

CST TRAINING

601/7662/3

PROQUAL LEVEL 5 NVQ DIPLOMA IN APPOINTED PERSON HANDBOOK

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A Note From Us

Thank you for your enquiry regarding the Level 5 NVQ Diploma in Appointed Person.

We have prepared the following document to provide you with a comprehensive overview of the requirements of the NVQ. We pride ourselves on our affordability, excellent communication and fast turnaround times.

Our assessors will always be on hand to help you complete your NVQ. Please look through our welcome pack and let us know if you have any questions.



Cohan Tyler
Managing Director

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This is to certify that

CST Training Limited

*is an approved
ProQual Centre*

*for the year of
2021*

Pam Lewis
Director
ProQual AB Ltd

ProQual Number: 01430 423 822

www.quals-direct.co.uk

What is an E-Portfolio?

At CST Training we use an E-Portfolio system called Quals Direct- it makes completing the NVQ simple, efficient and secure.

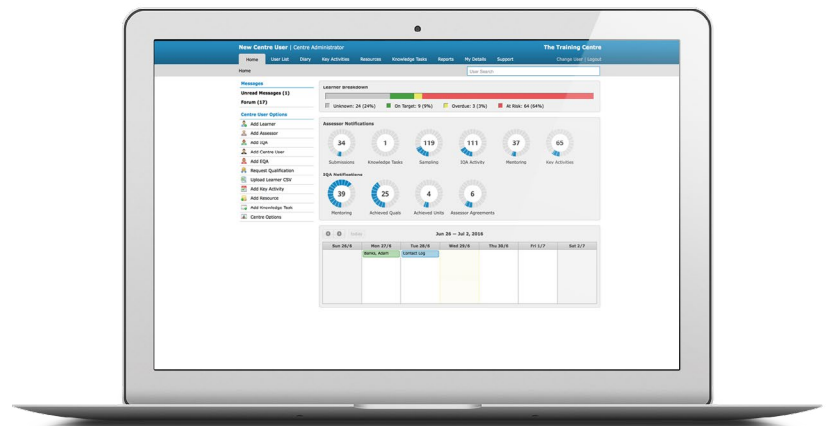
You will be able to upload evidence, receive feedback and track your progress at any point.

Using this system we are able to provide you with the best support possible which we will enable you to complete the NVQ with the least amount of hassle.

Of course we are also always available via the phone.

The Learner Portal will contain:

- Knowledge Questions
- Evidence Schedule
- Witness Testimony
- Case Study Guide and Template
- All other resources you need to complete the NVQ



Upon registration you will receive log in details via email which you can then use to access the learner portal [here](#).

You will need to complete a set of knowledge questions.

There are no right or wrong answers, they are based on your knowledge and experience. There are quite a lot of questions and these will take up most of your time during the NVQ.

However, most of our candidates find that with a bit of effort they are completed fairly easily.

Example Questions

If you would like more examples please get in touch.

Developing and Maintaining Good Occupational Working Relationships in the Workplace M/503/2915

1.3 Explain the methods and techniques used and personal attributes required to encourage and maintain working relationships that promote goodwill and trust with relevant people.

1.4 Explain the principles of equality and diversity and how to apply them when working and communicating with others.

2.2 Explain the different methods and techniques used to inform relevant people about work activities.

2.3 Explain the effects of not informing relevant people with the expected level of urgency.

Evidence Schedule

Please find a list of evidence that you will need to start to gather and how it should be submitted.

One copy of each of the below will suffice but if you can get multiple copies, the more the better.

There are guides to using the portal, available by clicking the support button in the top right hand side.

You can also find individual guides in your resources section.

The evidence should be submitted in a to the online portfolio. The evidence needs to be labelled correctly as outlined below

If you have any questions on how to format the below, please get in touch.

- E1. RAMS.
- E2. Toolbox Talks.
- E3. Lift Plan.
- E4. Briefings.
- E5. Schedule of Common Lifts.
- E6. Emergency plans
- E7. Meeting Minutes.
- E8. Rescue Plan.
- E9. Induction Records. (Attended or Given)
- E10. Construction Phase Plan.
- E11. Fire plans.
- E12. Drawings/Technical Specifications
- E13. COSHH details.

Please ensure that the evidence that you include, is an electronic copy, scanned copy or a good quality photo.

Videos – Please make sure you are wearing the PPE and be careful that it is safe to take the videos and you are allowed to do so on site.

A Guide

In this section you will find, an example witness testimony, the witness testimony that you will need to get your witness to complete and this guide, which will help you achieve that.

You will be provided an example of the first page of a witness testimony. This shows you how it should be completed.

The witness testimony is a way of the witness saying that you do your job and you carry out your job to the correct level and to the correct requirements.

The witness will need to fill in your details, as the candidate details, including the name of the qualification that you are doing, for example "Level 2 DryLining NVQ" – The Witness will then need to fill out their details, including a sample signature and a sample set of initials.

Below this is this section -

"Please read and only Initial the criteria you have witnessed **CANDIDATE NAME** carry out whilst working with you at **NAME OF SITES OR SITES**"

Make sure the witness writes your full name and then the full name of the sites and or sites.

The witness will then need to initial every box (that they are happy to initial) on the right-hand side of the page, on every page.

They will then need to complete the details on the final page and sign and date at the bottom.

PLEASE NOTE – If you need a DocuSign Version of the witness testimony, this can be provided.

Lastly, if you have any questions, please do not hesitate to ask.



Witness Testimony

An NVQ is not only carried out by assessor observations onsite, a lot of the assessment criteria requires the candidate to prove that they have completed tasks on several occasions over a period of time; a witness testimony can help the candidate prove their skills and knowledge via another outlet regarding the qualification they are undertaking.

Candidate Name: Qualification:

Site:

Witness Name: Company:

Position in Company: Contact No:

Sample Signature: Sample Initials:

Please read and only Initial the criteria you have witnessed
 carry out whilst working with you at

Developing and Maintaining Good Occupational Working Relationships in the Workplace M/503/2915

Assessment Criteria	Initial
1.1 Give appropriate advice and information to relevant people about the occupational work activities and/or associated occupations involved.	
1.2 Apply the principles of equality and diversity by considering the needs of individuals when working and communicating with others.	
2.1 Communicate on the following work activity information to relevant people following organisational procedures: – appropriate timescales – health and safety requirements – coordination of work procedures.	
3.1 Give appropriate advice and information to relevant people about the different methods of carrying out occupational work activities to achieve the required outcome.	
4.1 Engage regular discussions with relevant people about the occupational work activity and/or other occupations involved.	
5.1 Examine and agree the work activities that satisfy all people involved and will meet the required outcome of the proposed method of work.	

Planning Lifting Activities Using Cranes and/or Lifting Equipment in the Workplace J/504/8747

Assessment Criteria	Initial
1.1 Identify and establish the operational requirements for a range of lifting activities in the workplace.	
1.2 Consult with and utilise at least six of the following information sources when planning lifting activities: – survey reports – designs – contractual – statutory consents – risk assessments – method statements – programmes – records about the competence of people – subcontractor arrangements – health, safety, and environmental plans – Utilities – work permits – local authorities – highway authorities – clients.	
2.1 Take into account at least four of the following influencing factors when planning a range of lifting activities: – organisational requirements – contractual requirements – statutory requirements – resource allocation – working requirements – environmental considerations – weather conditions.	

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We can use a wide range of assessment methods in order to complete your NVQ, these include Site Visits (remote or physical), Professional Discussions and Video & Photo evidence.

Physical Site Visits

Our assessors can come to site to carry out assessment visits, however, please note this is current subject to the COVID-19 guidelines.

Remote Video Call Site Visits

We could conduct remote video call site visits, you would need to ask your sites permission to do this. The video site visit can be conducted via Zoom or Microsoft Teams and is a way of you demonstrating to your assessor that you are a competent site supervisor. Before your video site visit, you will have a discussion with your assessor who will explain to you the process and what they expect to see.

Professional Discussions

Another method that we can use is professional discussions. They are recorded structured discussions with your assessor, where you talk about your role on site, the different tasks that you carry out, problems that you face and how you overcome them. Your assessor will discuss the most appropriate assessment methods in order to help you achieve your NVQ.

Video and Photo Evidence

You can also provide video and photo evidence of you working and your work.



Price

The total cost of the NVQ is £1200.00 +VAT

Payment Plans

We offer a range of payment plans in order to cater to your needs you can choose from:

1. 50% at the start of the NVQ and 50% upon completion

2. Finance with Kandoo

To find out more please visit our Appointed Person NVQ page [here](#)

kandoo

CST Training Limited is registered in England and Wales, Company Registration Number: 12052513. Our registered office is 64 Bodiam Court, 8 Thornbury Way, London, E175FU. CST Training Limited is an Introducer Appointed Representative ('IAR') of Switcha Limited, Trading as Kandoo which is authorised and regulated by the Financial Conduct Authority, Firm Registration Number: 828963 for Credit Broking and Insurance Distribution. Switcha Limited is a Credit Broker and not a Lender. You can check this on the Financial Services Register at <https://register.fca.org.uk/>.

Timing

The NVQ roughly takes about 4-8 weeks to complete. This varies from candidate to candidate it is dependent on your effort level.

Policies

Please see our company policies below for your reference

Equal Opportunities & Diversity

Equality Policy

CST Training Ltd undertakes to comply with all current legislation related to equality and diversity and will not discriminate on grounds of gender, sexual orientation, colour, ethnic or national origin, age, marital status, family circumstances, social-economic background, disability, religious or potential beliefs or other irrelevant distinction.

Principles

The aim of the policy is to ensure that all individuals, with whom CST Training Ltd has a relationship, are treated solely based on their merits, abilities, and potential. CST Training Ltd is committed to:

- i) promoting equality and diversity in all aspects of its regulated functions and activities
- ii) developing assessments that avoid creating unnecessary barriers to achievement and ensuring that assessments are free from bias
- iii) promoting access to assessment for all
- iv) ensuring that employment and contracting policies provide opportunity for all regardless of gender, colour, ethnic or national original, age, social-economic background, disability, religious or political beliefs, marital status, family circumstances, sexual orientation, or any other irrelevant distinction Implementation

The Equality Policy will be implemented in relation to:

- the provision of all services
- candidates who apply for assessment

- all forms of assessments
- the monitoring of registration and certification data to ensure compliance with equality of opportunity
- the monitoring of any promotional or published material
- recruitment, selection and training of staff CST Training Ltd will ensure that its equal opportunities policy is communicated to all staff, external quality assurance verifiers (EQA Verifiers) and to all candidates.
- Responsibility for monitoring the effectiveness of the policy and taking corrective action from its outcomes to maintain and improve it rests with the CST Training Ltd.

CST Training Ltd assessment centre will provide fair assessments. You can appeal if you think your assessment was unfair. CST Training Ltd has a clear procedure, which has three stages they are as follows:

STAGE ONE – Assessor and Candidate:

- If you disagree with the assessment you must first discuss your reasons with the assessor concerned as soon as possible. Normally this will be immediately after you receive the assessor decision. If this is not convenient you should arrange an appointment with the assessor.
- The assessor must consider your reasons and look again at what you did for your assessment. He or she must then give you an immediate response which must be:
 - A clear explanation backed up in writing of the assessment decision.
 - A new decision or confirmation of the original decision.

If you agree with the assessor's response, the appeal stops at this point. You must tell the assessor if you are still unhappy with the decision your appeal will then proceed to Stage Two.

STAGE TWO – Internal verifier:

If you are still dissatisfied after Stage One, the assessor must give the Internal Verifier the following information within 24hrs of the appeal reaching Stage Two:

- The original assessment record and candidates' evidence, where appropriate.
- The written explanation and confirmation of the assessment decision.
- The Internal Verifier will reconsider the assessment decision, considering the following:
 - o The candidate's reason for appeal,
 - o The candidate's evidence and associated record,
 - o The assessor's reason for the decision,
 - o The opinion of another assessor from CST Training Ltd
 - o The Internal verifier must then give you the reconsidered decision in writing, within five working days of receiving the appeal.

You must tell the Internal verifier if you are still unhappy with the reconsidered assessment decision. The appeal will proceed to Stage Three. 12

STAGE THREE – Appeals Panel:

If you are still dissatisfied with the decision after Stage Two, you have the right to go to an appeals panel. The Internal Verifier who acted at Stage Two must send the following details to the CST Training Ltd Assessment Centre Coordinator:

- The written explanation and confirmation of the assessment decision,
- Assessment record sheets,
- Any written comments of the Internal verifier.

Within ten working days of receiving the appeal, the CST Training Ltd Assessment Centre Coordinator must ask the Product Manager (ProQual) to call an appeals panel, the panel will consist of three representatives of the awarding body.

The candidate may speak to the appeals panel or be represented by an advisor or make written submissions.

The assessor who made the original decision may be asked to attend the panel to answer any questions

The appeals panel will then discuss the matter in private and reach a majority decision. The decision will be sent to you, the Assessor and to CST Training Ltd Assessment Centre within 5 days.

THE DECISION OF THE APPEALS PANEL IS FINAL

CST Training LTD will at all times ensure that evidence, including but not limited to, photos, site/company paperwork, method statements, references and any other evidence listed in the evidence schedule handed out to the candidate and or company, will be stored by the assessor appropriately and in accordance with the below policy document. This ensures that evidence remains confidential and is used strictly for the purpose of the candidates NVQ portfolio.

Please see the full policy below.

1. Data protection principles

CST Training Ltd is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals.
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the

appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

2. General provisions

This policy applies to all personal data processed by the CST Training Ltd.

- a) The Responsible Person shall take responsibility for the CST Training Ltd 's ongoing compliance with this policy.
- b) This policy shall be reviewed at least annually.
- c) The CST Training Ltd shall register with the Information Commissioner's Office as an organisation that processes personal data.

3. Lawful, fair, and transparent processing

- a) To ensure its processing of data is lawful, fair, and transparent, the CST Training Ltd shall maintain a Register of Systems.
- b) The Register of Systems shall be reviewed at least annually.
- c) Individuals have the right to access their personal data and any such request made to the CST Training Ltd shall be dealt with in a timely manner.

4. Lawful purposes

- a) All data processed by the CST Training Ltd must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests (see ICO guidance for more information).
- b) The CST Training Ltd shall note the appropriate lawful basis in the Register of Systems.
- c) Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- d) Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems

should be in place to ensure such revocation is reflected accurately in the CST Training Ltd.'s systems. 15

5. Data minimisation

a) The CST Training Ltd shall ensure that personal data are adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.

6. Accuracy

The CST Training Ltd shall take reasonable steps to ensure personal data is accurate.

Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

7. Archiving / removal

a) To ensure that personal data is kept for no longer than necessary, CST Training Ltd shall put in place an archiving policy for each area in which personal data is processed and review this process annually.

b) The archiving policy shall consider what data should/must be retained, for how long, and why.

8. Security

a) The CST Training Ltd shall ensure that personal data is stored securely using modern software that is kept-up to date.

b) Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.

c) When personal data is deleted this should be done safely such that the data is irrecoverable.

d) Appropriate back-up and disaster recovery solutions shall be in place.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the CST Training Ltd shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO (more information on the ICO website).

Updated 01/06/2020

Definitions

Organisation	means CST Training Ltd, a registered CST Training Ltd.
GDPR	means the General Data Protection Regulation.
Responsible Person	means Cohan Tyler
Register of Systems	means a register of all systems or contexts in which personal data is processed by the Organisation.

Paulina Walaszczyk ★★★★★

Positive: Communication, Professionalism, Quality, Value

"I'm very satisfied with the service you provide. I have done NVQ 2 in carpentry and despite the Cov19 madness I received best possible support. Cohan has been very helpful and professional. Big thanks for great experience."

Chris Bycraft ★★★★★

Positive: Communication, Professionalism, Quality, Value

"An absolute pleasure in dealing with Cohan, his information and helpfulness in me gaining the Level 6 in management has been nothing but rewarding. The professionalism and aptitude made this course even more enjoyable. Thank you for all your help!!!"

Alex Wright ★★★★★

"I completed an NVQ level 6 site management course. The delivery was straight forward and pain free. Cohan was very helpful and I would strongly recommend the company to anyone who is looking to develop their career in the covered fields."

Mike Burgess ★★★★★

Positive: Professionalism

"I chose CTS as my training provider for my NVQ Lvl 6 In construction management. Cohan was always there to support me through the whole process and nothing was too much trouble, his feedback was always constructive and thorough. It was a pleasure to complete this NVQ through CTS-Training and I would recommend his company to anybody thinking about doing any training. I will definitely be using his services again in the future. Thanks for all your help again."

CST TRAINING

NVQS THROUGHOUT THE CONSTRUCTION INDUSTRY