ECITB Approved training provider approval process & licences

Welcome

Thank you for your interest in becoming an ECITB approved training provider.

Below is an overview of the approval process and the licences that you can apply for.

You can apply to become an ECITB approved training provider to deliver training in a number of different areas and disciplines (see Annex 1). For each licence / discipline that you wish to be approved to deliver training for, you must also gain approval for your training company and, training facilities, training equipment and also for the trainers that will deliver the training and/or testing.

The approval process

If you are interested to start the application process please contact programmeadmin@ecitb.org.uk to arrange an initial discussion where we can explain licences, fees and the Standard Operating Procedures with which you would need to comply. If, after this discussion, you wish to proceed then we will send you an application pack. Please complete the forms in this pack, in full and submit them to programmeadmin@ecitb.org.uk in order to start the application approval process. The documents in your pack will be:

1. ECITB Approved Provider Application Form (APP01A)
2. Approved Provider and Contractor Application Form (APP02A)
3. Guidance for gaining ECITB approval for trainers and examiners (APP02B)

Following the submission of the Approved Provider and Contractor Application Form and the APP02A, ECITB undertakes a finance and legal due diligence review.

Once that review is successfully completed, you will be notified and your application will be passed to the ECITB product management team who will arrange to meet with you to undertake a discussion of the ECITB's processes and procedures and the resources, facilities, equipment and trainer/examiner criteria required for full ECITB approval. If you are to deliver technical training and testing, ECITB may request a face to face visit to review the facilities.

Training Providers that are already approved under the NSA-N and/or NEF Quality Assured Providers programme will be exempt from the initial approval audit and should complete the forms as stated above.

Where the approval meeting or visit is successful, provisional approval notification will be sent in writing. For CCNSG, Management & Professional and Skills & Technical programmes, an annual Licence Agreement and invoice for the licence and audit fees will be sent. For Apprenticeships this will be an invitation to submit a tender offer.

Once approved

All new providers will be audited after the initial approval; this typically includes a direct observation audit of training/test delivery and an administration audit. Approved Training Providers will receive UP to two audits per year, as specified in the annual Licence Agreement. The ECITB reserves the right to conduct additional audits at their discretion.

The Training Provider approval process should not be confused with the Awarding Body Approved Centre approval for the delivery of VQs. This process is purely to approve Training Providers to deliver ECITB licensed products.

For further information, please contact programmeadmin@ecitb.org.uk

Tel: 01923 260000

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Annex 1   Licences available

Approval means becoming licensed to use the training material that is included within that licence agreement and to deliver it in accordance with that licence and ECITB's standard operating procedures. A list of the different licences available is below, along with the detail of which training courses* and/or training material you will be licensed to deliver as part of each licence agreement.

The licences available are:

- CCNSG and Leading a team safely training (also required to deliver PEP (Pre-employment programme))
- Supervision and personal skills training courses
- Project control, estimating and risk training courses
- Technical short course / Site operations licence (also required to deliver PEP (Pre-employment programme))
- Technical training standards (list below)
- Technical testing licence

ECITB Client contractor national safety group (CCNSG) licence

When you are approved for an ECITB CCNSG licence, you gain access to the following course material and, assuming you have ECITB approved trainers, you are then able to deliver the following ECITB courses:

Training courses covered as part of this licence agreement	Reference

• CCNSG Safety Passport
    o 2-day national course
    o 1 day renewal course
    o Online renewal only
	SP NR

CCNSG Leading a team safely	LaTS

Supervisor and personal skills licence

When you are approved for an ECITB supervisor and personal skills licence you gain access to the following course material and, assuming you have ECITB approved trainers, you are then able to deliver the following ECITB courses:

Training courses covered as part of this licence agreement	Reference
Supervisor training modules 1,2, 3 and 4	MP ST
Chargehand training	MP CH
Coaching skills workshop	MP CSW
NAECI industrial relations course (note: in order to deliver this training, it is mandatory that the trainer has background and experience in NAECI)	MP IR
Presentation skills	MP PS

*an ECITB training course includes the material required to deliver it i.e. training presentation, tutor guidance on how to deliver the training course, delegate handbook, exercises, assessment etc.

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Project control, estimating and risk licence

When you are approved for an ECITB project control, estimating and risk licence you gain access to the following course material and, assuming you have ECITB approved trainers, you are then able to deliver the following ECITB courses:

Training courses covered as part of this licence agreement	Reference
Introduction to project controls	MP IPC
Managing risk as part of a project team	MP MR
Project document managers' course	MP PCMC
ECITB Certificate in project controls	MP CertPC
Estimating methodology and practice	MP EMP

Technical short courses licence*

When you are approved for an ECITB technical short course/site operations short courses licence, you gain access to the following course material and, assuming you have ECITB approved trainers, you are then able to deliver the following ECITB courses:

Training courses covered as part of this licence agreement	Reference
Abrasive wheels (handheld and bench mounted)	TSC AW
Firewatcher	TSC FW
Low risk confined space	TSC CSLR
Medium risk confined space	TSC CSMR
Manual handling	TSC MH
Working at height	TSC WAH
Working safely with hand and power tools	TSC WSHPT
Industrial drone operations (Foundation UAS training course)	TSC IDO

* If you only intend to deliver ECITB's pre-employment programme then special arrangements apply.

Technical testing licence

When you are approved for a technical testing licence your training facilities will have also been approved to ensure they meet ECITBs technical testing and assessment requirements. You will be approved to deliver ECITB's technical tests on the condition that you also have ECITB approved examiners and/or invigilators.

There is a range of technical tests available from appointed persons moving loads, sprayer, blaster, painter, please refer to ECITB's website for the most up to date version of the technical test catalogue (go to www.ecitb.org.uk and visit the Training provider section or use the search function).

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Training standards licence

When you are approved for an ECITB training standards' licence you gain access to ECITB's library of training standards. ECITB training standards are developed with engineering construction companies and they specify the learning outcomes, knowledge and practical exercises to be included in training developed for the specific discipline.

You use the training standards to develop your own training course which you must then submit to ECITB's provider course approval scheme (PCAS) in order to gain approval to deliver it. At the same time ECITB asks that you also gain approval for the trainers that will deliver it (see ECITB's guide to gaining trainer/examiner approval for details on this).

There are training standards for craft and technical areas such as industrial cleaning, mechanical joint integrity, small bore tubing, industrial drone operations, welding and wind Turbine: hub rescue, wind turbine technician, lift maintenance and also for professional and management areas such as: commercial awareness, project control, estimating, diversity and inclusion, unconscious bias, plant layout and design, root cause analysis and human performance.

ECITB is constantly developing new training standards to meet the needs of the Engineering Construction industry so, please refer to ECITB's website for the most up to date version of training standards (go to www.ecitb.org.uk and visit the Training provider section or use the search function).