

CPCS SCHEME BOOKLET FOR OPERATORS

CP Construction Plant
CS Competence Scheme

Delivered by



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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 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

Heading	Ref	Amendment
Previous version dates: 30 July 2008, 15 December 2008, 16 March 2009, 20 July 2009, 17 September 2009, 02 November 2009, 01 January 2011, 12 September 2011, 01 December 2012, 01 May 2013, 01 August 2013, 01 October 2013, 16 December 2013, 17 February 2014 and 12 January 2015		
Release: 1 July 2015		
Health, safety and environment test	B2 Point 23	New Information: To advise that the cost of the test will increase on 1 st September 2015 to £19.50.
CPCS Standard Theory Test	B4 (After Point 37)	New Information: Individuals (excluding CPCS Testers and CITB 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.
CPCS Standard Practical Test	B5 (After Point 65)	New Information: Individuals (excluding CPCS Testers and CITB personnel) are not permitted to take into the test area any books, laptops, audio players, cameras or videoing devices with or without internet or data storage capabilities.
Competent Operator Card	C2 (Point 26)	Updated information: Clarification that a competent operator card can be renewed up to five years after the card has expired.
Renewing a Competent Operator Card	D4 (Point 34)	Updated information: Clarification that a 'banked' category may be claimed at a later date but this must be within the five years lifespan of the renewed card. (Reference to 12 month grace period has been removed).
Renewing a Competent Operator Card	D4 (Point 46)	Updated information: Clarification that a 'banked' category must be re-instated with the five year lifespan of the renewed card. (Reference to 12 month grace period has been removed).
List of categories and endorsements	Appendix B	Amended category: <ul style="list-style-type: none"> A73 – Plant & Vehicle Marshaller This has now been amended to an ' Off Centre ' category.
Procedure for Transferring from MPQC to CPCS	Appendix H	Updated Information: In order to transfer from MPQC to CPCS the MPQC card must have at least 6months life on it (before it expires) to transfer to CPCS.



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

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1. Introduction

A1 What is CPCS?

1. CPCS is the Industry's largest scheme for plant operators, with over 3000,000 cards issued across over 60 categories and endorsements of plant or plant operations.
2. CPCS is recognised by the UK Contractors Group (UKCG) and Major Home Builders Group (MHBG), amongst others, as the preferred card to comply with codes of practice for competence and certification.
3. CPCS is owned by the Construction Industry Training Board (otherwise known as CITB) which allocates staff to manage and administer it on behalf of the CPCS Management Committee that develops its policy and strategy.
4. 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)
 - 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)
 - United Kingdom Contractors Group (UKCG)
 - Union of Construction, Allied Trades and Technicians (UCATT)
 - Unite the Union

A2 What are the aims and benefits of CPCS?

5. CPCS aims to:
 - provide identification for plant operators and those involved with plant operations by recognising skills, knowledge and understanding, competence and qualifications
 - raise health, safety and environment 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?

6. 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.
7. Membership of the Scheme is voluntary, but is mandatory on many construction sites and in other work environments.

8. Compliance with the contents of this Scheme Booklet is a requirement for members of the Scheme (individuals holding a CPCS Card).
9. 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.
10. 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.
11. 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, or that will be covered, by CPCS are listed in Appendix A.
12. 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.
13. 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?

14. Categories within CPCS are derived through employer consultation and relevant national occupational standards, and are subject to continual review to ensure the Scheme meets employers' needs.
15. 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.
16. CPCS works closely with many federations, organisations, plant users, other plant certification schemes, CPCS Testers as well as the Health and Safety Executive to ensure that the standards for plant categories are relevant, up-to-date and realistic.
17. 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.
18. 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 findings into assessment.

19. Delivery Standards are continually monitored by dedicated staff employed by CITB to ensure national standards are applied. The Scheme acknowledges that flexibility is needed in some instances; however, deviations from test and assessment 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 the employer organisation.
20. As the manager of CPCS, the Scheme falls within the umbrella of CITB, a Sector Skills Council and Industrial Training Board which is tasked, amongst others, with ensuring that skills gaps and shortages are reduced and that occupational skills and understanding are improved. The Scheme plays its part in ensuring those goals are reached.

B

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.

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B1 Training

What is the training requirement?

1. Training is a one of the components of learning and an activity which involves the imparting of information and instructions to accumulate a pre-defined level of skill and knowledge. Training can be divided into two areas – Basic and Advanced.
2. Basic training covers theoretical and practical principles which for CPCS purposes are detailed in the learning outcomes for each category of plant. Basic training, wherever it occurs, should take place independent of productive work using dedicated equipment and resources.
3. Advanced training can take place during productive work, but following a managed supervision programme after an assessment that ensures that the learning outcomes are met.

The Need for Training

4. The provision of suitable training is the responsibility of the employer as enshrined in the Health and Safety at Work Act 1974. CPCS provides employers with the assurance that, through carding, operators they employ have demonstrated an appropriate level of skill and understanding via an independent CPCS testing process based on standards defined by the industry-set learning outcomes.
5. It is the responsibility of both the employer and operator, possibly with the assistance of a training professional, to determine training needs and to ensure appropriate training is received. The separation of training and CPCS testing ensures independent assessment of an operator's ability, reducing potential conflict of interest and bringing additional robustness to the Scheme. Appendix D on the CPCS Health & Safety Statement provides further information.

Training Delivery

6. If an operator has prior training and/or experience on a category, their skills can be measured against the CPCS learning outcomes and syllabus to determine whether they are fully prepared for the CPCS Technical Test, or that there are further training needs. The syllabus will support the creation of a training programme tailored to meet an individual's requirements.
7. Refresher training and/or activity-specific practice is highly recommended by CPCS for all individuals prior to attempting the test. This is particularly crucial in the case of experienced operators, as bad habits gained through experience may mean the individual being unsuccessful on the test.
8. Further advice on selection, training and competency can be sought from the guidance document published by the Strategic Forum Plant Safety Group and can be downloaded at <http://cpa.uk.net/sfpsg/#Competence>

How can I get training?

9. Training can be accessed through a variety of channels including:
 - Training providers
 - in-house trainers
 - co-workers.
10. It is up to the individual and the employer to choose the training channel which best suits their learning needs.
11. CPCS does not directly monitor any form of training but independently measures performance and knowledge gained through training. CPCS therefore cannot be responsible for the delivery or quality of any training provided through an organisation.
12. There are a number of formal plant operator training qualifications available from awarding bodies and offered through a variety of training organisations, which can be used to prepare the individual for the test and provide a recognised route of training. However, an operator will be required to successfully complete the CPCS Technical Test if they wish to have a CPCS Card. Qualifications may be viewed online at <http://register.ofqual.gov.uk/>

Advice on employer-delivered training

13. CPCS encourages all those involved in training for the learning process to be qualified and experienced with the category of plant and with teaching and learning methods. Instructors selected for training by the employer should have sufficient experience working/operating this category of plant and have attained a wide and thorough knowledge of the types, functions and safe operating procedures. They should be competent and certificated for instructional techniques, such as the Preparing to Teach in the Lifelong Learning Sector (PTLLS) qualification, undertaken through an accredited certification body.

B2 Health, safety and environment test

What is the requirement for the Health, safety and environment test?

14. All new applicants, and those adding a category or renewing a CPCS Card, must have an understanding and knowledge of current basic Health, safety and environment as demonstrated through holding a *CITB Health, safety and environment* (HS&E) test pass that has been gained within the last two years.
15. The majority of categories require a minimum of the Core Operatives test which consists of :
 - 38 multiple-choice questions general health, safety and environmental awareness
 - 12 behavioural case study questions on how you should behave on a construction site to stay healthy and safe.
16. Supervisor and Managerial & Professional (MAP) tests which are higher level tests are also acceptable. The Demolition test is an acceptable alternative to the Core. The only exceptions to this are as follows:
 - the Appointed Person category A61 requires the Managerial & Professional (MAP) test to be taken
 - the Crane/Lifting Operations Supervisor category A62 requires the Supervisory (SUP) test to be taken, but the Managerial & Professional (MAP) test is also acceptable.
17. CPCS recommends appropriate health, safety and environment training before attempting the test.
18. 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?

19. 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.
20. 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/hsandetest CPCS Test Centres are required to support individuals through all elements of the Scheme, and will be able to either:
 - deliver the *CITB Health, safety and environment test* directly themselves as an approved CITB Health, safety and environment Independent Testing Centre, or
 - arrange the *CITB Health, safety and environment test* with an ITC on the individual's behalf.
21. 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.
22. Individuals are advised to book the *CITB Health, safety and environment test* in plenty of time.
23. 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?

24. The cost of the Test is currently £17.50*; however the cost is determined by CITB and is subject to change; see Appendix D: further Sources of Information for details on how to access the most up-to-date information.
Note: *Independent Test Centres may charge an additional administration fee.*

* For tests booked by 31st August 2015. For test bookings made on or after 1st September 2015 the price is £19.50.

What do I need to do first?

25. CPCS recommends appropriate health, safety and environment training and viewing the new 'Setting Out' film on which the behavioural element of the test is based before attempting the test. The film can be viewed free on line at www.citb.co.uk/settingout through 'YouTube' and is also included on each HS&E revision DVD. There are no other qualifications required.

What do I need to do next?

26. On passing the *CITB Health, safety and environment test*, the individual seeking to enter the Scheme should progress to the CPCS Theory Test.

B3 CPCS Terms & Conditions and Data Protection Statement

What is the requirement for CPCS Terms & Conditions and Data Protection Statement?

27. All applicants wishing to apply for a CPCS Trained Operator Card must read and sign the CPCS Terms & Conditions and Data Protection Statement prior to their CPCS Practical Test being delivered.

How can I get it?

28. The CPCS Terms & Conditions and Data Protection Statement can be downloaded and printed for completion from the website www.citb.co.uk/cpcs or obtained from your CPCS Test Centre on the day of your CPCS Practical Test.

How much does it cost?

29. There is no fee for completing the CPCS Terms & Conditions and Data Protection Statement.

What do I need to do first?

30. There is no need to have completed any other elements before completing the CPCS Terms & Conditions and Data Protection Statement.

What do I need to do next?

31. On completion of the CPCS Terms & Conditions and Data Protection Statement, pass it to your CPCS Test Centre either in advance or on the day of your CPCS Practical Test, ensuring the mailing address for the card details are entered.
32. **Note:** *If a candidate does not agree to the CPCS Terms & Conditions and Data Protection Statement, they cannot proceed with their Practical Test.*

B4 CPCS Standard Theory Test

What is the requirement for the CPCS Theory Test?

33. The CPCS Theory Test is part of the CPCS Technical Test. It has been set by CPCS to check underpinning knowledge and understanding directly related to a CPCS category. The CPCS Theory Test incorporates questions relating to:
- specific category and environment related health and safety
 - operators' roles and responsibilities
 - pre-start checks
 - use of the operators' manual
 - category-specific preparation, operating and shut-down requirements.
34. The CPCS Theory Test is set at two levels:
- The CPCS Standard Theory Test is part of CPCS requirements for individuals applying for their first CPCS Operator Card or for those adding a category to a current CPCS Operator Card.
 - 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, but is accepted as an alternative to the CPCS Standard Practical Test for CPCS Operator Cards.
35. There is a CPCS Theory Test for each category. Where a category has endorsements, the CPCS Theory Test need only be taken once but the CPCS Practical Test must be completed for each required endorsement.
36. Individuals attending the Theory Test will be required to provide proof of identity using documentation that includes a photograph and signature, the CPCS Test Centre will provide the criteria to be met.
37. The CPCS Theory Test must be answered verbally and will be recorded using digital audio recording equipment, in a one-on-one session (except for category A61 Appointed Persons) with a CPCS Tester registered with a CPCS Test Centre.

Note: *Individuals (excluding CPCS Testers and CITB 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.*

38. Individuals are required to achieve 80% to pass the CPCS Standard Theory Test and meet requirements for applying for a Trained or Competent Operator Card.
39. CPCS quality assures the delivery of the CPCS Theory Test. A test:
- may be attended by CITB staff who will observe the delivery of the test.
40. There is a guideline estimated time of one hour for each CPCS Theory Test (some categories are allowed extra time due to the complexity of questions).
41. The individual will be given a copy of the Sign-off Sheet completed by the Tester with feedback on their performance by the Test Centre after the test has been undertaken, the candidate may also add their own comments to give back to the Test Centre.
42. A copy of the questions with a record of the mark that was achieved against each question is available from the Test Centre on request. **Note:** *The actual question and answer paper used during the test is a controlled document and therefore is not for general release.*
43. The digital audio recording is a controlled item and therefore is not for general release. CPCS may however request copies of the recording for auditing purposes.
44. The CPCS Theory Test must be achieved before the CPCS Practical Test is attempted (with the exception of Appointed Persons). The CPCS Theory Test is valid for six months from the date of achievement for the purpose of progression onto the CPCS Practical Test. This applies to those taking the Standard Theory Test for an Operator Card.
45. The rules are different if taking the Advanced Theory Test. Please refer to the Scheme Booklet for Testers for this information.
46. There is no limit to the number of times that an individual can take the CPCS Theory Test.

How can I get it?

47. The CPCS Theory Test is delivered through CPCS Test Centres, by CPCS Testers registered to the Test Centre.
48. You may contact a CPCS Test Centre using the list of CPCS Test Centres that is available on the CPCS website. (Refer to Appendix D: Further Sources of Information for details on how to access this information.)

Note: *If you do not have a CPCS Registration number you will need to obtain one before a Theory Test can be booked, please call **0844 815 7274** to check to see if you have a registration number, if not for one to be created.*

How much does it cost?

49. There is a maximum charge of £100.00 that the CPCS Test Centre can apply for all elements and delivery of the CPCS Standard Theory Test.
50. Please note there is no maximum charge set for the CPCS Advanced Theory Test. It is recommended that a number of CPCS Test Centres are contacted to obtain a competitive price.
51. There is a CITB Grant available to support the CPCS Theory Test. (Refer to Appendix D: further Sources of Information for details on how to access this information.)

What do I need to do before I take the Theory Test?

52. You must pass the appropriate *CITB Health, safety and environment test* for the category of plant before you attempt the CPCS Theory Test. The *CITB Health, safety and environment test* is valid for two years from the date of achievement for the purpose of progression onto the CPCS Practical Test.

What do I need to do after I pass the Theory Test?

53. On achieving the CPCS Theory Test you may progress to the CPCS Practical Test. The CPCS Practical Test will need to be achieved within six months of the CPCS Theory Test, for the CPCS Theory Test to be deemed valid at the point of card application.

How can I find out answers to the questions?

54. Many of the questions within the Theory Test were derived from publicly available sources, and these sources of information can provide the typical expected answers. Internet search engines such as Google, Bing etc. are a good way of seeking out technical and operating information relating to relevant categories of plant.
55. Many construction contractors, federations and organisations post plant-based best practice guidance or information documents on their websites, e.g. www.cpa.uk.net. Many machinery manufacturers and importers allow technical details and operators' manuals to be viewed and downloaded, and encyclopaedia-type websites such as Wikipedia can provide relating specialist information.
56. Other sources of information include The Health and Safety Executive (www.hse.gov.uk) where information leaflets and reference documents such as Codes of Practice can be viewed and downloaded free of charge. Information relating to the driving of plant on the highway can be sourced from Government websites (www.direct.gov.uk/en/motoring). Alternatively, CPCS Test Centres can provide training or updating programmes that focus on the topic areas covered by the questions.
57. Official answers to questions are confidential and restricted to approved Test Centres and CPCS constantly review and update questions. They are not published by CPCS and would need to be researched by the candidate. Recommended websites include www.cpa.uk.net. CPCS has no involvement with, and cannot confirm the accuracy of, answers to CPCS Theory Test questions that appear on auction-type websites or other sources that advertise the answers to questions.

B5 CPCS Standard Practical Test

What is the requirement for the CPCS Practical Test?

58. The CPCS Practical Test is part of the CPCS Technical Test. It has been set by CPCS to test the operating ability of individuals through a series of practical activities based on core operating skills.
59. The CPCS Practical Test is set at two levels:
- The CPCS Standard Practical Test is part of CPCS requirements for individuals applying for their first CPCS Operator Card and for those adding a category to a current CPCS Operator Card.
 - 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. It is also accepted as an alternative to the CPCS Standard Practical Test for CPCS Operator Cards.
60. There is a CPCS 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 Practical Test achievement will be given at the level of the endorsement.
61. Individuals attending the Practical Test will be required to provide proof of identity using documentation that includes a photograph and signature, the CPCS Test Centre will provide the criteria to be met
62. The CPCS Theory Test must be passed before a CPCS Practical Test is taken. The CPCS Theory Test is valid for six months from the date of achievement for the purpose of progression onto the CPCS Practical Test. This applies to those taking the Standard Theory Test for an Operator Card. The rules are different if taking the Advanced Theory Test. Please refer to the Scheme Booklet for Testers for this information.
63. The CPCS Practical Test is delivered through a CPCS Test Centre.
64. The CPCS Practical Test is delivered in a one-on-one session with a CPCS Tester.
65. CPCS quality assures the delivery of the CPCS Practical Test. A test may be:
- attended by CITB Staff who will observe the delivery of the test, or
 - videoed at the request of CPCS. If CPCS has requested that the test is videoed 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 CITB personnel) are not permitted to take into the test area any books, laptops, audio players, cameras or videoing devices with or without internet or data storage capabilities.*

66. The CPCS Practical Test has a specified time limit to ensure that an operator has sufficient work skills to be productive in current and future employment. The time limits have been set at a level that allows even newly Trained Operators to prove a sufficient measure of productivity when mapped against industry timescales. (Test Times can be viewed by accessing the CPCS Practical Test Specifications at www.citb.co.uk/cpcs.)
67. The individual will be given a copy of the Grading and Sign-off Sheet completed by the Tester with feedback on their performance by the Test Centre after the test has been undertaken, the candidate may also add their own comments to give back to the Test Centre.
68. On achievement of the CPCS Practical Test, the CPCS Test Centre will issue the candidate a Letter of Achievement: this can act as temporary certification for 28 days enabling the individual to gain entry onto a site whilst the application form is being processed and will request the CPCS Trained Operator Card electronically using the CPCS online system in accordance with the requirements outlined in process 4. If the individual is applying for a Competent Operator Card, the CPCS Test Centre can provide the individual with a:
- **CPCS Application form (F1/1 - CWA):** which the CPCS Tester will countersign, and the CPCS Test Centre will submit to CPCS on behalf of the applicant, or the test centre can apply for the card using the Carding without Application spread sheet.
 - **Letter of Achievement:** this can act as temporary certification for 28 days enabling the individual to gain entry onto a site whilst the application form is being processed.
69. There is no limit to the number of times that an individual can take the CPCS Practical Test.

70. The CPCS Practical Test is valid for two years from date of achievement for the purpose of CPCS Card applications.

How can I get it?

71. The CPCS Practical Test is delivered through CPCS Test Centres, by CPCS Testers registered to the CPCS Test Centre.
72. You may contact a CPCS Test Centre using the list of CPCS Test Centres that is available on the CPCS website. (Refer to Appendix D: Further Sources of Information for details on how to access this information.)

How much does it cost?

73. There is a maximum charge that the CPCS Approved Test Centre can apply for delivery of the CPCS Standard Practical Test. (Refer to Appendix B: List of Categories and Endorsements for a list of the maximum charge for each category.)
74. There is no maximum fee set for the CPCS Advanced Practical Test.
75. It is recommended that a number of CPCS Test Centres are contacted to obtain a competitive price.
76. There may be CITB Grant available to support the CPCS Practical Test (Standard and Advanced). (Refer to Appendix D: Further Sources of Information for details on how to access this information.)

What do I need to do first?

77. You must pass the CPCS Theory Test for the category before you attempt the CPCS Practical Test. The CPCS Theory Test is valid for six months from the date of achievement for the purpose of progression onto the CPCS Practical Test.

What do I need to do next?

78. On achieving the CPCS Practical Test you can apply for a CPCS Operator Card. The cost of the application is included within the CPCS Technical Test fees. You should then start work towards the relevant SVQ or NVQ (if not already achieved).

What is the requirement for SVQ and NVQ?

79. CPCS requires an individual to prove operating competence through the achievement of relevant SVQ or NVQ units
80. If the CPCS category is offered as or within a unit within an appropriate SVQ or NVQ qualification, then the appropriate units (or endorsement) will be acceptable to CPCS for the award of a Competent Operator Card.
81. The following qualifications are acknowledged as the commonest types for CPCS categories:
- Piling Operations.
 - Demolition.
 - Plant Operations (Certificate or Diploma).
 - Controlling Lifting Operations (for categories A40, A61 & A62).
 - Road building.
 - If an individual holds other SVQ or NVQ units they believe to be an equivalent qualification, they should contact CPCS to confirm whether it is a suitable alternative.
82. CPCS does not require specific achievement of SVQ or NVQ units (or endorsement) for each category of plant. SVQ or NVQ units need only be achieved once for a family of categories unless the category has been identified as appropriate to be separated out for full SVQ or NVQ unit completion based on its specialist nature.
- For specialist categories, the SVQ or NVQ units must be undertaken on each category for the award of that category on a blue Competent Operator Card.
 - For non-specialist categories, the SVQ or NVQ units need only be undertaken on any of the categories that fall within the family group for the category that they wish to be awarded on the blue Competent Operator Card.
 - For example, an individual wishing to apply for a CPCS Competent Operator Card for a Crawler Crane need only hold the units applicable to any other type of crane within that group.
 - For example, if an individual holds an SVQ or NVQ for a 360° excavator above 10 tonnes unit and they achieve on the CPCS Technical Test for a 180° excavator above 5 tonnes, they are automatically awarded a Competent Operator Card bearing the 180° excavator.
83. Concessions have been made for the upgrading of the slinger/signaller, crane/lifting operations supervisor and appointed person categories to, or on, a CPCS Competent Operator Card whereby single units can be used providing designated units have been pre-achieved.
84. Appendix C: SVQ & NVQ Units and Category Groupings provide further information.
85. Holders of categories on a Trained Operator Card who achieved the categories through the Specialised Plant and Machinery Operations Intermediate Certificate (IC) and not through the Technical Test need to achieve the SVQ or NVQ unit for each category that they wish to upgrade to the Competent Operator Card.
86. For a full list of the units relevant to each category, Refer to Appendix C: SVQ & NVQ Units and Category groupings. CPCS will require confirmation of achievement of the appropriate relevant SVQ or NVQ unit or units through attaching a copy of the evidence to the card application form. This will enable a Competent Operator Card to be issued.
- Please do not send originals as they cannot be returned.
 - If a copy of the evidence is not attached, a red Trained Operator Card will be issued.
- Note:** CPCS has an agreement with Cskills Awards which means that evidence need not be attached as achievement can be independently validated. Please write Cskills Awards in the SVQ/NVQ box on the application.
87. For further information on SVQs or NVQs as a qualification, Refer to Appendix F: SVQ and NVQ Background.

How can I get it?

88. Please contact a CPCS Test Centre which will either be able to:
- deliver the VQ directly (as an approved centre), or
 - arrange for the individual to attend an approved centre that they have an arrangement with.
89. A CPCS Test Centre can be contacted using the list of Accredited CPCS Test Centres that is available on the CPCS website or by calling the CPCS Helpline. (Refer to Appendix D: Further Sources of Information for details on how to access this information.)
90. However, if an individual wishes to contact a local or known SVQ or NVQ approved centre directly, they can.

How much does it cost?

91. There is no set fee for an SVQ or NVQ; this will have to be determined with the chosen provider.

What do I need to do first?

92. There are no qualifications required by CPCS or Awarding Bodies prior to registering for an SVQ or NVQ.

What do I need to do next?

93. If you have not already done so, you must pass the remaining core elements to be eligible for a card. These are: *CITB Health, safety and environment test, CPCS Theory Test, and CPCS Practical Test.*

B7 CPCS Logbook

What is the role of the CPCS Logbook?

94. The role of the Logbook is to record life-long learning and evidence towards the renewal of a Competent Operator Card.
95. The use of the Logbook is the cheapest option to use for renewing a Competent Operator Card; however, it is only one route to providing on-going operating experience at the point of renewal. An individual can meet the renewal criteria for their Competent Operator Card by demonstrating their on-going operating experience in the completion of either a CPCS On-Site Assessment or a CPCS Practical Test.
96. CPCS recommends that the Logbook is used to keep a record of all operating activities, testing, training and employment that the individual undertakes.
97. CPCS introduced several styles of Logbook and all styles of the CPCS Logbook are acceptable for the purposes of renewal.
98. The current Logbook is divided into five sections with the first four sections providing records for different aspects of the individual's career to be logged and endorsed:
 - Section 1: Operating Experience Record – endorsed by Supervisor
 - Section 2: Testing Record – endorsed by Tester
 - Section 3: Training Record – endorsed by Trainer
 - Section 4: Employment Record – endorsed by Employer
 - Section 5: Further information
99. If an individual wishes to use the Logbook to prove on-going operating experience at the point of renewal, the following five steps must be followed:
 - 1) **Personalisation:** Attach a photograph to the front cover using the sticky patch provided, and add your name to personalise the Logbook. Further information should be captured on the second page: CPCS Card number, card expiry date and signature.
 - 2) **Record:** Start recording all work undertaken in the Operating Experience Record (Section 1) on receipt of the Logbook. It is recommended that entries are made regularly, depending on operating circumstances. However, some operators (for example, those employed within the plant-hire sector) may make more frequent recordings than others because of recurring changes in machine use, work location, job task, etc. Those using the same machine in the same environment and undertaking the same type of work can record single entries over an extended period.

Record hours (Hours) against a category and endorsement where applicable, and capture the cumulative hours (Cum) completed to date to help track progress against the minimum hours per category requirement, using the tabs to separate the operating record into category/endorsement-specific sections to make this process easier.
 - 3) **Endorsement:** Each entry must be endorsed by someone who can confirm the individual's operating experience on that machine or equipment. The Endorser must map the individual's operating experience against the Endorsement Declaration shown in the CPCS Logbook, and provide full contact details.
 - 4) **Minimum hours:** To use a Logbook for renewal, it must hold a record of a minimum of 300 hours pro rata for each category.
 - **Added categories:** If a category has been added one year into the five-year card, only 4/5 of the 300 hours (or 240 hours) must be recorded by the time of renewal (300 hours over five years equates to five hours a month).
 - **Multiple endorsements:** If an individual holds multiple endorsements for one category, a minimum of 30 hours (or 10% of the pro-rata figure for categories added during the card life) must be recorded for each endorsement by the time of renewal.
 - 5) **Validation:** Have the Logbook validated at the point of renewal application:

- The company-approved Validator will ask to review the Logbook prior to completing the Independent Declaration section of the Application Form to renew a Competent Operator Card (F1/3).

100. When the Logbook is full, a new one can be purchased by completing the Logbook Order Form in Section 5 of the Logbook or by contacting the CPCS Helpline.
101. The completed Logbook should be stored for safe keeping, as it may be needed for auditing purposes.
102. The Testing & Card Services Department carries out checks on Logbooks in order to assist individuals and employers in completing and managing the books.

How can I get it?

103. A Logbook is automatically sent out when an individual's first Competent Operator Card is issued. The Logbook is sent to the individual's home address.
104. A Logbook, additional pages, or additional tabs can be purchased at any time by contacting the CPCS Helpline on **0844 815 7274**, or download pages free of charge from www.citb.co.uk/cpcdownloads

How much does it cost?

105. The Logbook issued with a first Competent Operator Cards will be free of charge.
106. Additional Logbooks at £15 each may be purchased by contacting the CPCS Helpline on **0844 815 7274**.
107. CPCS Test Centres and Employers can buy Logbooks in bulk and issue them if they so wish.
108. Please note that the price may be subject to change but the most up-to-date information will be made available on the CPCS website.

What do I need to do first?

109. There is no need to have completed any other elements before starting to use a Logbook, as one can be purchased at any time.

What do I need to do next?

110. Start recording operating experiences, tests, training and employment in the Logbook.

B8 On-Site Assessment

What is the requirement for On-Site Assessments?

111. The CPCS On-Site Assessment is a practical assessment of operating ability carried out in the workplace.
112. It can act as an alternative to the standard CPCS Practical Test or Logbook when renewing the CPCS Competent Operator Card.
113. There is a CPCS On-Site Assessment for each category, but for categories with endorsements, the endorsement must be specified and the assessment taken on the appropriate piece of plant. The CPCS On-Site Assessment achievement will be given at the level of the endorsement. However, the On-Site Assessment taken on one endorsement can be used to renew all endorsements for a category.
114. Individuals attending the On-Site Assessment (OSA) will be required to provide proof of identity using documentation that includes a photograph and signature, the CPCS Test Centre will provide the criteria to be met.
115. The On-Site Assessment can be carried out during the individual's normal work activities in their work environment, or at a suitable location that ensures the activities can be completed (this may be at a CPCS Test Site).
116. The CPCS On-Site Assessment is delivered through a CPCS Test Centre.
117. The CPCS On-Site Assessment is delivered in a one-on-one session with a CPCS Tester.
118. CPCS quality assures the delivery of CPCS On-Site Assessments. An assessment may be:
 - attended by CITB staff who will observe the delivery of the assessment, or
 - visually recorded at the request of CPCS. If CPCS has requested that the assessment is visually recorded, the individual must allow this to take place or the achievement will not be deemed as valid for a renewal application.
119. The individual will be given a copy of the Assessment Sheet completed by the CPCS Tester with feedback on their performance.
120. There is no limit to the number of times that an individual can take the CPCS On-Site Assessment.
121. Appointed Person (A61) and Crane/Lifting Operating Supervisor (A62) do not have a category-specific On-Site Assessment. There is, however, a Renewal Assessment that requires a detailed endorsement of the individual's operating ability in the role. The Renewal Assessment can be completed by an Employer without needing to contact a CPCS Test Centre.

How can I get it?

122. Please contact a CPCS Test Centre using the list of Accredited CPCS Test Centres that is available on the CPCS website or by calling the CPCS helpline. (See Appendix D: Further Sources of Information for details on how to access this information.)

How much does it cost?

123. There is no set charge for arrangement and delivery of the On-Site Assessment; this will have to be determined with the chosen CPCS Test Centre.
124. It is recommended that a number of CPCS Test Centres are contacted to obtain a competitive price.

What do I need to do first?

125. Hold a Competent Operator Card that requires renewal.

What do I need to do next?

126. On passing the CPCS On-Site Assessment an individual may apply to renew their Competent Operator Card.

B9 CPCS Renewal Test

What is the requirement for a CPCS Renewal Test?

- 127. The CPCS Renewal Test was introduced on 2 April 2013 and was mandated from 1 October 2013.
- 128. The test is designed to check up-to-date; safety-specific underpinning knowledge and understanding related to each category that the cardholder wishes to renew.
- 129. The test will be part of CPCS requirements for individuals applying to renew a CPCS Competent Operator Card.

How can I get it?

- 130. The test will use the same method of delivery as the Health Safety and Environment Test and can be booked and taken at the same time. Up to five categories can be taken within one test booking. Each category will have a set of questions (module) although where there are similar groups of categories, for example – masted forklifts, questions for all these types will be incorporated within one module.
- 131. Concessions will further apply where the questions within a module may apply to other similar types. For example, if the cardholder holds both the crawler crane and compact crane categories, then only the crawler crane module needs to be booked. The online Module Matcher will indicate which modules need booking relative to the categories held on a card please visit the website www.citb.co.uk/cpcsdownloads to access Module Matcher.

How much does it cost?

- 132. The cost of the each booking will be incorporated within the cost of card renewal.

What do I need to do first?

- 133. Factsheets have been devised for each module outlining the topic area from which questions will be based. These factsheets can be downloaded free of charge from the CPCS website and the study of each factsheet will prepare the cardholder for each module.

What do I need to do next?

- 134. If you have not already done so, you must pass the remaining core elements to be eligible. These are CITB Health, safety and environment test and practical operating ability through a choice of routes. i.e. logbook or onsite assessment or practical test. Factsheets have been devised for each module outlining the topic area from which questions will be based.

C

Cards

There are two types of card available. The fundamental difference between the two operator cards is whether the vocational qualification has been achieved.

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C1 Trained Operator Card

What does the card represent?

1. The Trained Operator Card tells the observer that the holder has demonstrated a level of:
 - health and safety awareness through the *CITB Health, safety and environment test*
 - underpinning knowledge and understanding through the CPCS Theory Test, and
 - operating ability through the CPCS Practical Test.
2. Please note that for categories on Trained Operator Cards with an expiry date before 31/10/2010 the holder may have completed the old Intermediate Certificate (IC) end test and not the CPCS Technical Test.
3. The Trained Operator Card confirms a level of core skills, knowledge and understanding that can be applied in the workplace until measured as competent against national standards. Experienced and able operators may hold a Trained Operator Card whilst being measured against national standards through an SVQ or NVQ.
4. A newly trained operator with a Trained Operator Card will still require full and close supervision until deemed sufficiently experienced to operate unsupervised. During the period of supervision, the employer should provide a comprehensive assessment and mentoring programme to manage an individual's performance against job-specific requirements and methods of work.
5. The holding of a category on a Trained Operator Card does not always signify that the individual is skilled on all types of machine within that category. Further familiarisation training on each specific type of machine that they are asked to operate in the working environment must be undertaken and the individual supervised until the employer is satisfied that the requisite skills are attained.
6. CPCS has an agreement with the Materials Products Qualification Council (MPQC) that allows the holders of MPQC Cards to transfer certain categories onto a CPCS Trained Operator Card if they meet agreed requirements. All applications need to be made using application form F1/8. Refer to Appendix H: Procedure for Transferring from MPQC to CPCS for further details.

How long is the card valid for?

7. Each category on a Trained Operator Card has a two-year life from the achievement date of the CPCS Practical Test. The Trained Operator Card itself has no expiry date.
8. However, CPCS allows a 12-month period of grace after the card has expired for the holder to upgrade it to a blue Competent Operator Card. The upgrade application (F1/2) must be received within 12 months of the date of expiry of the Trained Operator Card. (Refer to the process as outlined in Moving from a Trained Operator Card to a Competent Operator Card.)

What are the options available for a cardholder to progress through the Scheme?

9. The Trained Operator Card is non-renewable, to ensure progression towards competence through achievement of the SVQ or NVQ.
10. However, CPCS acknowledges that some individuals are unable to progress and the following additional routes are therefore available:
 - **Option 1: 12-month SVQ or NVQ extension:** If the individual holds a valid Trained Operator Card which is still within the 12-month grace period and is registered (or can get registered) for the SVQ or NVQ, then this is the best route to take.
 - **Option 2: Re-enter the Scheme:** If the individual holds an expired Trained Operator Card which is over the 12-month grace period, and is registered (or can get registered) for the SVQ or NVQ then this is the best route to take.
 - **Option 3: Appeal:** If the individual holds an expired Trained Operator Card and has already followed options 1 and/or 2 above but due to **exceptional circumstances** could not upgrade, then this is the best route to take.
11. Please also see Appendix I: Options Available for a Red Cardholder to Progress through the Scheme where there is a process flowchart which will help the individual to decide the best route to take.

Note: Options 1 & 2 can only be taken once.

How do I apply for a 12-month SVQ or NVQ extension? (Option 1)

12. If your red Trained Operator Card has been expired for less than 12 months and you are registered onto the appropriate SVQ or NVQ, you can apply to CPCS for a 12-month extension.
13. The application must be made by contacting the CPCS Helpline on **0844 815 7274**, and will cost £25.
14. This is a non-refundable fee for the services of processing the application.
15. CPCS will offer the extension for 12 months (from the date of application receipt) to enable the SVQ or NVQ to be progressed through to achievement and an application to upgrade to a blue Competent Operator Card made.

How do I apply to re-enter the Scheme? (Option 2)

16. If a category on a red Trained Operator Card has expired for more than 12 months, the individual ceases to be a member of the Scheme.
17. To re-enter the Scheme the individual will be required to re-take both elements of the CPCS Technical Test (Theory and Practical) and register onto the appropriate SVQ or NVQ, as well as holding a valid *CITB Health, safety and environment test*.
18. CPCS will offer an additional 2 year trained operator card (from the date of application receipt) to enable the SVQ or NVQ to be progressed through to achievement and an application to upgrade to a blue Competent Operator Card made.

How do I appeal? (Option 3)

19. If there are **exceptional circumstances** as to why the Trained Operator Card was not upgraded, the Appeal process can be followed, as outlined in [Appeals](#).

C2 Competent Operator Card

What does the card represent?

20. CPCS has been issuing Competent Operator Cards since 2003, and some cardholders transferred in from other schemes including Certificate Training Achievement (CTA), NPORS and Lantra against agreed criteria. All cardholders will have had to demonstrate the core elements of the Scheme but this may have been through a variety of different methods as required at the time of application.
21. The Competent Operator Card tells the observer that the holder has demonstrated a level of:
- health and safety awareness through the *CITB Health, safety and environment test*
 - underpinning knowledge previously through a theory test
 - operating ability previously through a practical test
 - operating competence on the type of plant (evidenced by an SVQ or NVQ or employer confirmation of competence).
22. An individual who has proven operating ability on a category using a specific machine and/or equipment will still require familiarisation training specific to any other type of machine that they are asked to operate.
23. CPCS has an agreement with SOLAS in the Republic of Ireland that allows the holders of SOLAS CSCS Experienced Plant Operator Cards to transfer certain categories onto a CPCS Competent Operator Card if they meet agreed requirements. All applications need to be made through, and approved by, SOLAS using application form F1/4. Categories that can be transferred are: Crawler Crane Tower Crane, Site Dumper, Excavators 180° and 360°, Tractor/Dozer, Slinger/Signaller, Articulated Dumper, Mini Digger, Telescopic Handler, Mobile Crane and Self-Erecting Tower Crane. Certain endorsements are restricted.
24. CPCS has an agreement with the Materials Products Qualification Council (MPQC) that allows the holders of MPQC or EPIC badged cards to transfer certain categories onto a CPCS Competent Operator Card if they meet agreed requirements. All applications need to be made using application form F1/9. Refer to Appendix H: Procedure for Transferring from MPQC to CPCS for further details.

How long is the card valid for?

25. The Competent Operator Card has a five-year life. The start date of the card will be from the date that the application form is received by the CITB Customer Services. Each category added onto a Competent Operator Card will have the expiry date of the card itself.
26. CPCS allows a competent operator card to be renewed up to five years after the card has expired. The renewal application must be received within five years of the date of expiry of the Competent Operator Card (Refer to the process as outlined in *Renewing a Competent Operator Card*).

What are the options available for a cardholder to progress through the Scheme?

27. The Competent Operator Card is renewable. When the card expires the holder can apply to renew their card if they meet the Scheme requirements.
28. CPCS acknowledges that some individuals are unable to progress and the following additional routes are therefore available:
- **Temporary Competent Operator Card:** if the individual holds a valid competent operator card but has not been able to complete their Logbook to demonstrate on-going practical operating experience, then this is the best route to take. Please note at least one category must have been renewed fully in order to have a temporary competent operator card issued. Refer to *Renewing a Competent Operator Card*
 - **Return to work card:** If the individual holds a valid Competent Operator Card which is within 12-months of their expiry date but is unemployed and unable to complete their Logbook to demonstrate on-going practical operating experience, then this is the best route to take.
 - **Re-enter the Scheme:** If a competent Card is beyond five years of the expiry date, to renew, then this is the best route to take.

How do I apply for the Return to Work route?

29. For current Scheme members if they are willing to supply CPCS with a declaration that they are out of work from the plant industry, then a route to return to the Scheme on a six-month temporary card will be offered when employment is found:

- **Out of Work Declaration.** This can be made by calling the CPCS Helpline on **0844 815 7274**. The operator will then be sent a confirmation letter that can be shown to potential employers outlining the steps required from them to return to full Scheme membership, including an application form.
- **Return to Work Card Request.** When the operator finds employment, they can use the application form provided to request a six-month Return to Work Card at the same level held previously. The requirements for this includes:
 - an employer declaration
 - a valid Health, safety and environment test pass (*within two years of the date of application receipt*)
 - a valid CPCS renewal test pass for each category held (*within two years of application receipt*)
 - a £25.00 fee for processing the card application.
- **Full Scheme Re-entry.** An operator with a six-month temporary competent operator card or a six-month Return to Work card can fully re-enter the Scheme (at the same level as previously held) but will have to apply to renew their blue Competent Operator Card (Refer to the process outlined in Renewing a Competent Operator Card).

How do I apply to re-enter the Scheme?

30. If the blue Competent Operator Card has been expired for more than five years, the individual ceases to be a member of the Scheme. To re-enter the Scheme the individual will need to (in any order):

- pass the *CITB Health, safety and environment test (within two years of the date of application receipt)*
- pass the CPCS Theory Test (*within two years of the date of application receipt*)
- pass the CPCS Practical Test (*within two years of the date of application receipt*)
- hold the relevant SVQ or NVQ (*if not held a Trained Operator Card will be issued*).

Note: The individual will have to apply using the 'Working directly towards a Competent Operator Card' process as outlined in *Working directly towards a Competent Operator Card* points 23 to 30, with the following amendments:

- write on the application 'expired Competent Operator cardholder'
- state in the Practical Test box the route chosen to demonstrate on-going practical operating ability.

C3 Ownership of cards

31. All CPCS cards remain the property of CPCS. However, each card is issued to, and should be kept by, the named cardholder.
32. 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.

C4 Replacement cards

33. 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 so please access the website to ensure up-to-date information (see Appendix D: Further Sources of Information full contact details).

C5 Fraudulent cards

34. CPCS offers the following advice to those who suspect a fraudulent CPCS Card:
 - Retain the card from the individual, if possible.
 - Inform the local police providing the following: images of the card, the cardholder'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 Report.It@citb.co.uk.
 - Refuse the individual access to site, subject to company rules.
35. CPCS will fully support any prosecution with technical and factual evidence.

D

Progressing through the Scheme

There are two routes of entry into the Scheme which will lead to the attainment of a competent operator card:

- direct to a Competent Operator Card
- through a Trained Operator Card to Competent Operator Card (a two-stage process):

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.

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D1 Working towards a Trained Operator Card

What are the requirements for this card?

1. CPCS does not directly monitor the training provided by Trainers, but independently measures performance and knowledge gained through training. CPCS therefore cannot be responsible for the activities of Trainers/Instructors.
2. There are formal plant operator training qualifications available from awarding bodies and offered through a variety of training organisations, which can be used to prepare the individual for the test and provide a recognised route of training. However, an operator will be required to successfully complete the CPCS Technical Test if they wish to have a CPCS Card. The CPCS Technical Test has its own Training Syllabus that can be used as a guide for those intending to undertake a CPCS Technical Test. Qualifications may be viewed online at <http://register.ofqual.gov.uk/> An operator is required to:
 - carry out any training necessary to bring them up to the standard required to enable them to pass the CPCS Technical Test
 - pass the *CITB Health, safety and environment test*
 - achieve on the CPCS Theory Test (within two years of the *CITB Health, safety and environment test*)
 - achieve on the CPCS Practical Test (within six months of the CPCS Theory Test and within two years of the *CITB Health, safety and environment test*).

How do I apply for the card?

3. On achievement of the CPCS Practical Test, the CPCS Test Centre will request the CPCS Trained Operator Card electronically using the CPCS online system in accordance with the requirements outlined in Working towards a Trained Operator Card point 6 below.
4. The only additional information required to support the issue of a Trained Operator Card is:
 - for A06 Concrete Pump Truck Mounted Boom, where a copy of an LGV licence must be supplied to the CPCS Test Centre
5. There is no need for additional payment as the cost of the application is included in the CPCS Technical Test notification fees.
6. The CPCS Test Centre must ensure that the Trained Operator Card is requested electronically within two full working days of the CPCS Practical Test completion.
7. The Trained Operator Card category start date will be the date that the CPCS Practical Test was passed, so if a delayed application is made the category will be back-dated to the date of the CPCS Practical Test.

How can I add more categories and/or endorsements?

8. If you wish to update the card by adding further new categories, you are required to (in this order):
 - pass the *CITB Health, safety and environment test*
 - achieve the CPCS Theory Test (within two years of the *CITB Health, safety and environment test*)
 - achieve the CPCS Practical Test (within six months of the CPCS Theory Test and within two years of the *CITB Health, safety and environment test*).
9. To update the card by adding further endorsements to existing categories, you are required to:
 - pass the *CITB Health, safety and environment test*
 - achieve the CPCS Practical Test (within two years of the *CITB Health, safety and environment test*).
10. Please note: you are not required to pass the Theory Test to add a further endorsement regardless of when the original card was issued.
11. The application process is the same as for an initial card application (Refer to Working towards a Trained Operator Card point 3 to 7 above).

D2 Moving from a Trained Operator Card to a Competent Operator Card

What are the requirements for this card?

12. An operator is required to:
- hold a valid card within the 12 month grace period
 - pass the *CITB Health, safety and environment test* (within two years of the date of application receipt)
 - achieve an SVQ or NVQ, with the appropriate units relevant to the category.
13. **Note:** *If you are unable to meet these requirements, Refer to other options as outlined in Trained Operator Card points 9 to 11.*

How do I apply for the card?

14. You will need to complete CPCS Application Form F1/2. This can be downloaded from the CPCS website or contact the CPCS Helpline on **0844 815 7274** who can post you a form.
15. You will need to attach a photograph that meets passport requirements.
16. The Independent Declaration of the applicant's identity must be completed by either:
- the SVQ or NVQ Assessor who awarded the qualification, with the SVQ or NVQ Centre's details completed, or
 - an employer representative having appropriate line management responsibility.
17. CPCS will require confirmation of achievement of the appropriate SVQ or NVQ with the relevant required units through attaching a copy of the evidence to the card application form. This will enable a Competent Operator Card to be issued. Please do not send originals as they cannot be returned.
- Note:** *CPCS has an agreement with Cskills Awards which means that the evidence need not be attached as achievement can be independently validated. Please write Cskills Awards in the SVQ/NVQ box on the application.*
18. A £25 card application fee should be attached to the application. This is a non-refundable fee for the service of processing the application.
19. The application form should be returned to CPCS at the address indicated on the application form.
20. The Competent Operator Card will have a start date of the date of application receipt by the CITB Customer Services.

How can I add more categories and/or endorsements?

21. If you wish to add categories or endorsements, these should be added to the existing Trained Operator Card through the process outlined in Working towards a Trained Operator Card points 8 to 11
- Note:** *In some instances where categories or endorsements are being added these may be eligible for Competent Operator Card dependant on whether the relevant SVQ or NVQ units have already been achieved.*

D3 Working directly towards a Competent Operator Card

What are the requirements for this card?

22. An operator is required to:
- obtain confirmation of achievement of the appropriate SVQ or NVQ with the relevant required units to the category being applied for and take a copy of the SVQ or NVQ certificate to the CPCS Practical Test
 - pass the *CITB Health, safety and environment test*
 - achieve the CPCS Theory Test (within two years of the *CITB Health, safety and environment test*)
 - achieve the CPCS Practical Test (within six months of the date of the CPCS Theory Test and within two years of the *CITB Health, safety and environment test*).

How do I apply for the card?

23. You will need to complete CPCS Application form F1/1 on achievement of the CPCS Practical Test. The form will be provided by the CPCS Test Centre when the CPCS Practical Test is passed.
24. You will need to take a photograph that meets passport requirements to the CPCS Practical Test to attach to the application.
25. The CPCS Tester who delivered the CPCS Practical Test must sign the declaration on the application form to confirm that the photograph is a true likeness of the Operator.
26. If you are renewing an Expired Competent Operator Card (see Competent Operator Card point 30), then the Independent Declaration must be signed by the CPCS Tester who delivered an element of the CPCS Technical Test (Theory, On-Site Assessment or Practical).
27. CPCS will require confirmation of achievement of the appropriate SVQ or NVQ relevant required units through attaching a copy of the evidence to the card application form. This will enable a Competent Operator Card to be issued. Please do not send originals as they cannot be returned. If a copy of the evidence is not attached, a red Trained Operator Card will be issued. Please note a red Trained Operator Card will not be issued if one has been previously held for that category and the application will be returned as rejected.
- Note:** CPCS has an agreement with Cskills Awards which means that the evidence need not be attached as achievement can be independently validated. Please write Cskills Awards in the SVQ/NVQ box on the application.
28. The only additional information required to support an application is for A06 Concrete Pump Truck Mounted Boom where a copy of an LGV licence must be attached.
29. There is no need to attach payment as the cost of the application is included in the CPCS Technical Test fees. The CPCS Test Centre must ensure all CPCS Operator application forms (F1/1) are sent directly to CPCS, and that they are received by CPCS (at the address indicated on the application form) within two full working days of the CPCS Practical Test completion.
30. The Competent Operator Card start date will be the date that the CPCS Practical Test was passed. If applying to add a further category or endorsement to an existing card, then the start date of the category will be the date that the application form is received by CITB Customer Services. However, it will expire at the same time as the card itself.

How can I add more categories and/or endorsements?

31. If you wish to add categories or endorsements, and you hold the relevant SVQ or NVQ units for the category, these should be added to the existing Competent Operator Card through the process outlined in Working towards a Trained Operator Card point 8 to 11. You should take a copy of the SVQ or NVQ certificate to the CPCS Practical Test.
32. The application process is the same as for an initial card application (Refer to Working directly towards a Competent Operator Card point 23 to 30).

D4 Renewing a Competent Operator Card

What are the requirements for renewing this card?

33. An operator is required to:

- hold a valid Competent Operator Card that has not expired. (Refer to Competent Operator Card point 25 to 26 for further details on the rules for expired cards.)
- pass the *CITB Health, safety and environment test* (within two years of the date of application receipt)
- pass the CPCS Renewal Test for each category held
- demonstrate on-going practical operating experience through a choice of routes:
 - Logbook
 - On-Site Assessment
 - CPCS Practical Test
 - SVQ or NVQ

Note: *If you are unable to meet these requirements, Refer to other options as outlined in Competent Operator Card point 27 to 28*

34. If at least one category on a card is renewed then categories not applied for at the time of renewal may be 'banked' and claimed at a later date. However, this must be within the five-year lifespan of the renewed Competent Operator Card that is issued providing the requirements as set out in Renewing a Competent Operator Card point 33 is met at the time of application, using the process outlined in Renewing a Competent Operator Card points 36 to 42. Banked categories cannot be carried forward and banked onto a subsequent card; normal entry requirements will then be applied. (Please refer to Renewing a Competent Operator Card points 45 to 49 for re-instating banked categories. and refer to Renewing a Competent Operator Card points 50 to 55 for obtaining a temporary Competent Operator Card.)

35. Where SVQ or NVQ units relevant to a category being renewed have been achieved within the previous two years of the renewal date, the logbook or On-Site Assessment does not need to be undertaken in order to renew that category. In this instance, the NVQ and SVQ groupings does not apply.

Note *that for this concession, the grouping of categories for NVQ and SVQ purposes does not apply.*

How do I apply to renew the card?

36. You will need to complete CPCS Application form F1/3. This can be accessed through a CPCS Test Centre or downloaded from the CPCS website.

37. You will need to attach a photograph with a light background that meets passport requirements.

38. CPCS Application form F1/3 will need to have an independent declaration by:

- Logbook route or NVQ/SVQ: a company-approved Validator, or
- Practical Test or On-Site Assessment: the CPCS Tester who delivered the test.

39. The *CITB Health, safety and environment test* must have been passed within two years of the date of application receipt.

40. The CPCS Renewal test will need to be passed for each category within two years of the date of application receipt.

41. The application form should be returned to CPCS using the address on the back of the application form.

42. The Competent Operator Card start date will be the date from the expiry date of the previous Competent Operator Card so if a delayed application is made, the card will be back-dated to start from the expiry date of the previous Competent Operator Card.

How can I add more categories and/or endorsements?

43. If you wish to add categories or endorsements, and you hold the relevant SVQ or NVQ units for the category, these should be added to the existing Competent Operator Card through the process outlined in Working

directly towards a Competent Operator Card point 31 to 32. You should take a copy of the SVQ or NVQ certificate to the CPCS Practical Test.

44. The application process is the same as for an initial card application (Refer to Working directly towards a Competent Operator Card point 23 to 30).

How do I re-instate a banked category?

45. An operator is required to (within the five-year lifespan):
- demonstrate on-going practical operating experience through a choice of routes:
 - Logbook
 - On-Site Assessment
 - CPCS Practical Test
 - SVQ or NVQ
 - pass the relevant CPCS Renewal test for each category within two years of the date of application receipt.
46. You will need to complete CPCS Application form F1/3. This can be accessed through a CPCS Test Centre or downloaded from the CPCS website.
47. Where SVQ or NVQ units relevant to a category being renewed have been achieved within the previous two years of the renewal date, the logbook or On-Site Assessment does not need to be undertaken in order to renew that category. In this instance, the NVQ and SVQ groupings does not apply. Please note that for this concession, the grouping of categories for NVQ and SVQ purposes does not apply.
48. CPCS Application form F1/3 will need to have an independent declaration by:
- Logbook route or NVQ/SVQ: a company-approved Validator, or
 - Practical Test or On-Site Assessment: the CPCS Tester who delivered the test.
49. The application form should be returned to CPCS using the address on the back of the application form.
50. In certain cases, a Competent Operator cardholder may need to have a banked category or categories identified on a card to gain access to the workplace to accumulate hours. Banked categories can be added to a temporary Competent Operator Card.
51. The temporary card shows the banked category or categories and there will be an expiry date of six months against each category.
52. Banked categories can only be added once to the temporary card. If the hours are not completed, or an On-site Assessment or Practical Test not achieved within the six months, then the category cannot be added to a subsequent Competent Operator Card.
53. If another banked category needs to be subsequently added to the temporary card, it can be added with a six-month expiry.
54. If the number of hours needed are achieved within the six-month period, the category can be added to the full Competent Operator Card, as described in Renewing a Competent Operator Card points 36 to 42.
55. The temporary card cannot be issued if the expiry date of the Competent Operator Card is less than six months. The only way in which banked categories can be added to the Competent Operator Card is through achievement of the On-site Assessment or Practical Test plus passing the relevant CPCS Renewal test.

How do I apply for a temporary Competent Operator Card?

56. Contact the:

- CPCS Helpline on **0844 815 7274** and give details of the operator over the telephone and make a payment of £25 by credit/debit card, or
- send a letter ensuring that the full name, full address, card registration number and category or categories to be placed on the temporary Competent Operator Card are detailed in the letter.

57. A £25 card application fee should be attached to the letter. This is a non-refundable fee for the service of processing the application.

E

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 CPCS Monitors. Certain CPCS Test Centres are also approved to offer the CPCS role-based courses which are also quality assured by CPCS Monitors.

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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 accredited by CPCS 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 *CITB Health, safety and environment test*
 - arrange or deliver SVQs or NVQs 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 accredited CPCS Test Centres is available on the CPCS website.
4. Detailed information on becoming a CPCS Test Centre is contained within the CPCS Scheme Booklet for Test Centres and can be downloaded from www.citb.co.uk/cpcsdnloads. Organisations wishing to pursue becoming a CPCS Test Centre should download and complete the CPCS Test Centre Application document and the CITB Credit check form. Queries about becoming a CPCS Test Centre can be sent to cpcs.product@citb.co.uk.

E2 CPCS Testers

What is the role of a CPCS Tester?

5. A CPCS Tester is required to assess an individual's performance against the CPCS Technical Test criteria.
6. A CPCS Tester must be up-to-date with the latest CPCS requirements such as the CPCS Training Syllabi, *CPCS Approved Code of Delivery (ACoD)* and CPCS Practical Test Specifications.
7. A CPCS Tester is an individual who has met the CPCS Scheme requirements to become a CPCS Tester, and has been issued with a CPCS Tester Card, and therefore has proven technical operating skill and testing ability.
8. A CPCS Tester must work within an accredited 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 test practical environment
 - CPCS On-Site Assessments in a live work environment or a suitable location that ensures the activities can be completed.
9. The CPCS Tester will only be able to operate as a Tester within the remit of the CPCS Centre(s) to which they are registered. The CPCS Tester may choose to operate through one or more CPCS Centres.
10. A CPCS Tester can also be accredited as a Trainer if they have the relevant role-based elements. The roles are not mutually exclusive.
11. Detailed information on becoming a CPCS Tester is contained within the CPCS Scheme Booklet for Testers and can be downloaded from www.citb.co.uk/cpcsdnloads. Queries about becoming a CPCS Tester can be sent to cpcs.product@citb.co.uk

E3 CPCS Monitors& Logbook Monitors

What is the role of a CPCS Monitor and Logbook Monitor?

12. A CPCS Monitor is an individual employed by CITB for the purpose of carrying out monitoring visits (this will include monitoring of Technical Tests, On-Site Assessments and audits of centres and sites) to ensure that CPCS Test Centres comply with the Test Centre Agreement and Scheme Booklet for Test Centres.
13. The Logbook Monitor is an individual employed by CITB for the purpose of carrying out audits of CPCS Logbooks to ensure compliance with Scheme rules regarding the renewal of competent operator cards.
14. In addition to their primary role, CPCS Monitors and Logbook Monitors provide advice and guidance on CPCS to customers, acting as a focal point on Scheme matters.
15. If an individual has any concerns about the standard of testing, these should be passed on to a CPCS Monitor for investigation.

E4 Testing & Card Services Department

What is the role of Testing & Card Services Department?

16. This department is the body of CITB staff based at CITB, Bircham Newton, King's Lynn, Norfolk PE31 6RH. They are responsible for development, delivery and monitoring of the CPCS Scheme.

E5 CPCS Administration and Call Handling

Who completes the CPCS administration and Call handling?

17. 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 department, CITB Customer Services based at Bircham Newton, King's Lynn, Norfolk.
18. The timetable for producing a CPCS Competent Operator Card is normally 15 working days from receipt of the correctly and fully completed application.
19. The timetable for producing a CPCS Trained Operator Card is normally five working days from the electronic request.

F

Other

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

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F1 Fair Processing Notice

How will you handle my personal data?

1. CPCS, as owned by CITB, will use an individual's personal data.
2. 'Personal data' is an individual's contact details and any information obtained directly from an individual, or from third parties, or as a result of our relationship with the individual in our capacity as a Sector Skills Council and Industry Training Board.
3. CPCS may use personal data for the purpose of administering the CPCS Scheme and for purposes connected with CITB role as a Sector Skills Council and Industry Training Board, and in providing goods and services. CPCS may also disclose personal data to third parties (including our service providers or agents, e.g. CPCS Test Centres, the individual's employer or prospective employer, and funding bodies) for the purposes outlined above, but we will not otherwise pass personal data to third parties for marketing purposes.
4. If CPCS transfers personal data to a third party in another country, we will make sure they agree to apply the same levels of protection as we are required to apply to information held in the UK, and that they use the personal data only for the purposes outlined above.
5. Individuals have a right to request a copy of any personal data held about them (for which CPCS may charge a small fee) and to correct any inaccuracies in their personal data.
6. If CPCS is given information from a third party about another individual, the party providing it must be able to confirm that the individual has been appointed by them to act on his/her behalf and has agreed that the party providing the information can give consent on his/her behalf to the processing of his/her personal data.
7. By signing a CPCS application form, an individual gives consent to these terms and the processing of the personal data contained thereon.

F2 Appeals

How do I lodge an appeal?

8. CPCS card appeals or disputes should be referred, in writing, to:
CPCS
PO Box 320
Bircham Newton
King's Lynn
Norfolk
PE31 6WD
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 or On-site Assessment, 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?

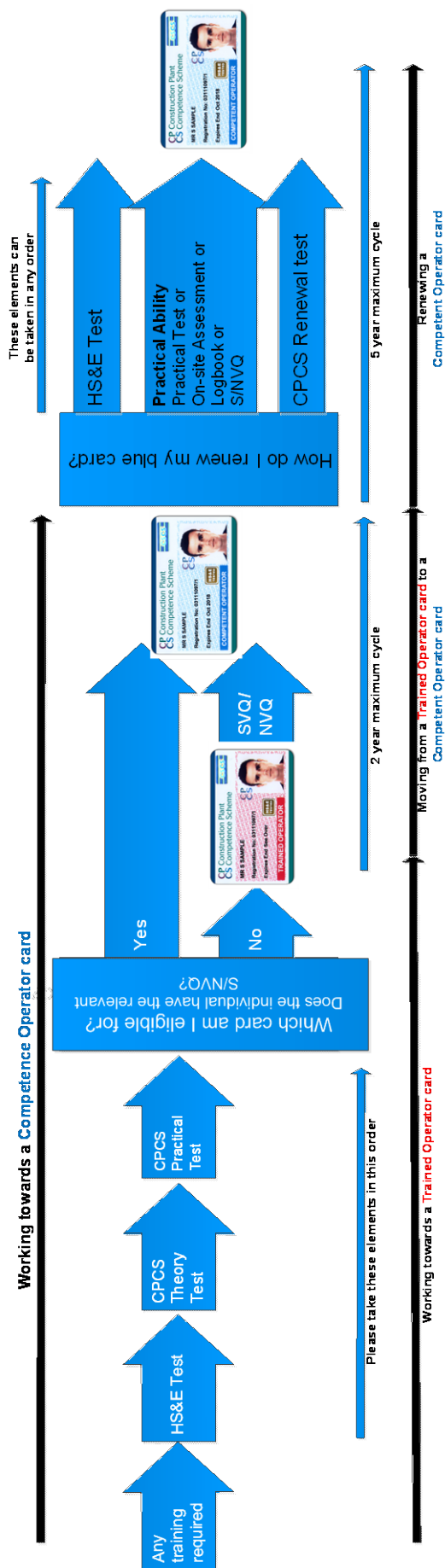
10. CITB grants can be claimed by employers registered with CITB for employees who have completed training, achieved the CPCS Technical Test or achieved the SVQ or NVQ.
11. For full details on the grants available and the rules for application, Refer to Appendix D: Further Sources of Information which lists the appropriate information source.



Appendices

This booklet will make reference to other CPCS documentation that is available through the website (please see Appendix B for details on how to access this information).

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Appendix B: List of Categories and Endorsements

CPCS Category Information					CPCS Technical Test Information	
Cat Ref.	Category	Endorsements	Endorsement Type	Additional Category Award	On Centre or / Off Centre	Practical Test Maximum Charge
A02	Crawler Crane	A: now superseded by A66d B: Over 10 tonnes		A66d	Off Centre	£ 725
A04	Tower Crane	A: Trolley Jib B: Luffing Jib	Separate		Off Centre	£ 725
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 180° below 5 tonnes				On Centre	£ 425
A12	Excavator 180° above 5 tonnes			A10	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 exc. 360° slew D: All sizes inc. 360° slew	Senior		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 Separate		Off Centre	£ 325
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
A25	Mobile Elevating Work Platform – Scissor				On Centre	£ 325
A26	Mobile Elevating Work Platform – Boom	A: Vehicle Mounted B: Self-propelled	Separate		On Centre	£ 325
A27	Mobile Elevating Work Platform – Mast Climber				Off Centre	£ 325
A30	Piling Rig – Tripod				Off Centre	£ 325
A31	Ride On Roller				On Centre	£ 325
A32	Soil/Landfill Compactor				Off Centre	£ 725
A33	Agricultural Tractor				On Centre	£ 325

CPCS Category Information					CPCS Technical Test Information	
Cat Ref.	Category	Endorsements	Endorsement Type	Additional Category Award	On Centre or / Off Centre	Practical Test Maximum Charge
A34	Crawler – Tractor/Dozer				Off Centre	£ 725
A35	Crawler – Tractor/Side Boom				Off Centre	£ 725
A36	Lorry Loader	A: Hook B: Clamshell Bucket C: Hydraulic Clamp	Separate		On Centre	£ 425
A37	Trencher				Off Centre	£ 425
A39	Skip Handler				Off Centre	£ 425
A40	Slinger/Signaller	A: All types – all duties B: All types – static duties C: Knuckle boom static only D: Excavator only E: Lift truck only	Senior Separate		On Centre	£ 425
A41	Loader Compressor				On Centre	£ 425
A42	Crusher				Off Centre	£ 425
A43	Screener				Off Centre	£ 425
A44	Concrete Pump Trailer Mounted				Off Centre	£ 725
A45	Piling Rig – Driven below 15 tonnes				Off Centre	£ 725
A46	Piling Rig – Driven above 15 tonnes				Off Centre	£ 725
A47	Piling Rig – Bored below 15 tonnes				Off Centre	£ 725
A48	Piling Rig – Bored above 15 tonnes				Off Centre	£ 725
A49	Loader/Securer – non STGO	A: Non-LGV B: LGV	Senior		On Centre	£ 425
A50	Loader/Securer – STGO			A49B	Off Centre	£ 425
A56	Dump Truck – Articulated Chassis	A: Up to 15 tonnes B: All sizes	Senior		Off Centre	£ 425
A57	Dump Truck – Rigid Chassis	A: Up to 15 tonnes B: Up to 50 tonnes C: All sizes (wheeled) D: All sizes (tracked)	Senior Separate		Off Centre	£ 425
A58	Excavator 360° below 10 tonnes	A: Tracked B: Wheeled C: Lifting operations	Separate		On Centre**	£ 425
A59	Excavator 360° above 10 tonnes	A: Tracked B: Wheeled C: Lifting operations	Separate	A58 same end.	On Centre**	£ 725
A60	Mobile Crane	A: Blocked duties only B: Pick-and-carry duties only C: All duties	Separate		On Centre	£ 725
A61	Appointed Person – Lifting Operations			A62 if A40 held	Off Centre	£ 325
A62	Crane/Lifting Operations Supervisor				On Centre	£ 425
A63	Pedestrian Operated Tower Crane	A: Up to 36m – 100m/te B: Inclined Jib	Senior		Off Centre	£ 425

CPCS Category Information					CPCS Technical Test Information	
Cat Ref.	Category	Endorsements	Endorsement Type	Additional Category Award	On Centre or / Off Centre	Practical Test Maximum Charge
A64	Overhead Travelling Crane	A: Remote operated control B: Fixed cab control	Separate		Off Centre	£425
A66	Compact Crane	A: Static-stabilisers B: Mobile Industrial C: Luffing Static Duties D: 360 – Pick and Carry	Separate		On Centre	£ 425
A67	Tunnel Locomotive	A: Electric – Up to 10 tonnes B: Electric – All Sizes C: Diesel – Up to 10 tonnes D: Diesel – All sizes E: Tandem	Senior Senior Separate		Off Centre	£ 425
A68	Plant Driving	A: Tracked boom equipped – Up to 10 tonnes – non-operational only B: Tracked boom equipped - Up to 10 tonnes - loading/unloading C: Tracked boom equipped - Up to 50 tonnes - non-operational only D: Tracked boom equipped - Up to 50 tonnes - loading/unloading E: Tracked boom equipped - All sizes - non-operational only F: Tracked boom equipped - All sizes - loading/unloading G: Tracked (blade/shovel) - Up to 20 tonnes - non-operational only H: Tracked (blade/shovel) - Up to 20 tonnes - loading/unloading I: Tracked (blade/shovel) - All sizes - non-operational only J: Tracked (blade/shovel) - All sizes - loading/unloading K: Wheeled articulated chassis - Up to 15 tonnes - non-operational only L: Wheeled articulated chassis - Up to 15 tonnes - loading/unloading M: Wheeled articulated chassis - All sizes - non-operational only N: Wheeled articulated chassis - All sizes - loading/unloading O: Wheeled rigid chassis - Up to 15 tonnes - non-operational only P: Wheeled rigid chassis - Up to 15 tonnes - loading/unloading Q: Wheeled rigid chassis - All sizes - non-operational only R: Wheeled rigid chassis - All sizes - loading/unloading S: Non-operational Ride on Roller T: Loading/unloading Ride on Roller	See note below ***	See note below ***	Off Centre	£325
A71	Soil Stabiliser	A: Self Propelled B: Towed C: Spreader – Self Propelled	Separate		Off Centre	£725
A72	Static Concrete Placing Boom	A: Up to 13 metres B: All sizes	Senior		Off Centre	£725
A73	Plant and Vehicle Marshaller				Off Centre	£425

CPCS Category Information					CPCS Technical Test Information	
Cat Ref.	Category	Endorsements	Endorsement Type	Additional Category Award	On Centre or / Off Centre	Practical Test Maximum Charge
A74	Piling Rig Attendant				Off Centre	£425
A75	Conveying Pump	A: Pneumatic – all types B: Worm/Piston (up to 50 mm outlet) without mixer C: Worm/Piston (up to 50mm outlet) with mixer	Separate Senior to B	 A75B	Off Centre	£725
D90	Demolition Plant****	A: Materials processing B: Up to 10 tonnes C: Demolishing up to 15 metres D: Demolishing up to 30 metres E: Demolishing all heights F: Lifting operations	Senior Separate	D90A	Off Centre	£725
D91	Demolition Plant – Pedestrian Operated	A: 180° slew B: All types	Senior		Off Centre	£425
D92	Demolition Operations – Skid Steer Tool Carrier	A: Demolition Operations extracting B: Demolition Operations – demolishing	Senior		Off Centre	£425

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.

* **A02 – Crawler Crane:** The release of the A66 Compact Crane category with endorsement A66d Compact Crane 360° Pick and Carry supersedes A02a Crawler Crane Up to 10 tonnes. A02a was therefore retired from the Scheme on 31 October 2009. The category A02a has been renamed 'A02a now superseded by A66d', and A02b has been renamed 'A02b Crawler Crane over 10 tonnes' so that they impart appropriate information on cards and individual records, and A66d will be set as an automatic award on achievement of A02b.

****A58/A59 - Excavator 360:** Not applicable if adding Endorsement C to an existing card.

*** **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.

New/amended categories

The following categories of plant are being developed or revised at the request of Industry and projected to be available during 2015 onwards (further categories are awaiting approval):

New categories: Vacuum Excavator	Amended categories: Telescopic Handler Tower Crane Inc. Pedestrian Operated Tower Crane Hoist Mobile Crane Lorry Loader
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Appendix C: SVQ & NVQ Units and Category Groupings

Plant Operations – Certificate and Diploma

For NVQ achievement, units QCF 641 or 01 and QCF 642 or 02 are required. For SVQ achievement, units VR 01 or 641, 02 or 642, and unit VR386 are required.

Code	Description	QCF Optional Unit Code (2014)	QCF Optional Unit Code (2015)	SVQ Optional Unit VR Code (2014)	SVQ Optional Unit VR Code (2015)
A02B	Crawler Crane above 10 tonnes	387B		387	
A04	Tower Crane	387C		387	
A05	Dragline	388A or 389A		388 or 389	
A06	Truck Mounted Boom Concrete Pump	391A		391	
A09	Forward Tipping Dumper	391B		391	
A10	Excavator 180° below 5 tonnes	388B		388 or 389	
A12	Excavator 180° above 5 tonnes	388B		388 or 389	
A14	Rough Terrain Forklift/Masted Truck	387H		387	
A15	Forklift Side Loader	387K		397	
A16	Industrial Forklift Truck	387J		387	
A17	Telescopic Handler	387L		387	
A18	Reach Truck	387M		387	
A19	Grader	390A		390	
A20	Hoist	387O		387	
A21	Wheeled Loading Shovel	388C	388C or 389E	388	388 or 389
A22	Tracked Loading Shovel	388D	388D or 389F	388	388 or 389
A23	Skid Steer Loader	388E	388E or 389G	388 or 389	388 or 389
A24	Motorised Scraper	388F		388, 389 or 393	389 or 393
A25	Mobile Elevating Work Platform – Scissor	392A		392	
A26	Mobile Elevating Work Platform –	392B		392	

Code	Description	QCF Optional Unit Code (2014)	QCF Optional Unit Code (2015)	SVQ Optional Unit VR Code (2014)	SVQ Optional Unit VR Code (2015)
	Boom				
A27	Mobile Elevating Work Platform – Mast Climber	392C		392	
A31	Ride On Roller	394A		394	
A32	Soil/Landfill Compactor	394B or 394C		394	
A33	Agricultural Tractor	391D		391	
A34	Crawler – Tractor/Dozer	389B	388L	389 or 390	388, 389 or 393
A35	Crawler – Tractor Side Boom	387P		387	
A36	Lorry Loader	387Q		387	
A37	Trencher	388G or 389D		388 or 389	
A39	Skip Handler	387R			
A40	Slinger/Signaller	See Controlling Lifting Operations			
A41	Loader Compressor	388H		388	
A42	Crusher	395A		395	
A43	Screener	395B		395	
A44	Trailer Mounted Concrete Pump	391E		391	
A49	Loader/Securer – non STGO	396A and 397A	397C and either 396C, 402A or 659	396 and 397	397 and either 396, 402 or 659
A50	Loader/Securer – STGO	396A and 397A	397C and either 396C, 402A or 659	396 and 397	397 and either 396, 402 or 659
A56	Dump Truck – Articulated Chassis	391C		391	
A57	Dump Truck – Rigid Chassis	391C		391	
A58	Excavator 360° below 10 tonnes	388J or 389C		388 or 389	
A59	Excavator 360° above 10 tonnes	388J or 389C		388 or 389	

Code	Description	QCF Optional Unit Code (2014)	QCF Optional Unit Code (2015)	SVQ Optional Unit VR Code (2014)	SVQ Optional Unit VR Code (2015)
A60	Mobile Crane	387D		387	
A63	Pedestrian Operated Tower Crane	387E		387	
A64	Overhead Travelling Crane	387F		387	
A66	Compact Crane	387A		387	
A68	Plant Driving		659* ¹		659* ¹
A71	Soil Stabiliser	393A	For endorsement C – 393 G or H	393	
A72	Stationary Concrete Placing Boom	391G		391	
A73	Plant and Vehicle Marshaller		396C		396
A75	Conveying Pump		TBA* ²		TBA

Notes:

1. Due to amendments of the National Occupational Standards for the Plant Operations, revised QCF and SVQ units will be available early to mid-2015 - depending on the relevant awarding organisation. Listed units from either the 2014 or 2015 series qualifications may be used. 2015 codes are only shown if different to 2014 versions.

2. *¹ - For category A68:

1) no additional units are required.

2) The CPCS A68 Competency Assessment may be used in lieu of unit 659.

3. *² - For category A75; units 391A or 391E, or SVQ unit 391 endorsed Trailer or Truck Mounted Concrete pump, may be used for upgrade purposes.

4. SVQ endorsements descriptions for each unit must match the category of plant.

5. QCF and VR codes are CITB standard setting body unit codes. Awarding organisations will use their own codes. Refer to the awarding organisation for clarification on code comparisons.

Piling Operations – Diploma

Units 641 or 01, 642 or 02, 643 or 03, 235, 402 and 299 required

Note: Unit 299 is not required for A74.

Code	Description	QCF Optional Unit Code	SVQ Optional Unit VR Code
A30	Piling Rig – Tripod	390B	390
A45	Piling Rig – Driven below 15 tonnes	390B	390
A46	Piling Rig – Driven above 15 tonnes	390B	390
A47	Piling Rig – Bored below 15 tonnes	390B	390
A48	Piling Rig – Driven above 15 tonnes	390B	390
A74	Piling Rig Attendant	236, 239 or 390	236, 239 or 390

Demolition – Diploma

Units 641 or 01, 642 or 02, 643 or 03 and 299 required

Code	Description	QCF Optional Unit Code	SVQ Optional Unit VR Code
D90A	Demolition Plant – Material Processing	388K	388
D90B	Demolition Plant – Up to 10 tonnes	385C	385
D90C	Demolition Plant – Demolishing up to 15 m	385C	385
D90D	Demolition Plant – Demolishing up to 30 m	385B	385
D90E	Demolition Plant – Demolishing all heights	385A	385
D91A	Demolition Plant – Pedestrian operated - 180° slew	385E	385
D91B	Demolition Plant – Pedestrian operated - All types	385E	385
D92A	Demolition Skid Steer Tool Carrier – extracting	388E or 389G ^{*3}	388 or 389
D92B	Demolition Skid Steer Tool Carrier – demolishing	385E	385

Notes:

- ^{*3} – from Plant Operations qualification
- SVQ endorsement descriptions for each unit must match the CPCS endorsement

Controlling Lifting Operations – Diploma

Code	Description	QCF Optional Unit Code (2014)	QCF Optional Unit Code (2015)	SVQ Optional Unit VR Code (2014)	SVQ Optional Unit VR Code (2015)
A40	Slinger/Signaller	QCF 01 or 641, plus 572, 573 and 574	QCF 01 or 641 plus 402B and 402C	01 or 641 plus 572, 573 and 574	QCF 01 or 641 plus 402 ^{*3}
A61	Appointed Person	QCF 210, 529, 530, 702, 728, 729 and 732		210, 529, 530, 702, 728, 729 and 732	

Code	Description	QCF Optional Unit Code (2014)	QCF Optional Unit Code (2015)	SVQ Optional Unit VR Code (2014)	SVQ Optional Unit VR Code (2015)
A62	Crane/Lifting Operations Supervisor (CLOS)	QCF 210, 531, 700, 703, 705, 708, 711 and 713		210, 531, 700, 703, 705, 708, 711 and 713	

Notes:

1. Due to amendments of the National Occupational Standards for Controlling Lifting Operations, revised QCF and SVQ units will be available early to mid-2015, depending on the relevant awarding organisation. Listed units from either the 2014 or 2015 series qualifications may be used. 2015 codes are only shown if different to 2014 versions.
2. Providing all units for the Appointed Person qualification have been achieved to upgrade category A61, then unit 531 is only required to upgrade category A62 to a Competent Operator Card.
3. If all units for the CLOS qualification have been achieved to upgrade A62, then unit 402 or QCF 402A (from the Plant Operations NVQ) is only required to upgrade the Slinger/Signaller (A40) to a Competent Operator Card.
4. QCF 402 can be accepted providing units QCF 387A B, D, E, G, L or Q are achieved. For SVQ concessions and VR402, see the SVQ Category Groupings
5. *³ - for SVQ achievements, unit 402 must be endorsed 'All Occupations'.

Road Building – Diploma

Units QCF or VR 641 or 01, 642 or 02 and either 360 or 365 required

Code	Description	QCF/SVQ Optional Unit Code
A21	Wheeled Loading Shovel	376 (endorsed Loading Shovel driver/operator)
A23	Skid Steer Loader	376 (endorsed Loading Shovel driver/operator)
A31	Ride On Roller	376 (endorsed Roller driver/operator)
A41	Loader Compressor	376 (endorsed Loader Compressor driver)

Tunnelling – Diploma

Units QCF or VR 641 or 01, 642 or 02, 643 or 03 and 568 required

Code	Description	QCF Optional Unit Code
A67	Tunnel Locomotive	391T (endorsed loco and rolling stock)

Category Groupings for SVQ Plant Operations (Construction) at SCQF level 5

The achievement of the SVQ on any category (and endorsement where applicable) within each group is required only once. Subsequent awarding of categories on a blue card from the same group may be added without further re-assessment, providing the technical test for the new category has been undertaken.

For categories within groups marked as specialist, the SVQ assessment must be undertaken on each category for award of that category on a blue card.

Unit Number, Title and Group Title	CPCS Category and Endorsement
VR 387 – Operate Plant or Machinery to Lift and Transfer Loads. Lifting – Mobile <i>(only one from this grouping)</i>	Compact Crane – all endorsements Crawler Crane over 10 tonnes Crawler Crane all sizes Knuckle Boom Crane Lorry Loader Mobile Crane – all endorsements
VR 387 Lifting – Static <i>(only one from this grouping)</i>	Tower Crane – all endorsements Pedestrian Operated Tower Crane – all endorsements Overhead Travelling Crane – all endorsements
VR 387 Lift Trucks <i>(only one from this grouping)</i>	Reach Truck Rough Terrain Forklift/Masted Truck Forklift Side Loader Industrial Counterbalanced Forklift Telescopic Handler – all endorsements
VR 387 Specialist	Skip Handler Crawler Tractor Side Boom Hoist – all endorsements
VR 388 – Operate Plant or Machinery to Extract and VR 389 – Operate Plant or Machinery to Excavate <i>(only one from this grouping)</i>	Excavator 180° below 5 tonnes Excavator 180° above 5 tonnes Wheeled Loading Shovel Tracked Loading Shovel Skid Steer Loader Excavator 360° below 10 tonnes – all endorsements Excavator 360° above 10 tonnes – all endorsements
VR 388 and VR 389 Specialist	Motorised Scraper Trencher Loader Compressor Dragline Crawler Tractor/Dozer
VR 390 – Operate Plant or Machinery to Construct and Form <i>(only one from this grouping)</i>	Grader Crawler Tractor/Dozer
VR 391 – Operate Plant or Machinery to Receive and Transport Loads <i>(only one from this grouping)</i>	Forward Tipping Dumper – Wheeled Forward Tipping Dumper – Tracked Dump Truck – Articulated Chassis – all endorsements Dump Truck – Rigid Chassis – all endorsements
VR 391	Truck Mounted Boom Concrete Pump

Unit Number, Title and Group Title	CPCS Category and Endorsement
Specialist	Trailer Mounted Concrete Pump Stationary Concrete Placing Boom Agricultural Tractor
VR 392 – Operate Plant or Machinery for Accessing <i>(only one from this grouping)</i>	MEWP Scissor MEWP Boom - Vehicle Mounted MEWP Boom - Self-propelled MEWP Mast Climber
VR 393 – Operate Plant or Machinery to Lay and Distribute Specialist	Crawler Tractor/Dozer Motorised Scraper
VR 394 – Operate Plant or Machinery to Compact Specialist	Ride On Roller Soil Compactor Landfill Compactor
VR 395 – Operate Plant or Machinery to Process <i>(only one from this grouping)</i>	Crusher Screener
VR 396 – Direct and Guide the Movement of Plant or Machinery Specialist	Slinger/Signaller Loader/Securer
VR 397 – Arrange and Secure Loads Specialist	Slinger/Signaller Loader/Securer
VR 397 (2015) – Arrange and secure plant or machinery equipment for transportation <i>(plus 396, 402 or 659)</i> Specialist	Loader/Securer
VR 402 – Slings and Signalling the Movement of Loads <i>(providing Unit VR 387 and one of the following endorsements below has been achieved)</i> Specialist	Slinger/Signaller
SVQ Unit 387 Endorsement Descriptions and Codes Crawler Crane up to 10 tonnes – (FY2G04) Crawler Crane all sizes – (FY2H04) Tower Crane Trolley jib – (FY2J04) Tower Crane Luffing Jib – (FY2K04) Telescopic Handler Industrial Telescopic – (FY2P04) Telescopic Handler up to 9 metres – (FY2T04) Telescopic Handler all sizes – (FY2V04) Telescopic Handler all sizes excluding 360° – (FY2W04)	Telescopic Handler all sizes including 360° – (FY2X04) Knuckle Boom Crane – (FY3504) Lorry Loader – (FY3604) Mobile Crane – blocked duties – (FY3804) Mobile Crane – pick and carry duties only – (FY3904) Mobile Crane – all duties – (FY3A04) Pedestrian Operated Tower Crane – (FY3C04) Pedestrian Operated Tower Crane Inclined Jib – (FY3D04) Excavator Crane – (FY3F04)
VR 402 2015– Slings and Signalling the Movement of Loads – endorsed All occupations Specialist	Slinger/Signaller

Category Groupings for QCF NVQ Level 2 Plant Operations (Construction) Certificate and Diploma Qualifications

The achievement of the QCF NVQ on any category (and endorsement where applicable) within each group is required only once. Subsequent awarding of categories on a blue card from the same group may be added without further unit re-assessment, providing the technical test for the new category has been undertaken.

For categories within groups marked as specialist, the NVQ assessment must be undertaken on each category for award of that category on a blue card.

QCF unit and group title	CPCS category and endorsement
QCF 387A, B, D, Q. <i>(only one from this grouping)</i>	Compact Crane – all endorsements Crawler Crane over 10 tonnes Lorry Loader/Knuckle Boom Crane Mobile Crane – all endorsements
QCF 387A, C, E. Lifting – Static <i>(only one from this grouping)</i>	Tower Crane – all endorsements Pedestrian Operated Tower Crane – all endorsements Overhead Travelling Crane – all endorsements
QCF 387H, J, K, L, M. Lift Trucks <i>(only one from this grouping)</i>	Reach Truck Rough Terrain Forklift/Masted Truck Forklift Side Loader Industrial Counterbalanced Forklift Telescopic Handler – all endorsements
QCF 387 Specialist	Skip Handler (387R) Crawler Tractor Side Boom (387P) Hoist – all endorsements (387O)
QCF 388B, C, D, E, J. QCF 389C, E, G. <i>(only one from this grouping)</i>	Excavator 180° below 5 tonnes Excavator 180° above 5 tonnes Wheeled Loading Shovel Tracked Loading Shovel Skid Steer Loader Excavator 360° below 10 tonnes – all endorsements Excavator 360° above 10 tonnes – all endorsements
QCF 388 and QCF 389 Specialist	Motorised Scraper (388F) Trencher (388G or 389D) Loader Compressor (388H) Dragline (388A or 389A) Crawler – Tractor/Dozer (388L or 389B)
QCF 390A	Grader
QCF 391B, C, D. <i>(only one from this grouping)</i>	Forward Tipping Dumper – Wheeled Forward Tipping Dumper – Tracked Dump Truck – Articulated Chassis – all endorsements Dump Truck – Rigid Chassis – all endorsements

QCF unit and group title	CPCS category and endorsement
QCF 391 Specialist	Truck Mounted Boom Concrete Pump (391A) Trailer Mounted Concrete Pump (391E) Stationary Concrete Placing Boom (391G) Agricultural Tractor (391D)
QCF 392A, B, C. <i>(only one from this grouping)</i>	MEWP Scissor MEWP Vehicle Mounted MEWP Self-propelled MEWP Mast Climber
QCF 394 Specialist	Ride On roller (394A) Soil Compactor (394B) Landfill Compactor (394C)
QCF 395A, B. <i>(only one from this grouping)</i>	Crusher Screener
QCF 396A and QCF 397A Specialist	Loader/Securer
QCF 397C and either QCF 396C, 402A or 659 (2015) Specialist	Loader/Securer
QCF 396 Specialist	Plant and Vehicle Marshaller (396C)

Other Accepted Qualifications

Awarding Organisation	Qualification Title	CPCS category and endorsement
Engineering Construction Industry Training Board (ECITB)	Level 3 Diploma in Erecting Engineering Construction Capital Plant Steel Structures (QCF) Level 3 Diploma in Moving Engineering Construction Loads (QCF)	Slinger/Signaller

Appendix D: Further Sources of Information

CPCS

CPCS helpline: **0844 815 7274**
CPCS website: www.citb.co.uk/cpcs

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 Practical Test Specification for each category of plant
- the Theory Test Questions for each category of plant
- the On-Site assessment specification for each category of plant
- how to become a CPCS Tester
- the rules governing a CPCS Test Centre.
- the rules governing the delivery of CPCS Technical Tests

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.

CPCS Renewal test

Renewal test booking number: **0344 994 4488**
Renewal test website: www.citb.co.uk/cards-testing/cpcs-renewal-test

These sources will be able to provide information on how to:

- prepare for the CPCS Renewal test
- book the CPCS Renewal 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 E: CPCS Health & Safety Statement

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.
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.
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.
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.
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.
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.
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.
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.
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.

Appendix F: SVQ and NVQ Background

1. The construction industry, including the plant sector, has embraced competence qualifications as part of its strategy for a fully qualified and competent workforce. Attainment of a competence-based qualification means that an individual has a recognised qualification that enhances their reputation as a skilled worker. The employer benefits by having skilled and qualified employees and meets the requirements of the Construction, Design and Management Regulations (2007 update).
2. Qualifications containing the terms SVQ (Scottish Vocational Qualification) or NVQ are a measurement of workplace competence against national standards. To prove competence in industry, an individual (called a candidate), under the guidance of an assessor, demonstrates or collects and presents evidence of competence from the workplace.
3. Evidence may consist of one or more of the following:
 - The candidate being observed by the assessor doing, or doing part of, the job or task
 - The candidate being filmed or photographed
 - Statements from witnesses (such as the employer, site manager, supervisor, client etc.), that the job has been done to the set standard
 - Work undertaken being confirmed by an employer-nominated work-based recorder
 - CPCS Logbook
 - Customer timesheets
 - One or more test results (undertaking one or more tests).
4. The qualification can be achieved over a period of time. If the candidate is already experienced, the period will be shorter. The qualification can be gained during normal working hours within the workplace without the candidate having to attend college or take formal exams.
5. NVQ units and qualifications contain a credit value that indicates the typical learning time needed to achieve the unit and/or qualification. The credit value equates to 10 hours of learning e.g. a unit rated at 10 credits indicates that 100 hours of learning may be required. Learners are not expected to meet those hours; they purely are guidance to indicate the size of the unit or qualification.
6. An assessor is a qualified individual who guides the candidate through the process of evidence generation and judges their performance in the workplace against the standards. In many cases, assessors are employees of construction or plant-based organisations.
7. The standards of an SVQ and NVQ are determined by industry-based working groups for an occupation. In the case of plant operations, experts and practitioners drawn from the plant industry devise and agree the national occupational standard.
8. The qualification is awarded by an awarding body, whose role is to ensure that the candidates, assessment centres, and assessors who work for the assessment centres, meet the standards.
9. Once the evidence has been collected and collated, the assessor judges the presented evidence against the standards. If the standards have been met, the assessor notifies the awarding body that the qualification can be awarded.
10. The construction industry is always seeking new SVQ and NVQ assessors to help it meet its target of a fully qualified workforce. Individuals wishing to become assessors should contact an appropriate awarding body.
11. Further information about plant-related qualifications can be found at <http://register.ofqual.gov.uk/> or at www.sqa.org

Appendix G: Demolition (D90) Transition from Excavation (A59)

- D90 A and C:** Special arrangements have been approved for individuals already holding A59 Excavator 360° above 10 tonnes endorsement A Tracked or B Wheeled to transfer into D90 Demolition endorsement A Materials Processing or C up to 15 metres, whereby only the Demolition VQ requirements need to be met (i.e. Theory and Practical Technical Tests are not required).
Individuals will be asked to complete the F1/2 form and to write 'Demolition transition from excavation' on the form.
- D90D and E:** There is no transition route available into D90 demolition endorsements D up to 30 metres or E all heights (i.e. Theory and Practical Technical Tests are required).

Note: The reference numbers in the comments refer to the paragraph of the CPCS Management Committee paper.

	A65 Endorsements A and B	A65 Endorsements C and D
A59 Red Card Held	<p>For a A59 red trained operator card holder working in demolition who wanted to add category A65, they would have to undertake the full relevant S/NVQ (QUB 729 Demolition - Plant Route) to gain A65 endorsements A and B.</p> <p><i>Note: if the individual holds the S/NVQ in Plant Operations with a different unit ie Lifting they will still need to complete the full relevant S/NVQ QUB 729 Demolition Plant Route.</i></p>	<p>For a A59 red trained operator card holder working in demolition ... There are no specific transfer arrangements. If the operator required endorsements C or D they would be required to enter the CPCS scheme as a novice operator, i.e. pass the H&S Test if they hadn't sat it in the previous two years, take the CPCS Theory and Practical Technical Tests to obtain a red card.</p> <p>To progress to blue competent operator status, they would need to achieve the full relevant S/NVQ (QUB 729 Demolition – Plant route).</p>
A59 Blue Card Held	<p>An A59 blue competent card holder working in demolition who holds an S/ NVQ in Plant Operations and who wants to get A65 Demolition Plant added, would be required to undertake the relevant S/NVQ unit (VR385 Operate Plant or Machinery to Demolish) to obtain category A65 endorsements A and B.</p> <p><i>Note: if the individual holds a blue card through CTA transfer and so does not have the S/NVQ in Plant Operations they will still need to complete the full relevant S/NVQ QUB 729 Demolition Plant Route.</i></p>	<p>An A59 blue competent card holder working in demolition ... If the operator required endorsements C or D they would be required to enter the CPCS scheme as a novice operator, i.e. pass the H&S Test if they hadn't sat it in the previous two years, take the CPCS Theory and Practical Technical Tests to obtain a red card.</p> <p>To progress to blue competent operator status, they would need to achieve the full relevant S/NVQ (QUB 729 Demolition – Plant Route).</p>

Appendix H: Procedure for Transferring from MPQC to CPCS

1. All current MPQC cardholders can transfer their MPQC (or EPIC) categories onto either a CPCS Trained Operator Card or CPCS Competent Operator Card by following the steps below:

Note: In order to transfer from MPQC to CPCS the MPQC card must have at least 6months life on it (before it expires) to transfer to CPCS.

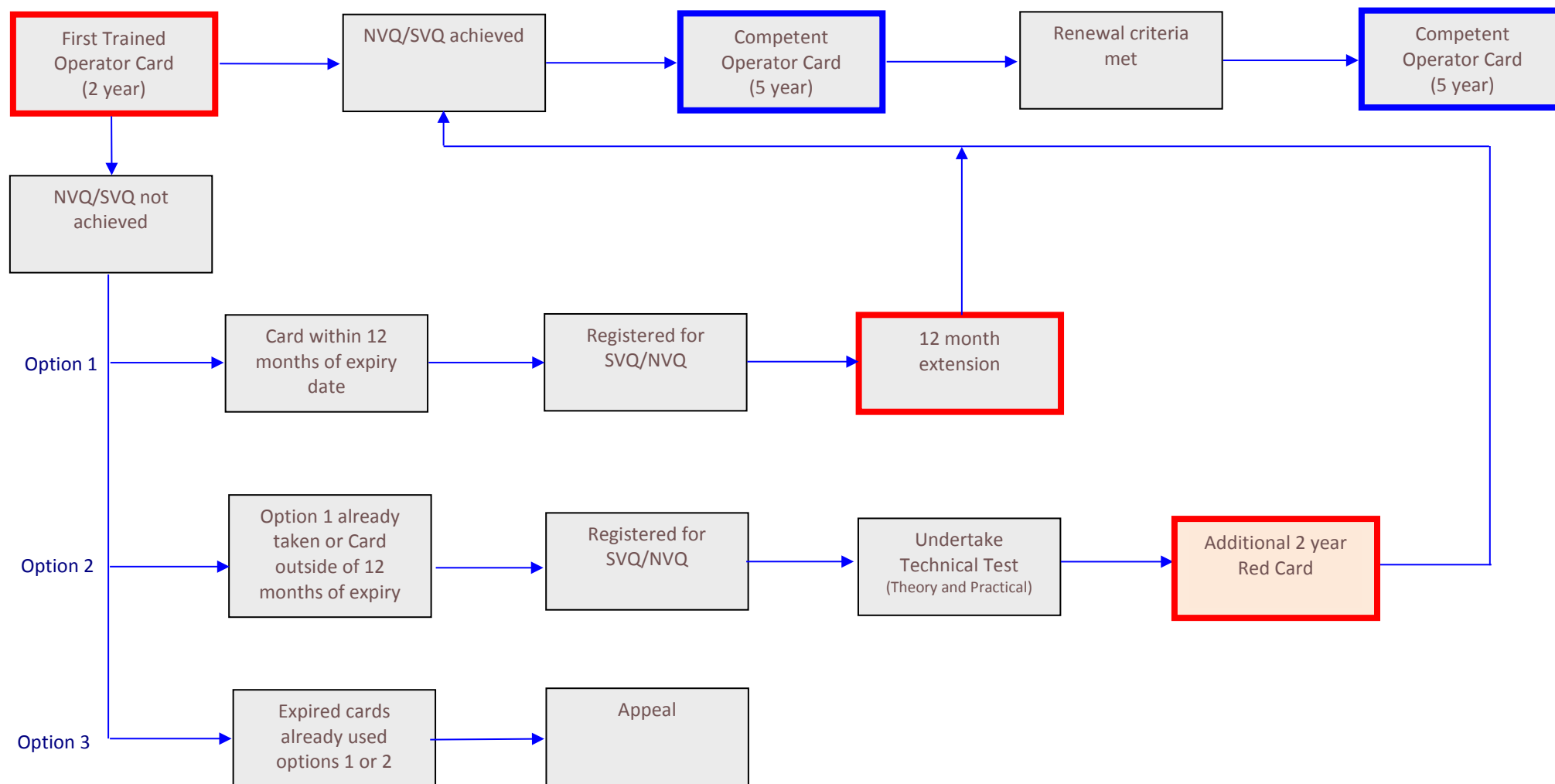
OPTION 1:

2. For those MPQC cardholders who hold a relevant* SVQ or NVQ for the items of plant on their card:
 - Pass the *CITB Health, safety and environment test* (within two years of the date of application receipt). To book the *CITB Health, safety and environment test* call 0344 994 4488 or for further information on the Health, safety and environment test visit www.citb.co.uk/hsandetest.
 - Complete in full the Application for Transfer of a MPQC Card to a full CPCS Competent Operator Card (F1/9) and submit to the address shown on the application along with the following:
 - passport style photograph, and
 - copy of the front and back of their MPQC Operator Card, and
 - copy of their SVQ or NVQ certificate (including the unit breakdown which must show the category of plant the SVQ or NVQ was achieved in), and
 - copy of the CITB Health, safety and environment test pass letter, and
 - cheque or postal order for £25.00 made payable to CITB. Credit/Debit card payments can be made in advance by phoning the CPCS Helpline on **0844 815 7274**.
3. CPCS blue Competent Operator Card issued.

OPTION 2:

4. For those MPQC cardholders without an SVQ or NVQ for items of plant on their card:
 - Pass the *CITB Health, safety and environment test* (within two years of the date of application receipt). To book the *CITB Health, safety and environment test* call **0344 994 4488** or for further information on the *CITB Health, safety and environment test* visit www.citb.co.uk/hsandetest.
 - Complete in full the Application for Transfer of a MPQC Card to a CPCS Trained Operator Card (F1/8) and submit to the address shown on the application along with the following:
 - passport style photograph, and
 - copy of the front and back of their MPQC Operator Card, and
 - copy of the CITB Health, safety and environment test pass letter, and
 - cheque or postal order for £25.00 made payable to CITB. Credit/Debit card payments can be made in advance by phoning the CPCS Helpline on **0844 815 7274**.
5. CPCS red Trained Operator Card issued.
6. Once an applicant has transferred to CPCS they are required to meet the Scheme's requirements for upgrading a red Trained Operator Card and/or renewing a blue Competent Operator Card. CPCS requirements can be found within the (CPCS) Scheme Booklet for Operators which can be downloaded from www.citb.co.uk/cpcs.
7. For further information about the transfer of MPQC categories to a CPCS Card, please contact the CPCS Helpline on **0844 815 7274**.
8. Incomplete applications will be returned.
9. Applicants will not be eligible to transfer any categories from MPQC to CPCS that they have previously held on a current or expired CPCS Trained Operator and/or Competent Operator Card.
10. * CPCS will determine the suitability of NVQ or SVQ units for each requested category.

Appendix I: Options Available for a Red Cardholder to Progress through the Scheme



Notes: 1). Option 1 can only be undertaken once. 2). For a defined period, Option 2 may be undertaken once if option 1 has already been followed. The Health Safety and environment test must have been passed within the last two years prior to the issued of a CPCS card.

