

European Forestry and Environmental Skills Council (EFESC)

**Workshop to Review the Role
of the
National Agency and Approved Centres/Training Providers**

12/13 November 2009-09-06

City & Guilds NPTC

Stoneleigh Park, Stoneleigh, Warwickshire, CV8 2LG, UK

Draft Programme

Thursday 12 November 11.00 – 17.00

Morning:

Role of a National Agency

- An overview of how City & Guilds NPTC operates as an awarding Body in UK.
- The role of each department within City & Guilds NPTC
 - Product Development, (development of qualifications and assessment materials)
 - Operations and Customer Support, (management of candidate registrations and issuing of certificates and ID cards, telephone support for approved centres delivering our qualifications)
 - Verification Services (Quality Assurance of approved centres/training providers, Approved Assessor management, Training)
 - Sales and Marketing (promotion of City & Guilds NPTC qualifications and services, recruitment of new centres/training providers, publicity)

Lunch

Afternoon:

Observation of an ECS2 assessment (felling small trees)

Evening

Dinner

Friday 13 November 09.00 – 15.00

Morning

Role of Approved Centre / Training Provider

- interface with employers and candidates
- registration of candidates with City & Guilds NPTC
- organisation of assessments
- annual quality assurance audit from City & Guilds NPTC
- verification of assessor standards and competence

Coffee

Observation of assessment of “Use a chainsaw from a rope and harness” (CS39)

Lunch

Summary and general discussion / questions

15.00 Close and depart