

NPORS Instructor Training Terms & Conditions

The following terms and conditions apply in addition to the standard terms and conditions for training (available on request).

- Candidates **must** have an approved application with NPORS to attend training.
- Eligibility for the 5-day or 10-day course will be determined by NPORS, upon instructor application and submission of supporting documents.
- The charge for cancellation or postponement of an instructor course booking is:
 - For 10-day instructor courses:

▪ 5 working days' notice or less	100%
▪ 6-10 working days' notice	75%
▪ 11-15 working days' notice	50%
▪ 16-20 working days' notice	25%
▪ More than 20 working days' notice	0%
 - For 5-day instructor courses:

▪ 5 working days' notice or less	100%
▪ 6-10 working days' notice	75%
▪ 11-15 working days' notice	25%
▪ 16-20 working days' notice	10%
▪ More than 20 working days' notice	0%
- Candidates should hold a valid operator certificate for the category relevant to the course they are attending.
- The base machine/category for the Instructor course does not affect the categories which will be added to the Instructor's. Categories included on the Instructor/Tester remit are determined by NPORS, and cannot be altered or amended by us.
- Candidates will be required to pass an operator test to an enhanced standard. Failure to do so may result in the candidate being removed from the course. Course fees cannot be refunded in such circumstances.
- Candidates will require appropriate PPE for the course which includes:
 - Safety footwear
 - Hi-vis vest/jacket/coat etc.
 - Gloves
 - Hard hat (not bump cap) for lifting or MEWP-based courses
 - Suitable outdoor clothing



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- It is recommended that candidates bring with them a laptop computer with Microsoft Office software package (or equivalent) and HDMI connection.
- Candidates will be required to pass the following assessments on the final day of the course, in order to achieve the Instructor/Tester qualification.
 - Theoretical Knowledge
 - Classroom Theory Lesson (delivery)
 - Practical Lesson (delivery)

These assessments will be examined and marked by an external NPORS monitor and not the course tutor.
- Candidates will be required to achieve full attendance to be eligible for sitting the exams on the final day of the course. Failure to attend the full course may result in NPORS removing them from the course and further training being undertaken. No refunds will be issued under these circumstances, and additional charges will apply in respect of further training and NPORS monitor attendance.
- Candidates attending the 5-day bridging course should have a sound knowledge of HASAWA 1974; L117 ACOP for Rider Operated Lift Trucks (for lift truck-based courses); LOLER 1998; PUWER 1998; MHSWR 1999 and other relevant regulations, legislation and/or standards relevant to the type of course they are attending.



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