

FLOW CHART FOR TRAINING PROVIDER ACCREDITATION

Stage 1

SEND COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTATION TO:
THE TRAINING PROVIDER ACCREDITATION & MONITORING DEPARTMENT AT THE ECITB

Stage 2

ECITB will send acknowledgement to proposed Training Provider (Allow 5 working days)

Stage 3

ECITB reviews application (Allow 15 working days from receipt of form)
Where information is missing this will delay your application

Stage 4

The Training Provider Accreditation & Monitoring Department will arrange an accreditation visit for provisional approval. This is to audit the premises and training facilities.

For CCNSG ONLY there will be a fee of £500 charged for the approval process. You will be informed in writing and an invoice will be generated.

Stage 5

The Training Provider Accreditation & Monitoring Department will inform the Training Provider of the visit outcomes and the next steps to be taken.

For CCNSG and Management & Professional programmes, should the visit be successful the ECITB will confirm this in writing together with a license agreement and invoice for the licence fee.

For Apprenticeships this will be an invitation to submit a tender offer and the issue of a contract.

For Skills & Technical programmes confirmation will be sent in writing.

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Stage 6

The Training Provider Accreditation & Monitoring Department will process the specified tutor(s), coach(s) and or trainer(s) applications with the ECITB (*see part 3 of the Application Form and criteria*).

For existing training providers this can be done within the relevant programme department at the ECITB.

Stage 7

Prior to full accreditation status the relevant ECITB department will ensure that all registered tutors/coaches/trainers undergoing approval have met the following requirements – See below.

For Apprenticeships – please check with the ECITB Awarding Body for VQ Approvals and Assessor / Verifier Registrations.

CCNSG

Tutors must attend the CCNSG Scheme Induction Seminar.

Details and application form available from www.ccnsq.com or
Linda Tarry – CCNSG Administrator at the ECITB.
Linda.Tarry@ecitb.org.uk

Management & Professional

Successful applicants must attend a start up meeting with ECITB.

For SMTD - Trainers must attend a live SMTD Training event.

Please contact Norman Harrison – Programme Manager or
Sheila Sorely – M&P Administrator at the ECITB. Sheila.Sorley@ecitb.org.uk

Skills & Technical

Coaches must complete the mandatory knowledge course prior to training commencement.

To register for this course please contact your ECITB Account Manager or Brian Marchant at the ECITB.
Brian.Marchant@ecitb.org.uk

Stage 8

The ECITB will write to the Training Provider, highlighting their specifications to finalise the accreditation.

Training materials and packs can now be issued to the newly accredited provider.

The monitoring process will begin.