

Introduction	This document has been created as an accepted alternative to achieving the full NVQ under the Construction Leadership Council rules and is only to be used with applicants that gained CPCS Competent Operator cards via 'Grandfather Rights' (Industry Accreditation) and do not hold an NVQ within the family category grouping.
Interview delivery	<p>The Competence Interview shall be conducted on a one-to-one basis with the candidate in a suitable and comfortable environment that allows uninterrupted dialogue during the interview.</p> <p>The full interview needs to be recorded electronically and can be reviewed by the applicant and CPCS Tester afterwards, and kept for auditing purposes by the Awarding Organisation NOCN Group and the appointed auditing body.</p> <p>Testers should follow the Competence Interview Script to introduce the interview.</p> <p>There is no timeframe for completion of the interview but it should not exceed 90 minutes. 90 minutes is considered an appropriate time for a candidate to respond to the questions and relay their experiences and understanding to the CPCS Tester.</p> <p>The topic areas need not be delivered in any order and naturally explanations provided by the candidate may cover other areas in different sections.</p> <p>The CPCS Tester may explore that area further in order to satisfy the criteria for that topic area before subsequently returning to the original section.</p>
Grading	<p>The Competence Interview is graded as a 'Pass' or 'Fail' where a candidate will fail if an achievement is not recorded against each section.</p> <p>Response levels should be classified as;</p> <ul style="list-style-type: none"> - not relevant/insufficient (N) - satisfactory (Y) <p>There is no set answer and the candidate needs to provide sufficiency of expertise based on their experiences within the workplace.</p> <p>The CPCS Tester should probe answers as appropriate to draw out the candidate experience using guidance set in the Approved Code of Delivery (ACoD) around the CPCS Theory Test.</p> <p>Where any responses against the criteria are judged not relevant or insufficient (N), the candidate will be required to attain further experience against those areas and be re-assessed against those areas at a later date.</p> <p>The definition of a satisfactory answer is where the candidate demonstrates and articulates their experiences and understanding against each of the criteria and which conforms to acceptable occupational practices, legislation and good practice.</p>
Occupational expertise and qualification requirements for CPCS Testers	<p>CPCS Test Centres must ensure that assessors undertaking the Competence Interview are current CPCS Testers with a Full Tester card, and have therefore met all Tester requirements as laid out by CPCS.</p> <p>The CPCS Tester must have a sound knowledge of the assessment requirements for conducting this Competence Interview as laid out in this document.</p>
Quality Control and Auditing	CPCS Test Centres undertaking this Competence Interview must have in place internal quality assurance procedures that ensures that assessment is both delivered and measured in accordance with the standards and delivered using suitable assessors, and that consistency of assessment is provided to all candidates. The full interview needs to be recorded electronically and can be reviewed by the candidate and CPCS Tester afterwards, and kept for auditing

	<p>purposes by the Awarding Organisation NOCN Group and appointed auditing body.</p> <p>Competence Interviews should be carried out in line with best practice set out in the CPCS Scheme Booklet for Test Centres and the Approved Code of Delivery. Competence Interviews are notifiable via NOCN systems and may be monitored by CPCS EQAs.</p> <p>Employers when selecting a CPCS Test Centre should interrogate the organisation's quality control procedures to assure themselves that robust processes of effective assessment using experienced assessors and the availability of suitable resources.</p> <p>Employers should check with their chosen CPCS Test Centre how they've complied with CPCS quality control requirements.</p>
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