



## Guidance for submitting training material to ECITB Provider course approval scheme

### This document

Guidance for submitting training materials, developed against an ECITB training standard, to the ECITB provider course approval scheme (PCAS). This guidance is intended to explain what is considered when reviewing a course for approval.

### Your training course

To gain ECITB approval, your training course must meet the full requirements stipulated in the training standard, deliver training that meets all of the learning outcomes (LOs), enabling objectives (EOs) and key learning points (KLPs) in line with the stipulated amount of training hours.

If the training submitted meets the mandatory requirements detailed below, it will be approved for delivery.

The training you have submitted may be approved for delivery with recommendations for improvements as ECITB expects your training courses to be high quality, engaging and interactive (see good practice section below). Together, ECITB and yourselves will agree what improvements will be undertaken and by when. When the course delivery is audited, the Audit team will review the improvement plan and if it has been implemented.

### Mandatory requirements

The training course submitted must:

1. use the latest version of the training standard (check the MSP. If in doubt, contact the relevant product manager)
2. deliver all of the learning outcomes, key learning points and enabling objectives specified in the training standard – as evidenced by each LO and KLP being mapped against each of the training materials (including assessment/consolidation) submitted:
  - a. map your training materials to the training standard, using the training standard right hand column
3. meet the requirements specified in the training standard including the stipulated
  - a. length of training (these training hours can be made up of pre-reading / pre-learning / online course materials, face to face delivery, team and individual exercises and post course skills assessment etc.)
  - b. practical activities
  - c. required assessment and/or consolidation
  - d. other specified requirements.

### Mandatory - additional detail

#### **The training delivers all the LOs, EOs and KLPs – submitted mapping is complete**

When you submit the training, you have to submit a version of the training standard with the right hand column completed with mapping of each of the LOs to the content of your course materials. Make sure you clearly and precisely map all the training materials to the LOs and KLPs.

This means including mapping the LOs and KLPs to each of the following, as appropriate:

- presentation slides (be specific)
- pages in the delegate handbook (be specific)
- practical exercises
- discussion points
- online learning
- pre and/or post course delegate activities
- assessment questions
- consolidation.

### Does the course meet all of the requirements detailed in the training standard?

<p>Length of training (excluding breaks)</p>	<p>Provide an explanation for how the course meets the requirement for length of training. This can be split across pre-reading, face to face teaching and post face to face training assessment.</p> <p>You may wish to ensure pre-reading is undertaken and an online test passed in advance of the face to face teaching.</p> <p>Or it may be best to do all of the teaching face to face. Explain how the course delivery meets the length of training required.</p>
<p>Guidance for training developed against the standard</p>	<p>Have you included within the training and submitted to the ECITB everything that is detailed in the section guidance for developing courses e.g.</p> <ul style="list-style-type: none"> <li>• any requirements or codes that the training must comply with</li> <li>• pre-requisites for attending the course.</li> </ul>
<p>Practical exercises (and equipment list)</p>	<p>Check the training includes the practical exercises stated. Check you have submitted any relevant documents and answer sheets related to the practical exercises.</p> <p>Practical exercises: if a technical or craft training course includes a practical assessment, ensure you submit all information related to this for review. This will include candidate instructions, examiner/assessor instructions, and resource list etc., observation sheet, assessment / marking guide</p> <p>Ensure the equipment list is relevant and that the practical exercise(s) is realistic and delivers the requirements within the training standard.</p> <p>Contact the product manager if you have any questions relating to this.</p>
<p>Number of learners</p>	<p>Confirm the course ratio of number of learners required will be met and you agree with it.</p>
<p>Required assessment or consolidation</p>	<p>Have you included the relevant material that you will use for assessment and/or consolidation including handouts, model answers, scoring scheme, pass mark?</p> <p>Ensure it is clear from the start of the training why and what assessment the delegate will undertake plus what assessment or consolidation the delegates must successfully complete in order to complete the course and gain an ECITB certificate.</p>

### Good practice

In terms of good practice, when your course is reviewed, ECITB will consider the following good practice in training course development. If some of these are missing from your course, we may make recommendations for improvements. We will discuss the recommendations with you, agree them and agree when these improvements will be made by.

This agreed improvement plan will be reviewed when delivery of the training is audited.

Good practice considered:

1. That the training course is:
  - a. engaging
  - b. looks professional – with good formatting and grammar, spelling
  - c. a mix of presentation, discussion, practical exercises, videos etc.
2. That the course materials include the following:
  - a. delegate guidance on how the course is delivered (sent in advance of the course and included at the start of the course) e.g. agenda
  - b. tutor guidance notes on delivery of the course and/or a lesson plan
  - c. delegate handouts / information for them to take away to refer to key learning, if appropriate
  - d. assessment and/or consolidation and explanation of how this will work, when it will take place, pass mark, link to certification etc.
  - e. all files related to exercises and assessment/consolidation including handouts and model answers (as appropriate)
  - f. resource list (if specific equipment and material is required)
3. Course material branding – that the course material is in the ATP branding and that information relating to the course being ECITB approved and delivered by an ECITB approved provider is included in the training material at some point.

### Good practice – additional detail

The review panel will review all your course materials, your explanation of how it is to be delivered and will consider if the content as a whole is engaging – that it includes a mix of presentation, discussion, practical exercises, videos, interactivity etc. That it looks professional – with good formatting and grammar, spelling.

The reviewers will consider the flow of the course, that it is clear what it entails.

#### 5. That the course materials include the following:

- engaging training presentation – key points only on slides, further detail in delegate handout
- exercises, group discussion etc. (and relevant documents including model answers, if applicable)
- delegate workbook/handouts for use during the training course - information for them to take away to refer to key learning, if appropriate
- tutor/facilitator guidance on delivery of the course (this may include a scheme of work / a lesson plan – whatever format works best to provide guidance on course delivery)
- resource list (if specific equipment and material is required)



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- pre-course reading / learning, if applicable
- post-course reading / learning / testing / assessment, as applicable
- pre-course delegate information including delegate guidance on how the course will be delivered i.e. the agenda and an overview of the course and related assessment (as applicable)

**Tutor guidance notes for course delivery** - ECITB requests a guide and/or lesson plan for how the course is going to be delivered. This is requested so that it enables an ECITB auditor to audit the course. ECITB has a lesson plan template and examples, but you can also use your own.

Make sure that within your course materials it is clear to any tutor how to deliver the course as a whole, we recommend this means you include a document of tutor guidance notes on delivery of the course – other ways of doing this are acceptable.

**Delegate handouts /workbook** - it is expected that the delegate receives information to take away that highlights and explains key learning (key points should be on slides and more detail provided in a delegate handout. If appropriate, information on additional learning, additional background information and/or further learning should be provided. The delegate may also require handouts related to practical exercises that may take place during the training.

Depending on the course and how it is delivered, a delegate workbook should be part of the course materials – the workbook could highlight key points, include further information to expand on what is included in a training presentation. It may include information about exercises, breakout discussions, have room for delegate notes and include space for follow-on learning at the end.



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### Checklist

Check	Yes?
Are you using the latest version of the training standard? (check in the MSP)	
Does the course content cover all of the learning outcomes and key learning points?	
Does the course meet all the requirements specified in the training standard? <ul style="list-style-type: none"><li>• reference to specific codes</li><li>• the recommended length of training</li><li>• practical exercise requirement</li><li>• testing/consolidation</li><li>• knowledge test requirement</li></ul>	
Is the mapping column in the training standard complete - with mapping of all course material to the LOs and KLPs?	
Is the information about the assessment or consolidation of the learning clear to: <ul style="list-style-type: none"><li>• the tutor?</li><li>• the learner?</li></ul>	
Have you proofread and spellchecked all course training material?	
Is the course engaging and interactive?	
Is the formatting of all documents and slides consistent throughout the course material?	
Is the course labelled, somewhere as an approved ECITB course and your company as an approved ECITB training provider?	
Is your course clearly branded with your company logo and your copyright?	
Have you submitted all the course training content required to deliver your training course?	
Does your training material meet the expected ECITB good practice requirements?	