

May 2007



CPCS Scheme Booklet



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CPCS
CONSTRUCTION PLANT
COMPETENCE SCHEME

CSCS

CPCS

Scheme Booklet

May 2007

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The health and safety awareness, training and testing envisaged under the Scheme does not relieve employers of their duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant statutory provisions, to provide health and safety and training for employees, or fulfil any other of the employer's obligations.

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Construction Plant Competence Scheme

FOREWORD

I was invited to become Chairman of CPCS in March 2006 and wish to emphasise both my own, and the Committee's commitment to qualifying the workforce. By focussing our efforts in this direction we wish to reduce fatalities and major injuries on construction sites to zero.

Since its inception in 2003 until December 2005, CPCS existed under the ownership of the Construction Skills Certification Scheme (CSCS). At the request of Member Organisations, CPCS is now under the ownership of ConstructionSkills who allocates staff to manage and administer the Scheme on behalf of the CPCS Management Committee (CPCS MC).

New Terms of Reference have been agreed between ConstructionSkills and the CPCS MC. Whilst Scheme ownership sits with ConstructionSkills, the overarching management of the scheme is the responsibility of the CPCS MC, who is fully responsible for Scheme Policy and Strategy including financial control. CPCS MC reports directly to the ConstructionSkills Training Committee.

This new structure allows all stakeholders to have an input into the Scheme. Employer views and comments can be channelled through their relevant Employer Organisations, who will then present those views at the quarterly CPCS MC meetings. The changes recently made also allow for representation by Training Providers through the Provider Forum structure now in place. These meetings take place on an area basis throughout the UK and provide the opportunity for Providers to meet with Committee Members to discuss their views and enable development of the Scheme.

CPCS is an Industry Scheme developed by Industry for the Industry. I trust that with your input into the process we can jointly achieve a safer working environment.

Trevor Gamble

Chairman CPCS Management Committee

1 INTRODUCTION

- 1.1 The Construction Plant Competence Scheme (CPCS) consists of an amalgamation of various plant schemes to provide a single skills card for the plant sector of the construction industry. The Scheme, formed in February 2003, was requested by employers to help them comply with regulations and requirements, and aims to apply common standards for all plant operators.
- 1.2 A Management Committee comprising of industry representatives is responsible for policy and any changes that could affect those industries using the plant and equipment covered.
- 1.3 The Committee represents the following organisations:
 - Association of Lorry Loader Manufacturers and Importers
 - Construction Confederation
 - Construction Plant-hire Association
 - CITB Northern Ireland
 - Extractives Products Industry Council
 - Federation of Piling Specialists
 - Health and Safety Executive
 - Lantra Awards
 - National Federation Demolition Contractors/National Demolition Training Group
 - Rail Plant Association Ltd
 - Scottish Plant Owners Association
 - Transport and General Workers Union
- 1.4 ConstructionSkills administers the Scheme.
- 1.5 This booklet outlines the requirements of the Scheme, including obtaining and renewing a CPCS card. Additional information is contained for those wishing to become a CPCS-registered training provider or instructor.

2 AIMS OF THE SCHEME

2.1 CPCS aims to:

- keep a record of workers in the construction and allied industries who have achieved a recognised level of training and competence, and to provide a means of identification
- raise health and safety standards
- encourage construction and allied employers to use certificated skilled workers
- provide certification for UK workers that could be accepted in Europe through agreements with other European national schemes to mutually recognise qualifications
- be self-financing; with surplus funds being used for the benefit of the Scheme.

3 BENEFITS

3.1 The Scheme aims to provide the following benefits to individuals:

- recognition of skills, competence and qualifications
- improved health and safety awareness
- improved employment prospects
- provision of training standards to equip individuals with relevant skills to enter the industry.

3.2 The Scheme aims to provide the following benefits to employers:

- identification of operatives with recognised skills, competence and qualifications
- better quality of work
- improved health and safety awareness amongst the workforce
- provision of training standards to equip individuals with relevant skills to enter the industry
- a move to a qualified workforce, which will help to improve customer satisfaction and the industry's image.

4 SCOPE

- 4.1 The Scheme provides certification for plant operators for UK construction and allied industries, which has been adopted by other industries and countries.
- 4.2 Membership of the Scheme is voluntary, but is mandatory on many construction sites and other work environments.
- 4.3 Basic training and competency standards are defined by the Scheme for:
- plant operators
 - slinger/signallers
 - individuals securing plant and equipment to vehicles/trailers for transportation
 - individuals planning and controlling lifting operations.
- 4.4 A wide range of construction plant and equipment is covered by CPCS, and new plant and equipment is continually added at the request of industry.
- 4.5 The Scheme does not cover using plant and equipment under no-load conditions (except for certain road/rail plant items), for example, when maintenance staff test plant after repairs. Training and assessment programmes are available for those requiring certification for varying types of support activities (paragraph 26.1 contains further details).

5 MEMBERSHIP

- 5.1 Scheme membership is confirmed through the issue of a registration card.
- 5.2 A range of cards are available:
- a three-year **Trained Plant Operator Card (Red)** for those who are new to the Scheme or have added a category to an existing CPCS card
 - a five-year **Competence Card (Blue)** for those who have achieved either a National or Scottish Vocational Qualification (NVQ/SVQ) or other qualifications or programmes of competence
 - a two-year **Trained Road/Rail Operator Card (Red)** for those who are new to the Scheme or have added a category to an existing CPCS Road/Rail Card
 - a two-year **Competence Card (Blue) for operators of road/rail plant** who have been successful on the dedicated road/rail competency programme.
- 5.3 Rules are explained in Sections 8 to 15 and summarised in Appendix A. Examples of the different types of card are shown in Appendix B.
- 5.4 There are no age requirements for scheme membership. However, in some cases legislation or company policy regarding the use of plant or equipment may specify different age limits for a specific working environment. This may result in the cardholder being prevented from using that plant or equipment.

6 HEALTH AND SAFETY REQUIREMENTS

- 6.1 All new applicants, and those adding a category or renewing a CPCS card, must have passed the ConstructionSkills Health and Safety Test no more than two years before applying. There are no exceptions to this rule.
- 6.2 The test consists of 40 multiple-choice questions and is taken at independent test centres found in convenient locations around the country. Individuals are advised to book a test in plenty of time.
- 6.3 CPCS encourages appropriate health and safety training before attempting the test.
- 6.4 Individuals adding a category or renewing a CPCS card will need to call **0870 600 4020** to book a test at a location of their choice. They will need to quote their CPCS card number when booking the test.
- 6.5 Individuals who do not hold a CPCS card (or have not previously taken the test) may need to register with the Health and Safety Test Helpdesk on **0870 600 4020** before they can book the test. The individual's full name, address, postcode, date of birth and National Insurance number is needed for booking purposes. It is probable that the CPCS-accredited training provider will be able to assist in the booking procedure when working towards achieving the card.
- 6.6 Employers may book a mobile test unit or become an internet test centre. For further details on internet testing, or for booking a mobile testing unit, contact the Health and Safety Test Helpdesk on **0870 600 4020** or online at **www.cskills.org/health_safety**
- 6.7 Further information on the requirements for health and safety testing, including costs and available grants, may be obtained from the Health and Safety Test Helpdesk on **0870 600 4020**. Alternatively, visit **www.cskills.org/health_safety** where information may be viewed or downloaded.

7 CPCS CATEGORIES

- 7.1 The categories covered by CPCS are shown overleaf. A category is defined as an item of plant or equipment used within the construction industry in accordance with the manufacturer's basic design or an agreed duty or occupation involving plant operations, e.g. Appointed Person, Slinger/Signaller.
- 7.2 Although many items of plant have varying uses within the industry, training and assessment standards reflect the manufacturer's intended usage as stated in paragraph 7.1.
- 7.3 Certain categories have endorsements. Endorsements are sub-categories that reflect the variations in a category, for example, by weight, size, capacity or application.
- 7.4 To add an endorsement within a category, the individual may need to undertake conversion training followed by either an achievement test or an on-site assessment. For renewal purposes, cardholders may have their skills endorsed by their employer based on a minimum number of operating hours.
- 7.5 New categories and endorsements are being added continually to the Scheme. Latest information can be viewed online at **www.cskills.org/cpcs**
- 7.6 Individuals applying for the category of Truck Mounted Boom Concrete Pump (A06) will need to hold the appropriate LGV class on a DVLC-issued driving licence.
- 7.7 A full list of CPCS categories and endorsements is given in Appendix C. The requirements attaining appropriate endorsements for exchanged cards are listed in Appendix E.
- 7.8 The endorsements for categories A04, A09, A20, A26, A36, A58, A59, A60 and A65, as listed in Appendix C, will be inscribed separately on a CPCS card. Other categories with endorsements will only have the higher or senior endorsement inscribed on the card.

Categories covered by CPCS	
Agricultural Tractor	Rough Terrain/Masted
Appointed Person (Lifting Operations)	Telescopic Handler
Concrete Pump: Trailer Mounted Truck Mounted Boom	Forward Tipping Dumper
	Grader
	Hoist
Crawler/Tractor: Dozer Side Boom	Loader/Compressor
	Loading Shovel: Skid Steer Tracked Wheeled
Crane: Compact Crawler Pedestrian Operated Tower Tower Mobile	Lorry Loader
	Mobile Elevating Work Platform: Boom Mast Climber Scissor
	Crane Supervisor (Lifting Operations)
	Crusher
Demolition Plant: Hydraulic Rotating High Reach Material Processing Non-hydraulic	Motorised Scraper
	Piling Rig: Bored Driven Tripod
Dragline	Plant Loader/Securer
Dump Truck: Articulated Rigid	Ride-on Roller
	Road/Rail Plant (details on page 34)
	Screener Skip Handler
Excavator 180°	Slinger/Signaller
Excavator 360°	Soil/Landfill Compactor
Forklift Truck: Industrial Counterbalanced Side-loader Reach	Trencher

8 ENTRY INTO THE SCHEME

- 8.1 CPCS offers several routes of entry into the Scheme depending upon the individual's level of experience on the relevant category. A further route is offered to those already holding an appropriate National or Scottish Vocational Qualification (NVQ/SVQ). Current CPCS cardholders adding a category will also need to comply with the requirements detailed in paragraphs 8.2 to 8.6.
- 8.2 **INEXPERIENCED** individuals on a category of plant will need to undertake mandatory basic training as described by CPCS. This is conducted by a CPCS-registered training provider. A list of training providers may be obtained from the CPCS Helpdesk on **0870 417 7274** or at **callcentre@cskills.org** or may be viewed online or downloaded from **www.cskills.org/cpcs**
- 8.3 Upon passing basic training, the training provider submits application form CPCS 01 to ConstructionSkills' Data Management Unit for processing and a CPCS Trained Operator (Red) card will be issued within 26 days upon receipt of the form.
- 8.4 **EXPERIENCED** individuals will undertake an assessment of prior training, experience and ability. Refresher training may be needed as a result of the assessment, which must be completed before proceeding to undertake either the IC achievement test or NVQ/SVQ assessment.
- 8.5 CPCS defines an **EXPERIENCED INDIVIDUAL** as someone who has at least three years' general plant operating experience and has two years' minimum operating experience on the category of plant being applied for.
- 8.6 Upon passing the IC achievement test or NVQ/SVQ assessment, the training provider submits the relevant CPCS application form to ConstructionSkills' Data Management Unit for processing and the appropriate CPCS card will be issued within 26 days upon receipt of the form.

Notes: In all cases, ConstructionSkills' Health and Safety Test must have been passed as detailed in Section 6.

Ideally, experienced individuals should seek entry to the Scheme via the attainment of the appropriate NVQ/SVQ and CPCS Competence card, although it is possible for experienced individuals to attain the CPCS Trained Operator card if required.

Some categories, such as Crane Supervisor, require mandatory basic training regardless of experience.

- 8.7 The training provider will issue the individual with a CPCS logbook, which will contain details of the activity undertaken in the Training Record section. This section is embossed by the training provider as authenticity of the activity. This allows the individual to gain entry onto site and to accumulate experience whilst the application form is being processed.
- 8.8 The CPCS Department carries out regular monitoring of training and assessment activities to ensure CPCS standards are being maintained.
- 8.9 The holding of a category does not signify that the individual is skilled on all types of machines within that category. Further training on the specific type of machine in the working environment must be undertaken and the individual supervised until the employer is satisfied that the requisite skills are attained.
- 8.10 Individuals already holding the PO/SPMO **NVQ/SVQ** (or an approved equivalent) may be awarded a CPCS Competence Card providing they:
- pass the CPCS Operating Test
 - pass the Health and Safety test as detailed in Section 6.
- 8.11 The operating test is conducted by a CPCS-registered training provider. A national list of providers may be obtained from the CPCS Helpdesk on **0870 417 7274** or at **callcentre@cskills.org** or may be viewed online or downloaded from **www.cskills.org/cpcs**.

9 PROGRESSION TO A COMPETENCE CARD

- 9.1 Each category on a Trained Plant Operator Card is valid for three years. At the end of the three-year period, the category cannot be renewed. This is to ensure the progression toward competence.
- 9.2 If there are genuine reasons for extending the life of a category on the card, the individual may appeal. Section 20 details the procedure to be followed.
- 9.3 During the three-year period, the individual must achieve a National or Scottish Vocational Qualification (NVQ/SVQ) in Plant Operations for the relevant category. For certain categories, a full award may not be available but achievement on the relevant units or approved programme will be required. Further details on NVQ/SVQs can be found in Section 16.

- 9.4 To locate an approved centre for an NVQ/SVQ, contact the CPCS Helpdesk on **0870 417 7274** or at **callcentre@cskills.org** or view online or download from **www.cskills.org/cpcs**. Further information about plant-related qualifications can be found at www.openquals.co.uk.
- 9.5 To progress to a Competence Card, the individual must record a minimum of 300 hours on each category. The approved method for recording these hours is via the CPCS logbook (see Section 10 for further information).
- 9.6 If the individual is unable to complete the 300 hours after the NVQ/SVQ has been awarded, a CPCS On-site Assessment may be undertaken. Further information about On-site Assessments is contained in Section 14.
- 9.7 The individual must be confirmed competent in each category and is measured against the competence criteria (as detailed in Section 2 of the logbook) by the employing organisation. Further information about who can confirm competence is contained in Section 13 of this book.
- 9.8 If the criteria have been met, a Competence Card is issued, which is valid for five years.
- 9.9 A Competence Card will not be issued unless six months has passed from the time of issue of the Trained Plant Operator Card, and the Health and Safety Test has been passed within two years of the date of application as described in Section 6.

10 PURPOSE AND USE OF THE LOGBOOK

- 10.1 To assist the individual in proving work that was undertaken and provide a work history, the use of a logbook was requested by the CPCS Management Committee.
- 10.2 The logbook contains valuable information and must be kept safe and secure. If an employer wishes to manage the logbook on behalf of an employee, the logbook must be returned to that employee if they leave the organisation.

- 10.3 The logbook is divided into four sections, and includes explanatory and guidance notes indicating how it should be completed.
- 10.4 It is recommended that entries are made on a weekly basis, depending on operating circumstances. However, some operators (for example, those employed within the plant hire sector) may make more frequent recordings because of recurring changes in machine use, work location, job task, etc. Those using the same machine in the same environment and undertaking the same type of work can record single entries over an extended period.
- 10.5 A site supervisor, client, employer, etc. confirms entries recorded in the logbook. The same individual who signs work timesheets could undertake this confirmation. (This role is similar to that undertaken by a work-based recorder.)

Important: the signing of any work entries only confirms that the described work was undertaken and any given standards were met. It does not indicate that the operator is competent.

- 10.6 When the logbook is full, a new one can be obtained by contacting the CPCS Helpdesk on **0870 417 7274** or at **callcentre@cskills.org** The completed logbook should be stored for safe keeping, as it may be needed for auditing purposes.
- 10.7 The logbook was designed to assist in the achievement of an NVQ/SVQ and information entered in the logbook can provide valuable evidence towards the qualification.
- 10.8 The CPCS Department carries out checks on logbooks in order to assist individuals and employers in completing and managing the books.

11 RENEWING A COMPETENCE CARD (EXCHANGED CARDS)

- 11.1 Six months before the competence card expires, a renewal letter, renewal application form (CPCS 03) and a list of current CPCS categories are sent to the individual.
- 11.2 To renew each category on the competence card, the individual must have:
- **recorded a minimum of 300 hours pro rata.** Paragraphs 11.7 and 11.8 give further information about pro rata hours. The approved method for recording hours worked is via the logbook (see Section 10 for further information).
 - **been confirmed competent in the category.** This is measured by the employing organisation against the competence criteria detailed in Section 2 of the logbook. Further information about who can confirm competence is contained in Section 13 of this book.
 - **passed the Health and Safety Test** within the last two years prior to the date of application. For further information on health and safety testing, see Section 6 in this book.
- 11.3 If the individual is unable to complete the minimum number of hours, an on-site assessment may be taken. Further information about the on-site assessments is contained in Section 14.
- 11.4 It is possible for employers to conduct the site assessment on their own employees. Further information about employers conducting their own on-site assessments is contained in Section 14.
- 11.5 CPCS renewal forms are only valid when signed by the approved validator representing the company or organisation. Section 13 gives further information about validators.
- 11.6 The logbook does not need to be sent with the application. When the validator has confirmed information within the logbook, it is returned to the individual for safe keeping.
- 11.7 Where a category is added during the card's life, a pro rata figure of five hours per month applies. For exchange cards, the start date for calculating the required number of hours is 1 January 2004.
- 11.8 Some categories now have an endorsement or endorsements. The criteria for awarding endorsements are listed in Appendix E.

- 11.9 Where categories being renewed have endorsements, a minimum figure of 30 hours for each endorsement (or a pro rata figure of 10% for categories added during the card's life) must have been achieved. These hours form part of the total 300 required.

Example 1:

Card expires November 2005 – 23 months (since January 2004)
x 5 (hours per month) = 115 hours per category required.

Example 2:

Card expires February 2006 – 26 months (since January 2004)
x 5 (hours per month) = 130 hours per category required.
The category being renewed has 2 endorsements – 13 hours (10% of 130) minimum for 1 endorsement plus remainder (117) hours for the other, totalling 130 hours.

Example 3:

Card expires April 2006 – 28 months (since January 2004)
x 5 (hours per month) = 140 hours per category required.
The category being renewed has 3 endorsements – 14 hours (10% of 140) minimum each for 2 endorsements plus remainder (112) hours for the other, totalling 140 hours.

Note: the hours required to renew a category start from 1 January 2004 up to the expiry date of that card.

- 11.10 As long as at least one category on a card is renewed, categories not claimed at the time of renewal may be 'banked' and claimed at a later date providing the criteria in paragraphs 11.2 and 11.3 are met. Banked categories cannot be banked onto any subsequent card. Normal entry rules apply if these categories are required later.
- 11.11 The CPCS Management Committee allows a six-month period of grace after the card has expired for the holder to renew it. After this time, the individual ceases to be a member of the Scheme. To be re-admitted to the Scheme, they must follow the requirements stated in Section 8.
- 11.12 CPCS encourages refresher training to update individuals on new working practices, eliminate bad habits, or maintain skills if a type of machine is used infrequently.
- 11.13 The CPCS Department undertakes random audits on validators to ensure that renewal criteria have been met.

12 ADDING A CATEGORY TO A COMPETENCE CARD

- 12.1 If an additional category is required, the procedure described in Sections 8 and 9 must be followed.
- 12.2 When the category is added to the Trained Operator card, a new expiry date will appear alongside the category description.
- 12.3 When the category is added to a competence card, the card's expiry date remains unchanged. The minimum number of hours needed for categories added during the card's life is explained in paragraphs 11.7 and 11.9.

13 SCOPE OF ENDORSERS AND VALIDATORS

- 13.1 To renew a card, the individual's competence must be endorsed on each category. The person eligible to carry out this task is an **endorser** (performing a similar role to that of an assessor). Criteria to measure competence are contained within Section 2 of the individual's logbook.
- 13.2 To be eligible as an **endorser**, an individual must:
- be a member of the organisation that employs the cardholder
 - be employed by the organisation in a supervisory position
 - be known to the operator
 - have an understanding of the working capabilities of the item(s) of plant being endorsed by them.
- 13.3 The employer organisation needs to ensure that all renewal criteria have been met. A **validator** (performing a similar role to that of an internal verifier) will countersign the application or renewal form confirming that:
- all logbook entries are authentic, or the applicant has been successful on the site assessment
 - operating competence has been endorsed by a relevant endorser(s)
 - the ConstructionSkills Health and Safety Test has been passed.

- 13.4 To be eligible as a **validator**, an individual must be:
- a member of the organisation that employs the cardholder
 - employed by the organisation in a managerial position, and be approved for this purpose by a senior manager of that organisation
 - able to access company information to confirm work undertaken by the cardholder
 - registered with CPCS for this role.
- 13.5 An organisation may have one or more endorsers and validators, however, all validators must be registered with CPCS. An individual may act as both endorser and validator within the employer organisation. If a registered validator changes employer, they will need to be re-registered.
- 13.6 To register as a validator, contact the CPCS Helpdesk on **0870 417 7274** or at **callcentre@cskills.org**, where an application form may be obtained.
- 13.7 Self-employed individuals may act as endorser and validator. However, they must comply with the requirements as explained in paragraphs 13.2, 13.3, 13.4 and 13.6.
- 13.8 Where an individual subcontracts on a labour-only basis, the employing organisation may undertake the validation and endorsing duties providing the period of employment is not less than two weeks accumulated during the card's life. This will also apply for Agency workers.
- 13.9 All self-employed individuals are encouraged to be assessed by an NVQ/SVQ assessor to provide an independent skills check. The criteria contained in Section 2 of the logbook may be used for this purpose.

14 ON-SITE ASSESSMENTS

- 14.1 The on-site assessment may be taken if the individual is unable to attain the required number of hours either when transferring from a trained operator card to a competence card, or when renewing a competence card.
- 14.2 This is a practical assessment and can be carried out by a CPCS-registered training provider with the category or categories of plant in the workplace. A list of CPCS-registered training providers may be obtained from the CPCS Helpdesk on **0870 417 7274** or at **callcentre@cskills.org**, or may be viewed online or downloaded from **www.cskills.org/cpcs**.
- 14.3 The assessment may also be undertaken by an approved In-house Assessor, who must register with CPCS for this purpose.
- 14.4 To be eligible as an In-house Assessor an individual must be employed by, and have approval of, the employer organisation and hold a CPCS card with at least one category of plant.
- 14.5 In-house assessors must attend a standard-setting event prior to the assessor being allowed to carry out the assessments. The event will give appropriate skills in order to assess performance against given standards. Successful applicants will be given further details about the standard-setting events upon approval.
- 14.6 Individuals wishing to become an in-house assessor and already holding either ENTO units D32 or A1 are exempt from the event.
- 14.7 The full criteria and an application form to become an in-house assessor is available from the CPCS Helpdesk on **0870 417 7274** or at **callcentre@cskills.org**.
- 14.8 For those transferring from a trained operator card to a competence card, the assessment can only be taken after the NVQ/SVQ has been awarded.

15 ROAD/RAIL PLANT CATEGORY REQUIREMENTS

- 15.1 The road/rail sector offers an additional card to satisfy requirements for working within the rail environment. Appendix D lists the categories and attachments available for Road/Rail Plant (RRP).
- 15.2 To be awarded a RRP category, the individual must:
- hold a CPCS card bearing the base category (applies to Road/Rail Excavator/Crane and Road/Rail Crawler/Tractor-Dozer only)
 - have passed the Health and Safety Test within the last two years as described in Section 6
 - hold a valid Sentinel Competency Card endorsed with PTS
 - be trained and/or assessed on the relevant programme as described in Section 8.
- 15.3 A CPCS Trained Road/Rail Operator Card (Red), logbook will be issued on successful completion of the achievement test.
- 15.4 The card is valid for a maximum period of **two years**. At the end of this period, the category cannot be renewed. This is to ensure the progression towards competence. If there are genuine reasons for extending a category on the card, the individual may appeal. Section 20 details the procedure to be followed.
- 15.5 To progress to the road/rail competence card, the individual must:
- record work undertaken in the logbook
 - work towards and achieve on the industry-devised competency programme for each desired category and/or attachment
- 15.6 To apply for a road/rail competence card, the individual must:
- hold a valid Sentinel Competency Card endorsed with PTS
 - hold a current CPCS card showing the base category (applies to certain Road/Rail categories – see item 15.2).
- 15.7 The application form for the competency card (CPCS 07) must be signed by an RPA-approved assessor and the company-nominated RPA authorised signatory. This form is available from CPCS on **0870 417 7274** or at **callcentre@cskills.org**.

- 15.8 A CPCS Road/Rail Competence Card will be issued showing the attained category. The card is valid for **two years**.
- 15.9 When adding another RRP category, the requirements in paragraphs 15.2 to 15.6 must be met. If adding an attachment only, the procedure in items 15.5 and 15.6 must be met.
- 15.10 To renew a road/rail competence card, the requirements in paragraphs 15.5 to 15.8 must be met.
- 15.11 Individuals wishing to become an approved assessor to award the competency card can contact the Rail Plant Association on 0207 7963366.

16 NATIONAL/SCOTTISH VOCATIONAL QUALIFICATIONS

- 16.1 The construction industry, including the plant sector, has embraced National/Scottish Vocational Qualifications (NVQ/SVQ) as part of its strategy for a fully qualified and competent workforce. Attainment of an NVQ/SVQ means that an individual has a recognised qualification that enhances their reputation as a skilled worker. The employer benefits by having skilled and qualified employees.
- 16.2 An NVQ/SVQ is a measurement of workplace competence against national standards. To prove competence in industry, an individual (called a candidate), under the guidance of an assessor, demonstrates, collects, collates and presents evidence of competence from the workplace.
- 16.3 Evidence may consist of one or more of the following:
- The candidate being observed by the assessor doing, or doing part of, the job or task
 - The candidate being filmed or photographed
 - Statements from witnesses (such as the employer, site manager, supervisor, client etc.), that the job has been done to the set standard
 - Work undertaken being confirmed by an employer-nominated work-based recorder
 - CPCS Logbook
 - Customer timesheets
 - One or more test results (undertaking one or more tests)

- 16.4 The qualification can be achieved over a period of time. If the candidate is already experienced, the period will be shorter. The qualification can be gained during normal working hours within the workplace without the candidate having to attend college or take formal exams.
- 16.5 An assessor is a qualified individual who guides the candidate through the process of evidence generation and judges their performance in the workplace against the standards. In many cases, assessors are employees of construction or plant-based organisations.
- 16.6 The standards of an NVQ/SVQ are determined by industry-based working groups for an occupation. In the case of plant operations, experts and practitioners drawn from the plant industry devise and agree the national occupational standard.
- 16.7 The qualification is awarded by an awarding body, whose role is to ensure that the candidates, assessment centres, and assessors who work for the assessment centres, meet the standards.
- 16.8 To gain an NVQ/SVQ, a candidate first contacts an approved centre (see paragraph 16.10). An assessor will interview the candidate and establish their current skills and knowledge, which are measured against the national standards. The assessor will then devise an action plan for the candidate to gain any further evidence that will be needed.
- 16.9 Once the evidence has been collected and collated, the assessor judges the presented evidence against the standards. If the standards have been met, the assessor notifies the awarding body that the qualification can be awarded.
- 16.10 Some awarding bodies have designed streamlined methods of achieving an NVQ/SVQ. Approved centres can provide further information.
- 16.11 To locate an approved centre for a CPCS approved NVQ/SVQ, contact the CPCS Helpdesk on **0870 417 7274** or at **callcentre@cskills.org** or view online or download from **www.cskills.org/cpcs**.
- 16.12 The construction industry is always seeking new NVQ/SVQ assessors to help it meet its target of a fully qualified workforce. Individuals wishing to become assessors should contact an appropriate awarding body.

17 FEES

17.1 Fees at the time of publication are:

- trained plant operator card **£20**
- competence card **£20**
- replacement card **£20**.

17.2 Additional fees are payable to attain a relevant training qualification/certification or NVQ/SVQ. The assessment centre or awarding body will be able to provide further guidance.

18 HOW TO BECOME A REGISTERED TRAINING PROVIDER

18.1 An organisation or employer wishing to become a CPCS-registered training provider should contact the CPCS Department on **0870 417 7274** or **cpcs.registration@cskills.org**

18.2 As a precondition of registration, the applicant must first gain approval as an assessment centre for the IC in SPMO and NVQ/SVQ.

18.3 CPCS assists the relevant Sector Skills Council and various awarding bodies to ensure that standards and resultant qualifications meet the needs of the plant sector.

18.4 Further details on how to become an assessment centre can be obtained from the organisations below.

City & Guilds Unit 4, Firecrest Court Warrington Centre Park Warrington Cheshire WA1 1RG T. 01925 897990 E. citb@cityandguilds.com	Lantra Awards Lantra House NAC Stoneleigh Park Coventry Warwickshire CV8 2LG T. 024 7641 9703 E. awards@lantra.co.uk
City & Guilds Marlborough House 28–32 Victoria Street Belfast BT1 3GG T. 02890 325689 E. belfast@cityandguilds.com	Approval Section Scottish Qualifications Authority The Optima Building 58 Robertson Street Glasgow G2 8DQ T. 0141 242 2121 E. approval@sqa.org.uk

19 HOW TO BECOME A PLANT INSTRUCTOR

- 19.1 CPCS maintains a register of approved plant instructors and welcomes new individuals to become CPCS instructors. Two routes of entry are offered into CPCS for experienced or inexperienced instructors.
- 19.2 All those wishing to become a CPCS instructor must have at least five years' industrial experience and at least two years' operating experience with each desired category of plant.
- 19.3 **INEXPERIENCED** individuals will need to attend a CPCS 10-day training course.
- 19.4 **EXPERIENCED INSTRUCTORS** will need to attend a CPCS three-day assessment programme.
- 19.5 An experienced instructor is someone who has an instructional qualification equal to the CPCS 10-day Instructor training course, and have two years' experience within the last five years as a trainer on at least one category of plant within CPCS.
- 19.6 Before gaining a CPCS instructor card, individuals will need to hold an emergency first aid certificate and an approved health and safety qualification. Additional time is given to new instructors to work towards and achieve selected training and assessor qualifications.
- 19.7 Full details and an instructor information pack, including an application form, can be obtained by contacting the CPCS Department on **0870 417 7274** or **cpcs.instructors@cskills.org**

20 APPEALS PROCEDURE

20.1 Appeals or disputes should be referred, in writing, to:

The Product Manager
CPCS
Bircham Newton
King's Lynn
Norfolk PE31 6RH

The Product Manager will endeavour to resolve the matter.

20.2 If the Product Manager is unable to resolve the matter, it will then be referred to an Appeals Panel, appointed by the CPCS Management Committee, for a final decision.

20.3 Whilst the Data Management Unit will endeavour to send out reminders to operators regarding the expiry of their cards, the onus is entirely on the operator to instigate the renewal process.

21 REPLACEMENT CARDS

21.1 Individuals wishing to obtain a replacement card should contact the CPCS Helpdesk on **0870 417 7274**. The normal card fee applies as described in paragraph 17.1.

22 OWNERSHIP AND WITHDRAWAL OF CARDS

22.1 The card remains the property of CPCS. It is issued to, and should be kept by, the named cardholder.

22.2 The CPCS Management Committee reserves the right to withdraw a card.

23 DATA PROTECTION

- 23.1 Commercial companies may offer special deals that contain beneficial opportunities, discounts or other types of training opportunities for CPCS cardholders. Many of these offers are made in recognition of the training, competence and the health and safety awareness that membership brings.
- 23.2 CPCS reserves the right to:
- vet these proposals and examine them to see whether or not they contain genuine benefits to members
 - send suitable offers to cardholders without giving personal details to the third party.
- 23.3 CPCS will not release information on its database to third parties, except to confirm enquiries about whether or not an individual holds a current card.

24 CITB-CONSTRUCTIONSKILLS GRANTS

- 24.1 CITB-ConstructionSkills grants can be claimed for individuals for approved training or for attaining a CPCS card providing the employer is registered with CITB-ConstructionSkills.
- 24.2 The CPCS scheme is currently under review and the available grants and methods of claiming them may change in the future. Full details of the grants currently available can be found on our website at **www.cskills.org** or from your local ConstructionSkills office.

25 PROMOTIONAL AND SCHEME LITERATURE

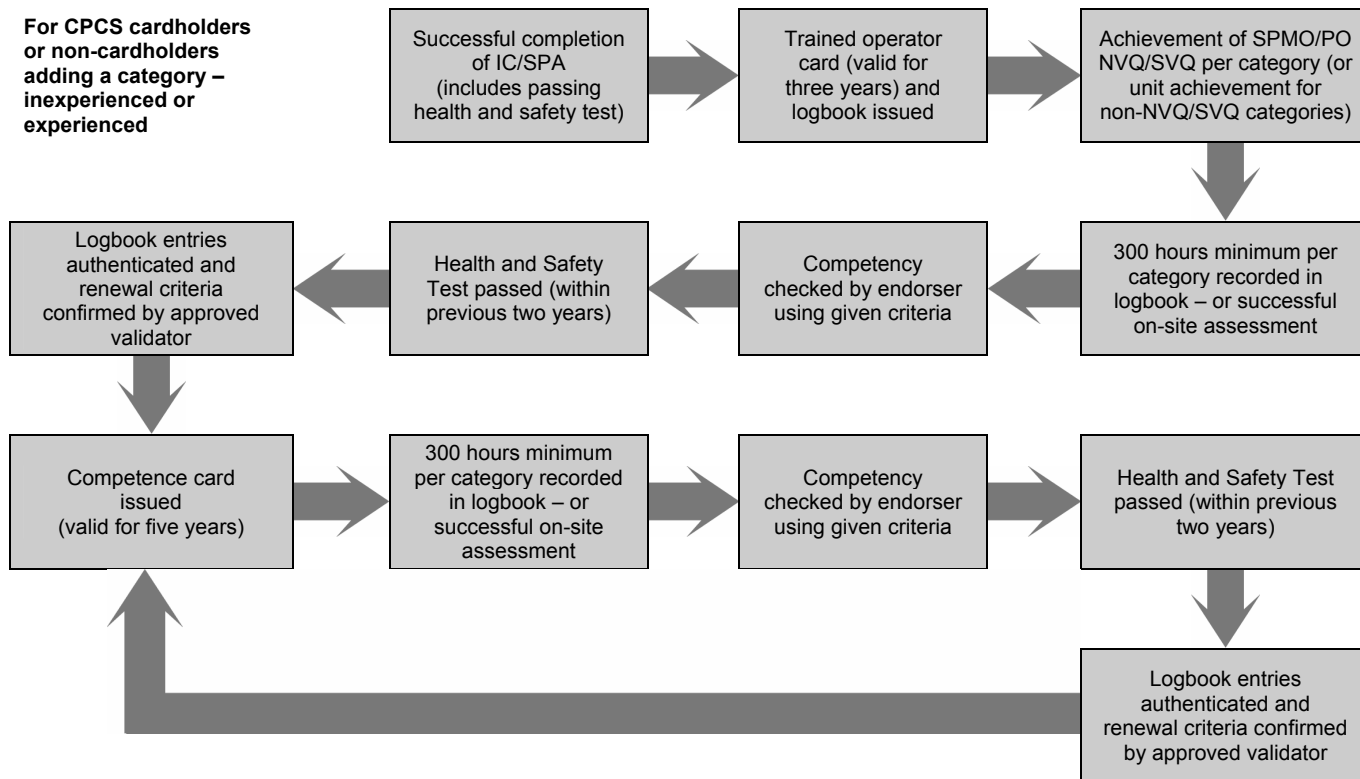
- 25.1 A full selection of promotional and scheme literature is available free from the CPCS Helpdesk or from the website at **www.cskills.org/cpcs**.

26 FURTHER INFORMATION

- 26.1 The training qualifications (Intermediate Certificate and Scottish Progression Award) provide scope for additional training standards. This can be beneficial for individuals requiring proof of training for equipment and attachments for specific machines, or for supporting activities that use plant and equipment under no-load conditions for trades, such as maintenance staff. An accredited training provider can provide further details (see 8.2).

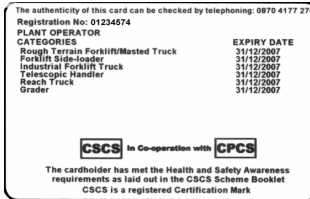
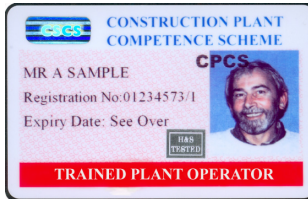
APPENDIX A: SUMMARY OF RULES

For CPCS cardholders or non-cardholders adding a category – inexperienced or experienced

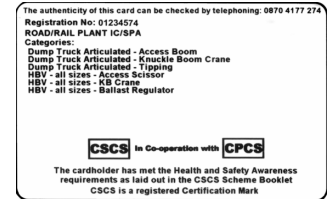
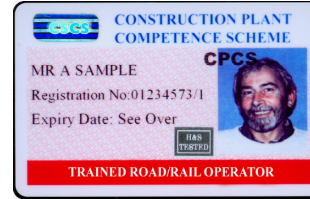


APPENDIX B: TYPES OF CPCS CARD

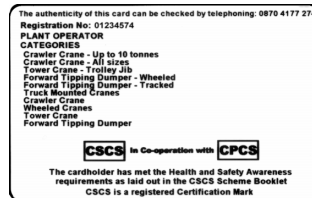
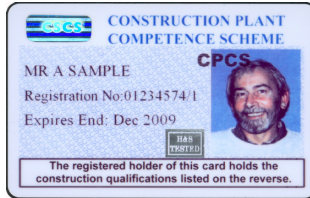
Trained Plant Operator Card



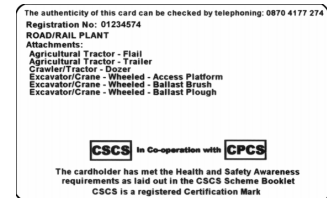
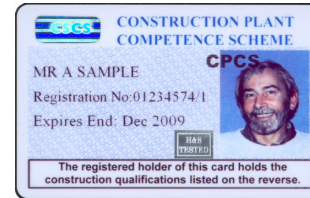
Trained Road/Rail Operator Card



Plant Competence Card



Road/Rail Competence Card



APPENDIX C: LIST OF CURRENT CATEGORIES AND ENDORSEMENTS (correct at the time of print)

Code	Description	Endorsement A	Endorsement B	Endorsement C	Endorsement D
A02	Crawler Crane	Up to 10 tonnes	All sizes		
A04	Tower Crane	Trolley Jib	Luffing Jib		
A05	Dragline				
A06	Truck-mounted Boom Concrete Pump				
A09	Forward Tipping Dumper	Wheeled	Tracked		
A10	Excavator 180° below 5 tonnes				
A12	Excavator 180° above 5 tonnes				

Code	Description	Endorsement A	Endorsement B	Endorsement C	Endorsement D
A14	Rough Terrain Forklift/Masted Truck				
A15	Forklift Side-loader				
A16	Industrial Forklift Truck				
A17	Telescopic Handler	Industrial Telescopic	Up to 9 metres	All sizes exc. 360° slew	All sizes inc. 360° slew
A18	Reach Truck				
A19	Grader				
A20	Hoist	Rack and Pinion Goods	Passenger/Goods combined	Rope Operated Goods	Transport Platform
A21	Wheeled Loading Shovel				
A22	Tracked Loading Shovel				

Code	Description	Endorsement A	Endorsement B	Endorsement C	Endorsement D
A23	Skid Steer Loader				
A24	Motorised Scraper				
A25	Mobile Elevating Work Platform – Scissor				
A26	Mobile Elevating Work Platform – Boom	Vehicle Mounted	Self-propelled		
A27	Mobile Elevating Work Platform – Mast Climber				
A30	Piling Rig – Tripod				
A31	Ride on Roller				
A32	Soil-landfill Compactor				
A33	Agricultural Tractor				

Code	Description	Endorsement A	Endorsement B	Endorsement C	Endorsement D
A34	Crawler – Tractor/Dozer				
A35	Crawler – Tractor/Side Boom				
A36	Lorry Loader	Hook	Clamshell Bucket	Hydraulic Clamp	
A37	Trencher				
A39	Skip Handler				
A40	Slinger/Signaller				
A41	Loader-Compressor				
A42	Crusher				
A43	Screener				
A44	Trailer-mounted Concrete Pump				

Code	Description	Endorsement A	Endorsement B	Endorsement C	Endorsement D
A45	Piling Rig – Driven below 15 tonnes				
A46	Piling Rig – Driven above 15 tonnes				
A47	Piling Rig – Bored below 15 tonnes				
A48	Piling Rig – Bored above 15 tonnes				
A49	Loader/Securer – non STGO	Non-LGV	LGV		
A50	Plant Loader/Securer – STGO				
A56	Dump Truck – Articulated Chassis	Up to 15 tonnes	All sizes		
A57	Dump Truck – Rigid Chassis	Up to 15 tonnes	Up to 50 tonnes	All sizes (wheeled)	Tracked
A58	Excavator 360° below 10 tonnes	Tracked	Wheeled		

Code	Description	Endorsement A	Endorsement B	Endorsement C	Endorsement D
A59	Excavator 360° above 10 tonnes	Tracked	Wheeled		
A60	Mobile Crane	Blocked Duties only	Pick and Carry Duties only	All Duties	
A61	Appointed Person (Lifting Operations)				
A62	Crane Supervisor (Lifting Operations)				
A63	Pedestrian Operated Tower Crane	Up to 36m – 100m/te *	Inclined Jib		
A64	Overhead Bridge Crane – Track	Under development			
A65	Demolition Plant	Materials Processing	Non-hydraulic	Hydraulic rotating	High reach
A66	Compact Crane	Endorsements under development			

*Refers to 'height under hook'

The endorsements for categories A04, A09, A20, A26, A36, A58, A59, A60 and A65 will be inscribed separately on a CPCS card. Other categories with endorsements will only have the higher or senior endorsement inscribed on the card.

The following categories are awarded when the higher or senior status category is requested:

Requested Category	Additional Awarded Category	Requested Category	Additional Awarded Category
A06	A44	A50	A49
A12	A10	A59	A58

APPENDIX D: LIST OF ROAD/RAIL PLANT CATEGORIES (correct at the time of press)

RRP Category	Endorsement Group A	Endorsement Group B		
Agricultural Tractor		Chipper	Flail	Trailer
Crawler – Tractor/Dozer				
Dump Truck – Articulated Chassis	Access Boom Kb Crane * ¹ Tipping	Mixer	Vacuum Unit	
Dump Truck – Rigid Chassis	Access Boom Kb Crane * ¹ Tipping	Mixer	Vacuum Unit	
Excavator 360°	Tracked	Flail		
Excavator 360°	Wheeled	Flail		
Excavator/Crane – Wheeled	Access Platform	Ballast Brush Ballast Plough Clamshell Bucket Fastclip Grapple Log/ Grab Hydraulic Rail Beam	Multi Sleeper Placer Panel Lifting Beam Rail Cropper Single Sleeper Grab Tamper Tandem Lifting	Thimble Trailer Vacuum Lifter Vacuum Unit

RRP Category	Endorsement Group A	Endorsement Group B		
Excavator/Crane – Tracked	Access Platform	Ballast Brush Ballast Plough Clamshell Bucket Fastclip Grapple Log/ Grab Hydraulic Rail Beam	Multi Sleeper Placer Panel Lifting Beam Rail Cropper Single Sleeper Grab Tamper Tandem Lifting	Thimble Trailer Vacuum Lifter Vacuum Unit
Dumper ^{*2}	Access Boom Kb Crane ^{*1} Tipping	Chipper		
Highway Based Vehicle – up to 3.5t ^{*3}	(Vehicle only) Access Boom			
Highway Based Vehicle – all sizes ^{*3}	(Vehicle only) Access Boom Access Scissor Kb Crane ^{*1}	Ballast Regulator Chipper Flail Flash-butt welder	Scrub Cutter Tamper Tanker/Jetter Trailer	
Motorised Trolley	Trailer			
MEWP Boom (self-propelled) ^{*4}				
MEWP Scissor (self-propelled) ^{*4}				
Telescopic Handler	Access Platform			

- *1 Kb Crane = Knuckle-boom Crane – commonly known as Lorry Loader
- *2 Base category – Forward Tipping Dumper
- *3 Highway Based Vehicle classified by Maximum Authorised Mass
- *4 Applies to purpose-built units only

NOTE:

1. The category and endorsements in group A will be available on a CPCS Road/Rail trained operator (red) card.
2. The category and endorsements in group A or group B will be available on a CPCS Road/Rail competence card.
3. To be awarded the item of plant on a trained operator card, the relevant SPMO IC/SPA modules must be attained on the base machine as well as the Road/Rail specific module. This rule does not apply to Motorised Trolleys.
4. To be awarded the item of plant on a competence card, the specific RPA competencies for the machine and configuration, if relevant, must be attained.
5. Base categories do not apply to Highway based vehicles and motorised trolleys. The holding of a relevant and current DVLA issued driving licence is required for highway based vehicles.

APPENDIX E: MATRIX OF ENDORSEMENTS AWARDED UPON RENEWAL (EXCHANGE CARDS)

Code	Current Category Held	Available Endorsements	New Category and Endorsement Awarded
A01	Truck-mounted Crane	Discontinued 01/02/04 (go to A60)	
A02	Crawler Crane	A. Up to 10 tonnes B. All sizes	Current holders will be awarded all endorsements on approval of employer
A03	Wheeled Crane	Discontinued 01/02/04 (go to A60)	
A04	Tower Crane	A. Trolley Jib B. Luffing Jib	Current holders will be awarded all endorsements on approval of employer
A07	Dump Truck below 10 tonnes	Discontinued 01/02/04 (go to A56 and A57)	
A08	Dump Truck above 10 tonnes	Discontinued 01/02/04 (go to A56 and A57)	
A09	Forward Tipping Dumper	A. Wheeled B. Tracked	Current holders will be awarded A09A Wheeled A09B Tracked can be added by site assessment or by an employer declaration of 30 hours' operating experience on tracked machines Those holding any tracked category* (see page 40) are eligible for A09B Tracked

Code	Current Category Held	Available Endorsements	New Category and Endorsement Awarded
A11	Excavator 360° below 5 tonnes	Discontinued 01/02/04 (go to A58)	
A13	Excavator 360° above 5 tonnes	Discontinued 01/02/04 (go to A59)	
A17	Telescopic Handler	<ul style="list-style-type: none"> A. Industrial Telescopic B. Up to 9 metres C. All sizes excluding 360° slew D. All sizes including 360° slew 	<p>Current holders will be awarded A17C All sizes excluding 360° slew</p> <p>Those currently holding A17 and either A01, A02, A03, A51 or A52 will be awarded A17D All sizes including 360° slew</p> <p>A17D can be added by site assessment or by an employer declaration of 30 hours' minimum operating experience on slew machines</p>
A20	Hoist	<ul style="list-style-type: none"> A. Rack and Pinion Goods B. Passenger/Goods combined C. Rope-operated Goods D. Transport Platform 	<p>Current holders will be awarded all endorsements except A20D Transport Platform</p> <p>A20D Transport Platform can be added by an employer declaration of 30 hours' operating experience</p>
A26	Mobile Elevating Work Platform – Boom	<ul style="list-style-type: none"> A. Vehicle-mounted B. Self-propelled 	Current holders will be awarded all endorsements on approval of the employer

Code	Current Category Held	Available Endorsements	New Category and Endorsement Awarded
A36	Lorry Loader	A. Hook B. Clamshell Bucket C. Hydraulic Clamp	Current holders will be awarded all endorsements on approval of the employer
A49	Loader/Securer – non-STGO	A. Non-LGV B. LGV	Current holders will be awarded all endorsements on approval of the employer
A56	Dump Truck – Articulated Chassis	A. Up to 15 tonnes B. All sizes	Current holders of A08 will be awarded A56B All sizes Current holders of A07 will be awarded A56A Up to 15 tonnes A56B All sizes can be added by full re-test
A57	Dump Truck – Rigid Chassis	A. Up to 15 tonnes B. Up to 50 tonnes C. All sizes (wheeled) D. Tracked	Current holders of A08 will be awarded A57C All sizes Current holders of A07 will be awarded A57A Up to 15 tonnes A57B Up to 50 tonnes or A57C All sizes can be added by full re-test A57D Tracked can be added by site assessment or an employer declaration of 30 hours' operating experience Those holding any tracked category* (see below) are eligible for A57D Tracked

Code	Current Category Held	Available Endorsements	New Category and Endorsement Awarded
A58	Excavator 360° below 10 tonnes	A. Tracked B. Wheeled	Current holders of A11 will be awarded A58A Tracked and A58B Wheeled on approval of the employer
A59	Excavator 360° above 10 tonnes	A. Tracked B. Wheeled	Current holders of A13 will be awarded A59A Tracked and A59B Wheeled on approval of the employer Note: A58A and A58B are automatically awarded
A60	Mobile Crane	A. Blocked duties only B. Pick and carry duties only C. All duties	Current holders of A01 and A03 will be awarded A60C All duties Current A01 only holders will be awarded A60A Blocked duties Current A03 only holders will be awarded A60B Pick and carry duties A60C All duties can be added by an employer declaration of 30 hours' operating experience or site-assessment

* Tracked categories comprise: A02, A05, A22, A34, A35, A45, A46, A47, A48, A53, A54, A55, A58, A59 and A65.



CPCS Scheme Booklet

CPCS
Bircham Newton
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