

1st November 2017

## Record of Registration for City & Guilds NPTC Forest Machine Operation(s)

(Originally known as a "Provisional Licence")

### The History

Historically known as the "Provisional Licence" scheme and originally administered by FCA, Forestry Commission L&D Branch Ae & mwmac Ltd; the scheme was designed to enable candidates to gain at-work training, supervised by an appropriate qualified person, prior to City & Guilds NPTC Forest Machine Operation(s) Assessment whilst enabling Employers to fulfil contracts requiring that all employees hold the relevant machinery certification.

### The Record of Registration Form

Our Record of Registration (RoR) form has recently been updated by mwmac Ltd in order to create a more effective working document for those involved with a Candidate's at-work training and work experience in readiness for their City & Guilds NPTC FMO Assessment.

Our **new** Record of Registration form is designed to be more relevant to the tasks being planned and completed at work. It is a place to plan and record at-work training and supervision and includes a section to record any actions to be taken by the candidate in order to develop their skills.

**Example of our new Record of Registration is below:**



#### **mwmac Ltd Record of Registration for City & Guilds NPTC Forest Machine Operations**

**SECTION 1:** This is to confirm that the following individual has been registered for the Forest Machine Operation Qualification(s) listed below:

Candidate Full Name:	Date of Birth:	C&G NPTC No:
Candidate Address:		
Employer:	Employer Contact No:	
Name of Qualified At-Work Supervisor:	Qualified Supervisor C&G NPTC No:	
C&G NPTC Qualification Registered:		
Machinery being used:		
Registration Date:	Expiry date:	

**SECTION 2:** This Record of Registration is valid for a period of 6 months from Registration Date and becomes a "Provisional Licence" when Section 2 & 3 are fully complete:

<b>Evidence of Previous Experience:</b> What experience is the Candidate bringing to the site?		
Similar previous work carried out:	Machine(s) used:	Duration from/to:

<b>At-Work Supervision and Mentoring Plan/Record:</b> Use this section to record all at-work training planned & completed under the supervision of the Qualified Person.				
Skill to be carried out/trained:	Target Date:	Feedback:	Action: (if any)	Initial: (when complete)

**SECTION 3:** Signatures below indicate that the plan has been agreed with all parties for the above supervised at-work training, to be completed and assessment arranged within the 6 month period:

Print Name of Candidate:	Signature:	Date:
Print Name of Employer:	Signature:	Date:
Print Name of FWM or Contract Supervisor:	Signature:	Date:

**Section 1** contains the candidate's registration information:

- Registered Candidate's personal details
- Qualification(s) being worked towards
- Name of Qualified At-Work Supervisor
- Machinery being used
- Registration and Expiry Date

**Section 2** contains the Evidence of Previous Experience and the At Work Supervision and Mentoring Plan/Record:

#### **Evidence of Previous Experience**

- Similar machinery experience or previous work can be indicated by the candidate.
- The work experience of the candidate during the term of the RoR can be recorded here also.

#### **At-Work Supervision and Mentoring Plan/Record**

- The Candidate and Employer can plan, with the qualified supervisor, at-work training and work experience including a target date for completion.
- The Qualified At-Work Supervisor can provide feedback during and/or after supervision or training and include any action points to the Candidate.

**Section 3 must** be completed to indicate that a plan of action has been agreed with all parties. **Once the plan is recorded, agreed and signed the "Provisional Licence" status is active.**

Subsequent City & Guilds NPTC FMO Assessment **must** be arranged **within the 6 month RoR period.**

## Record of Registration - Definitions, Roles & Responsibilities:

<b>Candidate</b>	<i>Definition:</i>	The person undertaking their at-work training in readiness for their City & Guilds NPTC Assessment.
	<i>Role &amp; Responsibility:</i>	The Candidate is the Learner or Trainee recorded on the RoR. They are fully responsible for their RoR document and will be expected to have this on-site with them at all times. They are responsible for ensuring that any change in their circumstance is communicated to the Registering Centre.
<b>Employer</b>	<i>Definition:</i>	The person or organisation that employs the Candidate (or the Candidate if Self-Employed).
	<i>Role &amp; Responsibility:</i>	The Employer is responsible for ensuring that the RoR is fully utilized by the Candidate and that at-work training is completed and recorded. They are responsible for allocating the Candidate their Qualified At-Work Supervisor and ensuring that they are proficient and qualified to do so.
<b>Qualified At-Work Supervisor</b>	<i>Definition:</i>	The person who will be supervising the Candidates at-work training; this person <b>must</b> be proficient in the use of the machine(s) and <b>must</b> hold the qualification(s) being worked towards.
	<i>Role &amp; Responsibility:</i>	The Qualified At-Work Supervisor is the Mentor, Supervisor and/or Instructor. They are responsible for ensuring that at-work training is planned with the Candidate & their Employer. They are also responsible for ensuring that all at-work training or supervision is actioned and recorded in Section 2 of the RoR.
<b>Forest Works Manager or Contract Supervisor</b>	<i>Definition:</i>	The person employed by the Land Owner (i.e. FC, NRW, Tilhill, Euroforest, Fountains, etc.) to oversee the contractors standard of work on site.
	<i>Role &amp; Responsibility:</i>	The FWM or Contract Supervisor has a monitoring role in the use of the RoR on-site and can request to see the RoR at any time to ensure it is being used effectively by the Candidate. It is recommended that the RoR is seen at Pre-Commencement meetings.
<p>Further information on Duty Holder roles is in FISA INDG294 <b>“Guidance on Managing Health &amp; Safety in Forestry”</b>.  <a href="https://www.ukfisa.com/assets/files/safetyLibrary/Managing%20Health%20and%20Safety%20in%20Forestry.indg294.pdf">https://www.ukfisa.com/assets/files/safetyLibrary/Managing%20Health%20and%20Safety%20in%20Forestry.indg294.pdf</a>  <b>FISA Guide 805</b> clarifies the legal requirements for training (<i>paragraphs 1—7</i>) and the categories of training which are recognised (<i>paragraphs 8—11 and 18</i>). This, and further FISA guidance, can be found on the FISA website.</p>		

### What does mwmac Ltd need?

When the Employer or Candidate requests a Record of Registration (RoR) they will be expected to provide mwmac Ltd with the following:

- Candidate full name, date of birth & current address
- Machine(s) being used including any applicable operations
- Title(s) for the qualification being worked towards
- Name of the agreed Qualified At-Work Supervisor and their date of birth

The Employer or Candidate will be expected to pay a set-up fee for the RoR and will be advised of the cost for the subsequent City & Guilds NPTC Assessment that the Candidate is working towards.

### What does the Employer and/or Candidate receive?

After payment of the RoR set-up fee, the Employer or Candidate will receive, via email:

- Record of Registration
- Record of Registration Guidance Notes
- Any applicable FISA Guidance and the website link for more
- The relevant City & Guilds NPTC Qualification Guidance
- Clear indication of the Expiry Date

### When the Candidate is ready to assess, what does the Employer and/or Candidate do?

The Employer or Candidate will be expected to contact mwmac Ltd, in good advance of the 6 month expiry, to arrange the City & Guilds NPTC Assessment:

- The Centre will need to know where the Assessment will take place.
- The Centre will request a copy of the completed RoR.
- The Centre will issue invoice for assessment which must be paid before assessment can be arranged.

An Assessor will then be allocated to the Candidate and an Assessment date arranged; reminders will be issued and the Assessment will take place.

### How long until Certification?

City & Guilds NPTC have a target of 25 working days to release Certification to the Registering Centres.

The Centre will then post the Certificate to the Candidate, and a digital copy will be emailed to the Employer or Candidate, within 5 working days.