

UK CERTIFICATION LTD

**APPLICANT INFORMATION,
TERMS AND CONDITIONS**

UK Certification Ltd
Unit 5, Station Close
Westover Trading Estate
Langport
Somerset
TA10 9RB

01458 252757

info@ukcertification.co.uk

www.ukcertification.org

UK CERTIFICATION LTD

Terms and Conditions:

General:

These terms and conditions to candidates wishing to be assessed at a UK Certification Ltd approved assessment centre and form part of the contract between the candidate, the assessment centre and certification body for both initial and re-assessment. By signing the application form, the candidate agrees to abide by these terms and conditions.

Candidates are required to meet the following requirements before being approved for assessment:

- Completion and submission of all necessary UK Certification Ltd approved application forms
- Payment of the appropriate fee
- Submission of the necessary pre-requisite evidence (to the satisfaction of the Assessment Manager)

A completed application form and the relevant fee should be supplied to the assessment centre within fourteen days of any provisional booking. The centre reserves the right to offer the assessment date to another candidate if the required documents/payment are not received. Written confirmation of assessment bookings will be provided wherever practicable.

Certification and Registration:

Certificates and cards (where appropriate) are issued by UK Certification Ltd to candidates who demonstrate competence against the relevant criteria in the specified certification area. Conditions of certification are printed on the reverse.

UK Certification Ltd will store and use the data provided in the certification process and will send the personal and assessment information required to the relevant scheme register. Please note: operatives should not carry out gas fitting work until they are registered with the HSE appointed gas registrar, as per the Gas Safety (Installation and Use) Regulations 1998.

The Gas and Oil schemes require that certain details are shown on a certificate. Please be aware that the following details will be printed on your certificate:

- Forename and surname
- National Insurance number or unique allocated identifier
- Date of birth

Validity and Expiry:

Validity conditions are stated on the certificate. Certificates issued will show the assessments undertaken per attendance at an approved assessment centre. Please note that they will not show a cumulative history of all assessments undertaken. Certificates will therefore expire on the date shown against each certified element. Cards will show the assessment code only. Operatives will be required to present the certificate to confirm the details of the certified assessment.

Fees:

The assessment centre will confirm how and when payment must be made. Certification fees are charged to the assessment centre attended and the cost of your certificate(s) will be included in the assessment fee payable to the centre. Please note that assessment centres have the discretion to determine whether or not an assessment can proceed, if payment has not been received in advance.

UK Certification Ltd reserves the right to withhold certification where an assessment centre has not paid fees due. In the unlikely event of this situation occurring, the candidate will be offered the opportunity to pay a certification fee to UK Certification Ltd to release the certificate. The candidate would then need to recover the amount paid from the centre they attended. Replacement certificates are charged at £30 incl VAT. The assessment centre will advise you if fees are refundable in the event of short notice cancellation. (See Cancellation and Postponement on the next page for further details).

Attendance / Assessments / Equipment / Clothing:

Attendance is required at an approved centre (or other approved venue) in order to qualify for certification.

Assessments may include both practical and theoretical elements and candidates must be prepared for this when they attend the centre. Assessment staff will confirm the format of the assessment. Manufacturer's instructions and/or normative documents will be provided. Candidates are expected to observe strict confidentiality regarding the assessment, UK Certification Ltd, its approved assessment centre and schemes and must comply with the instructions of the centre staff at all times. All assessment documentation must be returned to the assessor/invigilator on completion of the assessment and must not be removed from the centre. The assessment centre reserves the right to suspend/cancel an assessment if they have concerns over breaches of confidentiality or the general conduct of a candidate. There is no requirement for a candidate to undertake pre-assessment training, but the centre may recommend this in specific circumstances - for example if a candidate is extending the scope of their certification into a new/different work area.

Candidates may be required to use personal protective equipment or clothing. Tools will be available for the practical assessments, which must not be removed from the centre. Tools must be used for the purpose for which they were designed. Candidates wishing to use their own tools must gain the agreement of the assessment centre. The assessment centre reserves the right to charge for any damage to centre property, including tools and appliances.

Candidates will be expected to attend the assessment centre in suitable clothing. The assessment centre may require the operative to sign a declaration regarding health and safety/personal injury if they have concerns over the suitability of the operatives clothing.

Assessment Outcomes: Re-assessment identified during initial assessment

Partial reassessment of the areas where operatives have been found to be NYC (Not Yet Competent), must be taken within 90 days of the initial assessment.

The remaining areas in which competence has been demonstrated will remain valid during this 90 day period, however certification will not be recommended until the operative has demonstrated competence in any unit or units where NYC was previously identified.

Assessment Outcomes: Re-assessment identified during re-assessment

If NYC (Not Yet Competent) is identified during re-assessment, operatives can either undertake further training or may sit a re-assessment of the partial areas. Any re-sit must take place within 30 days of the original re-assessment date. The remaining areas in which competence has been demonstrated will remain valid during this 30 day period, however certification will not be recommended until the operative has demonstrated competence in any unit or units where NYC was previously identified.

Cancellation / Postponement:

Candidates unable to attend for assessment are required to notify the assessment centre as soon as possible and ideally no later than 14 days prior to the date of assessment. It is likely the place will be offered to another candidate.

Please note that failure to give 14 days notice (unless for medical reasons/family bereavement) may result in the forfeit of any payment made. All decisions regarding cancellation or postponement of an assessment will be at the discretion of the assessment centre.

Conduct :

UK Certification Ltd expects candidates to comply with the instructions of assessment centre staff at all times and to conduct themselves in a proper manner. Centre staff can suspend or cancel an assessment at any time if they have concerns over the conduct of a candidate. Operatives must ensure that their actions and conduct following certification do not bring UK Certification Ltd or the relevant scheme into disrepute. UK Certification Ltd reserves the right to suspend or withdraw certification if an operative has acted inappropriately or unsafely or has behaved in a manner that would bring the certification into disrepute. Any inappropriate actions or conduct will be reported to the relevant scheme owner, who may decide to take further action.

Logo's and Marks:

The holding of a UK Certification Ltd certificate does not entitle the holder to use the UK Certification Ltd logo without written consent from the Company. UK Certification Ltd may consider taking legal action if it discovers that the operative has miss-used the company logo's and mark's. Operatives are expected to conform to the requirements set by industry bodies regarding use of their logo's and mark's. UK Certification Ltd will advise these bodies of any reported miss-use.

Disclosure of Information:

UK Certification Ltd may from time to time be contacted to confirm whether an individual holds a current, valid certificate and the scope of the certification. This information will be disclosed except where the law requires that it is not. Candidate personal info and assessment results will be sent to the appropriate registrar (e.g. Gas Safe Register) as part of the certification process. Details other than this will not be disclosed without the consent of the individual. UK Certification Ltd is registered with the Information Commissioners Office.

Suspension and/or Withdrawal of Certification:

A documented procedure is in place to manage the suspension or withdrawal of a certificate, should that action prove necessary. The full process and a list of circumstances that could lead to the suspension or withdrawal of a certificate is available on request.

Appeals and Complaints:

Appeals and complaints must be made in writing. Full details of the process(es) will be provided on request and are available on our website.

Alteration of Terms and Conditions:

UK Certification Ltd reserves the right to alter and update these conditions. This document can be downloaded from our website.

Any notice served under these conditions, must be made in writing and sent via secure delivery. Notice will become effective 48 hours from the time of dispatch, unless evidence of non-receipt can be provided.