



# **Application guide for trainers and examiners seeking ECITB approval**

- what to include in the PAM009 and associated CV



## Introduction

This guide details the requirements for those seeking approval to deliver ECITB licensed products. It details the required experience and competence evidence that the ECITB requires from trainer, examiner and invigilator applicants.

Trainers and examiners seeking approval to deliver ECITB licensed courses should use the information below to ensure that the information required is included in the PAM009 form and associated trainer/examiner CV. Please ensure that all sections of the PAM009 form are completed and ensure that it has two signatories from the approved training provider: a) the signature of the applicant applying for approval and 2) signature of the ATP centre manager. The latter is required to show that the ATP supports and confirms that the information in the application is correct.

## Trainer and examiner applicants - criteria

All Trainer and examiner submissions are required to provide:

1. Evidence of a minimum 3 years of occupational experience in engineering / construction sector (unless stated otherwise)
2. Evidence of experience in delivering training
3. Evidence of a minimum of 3 years of discipline specific experience – in the subject area seeking approval for (additional detail in Annex 1)

**Why ECITB requests information about discipline experience:** a strength of ECITB delivered training is that ECITB approved trainers and examiners have experience in the area in which they are delivering ECITB licensed products. This adds to the robustness and quality of ECITB approved training and testing. Therefore, it is critical that your application to train and/or examine in a specific area evidences your discipline specific occupational experience.

For example, if you wish to deliver abrasive wheels training, and there is a lack of the phrase 'abrasive wheels' in your application CV then, it will be rejected. It is worthwhile expanding on the information in your CV to include the evidence.

## Accepted evidence

- A CV that details employment and specifies within each employment, the dates of employment and within each job role the relevant
  - engineering/construction occupational experience
  - training delivery experience
  - discipline specific experience (see Annex 1)
- Train the trainer certification (or equivalent, min level 2) / or, in exceptional circumstances, evidence of 3 years of experience of training delivery
- Copies of certificates relating to discipline specific qualifications, or professional association recognition (see individual discipline criteria in Annex 1)

If you/your applicant is missing some of the required evidence, talk to your ECITB product manager for guidance.

**Administrator and invigilator applicants:** there are no specific requirements to be approved to be the administrator or an invigilator involved in the process of delivering ECITB licensed products. However, there are specific requirements to be met once approved. These are detailed in ECITB's standard operating procedures.



## Annex 1 – additional discipline specific experience required for approval per product

### CCNSG and Leading a team safely (LaTS)

Course/discipline	Discipline specific verifiable, relevant occupational experience	Certification (in date)	Qualification or professional institute requirement
CCNSG	Health and safety management	CCNSG card	NEBOSH general certificate (or higher) or
Leading a Team Safely (LaTS)	Health and safety management Supervisory/managerial experience	CCNSG card LaTS	L3 HSE qualification or higher or member of recognised H&S institute

### RCC-M mentor and lead mentor for site welding control

Course/discipline	Discipline specific verifiable, relevant occupational experience	Qualification or professional institute - desired
Mentor	Welding management >3 years management developing competence of personnel or mentoring Interpreting and applying RCC-M code to welding	L3 (or higher) qualification in personnel development or ECITB's RCC-M site welding control programme
Lead mentor	>10 years welding management >3 years competence assessment in welding (workplace or training) Interpreting and applying RCC-M code to welding	qualification related to assessment of competence (desirable)

### Supervisor and personal skills courses

Course/discipline	Discipline specific verifiable, relevant occupational experience	Qualification or professional institute requirement
Supervisor training Chargehand training Presentation skills	Supervisory experience	L3 management qualification or equivalent or membership of a management institute or 3 years, evidenced, work-based experience of supervision
Coaching	Coaching	Coaching skills qualification or membership of a relevant association or 3 years, evidenced, work-based experience of coaching
NAECI course	Applying an understanding of the NAECI in work or training situation	Professional recognition or qualification related to industrial relations is desirable.

### Project control, risk and estimating courses

Course/discipline	Discipline specific verifiable, relevant occupational experience	Qualification or professional institute - desired
<b>Introduction to Project Controls &amp; Certificate in project control</b>	Project control management	ECITB L3 (or higher) diploma or apprenticeship in project control <b>or</b> member of recognised professional institute (ACostE, APM)
<b>Estimating Methodology and Practice</b>	Estimating at a senior level	ECITB L5 diploma or equivalent in estimating <b>or</b> member of recognised professional institute (ACostE, RICS) plus CPD <b>or</b> 3 years, evidenced expertise in estimating
<b>Project Document Managers' Course</b>	Document management expertise	IPMA Level D qualification or equivalent <b>or</b> equivalent qualification/professional recognition that evidences competence in project document management
<b>Managing Risk as part of a Project Team</b>	Risk management	IPMA Level D qualification or equivalent level qualification <b>or</b> an equivalent qualification/professional recognition that evidences competence in risk management

### International diploma

Course/discipline	Discipline specific verifiable, relevant occupational experience	Qualification or professional institute - desired
<b>International diploma</b>	if you are interested in delivering this, please contact programme.admin@ecitb.org.uk	ICE L3 <b>or</b> ECITB international diploma <b>or</b> L3 (or higher) qualification in the relevant discipline

### ECITB International scaffolding

Course/discipline	Discipline specific verifiable, relevant occupational experience	ECITB test	Qualification requirement (ICE or VQ or equivalent)
<b>Level 1 and 2</b>		ECITB scaffolding test L2 or above	L2 (or higher) scaffolding qualification
<b>Level 3</b>	The management of the erection and disassembly of scaffolding structures in engineering or construction	ECITB scaffolding test L3 or above	L3 (or higher) scaffolding qualification
<b>Level 4</b>	The management of the erection and disassembly and inspection of scaffolding structures in engineering or construction	ECITB scaffolding test L4	L4 (or higher) scaffolding qualification

**International Health and safety passport**

<b>Course/discipline</b>	<b>Discipline specific verifiable, relevant occupational experience</b>	<b>Certification (in date)</b>	<b>Qualification or professional institute requirement</b>
<b>International Health and Safety Passport (IHSP) foundation</b>	Health and safety management	IHSP passport	NEBOSH general certificate (or higher) or L3 HSE qualification or higher or member of recognised H&S institute
<b>IHSP advanced</b>	Health and safety management Supervisory/managerial experience	IHSP advanced passport	
<b>IHSP supervisory</b>	Health and safety management Supervisory/managerial experience	IHSP supervisory passport	
<b>IHSP Risk Assessment</b>	As above plus Developing and writing risk assessments	IHSP advanced IHSP supervisory passports	
<b>IHSP Working at Heights</b>	As above plus Managing working at heights programmes	IHSP advanced IHSP supervisory passports Working at Height certification	
<b>IHSP Environmental</b>	As above Environmental management role	IHSP advanced IHSP supervisory passports NEBOSH Environmental Management or equivalent L3 qualification	



## **Training standards and technical tests - certification and additional criteria Information**

**Training standards:** ECITB training standards are used to develop provider courses that are submitted for approval to the provider course approval scheme (PCAS). To be approved to deliver training covered by a training standard, your training provider must have an approved PCAS course. For a trainer to deliver an ECITB PCAS course the trainer's application must include a CV that details specific, verifiable, discipline experience as appropriate for that PCAS course e.g. commercial awareness training standards requires evidence of commercial experience, plant layout and design training requires evidence of plant layout and design.

Training standards in the following disciplines require evidence of engineering construction experience, training delivery and of occupational experience in the relevant discipline and nothing additional:

- Commercial awareness
- Commissioning and start-up
- Diversity and inclusion (including unconscious bias)
- Human performance
- Managing welding operations
- Plant layout and design
- Project control, estimating, cost control, planning and scheduling
- Offshore decommissioning
- Root cause analysis

**Approval to deliver technical training or tests** in the following disciplines requires additional evidence over and above that of experience in the discipline:

### **Abrasive Wheels**

The applicant will have to demonstrate industrial experience using bench and/or handheld grinding machines to gain approval. Typically coming from a trade background such as pipefitting, mechanical, plating or welding.

### **Appointed Persons Moving Loads**

Trainer/tester applicants must have been a Rigger or Steel Erector with engineering construction experience and held the Appointed Person position in engineering construction industry (ECI)

Additional Requirements: A current ECITB Appoint Persons Moving Loads training certificate or TAP01 technical test.

### **Confined Space**

The trainer applicant will have to demonstrate that they have worked in confined spaces. Typically, firefighters, industrial fire team or rescue team experience would be suitable for this type of role.

Additional Requirements: Certification in breathing apparatus use.

### **Excavation Supervisor**

Must demonstrate a minimum of 4 years construction experience with 2 years' experience as a team lead in the installation of services and performing excavations.

Additional Requirements: H&S certificate (NEBOSH or similar) or demonstrate training/experience in excavation safety, confined space and supervisory training.



### **Fire Watcher**

The trainer applicant must be able to demonstrate a knowledge of fire precautions on site.

Additional Requirements: NEBOSH qualification or firefighting experience such as a fire fighter or fire team member.

### **Hub Rescue**

Must have wind turbine experience and be able to demonstrate experience in rescue techniques associated with wind turbines.

Additional Requirements: First aid qualification, GWO or IRATA certification. Working at Height rescue techniques certificate.

### **Human Performance**

The trainer applicant must also hold a NEBOSH qualification

### **Hydraulics**

The trainer applicant will have to demonstrate that they have installed and maintained a range of hydraulic components in industry. Typically coming from a mechanical, pipefitting or instrumentation trade background.

Additional Requirements: Professional Certification

### **Industrial Drone Operations**

Trainer/tester applicants must hold the RAE (Recognised Assessment Entity) status (or international equivalent) and demonstrate they have 3 years commercial flying experience, conducting UAS activities in a variety of sectors

Additional Requirements: NEBOSH (or equivalent) or 5 years' experience in ECI or other hazardous sectors

### **Lifting and Positioning Engineering Construction Loads**

The trainer applicant must have been a Rigger or Steel Erector with engineering construction experience or can demonstrate experience in lifting operations in engineering or construction industries.

Additional Requirements: Professional Certificate in Rigging/Steel Erecting

### **Machining**

The tester applicant must have machining experience and come from a mechanical fitting or turner/machinist background. The applicant will have to demonstrate use of a range of machining equipment such as lathes, milling machines and surface grinders.

### **Manual Handling**

The trainer applicant will have to demonstrate a knowledge of manual handling

Additional Requirements: NEBOSH qualification or Manual Handling Trainer certificate.

### **Mechanical Joint Integrity**

Trainer/tester applicants must have engineering construction industry (ECI) hydraulic torquing and tensioning bolting experience. The trainer/tester must have a mechanical engineering background in mechanical fitting, pipefitting or mechanical technician.



Additional Requirements: must hold either the full MJI training certificate or full MJI Test certificate to gain approval.

### **NDT**

The trainer/tester applicant must have engineering construction industry involved testing materials like welded pipework, components and storage vessels to detect any flaws without harming the material.

Additional Requirements: Must hold relevant PCN Level 2 or 3 qualifications or international equivalents for the NDT testing methods.

### **Onsite Machining**

Trainer/tester applicants must have engineering construction onsite machining experience and come from a mechanical fitting or turner/machinist background. Clam shell machining experience on pipe flanges, flange machining and milling on heat exchangers.

Additional Requirements: Must have a machining certificate

### **Precision Measurement**

The trainer applicant will have to demonstrate a strong mechanical background and in-depth knowledge and experience for using precision measurement equipment in an industrial application. Typically, mechanical fitters, machinists and turners would have this experience.

Additional Requirements: Must hold professional certificate

### **Pressure Safety Valves**

The trainer applicant will have to demonstrate that they have repaired, maintained, overhauled and tested a range of pressure safety valves in industry. Typically, applicants will come from a mechanical background.

Additional Requirements: Must hold professional certificate

### **Production Operations**

The tester applicant will have to demonstrate experience and qualifications in production operations. The tester applicant will have been a control room operator and demonstrate industry experience.

Additional Requirements: Must hold professional certificate

### **Scaffolder**

Applicant must be able to prove evidence of their scaffolding training, experience and qualifications on a range of scaffolding activities carried out in engineering construction or allied industries.

Additional Requirements: Must hold professional certificate

### **Slinger/Banksman**

Applicant must be able to prove evidence of their experience and qualifications on a range of lifting operations activities carried out in engineering construction or allied industries.

Additional Requirements: Must hold training certificate in discipline





### **Small Bore Tubing**

Applicants must have engineering construction experience in installing and maintaining small bore tubing assemblies. The applicant must have a mechanical or instrumentation background.

Additional Requirements: Must hold either the ECITB SBT training certificate or TSBT technical tests or a SBT manufacturer's training certification.

### **Welder (Pipe/Plate) Trainer/Tester Application Requirements**

Applicant will have relevant Vocational Qualification/s or industry accepted equivalent trade qualification and codings.

Additional Requirements: Must hold Welding Trainer/Tester will also hold a visual inspection qualification (welding inspector 3.0 or 3.1).

### **Wire Rope Inspection**

Applicant will be from a lifting operations or lifting equipment inspection background and can demonstrate experience in wire rope inspection in industrial applications.

Additional Requirements: Must hold certificate in Wire Rope Inspection

### **Working at Height**

The trainer/tester applicant must be able to demonstrate industrial experience in working at height

Additional Requirements: Must hold training/certification in harness use.

### **Working Safely with Hand Tools/Power Tools/Equipment**

The trainer applicant must be able to demonstrate a good knowledge of using hand tools, jigsaws welding equipment, power drills, bench and handheld grinders, air compressors, oxy fuel equipment and mobile generators.

### **Wind Turbine Lift Maintenance & Inspection/Wind Core/Compact and Davit Cranes/Inspection of Working at Height Systems and Equipment**

The trainer applicant must have 3 Years Wind Industry experience.

Additional Requirements: GWO Basic Technical Training Qualification or Equivalent. Wire Rope Inspection Qualification. Working at Height and Rescue Qualification



## GLOSSARY

Abbreviation	Full phrase
ECITB	Engineering construction industry training board
CCNSG	Client contractor national safety group
LaTS	Leading a team safely
HSE	Health, safety and environment
IOSH	Institute of Occupational Safety and Health
HR	Human resources
IR	Industrial relations
IT	Information technology
L2	Level 2 (English framework)
L3	Level 3 (English framework)
NAECI	National Agreement for Engineering Construction Industry
NEBOSH	National Examination Board in Occupational Health and Safety
VQ	Vocational Qualification
ICE	International Competence Engineering-Construction (ECITB International)
RCC-M 2012	This is a specific reference code related to the design, construction and inservice inspection rules for nuclear island components. (RCC-M - Règles de Conception et de Construction des Matériels Mécaniques des Ilots Nucléaires PWR)