

Certificate of Competence Assessors

The City & Guilds requirement for Assessors is that they are competent & experienced in the relevant Land Based skills and capable of professionally & consistently applying national standards of performance that are recognised by industry.

Pre-requisites

All applicants should have relevant industrial experience (a minimum of five years) and must hold the City & Guilds candidate qualification(s) that they wish to assess. As a minimum, Forestry & Arboriculture applicants must hold the following units:

Chainsaw maintenance and cross cutting
Felling and processing trees up to 380mm
Felling and processing trees over 380mm

New Assessor applicants must initially be put forward for assessing a maximum of two qualifications or units within the same qualification group only (e.g., Pesticides).

Once they have completed all the training and successfully completed their six-month probationary period, they can add other qualifications to their Assessor portfolio by firstly holding the candidate qualification and then being Technically Evaluated by a City & Guilds Technical Verifier.

Please note: City & Guilds NPTC are not bound to appoint any person to the post of Assessor, but will evaluate applications along with the Centre, train and subsequently approve sufficient Assessors to meet its needs.

First Aid

Assessors for Chainsaw, Working at Heights, Utility Arboriculture and Forest Machinery MUST hold an up to date, *recognised First Aid at Work certificate. We accept the three-day training course, or the two-day refresher (provided the three-day course was originally completed).

Assessors for all other qualifications must hold an up to date, *recognised First Aid certificate. We accept the First Aid at Work or one-day Emergency First Aid at Work certificate.

** To be recognised, the certificate must display a certificate number.*

Initial application to be an Assessor

Applicants are required to contact a Certificate of Competence Assessment Centre to obtain information on the availability of work, remuneration etc. It is for the Centre to decide if they wish to engage further Assessors to cover their assessment requirements and to progress the new Assessor's application.

To find a Centre by name visit <http://www.nptc.org.uk/centredefault.aspx>.

To find a Centre by qualification visit <http://www.nptc.org.uk/qualificationdefault.aspx>.

An application form can be obtained from the Centre or downloaded from our website <http://www.nptc.org.uk/assessorhowtobecome.aspx>

This application form should be submitted along with a passport type photograph to the Centre. The Centre should upload the photograph onto the candidate's records and retain the application form for their Quality Audit.

The Centre that the applicant has applied to should be the first point of contact during the application and up until the paperwork is passed to City & Guilds. To contact City & Guilds please email:

QAsupport@cityandguilds.com

Observations

The Centre must arrange for the applicant to observe two assessments in the applicants chosen technical area and it is preferred that one of them is with a Technical Verifier. Once the applicant has passed their Technical Evaluation (TE), the Centre should complete an Observation & Declaration form and email it to QAsupport@cityandguilds.com along with a copy of the first aid certificate.

Training will only be offered when City & Guilds have received the Observation & Declaration form, a copy of first aid and a successful TE form. **This must all be received at least four weeks before an advertised training course.** Places are on a first come, first served basis.

Technical Evaluation

The Centre should assist in arranging for the applicant to be Technically Evaluated in the qualification(s) they wish to assess. Centres must contact QA Support to enable a Technical Verifier to be allocated to the applicant. A Technical Evaluation (TE) is an assessment of technical skill and underpinning knowledge in a particular skill area to ensure that the quality of City & Guilds qualifications is met. This process takes place in the presence of a Technical Verifier and the skill shown should be over and above that of a candidate for the Certificate of Competence.

The Technical Evaluation needs to be successfully completed before a place is offered on a training course. The cost of Technical Evaluation depends on the qualification and duration: **Half day £200 / Full day £300.** The applicant / Centre will be invoiced after the Technical Evaluation.

Further information on Technical Evaluation and the level of expertise required can be found on the website: <http://www.nptc.org.uk/assessortechnicalevaluation.aspx>

Booking forms for training events

Once City & Guilds receive the Observation and Declaration form and copy of the first aid certificate from the Centre, and the TE form from the Verifier, the applicant will be contacted and given details of available training courses. These fall into two categories: Forestry & Arboriculture and Pesticides & Machinery (all other qualifications).

Assessor training and Verification

The applicant is required to attend a mandatory four-day training course. If successful they will need to plan their first verification with a Technical Verifier. The verification will be carried out by a Technical Verifier observing the applicant carrying out their first assessment with a candidate. Cost of the new assessor training (including first verification) is £900.

Once an applicant has passed the training course and their first verification, they will be given approval as a probationary City & Guilds Assessor for a six-month period. They cannot be booked for assessments until they receive an Assessor number and ID card from City & Guilds.

The Assessor must then be re-verified every two years. These verifications are free of charge if successful (any retake will be charged at £300). After that the biannual verification is free of charge providing at least 40 assessments are carried out over the two year period.

Safeguarding

On the training course applicants will be asked to read, complete and sign a 'Safeguarding of children, young people and vulnerable adults' Declaration Form and Code of Conduct, declaring details of any criminal convictions. They will not be given probationary Assessor status until these forms are received by City & Guilds.

Adding other qualifications

Once an Assessor has gained experience of assessing for six months and undergone their second verification at the end of this probationary period, further qualifications can be added to their portfolio providing they hold the qualification as a candidate and have completed a successful Technical Evaluation.

Contact

Centres should contact qasupport@cityandguilds.com with any queries regarding Assessor training.