



NPORS New Logo

Registered Trade Mark for 2018

Important news regarding NPORS logo usage

You will start to see that NPORS paperwork now has a new logo. This is because we have registered the logo including the word NPORS as our trade mark. This means that you can only use the NPORS logo with permission from NPORS.

If you wish to use any NPORS logo, please ensure that you contact Jane Jones janejones@npors.com and she will send you the updated logo usage agreement for signing. Once this has been returned we will then send you the new NPORS Accredited Training Provider logo.

This is the only logo that you will be entitled to use and must be used in accordance with the terms set out in the logo usage agreement

Out of Hours Amendments to Notifications

If you need to amend or cancel a notification out of normal office hours, a telephone answer service is now available to you so that you may leave a brief message stating NRN number and any amendments or cancellations.

The number is **01656 767612**

This number will only accept amendments or cancellations and will not accept bookings. It will only be available out of hours.

Do not call the main office number for out of hours' amendments as the messages will not reach the monitors and you may be charged if a monitor turns up.

Imminent emails

Training Provider Renewal e mail reminders

You will begin to receive or may have already received e mail reminders from NPORS regarding your accreditation renewal and the need to book your accreditation audit. The purpose of this e mail is to give TP's a 3-month window in which to book their audits prior to their renewal date. This will allow TP's to book in a timely fashion and allows our auditors the opportunity to plan their diaries accordingly.

Having your audit before your renewal date will not affect your renewal date and will offer an opportunity to correct any shortfalls (should there be any) prior to renewal. The audit is a key element of the renewal process and must be completed prior to renewal. The payment terms stated in the e mail are for information, invoices will be sent when your audit is booked and must be paid before the audit is conducted. All fees are listed in the secure area of npors.com.

We have had many calls to the office reference this reminder and we hope that this statement clears up any confusion.

Instructor Qualifications

Please ensure that on renewal your Health & Safety and First Aid qualifications are in date.

There is no grace period for Instructors who don't have these requirements in place at renewal.

Regional Meetings 2018

This list has been updated.

The dates and venues for the meetings are as follows:

Monday 26 March 2018

Inverness Caledonian Thistle Football Club
Stadium Road, **Inverness IV1 1FF**

Tuesday 27 March 2018

Grangemouth Golf Club
Polmont Hill, Polmont, **Falkirk FK2 0YA**

Wednesday 28 March 2018

Woodham Golf Club
Burnhill Way, Newton Aycliffe, **Co.Durham DL5 4PN**

Monday 9 April 2018

Kegworth Hotel & Conference Centre
Packington Hill, **Kegworth DE74 2DF**

Tuesday 10 April 2018

Caversham Golf Club
Mapledurham, **Reading RG4 7UT**

Wednesday 11 April 2018

Taunton & Pickeridge Golf Club
Corfe, Taunton, **Somerset TA3 7BY**

Thursday 12 April 2018

Best Western Heronston Hotel
Ewenny Road, **Bridgend CF35 5AW**

Monday 14 May 2018

Hartford Golf Club, Burrows Hill
Hartford, **Northwich CW8 3AP**

All meetings will start at 10 am.

Please register your intention to attend the meeting in your area by e mail to janejones@npors.com indicating which meeting you will be attending and also any questions you may have.

Procedure for Adding Categories to Existing NPORS Instructor Remit

It is essential that all instructors wishing to add categories to their remit must be capable of safely operating the plant / equipment and be able to demonstrate their underpinning knowledge plus the ability to instruct others on that plant / equipment.

There are two routes available to add categories to an instructor remit.

Route1

Instructor is in possession of current accredited evidence at operator level i.e. operator card/certificate for the category to be added. The Instructor will undertake the Instructor level theory test and deliver a classroom and practical lesson relevant to the category. This process will be administered by an NPORS monitor.

Route2

Instructor is in possession of non-accredited evidence at operator level i.e. in-house card/certificate or employer declaration. The candidate Instructor will undertake the NPORS operator practical test delivered by an NPORS registered Instructor who holds the category on his NPORS Instructor remit. This test will be monitored by NPORS. The Instructor will undertake the Instructor level theory test and deliver a classroom and practical lesson relevant to the category. This process will be administered by an NPORS monitor.

A maximum of 2 categories may be added per day.

There will inevitably be occasions where instructors will be referred on some or all elements of the ACTR process. In this event, any elements achieved by the instructor will be held in credit for a maximum of 6-months from the date of the original ACTR visit. The 6-month time frame is to allow the instructor ample opportunity to **re-take** the element(s) in which they were originally referred.

Continues overleaf

Out of Hours

Amendments to Notifications

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Procedure for Adding Categories to Existing NPORS Instructor Remit

It is the Training Provider/Instructor's responsibility to ensure that they have re-taken any outstanding elements within the 6-month time frame allowed by NPORS. If the outstanding elements have not been re-taken within the 6-month time frame the application to add the category to instructor remit will be automatically cancelled by NPORS and the instructor will be required to begin the whole process again.

Where referrals have taken place, the instructor will be allowed a maximum of **two retakes**. If the element has not been achieved after two retakes the application will be cancelled and the instructor will be referred for full duration novice training on the category.

NPORS require 14 days' notice of adding categories to help ensure the availability of a monitor.

A non-refundable £50 + vat application fee must accompany all applications. Applications will be held open for a maximum period of 6 months. If applications have not been actioned within this time frame they will be automatically cancelled by NPORS.

The Monitor will contact the instructor by no later than 10 am on the DAY PRIOR to the visit and will nominate the subject areas to be covered in the classroom and practical lessons. Because of the requirement for the monitor to contact the instructor the day prior to the visit, no ACTR bookings will be accepted for Mondays.

Instructors will not be allowed to add categories to their remit while conducting training.



NPORS

Supporting Industry Since 1992