

## Guide to attaining your CPCS card

### Complete CITB Health and Safety Touch screen test.

All candidates must have passed the 'Touch Screen Safety Test' within the last 2 years when entering the scheme for the first time, through either full foundation or experienced worker assessment route. The CITB Health & Safety Touch screen test can be taken at a test centre of your choice.

To book you must be registered with the CITB first. If you are not already registered you need to ring 01485 577885 giving their name, address, Date of Birth and N.I. Number. You will then be given your CITB registration number.

The test can then be booked by calling 0870 600 4020 where you will be able to arrange a date and time that suits you. You will receive a confirmation and revision book including 500 test questions and answers. The cost is £17.50 for the test + £10 for the revision book. Once you have passed the test you will receive a confirmation of pass sheet before you leave the centre. **Keep this safe as you will need it for future reference.**

Note: The test can be taken after your CPCS foundation or experienced worker assessment but you will not be issued your card until the touch screen test has been passed.

### Contact the Training Centre

Contact Rand Training on 01673 859240 regarding the course of your choice. We will be able to guide you through the booking process to ensure that you undertake the correct training on the right machinery.

### There are 2 routes into the scheme:

1. If you are over 21 and can prove 2 years operating experience on the category required, this would allow you to take a reduced course or even go straight to taking your operator test.
2. If you cannot prove 2 years previous experience or are under 21 then you have to undertake a full novice course.

Once it has been decided which assessment route you need to undertake we can then book your course.

### Work towards your NVQ and Blue Experienced Operators Card

Now that you have your red card you have 3 years in which to log 300 hours in the provided CPCS log book on your category of machine and apply for your NVQ. Logging the 300 hours is simple, just fill in the logbook once a week with what you have done and get it signed by your site manager.

In order to get your NVQ sorted, contact us at Rand and we will arrange to get you registered and inducted to the scheme. We will send someone out to site to assess you for your NVQ (we just watch you work and ask a few questions, this is not another test). **We take care of all the necessary work leaving you to get on with your job.** We will fill in the necessary paperwork and once all in is order you will receive your blue card.

**If you do not complete your NVQ within the 3 years you will lose the category from your card.**

### Renewing your Blue Experienced Operators Card

You now have 5 years to record 300 hours in your new log book on your trained category of plant. After the 5 years you have a 6 months grace period in which to renew your card, if you fail to do so you may have to start again from your red card, record your 300 hours and be assessed for your NVQ again.

For more details and costs, please contact our staff at Rand Training on the following number.