

Certificate of Competence Assessor Approval Process April 2017

Certificate of Competence Assessors
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
<p>All applicants should have relevant industrial experience and must hold the City & Guilds candidate qualification/s that they want to assess in. As a minimum chainsaw applicants must hold the following units:</p> <ul style="list-style-type: none"> • Chainsaw maintenance and cross cutting (formerly CS30) • Felling and processing trees up to 380mm (formerly CS31) • Felling and processing trees over 380mm (formerly CS32) <p>New Assessor applicants should initially be put forward for assessing 1 group of qualifications only. Once they have completed all the training and completed their probationary year 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.</p>
First Aid
<p>Applicants must hold a current, recognised, certificate in:</p> <ul style="list-style-type: none"> • First Aid at Work - for Chainsaw/Forest Machinery/Utility Arboriculture/Working at Heights • Emergency First Aid/Appointed Persons – for all other qualifications.
Initial application to be an Assessor
<p>Applicants are required to contact their local 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.</p> <p>To find a Centre by name follow http://www.nptc.org.uk/centredefault.aspx.</p> <p>To find a Centre by qualification follow http://www.nptc.org.uk/qualificationdefault.aspx.</p> <p>An application form can be obtained from the Centre or downloaded from our website; http://www.nptc.org.uk/assessorhowtobecome.aspx</p> <p>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.</p>
Observations
<p>The Centre should arrange for the applicant to observe two assessments, one observation must be in the 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 Declaration & Observation form, copy of first aid and a successful TE form. This must all be received at least 4 weeks before an advertised training course.</p>
Technical Evaluation
<p>The Centre should assist in arranging for the applicant to be Technically Evaluated in the qualification/s they wish to assess. A Technical Evaluation is an assessment of technical skill and underpinning knowledge in a particular skill area to ensure that the quality of City & Guilds qualifications are 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.</p> <p>The Technical Evaluation needs to be successfully completed before a place is offered on a training course. If an applicant is an Instructor for Lantra or a similar recognised organisation, a Technical Evaluation may not be required.</p> <p>The applicant will be required to email a copy of their skills index or certificates to QAsupport@cityandguilds.com for approval. The cost of Technical Evaluation depends on the qualification and duration: Half day £200/Full day £300</p> <p>The applicant/Centre will be invoiced after the Technical Evaluation.</p> <p>Further information on Technical Evaluation and the level of expertise required can be found on the website: http://www.nptc.org.uk/assessortechnicalevaluation.aspx</p>
Booking forms for training events
<p>Once City & Guilds receive the Observation and Declaration form and copy of first aid 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 2</p>

categories; Chainsaw specific or Generic (all other qualifications). If there are no courses available their details will be kept on file and they will be contacted when there is availability.

Independently assessed qualifications and 1st Verification

The applicant is required to attend a mandatory 4 day training course. If successful they will need to plan their 1st verification with a Technical Verifier. The Level 3 Award in Assessing Land Based Skills (002902) forms part of this 1st verification process. The verification will be carried out by a Technical Verifier observing the applicant carrying out their first assessment with a candidate. The applicant must complete a request form for registration to notify City & Guilds when and where they will be assessed against 002902 so that they can be registered.

The Verification cannot take place without this registration which must be received at least 1 week before the assessment. The booking form, ROA (record of Assessment) and SSRA (Site Specific Risk Assessment) will be emailed to the Verifier before the assessment takes place. The candidate/s who is going to be assessed should be registered to the Verifier, the applicant should complete the paperwork and the Verifier should check and countersign the paperwork. The applicant will be given a 002902 Guidance, registration request form, a list of Technical Verifiers and more information about the assessment on the 4 day course. Cost of the training to offer Independent qualifications is £850.

Integrated qualifications

Some qualifications have an Integrated option where training and assessment can be carried out by the same Assessor but are separate activities. If the applicant successfully achieves the above and wishes to offer Integrated qualifications, they must complete an additional, 1 day, post training assessment for Level 3 Award in Training Land Based Skills (002901). **Please note: this cannot be done on the same day as the 1st Verification and assessment of 002902.** Assessors can only offer Integrated qualifications if they are approved to offer the Independent versions of the qualification.

To achieve 002901, the applicant will be required to organise a full day training course, with a subject specific Technical Verifier in attendance. The applicant must complete a request form for registration to notify City & Guilds when and where they will be assessed against 002901 so that they can be registered. **The Assessment cannot take place without this registration which must be received at least 1 week before the assessment.** The booking form, ROA (record of Assessment) and SSRA (Site Specific Risk Assessment) will be emailed to the Verifier before the assessment takes place. The applicant will be given a 002901 Qualification Guidance, registration request form, list of Technical Verifiers and more information about becoming an Assessor for Integrated qualifications on the 4 day course. The cost of the training to offer both Independent and Integrated qualifications is £1,000.

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.

Probationary period

Once an applicant has passed the training course and their 1st verification (combined with 002902) they will be given approval as a probationary City & Guilds Assessor for a 12 month period. They cannot be booked for assessments until they receive an Assessor number and ID card from City & Guilds nor carry out integrated qualifications until they have achieved 002091 - The Level 3 Award in Training Land Based Skills.

Verification

At the end of the 12 month probationary period the Assessor must assess a candidate observed by a Technical Verifier. If successful, this 'verification' will allow an Assessor to continue to assess for up to 2 years. The Assessor must then be re-verified every 2 years. The first verification is 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 2 year period.

Adding other qualifications

Once an Assessor has gained experience of assessing and undergone their first verification, further qualifications can be added to their portfolio providing they hold the qualification as a candidate and have completed a successful Technical Evaluation.

Contact

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 and Guilds.

To contact City & Guilds please email: QAsupport@cityandguilds.com