



ECITB Training Provider Accreditations - Guidelines

Thank you for your enquiry requesting details of the procedure in becoming an accredited training provider for an ECITB nationally accredited programme.

To enable ECITB to consider a recommendation, the training provider would need to complete the ECITB Programmes Training Provider Application Form in full.

Please note that for Apprenticeships this is the initial stage of a 3 stage accreditation process. Certain information will not be required in this part of the application but will be required in the tender process. Therefore, please complete pages **1 & 2**, and **5 to 9 only** and sign the declaration on page **14** of the application form.

TRAINING PROVIDER APPLICATION FORM

Part One: About your organisation.

Page 1. Please provide the name, position and FULL contact details of the person you have nominated as being your main contact with the ECITB. If applying for more than one programme please provide details of each individual you hold responsible for each programme. Also name and contact details of the person in charge of your course administration (this may be for general queries or day to day issues).

Page 2. Please tick as appropriate the programmes you are applying to deliver. This must include the programme department (Skills & Technical, Apprenticeships, Management & Professional or CCNSG). Name of the particular Course/Programme for example: Pipefitting, Mechanical Maintenance, Project Control. If applying for certain modules eg: Foundation Module (1) of the SMTD programme, or units like PF010, HS001 or CO3. Please note that if using the application form electronically - a drop down list is available under each programme for ease of selection.

Details of previous accreditations/affiliations and evidence of your current training/course delivery. You may supply a company brochure listing your training and safety services (if available).

Page 3.

- Provide details of your tutors / coaches / trainers. SEE TUTOR CRITERIA and REGISTRATION FORM Page 11.
- Please provide a letter of recommendation from an industry client/contractor.
- A brief Company Profile (**Max 120 words**) to include company background, how long established, and client and sectors you work in, experience and achievements.
- A Business Plan (**Max one side A4**) – to include written proposals of your internal resources and procedures for implementing the ECITB programme(s) and course/training delivery.
- Please also provide name and location of site(s) where courses will be implemented (if different from main address) and an indication of activities/processes undertaken on each site.
 - The probable number and location of contractor firms that will be involved (**specifically for CCNSG**)
 - The approximate number of candidates (contractors & clients) who will require passports (**specifically for CCNSG**)
 - An indication of the period over which implementation will take place together with any crucial dates which contractors must meet (**specifically for CCNSG**)

Page 4. Please attach copies of current certificates and policies as required.

Part Two: Legal Status, Compliance & Financial Information.

If you have completed this form for a previous ECITB application it will not be necessary to provide the information again, however please indicate when and for what purpose this was submitted to the ECITB.

Please complete relevant tick box and provide details where stated.

Page 5. Details of your organisations full legal name and status. If a partnership or sole trader full contact details required.

Page 6. Company registration details (if applicable). Organisational type, and full contact details of principal office.

Page 7-8. Legal Compliance details.

Page 9. Financial Health & Viability – Documents required:

- Please provide annual accounts for the last 3 financial years. If a new company less than 1 year old please supply all available audited accounts.
- Please provide a current bank reference confirming that your organisation is financially viable.
- Please provide 2 x separate trade references from organisations with whom you have had trading relations with for at least the last 2 years.

Part Three: Application for Registration as an accredited Tutor / Coach / Trainer

Not Applicable to Apprenticeships please check with ECITB Awarding Body for your centre N/SVQ approvals and Assessor/Internal Verifier registrations/applications.

A form for each individual Tutor / Coach / Trainer will be required. You may duplicate this form as required.

PLEASE DO NOT ATTACH A CV WITH THIS FORM – THIS FORM MUST BE COMPLETED IN FULL.

Each application must be signed and supported by the main contact on behalf of the training provider, in addition to that of the proposed Tutor / Coach / Trainer (Page 12).

Requested details include Relevant Work Experience, Details of Health & Safety Qualifications (copy of relevant certificates must be attached), Training Background and Sector Experience. Training and/or Other relevant Qualifications (copies must be attached).

Page 14. Declaration. Please sign declaration and tick enclosure checklist before returning the application form and supporting documentation to:

Alison Tavener
Training Provider Accreditation & Monitoring Department,
ECITB, Blue Court, Church Lane, Kings Langley, WD4 8JP.

When the full supporting information is returned and available, the recommendation is reviewed by the ECITB.

If the recommendation is approved, the TPAM department will arrange an accreditation visit to the potential training provider to review resources, facilities, and Tutor / Coach / Trainer registrations. At this stage the provider will be notified of the potential visit date and given a copy of the relevant programme criteria – for reference only. **For CCNSG ONLY there will be a fee charged for the approval process.**

Where the accreditation visit is successful, provisional accreditation notification will be sent in writing. For CCSNG and Management & Professional Programmes, including SMTD Courses, an Annual License Agreement and Invoice for the license fee will be sent out. For Apprenticeships this will be an invitation to submit a tender offer.

All new providers will be audited within the first 3 months of accreditation, including direct observation of course/training delivery. Full accreditation is granted for CCSNG only upon the delivery observation visit and as authorised by the main CCNSG committee.

Under the TPAM directive all ECITB training providers will receive a minimum of two administration audit visits a year, with direct observation of training delivery being carried out at every other visit, monitoring audit visits will be carried out as and when required.

The Training Provider Accreditation Process must not be confused with Awarding Body Approval for the delivery of VQs. This is a completely independent and separate process and is purely to accredit the provider to deliver ECITB programmes.

Please also see Tutor / Coach / Trainer Criteria, and flow charts outlining the entire process.

Further information regarding all of ECITB's programmes can be found on the ECITB website: www.ecitb.org.uk

In the meantime, should you require further information please do not hesitate in contacting me.

Regards

Alison Tavener
TPAM Administrator
Alison.Tavener@ecitb.org.uk
Tel: 01923 402 118

Programme Departments at the ECITB:

For queries you may have relating specifically to the programme content please contact the relevant department.

Apprenticeships:	Theresa.Bisgrove@ecitb.org.uk	Tel: 01923 402 114
CCNSG:	Linda.Tarry@ecitb.org.uk	Tel: 01923 402 150
Management & Professional:	Sheila.Sorley@ecitb.org.uk	Tel: 01923 402 115
Skills & Technical:	Julie.Rogers@ecitb.org.uk	Tel: 01923 402 151