements

CPCS Category Information				CPCS Technical Test Information		
Cat Ref.	Category	Endorsements	Endorsement Type Please see definitions below	Additional Category Award	On Centre or Off Centre	Practical Test Maximum Charge
A02	Crawler Crane	A: now superseded by A66d* B: Over 10 tonnes		A66d	Off Centre	£ 725
A04	Tower Crane	A: Trolley Jib – Cab Controlled B: Luffing Jib – Cab Controlled C: Trolley Jib – Remote Controlled	Separate		Off Centre	£ 725 £ 425
A05	Dragline				Off Centre	£ 425
A06	Concrete Pump – Truck Mounted Boom	Note: LGV licence must be held for this category to be issued		A44	Off Centre	£ 725
A09	Forward Tipping Dumper	A: Wheeled B: Tracked	Separate		On Centre	£ 425
A10	Excavator 180° below 5 tonnes				On Centre	£ 425
A12	Excavator 180° above 5 tonnes			A10	On Centre	£ 725
A14	Rough Terrain Masted Forklift				On Centre	£ 425
A15	Forklift Side Loader				On Centre	£ 425
A16	Industrial Forklift Truck				Off Centre	£ 425
A17	Telescopic Handler	A: Industrial Telescopic B: Up to 9 metres C: All sizes ex. 360° slew D: Superseded by A77***** E: Suspended Loads (non-rough terrain)	Senior Separate		On Centre*	£ 425
A18	Reach Truck				On Centre	£ 425
A19	Grader				Off Centre	£ 425
A20	Hoist	A: Rack & Pinion Goods B: Passenger/Goods Combined C: Rope Operated Goods D: Transport Platform	Senior Separate	A20a only on request	Off Centre	£ 325
A21	Wheeled Loading Shovel				On Centre	£ 725
A22	Tracked Loading Shovel				On Centre	£ 725
A23	Skid Steer Loader				On Centre	£ 425
A24	Motorised Scraper				Off Centre	£ 725

CPCS Category Information				CPCS Technical Test Information		
Cat Ref.	Category	Endorsements	Endorsement Type Please see definitions below	Additional Category Award	On Centre or Off Centre	Practical Test Maximum Charge
A25	Mobile Elevating Work Platform – Scissor				On Centre	£ 325
A26	Mobile Elevating Work Platform – Boom	A: Vehicle Mounted B: Self-propelled	Separate		On Centre	£ 325
A27	Mobile Elevating Work Platform – Mast Climber				Off Centre	£ 325
A30	Piling Rig – Tripod				Off Centre	£ 325
A31	Ride On Roller				On Centre	£ 325
A32	Soil/Landfill Compactor				Off Centre	£ 725
A33	Agricultural Tractor				On Centre	£ 325
A34	Crawler – Tractor/Dozer				Off Centre	£ 725
A35	Crawler – Tractor/Side Boom				Off Centre	£ 725
A36	Lorry Loader	A: Hook B: Clamshell Bucket C: Hydraulic Clamp	Separate		On Centre	£ 425
A37	Trencher				Off Centre	£ 425
A39	Skip Handler				Off Centre	£ 425
A40	Slinger/Signaller	A: All types – All duties B: All types – Static duties C: Knuckle boom static only D: Excavator only E: Lift truck only	Senior Separate		On Centre	£ 425
A41	Loader Compressor				On Centre	£ 425
A42	Crusher				Off Centre	£ 425
A43	Screener				Off Centre	£ 425
A44	Concrete Pump Trailer Mounted				Off Centre	£ 725
A45	Piling Rig – Driven below 20 tonnes				Off Centre	£ 725
A46	Piling Rig – Driven above 20 tonnes				Off Centre	£ 725
A47	Piling Rig – Bored below 20 tonnes				Off Centre	£ 725
A48	Piling Rig – Bored above 20 tonnes				Off Centre	£ 725

CPCS Category Information				CPCS Technical Test Information		
Cat Ref.	Category	Endorsements	Endorsement Type Please see definitions below	Additional Category Award	On Centre or Off Centre	Practical Test Maximum Charge
A49	Loader/Securer – non STGO	A: Non-LGV B: LGV	Senior		On Centre	£ 425
A50	Loader/Securer – STGO			A49B	Off Centre	£ 425
A51	Multi Service Vehicle (MSV)	A: Articulated types (Multi Carriage) B: Rigid Type Units (Single Carriage)	Senior		Off Centre	£425
A56	Dump Truck – Articulated Chassis	A: Up to 15 tonnes B: All sizes	Senior		Off Centre	£ 425
A57	Dump Truck – Rigid Chassis	A: Up to 15 tonnes B: Up to 50 tonnes C: All sizes (wheeled) D: All sizes (tracked)	Senior Separate		Off Centre	£ 425
A58	Excavator 360° below 10 tonnes	A: Tracked B: Wheeled C: Lifting operations	Separate		On Centre**	£ 425
A59	Excavator 360° above 10 tonnes	A: Tracked B: Wheeled C: Lifting operations	Separate	A58 same end.	On Centre**	£ 725
A60	Mobile Crane	A: Blocked duties only B: Pick-and-carry duties only C: All duties	Separate		On Centre	£ 725
A61	Appointed Person – Lifting Operations				Off Centre	£ 325
A62	Crane/Lifting Operations Supervisor				On Centre	£ 425
A63	Pedestrian Operated Tower Crane	Superseded by A04C***				
A64	Overhead Travelling Crane	A: Remote Operated Control B: Fixed Cab Control			Off Centre	£ 425
A66	Compact Crane	A: Static-stabilisers B: Mobile Industrial C: Luffing Static Duties D: 360 – Pick and Carry	Separate		On Centre	£ 425
A67	Tunnel Locomotive	A: Electric – Up to 10 tonnes B: Electric – All Sizes C: Diesel – Up to 10 tonnes D: Diesel – All sizes E: Tandem	Senior Senior Separate		Off Centre	£ 425
A68	Plant Driving	A: Tracked boom equipped - Up to 10 tonnes - non-operational only B: Tracked boom equipped - Up to	See note below****	See note below****	Off Centre	£ 325

CPCS Category Information			CPCS Technical Test Information			
Cat Ref.	Category	Endorsements	Endorsement Type Please see definitions below	Additional Category Award	On Centre or Off Centre	Practical Test Maximum Charge
		10 tonnes - loading/unloading C: Tracked boom equipped - Up to 50 tonnes - non-operational only D: Tracked boom equipped - Up to 50 tonnes - loading/unloading E: Tracked boom equipped - All sizes - non-operational only F: Tracked boom equipped - All sizes - loading/unloading G: Tracked (blade/shovel) - Up to 20 tonnes - non-operational only H: Tracked (blade/shovel) - Up to 20 tonnes - loading/unloading I: Tracked (blade/shovel) - All sizes - non-operational only J: Tracked (blade/shovel) - All sizes - loading/unloading K: Wheeled articulated chassis - Up to 15 tonnes - non-operational only L: Wheeled articulated chassis - Up to 15 tonnes - loading/unloading M: Wheeled articulated chassis - All sizes - non-operational only N: Wheeled articulated chassis - All sizes - loading/unloading O: Wheeled rigid chassis - Up to 15 tonnes - non-operational only P: Wheeled rigid chassis - Up to 15 tonnes - loading/unloading Q: Wheeled rigid chassis - All sizes - non-operational only R: Wheeled rigid chassis - All sizes - loading/unloading S: Non-operational Ride on Roller T: Loading/unloading Ride on Roller				
A71	Soil Stabiliser	A: Self Propelled B: Towed C: Spreader – Self Propelled	Separate		Off Centre	£ 725
A73	Plant and Vehicle Marshaller				Off Centre	£ 425
A74	Piling Rig Attendant				Off Centre	£ 425
A75	Conveying Pump	A: Pneumatic – All types B: Worm/piston pump (up to 50mm outlet) without mixer C: Worm/piston pump (up to 50mm outlet) with mixer	Separate Senior		Off Centre	£ 725 A75B

CPCS Category Information			CPCS Technical Test Information			
Cat Ref.	Category	Endorsements	Endorsement Type Please see definitions below	Additional Category Award	On Centre or Off Centre	Practical Test Maximum Charge
A77	Telescopic Handler 360 slew			A17C & E	On Centre	£ 425
A78	Vacuum Excavator	A: Trailer - Manual arm B: Trailer - Semi powered arm C: Non-LGV - Manual arm D: Non-LGV - Semi powered arm E: LGV - Semi powered arm F: LGV - Fully powered arm G: LGV Semi-powered arm - Second Operator (Non-LGV Driver) H: LGV Fully powered arm - Second Operator (Non-LGV Driver)	Senior		On Centre	£ 725
D90	Demolition Plant	A: Materials Processing B: Up to 10 tonnes C: Demolishing up to 15 metres D: Demolishing up to 30 metres E: Demolishing all heights F: lifting operations	Senior Separate	D90A	Off Centre	£ 725
D91	Demolition Plant Pedestrian Operated	A: 180° slew B: All types	Senior		Off Centre	£ 425
D92	Demolition Operations Skid Steer Tool Carrier	A: Demolition Operations – Extracting B: Demolition Operations – Demolishing	Senior		Off Centre	£ 425

Endorsement type definitions:

Senior: the endorsements for these categories will only have the higher or senior endorsement inscribed on the CPCS Card.

Separate: the endorsements for these categories will be inscribed separately on the CPCS Card.

***A17 - Telescopic Handler:** Not applicable if adding Endorsement E to an existing card (i.e. already holds A17 Endorsements A or B or C or D).

****A58/A59 - Excavator 360:** Not applicable if adding Endorsement C to an existing card that was issued prior to 09 July 2012.

*****A63 - Pedestrian Operated Tower Crane:** The review of the A04 Tower Crane category with the release of endorsement A04C Trolley Jib – Remote Controlled supersedes A63A and B Up to 36m – 1m/te and Inclined Jib. A63A & B was therefore retired from the Scheme on 25 November 2015.

******A68 - Plant Driving:** All endorsements are separate by chassis group but have senior endorsements within the chassis group. Loading/unloading endorsement has the higher status.

*******A17 – Telescopic Handler:** The review of the A17 Telescopic Handler category with the release of a new category A77 Telescopic Handler 360 slew supersedes A17D – All Sizes inc. 360 slew. A17D was therefore retired from the Scheme on 28 March 2018.

Appendix C: Further sources of information

CPCS

CPCS helpline: **0300 999 1177 (option 1)**

CPCS website: www.nocnjobcards.org

These sources will be able to provide information on:

- how to get a CPCS Card
- how to find a CPCS Test Centre
- how to find the Training Syllabus for the CPCS Technical Test
- the availability of guidance notes for completion of a CPCS Technical Test (ACoD)
- the On-site assessment activity sheet for each category of plant
- the Practical Test Specification for each category of plant
- the Theory Test Questions for each category of plant
- how to become a CPCS Tester
- the rules governing a CPCS Test Centre.

CITB Health, safety and environment test

HS&E booking number: **0344 994 4488**

HS&E website: www.citb.co.uk/hsandetest

These sources will be able to provide information on:

- how to prepare for the Health, safety and environment test
- how to book the Health, safety and environment test.

CITB Grant

Grant website: www.citb.co.uk/grant

This source will be able to provide information on:

- what grant is
- what grants are available
- how much grant you can claim
- how to claim grant.

Appendix D: CPCS Health and Safety Statement

- D.1. 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 of 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.
- D.2. 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.
- D.3. 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.
- D.4. 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.
- D.5. 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.
- D.6. 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.
- D.7. 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.
- D.8. 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.
- D.9. 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.

Appendix E: Table of sanctions for breach of the Scheme Rules for Testers

CPCS Tester Table of Sanctions			
Level	Sanction	Rationale	Guidance
1	Action plan.	The Tester is in general complying with scheme rules however, there are some minor issues that need addressing to ensure full compliance with the CPCS Approved Code of Delivery.	There are issues with the tester complying with administration responsibilities for example, the standards set out in the CPCS Approved Code of Delivery i.e., induction process, planning, preparation, failure to keep up to date with scheme changes and developments, incorrect completion/use of relevant paperwork associated with the test or assessment process.
2	Action Plan and/or restrictions applied to the delivery of tests or assessments.	There are some non-compliance issues, and the Tester is not diligent enough in maintaining the expected standards set out in the CPCS Approved Code of Delivery.	There are concerns that the tester performance and compliance with the CPCS Approved Code of Delivery for example, failing to ensure that health and safety requirements are met (not gross incompetence), tests specifications or assessment standards not delivered correctly, breach of the Professional Code of Conduct, or failure to comply with action plan, (escalated from Level 1).
3	Category suspension with action plan or removal.	The Tester is unable to demonstrate that they can operate a specific category detailed on their CPCS Tester card.	There is an immediate threat to scheme standards e.g., failure to demonstrate operating ability, lack of up-to-date knowledge and understanding applicable to the category. Note: <i>If the action plan is not met, the category may be removed from the tester.</i>
4	Tester card suspended with action plan.	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 the CPCS Approved Code of Delivery (ACoD) and the scheme booklet for testers, assisting a candidate during test 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. Notes: <ul style="list-style-type: none"> • <i>Can be escalated to Tester Level 5 Sanction if action plan is not met.</i> • <i>The Tester will not be allowed to deliver or undertake CPCS Advanced Technical tests following a suspension for a minimum of 12 months.</i>
5	Tester removed from scheme.	Malpractice through a negligent act or omission that impact on the integrity of the NOCN or Scheme, or breach of Terms and Condition of holding a CPCS Tester Card.	There is a high risk of harm to the reputation of NOCN 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 wilful negligence), fraudulent completion of CPCS Technical Test sign-off and/or grading sheets, two or more level 4 sanctions issued within a 12-month period or failure to comply with action plan (escalated from Level 4).

Notes:

All Sanctions raised at Tester level can be escalated to a Test 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 sanction will be applied.

