

# NOCN JOB CARDS

England & Wales · Charity number 1182053

## Details

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Status	Registered
Legal form	Charitable company
Registered	2019-02-15
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Acero Building 1 Concourse Way Sheffield
Phone	0300 999 1177
Email	<a href="mailto:enquiries@jobcards.org">enquiries@jobcards.org</a>
Website	<a href="http://www.nocnjobcards.org">www.nocnjobcards.org</a>

## Activities

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**Objects:** The charity's objects ('Objects') are specifically restricted to the advancement of education in one or more of the following ways:(1) by promoting and widening participation in education and training including for those people who have previously been excluded from educational opportunities;(2) by improving the quality and flexibility of educational provision for the public benefit, including for those people who have previously been excluded from educational opportunities;(3) by improving access for learning opportunities and facilitating progression to further learning, employment and higher education particularly through the award of credit and credit-based qualifications and assured courses;(4) by facilitating skills and competence card schemes for individuals working in industry within the UK and Eire and in other countries which recognise skills and competency card schemes, which will set standards and develop and test skills and competencies in order to increase public confidence in the individuals' work;(5) by promoting participation by individuals in the schemes;(6) by promoting participation by individuals in all forms of education and training in conjunction with and in addition to the schemes;(7) by improving the quality and flexibility of the educational provision available to individuals;(8) by improving access for individuals to learning opportunities and facilitating progression to further learning, employment and higher education;(9) by delivering continuing professional development, training qualifications and assessment qualifications to individuals;(10) by working with industry to ensure the schemes and the individuals covered by the schemes are ready for advancements in new technologies; and(11) by ensuring the schemes meet the needs of the individuals covered by the schemes.

**Activities:** The advancement of education of operatives working in industry by:- facilitating competence card schemes which will set standards & develop and test competences in order to increase public confidence in the operatives' work;- promoting participation by operatives in all forms of education & training and in the

schemes;- improving the quality, flexibility and access of operatives to learning.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Other Defined Groups

## Geography

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- Ireland
- Scotland
- United Arab Emirates
- Throughout England And Wales

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-07-31	£3,016,575	£2,698,920	£0	32
2024-07-31	£3,804,383	£3,822,322	£450,750	35
2023-07-31	£3,694,428	£3,662,466	£468,689	35
2022-07-31	£3,625,577	£3,267,210	£436,727	36
2021-07-31	£3,767,010	£2,897,369	£78,360	38
2020-07-31	£3,014,473	£3,781,913	£-833,357	37

## Trustees

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Name	Role	Appointed
Carl Hassell		2021-05-14
Deborah Margret Haworth		2024-01-08
Graham Hasting-Evans		2018-10-23
Kay Dickinson		2023-05-17

**NOCN JOB CARDS**

England & Wales - Charity number 1182053

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# Accounts

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Company registration number: 11634699

Charity number: 1182053



NOCN Job Cards

(A Company limited by guarantee)

Trustee' Report and Financial Statements

For the year ended 31 July 2025

NOCN Job Cards  
(A Company limited by Guarantee)

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NOCN Job Cards  
(A Company limited by Guarantee)

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**Reference and Administrative Details of the Charity, its Trustees and Advisers**

**For the Year Ended 31 July 2025**

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**NOCN Job Cards Trustees' and Directors:**

Chair	Alison Duckles CBE	(Resigned 31 March 2025)
	Graham Hasting-Evans	
	Carl Hassell	
	Paul Allman	(Resigned 31 March 2025)
	Timothy Brownbridge	(Resigned 31 March 2025)
	Kay Dickinson	
	Deborah Haworth	

**Reference and administrative details:**

Charity number:	1182053
Company number:	11634699
Registered office:	Acero Building 1 Concourse Way Sheaf Street Sheffield, S1 2BJ

**Our Advisers:**

Bank	National Westminster Bank Plc	7 Market Place Derby, DE1 9DS
Solicitors	Andrew Holland Law Limited	Suite 2, The Bakery Millenium Business Park Steeton, Keighley West Yorkshire, BD20 6RB
Auditors	Armstrong Watson Audit Limited	Thornfield Business Park Northallerton, DL6 2XQ

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## Chair's Foreword

### For the Year Ended 31 July 2025

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I am pleased to present the NOCN Job Cards Annual Report and Accounts for the year ended 31 July 2025.

Throughout the year, our activities continued to be guided by our charitable objectives, supporting employment and career progression within the construction sector. It is essential to sustaining and enhancing those objectives that, year on year, we deliver a financial performance that upholds industry standards and enhance workforce competence.

I am pleased to report that, despite operating for only eight months before transferring operations to NOCN, the parent Charity, the Charity achieved an operating surplus of £598,000 compared to £411,000 in the previous 12-month period. This reflects strong cost management and continued demand for our services. Following the transfer of trade and assets on 31 March 2025, reserves at year-end were £nil, as expected. These results demonstrate the effectiveness of our operational discipline and commitment to innovation in supporting the sector.

#### Key strategic highlights include:

- **Compliance and Industry Leadership:** The Construction Plant Competence Scheme (CPCS) maintained its position as the only plant card scheme fully compliant with the PSRO Card Scheme Framework and meeting the Construction Leadership Council's "One-Logo" requirements, verified through independent CSCS audit.
- **Scheme Reform and Modernisation:** Significant reforms were implemented to align CPCS with the Standard Setting Body's "New Training Standards." Updated rules and processes were introduced with strong industry support, ensuring the scheme remains relevant and robust.
- **Digital Transformation:** A major milestone was our online Health, Safety and Environment (HS&E) test for plant operatives, combining interactive learning with secure, invigilated assessment. Renewal testing was modernised through a fully online, modular CPD model, improving accessibility and reducing barriers to maintaining competence.
- **Sustainability of CISRS Delivery:** NOCN Job Cards continued to administer CISRS smart cards, with volumes consistent with the previous year. The CISRS contract was successfully renegotiated to ensure sustainability and value for both parties.

Across all activities, NOCN Job Cards supported centres, employers, and operatives to strengthen competence and close critical skills gaps in the sector.

On 31 March 2025, the trade and assets of NOCN Job Cards were transferred to NOCN, enabling a fully integrated service for customers and greater efficiency in delivery. The trustees intend to formally close the Charity during the next financial year.

Looking ahead, the integration of Job Cards activities into NOCN will enhance our ability to deliver high-quality, compliant, and innovative services to the construction sector, supporting our shared charitable objectives and the development of a skilled workforce.

On behalf of the Board of Trustees, I thank all staff and partners for their dedication and professionalism throughout this transitional year.



Kay Dickinson (Chair Audit & Risk group)

9 December 2025

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## **Trustees' Report**

### **For the Year Ended 31 July 2025**

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The Trustees, who act as Directors for the purpose of company law, present their report together with the financial statements of the Charity for the year ending 31 July 2025.

#### **The Purpose of the Charity**

The purpose and mission statement of the Charity is to support learners to achieve success in life and work and support communities and organisations to develop and prosper through the provision and operation of competency card schemes.

#### **The Objects of the Charity**

The Charity's objects up until it ceased trade on 31 March 2025 were, as per the Charity's governing document, its Articles of Association, specifically restricted to the advancement of education of operatives working in industry within the United Kingdom and Eire and in other countries which recognise skills and competency card schemes in one or more of the following ways:

- by promoting and widening participation in education and training including for those people who have previously been excluded from educational opportunities;
- by improving the quality and flexibility of education provision for the public benefit, including for those people who have previously been excluded from educational opportunities;
- by improving access for learning opportunities and facilitating progression to further learning, employment and higher education particularly through the award of credit and credit-based qualifications and assured courses;
- by facilitating skills and competence card schemes for individuals working in industry within the UK and Eire and in other countries which recognise skills and competency card schemes, which will set standards and develop and test skills and competencies in order to increase public confidence in the individuals' work;
- by promoting participation by individuals in the schemes;
- by promoting participation by individuals in all forms of education and training in conjunction with and in addition to the schemes;
- by improving the quality and flexibility of the educational provision available to individuals;
- by improving access for individuals to learning opportunities and facilitating progression to further learning, employment and higher education;
- by delivering continuing professional development, training qualifications and assessment qualifications to individuals;
- by working with industry to ensure the schemes and the individuals covered by the scheme are ready for advancements in new technologies; and
- by ensuring the schemes meet the needs of the individuals covered by the scheme.

Following the cessation of trade, the Charity's object is the orderly closure of the Charity.

#### **Public Benefit**

The Trustees have complied with their duty in accordance with the UK Charities Act 2011 to follow the Charity Commission's guidance on the operation of this public benefit.

The Charity started to advance its objectives for the general public through the purchase of the Construction Plant Competency Scheme (CPCS) from CITB on 1<sup>st</sup> March 2019 as the first competency card schemes that the Charity will operate. This card scheme ensures that Construction Plant Operators have the right qualifications and experience to operate different classes of plant machinery on construction sites.

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**Trustees' Report** *(continued)*

**For the Year Ended 31 July 2025**

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**Public Benefit** *(continued)*

In September 2019, the Construction Industry Scaffolders Record Scheme (CISRS) signed a contract with NOCN Job Cards for the Charity to deliver CISRS cards to the Scaffolding industry. CISRS is one of the oldest most respected cards in the construction industry. The contract to deliver the CISRS cards fits very well with the NOCN Job Cards' charitable aims.

During the year the trustees took the decision to transfer the operations of the Charity into its ultimate controlling party, NOCN, a Charity with similar objects and believe that this transfer will further public benefit by simplifying administration and management of the charitable activities.

**Key Achievements, Activities & Performance in the year**

The Construction Plant Competence Scheme (CPCS) has continued to support employment and career progression within the construction plant sector by ensuring operatives meet recognised industry standards and by issuing secure digital SMART cards. It remains the only plant card scheme fully compliant with the PSRO Card Scheme Framework and continues to meet the Construction Leadership Council (CLC) "One-Logo" requirements, verified through independent CSCS audit.

During the year, CPCS implemented significant reforms to align with the Standard Setting Body's "New Training Standards." Updated scheme rules and processes were introduced with strong industry support, shaped through active engagement with working groups. The remaining categories will be phased in as CITB develops further standards.

A major milestone was the modernisation of the renewal's tests, with a fully online, modular CPD model replacing the previous in-person requirement. This digital-first approach has enhanced accessibility, reduced barriers to maintaining competence, and streamlined the renewal process.

NOCN Job Cards continued to administer CISRS smart cards, with volumes consistent with the previous year. In response to cost pressures, the CISRS contract was renegotiated for 2024/25 to ensure sustainability of delivery for both parties.

Across all activities, NOCN Job Cards has supported centres, employers, and operatives to strengthen competence and close critical skills gaps in the sector.

On 31 March 2025, the trade and assets of NOCN Job Cards were transferred to its parent Charity, NOCN Group. Following this transfer, NOCN Job Cards ceased trading and the trustees intend to formally close the Charity during the next financial year. Consequently, these financial statements have been prepared on a basis other than going concern.

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**Trustees' Report** *(continued)*

**For the Year Ended 31 July 2025**

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**Financial Review**

The result is for the 8-month trading period to 31 March 2025, when the operations of the Charity were transferred to NOCN.

Card income levels have seen an increase year-on-year when comparing a full 12 month period. Operating costs were lower in the period compared to 2023/24 due to specific efforts to review costs and reduce where possible. This resulted in the Charity achieving an operating surplus of £598k for the 8-month trading period in the year to 31 July 2025 (2024: £411k surplus for 12-month period).

	2025	2024
	£000's	£000's
Income	3,017	3,804
Operating costs	(2,419)	(3,393)
<b>Operating surplus</b>	<b>598</b>	<b>411</b>
Depreciation, amortisation & Interest	(280)	(429)
<b>Net incoming/(outgoing) resources</b>	<b>318</b>	<b>(18)</b>

The reserves of the Charity at the end of the year are £nil (2024: £450,750) following the transfer of trade and assets to NOCN, the ultimate controlling party.

**Going Concern**

On 31 March 2025 the trade and assets of NOCN Job Cards was transferred into the parent company of the Group, NOCN. As a result, NOCN Job Cards, as a legal entity, ceased trading and held no assets at 31 July 2025. The financial statements for the year to 31 July 2025 have therefore been prepared on a basis other than going concern. It is the intention of the Trustees to formally close NOCN Job Cards during the next financial year.

No adjustments were required as a result of preparing the accounts on a basis other than going concern.

**Key Risks in the Year 2024/25**

The key risks and uncertainties faced by NOCN Job Cards during the year were as follows:

- The impact of economic uncertainty on the construction sector, requiring cautious financial and operational planning.
- The risk of CPCS failing to adapt to new CITB funding arrangements, mitigated through reforms embedded during the year.
- The need for sustained investment in digital innovation, as underinvestment could limit service quality and stakeholder satisfaction.
- Potential disruption from the standards-setting process and/or PSRO decisions that may not ensure a level playing field for CPCS.
- Competition from lower-standard schemes, which risk undermining safety and reducing incentives to maintain high competence.

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**Trustees' Report** *(continued)*

**For the Year Ended 31 July 2025**

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**Reserves Policy**

Historically, the aim of the policy was to maintain approximately 6 to 8 months of projected operating expenditure and available cash (pooled at a group level). These unrestricted reserves, were freely available for general use and held to withstand short-term financial risks and to support any net wind-up costs in the event of closure.

Following the transfer of the trade and assets of the Charity to NOCN, the parent company of the Group, on 31 March 2025 the Charity ceased to hold any assets and therefore no longer holds any reserves. The services previously delivered by the Charity continued uninterrupted within NOCN, with reserves now managed at the Group level in line with NOCN's financial policies.

**Powers of Investment**

The Trustees are authorised by the Memorandum of Association to invest monies not immediately required for the Charity's own purposes in such investments, securities or property as they deem fit subject to any conditions required by law.

**Future Plans**

It is the intention of the trustees, following the transfer of trade and assets to NOCN during the year, to formally close NOCN Job Cards in the year to 31 July 2026.

**Structure, Governance and Management**

NOCN Job Cards is a company limited by guarantee and a registered Charity and is governed by its Memorandum and Articles of Association. The Charitable company was incorporated on 22 October 2018 and registered in England and Wales as a charity on 15 February 2019. The Charity commenced operations on 1 March 2019.

NOCN Job Cards is consolidated within NOCN, given its Articles give NOCN majority voting rights on the Board.

**Organisation of the Charity**

NOCN Job Cards is governed by a Board of Trustees and at 31 July 2025 the Charity had 4 Trustees, with 3 resignations in the year.

The Board makes any trustee appointment decisions. Any appointments have to be approved by the NOCN Board.

The Board of Trustees meets at least quarterly with a full business agenda including a review of the Management Accounts and budget achievement. During the year the Board was supported by one sub-committee: Group Audit & Risk Committee. The sub-committee meets between 3 and 4 times in the year and reports its activities and recommendations, at the Board meeting immediately following their own meetings.

The Board of Trustees delegates the management of the Charity to the Group Chief Executive who undertakes these responsibilities through an Executive Committee which is comprised of the Chief Executive Officer, Chief Operating Officer and all the Group Directors within NOCN Group, and an Operations Group which is made up of the Executive Committee (except the Chief Executive Officer) plus the Heads of Departments of the Group entities.

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**Trustees' Report** *(continued)*

**For the Year Ended 31 July 2025**

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**Trustee Induction and Training**

When new Trustees join the Board, a formal briefing from the Chair and Group Chief Executive takes place and they receive an induction pack. Trustees receive formal training on their responsibilities, including their legal obligations.

**Compliance with the Charity Governance Code**

The Trustees monitor compliance with the Charity Governance Code, the assessment of which was last updated in November 2025. It has been assessed that the Group continues to be compliant with the Code.

**Pay policy for senior staff**

Two Trustees received remuneration from NOCN as key management of NOCN, but did not receive remuneration from NOCN Job Cards. The rest of the Trustees received no remuneration.

Details of any Trustee related party transactions are disclosed in the notes to the accounts.

**Risk Management**

The Group operates a risk management policy and strategy. The aims of the policy and strategy are to:

- consider best practice in designing a risk management framework;
- encourage well-managed taking of risk to deliver business objectives;
- provide staff with policies and procedures necessary to manage risk;
- embed risk management in the day-to-day conduct of business;
- identify and prioritise risk using the risk management technology;
- regularly monitor risk at Group Chief Executive and Director Level; and
- achieve continuous improvement in risk management.

During the year the Group Audit & Risk Committee has routinely considered the Strategic Risk Register and examined specific areas of risk at the request of the Board and has overseen a review of the register's format and risks. The Strategic Risks are also reported to the Board on a quarterly basis. The Strategic Risk Register is also reviewed on a monthly basis by the Executive Committee.

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**Trustees' Report** *(continued)*

**For the Year Ended 31 July 2025**

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**Trustees' responsibilities in relation to the financial statements**

The Trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees' Annual Report and Financial Statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare Financial Statements for each financial year. Under that law the Trustees have prepared the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law), including FRS102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*.

Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the Charity for that period.

In preparing the Financial Statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Companies Act 2006.

The Trustees are also responsible for safeguarding the assets of the Charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Disclosure of information to auditors**

The Trustees who held office at the date of approval of the Trustees Report confirm that, so far as they are aware, there is no relevant information of which the Group's auditor is unaware; and each Trustee has taken all steps that they ought to have taken as a Trustee to make themselves aware of any relevant audit information and to establish that the group's auditor is aware of that information.



Kay Dickinson (Chair Audit & Risk group)

9 December 2025

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**Independent Auditor's Report****to the Members of NOCN Job Cards**

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**Opinion**

We have audited the financial statements of NOCN Job Cards (the 'charitable company') for the year ended 31 July 2025 which comprise the Statement of Financial Activities, the Statement of Financial Position, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2025 and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Emphasis of matter – financial statements prepared on a basis other than going concern**

We draw attention to the accounting policies on page 15, which indicates that the directors intend to formally close the charitable company following the legal transfer of property and trade to NOCN following the merger on 31 March 2025 and do not consider it appropriate to adopt the going concern basis of accounting in preparing the financial statements. Accordingly, the financial statements have been prepared on a basis other than going concern.

**Other information**

The other information comprises the information included in the trustees annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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**Independent Auditor's Report** *(continued)*

**to the Members of NOCN Job Cards**

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**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the Charitable Company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of Trustees**

As explained more fully in the trustees' responsibilities statement set out on page 8, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditors' responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

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**Independent Auditor's Report** *(continued)*

**to the Members of NOCN Job Cards**

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Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- we identified the laws and regulations applicable to the charitable company through discussions with directors and other management, and from our commercial knowledge and experience of the industry. The key laws and regulations we identified were Charities Act 2011, Companies Act 2006, Employment legislation and Ofqual regulations;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and obtaining compliance certificates; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the entity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions; and
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation; and
- enquiring of management as to actual and potential litigation and claims.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditors' report.

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**Independent Auditor's Report** *(continued)*

**to the Members of NOCN Job Cards**

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**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Simon Turner (Senior Statutory Auditor)

for and on behalf of

**Armstrong Watson Audit Limited**

Chartered Accountants

Northallerton

Date: 18 December 2025

NOCN Job Cards  
(A Company limited by Guarantee)

**Statement of Financial Activities (incorporating income and expenditure account)**

**For the Year Ended 31 July 2025**

	Note	2025 Unrestricted Funds £	2025 Total Funds £	2024 Total Funds £
<b>Incoming resources</b>				
Charitable activities	1	3,016,575	3,016,575	3,804,383
<b>Total incoming resources</b>		<b>3,016,575</b>	<b>3,016,575</b>	3,804,383
<b>Resources expended</b>				
Charitable activities	2,3	2,698,920	2,698,920	3,822,322
<b>Total resources expended</b>		<b>2,698,920</b>	<b>2,698,920</b>	3,822,322
<b>Net movement in funds before other recognised gains and losses</b>		<b>317,655</b>	<b>317,655</b>	(17,939)
<b>Net movement in funds in the period</b>		<b>317,655</b>	<b>317,655</b>	(17,939)
Total funds brought forward		450,750	450,750	468,689
Group transfer		(768,405)	(768,405)	-
<b>Total funds carried forward</b>	14	-	-	450,750

All the figures above relate to the principal activities of the Charity. As per note 16, the Charity's trade and assets were transferred to parent company on 31 March 2025 and the Charity has not traded since. The result for 2025 is therefore for the 8 months to 31 March 2025, when the Charity ceased to trade.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 15 to 25 form part of these financial statements.

NOCN Job Cards  
(A Company limited by Guarantee)

**Balance Sheet**

**As at 31 July 2025**

	Notes	2025 Unrestricted Funds £	2024 Unrestricted Funds £
<b>Fixed assets</b>			
Intangible assets	9	-	1,813,482
Tangible assets	10	-	16,465
<b>Total fixed assets</b>		-	1,829,947
<b>Current assets</b>			
Debtors	11	-	484,403
Cash at bank and in hand		-	322,013
<b>Total current assets</b>		-	806,416
<b>Current liabilities</b>			
Creditors: Amounts falling due within one year	12	-	(2,185,613)
<b>Net current liabilities</b>		-	(1,379,197)
<b>Total net assets</b>		-	450,750
<b>Represented by:</b>			
General funds	14	-	450,750
<b>Total funds</b>		-	450,750

The notes on pages 15 to 25 form part of these financial statements.

The Financial Statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved by the Trustees and authorised for issue on [4] December 2025 and were signed on its behalf by:



Kay Dickinson (Chair Audit & Risk group)

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## Notes to the Financial Statements

For the Year Ended 31 July 2025

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### Accounting Policies

The following accounting policies have been applied consistently in dealing with items, which are considered material in relation to the Charity's Financial Statements.

### Basis of preparation

NOCN Job Cards (the "Charity") is a company limited by guarantee, a registered charity and is incorporated and domiciled in the United Kingdom. The Financial Statements have been prepared in accordance with United Kingdom Accounting Standards, including Financial Reporting Standard 102, the reporting standard applicable in the UK and Ireland (*Charities SORP FRS 102*), the Charities Act 2011 and the Companies Act 2006.

NOCN Job cards meets the definition of a public benefit entity under FRS 102.

The presentational and functional currency of these financial statements is sterling and values are rounded to the nearest pound.

The Charity's ultimate parent undertaking, NOCN, includes the Charity in its consolidated financial statements. The consolidated financial statements for NOCN are available to the public and may be obtained from Companies House, Crown Way, Cardiff, CF14 3UZ. In these financial statements, the charitable company is considered to be a qualifying entity (for the purposes of this FRS) and has applied the exemptions available under FRS102 in respect of the following disclosures:

- Cashflow statement and related notes; and
- Key management personnel compensation

### Going concern

The Charity ceased trading on 31 March 2025 following the transfer of its trade and assets to its ultimate controlling party, NOCN. It is the intention of the trustees to formally close NOCN Job Cards in the next financial year.

As a result, the financial statements were prepared on a basis other than going concern.

### Incoming Resources

Income from charitable activities, being card and associated test fees, is recognised at the point of booking/processing.

Income is classed as unrestricted unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

### Financial Instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of loans from banks which are subsequently measured at amortised cost using the effective interest method.

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**Notes to the Financial Statements** *(continued)*

**For the Year Ended 31 July 2025**

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**Resources Expended**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of appropriate cost drivers depending on the nature of the activities the staff are involved in. The cost drivers include time spent, proportion of entity income level as a percentage of Group income level, and entity FTEs as a percentage of Group total FTEs. Depreciation charges are allocated on the portion of the assets use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objects, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**Tangible Fixed Assets and Depreciation**

Tangible assets are stated at cost less accumulated depreciation.

Depreciation is provided so as to write off the cost or valuation of assets over their estimated useful economic lives, using the straight line method as follows:

- Computer equipment - 33.3% per annum
- Fixtures and fittings - 10% per annum

All tangible fixed assets costing over £1,000 are capitalised on acquisition and are included in the balance sheet at cost. The estimated useful economic lives and depreciation method are reviewed at each year end.

**Intangible Fixed Assets and Amortisation**

Intangible assets are stated at cost less accumulated amortisation and any accumulated impairment losses.

Purchased goodwill is recognised at the cost of acquisition less the on-balance sheet assets purchased.

Software development costs are recognised as an intangible asset when purchased but are amortised when all of the following criteria are demonstrated:

- The technical feasibility of completing the software so that it will be available for use or sale.
- The intention to complete the software and use or sell it.
- The ability to use the software or to sell it.
- How the software will generate probable future economic benefits.
- The availability of adequate technical, financial and other resources to complete the development and to use or sell the software.
- The ability to measure reliably the expenditure attributable to the software during its development.

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**Notes to the Financial Statements** *(continued)*

**For the Year Ended 31 July 2025**

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**Intangible Fixed Assets and Amortisation** *(continued)*

Amortisation is charged so as to allocate the cost of intangibles less their residual values over their estimated useful lives, using the straight-line method. The intangible assets are amortised over the following useful economic lives:

Software development costs	5 years
Goodwill	10 years

If there is an indication that there has been a significant change in amortisation rate or residual value of an asset, the amortisation of that asset is revised prospectively to reflect the new expectations. If the net fair value of the identifiable assets and liabilities acquired exceeds the cost of a business combination, the excess up to the fair value of non-monetary assets acquired is recognised in the SoFA (statement of financial activities) in the periods in which the non-monetary assets are recovered. Any excess exceeding the fair value of non-monetary assets acquired is recognised in the statement of financial activities in the periods expected to be benefited.

**Taxation**

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Charity is exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**Pensions**

No contributions were made by the charity to the scheme in the year. The scheme was formally closed on 16 December 2024.

**Fund Accounting**

Restricted funds are funds that are to be used for specific purposes as laid down by the donor. Expenditure which meets this criterion is charged to restricted funds, together with a fair allocation of management and support costs.

Unrestricted funds comprise those funds, which the Trustees are free to use in accordance with the objects of the Charity.

Designated funds are unrestricted funds, which have been allocated for specific purposes by the Trustees.

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**Notes to the Financial Statements** *(continued)*

**For the Year Ended 31 July 2025**

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**Critical accounting estimates and areas of judgement**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

- ***Goodwill useful economic life and amortisation***

The key judgements and sources of estimation uncertainty relate to the identified useful economic life attributable to the goodwill on acquisition of the trade and assets of CPCS which has been capitalised to the Balance Sheet.

**Notes to the Financial Statements** *(continued)*

**For the Year Ended 31 July 2025**

**Notes to the Accounts**

**1. Incoming resources from charitable activities**

	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Competency scheme activities	3,016,575	3,016,575	3,804,383

Income from charitable activities primarily comprises theory and practical test fees, card upgrades and extensions fees, and HS&E tests in respect of the Construction Plant Competence Scheme (CPCS) and Construction Industry Scaffolders Record Scheme (CISRS).

The income in the year is for the 8 months to 31 March 2025 when the Charity ceased to trade.

All income from charitable activities in the prior period was unrestricted.

**2. Analysis of resource expended on charitable activities summary by fund type**

	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Competency scheme activities	2,698,920	2,698,920	3,822,322

All resource expended from charitable activities in the prior period was unrestricted.

The resources expended in the year is for the 8 months to 31 March 2025 when the Charity ceased to trade.

**3. Analysis of resource by activity**

	Activities undertaken directly £	Support costs £	2025 £
Competency scheme activities	1,898,268	800,652	2,698,920

	Activities undertaken directly £	Support costs £	2024 £
Competency scheme activities	2,670,691	1,151,631	3,822,322

NOCN Job Cards  
(A Company limited by Guarantee)

**Notes to the Financial Statements** *(continued)*

**For the Year Ended 31 July 2025**

**4. Analysis of support costs**

	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Staff costs	15,381	15,381	139,802
Depreciation and amortisation	279,595	279,595	428,879
Group recharge for support	498,476	498,476	575,450
Governance costs	7,200	7,200	7,500
<b>Total</b>	<b>800,652</b>	<b>800,652</b>	<b>1,151,631</b>

Governance costs are made up of audit and accountancy fees, intellectual property rights costs, and legal and professional fees.

The Group recharge for support is made up of Job Cards' share of the Group's overheads, such as facilities and IT infrastructure costs, these costs are allocated across the Group entities using appropriate drivers tailored to the costs of each function.

**5. Net incoming resources**

	2025 £	2024 £
Net incoming resources for the year are stated after charging:		
Depreciation	2,136	4,512
Amortisation	277,459	424,367
External audit fees	7,200	7,500
Operating lease in respect of buildings	26,803	40,205
Operating lease in respect of equipment and cars	-	6,718

**6. Employee numbers and costs**

The charity is supported with HR services from the Parent Charity, NOCN to enable the delivery of its services, which included staff costs. Whilst staff do not have a contract of service with NOCN Job Cards, as they worked wholly for this charity, until the transfer of trade and assets to NOCN, it is considered appropriate to disclose staff costs and average numbers within these financial statements.

<b>Staff</b>	2025 £	2024 £
Wages and salaries	779,362	1,259,316
Social security costs	73,334	117,547
Pension costs	56,348	93,607
<b>Total</b>	<b>909,044</b>	<b>1,470,470</b>

The average number of persons providing services to the charity during the year was as follows:

	2025 Number	2024 Number
Charitable activities	32	35
<b>Total</b>	<b>32</b>	<b>35</b>

There were no employees as at 31 July 2025.

NOCN Job Cards  
(A Company limited by Guarantee)

**Notes to the Financial Statements** *(continued)*

**For the Year Ended 31 July 2025**

**7. Trustee remuneration and expenses**

No remuneration or expenses were claimed by the trustees in the year to 31 July 2025 (2024 £nil).

**8. Audit remuneration**

	2025 £	2024 £
External audit	7,200	9,000
<b>Total</b>	<b>7,200</b>	<b>9,000</b>

**9. Intangible fixed assets**

During the year, as part of the Group simplification (see note 16), the trade and assets of the Charity were transferred into NOCN, the ultimate controlling party, on 31 March 2025. As such the Charity held no intangible assets at 31 July 2025.

	Software development £	Goodwill CPCS £	Total £
<b>Cost</b>			
At beginning of year	667,969	3,289,659	3,957,628
Additions	123,698	-	123,698
Disposals	(65,888)	-	(65,888)
Group transfers	(725,779)	(3,289,659)	(4,015,438)
<b>At end of year</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Amortisation</b>			
At beginning of year	231,881	1,912,265	2,144,146
Charge for the year	77,111	200,348	277,459
Disposals	(65,888)	-	(65,888)
Group transfers	(243,104)	(2,112,613)	(2,355,717)
<b>At end of year</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net book value at 31 July 2025</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net book value at 31 July 2024	436,088	1,377,394	1,813,482

NOCN Job Cards  
(A Company limited by Guarantee)

**Notes to the Financial Statements** *(continued)*

**For the Year Ended 31 July 2025**

**10. Tangible fixed assets**

	Computer equipment £	Office equipment £	Fixtures and fittings £	Total £
<b>Cost</b>				
At beginning of year	22,346	15,009	17,034	54,389
Disposals	(22,346)	-	-	(22,346)
Group Transfers	-	(15,009)	(17,034)	(32,043)
<b>At end of year</b>	-	-	-	-
<b>Depreciation</b>				
At beginning of year	22,346	7,254	8,324	37,924
Charge for the year	-	1,001	1,135	2,136
Disposals	(22,346)	-	-	(22,346)
Group Transfers	-	(8,255)	(9,459)	(17,714)
<b>At end of year</b>	-	-	-	-
<b>Net book value at 31 July 2025</b>	-	-	-	-
Net book value at 31 July 2024	-	7,755	8,710	16,465

During the year as part of the Group simplification (see note 16), the trade and assets of the Charity were transferred into NOCN, the ultimate controlling party, on 31 March 2025. As such the Charity held no tangible assets at 31 July 2025

**11. Debtors**

	2025 £	2024 £
Trade debtors	-	440,738
Prepayments and accrued income	-	43,665
<b>Total</b>	-	484,403

Trade debtors are stated net of bad debt provisions of £nil (2024: £10,402)

**12. Creditors – amounts falling due within one year**

	2025 £	2024 £
Trade creditors	-	76,112
Accruals	-	130,179
Amounts owing to group undertakings	-	1,979,322
<b>Total</b>	-	2,185,613

Amounts owed to group undertakings are interest free.

NOCN Job Cards  
(A Company limited by Guarantee)

**Notes to the Financial Statements** *(continued)*

**For the Year Ended 31 July 2025**

**13. Analysis of net assets between funds**

	Unrestricted & total funds 2025 £	Unrestricted & total funds 2024 £
Intangible fixed assets	-	1,813,482
Tangible fixed assets	-	16,465
Current assets	-	806,416
Current liabilities due in less than one year	-	(2,185,613)
<b>Net Assets</b>	<b>-</b>	<b>450,750</b>

**14. Statement of Funds**

**Statement of funds – current year**

	At 31 July 2024 £	Incoming resources £	Outgoing resources £	Transfer of funds £	At 31 July 2025 £
General funds	450,750	3,016,575	(2,698,920)	(768,405)	-
<b>Total unrestricted funds</b>	<b>450,750</b>	<b>3,016,575</b>	<b>(2,698,920)</b>	<b>(768,405)</b>	<b>-</b>

**Statement of funds – prior year**

	At 31 July 2023 £	Incoming resources £	Outgoing resources £	Transfer of funds £	At 31 July 2024 £
General funds	468,689	3,804,383	(3,822,322)	-	450,750
<b>Total unrestricted funds</b>	<b>468,689</b>	<b>3,804,383</b>	<b>(3,822,322)</b>	<b>-</b>	<b>450,750</b>

**15. Financial Commitments**

At 31 July 2025, the Group had commitments under non-cancellable operating leases as follows:

	2025 £	2024 £
<b>Buildings:</b>		
Within one year	-	40,205
Between two and five years	-	43,619
<b>Equipment:</b>		
Within one year	-	6,718

NOCN Job Cards  
(A Company limited by Guarantee)

**Notes to the Financial Statements** *(continued)*

**For the Year Ended 31 July 2025**

**16. Group simplification**

During the year, a Group simplification exercise was performed to streamline the Group's corporate structure into NOCN, the ultimate controlling party, to deliver a joined-up service for learners, employers, and centres, while maintaining the social impact and charitable objectives of both organisations.

As a result the trade and assets were transferred into the main trading entity and ultimate controlling party of the Group, NOCN on 31 March 2025 at their net book value.

The assets and liabilities transferred were as follows:

	<b>£'000</b>
Fixed assets - Intangible	1,659,721
Fixed assets - Tangible	14,329
Debtors	251,950
Cash	22,861
Creditors	(1,180,456)
<b>Net assets</b>	<b>768,405</b>

Any intercompany balances between NOCN Job Cards and NOCN were offset on 31 March 2025. NOCN Job Cards is now non trading and the Trustees plan to formally close the Charity during the next financial year.

**17. Related Party Transactions**

During the year the Charity was recharged expenditure of £498,476 (2024: £575,450) from its parent company in relation to support costs.

Other transactions with related parties were as follows:

	2025	2025	2024	2024
	Income /	Amount due	Income /	Amount due
	(Costs)	from/(to) at	(Costs)	from/(to) at
	£	the year end	£	the year end
	£	£	£	£
BAM Nuttall <sup>1</sup>	35,478	-	87,857	4,292
Construction Industry Scaffolders Record Scheme <sup>2</sup>	(255,398)	-	(397,181)	33,408
Amelia Renny <sup>3</sup>	-	-	(1,440)	-

All related party transactions are undertaken under normal commercial terms.

<sup>1</sup>Transactions with BAM Nuttall represent learner registration, certification fees and CPCS cards. Timothy Brownbridge is an Academy Manager at BAM Nuttall.

<sup>2</sup>Transactions with Construction Industry Scaffolders Record Scheme in relation to the Card processing Income.

<sup>3</sup>Transactions with Amelia Renny relate to e-learning development. Amelia Renny is related to Simon Renny who is a Group Director of NOCN.

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**Notes to the Financial Statements** *(continued)*

**For the Year Ended 31 July 2025**

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**18. Controlling Party**

The immediate parent and ultimate controlling parent of the Charity is NOCN, a Charitable Company registered in England and Wales, with registered address Acero Building, 1 Concourse Way, Sheaf Street, Sheffield, United Kingdom, S1 2BJ.

NOCN is the sole member of NOCN Job Cards and so for Companies Act purposes NOCN Job Cards is a wholly owned subsidiary of NOCN. Therefore, the Board considers NOCN to be the controlling party.

The smallest and largest group in which the company's results are consolidated is that headed by NOCN. The consolidated accounts of this company are available to the public and may be obtained from the company's registered address, as set out above. No other group accounts include the results of the company.

**NOCN JOB CARDS**

England & Wales - Charity number 1182053

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# Accounts

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Company registration number: 11634699

Charity number: 1182053



NOCN Job Cards

(A Company limited by guarantee)

Trustee' Report and Consolidated Financial Statements

For the year ended 31 July 2024

NOCN Job Cards  
(A Company limited by Guarantee)

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NOCN Job Cards  
(A Company limited by Guarantee)

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**Reference and Administrative Details of the Charity, its Trustees and Advisers**

**For the Year Ended 31 July 2024**

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**NOCN Job Cards Trustees' and Directors:**

Chair	Alison Duckles CBE	
	Graham Hasting-Evans	
	David Mosley	(Resigned 8 July 2024)
	Carl Hassell	
	Paul Allman	
	Timothy Brownbridge	
	Kay Dickinson	
	Deborah Howarth	(Appointed 8 January 2024)

**Reference and administrative details:**

Charity number:	1182053
Company number:	11634699
Registered office:	Acero Building 1 Concourse Way Sheaf Street Sheffield, S1 2BJ

**Key Management Personnel:** Group Director (Job Cards) Carl Hassell

**Our Advisers:**

Bank	National Westminster Bank Plc	7 Market Place Derby, DE1 9DS
Solicitors	Andrew Holland Law Limited	Suite 2, The Bakery Millenium Business Park Steeton, Keighley West Yorkshire, BD20 6RB
Auditors	Armstrong Watson Audit Limited	Thornfield Business Park Northallerton, DL6 2XQ

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**Trustees' Report**

**For the Year Ended 31 July 2024**

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The Trustees are pleased to present their Annual Directors' Report together with the Financial Statements of the charity for the year ending 31 July 2024, which are prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The Financial Statements comply with the Charities Act 2011, the Companies Act 2006, the memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard and applicable in the UK and Republic of Ireland (FRS102).

## Trustees' Report (continued)

For the Year Ended 31 July 2024

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### Chair's Foreword

2023/24 has seen the Construction Plant Competence Scheme (CPCS) from NOCN Group continue to progress, benefiting from the ongoing implementation of its determined strategic planning. This action aims to considerably improve financial position in 2024/25. We continue to support centres, employers, and operatives in enhancing skills and competency, professionalising the plant sector and addressing the gaps in the construction industry skills.

Key strategy steps embedded in our operations include:

- **The launch of a series of industry-leading digital innovations**

This includes the development of our own version of the Health Safety & Environment (HSE) test, introducing interactive learning and an invigilated test. We have also transformed and replaced CPCS Card Renewal Testing with a fully online Continuous Professional Development (CPD) solution.

- **Expanding our charitable activities into the international arena**

The international market continues to offer rich potential for diversification. We have continued to see growth in several of our international partnerships, particularly consolidating our position in the Middle East region. We are now seen as the leading Technical and Vocational Education and Training (TVET) Awarding Organisation in Bahrain. We have also started contractual work with Skills Bahrain for the development of skills tests, and across the Kingdom of Saudi Arabia we have approved new centres.

- **Critically maintaining our regulatory approvals and compliance**

CPCS has gone through significant changes to ensure that its card schemes meet the requirements of the Standard Setting Body for the introduction of "New Training Standards". We have had to change many of the scheme's rules to ensure compliance and have put together industry working groups to ensure that the training standards were adopted and improvements to the schemes are delivered and meet the needs of industry.

- **Strengthening our quality assurance**

Quality assurance has strengthened during the financial year. CPCS has a new Quality Assurance Manual, new reporting forms, and External Quality Assurance (EQA) is now more efficient due to completing documentation in real time.

Construction Industry Scaffolders Record Scheme (CISRS) smart carding processes continue to be managed by NOCN Group. Volumes have remained comparative to the previous year.

Our clarity of strategic purpose and progress made on implementation has underpinned our turnover in the period. This is particularly encouraging as it has been achieved against a challenging economic backdrop for many of our cardholders operating within the construction sector.

Looking forward, the Board of Trustees has agreed in principle a merger of NOCN Job Cards with the parent company of the Group, NOCN, during 2024/25 financial year. This will enable a better integrated service delivery of Job Cards' operations to our customers whilst maintaining the same quality but with greater efficiency. It will also support our charitable objectives by enhancing the training and development opportunities and lifelong learning available to learners, operatives and card holders.

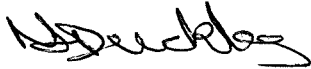
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**Trustees' Report (continued)**

**For the Year Ended 31 July 2024**

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I take this opportunity to thank our staff and management, on behalf of the Board of Trustees, for all their hard work and professionalism throughout the year.



Alison Duckles CBE (Chair)

5 December 2024

## **Trustees' Report (continued)**

**For the Year Ended 31 July 2024**

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### **Our Purpose, Objectives and Activities**

#### **The Purpose of the Charity**

The purpose and mission statement of the Charity is to support learners and apprentices to achieve success in life and work and support communities and organisations to develop and prosper through the provision and operation of competency card schemes.

#### **The Objectives of the Charity**

The charity's objectives are specifically restricted to the advancement of education of operatives working in industry within the United Kingdom and Eire and in other countries which recognise skills and competency card schemes in one or more of the following ways:

- by facilitating skills and competence card schemes which will set standards and develop and test skills and competencies in order to increase public confidence in the operatives work;
- by promoting participation by operatives in the schemes;
- by promoting participation by operatives in all forms of education and training in conjunction with and in addition to the schemes;
- by improving the quality and flexibility of education provision available to operatives;
- by improving access to learning opportunities and facilitating progression to further learning, employment and higher education;
- by delivering continuing professional development, training qualifications and assessment qualifications to operatives;
- by working with industry to ensure the schemes and operatives are ready for advancements in new technologies; and
- by ensuring the schemes meet the needs of all operatives.

#### **Public Benefit**

The Trustees have complied with their duty in accordance with the UK Charities Act 2011 to follow the Charity Commission's guidance on the operation of this public benefit.

The Charity started to advance its objectives for the general public through the purchase of the Construction Plant Competency Scheme (CPCS) from CITB on 1<sup>st</sup> March 2019 as the first competency card schemes that the Charity will operate. This card scheme ensures that Construction Plant Operators have the right qualifications and experience to operate different classes of plant machinery on construction sites.

In September 2019, the Construction Industry Scaffolders Record Scheme (CISRS) signed a contract with NOCN Job Cards for the charity to deliver CISRS cards to the Scaffolding industry. CISRS is one of the oldest most respected cards in the construction industry. The contract to deliver the CISRS cards fits very well with the NOCN Job Cards' charitable aims.

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**Trustees' Report (continued)**

**For the Year Ended 31 July 2024**

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**Key Achievements, Activities & Performance in the year**

CPCS supports people to gain employment and develop their careers within the construction plant sector by ensuring operatives meet the standards expected by industry. CPCS then issues operatives with digital SMART cards. The scheme, which is competency based, has different colour cards that indicate the level of skill.

CPCS is compliant with the Construction Leadership Council (CLC) requirements for a "One-Logo" skilled work force, as such we are audited by Construction Skills Certification Scheme (CSCS) and remain compliant and the only plant card scheme fully compliant with the PSRO Card Scheme Framework.

During 2023/24 CPCS has gone through significant changes to ensure that the CPCS card scheme meets the requirements of the Standard Setting Body for the introduction of "New Training Standards", as such we have had to change many of the scheme rules to ensure compliance. CPCS has strong support from industry. We have put together industry working groups to ensure that the training standards were adopted, improvements to the scheme are delivered and meet the needs of the industry.

CPCS has been able to gain the support of the board and its industry representatives to create and launch an online version of the Health, Safety and Environment (HS&E) test for plant operatives with interactive learning and an invigilated test. Job Cards created great on-line learning content that is easy to navigate and improves knowledge of the health safety and environmental responsibilities of employers, employees and contractors. We have changed the approach of Renewal Testing in independent locations and have a full on-line offer of online CPD, which is also interactive.

Job Cards continues to support centres, employers, and operatives in enhancing skills and competence in the plant sector and working on closing the sector's skills gaps.

We have also changed the way that operatives renew their Blue Competence card. Operatives no longer have to book appointments and travel to test locations, instead they can book Renewal CPD online, the renewal CPD has a modular approach and covers family groupings relevant to the categories held on the blue card. Operatives can now self-serve and do their renewal fully online.

CISRS smart carding processes are managed by Job Cards, volumes have remained comparative to the previous year, however our costs have increased therefore we have recently renegotiated the CISRS Contract for the 2024/25 period.

NOCN Job Cards  
(A Company limited by Guarantee)

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**Trustees' Report (continued)**

**For the Year Ended 31 July 2024**

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**Financial Review**

Card income levels have seen an increase year-on-year. Operating costs were 3% higher in 2023/24 compared to 2022/23 due to the continued investment in developing the business. This resulted in the charity achieving an operating surplus of £411k surplus in 2023/24 (2023: £400k surplus).

	2023/24	2022/23
	£000's	£000's
Income	3,804	3,694
Operating costs	(3,393)	(3,294)
<b>Operating (deficit) / surplus</b>	<b>411</b>	<b>400</b>
Depreciation, Amortisation & Interest	(429)	(368)
Other revaluations	-	-
<b>Net incoming resources after other gains / (losses)</b>	<b>(18)</b>	<b>32</b>

NOCN Job Cards reserves ended 2023/24 at £0.5m. However, this remains outside of its reserves policy target due to the need to pay off the intercompany loan from NOCN to fund the purchase of CPCS and the continued need to invest in developing the digital offer and quality of operations. This investment is projected to lead to improved financial performance in future years.

**Going Concern**

In order for the Board to determine the going concern position of Job Cards, a going concern assessment of its position was developed. The assessment included a review of current performance in 2023/24 at the point of signing the accounts, stress testing of budgets and forecast projections under a best and worst case on the Statement of Financial Activities and cash flow position for the period up to the 31 July 2025. Job Cards is operationally and financially viable as a business with continued projected surpluses to be generated under the best and worst case scenarios. NOCN also committed to continue to extend its intercompany loan to NOCN Job Cards until at least 31 July 2025.

However, as noted in the Chair's Foreword, in light of the Board's decision in principle to merge into the NOCN charity in 2024/25, (see note 22), the trade and assets of NOCN Job Cards are expected to be transferred into the parent company of the Group, NOCN, in the financial year 2024/25. As a result, Job Cards as a legal entity will cease trading and hold no assets by the end of 2024/25. The financial statements of 2023/24 have therefore been prepared on a basis other than going concern.

No adjustments were required as a result of preparing the accounts on a basis other than going concern. The services delivered by the entity will continue to operate post the merger with NOCN. NOCN Job Cards legal entity will continue to trade as normal until the merger with NOCN takes place in 2024/25. It is the intention of the Trustees to dissolve NOCN Job Cards soon after.

**Key Risks in the year**

The key risks NOCN Job Cards has faced in the year have been:

- General economic uncertainty impacting the construction sector in particular, which we have been mindful of in our future planning.
- The risk that the CPCS scheme fails to adapt successfully to the new CITB funding arrangement such that market share and income is lost to its competitors. Through the work carried out in 2023/24 we have managed to successfully mitigate this risk.
- Failing to invest sufficiently in digitisation projects or launching new processes and products impacting our ability to deliver to our stakeholders to the high standard they expect from NOCN Job Cards.

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**Trustees' Report (continued)**

**For the Year Ended 31 July 2024**

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- CITB and/or the PRSO is not effective (or no longer exists or changes) such that the CPCS scheme cannot operate effectively or is unfairly penalised vs competitors or the grant scheme ceases.
- Lower standard competitor schemes take market share from CPCS and as a result plant safety is lowered and accidents/deaths are higher.

**Reserves Policy**

The reserves policy was reviewed and updated in 2023/24. The aim of the policy is to keep Job Cards balance sheet unrestricted reserves in the range of £1.5m and £2.1m. Equating to approximately 6 to 8 months of projected operating expenditure and available cash, which is pooled at a group level. These unrestricted reserves, which are freely available for general use, are held to withstand any short-term financial risks and to support any net windup costs in the event of closure.

As at the end of July 2024, NOCN Job Cards was outside of this range given the company has only been operational since 2019.

The Board approved a business plan and budget for 2024/25, which will generate a healthy surplus. However, the Board decided to merge NOCN Job Cards with the parent company of the Group, NOCN, in the financial year 2024/25 (see note 22). As a result, Job Cards as a legal entity will cease trading and hold no assets by the end of 2024/25. The services delivered by the entity will continue to operate post the merger with NOCN. NOCN Job Cards legal entity will continue to trade as normal until the merger takes place in 2024/25.

**Powers of Investment**

The Trustees are authorised by the Memorandum of Association to invest monies not immediately required for the Charities own purposes in such investments, securities or property as they deem fit subject to any conditions required by law.

**Future Plans**

Work has started on our Vision 2030, ensuring that industry can scope their future needs of a plant competence scheme, ensuring that safety, skills, and competence continue to be improved within a safety critical sector.

NOCN Job Cards has set up additional card schemes that will operate the same quality and standards as CPCS for other footprints where an improved cards scheme will be of benefit to the sector. A similar Construction Card Scheme is planned for India and a Card Scheme for the oil and gas sector in the Gulf.

**Merger with NOCN**

Given the Board's decision to merge into NOCN charity in 2024/25, the trade and assets of NOCN Job Cards will be transferred into the parent company of the Group, NOCN, in the financial year 2024/25. The merger will enable the delivery of Job Cards' operations to the same quality and greater efficiency.

As a result, Job Cards as a legal entity will cease trading and hold no assets by the end of 2024/25 and will be dissolved. The financial statements of 2023/24 have therefore been prepared on a basis other than going concern.

## **Trustees' Report (continued)**

**For the Year Ended 31 July 2024**

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### **Structure, Governance and Management**

#### **Governing Document and Structure**

The organisation is a charitable company limited by guarantee incorporated on 22 October 2018 and was registered in England and Wales as a charity on 15 February 2019. The charity started to operate from 1 March 2019.

NOCN Job Cards is consolidated under NOCN, given its articles give NOCN majority voting rights on the Board.

#### **Appointment of Trustees**

As at the end of 31 July 2024 there were 7 Trustees in post at NOCN Job Cards, the same as the previous year, with 1 resignation and 1 new appointment in the year

Two of the trustees are Senior Leadership staff of NOCN. Both are remunerated by NOCN.

The Board makes any trustee appointment decisions. Any appointments have to be approved by the NOCN Board.

#### **Trustee Induction and Training**

When new Trustees join the Board, a formal briefing from the Chair and Group Chief Executive takes place and they receive an induction pack. Trustees receive formal training on their responsibilities, including their legal obligations.

#### **Compliance with the Charity Governance Code**

The Trustees monitor compliance with the Charity Governance Code, the assessment of which was last updated in November 2024. It has been assessed that the Group continues to be compliant with the Code.

#### **Organisational Structure**

The Board of Trustees meets at least quarterly with a full business agenda including a review of the Management Accounts and budget achievement. During the year the Board was supported by one sub-committee: Group Audit & Risk Committee. The sub-committee meets between 3 and 4 times in the year and reports its activities and recommendations, at the Board meeting immediately following their own meetings.

The Board of Trustees delegates the management of the Charity to the Group Chief Executive who undertakes these responsibilities through an Executive Committee which is comprised of the Chief Executive Officer, Chief Operating Officer and all the Group Directors within NOCN Group, and an Operations Group which is made up of the Executive Committee (except the Chief Executive Officer) plus the Heads of Departments of the Group entities.

#### **Pay policy for senior staff**

Two Trustees received remuneration from NOCN as Executive Directors of NOCN, but did not receive remuneration from NOCN Job Cards. The rest of the Trustees received no remuneration.

Details of any Trustee related party transactions are disclosed in the notes to the accounts.

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**Trustees' Report (continued)**

**For the Year Ended 31 July 2024**

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**Risk Management**

The Group operates a risk management policy and strategy. The aims of the policy and strategy are to:

- consider best practice in designing a risk management framework;
- encourage well-managed taking of risk to deliver business objectives;
- provide staff with policies and procedures necessary to manage risk;
- embed risk management in the day-to-day conduct of business;
- identify and prioritise risk using the risk management technology;
- regularly monitor risk at Group Chief Executive and Director Level; and
- achieve continuous improvement in risk management.

During the year the Group Audit & Risk Committee has routinely considered the Strategic Risk Register and examined specific areas of risk at the request of the Board and has overseen a review of the register's format and risks. The Strategic Risks are also reported to the Board on a quarterly basis. The Strategic Risk Register is also reviewed on a monthly basis by the Executive Committee.

**Trustees' responsibilities in relation to the financial statements**

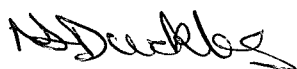
The Charity's Trustees (who are also the directors of NOCN Job Cards for the purposes of company law) are responsible for preparing the Trustees' Annual Report and Financial Statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare Financial Statements for each financial year. Under that law the Trustees have elected to prepare the group and charity financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the group and charity and of the incoming resources and application of resources, including the income and expenditure, of the group for that period.

In preparing the Financial Statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and the Group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.



Alison Duckles CBE (Chair)

5 December 2024

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**Independent Auditor's Report**  
**to the Members of NOCN Job Cards**

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**Opinion**

We have audited the financial statements of NOCN Job Cards (the 'charitable company') for the year ended 31 July 2024 which comprise the Statement of Financial Activities, the Statement of Financial Position, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2024 and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Emphasis of matter – financial statements prepared on a basis other than going concern**

We draw attention to the accounting policies on page 18, which indicates that the directors intend to dissolve the charitable company following the legal transfer of property and trade to NOCN following the merger and do not consider it appropriate to adopt the going concern basis of accounting in preparing the financial statements. Accordingly, the financial statements have been prepared on a basis other than going concern.

**Other information**

The other information comprises the information included in the trustees annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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**Independent Auditor's Report (continued)**

**to the Members of NOCN Job Cards**

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**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the Charitable Company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of Trustees**

As explained more fully in the trustees' responsibilities statement set out on page 10, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditors' responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

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**Independent Auditor's Report (continued)**

**to the Members of NOCN Job Cards**

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Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- we identified the laws and regulations applicable to the charitable company through discussions with directors and other management, and from our commercial knowledge and experience of the industry. The key laws and regulations we identified were Charities Act 2011, Companies Act 2006, Employment legislation and Ofqual regulations;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and obtaining compliance certificates; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the entity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions; and
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation; and
- enquiring of management as to actual and potential litigation and claims.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditors' report.

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**Independent Auditor's Report (continued)**

**to the Members of NOCN Job Cards**

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**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Simon Turner (Senior Statutory Auditor)

for and on behalf of

**Armstrong Watson Audit Limited**

Chartered Accountants

Statutory Auditors

Northallerton

Date: 5 December 2024

NOCN Job Cards  
(A Company limited by Guarantee)

**Statement of Financial Activities (incorporating income and expenditure account)**

**For the Year Ended 31 July 2024**

	Note	2024 Unrestricted Funds £	2024 Total Funds £	2023 Total Funds £
<b>Incoming resources</b>				
Charitable activities	1	3,804,383	3,804,383	3,694,428
<b>Total incoming resources</b>		<b>3,804,383</b>	<b>3,804,383</b>	<b>3,694,428</b>
<b>Resources expended</b>				
Charitable activities	2,3	3,822,322	3,822,322	3,662,466
<b>Total resources expended</b>		<b>3,822,322</b>	<b>3,822,322</b>	<b>3,662,466</b>
<b>Net movement in funds before other gains/(losses)</b>		<b>(17,939)</b>	<b>(17,939)</b>	<b>31,962</b>
<b>Other recognised gains / (losses)</b>				
<b>Net movement in funds Reconciliation of funds</b>		<b>(17,939)</b>	<b>(17,939)</b>	<b>31,962</b>
Total funds brought forward		468,689	468,689	436,727
<b>Total funds carried forward</b>	14	<b>450,750</b>	<b>450,750</b>	<b>468,689</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 18 to 28 form part of these financial statements.

NOCN Job Cards  
(A Company limited by Guarantee)

**Statement of Financial Position**

**As at 31 July 2024**

	Notes	2024 Unrestricted Funds £	2023 Unrestricted Funds £
<b>Fixed assets</b>			
Intangible assets	8	1,813,482	1,992,758
Tangible assets	9	16,465	20,977
<b>Total fixed assets</b>		<b>1,829,947</b>	<b>2,013,735</b>
<b>Current assets</b>			
Debtors	10	484,403	589,711
Cash at bank and in hand	17	322,013	250,926
<b>Total current assets</b>		<b>806,416</b>	<b>840,637</b>
<b>Current liabilities</b>			
Creditors: Amounts falling due within one year	11	(2,185,613)	(377,184)
<b>Net current assets / (liabilities)</b>		<b>(1,379,197)</b>	<b>463,453</b>
<b>Total assets less current liabilities</b>		<b>450,750</b>	<b>2,477,188</b>
Creditors: Amounts falling due after more than one year	12	-	(2,008,499)
<b>Total net assets</b>		<b>450,750</b>	<b>468,689</b>
<b>Represented by:</b>			
General funds	14	450,750	468,689
<b>Total funds</b>		<b>450,750</b>	<b>468,689</b>

The notes on pages 18 to 28 form part of these financial statements.

The Financial Statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved by the Trustees and authorised for issue on 5 December 2024 and were signed on its behalf by:



Alison Duckles CBE (Chair)

NOCN Job Cards  
(A Company limited by Guarantee)

**Statement of Cash Flows**

**For the Year Ended 31 July 2024**

	2024 £	2023 £
<b>Cash flows from operating activities</b>		
Net cash provided by operating activities	316,178	889,929
<b>Cash flows from investing activities</b>		
Purchase of intangible fixed assets	(245,091)	(177,355)
Payments made in respect of CPCS deferred consideration	-	(750,000)
Net cash used in investing activities	(245,091)	(927,355)
Changes in cash and cash equivalents in the year	71,087	(37,426)
Cash and cash equivalents at the beginning of the year	250,926	288,353
Cash and cash equivalents at the end of the year	322,013	250,926
<b>Reconciliation of net movement in funds before other gains / (losses) to net cash flow from / (used in) operating activities</b>		
Net movement in funds in the period as per the statement of financial activities	(17,939)	31,962
<b>Adjustments for:</b>		
Depreciation charges	4,512	4,586
Amortisation charges	424,367	363,206
Decrease / (Increase) in stock	-	3,485
Decrease / (increase) in debtors	76,131	(69,261)
(Decrease) / increase in creditors	(170,893)	555,951
<b>Net cash provided by operating activities</b>	<b>316,178</b>	<b>889,929</b>

The notes on pages 18 to 28 form part of these financial statements.

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**Notes to the Financial Statements**

**For the Year Ended 31 July 2024**

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**Accounting Policies**

The following accounting policies have been applied consistently in dealing with items, which are considered material in relation to the Charity's Financial Statements.

**Charitable company information**

NOCN Job Cards is a charitable company, limited by guarantee and incorporated in England and Wales under the Companies Act 2006. The address of the registered office is given on the 'Reference and Administrative Details of the Charity, its Trustees and Advisers' pages and the nature of the charitable company's operations and its principal activities are set out in the Trustees' report.

**Basis of preparation**

The Financial Statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

NOCN Job cards meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The preparation of Financial Statements requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the companies accounting policies.

The presentational and functional currency of these financial statements is GBP values are rounded to the nearest pound.

The following principal accounting policies have been applied:

**Preparation of the accounts on other than a going concern basis**

In order for the Board to determine the going concern position of NOCN Job Cards, a going concern assessment of its position was developed. The assessment included a review of current performance in 2024/25 at the point of signing the accounts, stress testing of budgets and forecast projections under a best and worst case on the statement of financial activities and cashflow position for the period up to the 31 July 2025. However, NOCN Job Cards continues to be reliant on NOCN to remain a going concern. NOCN has also undertaken a going concern assessment and has committed to continue to fund NOCN Job Cards until at least 31 July 2025 and the NOCN Board has provided a letter of support to NOCN Job Cards Board to this effect.

NOCN Job Cards is operationally viable as a business under the best and worst case scenarios. However, in light of the merger of NOCN and its subsidiary, NOCN Job Cards (note 22), the trade and assets of the subsidiary will be transferred into the parent company of the Group, NOCN, in the financial year 2024/25. As a result, the intercompany debt has been recognised as a short term liability and thus the balance sheet shows a net current asset deficit of £1.4m as at the end of 2023/24. Job Cards will cease trading and hold no assets by the end of 2024/25 and the legal entity will be dissolved.

As a result the Board have adopted other than a going concern basis of accounting and the Financial Statements have been drawn up on that basis.

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**Notes to the Financial Statements****For the Year Ended 31 July 2024**

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**Incoming Resources**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Income from charitable activities is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

Income is classed as unrestricted unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

**Financial Instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of loans from banks which are subsequently measured at amortised cost using the effective interest method.

**Resources Expended**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of appropriate cost drivers depending on the nature of the activities the staff are involved in. The cost drivers include time spent, proportion of entity income level as a percentage of Group income level, and entity FTEs as a percentage of Group total FTEs. Depreciation charges are allocated on the portion of the assets use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**Judgements in Applying Accounting Policies and Key Sources of Estimation Uncertainty**

The preparation of Financial Statements in compliance with FRS 102 requires the use of certain critical accounting estimates. The items in the Financial Statements where these judgements and estimates have been made include:

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**Notes to the Financial Statements**

**For the Year Ended 31 July 2024**

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**Tangible Fixed Assets and Depreciation**

Tangible assets are included at cost less accumulated depreciation.

Depreciation is charged so as to write off the cost or valuation of assets over their estimated useful economic lives, using the straight line method as follows:

- Computer equipment - rates varying from 20% to 33.3% per annum
- Fixtures and fittings - 10% per annum

All tangible fixed assets costing over £1,000 are capitalised on acquisition and are included in the balance sheet at cost. The estimated useful economic lives and depreciation method are reviewed at each year end.

**Intangible Fixed Assets and Amortisation**

Intangible assets are measured at cost less accumulated amortisation and any accumulated impairment losses.

Purchased goodwill is recognised at the cost of acquisition less the on-balance sheet assets purchased.

Software development costs are recognised as an intangible asset when all of the following criteria are demonstrated:

- The technical feasibility of completing the software so that it will be available for use or sale.
- The intention to complete the software and use or sell it.
- The ability to use the software or to sell it.
- How the software will generate probable future economic benefits.
- The availability of adequate technical, financial and other resources to complete the development and to use or sell the software.
- The ability to measure reliably the expenditure attributable to the software during its development.

Amortisation is charged so as to allocate the cost of intangibles less their residual values over their estimated useful lives, using the straight-line method. The intangible assets are amortised over the following useful economic lives:

Software development costs      5 years

Goodwill                                      10 years

If there is an indication that there has been a significant change in amortisation rate or residual value of an asset, the amortisation of that asset is revised prospectively to reflect the new expectations. If the net fair value of the identifiable assets and liabilities acquired exceeds the cost of a business combination, the excess up to the fair value of non-monetary assets acquired is recognised in the SOFA (statement of financial activities) in the periods in which the non-monetary assets are recovered. Any excess exceeding the fair value of non-monetary assets acquired is recognised in the statement of financial activities in the periods expected to be benefited.

## **Notes to the Financial Statements**

**For the Year Ended 31 July 2024**

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### **Stocks**

Stocks are stated at the lower of cost and net realisable value being the estimated selling price less costs to complete and sell. Cost is based on the cost of purchase on a first in, first out basis. At each reporting date, inventories are assessed for impairment. If inventory is impaired, the carrying amount is reduced to its selling price less costs to complete and sell. The impairment loss is recognised immediately in the Statement of Financial Activities.

### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### **Pensions**

For NOCN Job Cards, the pension costs charged in the Financial Statements represent the contributions payable by the Charity during the year.

### **Fund Accounting**

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets this criterion is charged to the fund, together with a fair allocation of management and support costs.

Unrestricted funds comprise those funds, which the Trustees are free to use in accordance with the objects of the Charity.

Designated funds are unrestricted funds, which have been allocated for specific purposes by the Trustees.

### **Critical accounting estimates and areas of judgement**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

### **Goodwill useful economic life and amortisation**

The key judgements and sources of estimation uncertainty relate to the identified useful economic life attributable to the goodwill on acquisition of the trade and assets of CPCS which has been capitalised to the Statement of the Financial Position.

NOCN Job Cards  
(A Company limited by Guarantee)

**Notes to the Financial Statements**

**For the Year Ended 31 July 2024**

**Notes to the Accounts**

**1. Incoming resources from charitable activities**

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Competency scheme activities	3,804,383	3,804,383	3,694,428

Income from charitable activities primarily comprises theory and practical test fees, card upgrades and extensions fees, and HS&E tests in respect of the Construction Plant Competence Scheme (CPCS) and Construction Industry Scaffolders Record Scheme (CISRS).

All income from charitable activities in the prior period was unrestricted.

**2. Analysis of resource expended on charitable activities summary by fund type**

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Competency scheme activities	3,822,322	3,822,322	3,662,466

All resource expended from charitable activities in the prior period was unrestricted.

**3. Analysis of resource by activity**

	Activities undertaken directly £	Support costs £	2024 £
Competency scheme activities	2,670,691	1,151,631	3,822,322
	Activities undertaken directly £	Support costs £	2023 £
Competency scheme activities	2,470,706	1,191,760	3,662,466

**4. Analysis of support costs**

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Staff costs	139,802	139,802	134,024
Depreciation and amortisation	428,879	428,879	367,792
Group recharge for support	575,450	575,450	683,887
Governance costs	7,500	7,500	6,057
<b>Total</b>	<b>1,151,631</b>	<b>1,151,631</b>	<b>1,191,760</b>

Governance costs are made up of audit and accountancy fees, intellectual property rights costs, and legal and professional fees.

NOCN Job Cards  
(A Company limited by Guarantee)

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**Notes to the Financial Statements**

**For the Year Ended 31 July 2024**

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The Group recharge for support is made up of Job Cards' share of the Group's overheads, such as facilities and IT infrastructure costs, these costs are allocated across the group entities using appropriate drivers tailored to the costs of each function.

**5. Employee numbers and costs**

	2024	2023
<b>Staff</b>	<b>£</b>	<b>£</b>
Wages and salaries	1,259,316	1,280,663
Social security costs	117,547	126,382
Pension costs	93,607	94,450
<b>Total</b>	<b>1,470,470</b>	<b>1,501,495</b>

The average number of persons employed by the charity during the year was as follows:

	2024	2023
	<b>Number</b>	<b>Number</b>
Employees	35	35

Two employees received remuneration amounting to more than £60,000 in the period (2023: 2).

**6. Trustee remuneration and expenses**

No remuneration or expenses were claimed by the trustees in the last 2 financial years.

**7. Audit remuneration**

	2024	2023
	<b>£</b>	<b>£</b>
External audit	7,500	6,750
<b>Total</b>	<b>7,500</b>	<b>6,750</b>

NOCN Job Cards  
(A Company limited by Guarantee)

**Notes to the Financial Statements**

**For the Year Ended 31 July 2024**

**8. Intangible fixed assets (Current Year)**

	Software development £	Goodwill £	Total £
<b>Cost / valuation</b>			
At beginning of year	422,878	3,289,659	3,712,537
Additions	245,091	-	245,091
Disposals	-	-	-
<b>At end of year</b>	<b>667,969</b>	<b>3,289,659</b>	<b>3,957,628</b>
<b>Depreciation</b>			
At beginning of year	136,479	1,583,300	1,719,779
Charge for the year	95,402	328,965	424,367
Disposals	-	-	-
<b>At end of year</b>	<b>231,881</b>	<b>1,912,265</b>	<b>2,144,146</b>
<b>Net book value at 31 July 2024</b>	<b>436,088</b>	<b>1,377,394</b>	<b>1,813,482</b>
Net book value at 31 July 2023	286,399	1,706,359	1,992,758

**Intangible fixed assets (Prior Year)**

	Software development £	Goodwill £	Total £
<b>Cost / valuation</b>			
At beginning of year	245,523	3,289,659	3,535,182
Additions	177,355	-	177,355
Disposals	-	-	-
<b>At end of year</b>	<b>422,878</b>	<b>3,289,659</b>	<b>3,712,537</b>
<b>Depreciation</b>			
At beginning of year	81,587	1,274,987	1,356,574
Charge for the year	54,892	308,313	363,205
Disposals	-	-	-
<b>At end of year</b>	<b>136,479</b>	<b>1,583,300</b>	<b>1,719,779</b>
<b>Net book value at 31 July 2023</b>	<b>286,399</b>	<b>1,706,359</b>	<b>1,992,758</b>
<b>Net book value at 31 July 2022</b>	<b>163,936</b>	<b>2,014,672</b>	<b>2,178,608</b>

NOCN Job Cards  
(A Company limited by Guarantee)

**Notes to the Financial Statements**

**For the Year Ended 31 July 2024**

**9. Tangible fixed assets (Current Year)**

	Computer equipment £	Office equipment £	Fixtures and fittings £	Total £
<b>Cost / valuation</b>				
At beginning of year	22,346	15,009	17,034	54,389
Additions	-	-	-	-
Disposals	-	-	-	-
<b>At end of year</b>	<b>22,346</b>	<b>15,009</b>	<b>17,034</b>	<b>54,389</b>
<b>Depreciation</b>				
At beginning of year	21,037	5,754	6,621	33,412
Charge for the year	1,309	1,500	1,703	4,512
Disposals	-	-	-	-
<b>At end of year</b>	<b>22,346</b>	<b>7,254</b>	<b>8,324</b>	<b>37,924</b>
<b>Net book value at 31 July 2024</b>	<b>-</b>	<b>7,755</b>	<b>8,710</b>	<b>16,465</b>
Net book value at 31 July 2023	1,309	9,255	10,413	20,977

**Tangible fixed assets (Prior Year)**

	Computer equipment £	Office equipment £	Fixtures and fittings £	Total £
<b>Cost / valuation</b>				
At beginning of year	22,346	15,009	17,034	54,389
Additions	-	-	-	-
Disposals	-	-	-	-
<b>At end of year</b>	<b>22,346</b>	<b>15,009</b>	<b>17,034</b>	<b>54,389</b>
<b>Depreciation</b>				
At beginning of year	19,655	4,253	4,917	28,825
Charge for the year	1,382	1,501	1,704	4,587
Disposals	-	-	-	-
<b>At end of year</b>	<b>21,037</b>	<b>5,754</b>	<b>6,621</b>	<b>33,412</b>
<b>Net book value at 31 July 2023</b>	<b>1,309</b>	<b>9,255</b>	<b>10,413</b>	<b>20,977</b>
<b>Net book value at 31 July 2022</b>	<b>2,691</b>	<b>10,756</b>	<b>12,117</b>	<b>25,564</b>

**10. Debtors**

	2024 £	2023 £
Trade debtors	440,738	468,466
Prepayments and accrued income	43,665	121,245
<b>Total</b>	<b>484,403</b>	<b>589,711</b>

Trade debtors are stated net of bad debt provisions of £10,402 (2023: £Nil)

**Notes to the Financial Statements**

**For the Year Ended 31 July 2024**

**11. Creditors – amounts falling due within one year**

	2024	2023
	£	£
Trade creditors	76,112	55,688
Accruals	130,179	224,378
Taxes and social security	-	2,500
Amounts owing to group undertakings	1,979,322	94,618
<b>Total</b>	<b>2,185,613</b>	<b>377,184</b>

Amounts owed to group undertakings are interest free.

**12. Creditors - amounts falling due after more than one year**

There are no creditors over more than one year due to the potential merger with NOCN which is expected to take place within 24/25.

**13. Analysis of net assets between funds**

**Analysis of Net Assets between Funds – Current Year**

	Unrestricted funds 2024 £	Total funds 2024 £
Intangible fixed assets	1,813,482	1,813,482
Tangible fixed assets	16,465	16,465
Current assets	806,416	806,416
Current liabilities due in less than one year	(2,185,613)	(2,185,613)
Liabilities due after more than one year	-	-
<b>Net Assets</b>	<b>450,750</b>	<b>450,750</b>

**Analysis of Net Assets between Funds – Prior Year**

	Unrestricted funds 2023 £	Total funds 2023 £
Intangible fixed assets	1,992,758	1,992,758
Tangible fixed assets	20,977	20,977
Current assets	840,637	840,637
Current liabilities due in less than one year	(377,184)	(377,184)
Liabilities due after more than one year	(2,008,499)	(2,008,499)
<b>Net Assets</b>	<b>468,689</b>	<b>468,689</b>

NOCN Job Cards  
(A Company limited by Guarantee)

**Notes to the Financial Statements**

**For the Year Ended 31 July 2024**

**14. Statement of Funds**

**Statement of funds – current year**

	At 31 July 2023 £	Incoming resources £	Outgoing resources £	Gains / losses £	At 31 July 2024 £
General funds	468,689	3,804,383	(3,822,322)	-	450,750
<b>Total unrestricted funds</b>	<b>468,689</b>	<b>3,804,383</b>	<b>(3,822,322)</b>	<b>-</b>	<b>450,750</b>

**Statement of funds – prior year**

	At 31 July 2022 £	Incoming resources £	Outgoing resources £	Gains / losses £	At 31 July 2023 £
General funds	436,728	3,694,428	(3,662,467)	-	468,689
<b>Total unrestricted funds</b>	<b>436,728</b>	<b>3,694,428</b>	<b>(3,662,467)</b>	<b>-</b>	<b>468,689</b>

**15. Financial Commitments**

At 31 July 2024, the Group had commitments under non-cancellable operating leases as follows:

	2024 £	2023 £
<b>Buildings:</b>		
Within one year	40,205	40,205
Between two and five years	43,619	83,934
<b>Equipment:</b>		
Within one year	6,718	7,836
Between two and five years	-	6,727

**16. Related Party Transactions**

During the year the Company was recharged expenditure of £575,450 (2023: £683,887) from its parent company in relation to support costs.

Other transactions with related parties were as follows:

	2024 Income / (Costs) £	2024 Amount due from / (to) at the year end £	2023 Income / (Costs) £	2023 Amount due from / (to) at the year end £
BAM Nuttall <sup>1</sup>	87,857	4,292	108,639	16,757
Construction Industry Scaffolders Record Scheme <sup>2</sup>	(397,181)	(33,408)	(303,290)	(35,338)
Amelia Renny <sup>3</sup>	(1,440)	-	(270)	-

All related party transactions are undertaken under normal commercial terms.

<sup>1</sup>Transactions with BAM Nuttall represent learner registration, certification fees and CPCS cards. Timothy Brownbridge is an Academy Manager at BAM Nuttall.

<sup>2</sup>Transactions with Construction Industry Scaffolders Record Scheme in relation to the Card processing Income.

<sup>3</sup>Transactions with Amelia Renny relate to e-learning development. Amelia Renny is related to Simon Renny who is a Group Director of NOCN.

NOCN Job Cards  
(A Company limited by Guarantee)

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**Notes to the Financial Statements**

**For the Year Ended 31 July 2024**

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**17. Analysis of cash and cash equivalents**

	2024	2023
	£	£
Cash at bank	322,013	250,926
<b>Total</b>	<b>322,013</b>	<b>250,926</b>

**18. Operating surplus/(deficit) to Net movement in funds after other gains/(losses) reconciliation**

A reconciliation of the operating surplus / (deficit) to the Net movement in funds after other gains / (losses) in the Statement of Financial Activity is as follows:

**19. Analysis of Net Debt**

	At 1 August 2023	Movement in year	At 31 July 2024
	£	£	£
Cash at bank and in hand	250,926	71,087	322,013

**20. Pension Commitments**

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £93,607 (2023: £94,450). Contributions of £Nil (2023: £Nil) were payable to the fund at the reporting date.

**21. Controlling Party**

The immediate parent and ultimate controlling parent of the company is NOCN, a Company registered in England and Wales, with registered address Acero Building, 1 Concourse Way, Sheaf Street, Sheffield, United Kingdom, S1 2BJ.

NOCN is the sole member of NOCN Job Cards and so for Companies Act purposes NOCN Job Cards is a wholly owned subsidiary of NOCN. Therefore, the Board considers NOCN to be the controlling party.

The smallest and largest group in which the company's results are consolidated is that headed by NOCN. The consolidated accounts of this company are available to the public and may be obtained from the company's registered address, as set out above. No other group accounts include the results of the company.

**22. Post Balance Sheet Event – Merger with NOCN**

Subject to securing all regulatory approvals and subject to terms the Board of Trustees has decided in principle to merge NOCN Job Cards with the charitable parent company of the Group, NOCN, in the financial year 2024/25. As a result, Job Cards is expected to cease trading and hold no assets by the end of 2024/25. The financial statements of 2023/24 have therefore been prepared on a basis other than going concern.

In making the going concern assessment, management has confirmed the existence of continued future contracts and operating cash inflows. There is no indication that the change of ownership of these assets as part of the proposed merger would impact this assessment. As such there has been no change made to the useful economic life or related carrying value of these assets.

NOCN Job Cards  
(A Company limited by Guarantee)

NOCN Job Cards will continue to trade as normal until the merger, and the card schemes the entity manages will continue to operate in NOCN thereafter. It is the intention of the Trustees to dissolve NOCN Job Cards soon after.



**NOCN JOB CARDS**

England & Wales - Charity number 1182053

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# Accounts

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**Registered number: 11634699**  
**Charity number: 1182053**

**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

**Trustees' Report and Financial Statements**

**For the Year Ended 31 July 2023**

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Reference and Administrative Details of the Charity, its Trustees and Advisers**  
**For the Year Ended 31 July 2023**

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<b>Trustees</b>	Alison Duckles CBE, Chair Graham Hasting-Evans David Mosley Kevin Minton Trevor Gamble MBE Carl Hassell Paul Allman Timothy Brownbridge Kay Dickinson	Resigned 13/12/2022 Resigned 13/12/2022     Appointed 12/05/2023
<b>Company Registered Number</b>	11634699	
<b>Charity Registered Number</b>	1182053	
<b>Registered Office</b>	Acero Building 1 Concourse way Sheaf Street Sheffield South Yorkshire S1 2BJ	
<b>Key Management Personnel</b>	Carl Hassell – Group Director (Job Cards)	
<b>Auditors</b>	Armstrong Watson Audit Limited Thornfield Business Park Northallerton DL6 2XQ	
<b>Bankers</b>	National Westminster Bank Plc 7 Market Place Derby DE1 9DS	
<b>Solicitors</b>	Andrew Holland Law Limited Suite 1, The Bakery Millennium Business Park Steeton Keighley West Yorkshire BD20 6RB	

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report**  
**For the Year Ended 31 July 2023**

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The Trustees present their Annual Report together with the audited Financial Statements of the charity for the year 1 August 2022 to 31 July 2023. The Annual Report serves the purposes of both a Trustees' report and a Directors' report under Company Law. The Trustees confirm that the Annual Report and Financial Statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice, 2<sup>nd</sup> Edition (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

**Chair's Foreword**

As a charity we continue to be focused on delivering against our charitable objectives. Like the rest of the economy, NOCN Job Cards was impacted by cost pressures in 2022/23. Despite this, NOCN Job Cards has continued to grow and develop.

In 2022/23 we have continued our significant investment into our digital offer and platform for the card schemes. This includes the development of an online CPCS Health and Safety Test and CPCS Renewal Test which has recently been launched which will make the testing process neurodiverse, more convenient and cheaper for cardholders than previous arrangements. The impact of this investment should start to be seen in 2023/24. Alongside this, significant work has been undertaken to ensure that CPCS's quality assurance remained compliant with the industry new training standards.

CISRS continues to grow and we continue to look to develop other card scheme offerings both in the UK and Internationally.

I look forward to reporting further progress at the end of 2023/24.



**Alison Duckles CBE**  
Chair  
December 2023

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2023**

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**Objectives and activities**

**The purpose of the Charity**

The purpose of NOCN Job Cards is to support learners and apprentices to achieve success in life and work and to support communities and organisations to develop and prosper, through the provision and operation of competency-based card schemes.

**The objectives of the Charity**

The charity's objects are specifically restricted to the advancement of education of operatives working in industry within the United Kingdom and Eire and in other countries which recognise skills and competency card schemes in one or more of the following ways:

- (1) by facilitating skills and competence card schemes which will set standards and develop and test skills and competencies in order to increase public confidence in the operatives' work;
- (2) by promoting participation by operatives in the schemes;
- (3) by promoting participation by operatives in all forms of education and training in conjunction with and in addition to the schemes;
- (4) by improving the quality and flexibility of the educational provision available to operatives;
- (5) by improving access for operatives to learning opportunities and facilitating progression to further learning, employment and higher education;
- (6) by delivering continuing professional development, training qualifications and assessment qualifications to operatives;
- (7) by working with industry to ensure the schemes and operatives are ready for advancements in new technologies; and
- (8) by ensuring the schemes meet the needs of all operatives.

**Public benefit**

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when setting up the charity and reviewing the Charity's aims and objectives and in planning future activities. Our Trustees have also complied with their duty in accordance with the UK Charities Act 2011 to follow the Charity Commission's guidance on the operation of this public benefit.

The Charity started to advance its objectives for the general public through the purchase of the Construction Plant Card Scheme (CPCS) from CITB on 1 March 2019 as the first of the competency card schemes that the Charity will operate. This card scheme ensures that Construction Plant Operators have the right qualifications and experience to operate different classes of plant machinery on construction sites.

In September 2019, CISRS signed a contract with NOCN Job Cards for the charity to deliver the CISRS cards to the Scaffolding industry. CISRS is one of the oldest and most respected cards in the construction industry. The contract to deliver the CISRS cards fits very well with the NOCN Job Cards' charitable aims.

Similar occupational card schemes are expected to be set up by the charity in future.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2023**

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**Achievements and performance**

**Key achievements, activities & performance in the year**

CPCS supports people to gain employment and develop their careers within the construction plant sector by ensuring operatives meet the standards expected by industry CPCS then issues operatives with digital SMART cards. The scheme which is competency based and has different colour cards that indicate the level of skill.

CPCS is compliant with the Construction Leadership Council (CLC) requirements for a "One-Logo" skilled work force, as such we are audited by Construction Skills Certification Scheme (CSCS) and remain compliant.

During 2022/23 CPCS has gone through significant changes to ensure that the CPCS card scheme meets the requirements of the Standard Setting Body requirements for the introduction of "New Training Standards", as such we have had to change many of the scheme rules to ensure compliance. CPCS has strong support from industry. We have put together industry working groups to ensure that the training standards were adopted and improvements to the scheme are delivered and meet the needs of industry.

Job Cards continues to support centres, employers, and operatives in enhancing skills and competence supporting the plant sector and supporting the sector skills gap.

Quality assurance has strengthened during the financial year, CPCS has a new Quality Assurance Manual, new reporting forms and EQA's are now more efficient due to completing documentation in real time.

Our competitors have a presence in some parts of the construction sector, which has some impact on CPCS market share.

CPCS has been able to gain the support of the board and its industry representatives to create an online version of the Health, Safety and environment test (HS&E) for plant operatives. CPCS has created great on-line learning content that is easy to navigate and improves knowledge of the health safety and environmental responsibilities of employers, employees and contractors. At the end of the learning, operatives are able to access an online test platform to take a test and ensure that the learning has been effective. The test has facial recognition and is artificially quality assured, all tests are video recorded and are quality assured before results are issued. Test numbers are growing and we will be releasing enhanced versions and other online products throughout 2023/24.

CISRS smart carding processes are managed by NOCN Job Cards on a commission basis. Volumes have increased during 2022/23 and forecast to further increase in 2023/24.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2023**

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**Financial Review**

Card income levels remained stable year-on-year overall. Costs were 13% higher in 2022/23 compared to 2021/22 due to the continued investment in developing the business as well as the general inflationary increase in operational costs. This resulted in the charity achieving an operating surplus of £400k surplus in 2022/23 (2022: £718k surplus).

	<b>2022/23</b>	2021/22
	<b>£000</b>	£000
Income	<b>3,694</b>	3,626
Operating costs	<b>(3,294)</b>	(2,908)
Operating (deficit)/surplus	<u><b>400</b></u>	<u>718</u>
Depreciation and amortisation	<b>(368)</b>	(360)
Other revaluations	-	-
<b>Net movement in funds</b>	<u><b>32</b></u>	<u>358</u>

In December 2022 we paid the last instalment to CITB for the purchase of CPCS.

NOCN Job Cards reserves continue to grow with £0.5m in 2022/23, in comparison to total reserves of £0.4m in 2021/22. However, NOCN remains outside of its reserves policy target due to the need to pay off the CPCS purchase cost which was funded by an intercompany loan from NOCN, and the continued need to invest in developing the digital offer. This investment is projected to lead to improved financial performance and surpluses in future years allowing the reserves target to be met in future years.

In the opinion of the Trustees, in the light of the latest projections of incoming resources and costs for 2023/24 and 2024/25, and the confirmation from NOCN of the continued provision of financing facilities from NOCN, NOCN Job Cards continues to be a going concern.

**Key risks in the year**

The key risks NOCN Job Cards has faced in the year have been:

- Cost inflation. We have seen staff pay cost pressures increase in the year in line with the increase in general inflation.
- General economic uncertainty in the light of increased inflation and interest rates impacting on the construction sector in particular, which we have been mindful of in our future planning.
- The risk that the CPCS scheme fails to adapt successfully to the new CITB funding arrangement such that market share and income is lost to its competitors. Through the work carried out in 2022/23 we have managed to successfully mitigate this risk.

**Powers of Investment**

The Trustees are authorised by the Memorandum of Association to invest monies not immediately required for the Charity's own purposes in such investments, securities or property as they deem fit subject to any conditions required by law.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2023**

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**Reserves policy**

The reserves policy was reviewed and updated in 2022/23. The aim of the policy is to keep Job Card's balance sheet unrestricted reserves in the range of £1.6m and £2.5m. Equating to approximately 6 to 9 months of projected operating expenditure and available cash, which is pooled at a group level. These unrestricted reserves, which are freely available for general use, are held to withstand any short-term financial risks and to support any net windup costs in the event of closure.

As at the end of July 2023, NOCN Job Card's balance sheet unrestricted reserves were outside of this range given the company has only been operational since 2019.

The Board approved a business plan and budget for 2023/24, which will further increase the reserve and available cash levels and we expect that reserve levels will get to the target range in the next two to three years.

**Going concern**

In order for the Board to determine the going concern position of Job Cards, a going concern assessment of its position was developed. The assessment included a review of current performance in 2023/24 at the point of signing the accounts, stress testing of budgets and forecast projections under a best and worst case on the statement of financial activities and cashflow position for the period up to the 31 July 2025.

Job Cards is operationally viable as a business with continued projected surpluses to be generated in 2022/23 and 2023/24 under the best and worst case scenarios. NOCN has committed to continue to fund NOCN Job Cards until at least 31 July 2025. The NOCN Board has provided a letter of support to NOCN Job Cards Board to this effect. It is anticipated that NOCN Job Cards will be able to repay the intercompany loan within 2 to 3 years through the development of the CPCS card scheme including bringing the Health and Safety and renewal test inhouse as well as expansion of card schemes into other countries and sectors.

Following this assessment, and the letter of support provided to NOCN Job Cards by NOCN, the Board have assessed that the business continues to remain a going concern for at least the following 12 months from the signing of these accounts and can pay its liabilities as they fall due.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2023**

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**Structure, governance and management**

**Governing document and structure**

The organisation is a charitable company limited by guarantee incorporated on 22 October 2018 and was registered in England and Wales as a charity on 15 February 2019. The charity started to operate from 1 March 2019.

NOCN Job Cards is consolidated under NOCN, given its articles give NOCN majority voting rights on the Board.

**Compliance to Charity Governance Code**

In 2023 NOCN undertook a review of NOCN's compliance against the Charities Compliance code for larger charities as part of a Group Governance Review. It was assessed that NOCN is compliant with the code.

**Appointment of Trustees**

As at the 31 July 2023, there were 7 trustees in post at NOCN Job Cards, 1 less than the previous year.

The Chair is a trustee of the Board of NOCN and 2 are Senior Leadership staff of NOCN. Carl Hassell is remunerated by NOCN following his appointment as a trustee of NOCN Job Cards.

The Board make any trustee appointment decisions. Any appointments have to be approved by the NOCN Board.

**Trustee induction and training**

When new Trustees join the Board, a formal briefing from the Chair and Group Managing Director takes place and they receive an induction pack. Trustees will receive formal training on their responsibilities, including their legal obligations where needed.

**Organisational structure**

The Chair of NOCN Job Cards Board of Trustees was also a Trustee of NOCN during 2021/22. As such there was a clear link between both the parent and the subsidiary Boards. From 2022/23 onwards, at least one of NOCN Job Cards' Trustees will also be a Trustee of NOCN.

The NOCN Job Cards Board of Trustees meets at least quarterly with a full business agenda including a review of the Management Accounts and budget achievement. The company has elected not to set up an Audit Committee for the entity as there is a Group Audit and Risk Committee which will cover all the NOCN Group's entities.

The Board of Trustees delegates the management of the Charity to the Group Managing Director who undertakes these responsibilities through a Senior Leadership Team (SLT) which is comprised of the Chief Executive, the Deputy Chief Executive and all the Executive Directors within the Group and a Group Management Team which is made up of the SLT plus the Heads of Functions of the NOCN Group entities.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2023**

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**Structure, governance and management (continued)**

**Pay policy for senior staff**

Two Trustees receive remuneration from NOCN as Executive Directors of NOCN, but do not receive remuneration from NOCN Job Cards. The rest of the Trustees receive no remuneration.

Details of any Trustee related party transactions are disclosed in the notes to the accounts.

**Risk Management**

NOCN Group operates to a risk management policy and strategy, which NOCN Job Cards has decided to adopt. The aims of the policy and strategy are to:

- Consider best practice in designing a risk management framework;
- Encourage well-managed taking of risk to deliver business objectives;
- Provide staff with policies and procedures necessary to manage risk;
- Embed risk management in the day-to-day conduct of business;
- Identify and prioritise risk using the risk management technology;
- Regularly monitor risk at Managing Director and Director Level; and
- Achieve continuous improvement in risk management.

During the year the NOCN Group's Audit and Risk Committee has routinely considered the Strategic Risk Register and examined specific areas of risk at the request of the Board. The Strategic Risks are also reported to the Board on a Quarterly basis. The Strategic Risk Register is also reviewed on a monthly basis by the NOCN Group Management Team.

NOCN Group's reserves policy provides for mitigation against financial risk.

**Future Plans**

The CPCS Management Committee was disbanded in September 2022 due to the establishment of the Plant Sector Representative Organisation (PSRO). NOCN Job Cards (CPCS) has now formed an "industry engagement group". This is to ensure that the CPCS scheme is further developed to meet the needs of the plant sector's employers and the cardholders and other stakeholders. Work has started on our Vision 2025 and Vision 2028 plans, ensuring that industry can scope their future needs of a plant competence scheme, ensuring that safety, skills, and competence continue to be improved within a safety critical sector.

NOCN Job Cards have board approval to set up additional card schemes that will operate the same quality and standards as CPCS for other footprints where an improved cards scheme will be of benefit to the sector, these will be launched during 2023/24.

NOCN Job Cards will also be supporting the development of a Construction Card Scheme in India 2023/24 and a Card Scheme for the oil and gas sector in the Gulf.

**Disclosure of information to auditor**

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditor is unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2023**

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**Auditor**

Under section 487(2) of the Companies Act 2006, Armstrong Watson Audit Limited will be deemed to have been reappointed as auditors 28 days after these financial statements were sent to members or 28 days after the latest date prescribed for filing the accounts with the registrar, whichever is earlier.

Approved by order of the members of the board of Trustees on 14 December 2023 and signed on their behalf by:



**Alison Duckles CBE**  
Chair

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Statement of Trustees' responsibilities**  
**For the Year Ended 31 July 2023**

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The Trustees are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare Financial Statements for each financial year. Under that law the Trustees have elected to prepare the charity financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Financial statements are published on the Charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the Charity's website is the responsibility of the Trustees. The Trustees' responsibility also extends to the ongoing integrity of the financial statements contained therein.

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**NOCN Job Cards  
(A Company Limited by Guarantee)**

**Registered number: 11634699**

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**Independent Auditor's Report to the of NOCN Job Cards**

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### **Opinion**

We have audited the financial statements of NOCN Job Cards for the year ended 31 July 2023, which comprise the Statement of Financial Activities, the Statement of Financial Position, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the parent Charitable Company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### **Other information**

The other information comprises the information included in the Trustees' Report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other

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**NOCN Job Cards  
(A Company Limited by Guarantee)**

**Registered number: 11634699**

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**Independent Auditor's Report to the of NOCN Job Cards  
(continued)**

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information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report, which includes the Directors' Report prepared for the purposes of Company Law, for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report, which is included in the Trustees' Report, have been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the Charitable Company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit

**Responsibilities of Trustees**

As explained more fully in the Statement of Trustees' responsibilities on page 10, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the parent Charitable Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the parent Charitable Company or Group or to cease operations, or have no realistic alternative but to do so.

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**NOCN Job Cards  
(A Company Limited by Guarantee)**

**Registered number: 11634699**

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**Independent Auditor's Report to the of NOCN Job Cards  
(continued)**

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**Auditors' responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- we identified the laws and regulations applicable to the company through discussions with directors and other management, and from our commercial knowledge and experience of the industry;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the entity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions; and
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation; and
- enquiring of management as to actual and potential litigation and claims.

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**NOCN Job Cards  
(A Company Limited by Guarantee)**

**Registered number: 11634699**

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**Independent Auditor's Report to the of NOCN Job Cards  
(continued)**

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Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditor's Report.

**Use of our report**

This report is made solely to the Company's members in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Company's members those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's members for our audit work, for this report, or for the opinions we have formed.



Simon Turner (Senior Statutory Auditor)  
for and on behalf of  
**Armstrong Watson Audit Limited**  
Chartered Accountants  
Northallerton

Date: 14/12/2023

**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

Registered number: 11634699

**Statement of financial activities (incorporating income and expenditure account)**  
**For the Year Ended 31 July 2023**

	Note	Unrestricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
<b>Income from:</b>				
Charitable activities	4	<u>3,694,428</u>	<u>3,694,428</u>	<u>3,625,577</u>
<b>Total Income</b>		<u>3,694,428</u>	<u>3,694,428</u>	<u>3,625,577</u>
<b>Expenditure on:</b>				
Charitable activities	5,6	<u>3,662,466</u>	<u>3,662,466</u>	<u>3,267,210</u>
<b>Total expenditure</b>		<u>3,662,466</u>	<u>3,662,466</u>	<u>3,267,210</u>
<b>Net movement in funds before other recognised gains</b>		<u>31,962</u>	<u>31,962</u>	<u>358,367</u>
<b>Other recognised gains:</b>				
Gain/(loss) on revaluation of goodwill		-	-	-
<b>Net movement in funds Reconciliation of funds:</b>		<u>31,962</u>	<u>31,962</u>	<u>358,367</u>
Total funds brought forward Net movement in funds		<u>436,727</u>	<u>436,727</u>	<u>78,360</u>
<b>Total funds carried forward</b>	17	<u>468,689</u>	<u>468,689</u>	<u>436,727</u>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 18 to 34 form part of these financial statements.

**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

**Registered number: 11634699**

**Statement of Financial Position**  
**As at 31 July 2023**

	Note	2023 £	2022 £
<b>Fixed assets</b>			
Intangible assets	10	1,992,758	2,178,608
Tangible assets	11	20,977	25,564
		<b>2,013,735</b>	<b>2,204,172</b>
<b>Current assets</b>			
Stocks	12	-	3,485
Debtors	13	589,711	520,449
Cash at bank and in hand	20	250,926	288,353
		<b>840,637</b>	<b>812,287</b>
Creditors: amounts falling due within one year	14	(377,184)	(970,819)
		<b>463,453</b>	<b>(158,532)</b>
<b>Total assets less current liabilities</b>		<b>2,477,188</b>	<b>2,045,640</b>
Creditors: amounts falling due after more than one year	15	(2,008,499)	(1,608,913)
<b>Total net assets/(liabilities)</b>		<b>468,689</b>	<b>436,727</b>
<b>Charity funds</b>			
Unrestricted funds	16	468,689	436,727
<b>Total funds</b>		<b>468,689</b>	<b>436,727</b>

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and preparation of financial statements.

The Financial Statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The Financial Statements were approved and authorised for issue by the Trustees on 14 Dec 2023 and signed on their behalf by:



**Alison Duckles CBE**  
Chair

The notes on pages 18 to 33 form part of these financial statements.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

**Registered number: 11634699**

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**Statement of Cash Flows**  
**For the year Ended 31 July**  
**2023**

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	<b>Note</b>	<b>2023</b> <b>£</b>	<b>2022</b> <b>£</b>
<b>Cash flows from operating activities</b>			
<b>Net cash provided by operating activities</b>	18	<b>889,929</b>	1,131,835
<b>Cash flows from investing activities</b>			
<b>Purchase of intangible assets</b>	10	<b>(177,355)</b>	(40,543)
<b>Fair Value Assessment of intangible assets</b>	10	-	26,689
<b>Purchase of tangible fixed assets</b>	11	-	-
<b>Payments in respect of CPCS deferred consideration</b>		<b>(750,000)</b>	(1,300,000)
<b>Net cash used in investing activities</b>		<b>(927,355)</b>	(1,313,853)
<b>Change in cash and cash equivalents in the year</b>		<b>(37,426)</b>	(182,018)
<b>Cash and cash equivalents at the beginning of the year</b>		<b>288,353</b>	470,371
<b>Cash and cash equivalents at the end of the year</b>	20	<b>250,926</b>	288,353

The notes on pages 18 to 34 form part of these financial statements.

## Notes to the Financial Statements For the Year Ended 31 July 2023

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### 1. General information

NOCN Job Cards is a Charitable Company limited by guarantee registered in England and Wales, under the Companies Act 2006. The address of the registered office is Acero Building, 1 Concourse Way, Sheaf Street, Sheffield, South Yorkshire, United Kingdom, S1 2BJ.

The company is a registered charity in England and Wales incorporated under a memorandum of association. The liability in respect of this guarantee, as set out in the memorandum, is limited to £1 per member.

### 2. Accounting policies

#### 2.1 Basis of preparation of financial statements

The Financial Statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice, 2nd Edition applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), Section 1A of FRS 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

NOCN Job Cards meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The preparation of Financial Statements requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the company's accounting policies (see note 3).

The presentational and functional currency of these financial statements is GBP values are rounded to the nearest pound.

The following principal accounting policies have been applied:

#### 2.2 Going concern

In order for the Board to determine the going concern position of NOCN Job Cards, a going concern assessment of its position was developed. The assessment included a review of current performance in 2022/23 at the point of signing the accounts, stress testing of budgets and forecast projections under a best and worst case on the statement of financial activities and cashflow position for the period up to the 31 July 2025.

NOCN Job Cards is operationally viable as a business with continued projected surpluses to be generated in 2023/24 and 2024/25 under the best and worst case scenarios. In addition, NOCN Job Cards has achieved a net current asset of £463k as at the end of 2022/23, an improvement of £622k since the end of 2021/22, which is further evidence of the entity's improving financial position.

However, NOCN Job Cards continues to be reliant on NOCN to remain a going concern. NOCN has also undertaken a going concern assessment and has assessed that NOCN Job Cards remains a going concern and has committed to continue to fund NOCN Job Cards until at least 31 July 2025 and the NOCN Board has provided a letter of support to NOCN Job Cards Board to this effect. With the final payment to CITB for the CPCS business settled in December 2022, it is anticipated that NOCN Job Cards will be able to repay the intercompany loan within 2 to 3 years through the development of the CPCS card scheme including bringing the Health and Safety and renewal test inhouse as well as expansion of card schemes into other countries and sectors.

Following this assessment, and the letter of support provided to NOCN Job Cards by NOCN, the Board have assessed that the business continues to remain a going concern for at least the following 12 months from the signing of these accounts and can pay its liabilities as they fall due.

## Notes to the Financial Statements For the Year Ended 31 July 2023

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### 2. Accounting policies (continued)

As a result the Board have adopted the going concern basis of accounting and the Financial Statements have been drawn up on a going concern basis.

#### 2.3 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income from charitable activities is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

Income is classed as unrestricted unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

#### 2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

#### 2.5 Research and development

Development costs are capitalised within intangible assets where they can be identified with a specific product or project anticipated to produce future benefits, and are amortised on the straight line basis over the anticipated life of the benefits arising from the completed product or project.

Deferred research and development costs are reviewed annually, and where future benefits are deemed to have ceased or to be in doubt, the balance of any related research and development is written off to the Statement of Financial Activities.

#### 2.6 Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**Notes to the Financial Statements  
For the Year Ended 31 July 2023**

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**2. Accounting policies (continued)**

**2.7 Intangible assets and amortisation**

Intangible assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

At each reporting date the charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

Amortisation is provided on the following bases:

Software development	-	straight line over 5 years
Goodwill	-	straight line over 10 years

**2.8 Tangible fixed assets and depreciation**

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition are included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Fixtures and fittings	-	straight line over 10 years
Office equipment	-	straight line over 10 years
Computer equipment	-	straight line over 5 years

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of Financial Activities.

**2.9 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

**Notes to the Financial Statements  
For the Year Ended 31 July 2023**

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**2. Accounting policies (continued)**

**2.10 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.11 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.12 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Statement of Financial Position date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

**2.13 Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.14 Pensions**

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

**2.15 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

**Notes to the Financial Statements  
For the Year Ended 31 July 2023**

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**3. Critical accounting estimates and areas of judgement**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

**Goodwill useful economic life and amortisation**

The key judgements and sources of estimation uncertainty relate to the identified useful economic life attributable to the goodwill on acquisition of the trade and assets of CPCS which has been capitalised to the Statement of Financial Position and earn-out payment on the deferred consideration.

**4. Income from charitable activities**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<b>Total funds 2022 £</b>
Competency scheme activities	<b>3,694,428</b>	<b>3,694,428</b>	3,625,577

Income from charitable activities primarily comprises theory and practical test fees, and card upgrades and extensions fees, in respect of the Construction Plant Competence Scheme (CPCS) and Construction Industry Scaffolders Record Scheme (CISRS).

All income from charitable activities in the prior period was unrestricted.

**Notes to the Financial Statements  
For the Year Ended 31 July 2023**

**5. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	Total funds 2022 £
Competency scheme activities	<b>3,662,466</b>	<b>3,662,466</b>	3,267,210

All expenditure on charitable activities in the prior period was unrestricted.

**6. Analysis of expenditure by activities**

	Activities undertaken directly 2023 £	Support Costs 2023 £	<b>Total funds 2023 £</b>
Competency scheme activities	<b>2,470,706</b>	<b>1,191,760</b>	<b>3,662,466</b>

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £
Competency scheme activities	2,124,594	1,142,616	3,267,210

Expenditure on charitable activities was fully unrestricted in the current and previous period.

**Notes to the Financial Statements  
For the Year Ended 31 July 2023**

**6. Analysis of expenditure by activities (continued)**

**Analysis of support costs**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	Total funds 2022 £
Staff costs	134,024	134,024	174,416
Depreciation and amortisation	367,792	367,792	360,105
Group recharge for support	683,887	683,887	567,000
Governance costs	6,057	6,057	41,095
	<u>1,191,760</u>	<u>1,191,760</u>	<u>1,142,616</u>

Governance costs are made up of audit and accountancy fees, intellectual property rights costs, and legal and professional fees.

The Group recharge for support is made up of Job Cards' share of the Group's overheads, such as facilities and IT infrastructure costs, these costs are allocated across the group entities on the basis of the share income generated by each entity within the Group as a percentage of the total income of the group.

**7. Auditor's remuneration**

	<b>2023 £</b>	2022 £
Fees payable to the charity's auditor for the audit of the charity's annual Accounts	<b>6,750</b>	5,995
Fees payable to the charity's auditor in respect of: All non-audit services not included above	-	-
	<u>        </u>	<u>        </u>

**8. Staff costs**

	<b>2023 £</b>	2022 £
Wages and salaries	<b>1,280,663</b>	1,153,517
Social security costs	<b>126,382</b>	116,110
Contribution to defined contribution pension schemes	<b>94,450</b>	84,037
	<u>1,501,495</u>	<u>1,353,664</u>

**Notes to the Financial Statements  
For the Year Ended 31 July 2023**

**8. Staff costs (continued)**

The average number of persons employed by the charity during the year was as follows:

	<b>2023 No.</b>	2022 No.
Employees	<b>35</b>	36

Two employees received remuneration amounting to more than £60,000 in the period (2022 - 1).

**9. Trustees' remuneration and expenses**

Our trustees received remuneration during the year of £Nil (2022 – £Nil).

During the year ended 31 July 2023, no expenses were reimbursed or paid directly to any Trustee (2022 - £Nil).

**10. Intangible assets (Current Year)**

	Software development £	Goodwill £	Total £
<b>Cost</b>			
At 1 August 2022	245,523	3,289,659	3,535,182
Additions	177,355	-	177,355
At 31 July 2023	<b>422,878</b>	<b>3,289,659</b>	<b>3,712,537</b>
<b>Amortisation</b>			
At 1 August 2022	81,587	1,274,987	1,356,574
Charge for the year	54,892	308,313	363,205
At 31 July 202	<b>136,479</b>	<b>1,583,300</b>	<b>1,719,779</b>
<b>Net book value</b>			
At 31 July 2023	<b>286,399</b>	<b>1,706,359</b>	<b>1,992,758</b>
At 31 July 2022	163,936	2,014,672	2,178,608

**Notes to the Financial Statements  
For the Year Ended 31 July 2023**

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**Intangible assets (Prior Year)**

	Software development £	Goodwill £	Total £
<b>Cost</b>			
At 1 August 2021	204,980	3,316,348	3,521,328
Additions	40,543	-	40,543
Purchase price adjustment	-	(26,689)	(26,689)
At 31 July 2022	<u>245,523</u>	<u>3,289,659</u>	<u>3,535,182</u>
<b>Amortisation</b>			
At 1 August 2021	37,435	967,472	1,004,916
Charge for the year	44,152	307,515	351,657
At 31 July 2022	<u>81,587</u>	<u>1,274,987</u>	<u>1,356,574</u>
<b>Net book value</b>			
At 31 July 2022	<u>163,936</u>	<u>2,014,672</u>	<u>2,178,608</u>
At 31 July 2021	<u>167,535</u>	<u>2,348,877</u>	<u>2,516,412</u>

**Notes to the Financial Statements  
For the Year Ended 31 July 2023**

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**11. Tangible fixed assets (Current year)**

	Fixtures and fittings £	Office equipment £	Computer equipment £	Total £
<b>Cost or valuation</b>				
At 1 August 2022	17,034	15,009	22,346	54,389
Additions	-	-	-	-
At 31 July 2023	<u>17,034</u>	<u>15,009</u>	<u>22,346</u>	<u>54,389</u>
<b>Depreciation</b>				
At 1 August 2022	4,917	4,253	19,655	28,825
Charge for the year	1,704	1,501	1,382	4,587
At 31 July 2023	<u>6,621</u>	<u>5,754</u>	<u>21,037</u>	<u>33,412</u>
<b>Net book value</b>				
At 31 July 2023	<u>10,413</u>	<u>9,255</u>	<u>1,309</u>	<u>20,977</u>
At 31 July 2022	<u>12,116</u>	<u>10,756</u>	<u>2,691</u>	<u>25,564</u>

**Notes to the Financial Statements  
For the Year Ended 31 July 2023**

**Tangible fixed assets (Prior Year)**

	Fixtures and fittings £	Office equipment £	Computer equipment £	Total £
Cost or valuation				
At 1 August 2021	17,034	15,009	22,346	54,389
Additions	-	-	-	-
At 31 July 2022	<u>17,034</u>	<u>15,009</u>	<u>22,346</u>	<u>54,389</u>
Depreciation				
At 1 August 2021	3,214	2,752	14,420	20,386
Charge for the year	1,703	1,501	5,235	8,439
At 31 July 2022	<u>4,917</u>	<u>4,253</u>	<u>19,655</u>	<u>28,825</u>
Net book value				
At 31 July 2022	<u>12,116</u>	<u>10,756</u>	<u>2,691</u>	<u>25,564</u>
At 31 July 2021	<u>13,820</u>	<u>12,257</u>	<u>7,926</u>	<u>34,003</u>

**12. Stocks**

	<b>2023</b> £	2022 £
Finished goods and goods for resale	-	3,485

The difference between purchase price or production cost of stocks and their replacement cost is not material.

An impairment loss of £Nil (2022 -£Nil) was recognised in cost of sales against stock during the year due to slow-moving and obsolete stock.

**Notes to the Financial Statements  
For the Year Ended 31 July 2023**

**13. Debtors**

	2023 £	2022 £
<b>Due within one year</b>		
Trade debtors	468,466	375,299
Prepayments and accrued income	121,245	145,150
	589,711	520,449
	589,711	520,449

Trade debtors are stated net of bad debt provisions of £Nil (2022 - £1,531).

**14. Creditors: Amounts falling due within one year**

	2023 £	2022 £
Contingent consideration	-	740,061
Trade creditors	55,688	113,919
Other taxation and social security	2,500	39,948
Other creditors	94,618	10,135
Accruals and deferred income	224,378	66,756
	377,184	970,819
	377,184	970,819

Contingent consideration in creditors due within, and due after, one year relates to the purchase of CPCS from CITB.

**15. Creditors: Amounts falling due after more than one year**

	2023 £	2022 £
Amounts owed to group undertakings	2,008,499	1,608,913
	2,008,499	1,608,913
	2,008,499	1,608,913

Amounts owed to group undertakings are interest free and are not required to be repaid for at least 1 year

**Notes to the Financial Statements  
For the Year Ended 31 July 2023**

**16. Statement of funds**

**Statement of funds - current year**

	Balance at 1 August 2022 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 July 2023 £
<b>Unrestricted funds</b>					
General Funds	436,728	3,694,428	(3,662,467)	-	468,689

**Statement of funds - prior year**

	Balance at 1 August 2021 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 July 2022 £
<b>Unrestricted funds</b>					
General Funds	78,360	3,625,577	(3,267,209)	-	436,728

**17. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	Unrestricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	20,977	20,978
Intangible fixed assets	1,992,758	1,992,758
Current assets	840,637	840,637
Creditors due within one year	(377,184)	(377,184)
Creditors due in more than one year	(2,008,499)	(2,008,499)
<b>Total</b>	<b>468,689</b>	<b>468,690</b>

**Notes to the Financial Statements  
For the Year Ended 31 July 2023**

**17. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior year**

	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	25,564	25,564
Intangible fixed assets	2,178,608	2,178,608
Current assets	812,287	812,287
Creditors due within one year	(970,819)	(970,819)
Creditors due in more than one year	(1,608,913)	(1,608,913)
	<u>436,727</u>	<u>436,727</u>
Total	<u><u>436,727</u></u>	<u><u>436,727</u></u>

**18. Reconciliation of net movement in funds to net cash flow from operating activities**

	2023 £	2022 £
Net movement in funds before other recognised gains/(losses) (as per the Statement of Financial Activities)	<b>31,962</b>	358,367
<b>Adjustments for:</b>		
Depreciation charges	<b>4,586</b>	8,439
Amortisation charges	<b>363,206</b>	351,666
Decrease/(Increase) in stocks	<b>3,485</b>	50,575
Decrease/(increase) in debtors	<b>(69,261)</b>	388,627
Increase/(decrease) in creditors	<b>555,951</b>	(25,839)
<b>Net cash provided by operating activities</b>	<b>889,929</b>	1,131,835

**Notes to the Financial Statements  
For the Year Ended 31 July 2023**

**19. Financial commitments**

At 31 July 2023, the Group had commitments under non-cancellable operating leases as follows:

<b>Group</b>	<b>2023</b>	2022
	£	£
<b>Buildings:</b>		
Within one year	<b>40,205</b>	40,205
Between two and five years	<b>83,934</b>	123,965
<b>Equipment:</b>		
Within one year	<b>7,836</b>	6,580
Between two and five years	<b>6,727</b>	5,195

**20. Analysis of cash and cash equivalents**

	<b>2023</b>	2022
	£	£
Cash in hand	<b>250,926</b>	288,353
<b>Total cash and cash equivalents</b>	<b>250,926</b>	288,353

**21. Analysis of Net Debt**

	<b>At 1 August 2022</b>	<b>Cash flows</b>	<b>At 31 July 2023</b>
	£	£	£
Cash at bank and in hand	<b>288,353</b>	<b>(37,426)</b>	<b>250,926</b>

**22. Pension commitments**

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £94,450 (2022 - £84,037). Contributions of £Nil (2022 - £12,447) were payable to the fund at the reporting date.

**Notes to the Financial Statements  
For the Year Ended 31 July 2023**

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**23. Related party transactions**

During the year the Company was recharged expenditure of £683,887 (2022 - £567,000) from its parent company in relation to support costs.

Other transactions with related parties were as follows:

	<b>Income/ (costs) 2023 £</b>	<b>Amounts outstanding from 2023 £</b>	<b>Income/ (costs) 2022 £</b>	<b>Amounts outstanding from 2022 £</b>
BAM Nuttall	<b>108,639</b>	<b>16,757</b>	3,108	588
CISRS	<b>(303,290)</b>	<b>(35,338)</b>	(315,744)	(25,188)
Construction Plant Hire Association	-	-	(600)	-
P Flannery			5,050	532
Laing O'Rourke Civil Eng Ltd			598	28

All related party transactions are undertaken under normal commercial terms.

Transactions with BAM Nuttall relate to learner registration, certification fees and CPCS cards. Tim Brownbridge is an Academy Manager at BAM Nuttall.

Transactions with CISRS relate to the commission paid to CISRS for issuing CISRS cards. David Mosley is a director of CISRS.

Transactions with Construction Plant-hire Association (CPA) relate to the 'Plant Technician of the Year' sponsorship at Stars of the Future 2021. Kevin Minton was the Chief Executive at Construction Plant-hire Association at the time.

Transactions with P Flannery relate to the issue of Job cards. Paul Allman was a Director at P Flannery Ltd until May 2022.

Transactions with Laing O'Rourke Civil Engineering Ltd relate to the issue of Job cards. Alison Duckles (nee Lamplough) was an employee of Laing O'Rourke Civil Engineering Ltd until December 2021.

**24. Controlling party**

The immediate parent and ultimate controlling parent of the company is NOCN, a Company registered in England and Wales, with registered address Acero Building, 1 Concourse Way, Sheaf Street, Sheffield, United Kingdom, S1 2BJ.

The smallest and largest group in which the company's results are consolidated is that headed by NOCN. The consolidated accounts of this company are available to the public and may be obtained from the company's registered address, as set out above. No other group accounts include the results of the company.

**NOCN JOB CARDS**

England & Wales - Charity number 1182053

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# Accounts

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**Registered number: 11634699**  
**Charity number: 1182053**

**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

**Trustees' Report and Financial Statements**

**For the Year Ended 31 July 2022**

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Reference and Administrative Details of the Charity, its Trustees and Advisers**  
**For the Year Ended 31 July 2022**

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<b>Trustees</b>	Alison Duckles CBE, Chair Graham Hasting-Evans David Mosley Kevin Minton Trevor Gamble MBE Carl Hassell Paul Allman Timothy Brownbridge	Resigned 13/12/2022 Resigned 13/12/2022
<b>Company registered number</b>	11634699	
<b>Charity registered number</b>	1182053	
<b>Registered office</b>	Acero Building 1 Concourse way Sheaf Street Sheffield South Yorkshire S1 2BJ	
<b>Key Management Personnel</b>	Carl Hassell - Group Director (Job Cards)	
<b>Auditors</b>	Armstrong Watson Audit Ltd Thornfield Business Park Northallerton DL6 2XQ	
<b>Bankers</b>	National Westminster Bank Plc 7 Market Place Derby DE1 9DS	
<b>Solicitors</b>	Andrew Holland Law Limited Suite 1, The Bakery Millennium Business Park Steeton Keighley West Yorkshire BD20 6RB	

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report**  
**For the Year Ended 31 July 2022**

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The Trustees present their annual report together with the audited financial statements of the charity for the year 1 August 2021 to 31 July 2022. The Annual Report serves the purposes of both a Trustees' report and a Directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice, 2nd Edition (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

**Chair's Foreword**

The past year has brought many challenges, with the war in Ukraine adding to the impact of the Covid19 pandemic, on top of increasing competitive and regulatory pressures. I'm pleased to report that NOCN Job Cards has weathered these storms well, retaining stable income levels and increasing our reserves, whilst achieving our purpose of supporting operatives, centres and employers to build competence in the construction plant sector, and reduce the sector skills gap.

The launch of NOCN Job Cards in 2018 was a key strategic milestone in the delivery of the NOCN Group vision to be the Educational & Skills Charity of choice, helping learners and apprentices to reach their potential and organisations to thrive. Our diversification into competency SMART cards gives NOCN Group the opportunity to reinforce the importance of the right qualifications for skilled work, setting the standards for the occupational proficiency and providing evidence of the ability to do a job safely in potentially high-risk occupations with a project-based or transient workforce.

Since September 2019, NOCN Job Cards has also provided the carding processing and administration service for CISRS to the National Association of Scaffolding Contractors. As one of the most respected competency cards in the construction industry, driving improved safety in the high-risk scaffolding industry, CISRS fits well within the NOCN Job Cards' charitable purpose.

The critical importance of construction sector keyworkers was brought into focus during the pandemic and the subsequent drive to Build Back Better. NOCN Job Cards has been pleased to play a role in this important work, by supporting learners and apprenticeships to achieve success in the construction sector, through provision and operation of our competency-card schemes.

CPCS has over 180 accredited training/testing centres throughout the UK, with each one quality assured to maintain the quality of testing in line with our agreed standards. The layers of the CPCS card scheme allow learners to progress from skilled to full competence and includes continued professional development to support learners and the construction plant sector to maintain a safe and competent workforce. This, with the introduction of mandatory practical skills testing of all Trainer/Assessors, sets us apart from all other card schemes and ensures we deliver excellence across the construction plant sector.

Our CPCS digital SMART cards are industry leading, but competitive pressure is increasing. Our response has been to strengthen quality assurance, and, through our Management Committee and CPCS management team, work closely with industry working groups to ensure that CPCS card scheme retains its market leading position.

Looking forward, exciting new products in the product development pipeline give me confidence in the successful future of NOCN Job Cards. CITB's new 'Plant Training Model', will bring market change, and our Management Committee are working closely with industry to ensure that CPCS will be meet all new requirements, whilst strengthening our offer to all sector partners.

  
**Alison Duckles CBE**

Chair  
March 2023

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2022**

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**Objectives and activities**

**The purpose of the Charity**

The purpose of NOCN Job Cards is to support learners and apprentices to achieve success in life and work and to support communities and organisations to develop and prosper, through the provision and operation of competency-based card schemes.

**The objectives of the Charity**

The charity's objects are specifically restricted to the advancement of education of operatives working in industry within the United Kingdom and Eire and in other countries which recognise skills and competency card schemes in one or more of the following ways:

- (1) by facilitating skills and competence card schemes which will set standards and develop and test skills and competencies in order to increase public confidence in the operatives' work;
- (2) by promoting participation by operatives in the schemes;
- (3) by promoting participation by operatives in all forms of education and training in conjunction with and in addition to the schemes;
- (4) by improving the quality and flexibility of the educational provision available to operatives;
- (5) by improving access for operatives to learning opportunities and facilitating progression to further learning, employment and higher education;
- (6) by delivering continuing professional development, training qualifications and assessment qualifications to operatives;
- (7) by working with industry to ensure the schemes and operatives are ready for advancements in new technologies; and
- (8) by ensuring the schemes meet the needs of all operatives.

**Public benefit**

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when setting up the charity and reviewing the Charity's aims and objectives and in planning future activities. Our Trustees have also complied with their duty in accordance with the UK Charities Act 2011 to follow the Charity Commission's guidance on the operation of this public benefit.

The Charity started to advance its objectives for the general public through the purchase of the Construction Plant Card Scheme (CPCS) from CITB on 1 March 2019 as the first of the competency card schemes that the Charity will operate. This card scheme ensures that Construction Plant Operators have the right qualifications and experience to operate different classes of plant machinery on construction sites.

In September 2019, CISRS signed a contract with NOCN Job cards for NOCN Job cards to deliver the CISRS Cards to the Scaffolding industry. CISRS is one of the oldest and most respected cards in the construction industry. The contract to deliver the CISRS cards fits very well with the NOCN Job cards charitable aims.

Similar occupational card schemes are expected to be set up by the charity in future.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2022**

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**Achievements and performance**

**Key achievements, activities & performance in the year**

CPCS supports people to gain employment and develop their careers in the construction plant sector by issuing them with digital SMART cards via the scheme which is competency based.

During 2021/22 Job Cards has been supporting centres, employers, and operatives in enhancing skills and competence supporting the plant sector and supporting the sector skills gap.

Support from industry is strong, we have many industry working groups supporting development of new products and maintenance of older products ensuring that the scheme is up to date for industries requirements.

Quality assurance has strengthened during the financial year, CPCS has a new Quality Assurance Manual, new reporting forms and EQA's are now more efficient due to completing documentation in real time.

Our competitors have a strong presence in some parts of the construction sector which continues to negatively impact on CPCS market share.

During 2021/22 CITB entered Consultation with the construction levy payers, as a result of the consultation CITB has announced introduction of a new "Plant Training Model" including the way in which grant is triggered for in-scope levy payers. CPCS continue working with CITB, PSRO, our Management Committee ensuring that the scheme is ready for the changes that will be introduced in January 2023 and ensuring that there is minimum disruption to BAU. Initially these changes only affect 8 of the 68 plant categories that CPCS operate, 60 plant categories remain unchanged and in-scope levy payers will continue to be support with the current grant mechanism, this model is unique to the CPCS scheme and has been in place since 2008.

CPCS has been able to gain the support of the board and its industry representatives to create some new products that will be launched in the following accounting year. Alongside this CPCS have also gained support to redevelop scheme requirements to ensure that the scheme is up to date and meets the needs of the plant construction sector, changes will also be launched in the next financial year.

The marketing of new products and relaunch of a much-improved CPCS scheme will enhance: - learner journeys, test centre delivery, employer support as well as strengthen income position during 2022/23.

CISRS smart carding processes are managed by Job Cards on a commission basis, activity levels have been returning to pre-covid levels which is reflected in our accounts and is positive.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2022**

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**Financial review**

**2021/22 Financial Review**

Card income levels remained stable year-on-year overall. Costs were 14% higher in 2021/22 compared to 2020/21 due to the need to continue to invest in the development of the business. This resulted in the charity achieving an operating surplus of £718k surplus in 2021/22 (2021: £1,220k surplus).

	<b>2021/22</b>	<b>2020/21</b>
	<b>£000</b>	<b>£000</b>
Income	3,626	3,767
Operating costs	(2,908)	(2,547)
<b>Operating (deficit)/surplus</b>	<b>718</b>	<b>1,220</b>
Depreciation and amortisation	(360)	(350)
Other revaluations	-	42
<b>Net movement in funds</b>	<b>358</b>	<b>912</b>

NOCN Job Cards reserves continue to grow with £0.4m in 2021/22, in comparison to total reserves of £0.1m in 2020/21. The business is expected to continue to generate surpluses in future years.

In the opinion of the Trustees, in the light of the latest projections of incoming resources and costs for 2022/23 and 2023/24, and the confirmation from NOCN of the continued provision of financing facilities from NOCN, NOCN Job Cards continues to be a going concern.

**Key risks in the year**

The key risks NOCN Job Cards has faced in the year have been:

- Cost inflation. We have seen staff and assessor pay cost pressures increase in the year in line with the increase in inflation generally.
- We continued to see an increased risk in respect of our ability to recruit staff in the latter part of the year to support the higher levels of activity. We continue to look to optimising our recruitment channels and our offer to ensure that we remain competitive in a difficult market.

In the light of the CITB policy changes in respect of the testing grants, there was a risk that we would not be able to adapt. We have been working to adapt the CPCS scheme to be ready to meet these new requirements when they come in. This work is currently on track.

**Powers of Investment**

The Trustees are authorised by the Memorandum of Association to invest monies not immediately required for the Charity's own purposes in such investments, securities or property as they deem fit subject to any conditions required by law.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2022**

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**Reserves policy**

The reserves policy was reviewed and updated in 21/22. The aim of the policy is to keep Job Card's balance sheet unrestricted reserves in the range of £1.6m and £2.4m. Equating to approximately 7 to 10 months of projected operating expenditure. And available Group cash, which is pooled at a group level, within £1.5m and £2.5m. These unrestricted reserves, which are freely available for general use, are held to withstand any short-term financial risks and to support any net windup costs in the event of closure.

As at the end of July 2022, NOCN Job Card's balance sheet unrestricted reserves were outside of this range given the company has only been operational since 2019.

The Board approved a business plan and budget for 2022/23 which will further increase the reserve and available cash levels and we expect that reserve levels will get to the target range in the next 2 to 3 years.

**Going concern**

In order for the Board to determine the going concern position of Job Cards, a going concern assessment of its position was developed. The assessment included a review of current performance in 2022/23 at the point of signing the accounts, stress testing of budgets and forecast projections under a best and worst case on the statement of financial activities and cashflow position for the period up to the 31st July 2024.

Job Cards is operationally viable as a business with continued projected surpluses to be generated in 2022/23 and 2023/24 under the best and worst case scenarios. However, in the light of the fact that Job Cards has a net current liability of £400k as at the end of 21/22 due to the need to pay the final instalment of the purchase of CPCS from CITB, NOCN has committed to continue to fund NOCN Job Cards until at least 31 July 2024. , the NOCN Board has provided a letter of support to NOCN Job Cards Board to this effect. With the final payment to CITB for the CPCS business being due in December 2022 it is anticipated that NOCN Job Cards will be able to repay the intercompany loan within 2 to 3 years through the development of the CPCS card scheme including bringing the Health and Safety and renewal test inhouse as well as expansion of card schemes into other countries and sectors.

Following this assessment, and the letter of support provided to NOCN Job Cards by NOCN, the Board have assessed that the business continues to remain a going concern for at least the following 12 months from the signing of these accounts and can pay its liabilities as they fall due.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2022**

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**Structure, governance and management**

**Governing document and structure**

The organisation is a charitable company limited by guarantee incorporated on 22 October 2018 and was registered in England and Wales as a charity on 15 February 2019. The charity started to operate from 1 March 2019.

NOCN Job Cards is consolidated under NOCN, given its articles give NOCN majority voting rights on the Board.

**Compliance to Charity Governance Code**

In 2019 NOCN undertook a review of NOCN's compliance against the Charities Compliance code for larger charities as part of a Group Governance Review. It was assessed that NOCN is substantially compliant with the code and further improvements were made following this review where there were gaps identified.

**Appointment of Trustees**

As at the 31 July 2022, there were 8 trustees in post at NOCN Job Cards, unchanged from the previous year.

The Chair is a trustee of the Board of NOCN. There are 2 external trustees who have been appointed on the recommendation of the CPCS Management Committee (an advisory group set up by CITB to aid the running of the CPCS card scheme which has no executive power or control over NOCN Job Cards), and 2 Senior Leadership staff of NOCN. Carl Hassell is remunerated by NOCN following his appointment as a trustee of NOCN Job Cards.

The Board make any trustee appointment decisions. Any appointments have to be approved by the NOCN Board.

**Trustee induction and training**

When new Trustees join the Board, a formal briefing from the Chair and Group Managing Director takes place and they receive an induction pack. Trustees will receive formal training on their responsibilities, including their legal obligations where needed.

**Organisational structure**

The Chair of NOCN Job Cards Board of Trustees is also a Trustee of NOCN. As such there is a clear link between both the parent and the subsidiary Boards.

The NOCN Job Cards Board of Trustees meets at least quarterly with a full business agenda including a review of the Management Accounts and budget achievement. The company has elected not to set up an Audit Committee for the entity as there is a Group Audit and Risk Committee which will cover all the NOCN Group's entities.

The Board of Trustees delegates the management of the Charity to the Group Managing Director who undertakes these responsibilities through a Senior Leadership Team (SLT) which is comprised of the Group Managing Director, the Deputy Group Managing Director and all the Executive Directors within the Group and a Group Management Team which is made up of the SLT plus the Heads of Function of the NOCN Group entities.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2022**

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**Structure, governance and management (continued)**

**Pay policy for senior staff**

Two Trustees receive remuneration from NOCN as Executive Directors of NOCN but do not receive remuneration from NOCN Job Cards. The rest of the Trustees receive no remuneration.

Details of any Trustee related party transactions are disclosed in the notes to the accounts.

**Risk Management**

NOCN Group operates to a risk management policy and strategy which NOCN Job Cards has decided to adopt. The aims of the policy and strategy are to:

- Consider best practice in designing a risk management framework;
- Encourage well-managed taking of risk to deliver business objectives;
- Provide staff with policies and procedures necessary to manage risk;
- Embed risk management in the day-to-day conduct of business;
- Identify and prioritise risk using the risk management technology;
- Regularly monitor risk at Managing Director and Director Level; and
- Achieve continuous improvement in risk management.

During the year the NOCN Group's Audit and Risk Committee has routinely considered the Strategic Risk Register and examined specific areas of risk at the request of the Board. The Strategic Risks are also reported to the Board on a Quarterly basis. The Strategic Risk Register is also reviewed on a monthly basis by the NOCN Group Management Team.

NOCN Group's reserves policy provides for mitigation against financial risk.

**Future Plans**

The CPCS Management Committee was disbanded in September 2022 due to the establishment of the Plant Sector Representative Organisation PSRO. NOCN Job Cards (CPCS) are in the process of forming an "industry engagement group". This is to ensure that the CPCS scheme is further developed to meet the needs of the plant sector's employers and the cardholders and other stakeholders.

NOCN Job Cards will then consider setting up additional card schemes where there is the demand, either to be operated under licence or outright whilst also continuing to invest in the further development of the CPCS card scheme.

**Disclosure of information to auditor**

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditor is unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2022**

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**Auditor**

The auditor, Armstrong Watson Audit Limited, was appointed as auditor in 2022.

Under section 487(2) of the Companies Act 2006, Armstrong Watson Audit Limited will be deemed to have been reappointed as auditors 28 days after these financial statements were sent to members or 28 days after the latest date prescribed for filing the accounts with the registrar, whichever is earlier.

Approved by order of the members of the board of Trustees on 24<sup>th</sup> February 2023 and signed on their behalf by:



**Alison Duckles CBE**  
Chair

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Statement of Trustees' responsibilities**  
**For the Year Ended 31 July 2022**

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The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the charity financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Financial statements are published on the Charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the Charity's website is the responsibility of the Trustees. The Trustees' responsibility also extends to the ongoing integrity of the financial statements contained therein.

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**NOCN Job Cards  
(A Company Limited by Guarantee)**

**Registered number: 11634699**

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**Independent Auditor's Report to the of NOCN Job Cards**

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**Opinion**

We have audited the financial statements of NOCN Job Cards for the year ended 31 July 2022, which comprise the statement of financial activities, the statement of financial position, the statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Charitable Company's affairs as at 31 July 2022 and of its results for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the parent Charitable Company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditor's Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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**NOCN Job Cards  
(A Company Limited by Guarantee)**

**Registered number: 11634699**

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**Independent Auditor's Report to the of NOCN Job Cards  
(continued)**

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**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report, which includes the Directors' Report prepared for the purposes of Company Law, for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report, which is included in the Trustees' Report, have been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the Charitable Company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent Charitable Company, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or

**Responsibilities of Trustees**

As explained more fully in the Trustees' Responsibilities Statement on page 10, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the parent Charitable Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the parent Charitable Company or Group or to cease operations, or have no realistic alternative but to do so.

**Auditors' responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- we identified the laws and regulations applicable to the company through discussions with directors and other management, and from our commercial knowledge and experience of the industry;

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**NOCN Job Cards  
(A Company Limited by Guarantee)**

**Registered number: 11634699**

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**Independent Auditor's Report to the of NOCN Job Cards  
(continued)**

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- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the entity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected, and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions; and
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation; and
- enquiring of management as to actual and potential litigation and claims.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditor's Report.

**Use of our report**

This report is made solely to the Company's members in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Company's members those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's members for our audit work, for this report, or for the opinions we have formed.



Simon Turner (Senior Statutory Auditor)  
For and on behalf of Armstrong Watson Audit  
Limited, Chartered Accountants  
Northallerton

Date: 07/03/2023

**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

Registered number: 11634699

**Statement of financial activities (incorporating income and expenditure account)**  
**For the Year Ended 31 July 2022**

	Note	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
<b>Income from:</b>				
Grants and donations	4	-	-	13,242
Charitable activities	5	3,625,577	3,625,577	3,753,768
		<u>3,625,577</u>	<u>3,625,577</u>	<u>3,767,010</u>
<b>Total income</b>				
<b>Expenditure on:</b>				
Charitable activities	6,7	3,267,210	3,267,210	2,897,369
		<u>3,267,210</u>	<u>3,267,210</u>	<u>2,897,369</u>
<b>Total expenditure</b>				
		<u>358,367</u>	<u>358,367</u>	<u>869,641</u>
<b>Net movement in funds before other recognised gains</b>				
<b>Other recognised gains:</b>				
Gain/(loss) on revaluation of goodwill		-	-	42,076
		<u>358,367</u>	<u>358,367</u>	<u>911,717</u>
<b>Net movement in funds</b>				
<b>Reconciliation of funds:</b>				
Total funds brought forward		78,360	78,360	(833,357)
Net movement in funds		358,367	358,367	911,717
		<u>436,727</u>	<u>436,727</u>	<u>78,360</u>
<b>Total funds carried forward</b>	18			

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 17 to 33 form part of these financial statements.

**NOCN Job Cards**  
(A Company Limited by Guarantee)

Registered number: 11634699

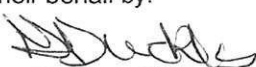
**Statement of Financial Position**  
As at 31 July 2022

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Intangible assets	11	2,178,608	2,516,412
Tangible assets	12	25,564	34,003
		<u>2,204,172</u>	<u>2,550,415</u>
<b>Current assets</b>			
Stocks	13	3,485	54,060
Debtors	14	520,449	909,075
Cash at bank and in hand	20	288,353	470,371
		<u>812,287</u>	<u>1,433,506</u>
Creditors: amounts falling due within one year	15	(970,819)	(1,509,878)
<b>Net current liabilities</b>		<u>(158,532)</u>	<u>(76,372)</u>
<b>Total assets less current liabilities</b>		<u>2,045,640</u>	<u>2,474,043</u>
Creditors: amounts falling due after more than one year	16	(1,608,913)	(2,395,683)
<b>Total net assets/(liabilities)</b>		<u>436,727</u>	<u>78,360</u>
<b>Charity funds</b>			
Unrestricted funds	17	436,727	78,360
<b>Total funds</b>		<u>436,727</u>	<u>78,360</u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 24<sup>th</sup> February 2023 and signed on their behalf by:

  
**Alison Duckles CBE**  
Chair

The notes on pages 17 to 33 form part of these financial statements.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

Registered number: 11634699

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**Statement of Cash Flows**  
**For the Year Ended 31 July 2022**

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	Note	2022 £	2021 £
<b>Cash flows from operating activities</b>			
Net cash provided by operating activities	19	1,131,835	411,556
<b>Cash flows from investing activities</b>			
Purchase of intangible assets	11	(40,543)	(122,475)
Fair Value Assessment of intangible assets	11	26,689	-
Purchase of tangible fixed assets	12	-	(4,188)
Payments in respect of CPCS deferred consideration		(1,300,000)	-
<b>Net cash used in investing activities</b>		<b>(1,313,853)</b>	<b>(126,663)</b>
<b>Change in cash and cash equivalents in the year</b>		<b>(182,018)</b>	<b>284,893</b>
Cash and cash equivalents at the beginning of the year		470,371	185,478
<b>Cash and cash equivalents at the end of the year</b>	20	<b>288,353</b>	<b>470,371</b>

The notes on pages 17 to 33 form part of these financial statements.

**Notes to the Financial Statements  
For the Year Ended 31 July 2022**

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**1. General information**

NOCN Job Cards is a Charitable Company limited by guarantee registered in England and Wales, under the Companies Act 2006. The address of the registered office is Acero Building, 1 Concourse Way, Sheaf Street, Sheffield, South Yorkshire, United Kingdom, S1 2BJ.

The company is a registered charity in England and Wales incorporated under a memorandum of association. The liability in respect of this guarantee, as set out in the memorandum, is limited to £1 per member.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice, 2nd Edition applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), Section 1A of FRS 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

NOCN Job Cards meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the company's accounting policies (see note 3).

The presentational and functional currency of these financial statements is GBP. Values are rounded to the nearest pound.

The following principal accounting policies have been applied:

**Notes to the Financial Statements  
For the Year Ended 31 July 2022**

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**2. Accounting policies (continued)**

**2.2 Going concern**

In order for the Board to determine the going concern position of Job Cards, a going concern assessment of its position was developed. The assessment included a review of current performance in 2022/23 at the point of signing the accounts, stress testing of budgets and forecast projections under a best and worst case on the statement of financial activities and cashflow position for the period up to the 31st July 2024.

Job Cards is operationally viable as a business with continued projected surpluses to be generated in 2022/23 and 2023/24 under the best and worst case scenarios. However, in the light of the fact that Job Cards has a net current liability of £400k as at the end of 21/22 due to the need to pay the final instalment of the purchase of CPCS from CITB, was set up as a new charitable legal entity in 2019 to purchase the CPCS business with no opening reserves, the going concern assessment is reliant on the NOCN Group's financial viability in order to continue to fund NOCN Job Cards to allow it to pay the agreed purchase consideration as it falls due.

As such Job Cards is reliant on NOCN remaining a going concern. NOCN has also undertaken a going concern assessment and has assessed that NOCN Job Cards remains a going concern and has committed to continue to fund NOCN Job Cards until at least 31 July 2024 and the NOCN Board has provided a letter of support to NOCN Job Cards Board to this effect. With the final payment to CITB for the CPCS business being due in December 2022 it is anticipated that NOCN Job Cards will be able to repay the intercompany loan within 2 to 3 years through the development of the CPCS card scheme including bringing the Health and Safety and renewal test inhouse as well as expansion of card schemes into other countries and sectors..

Following this assessment, and the letter of support provided to NOCN Job Cards by NOCN, the Board have assessed that the business continues to remain a going concern for at least the following 12 months from the signing of these accounts and can pay its liabilities as they fall due.

As a result the Board have adopted the going concern basis of accounting and the financial statements have been drawn up on a going concern basis.

**Notes to the Financial Statements  
For the Year Ended 31 July 2022**

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**2. Accounting policies (continued)**

**2.3 Income**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Payments received from the government for furloughed employees are a form of grant. This grant money is receivable as compensation for expenses already incurred, and where this is not in respect of future related costs, is recognised in income in the period in which it becomes receivable and the related expense is incurred.

Income from charitable activities is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

Income is classed as unrestricted unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

**2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.5 Research and development**

Development costs are capitalised within intangible assets where they can be identified with a specific product or project anticipated to produce future benefits, and are amortised on the straight line basis over the anticipated life of the benefits arising from the completed product or project.

Deferred research and development costs are reviewed annually, and where future benefits are deemed to have ceased or to be in doubt, the balance of any related research and development is written off to the Statement of Financial Activities.

**2.6 Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**Notes to the Financial Statements  
For the Year Ended 31 July 2022**

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**2. Accounting policies (continued)**

**2.7 Intangible assets and amortisation**

Intangible assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

At each reporting date the charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

Amortisation is provided on the following bases:

Software development	-	straight line over 5 years
Goodwill	-	straight line over 10 years

**2.8 Tangible fixed assets and depreciation**

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition are included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Fixtures and fittings	-	straight line over 10 years
Office equipment	-	straight line over 10 years
Computer equipment	-	straight line over 5 years

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of Financial Activities.

**2.9 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

**Notes to the Financial Statements  
For the Year Ended 31 July 2022**

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**2. Accounting policies (continued)**

**2.10 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.11 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.12 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Statement of Financial Position date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

**2.13 Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.14 Pensions**

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

**2.15 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

**Notes to the Financial Statements  
For the Year Ended 31 July 2022**

**3. Critical accounting estimates and areas of judgement**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

**Goodwill useful economic life and amortisation**

The key judgements and sources of estimation uncertainty relate to the identified useful economic life attributable to the goodwill on acquisition of the trade and assets of CPCS which has been capitalised to the Statement of Financial Position and earn-out payment on the deferred consideration.

**4. Income from grants and donations**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Government furlough grants	-	-	13,242
	<u>          </u>	<u>          </u>	<u>          </u>

Government grants were provided to assist Charity with cash flow issues during the pandemic.

All income received from government grants was unrestricted in both the current and prior year.

**5. Income from charitable activities**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Competency scheme activities	3,625,577	3,625,577	3,753,768
	<u>          </u>	<u>          </u>	<u>          </u>

Income from charitable activities primarily comprises theory and practical test fees, and card upgrades and extensions fees, in respect of the Construction Plant Competence Scheme (CPCS) and Construction Industry Scaffolders Record Scheme (CISRS).

All income from charitable activities in the prior period was unrestricted.

**Notes to the Financial Statements  
For the Year Ended 31 July 2022**

**6. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Competency scheme activities	3,267,210	<b>3,267,210</b>	2,897,369

All expenditure on charitable activities in the prior period was unrestricted.

**7. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2022 £</b>	<b>Support costs 2022 £</b>	<b>Total funds 2022 £</b>
Competency scheme activities	2,124,594	1,142,616	<b>3,267,210</b>
	<b>Activities undertaken directly 2021 £</b>	<b>Support costs 2021 £</b>	<b>Total funds 2021 £</b>
Competency scheme activities	1,925,398	971,971	<b>2,897,369</b>

Expenditure on charitable activities was fully unrestricted in the current and previous period.

**Notes to the Financial Statements  
For the Year Ended 31 July 2022**

**7. Analysis of expenditure by activities (continued)**

**Analysis of support costs**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Staff costs	174,416	<b>174,416</b>	128,910
Depreciation and amortisation	360,105	<b>360,105</b>	349,840
Group recharge for support	567,000	<b>567,000</b>	461,453
Governance costs	41,095	<b>41,095</b>	31,768
	<u>1,142,616</u>	<u><b>1,142,616</b></u>	<u>971,971</u>

Governance costs are made up of audit and accountancy fees and legal and professional fees.

The Group recharge for support is made up of Job Cards' share of the Group's overheads, such as facilities and IT infrastructure costs, these costs are allocated across the group entities on the basis of the share income generated by each entity within the Group as a percentage of the total income of the group.

**8. Auditor's remuneration**

	<b>2022 £</b>	<b>2021 £</b>
Fees payable to the charity's auditor for the audit of the charity's annual Accounts	<b>5,995</b>	6,900
Fees payable to the charity's auditor in respect of: All non-audit services not included above	<b>-</b>	2,250
	<u><b>-</b></u>	<u>2,250</u>

**9. Staff costs**

	<b>2022 £</b>	<b>2021 £</b>
Wages and salaries	<b>1,153,517</b>	1,293,389
Social security costs	<b>116,110</b>	101,597
Contribution to defined contribution pension schemes	<b>84,037</b>	75,989
	<u><b>1,353,664</b></u>	<u>1,470,975</u>

**Notes to the Financial Statements  
For the Year Ended 31 July 2022**

**9. Staff costs (continued)**

The average number of persons employed by the charity during the year was as follows:

	<b>2022</b>	<b>2021</b>
	<b>No.</b>	<b>No.</b>
Employees	<b>36</b>	<b>38</b>

One employee received remuneration amounting to more than £60,000 in the period (2021 - 1).

**10. Trustees' remuneration and expenses**

Our trustees received remuneration during the year of £0 (2021 – 1 Trustee received £5,477 during the year; these related to their previous role as an employee rather than their role as a Trustee).

During the year ended 31 July 2022, no expenses were reimbursed or paid directly to any Trustee (2021 - £108).

**11. Intangible assets (Current Year)**

	<b>Software development</b>	<b>Goodwill</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
At 1 August 2021	204,980	3,316,348	3,521,328
Additions	40,543	-	40,543
Purchase price adjustment	-	(26,689)	(26,689)
At 31 July 2022	<u>245,523</u>	<u>3,289,659</u>	<u>3,535,182</u>
<b>Amortisation</b>			
At 1 August 2021	37,435	967,472	1,004,916
Charge for the year	44,152	307,515	351,657
At 31 July 2022	<u>81,587</u>	<u>1,274,987</u>	<u>1,356,574</u>
<b>Net book value</b>			
At 31 July 2022	<u>163,936</u>	<u>2,014,672</u>	<u>2,178,608</u>
At 31 July 2021	<u>167,535</u>	<u>2,348,877</u>	<u>2,516,412</u>

**Notes to the Financial Statements  
For the Year Ended 31 July 2022**

**Intangible assets (Prior Year)**

	Software development £	Goodwill £	Total £
<b>Cost</b>			
At 1 August 2020	82,505	4,641,814	4,724,319
Additions	122,475	-	122,475
Impairments	-	(1,325,466)	(1,325,466)
At 31 July 2021	<u>204,980</u>	<u>3,316,348</u>	<u>3,521,328</u>
<b>Amortisation</b>			
At 1 August 2020	8,977	657,739	666,716
Charge for the year	28,468	309,732	338,200
At 31 July 2021	<u>37,445</u>	<u>967,471</u>	<u>1,004,916</u>
<b>Net book value</b>			
At 31 July 2021	<u><u>167,535</u></u>	<u><u>2,348,877</u></u>	<u><u>2,516,412</u></u>
At 31 July 2020	<u><u>73,528</u></u>	<u><u>3,984,075</u></u>	<u><u>4,057,603</u></u>

**Notes to the Financial Statements  
For the Year Ended 31 July 2022**

**12. Tangible fixed assets (Current year)**

	Fixtures and fittings £	Office equipment £	Computer equipment £	Total £
<b>Cost or valuation</b>				
At 1 August 2021	17,034	15,009	22,346	54,389
Additions	-	-	-	-
At 31 July 2022	<u>17,034</u>	<u>15,009</u>	<u>22,346</u>	<u>54,389</u>
<b>Depreciation</b>				
At 1 August 2021	3,214	2,752	14,420	20,386
Charge for the year	1,703	1,501	5,235	8,439
At 31 July 2022	<u>4,917</u>	<u>4,253</u>	<u>19,655</u>	<u>28,825</u>
<b>Net book value</b>				
At 31 July 2022	<u>12,116</u>	<u>10,756</u>	<u>2,691</u>	<u>25,564</u>
At 31 July 2021	<u>13,820</u>	<u>12,257</u>	<u>7,926</u>	<u>34,003</u>

**Notes to the Financial Statements  
For the Year Ended 31 July 2022**

**Tangible fixed assets (Prior Year)**

	Fixtures and fittings £	Office equipment £	Computer equipment £	Total £
Cost or valuation				
At 1 August 2020	17,034	15,009	18,158	50,201
Additions	-	-	4,188	4,188
At 31 July 2021	<u>17,034</u>	<u>15,009</u>	<u>22,346</u>	<u>54,389</u>
Depreciation				
At 1 August 2020	1,511	1,251	5,992	8,754
Charge for the year	1,703	1,501	8,428	11,632
At 31 July 2021	<u>3,214</u>	<u>2,752</u>	<u>14,420</u>	<u>20,386</u>
Net book value				
At 31 July 2021	<u>13,820</u>	<u>12,257</u>	<u>7,926</u>	<u>34,003</u>
At 31 July 2020	<u>15,523</u>	<u>13,758</u>	<u>12,166</u>	<u>41,447</u>

**13. Stocks**

	2022 £	2021 £
Finished goods and goods for resale	<u>3,485</u>	<u>54,060</u>

The difference between purchase price or production cost of stocks and their replacement cost is not material.

An impairment loss of £Nil (2021 -£Nil) was recognised in cost of sales against stock during the year due to slow-moving and obsolete stock.

**Notes to the Financial Statements  
For the Year Ended 31 July 2022**

**14. Debtors**

	2022 £	2021 £
<b>Due within one year</b>		
Trade debtors	375,299	840,393
Other debtors	-	-
Prepayments and accrued income	145,150	68,682
	520,449	909,075

Trade debtors are stated net of bad debt provisions of £1,531 (2021 - £38,182).

**15. Creditors: Amounts falling due within one year**

	2022 £	2021 £
Contingent consideration	740,061	1,289,318
Trade creditors	113,919	57,258
Amounts owed to group undertakings	-	1,254
Other taxation and social security	39,948	24,872
Other creditors	10,135	168
Accruals and deferred income	66,756	137,008
	970,819	1,509,878

Amounts owed to group undertakings are interest free and repayable on demand.

Contingent consideration in creditors due within, and due after, one year relates to the purchase of CPCS from CITB.

**16. Creditors: Amounts falling due after more than one year**

	2022 £	2021 £
Amounts owed to group undertakings	1,608,913	1,618,054
Contingent consideration	-	777,629
	1,608,913	2,395,683

Amounts owed to group undertakings are interest free and are not required to be repaid for at least 1 year

**Notes to the Financial Statements  
For the Year Ended 31 July 2022**

**17. Statement of funds**

**Statement of funds - current year**

	Balance at 1 August 2021 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 July 2022 £
<b>Unrestricted funds</b>					
General Funds	78,360	3,625,577	(3,267,209)	-	436,728

**Statement of funds - prior year**

	Balance at 1 August 2020 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 July 2021 £
<b>Unrestricted funds</b>					
General Funds	(833,357)	3,767,010	(2,897,369)	42,076	78,360

**18. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	25,564	25,564
Intangible fixed assets	2,178,608	2,178,608
Current assets	812,287	812,287
Creditors due within one year	(970,819)	(970,819)
Creditors due in more than one year	(1,608,913)	(1,608,913)
<b>Total</b>	<b>436,727</b>	<b>436,727</b>

**Notes to the Financial Statements  
For the Year Ended 31 July 2022**

**18. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior year**

	Unrestricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	34,003	34,003
Intangible fixed assets	2,516,412	2,516,412
Current assets	1,433,506	1,433,506
Creditors due within one year	(1,509,878)	(1,509,878)
Creditors due in more than one year	(2,395,683)	(2,395,683)
	<u>78,360</u>	<u>78,360</u>
<b>Total</b>	<u><u>78,360</u></u>	<u><u>78,360</u></u>

**19. Reconciliation of net movement in funds to net cash flow from operating activities**

	2022 £	2021 £
Net movement in funds before other recognised gains/(losses) (as per the Statement of Financial Activities)	<u>358,367</u>	<u>869,641</u>
<b>Adjustments for:</b>		
Depreciation charges	8,439	11,632
Amortisation charges	351,666	338,200
Decrease/(Increase) in stocks	50,575	(21,138)
Decrease/(increase) in debtors	388,627	(240,782)
Increase/(decrease) in creditors	(25,839)	(545,997)
<b>Net cash provided by operating activities</b>	<u><u>1,131,835</u></u>	<u><u>411,556</u></u>

**Notes to the Financial Statements  
For the Year Ended 31 July 2022**

**20. Analysis of cash and cash equivalents**

	<b>2022</b>	<b>2021</b>
	£	£
Cash in hand	288,353	470,371
<b>Total cash and cash equivalents</b>	<b>288,353</b>	<b>470,371</b>

**21. Analysis of Net Debt**

	<b>At 1 August 2021</b>	<b>Cash flows</b>	<b>At 31 July 2022</b>
	£	£	£
Cash at bank and in hand	470,371	(182,018)	288,353
	470,371	(182,018)	288,353

**22. Pension commitments**

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £84,037 (2021 - £75,989). Contributions of £12,447 (2021 - £168) were payable to the fund at the reporting date.

**Notes to the Financial Statements  
For the Year Ended 31 July 2022**

**23. Related party transactions**

During the year the Company was recharged expenditure of £567,000 (2021 - £461,453) from its parent company in relation to support costs.

Other transactions with related parties were as follows:

	Income/ (costs) 2022 £	Amounts outstanding from 2022 £	Income/ (costs) 2021 £	Amounts outstanding from 2021 £
Laing O'Rourke Civil Eng Ltd	598	28	364	589
BAM Nuttall	3,108	588	3,090	672
CISRS	(315,744)	(25,188)	-	-
P Flannery	5,050	532	6,038	1,401
Construction Plant Hire Association	(600)	-	-	-

All related party transactions are undertaken under normal commercial terms.

Transactions with Laing O'Rourke Civil Engineering Ltd relate to the issue of job cards. Alison Lamplough is an employee of Laing O'Rourke Civil Engineering Ltd.

Transactions with BAM Nuttall relate to learner registration, certification fees and CPCS cards. Timothy Brownbridge is an Academy Manager at BAM Nuttall.

Transactions with CISRS relate to the commission paid to CISRS for issuing CISRS cards. David Mosley is a director of CISRS.

Transactions with P Flannery relate to the issue of Job cards. Paul Allman was a Director at P Flannery Ltd. There were no other related party transactions during the period.

Transactions with Construction Plant-hire Association (CPA) relate to the 'Plant Technician of the Year' sponsorship at Stars of the Future 2021. Kevin Minton is the Chief Executive at Construction Plant-hire Association.

**24. Controlling party**

The immediate parent and ultimate controlling parent of the company is NOCN, a Company registered in England and Wales, with registered address Acero Building, 1 Concourse Way, Sheaf Street, Sheffield, United Kingdom, S1 2BJ.

The smallest and largest group in which the company's results are consolidated is that headed by NOCN. The consolidated accounts of this company are available to the public and may be obtained from the company's registered address, as set out above. No other group accounts include the results of the company.

**NOCN JOB CARDS**

England & Wales - Charity number 1182053

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# Accounts

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**Registered number: 11634699**  
**Charity number: 1182053**

**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

**Trustees' Report and Financial Statements**

**For the Year Ended 31 July 2021**

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Reference and Administrative Details of the Charity, its Trustees and Advisers**  
**For the Year Ended 31 July 2021**

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<b>Trustees</b>	Alison Duckles CBE, Chair Graham Hasting-Evans Simon Renny (resigned 2 November 2020) David Mosley Kevin Minton Trevor Gamble MBE Carl Hassell (appointed 14 May 2021) Paul Allman (appointed 2 November 2020) Timothy Brownbridge (appointed 2 November 2020)
<b>Company registered number</b>	11634699
<b>Charity registered number</b>	1182053
<b>Registered office</b>	Acero Building 1 Concourse way Sheaf Street Sheffield South Yorkshire S1 2BJ
<b>Key Management Personnel</b>	Carl Hassell - Group Director (Job Cards)
<b>Auditor</b>	BDO LLP Central Square 29 Wellington Street Leeds LS1 4DL
<b>Bankers</b>	National Westminster Bank Plc 7 Market Place Derby DE1 9DS
<b>Solicitors</b>	Andrew Holland Law Limited Suite 1, The Bakery Millennium Business Park Steeton Keighley West Yorkshire BD20 6RB

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report**  
**For the Year Ended 31 July 2021**

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The Trustees present their annual report together with the audited financial statements of the charity for the year 1 August 2020 to 31 July 2021. The Annual Report serves the purposes of both a Trustees' report and a Directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice, 2nd Edition (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

**Chair's report**

The launch of NOCN Job Cards in 2018 was a key strategic milestone in the delivery of the NOCN Group vision to be the Educational & Skills Charity of choice, helping learners and apprentices to reach their potential and organisations to thrive. Our diversification into competency SMART cards gives NOCN Group the opportunity to reinforce the importance of the right qualifications for skilled work, setting the standards for the occupational proficiency and providing evidence of the ability to do a job in occupations with a project-based or transient workforce. The Covid years of 19/20 were very challenging as we experienced significant difficulties with the transfer of data and the processing functions needed to manage the functionality and complex rules within the CPCS scheme. Throughout 20/21, we resolved these issues with data and processing which has enabled us to return to good 'business as usual' customer service.

CPCS has over 200 accredited training/testing centres throughout the UK, each centre is quality assured based on RAG rating system, ensuring that the quality of testing is maintained in line with the agreed standard. The CPCS card scheme has many layers to allow learners to progress from skilled to full competence. It also includes continued professional development which supports the learners and the construction plant sector to maintain a safe and competent workforce. This ensures the competence of all CPCS operatives. This, with the introduction of mandatory practical skills testing of all of our Trainer/Assessors, sets us apart from all other card schemes and ensures we deliver excellence across the construction plant sector.

We have established great relationships between NOCN Job Cards and the major industry stakeholders within the plant sector, including all the federations and associations that make up the CPCS Management Committee.

NOCN Job Cards also provides the carding processing and administration service for CISRS to the National Association of Scaffolding Contractors, (where we experienced similar data/processing issues) all services provided to CISRS have been within SLA since February 2021.

Both CPCS & CISRS volumes have been affected by the Covid-19 pandemic. Despite the pandemic and issues we have experienced, I am delighted to say that our staff have performed extraordinarily well to significantly improve the operation of the system, as well as importantly protecting the interests of the charity's beneficiaries, the construction employers and the cardholders.

Job Cards is firmly focused on the future improvements of the carding schemes, we have a pipeline of developments for new and exciting products alongside our plans to enhance our digital delivery capability.



**Alison Duckles CBE**  
Chair

Date: 29 April 2022

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2021**

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**Objectives and activities**

**a. The purpose of the Charity**

The purpose of NOCN Job Cards is to support learners and apprentices to achieve success in life and work and to support communities and organisations to develop and prosper, through the provision and operation of competency-based card schemes.

**b. The objectives of the Charity**

The charity's objects are specifically restricted to the advancement of education of operatives working in industry within the United Kingdom & Eire in one or more of the following ways:

- (1) by facilitating competence card schemes which will set standards and develop and test competences in order to increase public confidence in the operatives' work;
- (2) by promoting participation by operatives in the schemes;
- (3) by promoting participation by operatives in all forms of education and training in conjunction with and in addition to the schemes;
- (4) by improving the quality and flexibility of the educational provision available to operatives; and
- (5) by improving access for operatives to learning opportunities and facilitating progression to further learning, employment and higher education.

**c. Public benefit**

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when setting up the charity and reviewing the Charity's aims and objectives and in planning future activities. Our Trustees have also complied with their duty in accordance with the UK Charities Act 2011 to follow the Charity Commission's guidance on the operation of this public benefit.

The Charity started to advance its objectives for the general public through the purchase of the Construction Plant Card Scheme (CPCS) from CITB on 1 March 2019 as the first of the competency card schemes that the Charity will operate. This card scheme ensures that Construction Plant Operators have the right qualifications and experience to operate different classes of plant machinery on construction sites.

In September 2019, CISRS signed a contract with NOCN Job cards for NOCN Job cards to deliver the CISRS Cards to the Scaffolding industry. CISRS is one of the oldest and most respected cards in the construction industry. The contract to deliver the CISRS cards fits very well with the NOCN Job cards charitable aims.

Similar occupational card schemes are expected to be set up by the charity in future.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2021**

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**Achievements and performance**

**a. Key achievements, activities & performance in the year**

During 2020 Job cards continued to see elements of major upheaval due to COVID-19 and continued data legacy issues, which in turn meant that various system issues remained. From the start of 2021 all major issues had been resolved and data corrections were put in place. This has given us confidence to move forward and develop the products that industry require to facilities a safe and competent workforce.

Support from industry is strong, we have many industry working groups supporting development of new products and maintenance of older products ensuring that the scheme is up to date for industries requirements.

Quality assurance has strengthened during the financial year, CPCS has a new Quality Assurance Manual, new reporting forms and EQA's are now more efficient due to completing documentation in real time.

Our competitors have a strong presence in some parts of the construction sector which has also negatively impacted CPCS income. We are seeking support from industry to stand by the standards they developed with the CPCS Management Committee under CITB's ownership, in order to maintain safety standards in the plant sector.

Potential changes announced by CITB regarding plant-related grants may also undermine the CPCS scheme quality and standards. We are currently working with CITB, PSRO, HSE and our Management Committee to help ensure that industry upholds the CPCS standards and delivery model developed over the past 13 years. The intent is to ensure that any Plant Card Schemes operating in the same sector footprint at least adopts the same robust quality and standards of delivery as CPCS as the absolute minimum requirements so that plant card schemes can operate on a level playing field working to standards developed by industry.

The impact of Covid lockdown meant that application levels saw significant declines as test centres closed and the construction sector ceased work. Following the relaxation of lockdown in the construction sector and at test centres, we saw these levels increase in Autumn 2020 and the business has moved into a surplus generating position in 2021/22.

In 2020/21, with the CITB transfer issues resolved and with no physical lockdown of the test centres due to Covid in the year, the income improved significantly, albeit still below the levels expected when the business was purchased. This improved income position, along with tight cost control in 2020/21, has meant that the business has generated a £1.2m operating surplus in 2020/21 (2020 - £0.3m operating loss) before amortisation and depreciation. NOCN Job Cards continues to be supported by an intercompany loan from NOCN. NOCN has committed to continue to financially support NOCN Job Cards and as a result NOCN Job Cards remains a going concern.

As a result of the significantly lower than originally projected income levels and data transfer issues in relation to the CPCS business, NOCN Job Cards submitted a legal claim against CITB to court in March 2021 in respect of the purchase of the CPCS business from CITB. The claim was settled with CITB out of court in December 2021.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2021**

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**Achievements and performance (continued)**

Despite this, NOCN Job Cards has continued invest in the card systems in 2020/21 to improve the functionality of the cards and improve the online offer. It has, and will continue to, work with the CPCS Management Committee and other industry stakeholders to ensure that the CPCS scheme is further developed to meet the needs of the sector's employers and the cardholders.

CISRS throughput was affected by COVID-19 during 2020/21 due to a decision made by the owners to extend cards beyond expiry during the pandemic. In the latter half of 2020/21 financial year CISRS activity levels were returning to pre-covid levels.

**Financial review**

**a. Financial review including impact of Covid-19**

NOCN Job Cards was incorporated on 22 October 2018. This was set up as a charitable legal vehicle to hold the CPCS and any other Job Card Schemes that NOCN Group may set up in future. On 1st March 2019 the business completed the purchase from CITB of the assets and liabilities of the CPCS business from CITB. The purchase was funded by NOCN Job Cards borrowing the funds to pay the initial upfront payment to CITB for the business from NOCN. Future earn-out payments will be mainly funded from the future surpluses that NOCN Job Cards is projected to generate. There was no purchase in respect of the CISRS scheme as this is being delivered under contract in return for a sales commission for each card.

**2020/21 Financial Review**

Following the relaxation of the covid lockdown restrictions on the test centres and construction sector in the summer of 2020, CPCS & CISRS activity levels and income improved 25% year-on-year. Alongside the improved income position costs were also constrained with the tight pay and non-pay cost controls imposed on the business along with reduced travel costs given the continuing covid situation. As a result costs were 23% lower in 2021/22 compared to 2020/21. This resulted in the charity achieving a £912k surplus in 2020/21 (2020: £809k deficit).

**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

**Trustees' Report (continued)**  
**For the Year Ended 31 July 2021**

**Financial review (continued)**

	<b>2020/21</b>	<b>2019/20</b>	<b>2018/19</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Income	<b>3,767</b>	3,014	1,547
Operating costs	<b>(2,547)</b>	(3,322)	(1,355)
Operating (deficit)/surplus	<b>1,220</b>	(308)	192
Depreciation and amortisation	<b>(350)</b>	(459)	(216)
Other revaluations	<b>42</b>	(42)	-
Net movement in funds	<b>912</b>	(809)	(24)

The goodwill and liability in respect of the CPCS business purchase from CITB has reduced by £1.4m following the settlement of our legal claim with CITB in December 2021.

The closing balance sheet of NOCN Job Cards shows total net assets of £0.1k in 2020/21, in comparison to total net liabilities of £3.1m in 2019/20. The movement from prior year is as a result of the change in the earn-out payments due to CITB for the CPCS business. Based on NOCN's Group cashflow and income and expenditure projections and financing facilities, the Board is assured that NOCN Job Cards, with the support of the rest of the Group businesses, will generate sufficient funds be able to fund these liabilities.

The business is expected to continue to generate surpluses in future years, albeit at a lower level than in 2020/21.

In the opinion of the Trustees, in the light of the latest projections of incoming resources and costs for 2021/22 and 2022/23, and the confirmation from NOCN of the continued provision of financing facilities from NOCN, NOCN Job Cards continues to be a going concern.

**b. Key risks in the year**

The key risks NOCN Job Cards has faced in the year have been:

- The potential for reputational damage to the CPCS card scheme and the NOCN brand due to unexpected issues in relation to the processing and issuing of cards following the transfer of the card processing function and data from CITB in December 2019. This issue was partly mitigated by the recruitment of additional processing support and additional IT support to address issues. In addition, there was a review undertaken with CITB to identify the issues and the lessons learnt from the transfer.
- The UK economic position deteriorates in sectors that could significantly impact on the entity's financial performance and ability to continue. This risk was heightened with advent of Covid lockdown which impacted on the organisation's income streams.
- The continued reduction in the CITB levy reduces the level of spending on construction cards. We are mitigating this through reducing our cost base, developing new products and diversification of the sectors we support and look to reduce our product prices where we can to support our customers.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2021**

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**Financial review (continued)**

- Linked to the above and the impact of Covid, there is the key risk that NOCN Job Cards is not sustainable financially. This is a risk that we have continued to monitor through the year and take action where appropriate to ensure that it reduce costs to ensure the business remains a going concern in line with the lower income levels. As a result of these actions the business moves forward into 2021/22 with a lower cost base and is assessed to continue to be a going concern with the ongoing financial support of NOCN. As a result of the significantly lower than expected income levels and data transfer issues in relation to the CPCS business, NOCN Job Cards submitted a legal claim against CITB to court in March 2021 in respect of the purchase of the CPCS business from CITB. The claim was settled with CITB out of court in December 2021.
- In the light of the recent sanctions imposed on Russia and the war in Ukraine we have reviewed our exposure to Russia and Ukraine and can confirm that we have no customers or suppliers in Russia or Ukraine.

**c. Powers of Investment**

The trustees are authorised by the Memorandum of Association to invest monies not immediately required for the Charity's own purposes in such investments, securities or property as they deem fit subject to any conditions required by law.

**d. Reserves policy**

NOCN Job Cards has a reserves policy that is consistent with NOCN's reserves policy. This policy is to aim to develop and retain a level of unrestricted reserves, over the medium term, of a minimum of 12 weeks of actual operating expenditure, up to a maximum of 26 weeks of actual operating expenditure. These unrestricted reserves, which are freely available for general use, are held to withstand any short-term financial risks and to support any windup costs in the event of closure. Should reserves drop below 12 weeks an action plan will be agreed by the Board to ensure that it is likely to remain a going concern and build up its reserves to the minimum level.

As at the end of July 2020 NOCN Job Cards negative reserves increased reserves increased due to the deficit generated in 2019/20. In 2019/20, the Board approved a revised financial plan to allow the business to move into a sustainable financial position through a programme of cost cutting to allow the business to continue to operate solvently with a lower income base than originally projected and allow the business to pay the liabilities due to CITB as they fall due. It generated an operating surplus in 2020/21 and reduced its loan to NOCN and is expected to continue to make surpluses in the following years. It is expected to take a number of years before the reserves recover to such a point that it is within its reserves policy. So far in 2021/22 the business is continuing to progress as planned.

As noted in the financial review section above, COVID 19 did adversely impact on Job Cards income levels in 2019/20 whilst the construction sector was in lockdown and whilst the training centres were closed. In 2020/21 the income levels rebounded back to the pre covid income levels, despite the continued impact of Covid on the UK economy, and the business is now in a strong position to continue to develop following the resolution of the CPCS transfer issues from CITB, the settlement of our legal claim with CITB, and the strong support from the sector's employers since we have taken over the scheme.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2021**

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**Financial review (continued)**

**Going concern**

In order for the Board to determine the going concern position of Job Cards, a going concern assessment of its position was developed. The assessment included a review of current performance in 2021/22 at the point of signing the accounts, stress testing of budgets and forecast projections under a best and worst case on the statement of financial activities and cashflow position for the period up to the 31st July 2023.

Consideration was also given to developing mitigations to be utilised to offset any negative change to income or expenditure levels. The mitigations would be applied depending on the financial need of Job Cards and the Group, and these may consist of any one or a mix of the following actions: reduce discretionary spend; reinstate a pay cut; do not backfill any staff leavers; and/or initiate further redundancies.

Job Cards is operationally very viable as a business with continued projected surpluses to be generated in 2021/22 and 2022/23 under the best and worst case scenarios. However, in the light of the CPCS income and hence surplus levels being less than expected when the business was bought from CITB; the financial impact of Covid on the business in 2019/20 and 2020/21; and the fact that Job Cards was set up as a new charitable legal entity to purchase the CPCS business with no opening reserves, the going concern assessment is reliant on the NOCN Group's financial viability in order to continue to fund NOCN Job Cards to allow it to pay the agreed purchase consideration as it currently falls due.

As such Job Cards is reliant on NOCN remaining a going concern. NOCN has also undertaken a going concern assessment and has assessed that NOCN remains a going concern and has committed to continue to fund NOCN Job Cards until at least 31 July 2023 and the NOCN board has provided a letter of support to NOCN Job Cards Board to this effect.

Following this assessment, and the letter of support provided to NOCN Job Cards, the Board have assessed that the business continues to remain a going concern for at least the following 12 months from the signing of these accounts and can pay its liabilities as they fall due.

**Structure, governance and management**

**a. Governing document and structure**

The organisation is a charitable company limited by guarantee incorporated on 22 October 2018 and was registered in England and Wales as a charity on 15 February 2019. The charity started to operate from 1 March 2019.

NOCN Job Cards is consolidated under NOCN, given its articles give NOCN majority voting rights on the Board.

**Compliance to Charity Governance Code**

In 2019 NOCN undertook a review of NOCN's compliance against the Charities Compliance code for larger charities as part of a Group Governance Review. It was assessed that NOCN is substantially compliant with the code and further improvements were made following this review where there were gaps identified. The remaining areas to be addressed to fully comply were the introduction of regular trustee appraisals & a board effectiveness survey. These will be addressed in 2022.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2021**

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**Structure, governance and management (continued)**

**b. Appointment of Trustees**

As at the 31 July 2021, there were 8 trustees in post at NOCN Job Cards following the appointment of Paul Allman, Timothy Brownbridge and Carl Hassell as trustees in the year and Simon Renny stood down as a trustee.

The Chair is a trustee of the Board of NOCN. There are 2 external trustees who have been appointed on the recommendation of the CPCS Management Committee (an advisory group set up by CITB to aid the running of the CPCS card scheme which has no executive power or control over NOCN Job Cards), and 2 Senior Leadership staff of NOCN. Carl Hassell is remunerated by NOCN following his appointment as a trustee of NOCN Job Cards.

The Board make any trustee appointment decisions. Any appointments have to be approved by the NOCN Board.

**c. Trustee induction and training**

When new Trustees join the Board, a formal briefing from the Chair and Group Managing Director takes place and they receive an induction pack. Trustees will receive formal training on their responsibilities, including their legal obligations where needed.

**d. Organisational structure**

The Chair of NOCN Job Cards Board of Trustees is also a Trustee of NOCN. As such there is a clear link between both the parent and the subsidiary Boards.

The NOCN Job Cards Board of Trustees meets at least quarterly with a full business agenda including a review of the Management Accounts and budget achievement. The company has elected not to set up an Audit Committee for the entity as there is a Group Audit and Risk Committee which will cover all the NOCN Group's entities.

The Board of Trustees delegates the management of the Charity to the Group Managing Director who undertakes these responsibilities through a Senior Leadership Team (SLT) which is comprised of the Group Managing Director, the Deputy Group Managing Director and all the Executive Directors within the Group and a Group Management Team which is made up of the SLT plus the Heads of Function of the NOCN Group entities.

**e. Pay policy for senior staff**

Two Trustees receive remuneration from NOCN as Executive Directors of NOCN but do not receive remuneration from NOCN Job Cards. The rest of the Trustees receive no remuneration.

Details of any Trustee related party transactions are disclosed in the notes to the accounts.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2021**

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**Structure, governance and management (continued)**

**f. Risk Management**

NOCN Group operates to a risk management policy and strategy which NOCN Job Cards has decided to adopt. The aims of the policy and strategy are to:

- Consider best practice in designing a risk management framework;
- Encourage well-managed taking of risk to deliver business objectives;
- Provide staff with policies and procedures necessary to manage risk;
- Embed risk management in the day-to-day conduct of business;
- Identify and prioritise risk using the risk management technology;
- Regularly monitor risk at Managing Director and Director Level; and
- Achieve continuous improvement in risk management.

During the year the NOCN Group's Audit and Risk Committee has routinely considered the Strategic Risk Register and examined specific areas of risk at the request of the Board. The Strategic Risks are also reported to the Board on a Quarterly basis. The Strategic Risk Register is also reviewed on a monthly basis by the NOCN Group Management Team.

NOCN Group's reserves policy provides for mitigation against financial risk.

**Future Plans**

NOCN Job Cards has, and will continue to, work with the CPCS Management Committee and other industry stakeholders to ensure that the CPCS scheme is further developed to meet the needs of the sector's employers and the cardholders.

There are similar working arrangements in place for managing the CISRS scheme on behalf of industry.

NOCN Job Cards will then consider setting up additional card schemes where there is the demand, either to be operated under licence or outright whilst also continuing to invest in the further development of the CPCS card scheme.

**Disclosure of information to auditor**

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditor is unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

**Auditor**

The auditor, BDO LLP, has indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditor at a meeting of the Trustees.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Trustees' Report (continued)**  
**For the Year Ended 31 July 2021**

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**Small companies note**

In preparing this report, the directors have taken advantage of the small companies exemptions.

Approved by order of the members of the board of Trustees on 29 April 2022 and signed on their behalf by:



**Alison Duckles CBE**  
Chair

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Statement of Trustees' responsibilities**  
**For the Year Ended 31 July 2021**

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The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the charity financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Financial statements are published on the Charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the Charity's website is the responsibility of the Trustees. The Trustees' responsibility also extends to the ongoing integrity of the financial statements contained therein.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Independent Auditor's Report to the of NOCN Job Cards**

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**Opinion on the financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the Charitable Company's affairs as at 31 July 2021 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

We have audited the financial statements of NOCN Job Cards ("the Charitable Company") for the year ended 31 July 2021 which comprise the statement of financial activities, the statement of financial position, the statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

*Independence*

We are independent of the Charitable Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charitable Company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Independent Auditor's Report to the of NOCN Job Cards (continued)**

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**Other information**

The Trustees are responsible for the other information. The other information comprises the information included in the Trustees' report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Other Companies Act 2006 reporting**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report, which includes the Directors' Report prepared for the purposes of Company Law, for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report, which is included in the Trustees' Report, has been prepared in accordance with applicable legal requirements.

In the light of the knowledge and understanding of the Charitable Company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the Charitable Company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Independent Auditor's Report to the of NOCN Job Cards (continued)**

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**Responsibilities of Trustees**

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charitable Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Charitable Company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

*Extent to which the audit was capable of detecting irregularities, including fraud*

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding and accumulated knowledge of the Charitable Company, and the sector in which it operates, we considered the risk of acts by the Charitable Company which were contrary to applicable laws and regulations, including fraud and whether such actions or non-compliance might have a material effect on the financial statements. We considered the significant laws and regulations to be United Kingdom Generally Accepted Accounting Practice and the UK Companies Act 2006. All audit team members were briefed to ensure they were aware of any relevant regulations in relation to their work, areas of potential non-compliance and fraud risks.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of an override of controls), and determined that the principal risks were related to posting inappropriate journal entries, management bias in accounting estimates, appropriateness of the going concern basis, improper revenue recognition, and valuation of goodwill.

Our audit procedures in response to the above included, but were not limited to:

- Agreement of the financial statement disclosures to underlying supporting documentation;
- Challenging assumptions and judgements made by management in their significant accounting estimates, in particular in relation to assumptions used in impairment of goodwill;
- Procedures to test revenue including agreement of revenue recognised to supporting documentation, testing completeness of revenue recorded by agreeing details of income from Quartz to the ledger and testing revenue recorded around the year end to check the appropriate year end cut-off;

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Independent Auditor's Report to the of NOCN Job Cards (continued)**

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- Identifying and testing journal entries identified as potentially unusual. This testing included, but was not limited to, any journal entries posted with specific keywords, manual journals to revenue and cash, journals posted by unexpected users, journals posted at unexpected times, and journals posted to least used accounts;
- Challenging assumptions and judgements made by management in their significant accounting estimates, in particular in relation to going concern assumptions for the Charitable Company;
- Discussions with management, including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- A review of board minutes both during the period, and post year end, for any known or suspected instances of non-compliance with laws and regulation and fraud;
- Enquiries to confirm with management that there was no legal correspondence during the period, or post year end, requiring review;
- Obtaining an understanding of the control environment in monitoring compliance with laws and regulations.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the Charitable Company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charitable Company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charitable Company and the Charitable Company's members as a body, for our audit work, for this report, or for the opinions we have formed.

DocuSigned by:  
  
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**Helen Knowles** (Senior Statutory Auditor)  
For and on behalf of BDO LLP, Statutory Auditor  
Leeds  
United Kingdom

Date: 29 April 2022

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

**NOCN Job Cards**  
(A Company Limited by Guarantee)

**Statement of financial activities (incorporating income and expenditure account)**  
**For the Year Ended 31 July 2021**

	Note	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>Income from:</b>				
Grants and donations	4	13,242	13,242	124,721
Charitable activities	5	3,753,768	3,753,768	2,889,752
<b>Total income</b>		<b>3,767,010</b>	<b>3,767,010</b>	3,014,473
<b>Expenditure on:</b>				
Charitable activities	6,7	2,897,369	2,897,369	3,781,913
<b>Total expenditure</b>		<b>2,897,369</b>	<b>2,897,369</b>	3,781,913
<b>Net movement in funds before other recognised gains</b>		<b>869,641</b>	<b>869,641</b>	(767,440)
<b>Other recognised gains:</b>				
Gain/(loss) on revaluation of goodwill		42,076	42,076	(42,076)
<b>Net movement in funds</b>		<b>911,717</b>	<b>911,717</b>	(809,516)
<b>Reconciliation of funds:</b>				
Total funds brought forward		(833,357)	(833,357)	(23,841)
Net movement in funds		911,717	911,717	(809,516)
<b>Total funds carried forward</b>	17	<b>78,360</b>	<b>78,360</b>	(833,357)

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 20 to 35 form part of these financial statements.

**NOCN Job Cards**  
**(A Company Limited by Guarantee)**  
**Registered number: 11634699**

**Statement of Financial Position**  
**As at 31 July 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Intangible assets	11	2,516,412	4,057,603
Tangible assets	12	34,003	41,447
		<u>2,550,415</u>	<u>4,099,050</u>
<b>Current assets</b>			
Stocks	13	54,060	32,922
Debtors	14	909,075	668,293
Cash at bank and in hand	20	470,371	185,478
		<u>1,433,506</u>	<u>886,693</u>
Creditors: amounts falling due within one year	15	(1,509,878)	(3,977,520)
<b>Net current liabilities</b>		<u>(76,372)</u>	<u>(3,090,827)</u>
<b>Total assets less current liabilities</b>		<u>2,474,043</u>	<u>1,008,223</u>
Creditors: amounts falling due after more than one year	16	(2,395,683)	(1,841,580)
<b>Total net assets/(liabilities)</b>		<u>78,360</u>	<u>(833,357)</u>
<b>Charity funds</b>			
Unrestricted funds	17	78,360	(833,357)
<b>Total funds</b>		<u>78,360</u>	<u>(833,357)</u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 29 April 2022 and signed on their behalf by:



**Alison Duckles CBE**  
Chair

The notes on pages 20 to 35 form part of these financial statements.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Statement of Cash Flows**  
**For the Year Ended 31 July 2021**

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	<b>Note</b>	<b>2021</b> £	2020 £
<b>Cash flows from operating activities</b>			
Net cash provided by operating activities	19	<b>411,556</b>	222,889
		<hr/>	<hr/>
<b>Cash flows from investing activities</b>			
Purchase of intangible assets	11	<b>(122,475)</b>	(82,505)
Purchase of tangible fixed assets	12	<b>(4,188)</b>	(32,043)
		<hr/>	<hr/>
<b>Net cash used in investing activities</b>		<b>(126,663)</b>	(114,548)
		<hr/>	<hr/>
<b>Change in cash and cash equivalents in the year</b>		<b>284,893</b>	108,341
Cash and cash equivalents at the beginning of the year		<b>185,478</b>	77,137
		<hr/>	<hr/>
<b>Cash and cash equivalents at the end of the year</b>	20	<b>470,371</b>	185,478
		<hr/> <hr/>	<hr/> <hr/>

The notes on pages 20 to 35 form part of these financial statements.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Notes to the Financial Statements**  
**For the Year Ended 31 July 2021**

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**1. General information**

NOCN Job Cards is a Charitable Company limited by guarantee registered in England and Wales, under the Companies Act 2006. The address of the registered office is Acero Building, 1 Concourse Way, Sheaf Street, Sheffield, South Yorkshire, United Kingdom, S1 2BJ.

The company is a registered charity in England and Wales incorporated under a memorandum of association. The liability in respect of this guarantee, as set out in the memorandum, is limited to £1 per member.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice, 2nd Edition applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), Section 1A of FRS 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

NOCN Job Cards meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the company's accounting policies (see note 3).

The presentational and functional currency of these financial statements is GBP. Values are rounded to the nearest pound.

The following principal accounting policies have been applied:

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Notes to the Financial Statements**  
**For the Year Ended 31 July 2021**

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**2. Accounting policies (continued)**

**2.2 Going concern**

COVID 19 did adversely impact on Job Cards income levels in 2019/20 whilst the construction sector was in lockdown and whilst the training centres were closed. In 2020/21 the income levels rebounded back to the pre covid income levels, despite the continued impact of Covid on the UK economy, and the business is now in a strong position to continue to develop following the resolution of the CPCS transfer issues from CITB, the settlement of our legal claim with CITB, and the strong support from the sector's employers since we have taken over the scheme.

In order for the Board to determine the going concern position of Job Cards, a going concern assessment of its position was developed. The assessment included a review of current performance in 2021/22 at the point of signing the accounts, stress testing of budgets and forecast projections under a best and worst case on the statement of financial activities and cashflow position for the period up to the 31st July 2023. Consideration was also given to developing mitigations to be utilised to offset any negative change to income or expenditure levels. The mitigations would be applied depending on the financial need of Job Cards and the Group, and these may consist of any one or a mix of the following actions: reduce discretionary spend; reinstate a pay cut; do not backfill any staff leavers; and/or initiate further redundancies.

Job Cards is operationally very viable as a business with continued projected surpluses to be generated in 2021/22 and 2022/23 under the best and worst case scenarios. However, in the light of the CPCS income and hence surplus levels being less than expected when the business was bought from CITB; the financial impact of Covid on the business in 2019/20 and 2020/21; and the fact that Job Cards was set up as a new charitable legal entity to purchase the CPCS business with no opening reserves, the going concern assessment is reliant on the NOCN Group's financial viability in order to continue to fund NOCN Job Cards to allow it to pay the agreed purchase consideration as it currently falls due.

As such Job Cards is reliant on NOCN remaining a going concern. NOCN has also undertaken a going concern assessment and has assessed that NOCN remains a going concern and has committed to continue to fund NOCN Job Cards until at least 31 July 2023 and the NOCN board has provided a letter of support to NOCN Job Cards Board to this effect.

Following this assessment, and the letter of support provided to NOCN Job Cards, the Board have assessed that the business continues to remain a going concern for at least the following 12 months from the signing of these accounts and can pay its liabilities as they fall due.

As a result they have adopted the going concern basis of accounting and the financial statements have been drawn up on a going concern basis.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Notes to the Financial Statements**  
**For the Year Ended 31 July 2021**

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**2. Accounting policies (continued)**

**2.3 Income**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Payments received from the government for furloughed employees are a form of grant. This grant money is receivable as compensation for expenses already incurred, and where this is not in respect of future related costs, is recognised in income in the period in which it becomes receivable and the related expense is incurred.

Income from charitable activities is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

Income is classed as unrestricted unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

**2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.5 Research and development**

Development costs are capitalised within intangible assets where they can be identified with a specific product or project anticipated to produce future benefits, and are amortised on the straight line basis over the anticipated life of the benefits arising from the completed product or project.

Deferred research and development costs are reviewed annually, and where future benefits are deemed to have ceased or to be in doubt, the balance of any related research and development is written off to the Statement of Financial Activities.

**2.6 Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Notes to the Financial Statements**  
**For the Year Ended 31 July 2021**

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**2. Accounting policies (continued)**

**2.7 Intangible assets and amortisation**

Intangible assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

At each reporting date the charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

Amortisation is provided on the following bases:

Software development	-	straight line over 5 years
Goodwill	-	straight line over 10 years

**2.8 Tangible fixed assets and depreciation**

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition are included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Fixtures and fittings	-	straight line over 10 years
Office equipment	-	straight line over 10 years
Computer equipment	-	straight line over 5 years

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of Financial Activities.

**2.9 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Notes to the Financial Statements**  
**For the Year Ended 31 July 2021**

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**2. Accounting policies (continued)**

**2.10 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.11 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.12 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Statement of Financial Position date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

**2.13 Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.14 Pensions**

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

**2.15 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Notes to the Financial Statements**  
**For the Year Ended 31 July 2021**

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**3. Critical accounting estimates and areas of judgement**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

**Goodwill useful economic life and amortisation**

The key judgements and sources of estimation uncertainty relate to the identified useful economic life attributable to the goodwill on acquisition of the trade and assets of CPCS which has been capitalised to the Statement of Financial Position and earn-out payment on the deferred consideration.

**4. Income from grants and donations**

	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>	Total funds 2020 £
Government furlough grants	13,242	<b>13,242</b>	124,721

Government grants were provided to assist Charity with cash flow issues during the pandemic.

All income received from government grants was unrestricted in both the current and prior year.

**5. Income from charitable activities**

	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>	Total funds 2020 £
Competency scheme activities	3,753,768	<b>3,753,768</b>	2,889,752

Income from charitable activities primarily comprises theory and practical test fees, and card upgrades and extensions fees, in respect of the Construction Plant Competence Scheme (CPCS) and Construction Industry Scaffolders Record Scheme (CISRS).

All income from charitable activities in the prior period was unrestricted.

**NOCN Job Cards**  
(A Company Limited by Guarantee)

**Notes to the Financial Statements**  
**For the Year Ended 31 July 2021**

**6. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>	<b>Total funds 2020 £</b>
Competency scheme activities	2,897,369	<b>2,897,369</b>	3,781,913

All expenditure on charitable activities in the prior period was unrestricted.

During the year, there was a redundancy accrual reversal totalling £33,957 (2020 - costs of £33,957).

**7. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2021 £</b>	<b>Support costs 2021 £</b>	<b>Total funds 2021 £</b>
Competency scheme activities	1,925,398	971,971	<b>2,897,369</b>

	<b>Activities undertaken directly 2020 £</b>	<b>Support costs 2020 £</b>	<b>Total funds 2020 £</b>
Competency scheme activities	2,514,348	1,267,565	3,781,913

Expenditure on charitable activities was fully unrestricted in the current and previous period.

**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements**  
**For the Year Ended 31 July 2021**

**7. Analysis of expenditure by activities (continued)**

**Analysis of support costs**

	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>	<b>Total funds 2020 £</b>
Staff costs	128,910	<b>128,910</b>	155,840
Depreciation and amortisation	349,840	<b>349,840</b>	459,180
Group recharge for support	461,453	<b>461,453</b>	610,239
Governance costs	31,768	<b>31,768</b>	42,306
	<u>971,971</u>	<u><b>971,971</b></u>	<u>1,267,565</u>

Governance costs are made up of audit and accountancy fees and legal and professional fees.

The Group recharge for support is made up of Job Cards' share of the Group's overheads, such as facilities and IT infrastructure costs, these costs are allocated across the group entities on the basis of the share income generated by each entity within the Group as a percentage of the total income of the group.

**8. Auditor's remuneration**

	<b>2021 £</b>	<b>2020 £</b>
Fees payable to the charity's auditor for the audit of the charity's annual accounts	<b>6,900</b>	5,700
Fees payable to the charity's auditor in respect of: All non-audit services not included above	<b>2,250</b>	1,500
	<u><b>2,250</b></u>	<u>1,500</u>

**9. Staff costs**

	<b>2021 £</b>	<b>2020 £</b>
Wages and salaries	<b>1,293,389</b>	1,800,509
Social security costs	<b>101,597</b>	112,874
Contribution to defined contribution pension schemes	<b>75,989</b>	87,950
	<u><b>1,470,975</b></u>	<u>2,001,333</u>

**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements**  
**For the Year Ended 31 July 2021**

**9. Staff costs (continued)**

The average number of persons employed by the charity during the year was as follows:

	<b>2021</b>	2020
	<b>No.</b>	No.
Employees	<b>38</b>	37

One employee received remuneration amounting to more than £60,000 in the period (2020 - None).

**10. Trustees' remuneration and expenses**

One Trustee received £5,477 during the year, this related to their previous role as an employee rather than their role as a Trustee (2020 - £NIL).

During the year ended 31 July 2021, expenses totalling £108 were reimbursed or paid directly to one Trustee (2020 - £NIL). The expenses reimbursed were however relating to his employment rather than relating to his role as a Trustee.

**11. Intangible assets**

	<b>Software development £</b>	<b>Goodwill £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 August 2020	82,505	4,641,814	4,724,319
Additions	122,475	-	122,475
Impairments	-	(1,325,466)	(1,325,466)
At 31 July 2021	<b>204,980</b>	<b>3,316,348</b>	<b>3,521,328</b>
<b>Amortisation</b>			
At 1 August 2020	8,977	657,739	666,716
Charge for the year	28,468	309,732	338,200
At 31 July 2021	<b>37,445</b>	<b>967,471</b>	<b>1,004,916</b>
<b>Net book value</b>			
At 31 July 2021	<b>167,535</b>	<b>2,348,877</b>	<b>2,516,412</b>
At 31 July 2020	73,528	3,984,075	4,057,603

**NOCN Job Cards**  
(A Company Limited by Guarantee)

**Notes to the Financial Statements**  
For the Year Ended 31 July 2021

**12. Tangible fixed assets**

	Fixtures and fittings £	Office equipment £	Computer equipment £	Total £
<b>Cost or valuation</b>				
At 1 August 2020	17,034	15,009	18,158	50,201
Additions	-	-	4,188	4,188
At 31 July 2021	<u>17,034</u>	<u>15,009</u>	<u>22,346</u>	<u>54,389</u>
<b>Depreciation</b>				
At 1 August 2020	1,511	1,251	5,992	8,754
Charge for the year	1,703	1,501	8,428	11,632
At 31 July 2021	<u>3,214</u>	<u>2,752</u>	<u>14,420</u>	<u>20,386</u>
<b>Net book value</b>				
At 31 July 2021	<u>13,820</u>	<u>12,257</u>	<u>7,926</u>	<u>34,003</u>
At 31 July 2020	<u>15,523</u>	<u>13,758</u>	<u>12,166</u>	<u>41,447</u>

**13. Stocks**

	2021 £	2020 £
Finished goods and goods for resale	<u>54,060</u>	<u>32,922</u>

The difference between purchase price or production cost of stocks and their replacement cost is not material.

An impairment loss of £Nil (2020 -£Nil) was recognised in cost of sales against stock during the year due to slow-moving and obsolete stock.

**NOCN Job Cards**  
(A Company Limited by Guarantee)

**Notes to the Financial Statements**  
**For the Year Ended 31 July 2021**

**14. Debtors**

	2021 £	2020 £
<b>Due within one year</b>		
Trade debtors	840,393	513,383
Other debtors	-	93
Prepayments and accrued income	68,682	154,817
	909,075	668,293

Trade debtors are stated net of bad debt provisions of £38,182 (2020 - £18,647).

**15. Creditors: Amounts falling due within one year**

	2021 £	2020 £
Contingent consideration	1,289,318	1,592,910
Trade creditors	57,258	28,342
Amounts owed to group undertakings	1,254	2,117,657
Other taxation and social security	24,872	133,838
Other creditors	168	52,819
Accruals and deferred income	137,008	51,954
	1,509,878	3,977,520

Amounts owed to group undertakings are interest free and repayable on demand.

Contingent consideration in creditors due within, and due after, one year relates to the purchase of CPCS from CITB.

**16. Creditors: Amounts falling due after more than one year**

	2021 £	2020 £
Amounts owed to group undertakings	1,618,054	-
Contingent consideration	777,629	1,841,580
	2,395,683	1,841,580

Amounts owed to group undertakings are interest free and repayable on demand.

**NOCN Job Cards**  
(A Company Limited by Guarantee)

**Notes to the Financial Statements**  
**For the Year Ended 31 July 2021**

**17. Statement of funds**

**Statement of funds - current year**

	Balance at 1 August 2020 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 July 2021 £
<b>Unrestricted funds</b>					
General Funds	(833,357)	3,767,010	(2,897,369)	42,076	78,360

**Statement of funds - prior year**

	Balance at 1 August 2019 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 July 2020 £
<b>Unrestricted funds</b>					
General Funds	(23,841)	3,014,473	(3,781,913)	(42,076)	(833,357)

**18. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	Unrestricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	34,003	34,003
Intangible fixed assets	2,516,412	2,516,412
Current assets	1,433,506	1,433,506
Creditors due within one year	(1,509,878)	(1,509,878)
Creditors due in more than one year	(2,395,683)	(2,395,683)
<b>Total</b>	<b>78,360</b>	<b>78,360</b>

**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements**  
**For the Year Ended 31 July 2021**

**18. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior year**

	Unrestricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	41,447	41,447
Intangible fixed assets	4,057,603	4,057,603
Current assets	886,693	886,693
Creditors due within one year	(3,977,520)	(3,977,520)
Creditors due in more than one year	(1,841,580)	(1,841,580)
<b>Total</b>	<u><u>(833,357)</u></u>	<u><u>(833,357)</u></u>

**19. Reconciliation of net movement in funds to net cash flow from operating activities**

	2021 £	2020 £
Net movement in funds before other recognised gains/(losses) (as per the Statement of Financial Activities)	<u>869,641</u>	<u>(767,440)</u>
<b>Adjustments for:</b>		
Depreciation charges	11,632	6,433
Amortisation charges	338,200	452,748
Increase in stocks	(21,138)	(18,026)
Decrease/(increase) in debtors	(240,782)	85,638
Increase/(decrease) in creditors	(545,997)	463,536
<b>Net cash provided by operating activities</b>	<u><u>411,556</u></u>	<u><u>222,889</u></u>

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Notes to the Financial Statements**  
**For the Year Ended 31 July 2021**

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**20. Analysis of cash and cash equivalents**

	<b>2021</b>	2020
	£	£
Cash in hand	<b>470,371</b>	185,478
<b>Total cash and cash equivalents</b>	<b>470,371</b>	185,478

**21. Analysis of Net Debt**

	<b>At 1 August</b>	<b>Cash flows</b>	<b>At 31 July</b>
	<b>2020</b>	<b>£</b>	<b>2021</b>
	£	£	£
Cash at bank and in hand	<b>185,478</b>	<b>284,893</b>	<b>470,371</b>

**22. Pension commitments**

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £75,989 (2020 - £87,950). Contributions of £168 (2020 - £34,030) were payable to the fund at the reporting date.

**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements**  
**For the Year Ended 31 July 2021**

**23. Related party transactions**

At 31 July 2021, an amount of £Nil (2020 - 2,117,657) was owed to NOCN, a fellow group entity.

At 31 July 2021, an amount of £Nil in 2021 and £1,440 in 2020 was owed to One Awards, a fellow group entity.

During the year the Company was recharged expenditure of £Nil (2020 - £610,239) from its parent company in relation to support costs.

Other transactions with related parties were as follows:

	<b>Income/ (costs) 2021 £</b>	<b>Amounts outstanding from 2021 £</b>	<b>Income/ (costs) 2020 £</b>	<b>Amounts outstanding from 2020 £</b>
Laing O'Rourke Civil Eng Ltd	364	589	999	3,049
BAM Nuttall	3,090	672	2,383	-
CISRS	-	-	(111,214)	-
CITB	26,050	1,232	-	-
CITB (CISRS)	66,630	4,710	-	-
Van Elle (Holdings) Ltd	10,247	4,742	-	-
P Flannery	6,038	1,401	-	-

All related party transactions are undertaken under normal commercial terms.

Transactions with Laing O'Rourke Civil Engineering Ltd relate to the issue of job cards. Alison Lamplough is an employee of Laing O'Rourke Civil Engineering Ltd.

Transactions with BAM Nuttall relate to learner registration, certification fees and CPCS cards. Timothy Brownbridge is a Academy Manager at BAM Nuttall.

Transactions with CISRS relate to the commission paid to CISRS for issuing CISRS cards. David Mosley is a director of CISRS.

Transactions with CITB relate to learner registration, certification fees and CPCS/CISRS cards from the NCC and NSAC centres that form part of CITB. Graham McPhail is an executive director of CITB (Resigned May 20).

Transactions with Van Elle (Holdings) Ltd relate to learner registration, certification fees and CPCS cards. Michael Mason is a Director of Van Elle Limited (Resigned November 20).

Transactions with P Flannery relate to the issue of Job cards. Paul Allman is a Director at P Flannery Ltd. There were no other related party transactions during the period.

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**NOCN Job Cards**  
**(A Company Limited by Guarantee)**

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**Notes to the Financial Statements**  
**For the Year Ended 31 July 2021**

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**24. Controlling party**

The immediate parent and ultimate controlling parent of the company is NOCN, a Company registered in England and Wales, with registered address Acero Building, 1 Concourse Way, Sheaf Street, Sheffield, United Kingdom, S1 2BJ.

The smallest and largest group in which the company's results are consolidated is that headed by NOCN. The consolidated accounts of this company are available to the public and may be obtained from the company's registered address, as set out above. No other group accounts include the results of the company.

**25. Events after the reporting period**

In December 2021 NOCN settled its legal claim with CITB in respect of the CPCS business and the Statement of Financial Position reflects the agreed revised purchase price liability.