

City & Guilds NPTC Certificates of Competence (COC) Becoming an Assessor



Assessors are vital for ensuring our qualifications are delivered in line with City & Guilds NPTC and regulatory standards. Their main role is to assess candidate performance, knowledge and competence against qualification requirements, to ensure standards are met.

Assessors represent the City & Guilds NPTC brand and are often the 'face' of City & Guilds NPTC. They must present themselves in a professional manner at all times.

What skills, qualities and qualifications do we look for from Assessors?

Skills, qualifications, and technical expertise
Must have relevant occupational experience (a minimum of five years).
Must hold the City & Guilds NPTC candidate qualifications you wish to assess. Forestry and Arboriculture applicants must also hold the following units: <ul style="list-style-type: none">• Chainsaw maintenance and cross cutting• Felling and processing trees up to 380mm• Felling and processing trees over 380mm
First aid qualification: <ul style="list-style-type: none">• Assessors for Chainsaws, 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 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 at Work or one-day Emergency First Aid at Work qualification.
Assessors must be reasonably fit, both physically and mentally, when carrying out assessments as you will be responsible for the safety of candidates.

Personal qualities
Excellent verbal and written communication skills – our Assessors work with candidates, centres, City & Guilds NPTC colleagues. We need you to be able to put candidates at ease during assessments and provide clear, constructive feedback to candidates and centres on assessment outcomes.
Excellent time management – Assessors must arrive in time for assessments and respond in a timely manner to queries from centres, City & Guilds NPTC colleagues and candidates.
Proficient IT skills – we are encouraging our Assessors to complete assessment documentation digitally, and we need you to be able to drive this (training will be given). City & Guilds NPTC main form of communication is by email. You must have an email account and be able to use it.
Good personal presentation – Assessors must present themselves and City & Guilds NPTC, in a professional manner. This includes: <ul style="list-style-type: none">• Having good personal hygiene.• Not smoking / vaping during assessments.• Not swearing or using derogatory language at any point during assessments or while working with centres, candidates, and City & Guilds NPTC colleagues.

Good attention to detail – assessment documentation must be completed accurately so that certificates can be issued as soon as possible after the assessment.