



NPORS Entry Criteria for Novice Instructor

Experienced operators, who wish to become registered NPORS instructors, must hold the appropriate qualifications and experience necessary to train and assess operators

NPORS Instructor criteria, all applicants must:

1. Provide relevant completed NPORS application forms
2. Provide a passport quality photographs
 - *Must be passport sized (35mm x 45mm)*
 - *No hats to be worn, except religious dress*
 - *No dark glasses*
 - *Must be a plain light background*
 - *Can be sent by email (JPEG format only & the file name must be that of instructor) or by post*
3. Provide a **current** C.V. outlining career history & relevant industry experience
4. Hold & provide a **current**, approved First Aid certificate (mandatory for plant instructors)
5. Hold & provide a **current**, approved Health & Safety Qualification (mandatory for plant instructors)
6. Provide **current**, accredited evidence to support all categories applying for
7. Have 2 years' operating experience in the last 5 years in relevant industry
8. For lift truck or plant categories successfully complete an NPORS 10 day instructor course
9. For non-lift truck or non-plant categories successfully complete an NPORS 5 day instructor course

Accepted supporting evidence at minimum - operator level

NPORS require potential instructors to submit proof of supporting evidence at operator level for all the categories they are applying for. This evidence must be accredited and current. Non accredited or expired certificates/cards will not be accepted as evidence. Certificates or cards issued by the following bodies will be accepted as evidence. All evidence is subject to NPORS verification

- NPORS (if an NPORS operator card is held, please provide details of this)
- CPCS
- RTITB (no lifting ops)
- ITSSAR (no lifting ops)
- AITT (no lifting ops)
- LANTRA
- IPAF – PAL
- PASMA
- ALLMI

Manual Handling - Accepted evidence City & Guilds or RoSPA Manual Handling Instructor certificates. If these qualifications are not available, an NPORS 3 day Manual Handling instructor course must be attended after the initial instructor course

Appointed Persons - Not available on initial joining To add this category to an instructor's remit, the NPORS instructor must have passed the HS&E test for Managers & Professionals (MAP) within the last two years prior to application and will be monitored



Accepted Health & Safety Qualifications

This is recommended for all instructors but is **mandatory** for instructors holding safety critical categories, e.g. appointed persons, confined spaces, crane related categories, or construction related categories i.e. any category that has the potential to be used in a construction environment

NPORS Approved Health & Safety Qualifications are:

- NPORS Construction Site Safety Manager
- NEBOSH National General Certificate
- NEBOSH National Certificate in Construction
- CITB Site Managers Safety Training Scheme
- CITB Managing and Co-ordinating Plant Course
- NVQ Level 3 or above in Health & Safety
- SVQ Level 3 or above in Health & Safety
- IOSH Managing Safely**
- NEBOSH Award in Health & Safety**

** These two categories will not allow the instructor to deliver the Construction Site Supervisor or Construction Site Safety Manager course

Instructors who wish to deliver any course within the Construction Site Safety Scheme, please refer to the following documents

- Quality Assurance Construction Site Safety Scheme
- Construction Site Safety Scheme Rules

If the Health & Safety qualification held has an expiry date, then the Health & Safety qualification submitted with the NPORS application **must** be current

Accepted First Aid - All First Aid Qualifications submitted **must** be current

- Emergency First Aid at Work (1 day)
- First Aid at Work (3 day)

Certificates/cards which do not show the following information will not be accepted:

- Applicants name
- Date of test(s) or examination(s)
- Category / type of lift truck, mobile plant or powered work equipment or course
- Details of Accrediting Body
- Name & contact number of the training organisation who issued the certificate
- Name of the Instructor / Examiner(s)
- Certificate/card identification number