



ECITB 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 **2 to 3**, and **6 to 10 only** and sign the declaration on page **15** of the application form.

TRAINING PROVIDER APPLICATION FORM

Part One: About your organisation.

Page 2. 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 3. Please mark 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 4.

- Provide details of your tutors / coaches / trainers. SEE TUTOR CRITERIA and REGISTRATION FORM ALSO **Page 11-13**.
- 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 5. Please attach copies of current certificates and policies as required. With regards to Insurance Certificates please note that we will also require copies of your **Professional Indemnity**, in addition to **Public and Employer's** liability (if applicable). These are pre-requisites of your approval and if they are not currently available please indicate date of when these will be available.

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. This section is also not required for current ECITB "In-Scope" companies - however please provide your Serial Number.

Please complete relevant tick box and provide details where stated.

Page 6. Details of your organisations full legal name and status. If a partnership or sole trader full contact details required.

Page 7. Company registration details (if applicable). Organisational type, and full contact details of principal office.

Page 8-10. Legal Compliance details.

Page 10. 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 13).

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). In particular, please note the following requirements for the specific programmes:

- **FOR CCNSG:** Please provide a copy of your NEBOSH National General Certificate in Occupational Safety and Health, and your current CCNSG National Safety Passport Number(s) where prompted. If you are an existing tutor for another provider please enter your CCNSG tutor registration number(s).
- **FOR SKILLS & TECHNICAL (including TECSkills Coach Applications):** Please include apprenticeship details and number of years working in the specific occupation under the "Relevant Work Experience" section, and list types of sites and projects you have worked on under "Details of Sector Experience".

- **FOR MANAGEMENT & PROFESSIONAL (Including SMTD):** In the section “Training Background” please provide details of your experience as a trainer, including courses delivered; how long you have been an 'active' trainer; what courses you have delivered over the past 2 years and how many contact days you have had during that period. Trainers wishing to apply to deliver **SMTD Module 4 “Managing Safely”** must also complete an IOSH form providing details of all relevant work experience within the Engineering Construction Industry.

APM requirements for the approval of tutors include:

- Tutors must hold APM project management qualifications at or above the level they will be teaching, or equivalent.
- A working knowledge of the subject matter and credible expertise relevant to the level(s) being taught. This is to include verifiable relevant and sustained recent experience in a role which calls for demonstration and/or supervision of the knowledge to be taught and a thorough technical knowledge of what constitutes effective performance and best working practices. Additionally APM recommend (desirable but not essential): Tutor be in APM membership

NB. Tutor Coach Registration forms have to be made available by ECITB to APM as part of its APM Accredited Provider audits. Changes to tutor CVs reflecting courses delivered should be notified to ECITB by the provider at the earliest opportunity.

FAILURE TO SUPPLY THE ABOVE INFORMATION MAY DELAY YOUR APPLICATION.

Page 15. Declaration. Please sign and date declaration and tick enclosure checklist before returning the application form and supporting documentation to:

Alison Tavener
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 PAM 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 CCNSG and Management & Professional Programmes (including SMTD Courses), and TECSkills 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 where applicable. Full accreditation is granted for CCNSG only upon the delivery observation visit and as authorised by the main CCNSG committee.

Under the PAM directive all ECITB training providers will receive the following minimum number of audits:

*CCNSG:	2 Administration Audits, 1 Delivery Observation
*M&P: SMTD & PMSC:	1 Administration Audit, 1 Delivery Observation
Skills & Technical: TECSkills -	1 Administration Audit, 1 Delivery Observation
Apprenticeships:	2 Administration Audits, 1 Delivery Observation

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

Further monitoring audit visits will be carried out as and when required, ECITB reserve the right to conduct additional audits at their discretion.

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

Further contact details

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