

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		Address and Post Code	
Surname			
Date of Birth			
E-mail		Mobile No	
Current Trade			
Qualification Required	Plant Installation (Construction) Hoist		

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/Main Contractor	
Employer/Main Contractor Address	
Contact Name	
Contact Tel No	
Contact E-mail	

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.

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Work	Types of Work Completed 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.									
Move, handle and store resources	Sheet material	Loose material	Bagged or wrapped material	Fragile items	Tools and equipment	Components - liquids				
Prepare and operate hoists	Prepare hoists for operation	Set up hoist	Check hoists for use	Adjust components	Functionally check	Shut down and secure hoist				
Install hoists	Moving components		Build/secure components to specification		Carry out adjustments		Functionally check			
Dismantle hoists	Make isolations		Use the correct tool and techniques		Dismantle hoists in the correct sequence		Dispose of waste/clear site			
Inspect Hoists	Periodic inspections		Pre use/handover		Post repair		Off hire			
Basic Maintenance	Lubricate parts		Top up/check fluids		Clean components		Secure fastenings			
Diagnose Faults on hoists	Motor/power unit		Gearbox, rack and pinion, rope		Brakes		electrical		safety/control systems	
Sling/Signal Loads	Balanced	Unbalanced	Loose material	Bundled	Container	Drum	Limited visibility			
Hand over hoists	Present	Instruct	Demonstrate		Explain	Assess	Confirm			
Configure hoist	Structural		Attachments		Weight/load sensors		Limits		Safety	
Supervise activities	Plan	Co-ordinate team	Communicate or liaise with customer		Check progress	Check quality	Implement health and safety			