

UK CERTIFICATION LTD

APPLICANT INFORMATION SCHEME RULES TERMS & CONDITIONS

Information for applicants wishing to attend
A UK Certification Ltd Approved Assessment Centre

UK Certification Ltd
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Somerset
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General Terms and Conditions:

The terms and conditions shown below apply to applicants wishing to be assessed at a UK Certification 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 applicant agrees to abide by these terms and conditions.

Operatives are deemed to be those who wish to be assessed/have been assessed at a UK Certification Approved Assessment Centre.

Operatives are required to meet the following requirements before they will be entitled to assessment:

- Completion and submission of all necessary UK Certification approved application forms
- A recent passport quality photograph
- Payment of the appropriate fee
- Submission of the necessary pre-requisite evidence (to the satisfaction of the Approved Centre)

Policy Statement:

It is the policy of UK Certification that impartial Assessment shall be open to any and all individuals meeting the Scheme entry requirements regardless of race, colour, creed, nationality, ethnic origin, gender, marital status, religion, sexuality, political belief, ability or age. Preparatory training is not a pre-requisite for assessment.

Individuals are invited to indicate any special needs that they wish to be taken into consideration at the time of application. Each declared situation will be considered on an individual basis. UK Certification will take all reasonable steps to offer methods of Assessment that provide for the needs of individuals with learning and physical difficulties.

Certification and Registration:

UK Certification issues certificates to operatives whom demonstrate competence against the relevant criteria in the specified certification area. Certificate Conditions are printed on the reverse side of all certificates.

Please note that by signing the candidate declaration sections of UK Certification forms, you are agreeing that UK Certification may transfer your personal and qualification information collected during the certification process to the relevant scheme authority.

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.

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. Cards will show the assessment code only. Operatives will be required to present the certificate to confirm the details of the certified assessment.

Fees:

Certification fees will be charged as stated in UK Certification charging policy. Certificate fees are normally charged to the Assessment Centre attended and the cost will therefore be included in the assessment fee quoted by the Approved Assessment Centre. Please note – UK Certification 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 to release the certificate. The candidate would then need to recover the amount paid from the centre they attended.

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 applicants must be appropriately prepared for this when they attend the centre. Assessment staff will confirm the format of the assessment. Operatives are expected to observe strict confidentiality regarding the assessment, UK Certification, its Approved Assessment Centre and schemes. Operatives must comply with the instructions of the centre staff during the application and assessment process. 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, if (for example), a candidate is extending the scope of their certification into a new/different work area.

Initial Assessment resits:

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.

Reassessment resits:

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.

Certification Process:

The Assessment Centre will indicate to individuals the provisional outcome of their Assessment. This result will still be subject to verification, following which, records will be transmitted to UK Certification. The Assessment Centre may only recommend Certification; the final decision rests with UK Certification.

UK Certification will endeavour to provide successful Individuals with Certification within 8 days of receipt of correctly completed paperwork from the Assessment Centre.

Certificates of competence issued contain the following details: the scope of the Certification; the Individuals full name; certificate number; national insurance number; date of birth; a description of each assessment; the expiry date of the certification; the certificate holders signature; and a clear warning statement that the certificate is only valid when presented on original paper. Photocopied certificates are not evidence of competence and should not be accepted as such. The certificate remains at all times the property of UK Certification.

Unless UK Certification has been formally notified via specific formal arrangement, certificates will be issued directly to the applicant.

Use of Logo's and Marks:

The reproduction of any logo appearing on the certificate is not permitted

Disclosure of Information:

UK Certification will confirm whether an individual holds a current, valid certificate and the scope of the certification, except where the law requires such information not to be disclosed. Candidate personal info and assessment results will be sent to the appropriate registrar as part of the certification process. Details other than this will not be disclosed without the consent of the individual.

Conditions of Certificate Issue:

During the life of your certificate you are bound by the conditions of issue detailed below and as printed on the certificate reverse:

- You will only make claims regarding certification with respect to the scope for which certification has been granted.
- You will not use the certification in such a manner as to bring UK Certification into disrepute, and will not make any statement regarding the certification, which UK Certification may consider misleading or unauthorised.
- You will discontinue the use of all claims to certification that contains any reference to UK Certification upon suspension or withdrawal of certification, and will return any certificates issued by UK Certification.
- You will not use the certificate in a misleading manner.

Failure to comply with the requirements may result in certificate suspension or withdrawal, or other appropriate actions. Any proven act of negligence within your scope of certification will result in certificate withdrawal.

Conditional Certification:

A conditional certificate may be issued if, for example, an interpreter has been used during the assessment. The certificate will be marked 'conditional certificate' and information regarding the condition of issue will be provided to anyone making an enquiry.

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.

Complaints:

Individuals may make a complaint concerning this scheme to the Assessment Centre attended or to UK Certification. Complaints will be investigated, reported, resolved and the results of any investigation will be communicated in writing to the individual. Complaint procedures shall be in place at each Assessment Centre and UK Certification and shall be made available to any individual on request. The Individual has the right of appeal against any decision reached by UK Certification.

Appeals:

Full details of the relevant processes will be provided on request.

Non-Receipt of Certificates:

You are required to notify UK Certification within three months in the event of non-receipt of your certificate. A replacement certificate fee will apply if notification of non-receipt is received outside of this timescale

Alteration of Terms and Conditions:

UK Certification reserves the right to alter and update these conditions.

Contact Information:

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