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| **ECITB Provider Course Approval Scheme** **Questionnaire** |
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| Training Provider Name |  ………………………. |
| Main Contact | Name: ………………………. |
| Email: ………………………. |
| Telephone: ………………………. |
|  | ECITB Use Only |
| Course Title |  ………………………. | … |
| Course Objective |  ………………………. | … |
| Course Delivery Method | Choose an item. | … |
| Training Standards. | How many Training Standards are being used? ………………………. | Please list the Training Standards*(CO 01, CO 02, etc.)* ………………………. | … |
| Who is the intended target audience for this course? |  ………………………. | … |
| Course duration. | Total duration including breaks in training (days or weeks): ………………………. | … |
| Total training hours:  ………………………. | … |
| Explain the reasons for breaks in training. ………………………. | … |
| What is your maximum class size and Trainer to Learner ratio? | Maximum class size: ………………………. | … |
| Trainer to learner ratio ………………………. | … |
| Explain the reasons for this ratio, give details of when this ratio is different during the course. ………………………. | … |
| **ECITB Provider Course Approval Scheme Checklist** |
| Please provide the following documentation in electronic format.Give justification for any documents that cannot be supplied |
| Required Documents | Supplied?Y/N | Justification | ECITB use only |
| Lesson Plans |  … |  ……………………….  |  … |
| Hand-outs |  … |  ………………………. |  … |
| Presentations |  … |  ………………………. |  … |
| Practical exercise details and drawings |  … |  ………………………. |  … |
| Resources list*(Training aids, Tools, Machinery etc.)* |  … |  ………………………. |  … |
| Observation sheets |  … |  ………………………. |  … |
| Knowledge tests |  … |  ………………………. |  … |
| ECITB LO Matrix |  … |  ………………………. |  … |
| Please give details of any other documentation that has been provided |  |
|  ………………………. |  ………………………. |  … |
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|  ………………………. |  ………………………. |  … |