



**ECITB Awarding Organisation
Approved Centre Third Party Approval
Policy and Procedure RV1-1
August 2023**



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Introduction

An Approved Centre who wishes to work in partnership with a third party for any aspect involved in the marketing, delivery and/or assessment of ECITB qualifications must gain written approval from the ECITB Awarding Organisation prior to the delivery and/or assessment.

Third party approval is not required for a Centre that operates in multiple locations all under the same ownership and management and there is a separate approval process that Approved Centres should use for the approval of directly contracted or employed staff.

The ECITB Awarding Organisation will provide advice and guidance to Approved Centres on request with the aim of ensuring that any arrangement with a third party organisation enables ECITB Awarding Organisation and the Approved Centre to meet their regulatory requirements.

Examples of third party relationships

Third party relationships could include, but are not limited to:

- satellite centres and/or other organisations within the same group and/or under different management;
- working with other training providers or assessment centres for delivery of learning and/or assessment;
- working with external organisations for the recruitment of candidates and/or marketing of ECITB qualifications;

Third Party Approval Procedure and Requirements

Approved Centres must obtain written approval from the ECITB Awarding organisation before permitting any third party to undertake any activity relating to the qualifications, including marketing, delivery and/or assessment of any unit/qualification.

All applications for approval of third parties must be submitted by the ECITB Approved Centre Coordinator and Approved Centres should seek guidance from the ECITB Awarding Organisation when considering third party relationships.

A written proposal should be made to the ECITB Awarding Organisation that includes:

- Approved Centre Name and contact details, including address;
- Name address and contact details of the third party, including companies house registration number;
- Qualifications affected and estimated number of candidates per annum;
- Outline of the proposed relationship including, how assessment will be delivered and by whom;
- Approved Centre plans for internal quality assurance and monitoring of the standard and consistency of assessment;
- How the Approved Centre proposes to authenticate candidate identify and assessment;

- The facilities used by the third party to support candidates and how these meet current Health & Safety and equalities legislation requirements;

Receipt of the proposal will normally be acknowledged:

- no later than **5 working days** from receipt for correspondence sent via email to: qualifications@ecitb.org.uk,
- no later than **15 working days** from receipt for any other correspondence and correspondence sent via post.

During the review of the proposal further communications, information and if applicable a site visit may be required. The ECITB Awarding Organisation aim to complete the review within **60 working days** from receipt. Please note that, in some cases this may take longer, for example where a site visit is required. In such instances the Approved Centre Coordinator will be advised of the likely revised timescale.

The decision will be confirmed in writing to the Approved Centre Coordinator. Should the proposal be supported, prior to approval and registration of any candidates, the ECITB Approved Centres will be required to:

- Provide a copy of a written and enforceable contract between the Approved Centre and the third party, signed by suitably senior personnel, The contract should include as a minimum:
 - key roles and responsibilities of both parties;
 - clear description of the activities that will be undertaken by each party;
 - requirements and mechanisms for regular communication and meetings between parties;
 - agreement that the ECITB Awarding Organisation and/or its regulators will have access to premises and records relating to ECITB qualifications;
- Provide written confirmation that it agrees to adhere to the requirements outlined in this document and will ensure the third party activities will not put at risk the Approved Centres ability to comply with the requirements of the ECITB Awarding Organisation or the qualification regulators.

Once the above is received the ECITB Awarding Organisation will confirm approval for the third party relationship in writing along with any conditions of approval within **30 working days**.

Process for sending correspondence with personal or sensitive data

Before sending any information or data to ECITB that contains staff (including contractors) and/or candidate personal details that could be attributed to an individual and/or information that includes sensitive data about an individual, you are required to request a ShareFile link from qualifications@ecitb.org.uk.

The ECITB Awarding Organisation will respond by sending an email from qualifications@ecitb.org.uk containing the wording 'Click here to upload files'. This enables you to upload your files to the ECITB secure ShareFile system.



No personal or sensitive data should be sent via email as this method of transferring data is less secure than ShareFile

Should you be sending such data by post, please mark the correspondence 'Confidential – For the Attention of the Awarding Organisation'.

Approved Centre Responsibilities

Accountability and responsibility for any third party activity relating to ECITB qualifications, including but not limited to, quality assurance, delivery and administration and marketing rests with the ECITB Approved Centre.

Approved Centre Quality Assurance Monitor of Third Parties

Approved Centres are responsible for the ongoing quality assurance monitoring of all third party activities and must be assured that the third party, at all times:

- has the capacity and capability to meet all ECITB and regulatory requirements and ensure registered candidates are able to complete their qualification;
- has the capacity and capability to delivery and assess ECITB qualifications in line with equalities legislation and delivery and assessment are inclusive and accessible to candidates;
- has in place robust internal procedures for managing incidents, complaints, appeals, actual or suspected malpractice, it should be noted that the policies of the Approved Centre will apply to all ECITB registered candidates;
- has in place robust assessment and internal quality assurance processes and procedures to meet ECITB Awarding Organisation requirements, including retention of candidate records;
- does not operate in a fashion that will put at risk the Approve Centres ability to comply with ECITB Awarding Organisation or regulatory requirements;
- does not use ECITB or regulators logos in any form of marketing of the ECITB qualifications, including print, website and social media and does not publish that it is an ECITB Approved Centre.

Approved Centre Requirements

In addition to the quality assurance monitoring of the third party, the Approved Centre is required to ensure:

- it has in place procedures and resources to internally quality assure and manage the delivery of ECITB qualifications across sites and assessment locations, including secure storage of assessment materials;
- the third party is kept up to date with ECITB Awarding Organisation information and communications;
- any assessment decisions made by the third party are internally quality assured by an ECITB Approved internal quality assurer based at the Approved Centre prior to claim for certification;
- it is able to identify and address potential or actual non-compliance in a timely way, including reporting to ECITB any incident that has or has to potential to cause an adverse effect;



- prompt payment of all invoices relating to any third party activity. Approved Centres should note that invoices for any products, services, including registration and assessment fee will be charged to the Approved Centre only;
- all staff (including contractors) employed by the third party, including administrators, assessors and internal quality assurers are approved by the ECITB Awarding Organisation prior to registration of candidates. All staff will be recorded against the Approved Centre record in the ECITB Membership Services Portal;
- that third party activities do not put at risk the Approved Centres ability to comply with the requirements of the ECITB Awarding Organisation or the qualification regulators.

Failure to meet ECITB requirements may result in restrictions and/or sanctions being placed against the Approved Centre, which could include withdrawal of approval status.

ECITB Awarding Organisation Responsibilities

ECITB will externally quality assure both the Approved Centre and third parties in line with the published ECITB Awarding Organisation Centre Assessment Scrutiny and External Quality Assurance Procedures, for this reason ECITB Awarding Organisation may not be able to approve a third party relationship were it is unable to undertake effective quality assurance monitoring in line with ECITB policies for any reason, including location.

Review Arrangements

This policy and its associated procedures will be reviewed and revised, as and when necessary, as part of continuous improvement arrangements and/or in response to customer, candidate or regulatory feedback (e.g. to align with any enquiries, processes established or revised by the regulators) and/or in response to any trends that may emerge in the subject matter of enquiries received.

Contact Details

If you have any queries about any aspect of this process, please contact:

The Awarding Organisation
Engineering Construction Industry Training Board
Office F15, Kings House Business Centre, Home Park Estate
Station Road, Kings Langley, WD4 8LZ
Telephone: 01923 260 000
Email: Qualifications@ecitb.org.uk
Website: www.ecitb.org.uk