



NCC WORKSHOP ADMINISTRATION GUIDE

Version 1 February 2025

If you are running a workshop that is directly linked to the NCC i.e. a regional meeting or a CPD event, then this guide will give you details of the admin process.

Contents:

- 1) [**NCC Workshop administration procedures**](#)
- 2) [**Links for documents**](#)
- 3) [**Workshop coordinator contact name and email address**](#)



1) NCC Workshop administration procedures

Pre workshop administration:

NCC Workshop Provider decides:

1. Time, date and location of the workshop
2. Content for the workshop

Workshop provider submits the following to the workshop coordinator:

1. An NCC workshop application form
2. An activity risk assessment
3. A site-specific risk assessment

The workshop coordinator will check the details of the application form to ensure it is in line with the current NCC workshop guidelines.

The workshop coordinator will then either:

1. Authorise the workshop to go ahead
- Or
2. Return the forms for further information

Once the workshop provider receives authorisation to run the workshop, they can then promote the workshop and gather the following information:

1. Participant details via either their own organisation participation and health forms or the NCC participation and health form.

Having all of the above in place the workshop may be held.

Post workshop administration:

The provider has the responsibility for completing the following admin after the workshop event:

1. Complete and submit the post workshop report form to the workshop coordinator
2. Issuing CPD certificates directly to the participants
3. Complete and submit any accident/incident forms (if necessary) to the workshop coordinator

Note:

All participation and health forms are to be retained for 6 years after the workshop date.

This is to comply with the NCC insurance obligations.



2) Links for documents

The list below will give you links to the documents required for workshop administration:

- 1. [NCC workshop authorisation form](#)**
- 2. [NCC post workshop reporting form](#)**
- 3. [NCC Accident/Incident reporting form](#)**
- 4. [NCC CPD certificate template](#)**
- 5. [NCC Participation and Health form template](#)**
- 6. [NCC NOP's](#)**
- 7. [NCC Events & Award Course Coastering Generic Risk Assessment](#)**

3) Workshop coordinator contact name and email address

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