

NORFOLK | NPTC

PROFICIENCY TESTS COMMITTEE

Address: Easton College, Bawburgh Road, Norwich, Norfolk, NR9 5DX
Telephone: 01603 731250 **Email:** NPTC@ccn.ac.uk **Website:** norfolknpctc.org.uk

NPTC CANDIDATE REGISTRATION FORM FOR CITY & GUILDS ASSESSMENTS

Approved City and Guilds Test Centre for Land Based Qualifications – Centre Number 732322

Assessment Information – (If completing by hand please use BLOCK CAPITALS)

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| Qualification to be assessed (units required if known): |
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Employment Details: (if Applicable)

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|-------------------------|---------------------------|
| Employer Name: | Contact Telephone Number: |
| Contact Name: | Contact Email Address: |
| Training Provider Name: | |

Candidate Personal Details – (Names used must be the full names as they would appear on your Driving Licence or Passport)

| | | |
|--|---|---|
| TITLE: (Mr, Mrs, Ms, Miss) Other (please specify) | Gender: | SURNAME: |
| First Names: (This includes any middle names) | Date of Birth: (DD/MM/YYYY) | |
| Permanent Home Address: | Telephone number or Mobile number: | |
| Address: | | |
| Address: | | |
| Address: | Email Address (mandatory), this is required for Digital Credentials & contact purposes: | |
| Town: | | |
| County: | Postcode: | Photograph required for ID badge. We require a passport style photo (shoulders upwards against a plain background) Please email: NPTC@ccn.ac.uk Please tick to confirm photo sent by email to: NPTC@ccn.ac.uk <input type="checkbox"/> |
| Passport/Driving Licence (mandatory): Please attach a copy of your current passport or driving licence <input type="checkbox"/> Please tick to confirm attached | | |
| If you hold previous NPTC City & Guilds Qualifications, please confirm your Candidate Number (if known) | | |
| Please confirm if you have any assessment requirements e.g., disability or learning which may affect your assessment? | Disability: Yes <input type="checkbox"/> Please specify | No <input type="checkbox"/> |
| | Learning difficulty: Yes <input type="checkbox"/> Please specify | No <input type="checkbox"/> |

Payment Details - Assessments may not be arranged unless payment is received in full along with this application or prior invoicing arrangements have been made.

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|---|--|
| Company /Person responsible for payment: (Please select on one of the boxes below) Self <input type="checkbox"/> Employer <input type="checkbox"/> Training Provider <input type="checkbox"/> Purchase order number (if applicable) | Invoice address (if different to the above) |
|---|--|

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| Certificate Address: (if different from Home Address) - Certificates will be sent as Royal Mail 'signed for Delivery'. |
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Please complete the following, only if undertaking Animal Transport (Short or Long Distance)

| | | |
|--|--|---|
| Place of Birth: (i.e., Town) | Please confirm the Species by ticking the relevant box: | |
| Country of Birth (e.g., UK) | | |
| Nationality: (e.g., British) | | |
| Cattle <input type="checkbox"/> Cattle/Sheep <input type="checkbox"/> Sheep <input type="checkbox"/> Pigs <input type="checkbox"/> | | Poultry <input type="checkbox"/> Horses <input type="checkbox"/> Game Birds <input type="checkbox"/> Goats <input type="checkbox"/> |
| Please confirm you hold the appropriate Full Driving Licence by ticking the box below: Yes <input type="checkbox"/> No <input type="checkbox"/> | | Please tick appropriate box Long Distance Transport: <input type="checkbox"/> Short Distance Transport: <input type="checkbox"/> |

For completion by all candidates (mandatory)

| | |
|-----------------------------|--------------|
| Candidate Signature: | Date: |
|-----------------------------|--------------|

For Office Use Only:

| | |
|------------------|-------------------|
| Date Registered: | Candidate Number: |
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City & Guilds - Digital Credentials

Upon successful completion of the qualification, you have the opportunity to claim a digital credential alongside the paper certificate and ID card. We must have been provided with an email address and you need to create an account to access. The scheme is administered by 'Credly' on behalf of City & Guilds. Click here for further information <https://www.cityandguilds.com/digital-credentials>

General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018

Personal Information regarding yourself held by NPTC, or their approved Assessment Centres, is retained and may be available to certain statutory bodies in the United Kingdom in accordance with our Data Protection Policy. You are regarded as having given your consent (where required by the Act) to the holding and disclosure of such information supplied to NPTC. Our data Protection Policy may be found in our candidates Charter and on our website

Equal Opportunities information for DfES monitoring purposes

City & Guilds, 4 Red Hall Court, Wakefield, WF1 2UN

Please State your:

Nationality:

Ethnic Origin: (Please enter number in the box taken from the list below here)

Prefer not to say, tick here:

England & Wales

| White | | Black or Black British | |
|--------------|-------------------------------|-------------------------------|---------------------------------|
| 1 | British | 12 | Caribbean |
| 2 | Irish | 13 | African |
| 3 | Any other white background | 14 | Any other black background |
| | Mixed | 15 | Chinese or another ethnic group |
| 4 | White and Black Caribbean | | Chinese |
| 5 | White and Black African | 16 | Any other ethnic group |
| 6 | White and Asian | | |
| 7 | Any other mixed background | | |
| | Asian or Asian British | | |
| 8 | Indian | | |
| 9 | Pakistani | | |
| 10 | Bangladeshi | | |
| 11 | Any other Asian background | | |