

The ECITB Publication Scheme

Revision date:
08th January 2008

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1 About the ECITB

The Engineering Construction Industry Training Board (ECITB) was created by Act of Parliament in July 1991, Statutory Instruments [1991 No. 1305](#) (Acrobat pdf file*) and [1999 No. 158](#) (Acrobat pdf file*) in recognition of the vital role the industry plays in the UK economy.

The engineering construction industry designs, constructs and maintains process plants for oil, gas, water, environmental, food, power generation, pharmaceutical and chemical industries. The UK engineering construction industry is the largest in the EU. Around 80,000 people are employed in this industry including:

- those who work on site as craftpersons (steel erectors, mechanical fitters, pipefitters, platers and welders), technicians, maintenance and process operations staff and professionals such as site managers.
- those who are 'office-based' - designers, computer operators, administrative, clerical employees and project managers.

The ECITB is the centre of excellence for advice, information and skills development for the engineering construction industry. We hold funds on behalf of the industry and manage training programmes, distribute grants for training and develop qualifications for people across the industry. We focus on improving site-based craft and supervisory skills, together with office-based skills of design and project management.

2 ECITB Business Functions

The primary business functions of the ECITB are:

- To promote training in the Engineering Construction Industry primarily through the Levy / Grant system;
- To act as the Managing Agency for the collection of industry levies and the payment of training grants;
- To sponsor the training of individual trainees through approved training programmes;
- To act as the Awarding Body for specific Engineering Construction qualifications;
- To administer the formal certification of individual competency for a range of Engineering Construction training qualifications.

Our priorities are:

Value to our industry and participants

Reputation ensuring quality and excellence and behaving with professionalism

Teamwork both internally and in partnerships to deliver better services

The ECITB operates under a Board appointed from within the industry by the Secretary of State for Education and Skills. It is responsible to both government and the industry and is regulated under the Industrial Training Act (1982). For more information about the ECITB, including our Annual Report and details of the Management Board, see our website at www.ecitb.org.uk.

3 About this Publication Scheme

In 1997, the Government issued the second edition of the [Code of Practice on Access to Government Information](#). Section 3 of the Code includes commitments to supply information which is in the Public Interest including:

1. Facts and analysis with major policy decisions;
2. Internal guidelines about departments dealings with the public;
3. Reasons underlying administrative decisions;
4. Information under the Citizen's Charter about public services, what they cost, targets, performance, complaints and redress.

Copies of the Code of Practice can be obtained free of charge by following the link given in this section, telephoning 020 7273 3602, or by writing to Freedom of Information and Data Protection Division, Room 912, 50 Queen Anne's Gate, London SW1H 9AT.

In November 2000 the Freedom of Information Act was passed by Parliament giving rights of access by the public to information held by public authorities. As a first step, public authorities must provide a Publication Scheme stating:

- The classes of information that the authority will make available for routine publication;
- The manner in which this information will be published;
- The details of any fees to be charged for this published information.

This document is the ECITB Publication Scheme. Section 4 (below) contains a list of the classes of information held by the ECITB that will be made routinely available for publication. This information was chosen for publication as a result of an audit of our information resources, specifically because it makes visible the work of the ECITB, the reasons behind management and administrative decisions, how our work is funded and how we relate to our customers and to the general public.

For each class of information included in the Publication Scheme there is a brief definition together with listings of the specific items of information available within each class.

The final sections of this document (Sections 5 – 10, below) provide guidance on using this Publication Scheme to obtain information from the ECITB.

4 Classes of ECITB Information for Publication

4.1 ECITB Mission Information

Definition:

Information describing the work of the ECITB, it's charter, current role / remit, annual budgeting and expenditure information, overall performance assessments and plans for the future.

Available information:

- ECITB Annual Report
- ECITB Strategic Business Plan
- Sector Workforce Development Plans
- Mobility Research Project January 2005
- Customer Satisfaction Report 2002
- Manpower Forecasts

4.2 ECITB Main Board Minutes

Definition:

Minutes of ECITB Main Board meetings that have been prepared for publication, showing matters discussed, decisions taken and associated background information.

Available information:

- Meetings are normally held three times a year in April, July and November. Minutes are available for all meetings from September 2000.

4.3 ECITB Customer Interface Standards

Definition:

Policies, procedures, guidelines and other standards defining how the ECITB conducts business with customers, training partners and industry stakeholders.

Available information:

- Public Interest Disclosure Policy
- Learner Equal Opportunities Policy
- Learner Health & Safety Policy
- Race Relations Plan
- Expense Claim Form for non employees
- Ace Application form
- Ace Verifying Procedures
- ECIAS Application form

4.4 ECITB Training Opportunity Information

Definition:

Information describing the opportunities and provisions for training available for individuals and companies through the ECITB.

Available information:

- Regional and National Reviews
- Welsh Language Scheme
- Careers and Curriculum information including:
 - Upstream Oil and Gas Technician Training Scheme Brochure
- Apprenticeship information
- Women in Construction literature
- Training Course Leaflets
- Supervisory Management Training & Development Scheme (SMTD) leaflets
- Fliers (8 off) detailing trade units needed for National Vocational Qualification (NVQ) level 3
- Assessor/Verifier Leaflet
- Standards Information Booklets

4.5 ECITB Training Funding Information

Definition:

Information defining how funds for training are collected and disbursed by the ECITB.

Available information:

- Guide to the Levy, Grants and Training Programmes Pack
- Business Activity Return for construction industry companies
- Levy Assessment and Grant Award Notice
- Levy Assessment and Collection Procedures
- Professional Engineer Grant Claim Form
- Technician Training Grant Claim Form
- Investor in People Grant Claim Form
- Statutory Manpower & Payroll Return (and Accompanying Notes)

5 How to obtain information via the Publication Scheme.

Some information listed in the ECITB Publication Scheme may be viewed and downloaded directly from the ECITB Website www.ecitb.org.uk.

Linda Wilson, Administration Manager - ECITB, is responsible for operating the Publication Scheme on a daily basis. For information not available online, or for those without Internet access, please contact us as follows:

5.1 By Post

Write to:

Linda Wilson
Administration Manager & Freedom of Information Officer

The Engineering Construction Industry Training Board
Blue Court
1 Church Lane
Kings Langley
Herts. WD4 8JP
.

5.2 By Telephone

(During normal working hours)

Ring the ECITB main switchboard on 01923 260000 and tell our Switchboard Operator that you would like to speak to Linda Wilson regarding the ECITB Publication Scheme.

5.3 By Fax

The ECITB Fax number is: 01923 270969

5.4 By E-mail

Our e-mail address for Freedom of Information enquiries is: foiact@ecitb.org.uk

5.5 What you must provide

When requesting information via this Publication Scheme, please include the following:

- Your name, postal address and (if appropriate) your e-mail address;
- A description of the information or documents you are requesting (please quote items from the lists in Sections 4.1 – 4.5);
- Your choice of format for items of documentation you are requesting (i.e. hard copy or electronic copies via e-mail or on a computer disk);
- A cheque for the appropriate amount (see Charges, below).

6 Charges for information

Information available on the website may be downloaded / printed without charge or restriction.

We regret that all other requests for information must be subject to a flat fee of £10 per item requested. This is to cover our administration and postage costs.

7 When to expect delivery of information

We aim to provide information available via the Publication Scheme within 10 working days. There may be occasions when this may take longer but we will always respond within 20 days, as required by the Code of Practice.

8 Historical records

The ECITB Publication Scheme is updated annually and is not retrospective. Individual items of information given as examples of materials in each class may change between annual updates. Therefore, we can only provide information current at the time of application.

9 Copyright

The ECITB maintains copyright on all its publications and internal documentation except for items released on the World-Wide Web. Unauthorised reproduction of copyright materials is prohibited.

10 Complaints

At the ECITB, we view complaints and criticisms as a valuable means of improving our performance. If you have any problems or complaints in respect to this Publication Scheme or obtaining information from the ECITB, please write to the ECITB Board Secretary (address above), who has overall management responsibility for the Publication Scheme, stating the nature of your complaint.