

## **APP02B Application criteria guide for trainers and examiners seeking ECITB approval**

- what to include in the APP02A form & 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 and examiner applicants.

Use the information in this document to ensure that the information required is included in the APP02A form and associated trainer/examiner CV is complete – ensuring that:

1. all sections of the APP02A form are completed
2. the CV submitted is tailored to the requirements
3. it includes the signature of the applicant applying for approval
4. it includes the signature of the ATP centre manager.

## All trainer and examiner applicants – criteria & evidence

All Trainer and examiner submissions are required to provide:

Experience	Criteria	Accepted evidence
Occupational experience	minimum 3 years of occupational experience in engineering / construction sector (unless stated otherwise)	A CV that details employment and specifies within each employment, the dates of employment and within each job role the relevant <ul style="list-style-type: none"><li>• engineering/construction occupational experience</li><li>• training/assessment delivery experience</li><li>• discipline specific experience (see Annex 1)</li></ul>
Training experience	Evidence of a training certificate (trainer applicants only)	Train the trainer certification (or equivalent, min level 2) / or, in exceptional circumstances, evidence of 3 years of experience of training delivery
Assessment experience	Evidence of experience in assessment (examiner applications only)	Assessor experience (or qualification in assessment)
Discipline specific experience	minimum of 3 years of discipline specific experience for area seeking approval for	Copies of certificates relating to discipline specific qualifications, or professional association recognition (see individual discipline criteria 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. So, it is critical that your application evidences your discipline specific 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:** If you/your applicant is missing some of the required evidence, talk to your ECITB product manager for guidance. The applicant could gain experience through shadowing or training other approved ECITB trainers or examiners.

## Administrator and invigilator/test co-ordinator applicants

ECITB-approved centre manager to email [programmeadmin@ecitb.org.uk](mailto:programmeadmin@ecitb.org.uk) for administrators or invigilators to be added to the Centre record on the MSP.

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

## ECITB training courses

NB in all cases higher level qualifications or training certification than stated are acceptable

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

Course/discipline	Relevant occupational discipline experience	Certification (in date)	Qualification or professional institute requirement
<b>CCNSG</b>	Health and safety management	CCNSG card	NEBOSH general certificate <b>or</b> IOSH managing safely
<b>Leading a Team Safely (LaTS)</b>	As above plus supervisory or managerial experience	CCNSG card LaTS	<b>or</b> L3 HSE qualification <b>or</b> member of recognised H&S institute

### Supervisor and personal skills courses

Course/discipline	Relevant occupational discipline experience	Qualification or professional institute requirement - desired
<b>Supervisor training</b> <b>Chargehand training</b> <b>Presentation skills</b>	Supervisory experience - 3 years, evidenced, work-based experience of supervision	L3 management qualification or equivalent <b>or</b> membership of a management institute
<b>Supervisor training: Module 4 Safety, health &amp; the environment</b>	As above plus Health and safety experience especially related to risk assessment	As above plus NEBOSH general certificate <b>or</b> IOSH managing safely <b>or</b> L3 HSE qualification <b>or</b> member of recognised H&S institute
<b>Coaching</b>	Coaching	Coaching skills qualification <b>or</b> membership of a relevant association <b>or</b> 3 years, evidenced, work-based experience of coaching
<b>NAECI course</b>	An understanding of applying the NAECI in work or training situation	Professional recognition or qualification related to industrial relations is desirable.

# Annex 1 Additional discipline specific experience required

## Project control, risk and estimating courses

Course/discipline	Relevant occupational discipline 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	Relevant occupational discipline experience	Qualification or professional institute - desired
<b>International diploma</b>	if you are interested in delivering this, please contact programmeadmin@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	Relevant occupational discipline 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	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	ECITB scaffolding test L4	L4 (or higher) scaffolding qualification

# Annex 1 Additional discipline specific experience required

## International Health and Safety Passport (IHSP)

Course/discipline	Relevant occupational discipline experience	Certification (in date)	Qualification or professional institute requirement
<b>IHSP Foundation</b>	Health and safety management	IHSP Foundation	IOSH managing safely <b>or</b> L3 HSE qualification <b>or</b> member of recognised H&S institute
<b>IHSP Advanced</b>	As above plus supervisory or managerial	IHSP Advanced	
<b>IHSP Leading a Team Safely</b>	As above	IHSP Supervisor <b>or</b> IHSP Leader	
<b>IHSP Risk Assessment</b>	As above plus developing and writing risk assessments	IHSP Advanced <b>or</b> IHSP Supervisor <b>or</b> IHSP Leader	
<b>IHSP Working at Heights</b>	As above plus managing working at heights programmes	As above plus: Working at height certification	
<b>IHSP Environmental</b>	As above plus environmental management role	As above plus: NEBOSH Environmental Management <b>or</b> equivalent L3 qualification	

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

(for requirements for other RCC-M related courses contact programmeadmin@ecitb.org.uk)

Course/discipline	Relevant occupational discipline experience	Qualification or professional institute - desired
<b>Mentor</b>	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  <b>or</b> ECITB's RCC-M site welding control programme
<b>Lead mentor</b>	>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)

# Annex 1 Additional discipline specific experience required

## ECITB Technical short courses including site operations

Course/discipline	Relevant occupational discipline experience	Certification (in date)
<b>For all technical short courses</b>		H&S in house / CCNSG
<b>Abrasive wheels</b>	Industrial experience using bench and/or handheld grinding machines to gain approval. Typically with a trade background such as pipefitting, mechanical, plating or welding.	
<b>Manual handling</b>	Manual handling	Manual handling certificate.
<b>Working safely with hand and power tools</b>	Industrial experience of using hand and power tools e.g. jigsaws, power drills, bench and handheld grinders etc. Typically with a craft/technician background in engineering construction or related sector.	
<b>Working at height</b>	Industrial experience in working at height.	Training certification in harness use
<b>Confined space (low, medium and high risk)</b>	Industrial confined space experience. Firefighters, industrial fire team or rescue team experience may provide suitable experience.	Certification in breathing apparatus use
<b>Firewatcher</b>	Industrial experience which demonstrates experience of fire precautions on site. Ideally firefighting experience such as a fire fighter or fire team member or from welding.	
<b>Foundation UAS drones</b>	Trainer/tester applicants must hold the RAE (Recognised Assessment Entity) status (or international equivalent) 3 years commercial flying experience, conducting UAS activities in a variety of sectors.	NEBOSH (or equivalent) <b>or</b> 5 years' experience in ECI or other hazardous sectors

# Annex 1 Additional discipline specific experience required

## 4-stage model trainers and examiners

Technical test discipline	Relevant occupational discipline experience	Certification required
Appointed Persons Moving Loads	Rigger or steel erector experience Experience as an Appointed Person position	ECITB appointed persons moving loads training certificate <b>or</b> TAP01 technical test.
Mechanical joint integrity (MJI)	Hydraulic torquing and tensioning bolting experience  Mechanical engineering background in mechanical fitting, pipefitting or as a mechanical technician.	full ECITB MJI training certificate <b>or</b> full ECITB TMJI test certification
MJI – subsea	As for MJI above	As above plus the ECITB subsea MJI test certification
MJI – wind turbine	As for MJI above	As per MJI general plus ECITB wind turbine test certification
Small bore tubing (SBT)	Engineering construction installing and maintaining SBT assemblies  Mechanical or instrumentation background.	Full ECITB SBT training certificate <b>or</b> TSBT technical tests <b>or</b> a SBT manufacturer’s training certification
Wind turbine lift maintenance & inspection	3 years wind industry experience	GWO basic technical training qualification or equivalent Wire rope inspection certification Working at height and rescue certification Full ECITB wind training certificate <b>or</b> all TWTW technical tests

## Training standards

**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 and ECITB-approved trainers in the relevant discipline. To deliver PCAS courses for which there are also ECITB training courses, trainers require the same experience as detailed in this document for the ECITB course.

The trainer must meet the requirements detailed on page 1 of this document plus the specific, discipline experience and certification appropriate for that PCAS course e.g. commercial awareness training standards requires evidence of commercial experience:

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

# Annex 1 Additional discipline specific experience required

## Technical trainers and technical test examiners

Technical test discipline	Relevant occupational discipline experience	Certification required
Excavation supervisor	> 4 years construction experience > 2 years' experience as a team lead in the installation of services and performing excavations.	H&S certificate (NEBOSH or similar)
Hub rescue	Wind turbine experience Experience in rescue techniques associated with wind turbines	First aid qualification GWO or IRATA certification. Working at height rescue techniques certificate.
Human performance	Experience working in human performance	NEBOSH or similar qualification
Fabric maintenance: <ul style="list-style-type: none"> <li>• abrasive blast cleaning</li> <li>• industrial coatings (spray &amp; brush application)</li> </ul>	Ideally experience of working in blasting and industrial coating	The relevant ECITB technical test certificates
Installation: <ul style="list-style-type: none"> <li>• electrical</li> <li>• mechanical</li> </ul>	Experience working in installation, as relevant: <ul style="list-style-type: none"> <li>• electrical</li> <li>• mechanical</li> </ul>	Electrical qualification (L3 or above) Mechanical installation qualification (L3 or above) The relevant ECITB technical test certification if applying to become an examiner
Lifting and positioning engineering construction loads Moving loads	Experience as a rigger or steel erector Lifting operations in engineering or construction industries	Qualification or apprenticeship in rigging or steel erecting (level 3) The relevant ECITB technical test certification if applying to become an examiner
Machining	Machining experience Mechanical fitting or turner/machinist background Use of a range of machining equipment such as lathes, milling machines and surface grinders	A recognised machining qualification (L3 or above)
Maintenance: <ul style="list-style-type: none"> <li>• electrical</li> <li>• instrumentation &amp; control</li> <li>• mechanical</li> </ul>	Experience working in maintenance, as relevant: <ul style="list-style-type: none"> <li>• electrical installation</li> <li>• or instrumentation and control</li> <li>• or mechanical</li> </ul>	The relevant ECITB technical test certification if applying to become an examiner
Onsite Machining (OSM)	Onsite machining experience A mechanical fitting or turner/machinist background Clam shell machining experience on pipe flanges, flange machining and milling on heat exchangers.	An onsite machining certificate



# Annex 1 Additional discipline specific experience required

Technical test discipline	Relevant occupational discipline experience	Certification required
Pipefitting	>3 years' of pipefitting experience	If delivering technical tests, the relevant pipefitting ECITB technical test certificate  A qualification or apprenticeship in pipefitting (L3 or above) is desirable
Plating	>3 years' of pipefitting experience	If delivering technical tests, the relevant pipefitting ECITB technical test certificate  A qualification or apprenticeship in plating (L3 or above) is desirable
Pressure safety valves	Experience in repairing, maintaining, overhauling and testing a range of pressure safety valves in industry  Typically, from a mechanical background	A qualification or apprenticeship in a mechanical discipline (L3 or above) is desirable
Production operations	Typically will have been a control room operator and demonstrate industry experience.	Relevant ECITB product operations technical test certificates  Relevant qualification or apprenticeship in product operations (L3 or above) is desirable
Scaffolder	Scaffolding experience with a range of scaffolding activities	Scaffolding qualification or apprenticeship (L3 or above) is desirable
Slinger/Banksman	Experience on a range of lifting operations activities	Training certificate in the discipline
Thermal insulation	>3 years' experience in thermal insulation	The relevant ECITB technical test certification if applying to become an examiner.  TICA certification desirable
Welder (Pipe/Plate)	>3 years' experience in welding	Welding qualification or apprenticeship (L3 or above)  <b>or</b> industry accepted equivalent trade qualification and codings.  Plus, the relevant ECITB technical test certification if applying to become an examiner
Welding – managing welding operations	Experience as a welding manager	Visual inspection qualification (welding inspector 3.0 or 3.1)
Working at height	Industrial experience in working at height.	Training certification in harness use The relevant ECITB technical test certification if applying to become an examiner for this discipline

## Annex 1 Additional discipline specific experience required

Technical test discipline	Relevant occupational discipline experience	Certification required
Wind turbine hub rescue	3 years' wind industry experience.	GWO basic technical training qualification or equivalent Wire rope inspection certification Working at height and rescue certification.

## Annex 2 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
TICA	Thermal Insulation Contractors' Association
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 in-service inspection rules for nuclear island components. (RCC-M - Règles de Conception et de Construction des Matériels Mécaniques des Ilots Nucléaires PWR)

### Version control

Version	Change made	Date	Released by
RV01	Replaces PAM019 form.  Please note some of the trainer and examiner approval criteria have been updated. Plus the invigilator and administrator requirements have been updated.  All disciplines for which ECITB technical tests exist are now included.	February 2024	Catherine Lambert