



ECITB Programmes

Tutor/Trainer - Tester - Administrator - Invigilator

Criteria Matrix

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Notes:

The criteria below represent the minimum standards that must be met by individuals applying to be Tutor/Trainers, Testers, Invigilators or Administrators of ECITB programmes, courses and technical tests.

Approved Tutors/Trainer/Testers/Invigilators must be able to satisfy the specified requirements in all 3 areas of criteria as shown in the matrix below.

All new Tutors/Trainer/Testers/Invigilators must complete the ECITB Induction programme (PAM021) and test (PAM022) before delivering/invigilating/testing an ECITB/CCNSG/IHSP courses and/or tests.

- *ECITB recommends that all approved Technical Trainers and Testers hold either a current CCNSG Safety Passport, IHSP, safety qualification or equivalent industry safety card to be able to deliver and/or test ECITB programmes.*

Glossary of terms

Term	Definition
ECITB	Engineering Construction Industry Training Board
CCNSG	Client Contractor National Safety Group
LaTS	Leading a Team Safely
APMP	APM course for Practitioners
APM	Association for Project Management
HSE	Health, Safety and Environment
IOSH	Institution of Occupational Safety and Health
IR	Industrial Relations
IT	Information Technology
L2	Level 2
L3	Level 3
NAECI	National Agreement for the Engineering Construction Industry
NEBOSH	National Examination Board in Occupational Safety and Health
VQ	Vocational Qualification
IHSP	ECITB International Health & Safety Passport
ICE	International Competence Engineering-Construction (ECITB International)

	Apprenticeships/Technical Standards/Technical Training	Technical Tests	
		Knowledge/ Knowledge Tests/CCNSG Renewal Online only	Practical
Training Qualifications and Experience (minimum requirement)	Training/Delivery qualification L2 or above (higher qualifications in the relevant discipline are also acceptable) Thorough technical knowledge and certification in the relevant Vocational Qualification or industry accepted equivalent trade qualification	Take the ECITB Online Examiner Course and successfully passed ECITB Invigilator or Examiner Technical Tests: <ul style="list-style-type: none"> • TINV01 Technical Test Invigilator • TEX01 Technical Test Examiner 	
Academic and/or Vocational Qualifications and/or Professional Recognition (minimum requirement)	Thorough technical knowledge and certification in the relevant Vocational Qualification or industry accepted equivalent trade qualification.	IT & Administration s skills and experience	Thorough technical knowledge and certification in the relevant Vocational Qualification or industry accepted equivalent trade qualification
Relevant Occupational Experience (minimum requirement)	Verifiable relevant experience in the relevant discipline in a role which calls for the demonstration of the competences contained within the apprenticeship/technical training to be delivered * Please also refer to relevant ECITB role specification for further guidance*	Verifiable relevant experience in administration or training	Verifiable relevant experience in the relevant discipline in a role which calls for the demonstration of the competences contained within the technical tests to be examined * Please also refer to relevant ECITB role specification for further guidance*

	All CCNSG courses		Supervisor/Chargehand Training Modules 1, 2, 3 & 5/ Chargehand Training
	National & Renewal	Leading a Team Safely (LaTS)	
Training Qualifications and Experience (minimum requirement)	Training/Delivery qualification L2 or above (higher qualifications in the relevant discipline are also acceptable)		Training/Delivery qualification L2 or above (higher qualifications in the relevant discipline are also acceptable)
Academic and/or Vocational Qualifications and/or Professional Recognition (minimum requirement)	NEBOSH National General Certificate (higher qualifications in the relevant discipline are also acceptable) or L3 HSE qualification or above or an equivalent qualification (higher qualifications in the relevant discipline are also acceptable) or Member of a recognised institute for occupational health & safety and Possession of a current CCNSG passport for the course they are delivering	NEBOSH National General Certificate (higher qualifications in the relevant discipline are also acceptable) or L3 HSE qualification or above or an equivalent qualification (higher qualifications in the relevant discipline are also acceptable) or Member of a recognised institute for occupational health & safety and Possession of a current CCNSG passport & LaTS card for the course they are delivering	L3 Management qualification or at least equivalent or Appropriate corporate membership of a management institute or Verifiable relevant and sustained recent work experience
Relevant Occupational Experience (minimum requirement)	Verifiable relevant work experience in the engineering and/or construction sector	Verifiable relevant work experience as a supervisor/manager in the engineering and/or construction sector	Verifiable relevant work experience as a supervisor/manager in the engineering and/or construction sector

	Senior Supervisor Training	Coaching Skills Workshop	Developing Training Events Effectively Workshop	Introduction to Project Controls
Training Qualifications and Experience (minimum requirement)	Training/Delivery qualification L2 or above (higher qualifications in the relevant discipline are also acceptable)	Training/Delivery qualification L2 or above (higher qualifications in the relevant discipline are also acceptable)	Training/Delivery qualification L2 or above (higher qualifications in the relevant discipline are also acceptable)	Training/Delivery qualification L2 or above (higher qualifications in the relevant discipline are also acceptable)
Academic and/or Vocational Qualifications and/or Professional Recognition (minimum requirement)	Professional Recognition qualification related to Industrial Relations is desirable. However, the applicant must demonstrate verifiable relevant of applying an understanding of the NAECI in a real work or training situation	A qualification related to coaching skills or membership of an association such as a Recognised Coaching qualification or equivalent verifiable experience	As above	APM Introductory Certificate or recognised equivalent
Relevant Occupational Experience (minimum requirement)	Verifiable relevant work experience as a senior supervisor in the engineering and/or construction sector	Verifiable relevant experience of regularly providing coaching to others and/or delivery of Coaching Skills training	Experience as a 'trainer' for a verifiable relevant period (including part-time job role where applicable)	Verifiable relevant experience of working in project management or project controls in an engineering and/or construction environment

	Managing Risk as part of a Project Team	Project Document Managers' Course	NAECI Joint IR course	Estimating Methodology and Practice
Training Qualifications and Experience (minimum requirement)	Training/Delivery qualification L2 or above (higher qualifications in the relevant discipline are also acceptable)		Training/Delivery qualification L2 or above (higher qualifications in the relevant discipline are also acceptable)	Training/Delivery qualification L2 or above (higher qualifications in the relevant discipline are also acceptable)
Academic and/or Vocational Qualifications and/or Professional Recognition (minimum requirement)	Must already be approved by the APM for the delivery of the APMP training course or IPMA Level D qualification or equivalent level qualification		Professional Recognition qualification related to Industrial Relations is desirable. However, the applicant must demonstrate verifiable relevant experience of applying an understanding of the NAECI in a real work or training situation	L5 Diploma in Estimating or equivalent or Appropriate membership of a recognised institute or Verifiable relevant and sustained recent work experience as a senior estimator
Relevant Occupational Experience (minimum requirement)	Evidence of effectively using risk management skills and techniques in a real work situation	Evidence of effectively using document management skills and techniques in a real work situation	As above	Verifiable relevant work experience as a senior estimator in the engineering and/or construction sector

	ECITB Approved Administrator/Test Coordinator			
Training Qualifications and Experience (minimum requirement)	IT & Administration Skills/experience			
Academic and/or Vocational Qualifications and/or Professional Recognition (minimum requirement)	As above			
Relevant Occupational Experience (minimum requirement)	Verifiable relevant work experience as an Administrator and/or Test Coordinator			

International Health and Safety Passport (IHSP)			
	Foundation	Advanced	Supervisory Programme
Training Qualifications and Experience (minimum requirement)	Training/Delivery qualification L2 or above (higher qualifications in the relevant discipline are also acceptable)		
Academic and/or Vocational Qualifications and/or Professional Recognition (minimum requirement)	IOSH Managing Safety (higher qualifications in the relevant discipline are also acceptable) or L3 HSE qualification or above or an equivalent qualification (higher qualifications in the relevant discipline are also acceptable) or Member of a recognised institute for occupational health & safety and Possession of a current IHSP passport for the course they are delivering	NEBOSH National General Certificate (higher qualifications in the relevant discipline are also acceptable) or L3 HSE qualification or above or an equivalent qualification (higher qualifications in the relevant discipline are also acceptable) or Member of a recognised institute for occupational health & safety and Possession of a current IHSP Advanced passport for the course they are delivering	NEBOSH National General Certificate (higher qualifications in the relevant discipline are also acceptable) or L3 HSE qualification or above or an equivalent qualification (higher qualifications in the relevant discipline are also acceptable) or Member of a recognised institute for occupational health & safety and Possession of a current IHSP Supervisory passport for the course they are delivering
Relevant Occupational Experience (minimum requirement)	Verifiable relevant work experience in the engineering and/or construction sector	Verifiable relevant work experience as a supervisor/manager in the engineering and/or construction sector	Verifiable relevant work experience as a supervisor/manager in the engineering and/or construction sector

International Health and Safety Passport (IHSP)			
	Risk Assessment	Working at Heights	Environmental
Training Qualifications and Experience (minimum requirement)	Training/Delivery qualification L2 or above (higher qualifications in the relevant discipline are also acceptable)		
Academic and/or Vocational Qualifications and/or Professional Recognition (minimum requirement)	NEBOSH National General Certificate (higher qualifications in the relevant discipline are also acceptable) or L3 HSE qualification or above or an equivalent qualification (higher qualifications in the relevant discipline are also acceptable) or Member of a recognised institute for occupational health & safety and Possession of a current IHSP Advanced & Supervisory passports	NEBOSH National General Certificate (higher qualifications in the relevant discipline are also acceptable) or L3 HSE qualification or above or an equivalent qualification (higher qualifications in the relevant discipline are also acceptable) or Member of a recognised institute for occupational health & safety and Possession of a current IHSP Advanced & Supervisory passports and a Working at Heights qualification	NEBOSH National General Certificate (higher qualifications in the relevant discipline are also acceptable) or L3 HSE qualification or above or an equivalent qualification (higher qualifications in the relevant discipline are also acceptable) or Member of a recognised institute for occupational health & safety and Possession of a current IHSP Advanced & Supervisory passports and NEBOSH Environmental Management or equivalent L3 qualification
Relevant Occupational Experience (minimum requirement)	Verifiable relevant work experience as a manager developing and writing Risk Assessments in the engineering and/or construction sector	Verifiable relevant work experience as a manager managing Working at Height programmes in the engineering and/or construction sector	Verifiable relevant work experience as a manager within environmental management role in the engineering and/or construction sector

	International Diploma	ECITB International Scaffolding Training		
		Level 1 & 2	Level 3	Level 4
Training Qualifications and Experience (minimum requirement)	Training/Delivery qualification L2 or above (higher qualifications in the relevant discipline are also acceptable)	Training/Delivery qualification L2 or above (higher qualifications in the relevant discipline are also acceptable)		
Academic and/or Vocational Qualifications and/or Professional Recognition (minimum requirement)	ICE L3 or ECITB International Diploma, or VQ L3 (higher qualifications in the relevant discipline are also acceptable) Qualification must be within the relevant discipline	ICE L2 Scaffolding or VQ L2 Scaffolding (higher qualifications in the relevant discipline are also acceptable) and ECITB Scaffolding Knowledge Test at L2 or above	ICE L3 Scaffolding or VQ L3 Scaffolding (higher qualifications in the relevant discipline are also acceptable) and ECITB Scaffolding Knowledge Test at L3 or above	ICE L4 Scaffolding or VQ L4 Scaffolding (higher qualifications in the relevant discipline are also acceptable) and ECITB Scaffolding Knowledge Test at L4
Relevant Occupational Experience (minimum requirement)	Verifiable relevant work experience in the engineering and/or construction sector	Verifiable relevant work experience in the engineering and/or construction sector	Verifiable relevant work experience in the management of the erection & disassembly of scaffolding structures in the engineering and/or construction sector	Verifiable relevant work experience in the management of the erection, disassembly & inspection of scaffolding structures in the engineering and/or construction sector

