

## SECTION A

### Notice To CPCS Test Centres

All Applicants taking a CPCS Technical Test which will result in them applying for a CPCS Trained Operator Card and/or direct to a CPCS Competent Operator Card must have the opportunity to review this document **BEFORE** any personal details are entered into the CPCS-ON system.

This means that this document must be handed to each applicant on arrival at the CPCS Test Site or it can be sent to the applicant in advance so that it can be viewed, printed off (double sided) and completed and taken along to the CPCS Test Site on the day of the CPCS Practical Test.

***Note:** This document will be available on the CPCS Website so Applicants can view, print (double sided) and complete prior to arrival at the CPCS Test Centre if they so wish to do so.*

## SECTION B

### Notice To Applicant

All Applicants wishing to apply for a CPCS Trained Operator Card and/or direct to a CPCS Competent Operator Card must be aware that any data relating to issue of a CPCS Trained Operator Card and/or direct to a CPCS Competent Operator Card will be captured by the CPCS Test Centre for the purpose of requesting a card.

## SECTION C

### CPCS Terms & Conditions

It is the responsibility of the CPCS Test Centre to ensure that all CPCS requirements for the issue of a CPCS Trained Operator Card and/or direct to a CPCS Competent Operator Card as set out in the Scheme Booklet are adhered to, including:

- the photograph to be used for the issue of the card is a true likeness of the applicant detailed in Section E
- the applicant has a CITB Health, safety and environment test passed within two years of the date of the CPCS Practical Test, the applicant has passed a CPCS Theory Test for the category and,
- the applicant has passed a CPCS Theory Test for the category, and
- the applicant has passed a CPCS Practical Test for the category (and endorsement where appropriate).
- the applicant has a valid LGV Licence if they are applying for category Truck-mounted Boom Concrete Pump (A06) and/or Vacuum Excavator - LGV -Semi powered arm and LGV Fully powered arm (A78 E & F). A copy of which must be retained on file by the CPCS Test Centre.

## SECTION D

### Data Protection Statement

NOCN Job Cards, registered charity no. 11812053, operates the CPCS.

‘Personal Data’ is an individual’s personal information including information obtained directly from an individual, or from third parties.

NOCN Job Cards will collect, hold, use and process an applicant’s Personal Data and may do so for the purpose of administering the CPCS.

