ECITB PROVIDER COURSE APPROVAL

**ECITB APPROVED PROVIDER**

IDENTIFY TRAINING STANDARD

Approved ECITB training providers have access in ECITB's online system (the membership services portal or MSP) to relevant discipline-specific training standards. Identify which you wish to develop training against.
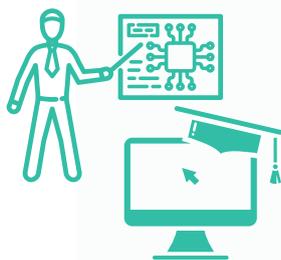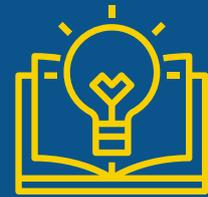
DEVELOP THE TRAINING

Develop the training course - making sure all the learning outcomes, enabling objectives and key learning points are included in the training. Ensure there is a consolidation activity or test at the end of the training

SUBMIT TO ECITB

Submit the training material to ECITB - including the mapping of the training to the ECITB training standard and the PCAS04 form to: pcas@ecitb.org.uk
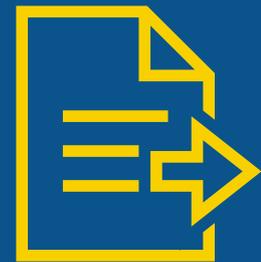
ECITB APPROVAL PANEL

The ECITB provider course approval panel (PCAS) meets every month to review courses - dates are in the ECITB's online MSP. You will receive feedback within 10 working days of the panel meeting.

ECITB PANEL FEEDBACK

The course may either be approved, rejected or changes requested.

APPROVED COURSES

Approval is for 3 years and engineering construction companies may be able to claim a grant for delegates that complete the approved course.

The benefits of ECITB course approval

We (ECITB) work together with engineering construction companies to identify the skills and knowledge that the EC companies would like their employees to develop - each ECITB training standard details the learning that a delegate on a course in that topic should gain. ECITB reviews courses submitted for approval against the relevant training standard to check (on behalf of EC companies) that the course provides delegates with the knowledge and skills identified in the standard.
This means:

- EC companies know an ECITB approved course meets their needs
- an ATP knows their course will meet the needs of their customers
- the course will attract an ECITB grant
- the course can be publicised on the ECITB website

When should I submit a course for approval?

The ECITB providers' course approval scheme panel meets once a month to review courses that have been submitted. The submission dates for the the panel meetings are scheduled each January for the calendar year and the dates are made available to ATPs in the documents section of the MSP - 20XX PCAS Course Cut-off Dates

What training standards are there?

Training standards exist to drive forwards the availability of training in skills and knowledge that will help the EC industry develop and thrive. A catalogue of training standards is available at www.ecitb.org.uk.

Branding your course

A course submitted to PCAS is copyright of the ATP that has submitted it and should carry the ATP branding along with the ECITB approved provider logo.

How likely is it my course will be approved?

The approval panel checks that submitted courses meet ALL of the learning outcomes, key learning points and enabling objectives identified in the training standard - this way ECITB is ensuring the course meets the needs of EC companies.
When you submit a course for approval you have to submit a copy of the training standard and clearly identify on there where, in yuour course the specifici KLPs etc. are included in your course - which slides, which page of the delegate workbook, where in the lesson plan etc.

Every TS also includes the requirement for a consolidation activity sich as a knowledge test to ensure the learning is reinforced - it should be clear in the course how this is commuinicated to delegates and how they receive their feedback. It should also be clear in the mapping how this consolidatin activity covers ALL of the KLPs in the TS.

If the mapping is clear and comprehensive this improves the likelihood of approval.

ECITB FAQs

How long is my course approved for?

Once approved, this approval lasts for 3 years. You will receive notification of this via email in the form of an electronic letter.

What do I do if I want to modify / update my PCAS approved course/ course assessment material?

The licence agreement between ECITB and an ATP allows for tweaking and tailoring of courses to meet the needs of your clients in terms of examples, exercises and …. used. The course MUST always meet the requirements stated in the training standards and ECITB asks that ATPs …………… The ECITB and engineering construction companies see this as an integral part of good practice in training delivery. The course MUST always meet the requirements stated in the training standard,

Promoting and scheduling your PCAS approved course

Once approved, your ECITB approved course can be scheduled in the MSP and can be seen in the course finder on the ECITB website alongside ECITB courses that you schedule. ECITB will be happy to work with you to share the positive benefits that the training course has delivered for your clients through news articles etc. you can contact us to discuss.

What do I do if the training standard my course is based on is updated?

If the TS on which your course is based is updated you will be notified thorugh an ATP bulleton and in this it will be stated how essential any updates to courses are - this will depend if the update is safety ciritical, the time frame and the process. ECITB will work with ATPs to ensure this is realistic.