

Testers should follow the AOSA Script to introduce the CPCS AOSA Professional discussion (PD), for the AOSA elements that cannot be undertaken due to operational restriction.

<b>Start script – Before AOSA PD begins</b>	
<b>Tester and Test Details</b>	<input type="checkbox"/> I can confirm that the audio recording has now started. <input type="checkbox"/> My full name is ... and my Tester number is ... <input type="checkbox"/> Also present is the NOCN Job Cards Quality Assurance personnel ... <i>(if applicable)</i> <input type="checkbox"/> The Test Centre is ... and the reference number is ... <i>(state name and reference number)</i> <input type="checkbox"/> The date is ... the time is ... am/pm. <input type="checkbox"/> The PD is being conducted at ... <i>(name of Test Site location)</i> <input type="checkbox"/> The test reference number is ... <input type="checkbox"/> The category this PD refers to is ..... Activity numbers .....(add the total number of activities this professional discussion is to cover i.e. 1,2,&5) <input type="checkbox"/>
<b>To be read out by the candidate</b>	<input type="checkbox"/> My full name is ... and my CPCS registration number is ...
<b>Confirmation</b>	<input type="checkbox"/> 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. <input type="checkbox"/> 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 professional discussion is complete, unless there is an emergency.
<b>Information about the CPCS AOSA Professional Discussion (PD)</b>	<p>The CPCS AOSA PD has been created as an accepted alternative to undertaking a practical element of the AOSA due to operational restrictions preventing the activity to be performed such as Piling and is only to be used for off Centre CPCS categories Only.</p> <p>The Professional discussion incorporates Activities and standards which the tester should base the discussion around to allow the candidate to prove knowledge and operating processes to cover the standards demonstrating a level of competency.</p> <p>The PD has no set time duration and should be of a duration that allows the tester to ask enough questions to satisfy that a level of competency can be determined.</p> <p>The Competence Interview will work as follows:</p> <ul style="list-style-type: none"> <li>• 'Activities' have been numbered and within each activity area there are different standards. You will be assessed on each standard and will be advised of the activity and standards to be met.</li> <li>• you are required to give sufficient information to achieve the standard listed in each activity.</li> </ul>

<b>Interview induction</b>	<input type="checkbox"/> I can repeat any activity or standard if you would like me to – just ask. <input type="checkbox"/> You are expected to attempt all activities, but you do have the option to ‘pass’ and we will return to that element at the end of the Interview if there is still time available. <input type="checkbox"/> I will accept the responses that you provide and I may probe further to help draw out examples of competence.
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	<input type="checkbox"/> No feedback will be provided during the PD, but there will be a feedback session at the end of the PD when any issues can be discussed. <input type="checkbox"/> If an AOSA is Not Achieved you will be required to reattempt the AOSA on another date. There must be at least 48 hours between PD attempts. <input type="checkbox"/> There is the possibility that CPCS Job Cards Quality Assurance personnel may arrive at any point to observe this AOSA.
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<b>Confirmation to proceed with the Professional Discussion</b>	<input type="checkbox"/> Would you now please confirm that you would like to continue on and commence the PD? <input type="checkbox"/> <i>If no:</i> the candidate has declined and therefore does not wish to go ahead and sit the Professional discussion. This PD session has therefore now finished and this Interview will be resulted as <b>not achieved</b> . <input type="checkbox"/> <i>If yes:</i> The PD is now starting at ... am/pm.
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**End script – Competence Interview Completion**

<b>Overall result</b>	<input type="checkbox"/> I can confirm that you have now completed the PD, and it has lasted ... minutes.  <p><b>You have Achieved</b> The Professional Discussion is recorded as achieved, you have now met the AOSA requirements to continue to hold a CPCS Tester Card for the category identified in this Professional discussion.</p> <p><b>You have Not Achieved</b> 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.</p>
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<b>Feedback</b>	<input type="checkbox"/> I am documenting this feedback and recording each subject area as Achieved / Not Achieved.
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<b>Handover of final paperwork</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> I have completed the sign-off for you, which confirms your result and the feedback/comments that we have discussed today.</li><li><input type="checkbox"/> A copy of the AOSA sheet which includes a feedback/comments section will be available upon request to the Test Centre.</li><li><input type="checkbox"/> For your information, there is an appeals process if you disagree with the PD outcome.</li><li><input type="checkbox"/> I would welcome your comments on the overall AOSA process is there anything that could be improved (record comments made by the candidate if applicable). Thank you for your time today I am now stopping the audio recording.</li></ul>
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