

NPTC Certificates of Competence (COC) Assessor Approval Process

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

Assessor Application Process

1. Applicants express their interest in becoming an assessor by emailing the Associate Management Team. Their email should outline their relevant skills and industry experience and specify the qualifications they wish to assess.
2. The Associate Management Team will respond by sending the applicant an application form and a blank CPD log to complete (if appropriate).
3. The application form and CPD log must be fully completed and returned along with a copy of the applicant's current First Aid certificate.
4. The Associate Management Team will then confirm which Technical Verifier (TV) the applicant should contact to arrange a Technical Evaluation. This will include a pre-evaluation phone call with the allocated TV.
5. Applicants must observe two assessments before attending the training and selection event. This experience is essential to understand the responsibilities and expectations of the Assessor role. To arrange observations, please contact local approved assessment centres. A list of approved centres is available on the NPTC website. Observations carried out must be recorded using the Observation Record Form, available here: <https://www.nptc.org.uk/assessorhowtobecome.aspx>
6. Upon successful completion of the Technical Evaluation, the applicant will receive a booking form to secure a place on the Assessor Training and Selection course. Each course is limited to six applicants and places are allocated on a first come, first served basis.
7. Before attending the 3 day Assessor Training and Selection course, applicants will be asked to complete some online learning. This must be completed before they attend the course.

**To begin the application process, please email the Associate Management Team
at: associate.ltp@cityandguilds.com.**

Skills, Qualifications, and Technical Expertise Requirements

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:

- Chainsaw Maintenance and Cross Cutting
- Felling and Processing Trees up to 380mm
- Felling and Processing Medium Trees over 380mm and up to 760mm

First aid qualification:

- 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 – 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 are required - Assessors are encouraged to complete assessment documentation digitally and should be confident in using basic digital tools (training will be provided).
As email is the primary method of communication with City & Guilds NPTC, Assessors must have an active email account and be able to use it effectively.

Good personal presentation – Assessors must present themselves and City & Guilds NPTC, in a professional manner. This includes:

- Demonstrate good personal hygiene.
- Refrain from smoking or vaping during assessments.
- Avoiding the use of inappropriate or derogatory language when interacting with candidates, centres, or colleagues.

Good attention to detail – Assessment documentation must be completed accurately to ensure certificates can be issued promptly following the assessment.

Technical Evaluation

A Technical Evaluation is a formal assessment of an applicant's technical skills and underpinning knowledge, conducted by a Technical Verifier. It ensures that the standards required for City & Guilds qualifications are met and must demonstrate competence beyond that expected 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.**

New Assessor Training and Selection

On successful completion of the online learning, the applicant is required to attend a mandatory three-day training course which is delivered by two Principal Verifiers. During the course, applicants will be assessed on their suitability for the Assessor role and a decision will be made on whether they should progress to the final stage of the process. If successful, they will be required to plan their first verification.

The cost of the Assessor Training and Selection course is £900. Applicants must arrange and fund their own accommodation if required.

Verification Process

The first verification is carried out by a Technical Verifier, who observes the applicant conducting an assessment with a candidate. This process ensures that assessments are delivered fairly, consistently, and to the required standards of City & Guilds qualifications.

Upon successful completion of the initial verification stage, the applicant will be granted probationary Assessor status for a period of six months. During this time, an official Assessor number will be issued. Additionally, the applicant will be requested to provide a photograph for the purpose of creating an Assessor identification badge.

After gaining six months of assessment experience and completing a second verification, additional qualifications may be added to the Assessor's portfolio, provided the Assessor holds the qualification as a candidate and has successfully completed a Technical Evaluation.