

FLOW CHART FOR TRAINING PROVIDER AUDITING PROCESS

Stage 1

For CCNSG the approved training provider must complete the Advanced Notification of Courses Form and email to: safetypassport@ecitb.org.uk

For CCNSG Providers - full accreditation will only be given subsequent to first audit and direct observation of course delivery (within first 3 months).

Apprenticeships

Acceptance of a tender offer and return of signed contract

Stage 2

All NEW training providers delivering ECITB programmes will be audited within the first 3 months of accreditation (subsequent to the provisional approval visit). This will include direct observation of course/training delivery where applicable. The ECITB Provider Accreditation & Monitoring Department will notify the provider in writing.

Stage 3

Training providers will be notified in writing of the audit outcome by the Provider Accreditation & Monitoring Department at the ECITB, highlighting any areas which may require further attention
(Allow a maximum of 20 working days from date of visit).

Stage 4

The Accredited Training Provider is required to make the necessary arrangements in order to satisfy the audit recommendations.

Accredited Provider is to confirm with the Provider Accreditation & Monitoring Department as to what action has taken place.

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Stage 5

The Training Provider response is processed and, if appropriate, outstanding actions will be closed out. A letter of acknowledgement will be sent (the auditor will validate issues have been closed out at next audit visit).

Where applicable a follow up visit will be arranged within 3 months to check programme compliance.

If all is deemed satisfactory from the initial audit and no outstanding issues remain then the Training Provider will be audited again in 6 months or 12 months time as appropriate (see below)



Stage 6

*CCNSG:	6 months time
*M&P: SMTD & PMSC:	12 months time**
Skills & Technical:	12 months time**
Apprenticeships:	6 months time

*additional delivery observations will be applicable for providers with 6+ registered tutors/trainers.

**providing both the administration audit and delivery observation have been conducted on the same day.



Stage 7

Renewal licenses & agreements are on an annual basis for CCSNG, Management & Professional, and Skills and Technical Courses and are subject to a license fee.

The auditing process continues