

A Guide – NS⁴P Individual Accounts

This guide is aimed at individual users who want to learn more about the NS⁴P: what it does, how it is used, and how an account is created. Read alongside the At a Glance Guide – NS⁴P Overview and the FAQs – Individual Users it aims to help you decide if the NS⁴P is right for you.

What is an Individual NS⁴P Account?

The NS⁴P is a secure online system which provides an accessible and portable record of your skills. It allows you to record and share personal skills information (e.g. CV, training and qualification certificates) relevant to working in the nuclear industry. You can also access the industry approved Competence Framework and undertake a competence self-assessment. As an industry recognised platform for demonstrating competence, you can share your NS⁴P information (with the appropriate permissions given) with Agency Supply Organisations and / or nuclear employers to help you demonstrate you have the right skills for a job.



The individual NS⁴P account has been designed for people who either have ambitions to work in the nuclear industry, or who are currently working in the sector as self-employed individuals or as agency supply workers. Individual NS⁴P accounts together with employer NS⁴P accounts means the sector has, for the first time, a standardised approach to skills development and recognition which is transferable between employers. The NS⁴P is not a mandated requirement for working in the industry; however it is seen by some employers as highly desirable.

What can I do in an account?

Within an account you can:

- Add and edit personal information e.g. photograph, contact details, CV.
- Upload qualification and training records. These will be classed as 'unverified' until they have been checked and 'verified' in the system by either an Agency Supply Organisation or nuclear employer. Once verified they should not need to be rechecked.
- Access the industry approved Competence Framework and use it to carry out a competence self-assessment.
- Set permissions for an organisation (either an Agency Supply Organisation or nuclear employer) to manage your account and/ or several organisations to view your account



What is the Competence Framework?

The Competence Framework provides a common language for the industry and defines the standard for 'excellence' across the sector. It contains a suite of competencies, grouped into categories of Core Knowledge and Behaviours, Business Enablers and Disciplines. These competencies, together with level descriptors of competence, set a common standard for workers within a nuclear environment.


As of 31st October 2014 the Competence Framework is not yet fully populated: a number of competencies are available to use now with others coming online over time. The Core Knowledge and Behaviour competencies are available in addition to four main competency groups in Disciplines: Control, Electrical and Instrumentation, Mechanical Engineering, Project Management and Technical Nuclear Safety. The timeframe for future development of competency areas has been published and as new content becomes available it will be uploaded to the system.

What is a competence self-assessment?


You can build a skills profile against the Competence Framework and assess your competence in relation to industry best practice standards.

How does it work?

You create an assessment by selecting the competencies from the Framework you want to assess yourself against and then selecting the appropriate level (0-4) of competence you believe you demonstrate. Levels, agreed to industry standards, are defined in the system. You can include comments and upload evidence to support your competence record. Creating a skills profile can help you: gain a better understanding of industry requirements; identify your key strengths and any gaps; demonstrate to others that you have relevant skills and experience.

Order by: [Competency category](#)

Planning Engineer 2014 - 02/10/2014 13:24:30

2

Planning Engineer 2014

2

Engineering (M)

2

Thermal (M)

2

Competency	Score	Target	Evidence	Expand all
HVAC (M) Design or specify HVAC systems for maintaining stable and appropriate temperature and humidity levels in order to ensure safety and smooth plant operation.	2	0	No evidence added for this competency	
Insulation (M) Design or specify thermal insulation for the transportation, storage or handling of fluids and other materials at demanding temperatures (high or low) in order to reduce operating costs, personnel protection and CO2 emissions.	2	0	No evidence added for this competency	
Heat Transfer Equipment (M) Design or specify mechanical requirements of heat exchangers (including condensers), fired heaters, refrigeration and boiler plant in order to maintain fuel efficiency and plant availability.	2	0	No evidence added for this competency	

Mechanical Handling - Out Cell (M)

2

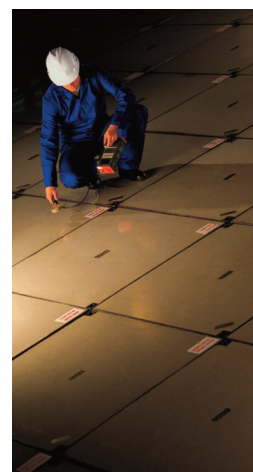
Competency	Score	Target	Evidence	Expand all
Machines including Cranes (M) Design or specify cranes including overhead travelling cranes required for nuclear duties including for safe operation of very heavy loads in explosion proof areas and to single failure proof or similar standards.	2	0	No evidence added for this competency	
Lifting Equipment (M) Design or specify appliances (other than cranes) for the safe raising and lowering of loads including lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists and accessories such as chains, slings, eyebolts.	2	0	No evidence added for this competency	

Encapsulation Technologies and Equipment (M)

2

Competency	Score	Target	Evidence	Expand all
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An example of a
competence
self-assessment
view



How do I share my account?

The NS⁴P is designed to be a portable, transferable record of competence across the industry. Allowing others to view your Skills Passport provides a quick and simple check of your record and once your records are verified it removes/ reduces the need to prove attainment of training and qualifications.

If you secure work through one of the many organisations who use the NS⁴P you can allow them to manage your account. This means they may choose to update your records for the duration of your contract and use it to assess, verify and record your competence and, as an Individual Account Holder, this record transfers with you when you move.

Only organisations that use the NS⁴P and whom you have sought and given permission to share your data, can access your 'My Skills Passport' area of the NS⁴P. There are two types of permissions; view and manage. You can select multiple organisations to view your 'My Skills Passport' record. They will be able to see your training, qualification and competence records, alongside basic personal data including your CV (if you have made this available for viewing). You can select only one organisation at a time to manage your NS⁴P. This allows an organisation the ability to 'edit' or add content to certain areas of your 'My Skills Passport'. For example they may verify your training records and qualifications, your competence record, and/ or they may add verified training records. Once you give an organisation permission to access your account they can use the 'search' facility to find your record.

An example of a 'My Skills Passport' view, showing training records.

Home > My Skills Passport

Skills Passport

Competence Records | Training Records | Organisation History | Evidence Book | [Add a new Record](#)

All | Order by date completed | Ascending | [Refresh](#)

- A** Triple Bar Nuclear New Build
11/06/2014
Source: Individual Account Holder
[Manage supporting files](#) | [View details](#)
- A** Triple Bar Existing Sites
24/07/2014
Source: Individual Account Holder
[Manage supporting files](#) | [View details](#)

1

Sarah Williams
Individual Account Holder
[Download C.V.](#)
vicky.proctor@nsan.co.uk

Lead organisation: Nuclear Company ABC
Job title: Mechanical Engineer
Last verified assessment: 17/10/2014 10:51:46

Training Record Key

- A** Verified NSAN Endorsed Programme
- Q** Verified Qualification
- O** Verified Other
- Unverified / User Submitted
- Expired

You will always have access to your account even when you give others permission to view or manage it and you can change the permission settings at any time.

Within your account the names of employers and Agency Supply Organisations who currently use the NS⁴P are visible. In addition, an up to date list of all organisations using the NS⁴P is available in the FAQs.

What are the benefits of having an account?

The NS⁴P has been designed to provide a transferable record of competence across the industry. With the ability to record qualifications, training and competence, it provides a recognised platform to demonstrate and share skills. The NS⁴P:

- enables you to keep an easily accessible, up to date record of your training, qualifications and competence;
- allows you to share your data online in real time;
- helps to demonstrate that you are a Suitably Qualified and Experienced Person (SQEP). SQEP is a regulatory requirement for many roles in the nuclear sector;
- supports mobility between employers. Once skills are 'verified' in the system it removes the requirement for further checks; and
- helps you to effectively plan your personal development and career progression by making visible industry standards for 'excellence'.

What can I expect?

The NS⁴P was launched in October 2014, so it is new to individuals, Agency Supply Organisations and employers and it will take some time before it is fully established. Although the NS⁴P provides immediate benefits for users, its full potential for transforming the sector will be realised over the next few years as more people use and share data through the system.

We expect change to happen at all levels, for example individuals driving agencies to get involved and organisations driving individuals to get involved. By signing up for a NS⁴P account now, you are taking a proactive step and making a visible commitment to transforming the way the sector approaches skills.

How do I create an account?



Creating an account is easy; it's done online and takes only a few minutes. It involves four simple steps, which the system walks you through. First you need to click on the blue 'Individual login/create new account' button on www.ns4p.co.uk

Step 1 – Requires you to check and confirm your eligibility for an individual NS⁴P account. If you're still not sure if you are eligible, further information is available on this screen.

Step 2 – Submit basic personal details. At this stage, the system will check that you do not already hold an account.

Step 3 – Read and accept the Terms and Conditions and Privacy Policy.

When you have completed these three steps, your account will be registered and your log in details e-mailed to you.

The first time you log in to the system, you will be prompted to pay the £40 annual fee (inclusive of VAT) using a credit or debit card. Once you have paid the fee, you can start using the Skills Passport immediately.