

ECITB TUTOR / COACH / TRAINER CRITERIA



CCNSG COURSE TUTORS

National/Renewal Course

All Course Tutors must be registered with the CCNSG Secretary and have completed the Scheme Induction Seminar before delivering the National/Renewal Course. Each Tutor is allocated a registration number to ensure that the training is being delivered by an approved trainer.

- The tutor must hold a health & safety qualification at least equivalent to the **NEBOSH National General Certificate in Occupational Safety and Health**.
- The tutor must have a sound **working knowledge** of the CCNSG Nationally Accredited Safety Passport Scheme.
- The tutor must be an **experienced trainer**.
- The tutor must hold a **current CCNSG Safety Passport** achieved by attendance on the present National/Renewal Course (Basic).

Supervisor Course

Please note that there is a separate registration procedure for National tutors and Supervisor course tutors. Therefore should a tutor already be registered for the national/renewal they are still required to register with CCNSG for the Supervisors Course. Each tutor will be given a registration number to ensure that training is being delivered by an approved trainer.

- Tutor must be registered as a **CCNSG National Tutor**.
- The tutor must have delivered at least **8 days of safety-related management training within the past year (such as two four-day IOSH Managing Safely courses or equivalent)**.
- The tutor must have had relevant **supervisory management experience in the industry**.
- The tutor must hold a **current Supervisor's Passport** achieved by attendance on the present Supervisor's course.

Any prospective tutor wishing to deliver the Supervisor's course must also hold a current national/renewal CCNSG Safety Passport prior to attending the supervisor's course. Current tutors may add their own name to the list of candidates for a forthcoming National course they are to deliver and issuing themselves with a new National passport.

A prospective tutor who does not meet the above criteria but whose employer/approved training provider believes is suitable to deliver the course can present details to the CCNSG Secretary for consideration by the CCNSG.

The above criteria will be audited under the Training Provider Accreditation & Monitoring Department.

SKILLS & TECHNICAL

Engineering Construction Industry Training Board

The coach will be responsible for planning and overseeing any on-the-job training and experience of learners:
Typically a coach will:

- Understand and operate the skills and technical programme and relevant paperwork.
- Carry out Initial Skills Profiles
- Develop Individual Training Plans
- Plan skills and underpinning knowledge learning requirements
- Arrange/facilitate underpinning knowledge learning provision
- Arrange/facilitate skills learning provision
- Provide skills and knowledge instruction
- Provide advice and guidance to learners upon skills development matters
- Validated learning attainment
- Plan on-the-job tasks
- Arrange/facilitate skills attainment on-the-job
- Validate skills attainment
- Liaise with Account Manager with monitoring provision
- Arrange competence assessments with NVQ Assessor

In order to undertake the role effectively, coaches must satisfy the following criteria:

1. Be **occupationally competent in the disciplines** of the learners to be allocated to them.
2. Have achieved the status of **Advanced Craftsperson or Practical College Lecturer**.
3. Must satisfactorily complete an **ECITB accredited Knowledge Course**.

MANAGEMENT & PROFESSIONAL

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Each trainer must have a training background with a qualification relevant to the course they are applying to deliver, NEBOSH certificate, IOSH or equivalent.

Must have experience of working within the ECI

Trainer must be confident in presenting information to others and managing groups.

FOR SMTD - The Health and Safety Module, Module 4, is accredited by IOSH for the award of the Managing Safely Certificate. The course is tailored to our industry sector and is formally entitled – Managing Safely in the Engineering Construction Industry. For trainers applying to deliver this module, IOSH have requested that all tutor details are recorded on their standard template and forwarded to them for their approval. A copy of the relevant form is available from the SMTD “Standard Administration Documents” packs.