

REQUESTING REGISTRATIONS

- MWWMAC will accept requests for registrations no later than **48 hours** before an event.
 - If Pesticides PA1 (evolve tests) please get these requests to us no later than **72 hours** before the event due to the system constraints for Evolve.
- Requests are to come, ideally, via email with full details as follows:
 - Candidate NPTC ID Number (if already registered)
 - Candidate Full Name, Date of Birth and Address
 - Date of event
 - Assessor Name
 - Venue of Assessment, including post code or grid reference if applicable
 - *We cannot accept registrations without the above information.*
- If requests come via telephone, MWWMAC will confirm these via email to you to ensure that details have been recorded correctly; this email must be confirmed as correct before we can process the registrations.
- MWWMAC will keep an electronic copy of these details as a record of what was requested.

SUPPLYING OUT CENTRE WITH ASSESSMENT PAPERWORK

- MWWMAC will email assessment paperwork to Out Centre's in advance of the assessment event.
 - Please ensure you let MWWMAC know in the event that this is required urgently
- MWWMAC will supply the Out Centre with the following in this email:
 - CARF or ROA per candidate
 - SSRA
 - Candidate Registration Sheet & ID Checklist
- MWWMAC will keep an electronic copy of this email as a record of what was provided
- Assessments must be completed within 6 months of registration date.
- If scheduled assessment is altered in any way (i.e. date, venue or assessor) then it is the responsibility of the Out Centre to advise MWWMAC of this prior to the event taking place.

INVOICES FOR REGISTRATIONS

- We will invoice per request (i.e. if you request a batch we will invoice for that batch)
- Preferred method of delivery will be via email unless otherwise requested
- Contact us immediately if you believe the invoice is wrong
- Cancelling an incorrect registration after 24 hours will still be charged.
- We **will not** stock pile registrations and send one invoice per month
- Invoices must be paid before certification can be issued

CHECKING CANDIDATE INFORMATION & ID

- MWWMAC will provide a Candidate Registration sheet for candidates to complete prior to an assessment event.
- This form also includes an ID checklist for the assessor to use:
 - City & Guilds NPTC require us all to ensure the Candidate being assessed is the person who has been registered.

- The ID checklist for candidates, or similar, must be used by Assessor to record ID check has taken place.
- We require one form to be completed for every candidate and returned with the assessment paperwork.

PHOTOGRAPH'S

- MWMAC **will** accept Candidate photo's at point of Registration.
- MWMAC **will** accept Candidate photos accompanying completed CARF's or ROA's from the Assessor/Out-Centre.
- MWMAC **will NOT** accept photographs independently of these 2 occasions.
- MWMAC will NOT accept photographs with no name or personal details.
- MWMAC **will not** hold paperwork to wait for photo's after the event.
 - It will be the responsibility of the Out-Centre or the Candidate to request a photographic ID card directly from C&G NPTC, and pay for this if required. Current cost is £10.00 per ID card (plus admin charge if organised by MWMAC).

CERTIFICATION

- MWMAC will post Certificates out to you, as long as payment of invoice has been received, via 1st class post within 48 hours of receipt from City & Guilds NPTC.
- We will email a list of certificates posted so you are aware to look out for them. Within this email will be a copy of each certificate for your records.
- If certificates do NOT arrive within 7 days of this email please contact MWMAC immediately.
- MWMAC will keep an electronic record of the certificates posted to ensure we can track their progress.
- City & Guilds NPTC will only replace certificates at Nil cost within 1 month of their issue if they will accept the fault – if you do not contact MWMAC then any charges from C&G will be passed on to the Out centre in full.

Revised April 2017 VL