



NOCN CPCS
CPD Renewal
Quick Start Guide

For CPCS Cardholders



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Introduction

This document is to guide you through the steps needed to purchase and complete your CPD course in order to renew your Blue CPCS Competent Operator Card.

Key things to know...

To renew your blue CPCS Competent Operator card you need to have a valid Health, Safety and Environment test and to have completed a relevant Continuous Professional Development (CPD) training module. This CPD module replaces the previous requirement to complete a renewal test.

In order to purchase and complete this training, you will need to log in to the NOCN Hub:

<https://nocn.org/login>

- If a course has been purchased on your behalf by your employer, you will receive an email inviting you to sign up to the NOCN Hub.
- If a course has not been purchased on your behalf you will need to create a HUB account to purchase and take your test.

Once you have completed all the learning, your course will appear on the 'Card Checker' within one working day. Provided you meet all other requirements, you will then be able to apply to renew your blue card.

Sign up and Log in to NOCN Hub

Sign up

If your employer has purchased a CPD course on your behalf, you will not need to sign up. An invitation to the Hub will have been sent to the email provided to us by your employer.

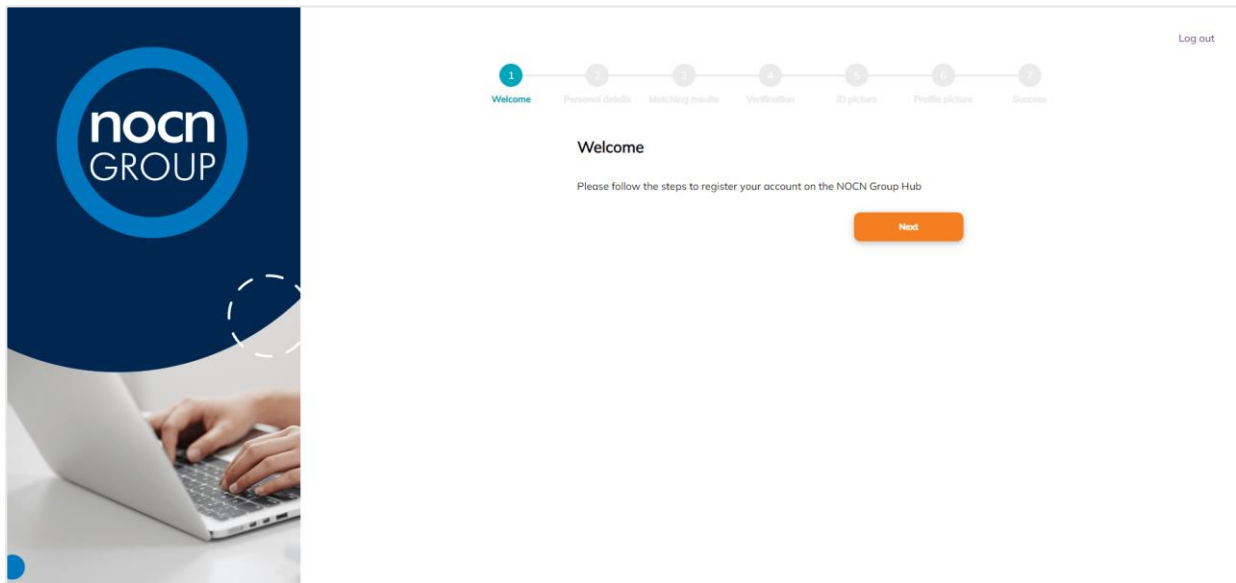
1. If you do not already have an account on the NOCN Hub, Click Sign up.
2. You will be asked to select 'Type of user'. Select 'Cardholder'.
3. Enter an email address (this should be specific to you and a personal email if possible) and a password.
4. Click to agree to our terms of service and click sign up.
5. You will receive an email to activate your account, Click 'Activate Account'.

Log in

Go the following page to login: <https://nocn.org/login>

Each time you log in, you will be asked for a 6-digit verification code, this will be sent to your email and will be different each time you log in.

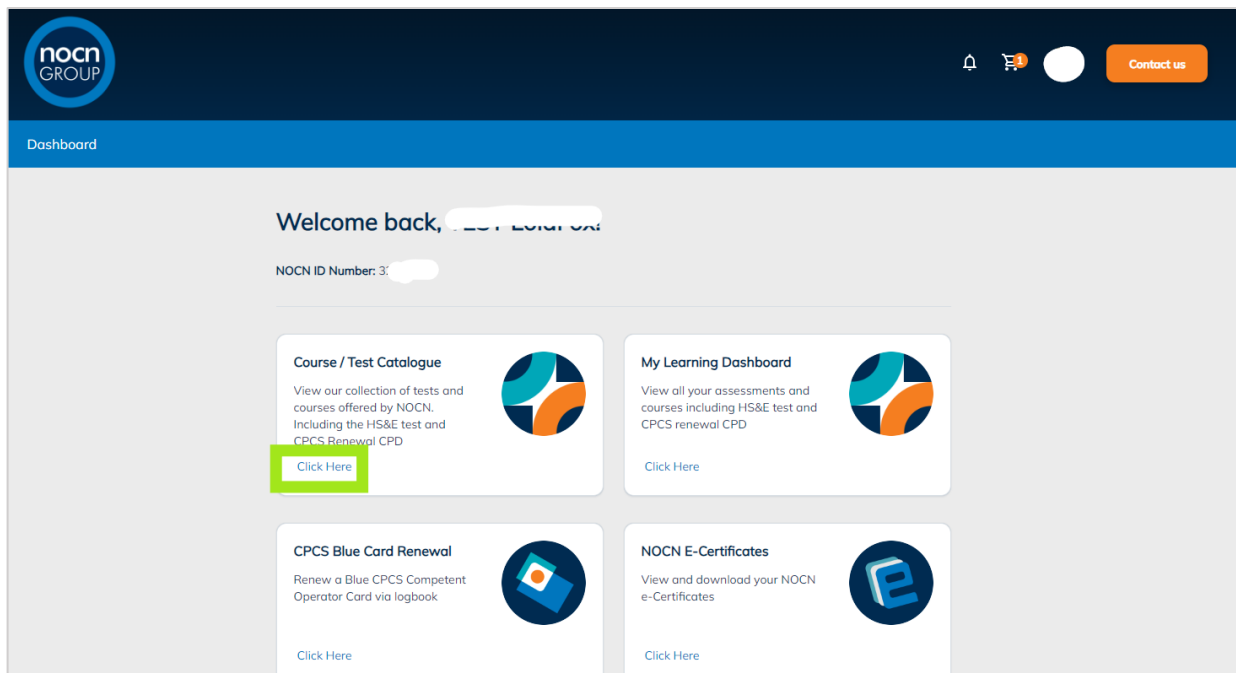
When you log in for the first time you will be taken through the steps needed to verify your identity and set up your NOCN account. This will include supplying a picture of your ID and a passport style photo to be displayed on your card.



Purchase a CPD Course

Once you are logged in to your NOCN Hub account you will be able to purchase the necessary CPD courses to renew your card.

Select Course/Test Catalogue.



Next to 'CPCS Renewal CPD' Click 'Order CPD'

The screenshot shows the NOCN Group website dashboard. At the top, there is a navigation bar with the NOCN logo, a search icon, a shopping cart icon, a globe icon, and a 'Contact us' button. Below the navigation bar is a 'Dashboard' header. The main content area is titled 'Course / Test Catalogue' and features a search bar. Two course cards are visible: 'HS&E Test' (Health, Safety & Environment Test) priced at £22.00 with an 'Add to basket' button, and 'CPCS Renewal CPD' with an 'Order CPD' button. A right-hand sidebar lists various categories with checkboxes, including 'Agriculture, Horticulture and Animal Care', 'Arts, Media and Publishing', 'Business, Administration and Law', 'Construction, Planning and the Built Environment', 'Education and Training', 'Engineering and Manufacturing Technologies', 'Green Skills', 'Health, Public Services and Care', 'History, Philosophy and Theology', 'Information and Communication Technology', and 'Languages, Literature and Culture'.

This will take you to 'Renewal Test Tool – CPD', click to tick the box next to the categories you want to renew then click 'Next'.

The screenshot shows the 'Renewal Test Tool – CPD' page. At the top, there is a header with the CPCS logo and the text 'AN NOCN JOB CARD'. The main heading is 'Renewal Test Tool – CPD'. Below this, there is an 'Introduction to the CPCS Renewal Test Tool - CPD e-Learning' section. The text explains that the CPCS CPD e-Learning is an important step in maintaining skills and competency. It states that CPCS CPD courses are replacing CPCS Renewal Tests, so cardholders will no longer be required to sit a test to renew, but instead use the tool to select a CPD course. A section titled 'What is CPD?' explains that CPD stands for Continuing Professional Development and is an ongoing learning process. A list of CPD modules is provided: Earth Moving and Compaction, Lifting and Lifting Equipment, Piling and Pumping of Materials, Lifting Supervision and Management, and Demolition. There is also a note that there are no tests as part of the CPD e-Learning, but confirmatory questions are required. Further information is available on the NOCN website (www.nocnjobcards.org/cpcs) or by calling the CPCS Helpline on 0300 999 1177. A link for 'Further Information to renew a CPCS Blue Competent Operator card' is provided. At the bottom, there is a 'Select Categories' section with a search bar and a table of categories.

<input type="checkbox"/>	Category Description ↓ ⓘ	Category Code ↓ ⓘ	CPD Module Title ↓ ⓘ
<input type="checkbox"/>	Crawler Crane above 10 tonne	A02	Lifting and Lifting Equipment
<input type="checkbox"/>	Tower Crane	A04	Lifting and Lifting Equipment
<input type="checkbox"/>	Dragline	A05	Earth Moving and Compaction
<input type="checkbox"/>	Truck Mounted Boom Concrete Pump	A06	Piling and pumping of materials

You will be shown the course(s) you need to complete to renew the selected categories and the cost to purchase the necessary course(s).

You are required to sit these modules

Modules to Sit	Categories Selected
Lifting and Lifting Equipment	A04 - Tower Crane
	A02 - Crawler Crane above 10 tonne

Amount to pay

£ 28.00

You can purchase the Renewal CPD e-Learning modules below.

Scroll down, and click 'Checkout' to proceed to payment.

Earth Moving and Compaction	A12 - Excavator 180 above 5 tonnes
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Amount to pay

£ 28.00

You can purchase the Renewal CPD e-Learning modules below.

To do this you need to register as a user of the NOCN Hub. Once registered, you can select the Renewal CPD e-Learning you require, pay for them and take the learning at home.

To register, please click the 'Checkout' button (then click the 'Sign Up' link on the NOCN Hub login page).

If you wish to edit your selection please press the 'Back' button below.

Back

Advice and Guidance for Booking Multiple Renewal CPD e-Learning:

You can take up to five (5) CPCS CPD e-Learning modules in a single slot. These can be completed anywhere you feel comfortable.

NOCN Group

To start your CPD e-Learning click "Checkout" button below

Number of e-Learning Module(s)	Number of Slots Needed	Cost (£)
1-5	1	£28.00

Checkout

AN NOCN JOB CARD

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Company No: 03829217

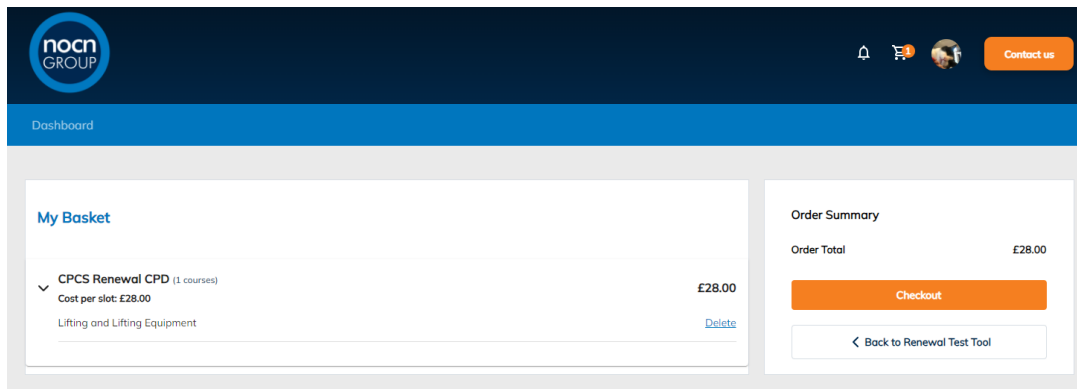
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Accessibility Privacy

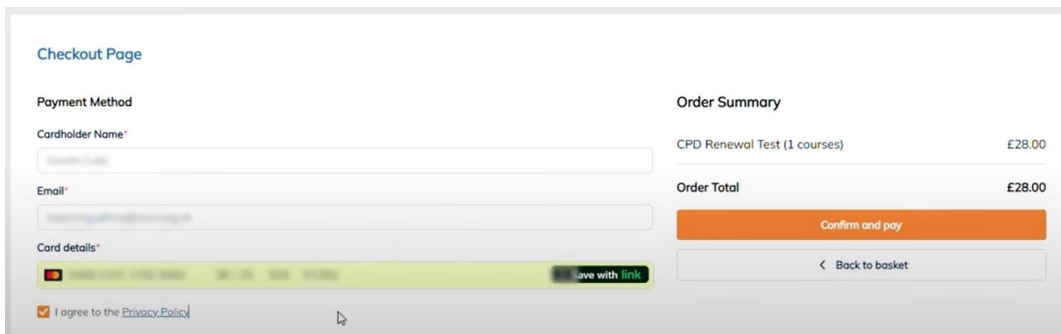
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Click 'Checkout' to pay by card.

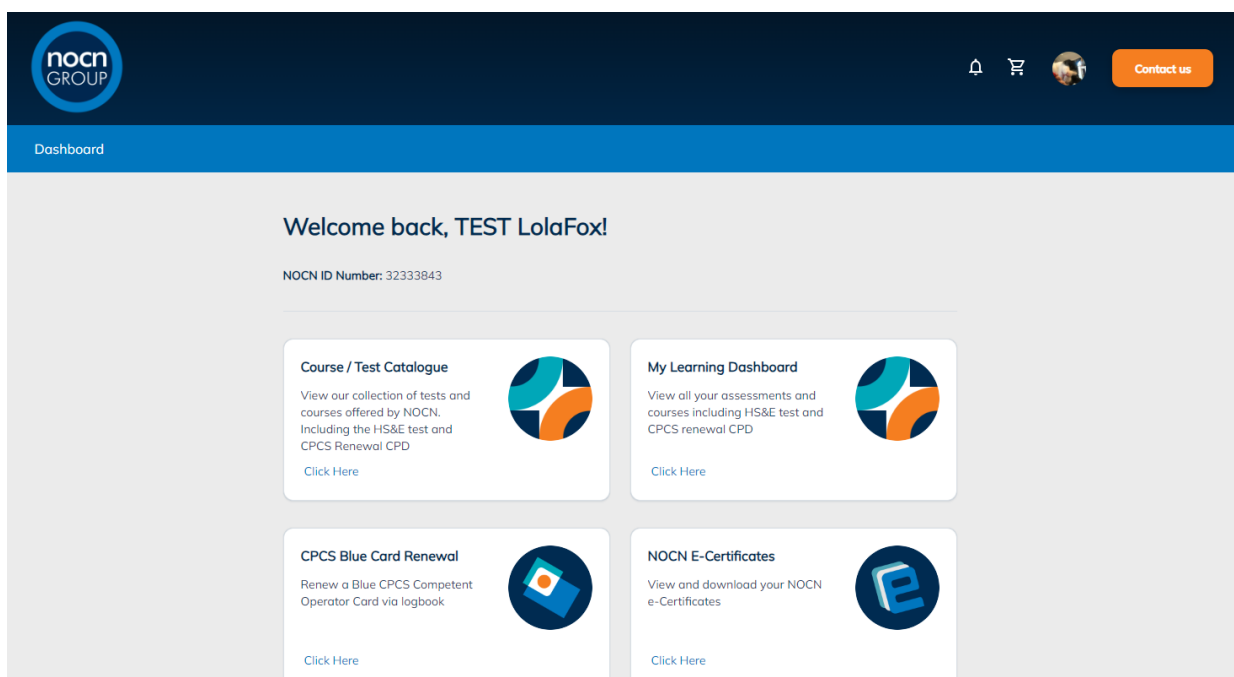


Enter payment details and complete purchase.

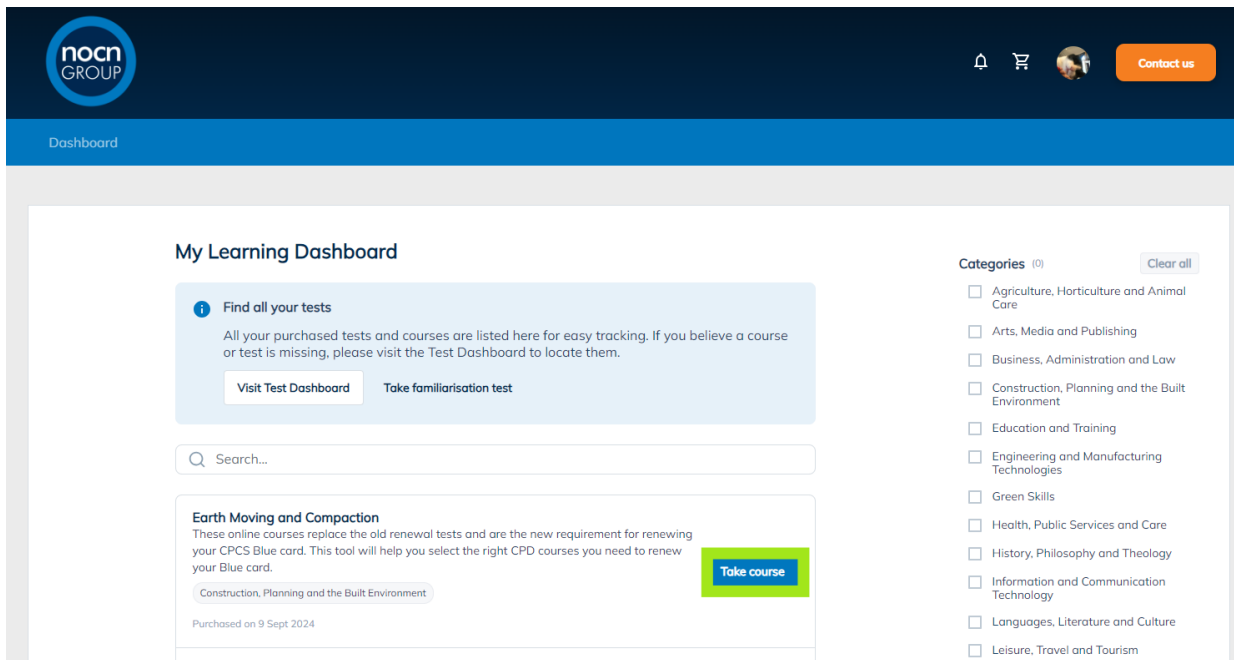


Complete your CPD Course

Once you have purchased a course, go to 'My learning dashboard'



You will see the CPD courses you have just purchased. Click 'Take Course'.

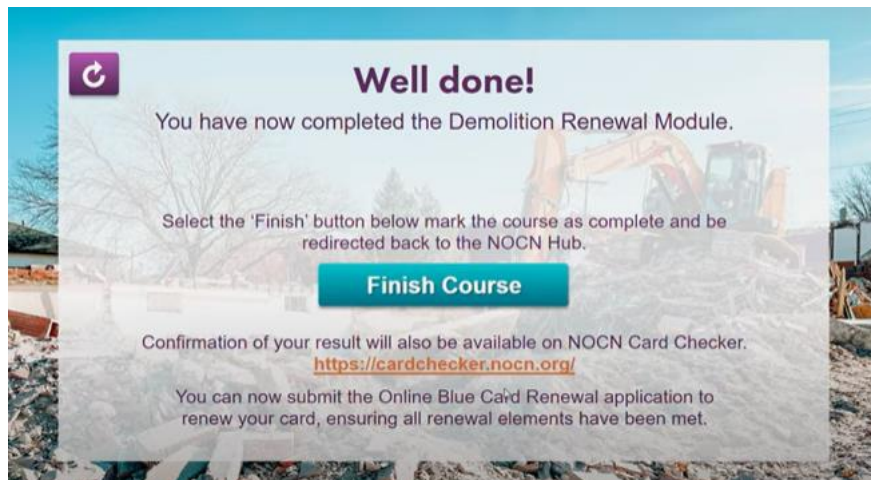


This will take you to the learning for this CPD module. You will need to work through all of the learning before you can renew your Blue Card.

Each section will appear with a padlock icon against each one. The sections will unlock as you work through them in order. This will turn into a tick as you complete each section.



When you have finished the learning, you will see a completion screen. Click 'Finish Course' to complete your CPD and you will be redirected to the hub.

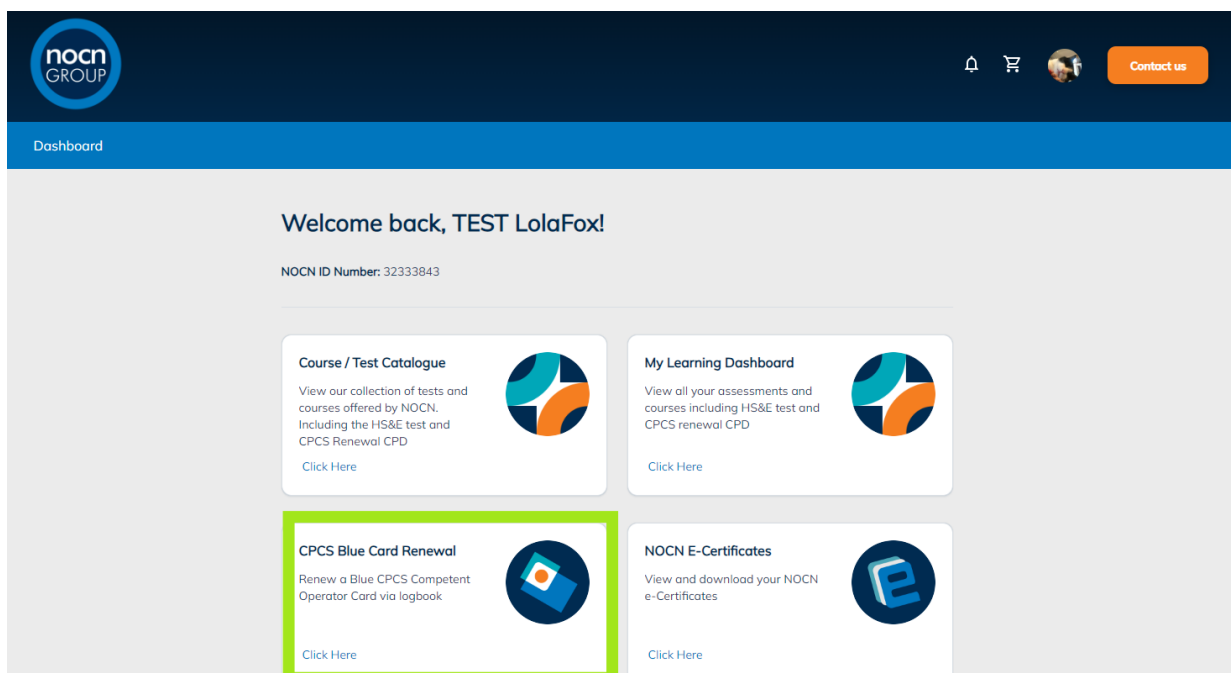


Next steps

Your completed CPD course will be added to card checker within one working day.

You can then apply to renew your blue card if all renewal elements have been completed.

Log in to the hub and select 'CPCS Blue Card Renewal' to apply online.



Further support and Guidance

Check out the NOCN website under the system support section for more guidance and support videos.

A full video explanation of this process can be found here: <https://www.nocnjobcards.org/CPCS/cpcs-card-renewal/>