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## Nominating Officer (NO) Advice and Guidance (for GR Route to Registration)

1) Before identifying individuals who might be eligible for GR applications, the submitting organisation should take time to consider its approach to interpreting the NO definition and identifying an individual(s) who meet the NO definition in the Tech spec. An appropriate authority within the company should formally identify the company's NO.

2) To become a Nominating Officer, an individual must:

- a) Be authorised accordingly in writing by the company they represent and recognised by that company as responsible for endorsing the competency of the persons they represent for registration on EUSR
- b) Have sound experience and knowledge of NSAP schemes, understand competency requirements of a craftsperson, and have a good understanding of industry good practice and associated legislation
- c) Be responsible for verifying the evidence provided to support the competence of a craftsperson, including DNO Authorisation, training and competency records
- d) Be suitably qualified with appropriate knowledge and experience of the operational aspects, safe working practices, provider safety procedures, legislations, and technical reference documents that are relevant to the scopes of work they are to assess in
- e) Have spent at least 3 years working in an operational role for a DNO and / or TO
- f) Be currently employed in an operational role for a DNO and / or TO
- g) Demonstrate that their participating organisation has appropriate internal quality assurance processes in place to ensure that the decisions made by the NO are sound and reliable (e.g. standard internal processes, standardisation of decisions etc)

A NO must demonstrate through their CV that they meet the above personal criteria. They must identify any relevant conflicts of interest in relation to their performance of the role and provide details of suitable referees who can account for their knowledge and experience.

3) The NO should contact Energy & Utility Skills to seek approval for NO status. They should submit a:

- Completed Power Skills NO application form (see below) which addresses the requirements of the NO criteria in the Tech Spec
- Current CV
- Letter from the submitting company authorising them to act in the NO role

- Brief submission from NO re company approach (see GR definition below and NO company requirements) using the 'Grandfather Rights Submission and Nominating Officer interview feedback form'.

4) An identified NO's application will be reviewed by NSAP's QA team and a technical expert, and, where the information submitted meets the requirements, the individual identified as NO will be invited to an interview to discuss their personal suitability, understanding of role responsibilities and organisational readiness. Once approved, the NO must declare that they will only certify individuals for Grandfather Rights if they meet the NSAP Grandfather Rights requirements and hold a relevant and current DNO authorisation. Once this has been declared, then the NO is able to review an individual's evidence with a view to agreeing that it meets the requirements of the scheme. Where the NO is happy that it does, then they can submit to EUSR on behalf of the individual to confirm registration against the scheme. EUSR will record the declaration against an individual's registration adding 'GR' against the relevant record. The NO will be approved by NSAP for the duration of the Grandfather Rights application period, i.e. until Sept 2021.

5) As a part of the NO application process (the prospective NO will be asked about this), the NO / submitting organisation should also define its approach to interpreting the GR definition and submit information in relation to how it intends to satisfy the requirements:

Grandfathers should be:

- Not new to the industry, i.e. have only recently begun to work in one of the Power Skills areas referenced in the scheme
- Time served in a role(s) relevant to the Power Skills areas referenced in the scheme
- Currently competent in these technical areas of work
- Holding relevant and valid DNO authorisations for these technical areas of work
- Individuals who have relevant and appropriate behaviours (e.g. positive outlook, self-organisation, good communication skills, team player, reliability, discipline) and will be receptive to appropriate training that will address any differences between their skillset and the requirements of the scheme units

In identifying these criteria, there is no emphasis on any single criterion and there has been no attempt to deliberately identify more specific, quantifiable measures in relation to elements such as 'time served'.

The submitting organisation should define its approach to what represents 'time served', 'current competence' and 'relevant and appropriate behaviours'. Defining a detailed

approach to these elements will ensure that initial decision-making is clear and consistent.

6) Determining relevant, current and accurate sources of evidence within the organisation will also ensure that decision-making in respect of individuals is easier.

7) As there is no requirement to map an individual's skills and knowledge to the units in question, then care should be taken to, again, internally discuss and define what the NO / submitting organisation identifies as an appropriate alignment between an individual's knowledge and experience and the units to be claimed at GR registration.

8) The NO should take responsibility for ensuring that the submitting organisation has a clear, consistent and fully thought through approach to the activity of GR individual selection and skills / experience alignment with the Power Skills standards. This should also take into account how decisions are quality assured and internally standardised where there are multiple NOs (see below).

9) Whilst there is no requirement to map an individual's skills and knowledge to the units in question, there should be an accessible base of evidence that should be used to support the company's application for the individual in question.

10) It is important that the NO takes responsibility for ensuring the submitting organisation has submitted appropriate policy, process and evidence to address the requirements of points 3) – 9) above, as NSAP reserves the right to audit / standardise the activities of NOs. NO approval is a condition of meeting these requirements and failure to do this, or maintain this over time, will result in NO approval being withdrawn.

11) As a recognised, basic health & safety programme/qualification is a pre-requisite requirement for registration for Grandfathers, then it is important that NOs only submit Power Skills registrations for individuals who have already successfully undertaken a basic health & safety programme/qualification.

12) As individuals are 'renewed' and 'lose' their GR status for various units that make up the sum total of their registration profile, then the base of supporting evidence for each individual should be updated to ensure that each individual's GR evidence base is kept current.

13) Appropriate QA and standardisation of GR decisions should take place at appropriate times; GR decisions should be quality assured and counter-signed by an appropriate individual within the company, and the process should be regularly evaluated to ensure that it is fit for purpose and can be amended where necessary.

## Power Skills Scheme – Nominating Officer (NO) Application Form

Guidance for completion			
<ul style="list-style-type: none"> <li>✓ Provide full details in the form, failure to give information requested may delay assessment</li> <li>✓ Fully complete all sections A - C and provide any details relevant to your application. Sections A – C reference the relevant, lettered parts of the Nominating Officer requirements. You should use the Nominating Officer advice and guidance to see the full requirements of the Nominating Officer role</li> <li>✓ Your accompanying CV should include full details of your Power Skills industry occupational experience and competence that will further support your application</li> <li>✓ Referees should be able to comment on your skills and experience in relation to your occupational experience and competence</li> <li>✓ The completed form must be signed then attached to an email with your CV and other supporting documentation and sent to <a href="mailto:training@euskills.co.uk">training@euskills.co.uk</a></li> </ul>			
<b>Full Name</b>		<b>EUSR ID (if known)</b>	Click here to enter text.
<b>Date of Birth</b>	Click here to enter a date.		
<b>Correspondence Address Postcode</b>	Click here to enter text.		
<b>Contact No.</b>	Click here to enter text.	<b>Email Address</b>	Click here to enter text.
<b>Employer</b>	Click here to enter text.		

<b>Name of Referee</b>	<b>Job Title</b>	<b>Contact details</b>
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

## Nominating Officer Requirements Pro-forma

<b>A) Please provide details of your occupational competence in the operational field (minimum of 3 years). See NO requirements d, e and f</b>			
Click here to enter text.			
<b>B) Please detail relevant experience of NSAP schemes, your understanding of the competency requirements of a craftsperson and your understanding of industry good practice and associated legislation. See NO requirement b</b>			
Click here to enter text.			
<b>C) Please confirm that you have no conflicts of interest which may compromise your ability to perform the Nominating Officer role</b>			
Click here to enter text.			
I confirm that all of the information contained within this document and detailed in the attached CV, are correct to the best of my knowledge and belief. I confirm that evidence, for example original certificates, is available upon request and understand that it may be requested.			
<b>Name</b>	Click here to enter text.		
<b>Signature</b>		<b>Date</b>	Click here to enter a date.

### Application Outcome (EU Skills Use Only)

<b>The applicant has satisfied the criteria for the scheme?</b>		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Please detail the criteria that has / have not been satisfied:</b>					
Click here to enter text.					
<b>Name</b>	Click here to enter text.		<b>Date</b>	Click here to enter a date.	
<b>Signature</b>					

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## Privacy Notice

### What we collect

Energy & Utility Skills Limited will be what's known as the 'controller' of the personal data you provide to us. Our company registration number is 03812163 and our registered address is Friars Gate, 1011 Stratford Road, Shirley, Solihull, B90 4BN. The person responsible for our data protection is Rachel Thomas and can be contacted at [dataprotection@euskills.co.uk](mailto:dataprotection@euskills.co.uk).

We collect personal data about you, including for example your name, date of birth, address, contact telephone number, email address, employer and your photo. This does not include any special types of information or location based information.

### Why we need it

Here at Energy & Utility Skills we take your privacy seriously and will use your personal information which will help us approve you to deliver training and assessment on our Passport schemes.

The processing of your personal information is necessary for the performance of a contract to which you are party to. Under our trainer terms and conditions, you must provide the personal data so we can approve you to deliver training and assessment on our Passport scheme and accept registration submissions from you.

### How we will use the information about you?

We may share your information with your employer.

### How long we keep it

We will keep your basic personal data for two years after your trainer approval expires, after which time it will be destroyed.

### What are your rights?

If at any point you believe retained information is incorrect you can request to see this information and even have it corrected and possibly deleted. Providing you this information is free of charge, but charges may apply for excessive requests.

If you wish to raise a complaint on how we have handled your personal data, you can contact Rachel Thomas ([dataprotection@euskills.co.uk](mailto:dataprotection@euskills.co.uk)), who will investigate the matter.

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**For further information on which companies have been supplied with your details or how your information is used, how we maintain the security of your information and your rights to access / alter and change information we hold on you, please write to us at: Rachel Thomas, Energy & Utility Skills Limited, Friars Gate, 1011 Stratford Road, Shirley, Solihull, B90 4BN.**

Should you be unhappy with our processing of your personal data, you have a right to complain to the Information Commissioner's Office, which is the regulator for data protection.

18 May 2018



