

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)

Contents

	Page
Reference and Administrative Details of the Charity, its Trustees and Advisers	1
Trustees' Report	2-10
Independent Auditor's Report on the Financial Statements	11-14
Statement of Financial Activities	15
Statement of Financial Position	16
Statement of Cash Flows	17
Notes to the Financial Statements	18-29

NOCN Job Cards
(A Company limited by Guarantee)

Reference and Administrative Details of the Charity, its Trustees and Advisers
For the Year Ended 31 July 2024

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

Trustees' Report**For the Year Ended 31 July 2024**

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

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.

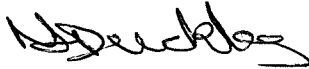
Our clarity of strategic purpose and progress made on implementation has underpinned our turnover in the period. This is particularly encouraging as it has been achieved against a challenging economic backdrop for many of our cardholders operating within the construction sector.

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.

Trustees' Report (continued)

For the Year Ended 31 July 2024

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

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 1st 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.

Trustees' Report (continued)

For the Year Ended 31 July 2024

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)

Trustees' Report (continued)

For the Year Ended 31 July 2024

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

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.

Trustees' Report (continued)**For the Year Ended 31 July 2024**

- 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

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.

Trustees' Report (continued)

For the Year Ended 31 July 2024

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

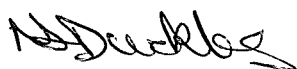
The Charity's Trustees (who are also the directors of NOCN Job Cards for the purposes of company law) are responsible for preparing the Trustees' Annual Report and Financial Statements in accordance with applicable law and regulations.

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

Independent Auditor's Report

to the Members of NOCN Job Cards

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.

Independent Auditor's Report (continued)

to the Members of NOCN Job Cards

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.

Independent Auditor's Report (continued)

to the Members of NOCN Job Cards

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. This description forms part of our Auditors' report.

Independent Auditor's Report (continued)

to the Members of NOCN Job Cards

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

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
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Statement of Financial Position

As at 31 July 2024

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

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 £
Cash flows from operating activities		
Net cash provided by operating activities	316,178	889,929
Cash flows from investing activities		
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
Reconciliation of net movement in funds before other gains / (losses) to net cash flow from / (used in) operating activities		
Net movement in funds in the period as per the statement of financial activities	(17,939)	31,962
Adjustments for:		
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
Net cash provided by operating activities	316,178	889,929

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

Notes to the Financial Statements

For the Year Ended 31 July 2024

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.

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

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:

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

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

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
Total	1,151,631	1,151,631	1,191,760

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)

Notes to the Financial Statements

For the Year Ended 31 July 2024

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

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

	2024	2023
	Number	Number
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
	£	£
External audit	7,500	6,750
Total	7,500	6,750

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

Intangible fixed assets (Prior Year)

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

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 £
Cost / valuation				
At beginning of year	22,346	15,009	17,034	54,389
Additions	-	-	-	-
Disposals	-	-	-	-
At end of year	22,346	15,009	17,034	54,389
Depreciation				
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	-	-	-	-
At end of year	22,346	7,254	8,324	37,924
Net book value at 31 July 2024	-	7,755	8,710	16,465
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 £
Cost / valuation				
At beginning of year	22,346	15,009	17,034	54,389
Additions	-	-	-	-
Disposals	-	-	-	-
At end of year	22,346	15,009	17,034	54,389
Depreciation				
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	-	-	-	-
At end of year	21,037	5,754	6,621	33,412
Net book value at 31 July 2023	1,309	9,255	10,413	20,977
Net book value at 31 July 2022	2,691	10,756	12,117	25,564

10. Debtors

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

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

NOCN Job Cards
(A Company limited by Guarantee)

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
Total	2,185,613	377,184

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	-	-
Net Assets	450,750	450,750

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)
Net Assets	468,689	468,689

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
Total unrestricted funds	468,689	3,804,383	(3,822,322)	-	450,750

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
Total unrestricted funds	436,728	3,694,428	(3,662,467)	-	468,689

15. Financial Commitments

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

	2024 £	2023 £
Buildings:		
Within one year	40,205	40,205
Between two and five years	43,619	83,934
Equipment:		
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 ¹	87,857	4,292	108,639	16,757
Construction Industry Scaffolders Record Scheme ²	(397,181)	(33,408)	(303,290)	(35,338)
Amelia Renny ³	(1,440)	-	(270)	-

All related party transactions are undertaken under normal commercial terms.

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

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

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

Notes to the Financial Statements

For the Year Ended 31 July 2024

17. Analysis of cash and cash equivalents

	2024 £	2023 £
Cash at bank	322,013	250,926
Total	322,013	250,926

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.

