

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)

Qualification to be assessed (units required if known):

Employer Details: (if Applicable)

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) to send e-certificate & ID card to the candidate and enrol for Digital Credentials & contact purposes:
Town:		
County:	Postcode:	Photograph required for Digital ID badge. We require a passport style photo (shoulders upwards against a light plain background) prior to registration. Please email to: NPTC@ccn.ac.uk Please tick to confirm photo sent by email <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 Enrolment Number (if known)		
Please confirm if you have any assessment requirements e.g., disability or learning difficulty 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.

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) - Paper certificates will be posted as Royal Mail 2nd Class. If posted to the employer the employer MUST pass the certificate to the candidate.

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: 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"/>	
Country of Birth (e.g., UK)		
Nationality: (e.g., British)		
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 candidate (mandatory)

Candidate Signature:	Date:
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For Office Use Only:	
Date Registered:	Candidate Enrolment Number:

City & Guilds - Digital Credentials

Upon successful completion of the qualification, you can claim a digital credential alongside the paper certificate, e-certificate and ID card. We must have been provided with the candidate's email address to enrol you. You will receive an email to claim your credential. 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
For the purposes of applicable data protection law, Norfolk Proficiency Tests Committee (NPTC) is the 'Controller' of learner data. We will use your personal and employer information (where applicable) to manage and administer your City & Guilds assessment and for other closely related purposes. You are regarded as having given your consent (where required by the Act) to the holding and disclosure of such information supplied to NPTC. For NPTC's Privacy Policy please email NPTC@ccn.ac.uk. For the City & Guilds Learner Privacy Notice see <https://www.cityandguilds.com/help/help-for-learners/learner-policy>

Please note

Assessment:

- Candidates are required to provide their own PPE and equipment (unless the equipment hire has been agreed with the training provider or NPTC in advance of the assessment).
- Photographic ID evidence must be provided to the assessor, if no evidence is available the assessment cannot take place and you will have to pay another assessment fee.
- Failure to attend assessment will incur an additional assessment fee. Cancellation of assessment may incur a fee.

Certification:

- Upon successfully achieving the qualification you will receive an E-certificate, Digital ID Card, Paper Certificate and can claim your Digital Credential.
- The E-certificate and Digital ID Card will be emailed to the email address we have been provided with at registration. If we have not been provided with a photo for your ID card prior to certification a fee will be charged to produce this at a later date.
- The paper certificate will be posted as Royal Mail 2nd Class to the address we have been provided at registration unless you/your employer have asked us to post to them. You will be notified when it has been posted and must make us aware within 7 working days if you have not received. If we have been provided with an incorrect address or you have moved and not informed us you will need to contact City & Guilds and pay for a replacement certificate.

PLEASE ENSURE YOU REGULARLY CHECK YOUR EMAILS AND READ ALL COMMUNICATIONS FROM US AS THEY WILL CONTAIN IMPORTANT INFORMATION RELATING TO YOUR ASSESSMENT/CERTIFICATES.