

Supporting Evidence and Employer Endorsements

Evidence is required to show that you meet the requirements of the assessment route before your assessment. It provides proof of your aptitude in the workplace and any other supplementary training and skills you have which are relevant to what you are being assessed on.

You should collect as much supporting evidence as you can to bring along to your assessment - some evidence is essential to meet the standards for the NRC. Please see the table on the following page to guide you on this essential evidence and the kind of things that constitute evidence.

You must send the completed witness testimony, employment record and qualification and training form in with your centre application form.

When you submit your application, include only photocopies of any certificates you have listed - do not send original certificates in the post. However, you will be required to bring the originals with you when you attend your assessment. The photocopies will be retained in your candidate file held at the centre.

Your assessor will give you guidance on any other evidence that may be required following the assessment.

Your evidence must be:

- **Authentic** - that it is yours and about you and what you do.
- **Sufficient** - that it matches the requirements completely.
- **Relevant** - to what you are being assessed on.
- **Current** - that it is up-to-date.
- **Reliable** - that appropriate sources have provided it.
- **Valid** - that it has integrity in terms of what it is.

All references/witness testimonies, rigging plots must be signed and dated by a responsible person (e.g. supervisor/manager) and must include their contact details to be acceptable. Please do not ask an NRC Assessor to provide the witness testimony or endorsements for you.

Individuals named on any evidence supplied may be contacted for authenticity as part of the verification process.

EXAMPLES OF EVIDENCE – MUST INCLUDE	
Record of Employment Form	A form is enclosed on which you should record your record of your employment to date and details of any projects you have worked on.
Witness Testimonies Form	This should be completed by witnesses with relevant knowledge and experience - no more than 2 witnesses should be used.
PPE Inspection Record	You need to enclose your PPE Inspection Record - signed by a competent person and valid for 12 months. Pages 116 -120 of the NRC Handbook highlights good practice and correct use of PFPS.
Level 2 Candidates	<ul style="list-style-type: none"> ▪ 3 rigging plots you have worked from - scale drawings, or with dimensions and counter signed by the crew chief.
Level 3 Candidates	<ul style="list-style-type: none"> ▪ 3 risk assessments you have generated 1 month apart. ▪ 3 method statements you have worked to. ▪ 1 rescue plan you have worked to. ▪ 3 rigging plots you have worked from - scale drawings, or with dimensions and counter signed by the crew chief.

EXAMPLES OF EVIDENCE – CAN INCLUDE	
Certificates	<p>These can be any previous proof of training that can include:</p> <ul style="list-style-type: none"> ▪ Training with an employer ▪ Course attendance certificates ▪ Formal Qualifications ▪ Licences
<p><i>*Please bring photocopies as well as the originals of any certificates with you. Do not send the original certificates in the post. You will be asked to produce the originals at the Assessment Centre.</i></p>	
Endorsements	<p>These can be:</p> <ul style="list-style-type: none"> ▪ Employers/production manager/supervisor etc ▪ Trainers ▪ Clients
Photographs	Photographic evidence of work carried out, complete with an explanation of what is shown. An employer/production manager or similar person should sign and date the back of the photograph with contact details.