

## Certificate of Competence Assessor Approval Process for new Applicants

1. All applicants need the relevant industrial experience either using and/or instructing the skills relevant to the qualification, and to be able to provide 2 referees that can substantiate this. You will also be required to hold the City and Guilds NPTC qualification as a candidate. Anyone wishing to become a chainsaw assessor must hold chainsaw units 30, 31 and 32 as this is the minimum requirement.
2. All applicants will need to hold a current Full First Aid at Work (Chainsaw, Forest Machinery & Utility Arb) or a recognised Emergency First Aid or Appointed Persons for all other qualifications.
3. You will need to contact your local Certificate of Competence (CoC) Assessment Centre to discuss becoming a City and Guilds NPTC Approved Assessor. The centre can give you information on the availability of work, an idea of remuneration and what they would require of an assessor. An Assessment Centre can be part of a College or an independent business that arranges candidates for the Certificate of Competence. They will be your main point of contact and will be where your work as an assessor is generated.
4. Once an Assessment Centre has agreed that they are willing to support you, and you have observed 2 assessments taking place, ensure that the Observation and Declaration form is completed by the Centre.
5. Once the above has been completed send the following documents to Product Delivery QA Co-ordinator, Licence to Practise Department, City & Guilds, Building 500, Abbey Park, Stareton, Warwickshire, CV8 2LY :
  - Application form and passport sized photo.
  - Observation and Declaration form completed by your local Assessment Centre.
  - Copies of any Assessor/Instructor Certificates.
  - Copies of relevant Certificates including a copy of your First Aid Certificate.
6. Your technical ability in the qualification will also have to be confirmed. You will be required to be technically evaluated successfully and at least **4 weeks before** the date of the assessor training course.. This will assess your competence in your chosen qualification and will need to be carried out in the presence of a Verifier. If you are applying to be a chainsaw assessor and hold a Lantra Instructor Certificate (Chainsaw) the above technical evaluation will not required. The cost of a technical evaluation is dependant on the qualification and duration :
  - Half day technical evaluation = £175.00
  - Full day technical evaluation = £275.00.

Technical Evaluations will be held with an approved City & Guilds NPTC Verifier. The above cost will be invoiced to you after the Technical Evaluation has taken place. An applicant should **not** pay the Verifier direct.

7. City & Guilds NPTC will acknowledge receipt of your application and send by email to you a course booking form advising on dates/venues that they will be holding Assessor Training Days, the following costs apply :
  - Chainsaw Assessor training - 4 days at a cost of £600.00
  - All other qualifications Assessor training - 3 days at a cost of £450.00
8. You will receive joining details for the assessor training via email. We do not accept applicants onto the assessor training course that have not successfully been technically evaluated. The only exemption is that you hold a Lantra Instructor Certificate (Chainsaw).
9. On the assessor training course you will be asked to read, complete and sign a "Safeguarding of children, young people and vulnerable adults" Declaration Form and Code of Conduct. The declaration form will require you to declare details of any criminal convictions and the penalty imposed, whether or not regarded as spent under the Rehabilitation of Offenders Act 1974.
10. After successfully attending the assessor training course you will be required to undertake your first verification within 3 months (an assessment in front of a technical verifier). This will need to be carried out to a satisfactory standard before your appointment can be confirmed and you will be required to make all the necessary arrangements for this. For those attending the chainsaw assessor training course your verification is included on the last day and organised for you.
11. Once you are approved as a City and Guilds NPTC Assessor, you will be sent a confirmation letter, Assessor certificate(s) for qualifications you are approved to assess in, ID card which will last for **12 months** from the date of approval.
12. At the end of the 12 months you must undertake an assessment that must be in front of a Verifier. This 'Verification' of your assessment will then last for 2 years and you must ensure that you are verified every 2 years in your chosen qualification. If you are an assessor for more than 1 qualification, then the verifications will be rotated to cover all of your subjects.
13. To remain 'active' as an assessor you must continue to be verified every 2 years and also to keep yourself technically updated. There will be organised updates by City and Guilds NPTC as well as information on the website and ways that you can remain updated and 'active'. A City and Guilds NPTC Assessor is required to retire at 75 years old.
14. If you would like to add further qualifications to your portfolio you will need to provide evidence of relevant industrial/qualification experience and undergo a technical evaluation.