



Certificate of Competence of Demolition Operatives (CCDO) Application Form



All fields must be completed in full to avoid your application being returned

SECTION A1 - CANDIDATE DETAILS	
Title:	First name: Surname:
Home Address:	
Post Code:	DOB :
CSCS/CCDO/H&S Reg No:	
National Insurance No:	Update photo on CCDO card?
Telephone Number:	Yes / No

Attach a Passport Photograph of Applicant with Glue

Do **not** staple

A2 Category applied for (Please refer to the Practical Guide for the appropriate level):

Card Type	New	Renewal	Duplicate	Upgrade after NVQ
Demolition Labourer				
Trained Operative Demolition & Refurbishment Operative				
Demolition & Refurbishment Operative				
Trained Operative Advanced Demolition Operative (Topman)				
Advanced Demolition Operative (Topman)				
Trained Operative Demolition Chargehand				
Demolition Chargehand				
Trained Operative Demolition Supervisor				
Demolition Supervisor				
Trained Operative Demolition Manager				
Demolition Manager				
Contracts Manager				
Demolition Apprenticeship				
Demolition Site Visitor				
Demolition Industry Placement				

Do you have any disability or special educational needs / assistance requirements? (i.e. reading of end test questions)	NO	YES	PLEASE GIVE DETAILS
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Date of course you wish to attend:

NDTG office use only (mark that correct certification seen / in date)	
NVQ	
H&SE pass date	
Asbestos	
CV	

A3 - I request the card be sent to my home address

I request the card be sent to my employer / main contractor

Vircarda Virtual Electronic Card Option*

*If a virtual card is requested, applicant Email Address & Mobile Number must be provided

A4 I understand and agree that the information on this form will be used by NDTG for the purposes of administering the CCDO scheme. This may include passing on information to employers, training providers or 3rd party organisations and for this purpose, your data may be entered onto a secure database accessible via a website. Please see our full privacy policy at www.ndtg.training.

A5 I certify that I am the above named person and confirm that I've read the attached t's & c's

Signature: Applicant Email address:
Date:

SECTION B – Independent Declaration

By signing this declaration, you as the employer / main contractor are confirming that the details are correct to the best of your knowledge for the applicant detailed above.

Company Name:	Contact Name:
Company Address:	Position:
	Email Address:
	Signature:
Company CITB Registration Number:	

SECTION C – To be completed by Trainer

Completion of Course - I confirm that the person named above has been **successful / unsuccessful** in reaching the required standard for the category stated. (delete as appropriate).

Level achieved	
Trainer Name	
Reg. No.	
Signature	
Date	



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By signing Section B, the employer, previous employer or main contractor is certifying that the applicant has met these requirements prior to obtaining the CCDO card.

Please visit www.ndtg.training to download a copy of the CCDO smart card scheme for your operatives. Alternatively contact the NDTG on 01442 217144 option 2 for further assistance.

Applicants undertaking the NVQ route should contact the National Demolition Training Group (NDTG) where advice on registration and the assessment process is available if required.

IMPORTANT – PLEASE ENSURE THE FOLLOWING IS ATTACHED TO THIS FORM:

PHOTOGRAPH – One passport size photograph of the operative, preferably with a light background. Please ensure that the photograph is secured in the space indicated. Do not use staples or cover the face in the photograph. **Please indicate if you wish the photo to be updated on the card.**

APPROPRIATE FEES – For further information, please visit www.ndtg.training or call the NDTG on 01442 217144 option 2. All payments are non-refundable and non-transferable.

ASBESTOS AWARENESS – Each operative must have in date Asbestos Awareness certification through either NDTG, ARCA, UKATA or ACAD (e-learning courses are not accepted).

CITB HEALTH, SAFETY & ENVIRONMENT TEST – Copy of the relevant CITB Health, Safety & Environment test pass – must be in date at time of training date. Tests are valid for 2 years.

See the table below detailing minimum requirements to attend each CCDO training course.

Course	Asbestos Awareness	CV	H&S Operatives	H&S Demolition Specialist	H&S Supervisor	H&S Managerial & Professional
Visitor			x			
Labourer	x		x			
Demolition & Refurbishment Operative	x			x		
Advanced Demolition Operative / Topman	x	x		x		
Chargehand	x	x		x		
Supervisor	x	x			x	
Manager		x				x
Contracts Manager	x					x
Demolition Industry Placement	x					x

For CCDO Card Renewal document requirements please contact the NDTG on 01442 217144 option 2.

PLEASE NOTE: Application forms are subject to audit checks in accordance with CCDO requirements. Application forms, which are incorrect or not found to meet the scheme requirements, will result in the application being rejected and returned. Should you require any assistance in completing this form please contact us.

The card issued will be sent to the applicant's home address as provided in section A1 unless otherwise directed by the applicant at section A3.

About your Smartcard

The virtual and / or physical smartcard we will issue you with has information about you shown on the exterior and stored electronically.

These details may be updated or removed and further information about qualifications you hold may be electronically added after your card has been issued at our discretion.

Your card can be checked electronically using software called Go Smart. Go Smart can check cards online and offline. When your card is checked online, Go Smart connects to our database to see if the card has been cancelled or updated before displaying data.

When your card is checked, a copy of your card is recorded by Go Smart along with the time and location, where available. This provides a log of the cards that have been read for the person reading your card. Go Smart enables the person who has checked your card to forward a copy of your data to someone else – someone at head office for example. Before doing this, the card checker must inform you who the data will be sent to and what it will be used for.

Your card can also be checked by some other software systems. Data protection laws require that, before reading your card, the users of these systems should tell you if they are going to keep a copy of your data and what it will be used for.

Some details of card transactions will be retained by us for statistical and monitoring purposes.

Candidates requiring CV's

You confirm that the CV submitted is a true reflection of the candidates abilities and confirm that you wrote the CV and that the candidate meets the required standards.

If a CV is received which does not show the required skills and experience to take part in the course the application will be rejected with an explanation given but should you still feel that the applicant will be able to actively participate and benefit from the course we will proceed on your recommendation providing a written statement is supplied.

Please be aware that although your employee has been accepted onto the course this is no guarantee that your candidate will pass. There is a pass mark of 80%, candidates who fail to reach the pass mark but are within 60-80% will be invited to take a retest. If your candidate fails to reach the retest mark then they will have to re sit the whole test or consider going to a lower level.

PLEASE SEND THIS FORM TO:

National Demolition Training Group, Resurgam House, Paradise, Hemel Hempstead, Herts, HP2 4TF

Tel: 01442 217144 option 2