

Testers should follow the Competence Interview Script to introduce the CPCS Competence Interview.

Start script – Before Competence Interview begins	
Tester and Test Details	<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 Competence Interview is being conducted at ... <i>(name of Test Site location)</i> <input type="checkbox"/> The test reference number is ...
To be read out by the candidate	<input type="checkbox"/> My full name is ... and my CPCS registration number is ...
Confirmation	<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 Competence Interview is complete, unless there is an emergency.
Information about the CPCS Competence Interview	<p>The CPCS Competence Interview has been created as an accepted alternative to achieving the full NVQ under the Construction Leadership Council rules. The purpose is to check the candidate's competence in specific subject areas.</p> <p>The Competence Interview incorporates subject areas with questions relating to:</p> <ul style="list-style-type: none"> • specific category and environment related health and safety • operators' roles and responsibilities (this is a mandatory requirement) <p>The Competence Interview has a guideline duration of 90 minutes, but there is the option to take slightly longer at my discretion.</p> <p>The Competence Interview will work as follows:</p> <ul style="list-style-type: none"> • 'subject areas' have been numbered and within each subject area there are different elements. You will be assessed on each element, and I will advise you of the subject and element numbers. • you are required to give sufficient information to achieve each element.
Interview induction	<input type="checkbox"/> I can repeat any element if you would like me to – just ask. <input type="checkbox"/> You are expected to attempt all elements, 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"/> There are no distractor subject areas and the subject areas have not been designed to mislead candidates. <input type="checkbox"/> I will accept the responses that you provide and I may probe further to help draw out examples of competence, but I will not indicate

	<p>whether your response was sufficient.</p> <p><input type="checkbox"/> No feedback will be provided during the Interview, but there will be a feedback session at the end of the Interview when any issues can be discussed.</p> <p><input type="checkbox"/> If an element is Not Achieved you will be required to reattempt the Interview on another date. There must be at least 48 hours between Interview attempts.</p> <p><input type="checkbox"/> There is the possibility that CPCS Job Cards Quality Assurance personnel may arrive at any point to monitor this Interview.</p>
Confirmation to proceed with the Interview	<p><input type="checkbox"/> Would you now please confirm that you would like to continue on and commence the interview?</p> <p><input type="checkbox"/> <i>If no:</i> the candidate has declined and therefore does not wish to go ahead and sit the Interview. This Interview session has therefore now finished and this Interview will be resulted as not achieved.</p> <p><input type="checkbox"/> <i>If yes:</i> The Interview is now starting at ... am/pm.</p>
End script – Competence Interview Completion	
Overall result	<p><input type="checkbox"/> I can confirm that you have now completed the Interview, and it has lasted ... minutes.</p> <p>You have Achieved The Competence Interview is recorded as achieved, you have now met CLC requirements to continue to hold a CPCS Competent Operator card after 31 December 2024.</p> <p>You have Not Achieved Unfortunately, the Interview has not been achieved as you have not demonstrated the required competence within the subject areas. You will have to reattempt the Competence Interview on another occasion.</p>
Feedback	<p><input type="checkbox"/> I am documenting this feedback and recording each subject area as Achieved / Not Achieved.</p>
Handover of final paperwork	<p><input type="checkbox"/> I have completed the sign-off for you, which confirms your result and the feedback that we have discussed today.</p> <p><input type="checkbox"/> I would like you to make any comments you feel are appropriate and tick the relevant box to confirm whether you agree or disagree with my feedback, and then counter sign as a record of your acceptance.</p> <p><input type="checkbox"/> For the benefit of the recording can I please ask you to read out any responses / feedback you have given.</p> <p><input type="checkbox"/> A copy of this sheet which includes a feedback section will be sent to you by the Test Centre in the next few days.</p> <p><input type="checkbox"/> For your information, there is an appeals process if you disagree with the Interview outcome.</p>