

## **NVQ Level 4 Diploma in Controlling Lifting Operations (Supervising) – Lift Supervisor**

This NVQ is a requirement for any **CPCS or NPORS Trained Operator** cardholder who has undertaken and passed the relevant technical test for supervising lifting operations. By achieving this NVQ the red cardholder will be eligible to apply for a **CPCS or NPORS Competent Operator** card which is then valid for 5 years.

### **Costs are per candidate:**

- NVQ Level 4 Diploma in Controlling Lifting Operations (Supervising) – Lift Supervisor (LS) - £875.00 plus VAT (if applicable) There is an additional NOCN/Cskills Awards registration fee of £82.00 per candidate per qualification. This registration fee is paid on your behalf to NOCN/Cskills Awards and is non-refundable.
- A generous 200-mile (round trip) allowance is included in the fee per assessment visit. Excess miles will be charged at 45p per mile.

### **The fee includes:**

- Registration with NOCN/Cskills Awards for this qualification,
- All associated administration work in achieving the qualification including portfolio and copies of the relevant NVQ qualification standards,
- Induction of the candidate either as an individual or as part of a group,
- Access to a named NVQ Assessor for ongoing information, advice, and guidance plus assessment,
- Assessment visit per qualification which will include a series of professional discussions for this qualification,
- Portfolio building and cross referencing – a collection of work-based evidence which proves that you have met the national standard includes photographic, video and recorded professional discussions,
- Submission of portfolio for final assessment,
- Internal Quality Assurance (IQA) prior to competency claim and certification,
- Formal claim and certification issued by NOCN/Cskills Awards (scanned PDF copy supplied as well as the original),
- External Quality Assurance (EQA) by NOCN/Cskills Awards.

### **Candidate's involvement**

The candidate will be asked to keep copies of all work-based evidence which will support his/her claim to competence. This should include safe systems of work for lifting operations which have been prepared by a lift planner (AP) and which includes method statements and risk assessments along records of telephone calls, team briefings, meetings etc. Only his/her own work can be used. Each company operates differently so there may be other evidence that can be produced. The candidate's named assessor will provide all the support they need to ensure that they achieve the qualification quickly and efficiently.

Professional discussions are a vital part of achieving this qualification and he/she must commit to allocating sufficient time to undertaking these. Your assessor will provide more information.

### **Grants**

**CITB** - Companies which are in-scope and registered with CITB may be eligible for a grant which will cover some of the costs associated with NVQ assessments. For more details please contact your local CITB advisor or visit [www.citb.co.uk](http://www.citb.co.uk)

### **Invoicing**

40% of the assessment fee, along with the appropriate NOCN/Cskills Awards registration fee, will be invoiced immediately following induction of the candidate. The final 60% will be invoiced on completion of the NVQ or 9 months from the induction date whichever comes earlier. An official purchase order number must be supplied before we can carry out inductions.

Should you require any additional information, please contact the NVQ team on 01772 439094 or email [info@liftingacademy.co.uk](mailto:info@liftingacademy.co.uk)