

**Supporting Evidence - Important – Please read**

In order to complete your NRC you must bring some evidence. This is listed below and demonstrates your training, experience and aptitude in the workplace, which supports the skills you demonstrate in the practical assessment.

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 endorsement for you.

EVIDENCE MUST INCLUDE - Level 2 and 3		EVIDENCE – CAN INCLUDE
<b>Record of Employment</b>	A form is enclosed - record your employment to date and details of any projects you have worked on.	PLASA Trainee Rigger Log
<b>Witness Testimony</b>	A form is enclosed - have it completed by witnesses with relevant knowledge and experience - no more than 2 witnesses should be used.	
<b>PPE Inspection Record</b>	Bring your PPE Inspection Record, signed by a competent person and valid for 12 months. The NRC Handbook highlights good practice and correct use of PFPS.	
<b>Record of Thorough Examination (RTE)</b>	An RTE is needed for any other personal lifting equipment (ref. LOLER). Templates can be downloaded at <a href="http://www.plasa.org/pd/qualifications/nrcdocumenttemplates/">www.plasa.org/pd/qualifications/nrcdocumenttemplates/</a>	
<b>In addition to above Level 2 Candidates Only</b>	<ul style="list-style-type: none"> <li>▪ 3 signed and dated rigging plots you have worked from including weights, dimensions and datum. Also signed by the crew chief.</li> <li>▪ Must bring their PFPS equipment and PPE required for the assessment along with PPE record mentioned above.</li> </ul>	
<b>In addition to above Level 3 Candidates Only</b>	<ul style="list-style-type: none"> <li>▪ L2 NRC Certificate and ID Skills Card.</li> <li>▪ 3 risk assessments you have undertaken, created 1 month apart.</li> <li>▪ 3 method statements you have worked to.</li> <li>▪ 1 rescue plan you have worked to.</li> <li>▪ 3 rigging plots you have worked from including weights, dimensions and datum signed by the crew chief.</li> <li>▪ PPE record mentioned above</li> </ul>	

Send the completed forms (witness testimony, employment record and qualification record) and copies of certificates to your Centre, minimum three weeks prior to your assessment date. Bring original certificates with you when you attend your assessment so they can be verified.

Other evidence required must be presented, along with your PPE and PFPS on the day of your Centre Assessment. Your assessor will give you guidance on any further evidence that may be required following the assessment.

**Your evidence must be:**

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

<b>EVIDENCE – CAN INCLUDE</b>	
<b>Proof of Training Undertaken</b>	<p>These can be any previous proof of training that can include:</p> <ul style="list-style-type: none"> <li>▪ Training with an employer</li> <li>▪ Course attendance certificates</li> <li>▪ Formal Qualifications</li> <li>▪ Licenses</li> </ul> <p><i>*Produce photocopies in advance. Do not send the original certificates in the post. The originals should be brought to the Assessment Centre.</i></p>
<b>Endorsements</b>	<p>These can be: Employers/production manager/supervisor etc; Trainers; Clients</p>
<b>Photographs</b>	<p>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.</p>

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