

NCC Operative Learner Questionnaire

****** DATA PROTECTION STATEMENT ******
******* PLEASE READ CAREFULLY *******

The information you provide for this profile will be held securely within ConstructionSkills

This information may be used by ConstructionSkills:

- to help determine which NVQ route and level you pursue,
- confirm your ability to provide your assessor with the required documentary evidence,
- form the basis of any initial assessment plan you agree with your assessor,

For those purposes your information may be shared with third parties (including training colleges, assessors and employers).

I consent to the use of my information in this manner. Yes No

Learner Details (All fields must be completed to avoid delays in processing applications)

First Name		Home Address	
Surname			
Date of Birth			
NVQ/CSCS/CPCS No			
		Post Code	
E-mail		Mobile No	
Current Trade			
Qualification Required			

Employment Status

Employed

Self-Employed (NB: If you are self-employed but working for an employer – tick the sub-contractor option and indicate the employer details below.)

Sub-Contractor

Employer Contractor	
Depot Address	
Contact Name	
Contact Tel No	
Contact E-mail	

ADDITIONAL INFORMATION (or attach CV in lieu)		
Current Site/Depot Address		
Relevant Qualifications (SSSTS, C&G, IPAF)		
Title	Date	Level/Grade

Current Role			
Job Title/Role	From	To	
Employer			
Details of current roles and responsibilities			
Equipment Worked On			
Tracked plant	Wheeled plant	Rollers	Fork lifts
Power tools	Pedestrian operated	Cranes/lifting equipment	Hoists
Power generators	Rail/trackside		

Now please complete the Skills Scan this will allow us to place you on the appropriate qualification.

Please answer accurately as any incorrect information may affect your ability to achieve the relevant qualification.

You may be contacted to following the receipt of this Skills Scan to gather further information before a final decision is made.

Work	Types of Work Completed					
	<p>Do your normal work activities include the following work on a regular basis: Please indicate how often each type of work is completed using the following letters R = this work is completed on a regular basis (at least once a month). O = this work is completed occasionally (at least once within a 6 month period). N = I do not complete this type of work.</p>					
Control work activities	Inform relevant people about work activities	Offer advice & help to people about work activities and encourage questions/requests.	Clarify proposals with relevant people and discuss alternative suggestions.	Resolve and agree the work activities that and will meet the required outcome of the proposed method of work.		
Operate Equipment	Power Tools	Static Equipment	Pedestrian Equip	Tracked Plant	Wheeled Plant	Rollers
Replace Components on the following Systems:	Power Units	Transmission	Steering	Hydraulics	Pumps	Brakes
	Pneumatic	Electrical	Electronic	Ancillaries		
Service Equipment by completing the following actions:	Top up Change Fluids	Replace Service Items	Lubricate Parts	Flush Systems	Clean Parts or Components	Secure Fastenings
	Replace Components	Complete Adjustments				
Estimate & Plan work using the following factors	Time	Labour	Parts	Consumables	Overheads	Like for Like
	Alternative	Benefits	Availability	Reports		

Use welding or thermal joining equipment for the following activities:	Heating	Welding	Soldering	Types of joint	Position of welding	Thermal Cutting	
	Free Components Thermal Shock	Oxygen-Gas Fuel	Oxygen-Gas Fuel	Butt Joint	Flat	Oxygen-Gas FuelArc	
	Heat treat	Manual Metal Arc	Iron Flux	Lap Joint	Vertical/Horizontal	Plasma Arc	
	Reduce-Remove Corrosion	Metal Inert Gas (MIG)	Electrical Soldering Iron	Fillet Joint	Vertical		
	Adjust	Tungsten Inert Gas (TIG)		Corner Joint	Overhead		
	Fit Expand- Contract						
	Manufacture components using the following techniques:	Measuring	Marking out	Disassembling	Cutting	Drilling	Filing
		Shaping	Joining	Assembling	Fitting	Fixing	Securing
Install any of the following equipment on site	Crane Tower or Ringer	Tower Crane	Hoist Passenger, Goods-Materials	Rig Demolition-Piling	Excavation, Vacuum Plant		
	Batching, mixing or Blending Plants	Crushing or Screening Plants	Power Generation Equipment	Pumping Equipment	Climate management Equip	Concrete placing Boom	

Fit additional equipment or systems to equipment	<i>Attachments</i>	<i>Ancillaries</i>	<i>Fire Prevention (Spark Arrestors)</i>	<i>Structural (Anchors Ties)</i>	<i>Safety (Alarms, Lights, Notices etc)</i>	<i>Contaminant reduction</i>
	<i>Carriage of ancillaries</i>	<i>Rail, trackside</i>	<i>Cutting Equip</i>	<i>Additions (lights, signs, notices)</i>	<i>Machine control (GPS, Laser control)</i>	<i>Productivity (Sensors)</i>
Provide Technical Information, Advice or Guidance to the Users of Plant or Machinery:	<i>Liaising</i>	<i>Explaining</i>	<i>Presenting</i>	<i>Demonstrating</i>	<i>Instructing</i>	<i>Confirming</i>
	<i>Communicating</i>	<i>Assessing</i>				
Handover equipment to customers	<i>Breakdown</i>	<i>Handover</i>	<i>Request</i>	<i>Contract, Warranty, Hire</i>	<i>Recall</i>	<i>Modification or Alteration</i>
Complete tests on the following systems	<i>Electrical systems</i>	<i>Cooling systems</i>	<i>Lubrication systems</i>	<i>Emission control</i>	<i>Hydraulics</i>	<i>Hydrostatic drive</i>
	<i>Transmissions</i>	<i>Pneumatics</i>	<i>Brakes</i>	<i>Vibration management</i>	<i>Steering/suspension</i>	<i>Generator output control</i>
	<i>Electronic management</i>	<i>Powered access</i>	<i>MHE</i>	<i>Water pumps</i>	<i>Craneage</i>	<i>Lifting equipment</i>
	<i>Load testing (cranes, hoist, MEWP, MHE)</i>					

Diagnose Faults in Equipment systems	<i>Power Units</i>	<i>Transmission</i>	<i>Steering</i>	<i>Hydraulics</i>	<i>Pumps</i>	<i>Brakes</i>
	<i>Pneumatic</i>	<i>Electrical</i>	<i>Electronic</i>	<i>Ancillaries</i>		
Complete the following types of inspections:	<i>Routine (daily, weekly etc)</i>	<i>Periodic (monthly, annual, hours etc)</i>	<i>Pre-use, delivery</i>	<i>Post-use, off hire, return</i>		
Maintain working relationships	<i>Give appropriate advice and information</i>	<i>Advise on different work methods</i>	<i>Agree work activities to suit all involved</i>	<i>Encourage dialogue and comments</i>	<i>Resolve differences or issues</i>	<i>Promote good will and trust</i>