

## How do I register to take the assessments?

There is a two-step process in arranging your assessment.

The first step is to formally register to the NRC scheme through PLASA (PLASA being the Awarding Organisation for the Qualification). The registration form will detail the official NRC Assessment Centres together with potential scheduled dates for assessment. From this you will be able to select a Centre(s) of your choice together with assessment dates. Once your registration and payment is processed you will receive your 'Candidate Information Pack' together with your unique candidate reference number - a number which is allocated to you throughout the scheme and will also be your NRC Card number in the future.

Once formally registered and within 10 working days of submitting your registration form, your selected NRC Assessment Centre(s) will contact you to make further arrangements in relation to your assessment.

### Payment

Payment is made in two parts:

- PLASA Fee - Your Candidate Pack, Handbook, NRC ID Skills Card and Certificate.
- Centre Fee - Your two day assessment plus additional 1 day on-site assessment - applicable to Level 3 only.

### NRC Fees Breakdown

	Registration fee To PLASA	Assessment Fee To Centre	Total Fee
Level 2	£ 100 no VAT	£ 400 + VAT	<u>£ 460</u>
Level 3	£ 100 no VAT	£ 600 + VAT	<u>£ 690</u>

## Step 1

To arrange to take your assessment you must first be registered as a candidate through PLASA. Once your registration fee has been processed you will be allocated a unique candidate reference number, details of which will be included within your Candidate Pack together with your comprehensive study handbook and other important documentation.

You can register in two ways:

**1. Online**

Visit the PLASA website [www.plasa.org/pd/qualifications/register](http://www.plasa.org/pd/qualifications/register)

**2. Via telephone or post**

You can download the registration form and send it to PLASA or request a form to be sent to you by contacting the PLASA office. Complete the form and return in the post with payment. Alternatively you can telephone us with credit/debit card details.

### PLASA Qualifications

Redoubt House

1 Edward Road

Eastbourne

East Sussex

BN23 8AS

Tel: +44 (0)1323 524120

## Step 2

Once registered, your selected Centre(s) will contact you to discuss:

- Initial assessment & level of qualification
- Confirm availability of dates & booking
- Payment in full

Each Centre will have its own payment systems and will send you confirmation of your booking and terms and conditions. The Centre will then inform PLASA of your intended attendance and any further assessment outcomes once you have completed and achieved the assessment. This ensures that PLASA can track candidates and provide appropriate external verification procedures.

Once PLASA is informed of a successful achievement and external verification has been satisfied you are awarded the National Rigging Certificate, which details the Units you have achieved, together with the Photo ID card which states the Level of Rigging you have achieved.

For more information and to register visit:

Website: [www.plasa.org/pd/qualifications](http://www.plasa.org/pd/qualifications)

Contact: [nrc@plasa.org](mailto:nrc@plasa.org)

How to Register and Fee Structure (master) updated 13.07.10.doc

