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To: All NCCA Authorised Sites, Licensed Training and Assessment Providers

4<sup>th</sup> February 2011

Dear Colleague,

**Re: Work Experience Books for NR/L2/CTM/021**

There has recently been confusion caused regarding the number of Work Experience Book (also known as logbook) entries required for competencies in scope for standard NR/L2/CTM/021. The confusion arose because of the late publication of Issue 4 of this standard. The letter dated 17<sup>th</sup> November 2010 referred to requiring four entries per year for all Track Safety Competencies and this letter has now been withdrawn.

In fact, Issue 4 of the standard does not specify that Work Experience Book entries are required on a yearly basis. Instead, Work Experience Book entries are required before a specific event for a competency.

The table below shows how many Work Experience Book entries are required and by which event:

<b>Competency</b>	<b>Cycle (Initial/Re-cert)</b>	<b>Number of Work Experience Book entries</b>	<b>By when</b>
<b>PTS</b>	Initial and Re-cert	<b>4</b>	Re-certification
<b>Lookout</b>	Initial	<b>4</b>	Sponsor Interim Review
<b>Lookout</b>	Re-cert	<b>4</b>	Re-certification
<b>IWA</b>	Initial	<b>4</b>	Initial Core Knowledge Assessment
<b>IWA</b>	Re-cert	<b>4</b>	Interim Knowledge Assessment
<b>COSS</b>	Initial and Re-cert	<b>4</b>	Interim Competence Assessment

<b>Competency</b>	<b>Cycle (Initial/Re-cert)</b>	<b>Number of Work Experience Book entries</b>	<b>By when</b>
<b>PC</b>	Initial and Re-cert	<b>2</b>	Interim Knowledge Assessment
<b>ES</b>	Initial and Re-cert	<b>4</b>	Interim Competence Assessment
<b>PICOP</b>	Initial and Re-cert	<b>4</b>	Interim Competence Assessment
<b>SPICOP</b>	Initial and Re-cert	<b>4</b>	Interim Competence Assessment

For Probationary COSS, Probationary ES, Probationary PICOP and Probationary SPICOP, the standard does not state the number of Work Experience Book entries that are required before the Post-mentoring Core Competence Assessment. In the Work Experience Books, there are ideal scenarios for the number of Work Experience Book entries for probationary competencies required before the Post-mentoring Core Competence Assessment. These are ideal scenarios only and we would encourage you to comply with these but people are required to comply with the standard as a minimum.

This letter also overrides what it states in the Work Experience Books as to the entries that are required and when in the competence cycles the entries and how many are required. People are required to comply with the standard.

Please accept our sincere apologies for the confusion caused, we have learnt from this issue of the standard and will endeavour not to cause such confusion again.

Copies of the flowcharts from NR/L2/CTM/021 are available on the NCCA website (<https://www.ncca-sentinel.co.uk/trnassrules.wes?subpage=trnassrules>)).

Yours sincerely



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