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Contents

Foreword...........................................................................................................................................i

SECTION A: Introduction..................................................................................................................1

SECTION B: Core elements..............................................................................................................7

SECTION C: Cards ............................................................................................................................21

SECTION D: Progressing through the Scheme ...............................................................................25

SECTION E: Delivery elements of the Scheme .............................................................................31

SECTION F: Other ............................................................................................................................35

SECTION G: Appendices..................................................................................................................39
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 60 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 for 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

<table>
<thead>
<tr>
<th>Heading</th>
<th>Ref</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Version Dates: 25 May 2018</td>
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<tr>
<td>Release 01 March 2019</td>
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<td>Through out</td>
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</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>A1</th>
<th>What is CPCS?</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2</td>
<td>What are the aims and benefits of CPCS?</td>
<td>2</td>
</tr>
<tr>
<td>A3</td>
<td>What is the scope of CPCS?</td>
<td>3</td>
</tr>
<tr>
<td>A4</td>
<td>What are the standards that define the scheme?</td>
<td>4</td>
</tr>
<tr>
<td>A5</td>
<td>What is the structure of the scheme for a Tester?</td>
<td>4</td>
</tr>
<tr>
<td>A6</td>
<td>What is the role of a CPCS Tester?</td>
<td>4</td>
</tr>
<tr>
<td>A7</td>
<td>What are the key skills expected of a CPCS Tester?</td>
<td>5</td>
</tr>
</tbody>
</table>
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 60 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)
   - Lantra Awards
   - 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 documents 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 17024 – 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.

23. As the manager of CPCS, the Scheme falls within the umbrella of NOCN Job Cards. The Scheme plays its part in ensuring those goals are reached.

A5 What is the structure of the Scheme for Testers?

24. 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.

25. The purpose of this document is to outline the structure and requirements of the Scheme for Testers.

26. 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?

27. A CPCS Tester is required to assess an individual’s knowledge, understanding and performance against the CPCS Technical Test criteria.

28. 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.

29. 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.

30. 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.
31. 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?**

32. 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
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.

<table>
<thead>
<tr>
<th>B1</th>
<th>Terms and Conditions for holding a tester card</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>B2</td>
<td>Training &amp; Experience requirements</td>
<td>9</td>
</tr>
<tr>
<td>B3</td>
<td>Managing and Co-ordinating Plant course</td>
<td>10</td>
</tr>
<tr>
<td>B4</td>
<td>First Aid Certificate</td>
<td>11</td>
</tr>
<tr>
<td>B5</td>
<td>CITB Health, safety and environment test</td>
<td>12</td>
</tr>
<tr>
<td>B6</td>
<td>CPCS Advanced Theory Test</td>
<td>13</td>
</tr>
<tr>
<td>B7</td>
<td>CPCS Advanced Practical Test</td>
<td>15</td>
</tr>
<tr>
<td>B8</td>
<td>CPCS Tester Course</td>
<td>17</td>
</tr>
<tr>
<td>B9</td>
<td>Role-based Competence</td>
<td>18</td>
</tr>
<tr>
<td>B10</td>
<td>CPCS Tester CPD Course</td>
<td>19</td>
</tr>
<tr>
<td>B11</td>
<td>CPCS Tester Support Programme</td>
<td>19</td>
</tr>
</tbody>
</table>
# B1 CPCS Terms and Conditions for holding a Tester Card

1. A CPCS Tester is responsible for ensuring that the terms and conditions for holding a CPCS Tester card are met in full at all times.

2. A CPCS Tester must be fully conversant and comply with all relevant Scheme Rules (Scheme Booklets, documents, forms and test specifications and assessment standards).

## Membership and registration

3. All applicants applying for, or renewing a CPCS Tester card must ensure that they fulfil all Scheme requirements prior to application. NOCN Job Cards reserves the right to reject incorrect or incomplete applications.

4. By signing the application form to register as a Tester, the individual agrees to comply with the terms and conditions of membership and the Scheme Rules.

5. A CPCS Tester must be registered with a CPCS Test Centre for the purposes of delivering CPCS Technical Tests or On-site Assessments.

6. 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

7. A CPCS Tester must comply in full with the Professional Code of Conduct set out in the CPCS Approved Code of Delivery and all Scheme Rules associated with the delivery of CPCS Technical Tests or On-site Assessments.

8. The CPCS Tester must comply with the requirements of the CPCS Approved Code of Delivery and all Scheme Rules associated with the delivery of CPCS Technical Tests or On-site Assessments.

9. 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.

10. 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.

11. In the event of a CPCS Tester breaches any of these Terms and Conditions or is found to have not complied with Scheme Rules, NOCN Job Cards has the right to:

   - sanction the CPCS Tester in accordance with the Table of Sanctions se set out in Article B of the CPCS Scheme Booklet for Test Centres;
   - Withdraw the CPCS Testers registration from their registered Approved Test Centre(s);
   - suspend and/or withdraw Scheme membership for a given amount of time as determined by NOCN Job Cards (at its absolute discretion). In this event, CPCS reserves the right to contact all CPCS Test Centres with whom the CPCS Tester is registered to notify them that the individual is no longer permitted to deliver any CPCS Technical Tests or On-site Assessments on their behalf.

## Appeals

12. All disputes relating to application to become a Tester, the delivery and outcome of CPCS Advanced Technical Tests, sanctions and action plans, the suspension or withdrawal of the Tester card, the Tester must lodge an appeal in writing within 10 business days of the dispute clearly setting out the grounds of appeal to:

   CPCS Quality Assurance  
   NOCN Job Cards  
   PO Box 1242  
   King’s Lynn  
   Norfolk  
   PE30 9FQ  

   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 at the discretion of NOCN Job Cards. Unless alternative arrangements have been agreed with the Quality and Verification Manager at NOCN Job Cards in writing, any sanctions and/or action plans will remain in place until the appeal process has been completed and the decision has been communicated to in writing.
B2 Training and Experience Requirements

What are the training and experience requirements?

13. 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.

14. 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.

15. 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.

16. 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.

17. 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 from www.nocnjobcards.org website. 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.

18. 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.

19. 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 Senior Quality Consultant for approval. Candidates attending the CPCS Tester course will also ensure that the RoE is attached to the relevant course application form.

20. Once approved the NOCN Job Cards Senior Quality Consultant will advise the CPCS Test Centre by email, and arrangements will be made to agree the actual date of the advanced technical tests.

21. 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.

22. 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 Managing and Co-ordinating Plant course

What is the requirement for the Managing and Co-ordinating Plant course?

23. The requirement for a CPCS Tester is for an awareness of managing and co-ordinating plant.

24. Certification that currently meet this requirement is the Managing and Co-ordinating Plant course (MCP) delivered by the National Construction College. There are two courses (of different duration) available:
   - 5-day (full) - For new testers entering the scheme.
   - 2 day (refresher) - For existing testers already in the scheme.

How can I get it?

25. Further information on the MCP course can be obtained by contacting the National Construction College on 0344 994 4433

How much does it cost?

26. There is no set fee for the MCP Course; this will have to be determined with your chosen provider.

What do I need to do first?

27. There are no other certificates required by CPCS prior to achieving the MCP 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.
B4 First Aid Certificate

What is the role of the First Aid Certificate?

28. The requirement for a CPCS Tester is for a minimum of a 1-day Appointed Persons First Aid Certificate (4-day full First Aid Certificate will also be accepted).

29. Any 1-day course 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 5: Content of an emergency first aid at work course for further information.

30. 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?

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

How much does it cost?

32. 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?

33. 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?

34. 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.

35. 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.

36. CPCS recommends appropriate health and safety training before attempting the test.

37. 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?

38. 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.

39. 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

40. 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.

41. Individuals are advised to book the CITB Health, safety and environment test in plenty of time.

42. 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?

43. The cost of the Test is currently £21; 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?

44. 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?

45. 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.

46. 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.

47. 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.

48. 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.

49. 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.

50. CPCS quality assures the delivery of the CPCS Advanced Theory Test. A test:

- will be attended by a CPCS Monitor 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.

51. 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).

52. The individual will be given a copy of the Sign-off Sheet completed by the Tester with feedback on their performance.

53. 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.

54. There is no limit to the number of times that an individual can take the test.

55. 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 point 69.

56. 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?

57. Please note there is no maximum charge set for the CPCS Advanced Theory Test.

58. It is recommended that a number of CPCS Test Centres are contacted to obtain a competitive price.

59. 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?

60. 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?

61. 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.

62. 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?

63. 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.

64. 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.

65. 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.

66. 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.

67. The CPCS Advanced Practical Test is delivered through a CPCS Test Centre.

68. The CPCS Advanced Practical Test is delivered in a one-on-one session with a CPCS Tester.

69. 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 full 5-year 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 3 of their CPCS Practical Tests or 3 of their CPCS Theory Tests have been monitored within the last 12 months then the CPCS Monitor or CPCS Team Leader would have the right to ensure that these are completed before the application is approved).

70. 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.

71. 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.

72. 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

73. The individual will be given a copy of the Sign-off Sheet completed by the Tester with feedback on their performance.

74. 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,

75. There is no limit to the number of times that an individual can take the CPCS Advanced Practical Test.

76. 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?
77. 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.

78. 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?

79. Please note there is no maximum fee set for the CPCS Advanced Practical Test.

80. It is recommended that a number of CPCS Test Centres are contacted to obtain a competitive price.

81. 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?

82. 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.

83. 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?

84. 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).
What is the requirement of the CPCS Tester Course?

85. The CPCS Tester Course provides a standard level of training and assessment for all Testers on entry into the Scheme in this role.
86. This course has to be completed prior to first application to become a Tester.
87. The course syllabi are set by CPCS, although they are delivered through specifically approved CPCS Test Centres.
88. 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.
89. For further information on this course including course aims, outcomes and availability please contact the National Construction College Course Booking team on 0344 994 4433.
90. 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?

91. The CPCS Tester Course is delivered on behalf of CPCS by the National Construction College.
92. For further information on this course and availability please contact the National Construction College Course Booking team on 0344 994 4433.

How much does it cost?

93. There is no set fee for a CPCS Tester Course; this will have to be determined by the National Construction College.

What do I need to do first?

94. The CPCS Tester Course is the final element that should be taken prior to application to become a CPCS Tester.
95. All delegates attending a CPCS Tester Course must have achieved the following (in no particular order):
   - health & safety certificate (Managing & Coordinating Plant)
   - first aid 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?

96. 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

97. 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?

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

How much does it cost?

99. 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?

100. There are no qualifications required by CPCS or Awarding Bodies prior to registering for units or qualifications.
B10  CPCS Tester CPD course

What is the requirement of the CPCS Tester CPD course?

101. For CPCS purposes, continual professional development (CPD) is an on-going process aimed at identifying and enhancing the delivery skills of a tester through supportive, participative and engaging role-based courses.

102. 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.

103. The CPCS Tester CPD course will be facilitated by 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.

104. 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.
Cards

C1  Tester card:  22
C2  Ownership of cards  23
C3  Replacement cards  23
C4  Fraudulent cards  23
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 to either renew a full card or upgrade a provisional card.
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 0844 815 7274. The card fee is determined by CPCS and is currently £25, 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.
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.

D1 Working towards a provisional Tester card 26
D2 Moving from a provisional card to a full Tester card 28
D3 Working directly towards a full Tester card 29
D4 Renewing a full Tester card 30
D1 Working towards a provisional Tester card

What are the requirements for this card?
1. An applicant is required to:
   - hold a Managing and Co-ordinating Plant certificate (as outlined in B3 Managing and Co-ordinating Plant course)
   - hold a valid in date First Aid Certificate
   - 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:
   - First Aid Certificate
   - MCP Certificate
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 National Construction College 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 MCP Certificate (as outlined in B3 Managing and Co-ordinating Plant course)
   - hold a valid in date First Aid Certificate
   - pass the HS&E test (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 MCP Certificate (as outlined in B3 Managing and Co-ordinating Plant course)
   - hold a valid in date First Aid Certificate
   - pass the HS&E test (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 monitored 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 MCP Certificate (as outlined in B3 Managing and Co-ordinating Plant course)
   - hold a valid in date First Aid 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:
   - First Aid Certificate
   - MCP Certificate
   - 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 £25 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 10).
D3 Working directly towards a full Tester Card

What are the requirements for this card?

21. A provisional tester is required to:
   - hold a MCP Certificate (as outlined in B3 Managing and Co-ordinating Plant course)
   - hold a valid in date First Aid 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 National Construction College when the course is passed.

23. The NOCN Job Cards Quality Assurance Personnel who monitored 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:
   - First Aid Certificate
   - MCP Certificate
   - 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 10).
D4 Renewing a full Tester Card

What are the requirements for renewing these cards?

30. There are two card renewal options, Renewal (cards due to expire before July 2020) and Phase one. It will depend on when your current full Tester card expires as to which card option applies to you.

31. **Renewal of five year card (for all Cards due to expire before July 2020):** a full Tester is required to:
   - hold a one-day Appointed person First Aid certificate valid at the date of application receipt
   - hold a MCP certificate (2 day Refresher)
   - pass the HS&E test for Managers and Professionals within two years of application receipt
   - agree to undertake the Tester support programme
   - on completion you may apply for a phase one five year card.

32. **Phase one five year card (Card due to expire after July 2020):** a full Tester is required to:
   - as per standard Renewal, plus;
   - demonstrate knowledge of all categories held (Tester Renewal Test)
   - demonstrate practical skills for at least one category from each group of categories held (Tester Category Skills Assessment).

   *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. **CPCS Application form F3/3** for Testers will need to be completed on achievement of the elements as listed above.

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

35. A copy of the MCP certificate must be attached to the application.

36. A £25 card application fee should be made by contacting the CPCS Helpline on **0844 815 7274** 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.
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.

<table>
<thead>
<tr>
<th></th>
<th>CPCS Test Centre</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td></td>
<td>32</td>
</tr>
<tr>
<td>E2</td>
<td>NOCN Job Cards Quality Assurance Personnel</td>
<td>32</td>
</tr>
<tr>
<td>E3</td>
<td>Card Services Department</td>
<td>32</td>
</tr>
<tr>
<td>E4</td>
<td>CPCS Administration and Call Handling</td>
<td>33</td>
</tr>
</tbody>
</table>
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.nocnjobacards.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 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.
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 Bir cham Newton, King’s Lynn, Norfolk.

10. The timetable for producing a CPCS Tester Card is normally 15 working days from receipt of the correctly and fully completed application.
Other

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

<table>
<thead>
<tr>
<th></th>
<th>Fair Processing Notice</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td></td>
<td>36</td>
</tr>
<tr>
<td>F2</td>
<td>Appeals</td>
<td>36</td>
</tr>
<tr>
<td>F3</td>
<td>Grants</td>
<td>37</td>
</tr>
</tbody>
</table>
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 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:

   CPC
   NOCN Job Cards
   PO Box 1242
   Bircham Newton
   King’s Lynn
   Norfolk
   PE30 9FQ

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 MCP Certificate
   - 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.
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).

<table>
<thead>
<tr>
<th></th>
<th>Scheme overview</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>List of categories and endorsements</td>
<td>41</td>
</tr>
<tr>
<td>B</td>
<td>Further sources of information</td>
<td>46</td>
</tr>
<tr>
<td>C</td>
<td>CPCS Health and Safety Statement</td>
<td>47</td>
</tr>
</tbody>
</table>

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Appendix A: Scheme Overview for Testers

Working towards a Full Tester card

Managing and Co-ordinating Plant Course
HS&E Test (MAP)
First Aid certification
CPCS Advanced Theory Test
CPCS Advanced Practical Test

You have achieved the core elements.

Have your achieved Role Based Competence?

No
ENTO A1 Unit

Yes
You have achieved the Full Tester Card
Now you need to renew

Support Programme

HS&E Test (MAP)
First Aid certification
Managing and Co-ordinating Plant Course
Category specific knowledge assessment - ALL
Tester CPD Course

2 year maximum cycle

KEY

These Health and Safety elements must be current at all times
Technical Test elements
Tester specific elements
### Appendix B: List of Categories and Endorsements

<table>
<thead>
<tr>
<th>Cat Ref.</th>
<th>Category</th>
<th>Endorsements</th>
<th>Endorsement Type</th>
<th>Additional Category Award</th>
<th>On Centre or Off Centre</th>
<th>Practical Test Maximum Charge</th>
</tr>
</thead>
</table>
| 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 180º below 5 tonnes | | | On Centre | £ 425 |
| A12      | Excavator 180º above 5 tonnes | | | 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. 360º slew  
D: Superseded by A77*****  
E: Suspended Loads (non-rough terrain) | A20a only on request | 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 | A20a only on request | Off Centre | £ 325  
£ 725 |
<p>| 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 |</p>
<table>
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<tr>
<th>Cat Ref.</th>
<th>Category</th>
<th>Endorsements</th>
<th>Endorsement Type</th>
<th>Additional Category Award</th>
<th>On Centre or Off Centre</th>
<th>Practical Test Maximum Charge</th>
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<td>Mobile Elevating Work Platform – Scissor</td>
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<td>A26</td>
<td>Mobile Elevating Work Platform – Boom A: Vehicle Mounted B: Self-propelled</td>
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<td>Piling Rig – Tripod</td>
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<td>A31</td>
<td>Ride On Roller</td>
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<td>A32</td>
<td>Soil/Landfill Compactor</td>
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<td>Agricultural Tractor</td>
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<td>Crawler – Tractor/Dozer</td>
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<td>Crawler – Tractor/Side Boom</td>
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<td>A36</td>
<td>Lorry Loader A: Hook B: Clamshell Bucket C: Hydraulic Clamp</td>
<td>Separate</td>
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<td>A37</td>
<td>Trencher</td>
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<td>A39</td>
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<td>A40</td>
<td>Slinger/Signaller A: All types – All duties B: All types – Static duties C: Knuckle boom static only D: Excavator only E: Lift truck only</td>
<td>Senior Separate</td>
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<td>A41</td>
<td>Loader Compressor</td>
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<td>Piling Rig – Driven above 20 tonnes</td>
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<td>Piling Rig – Bored below 20 tonnes</td>
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<td>Loader/Securer – non STGO</td>
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<tr>
<td>A50</td>
<td>Loader/Securer – STGO</td>
<td>A49B</td>
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<tr>
<td>A56</td>
<td>Dump Truck – Articulated Chassis</td>
<td>A: Up to 15 tonnes</td>
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<td>A57</td>
<td>Dump Truck – Rigid Chassis</td>
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<td>A58</td>
<td>Excavator 360º below 10 tonnes</td>
<td>A: Tracked</td>
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<td>A59</td>
<td>Excavator 360º above 10 tonnes</td>
<td>A: Tracked</td>
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<td>A58 same end.</td>
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<td>Mobile Crane</td>
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<td>A61</td>
<td>Appointed Person – Lifting Operations</td>
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<td>Crane/Lifting Operations Supervisor</td>
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<td>A63</td>
<td>Pedestrian Operated Tower Crane</td>
<td>Superseded by A04C****</td>
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<td>Overhead Travelling Crane</td>
<td>A: Remote Operated Control</td>
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<td>Compact Crane</td>
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<td>A67</td>
<td>Tunnel Locomotive</td>
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<td>A68</td>
<td>Plant Driving</td>
<td>A: Tracked boom equipped - Up to</td>
<td>See note below****</td>
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<td>10 tonnes - non-operational only</td>
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<td>B: Tracked boom equipped - Up to</td>
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<td>10 tonnes - loading/unloading</td>
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<td>C: Tracked boom equipped - Up to</td>
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<td>50 tonnes - non-operational only</td>
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<td>D: Tracked boom equipped - Up to</td>
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<td>50 tonnes - loading/unloading</td>
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<td>E: Tracked boom equipped - All</td>
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<td>sizes - non-operational only</td>
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<td>F: Tracked boom equipped - All sizes - loading/unloading</td>
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<td>G: Tracked (blade/shovel) - Up to 20 tonnes - non-operational only</td>
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<td>H: Tracked (blade/shovel) - Up to 20 tonnes - loading/unloading</td>
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<td>I: Tracked (blade/shovel) - All sizes - non-operational only</td>
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<td>J: Tracked (blade/shovel) - All sizes - loading/unloading</td>
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<td>K: Wheeled articulated chassis - Up to 15 tonnes - non-operational only</td>
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<td>L: Wheeled articulated chassis - Up to 15 tonnes - loading/unloading</td>
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<td>M: Wheeled articulated chassis - All sizes - non-operational only</td>
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<td>N: Wheeled articulated chassis - All sizes - loading/unloading</td>
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<td>O: Wheeled rigid chassis - Up to 15 tonnes - non-operational only</td>
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<td>P: Wheeled rigid chassis - Up to 15 tonnes - loading/unloading</td>
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<td>Q: Wheeled rigid chassis - All sizes - non-operational only</td>
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<td>R: Wheeled rigid chassis - All sizes - loading/unloading</td>
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<td>S: Non-operational Ride on Roller</td>
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<td>T: Loading/unloading Ride on Roller</td>
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<td>A71</td>
<td>Soil Stabiliser</td>
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<td>B: Towed</td>
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<td>Plant and Vehicle</td>
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<td>Marshall</td>
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<td>A74</td>
<td>Piling Rig Attendant</td>
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<td>Conveying Pump</td>
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<td>B: Worm/piston pump (up to 50mm outlet) without mixer</td>
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<td>C: Worm/piston pump (up to 50mm outlet) with mixer</td>
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<tr>
<td>A77</td>
<td>Telescopic Handler 360</td>
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<td></td>
<td>A75B</td>
<td>A17C &amp; E</td>
<td>On Centre £ 425</td>
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<td>A78</td>
<td>Vacuum Excavator</td>
<td>A: Trailer - Manual arm</td>
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<td>B: Trailer - Semi powered arm</td>
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<td>C: Non-LGV - Manual arm</td>
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<td>D: Non-LGV - Semi powered arm</td>
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## CPCS Category Information

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<th>Practical Test Maximum Charge</th>
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<tr>
<td>D90</td>
<td>Demolition Plant</td>
<td>A: Materials Processing</td>
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<td>C: Demolishing up to 15 metres</td>
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<td>D: Demolishing up to 30 metres</td>
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<td>E: Demolishing all heights</td>
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<td>F: lifting operations</td>
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<td>Demolition Plant Pedestrian Operated</td>
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<td>Demolition Operations Skid Steer Tool Carrier</td>
<td>A: Demolition Operations – Extracting</td>
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</table>

### 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 Hander 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: 0844 815 7274
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.