

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">• engineering/construction occupational experience• training/assessment delivery experience• discipline specific experience (see Annex 1)
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 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
CCNSG	Health and safety management	CCNSG card	NEBOSH general certificate or IOSH managing safely
Leading a Team Safely (LaTS)	As above plus supervisory or managerial experience	CCNSG card LaTS	or L3 HSE qualification or member of recognised H&S institute

Supervisor and personal skills courses

Course/discipline	Relevant occupational discipline experience	Qualification or professional institute requirement - desired
Supervisor training Chargehand training Presentation skills	Supervisory experience - 3 years, evidenced, work-based experience of supervision	L3 management qualification or equivalent or membership of a management institute
Supervisor training: Module 4 Safety, health & the environment	As above plus Health and safety experience especially related to risk assessment	As above plus NEBOSH general certificate or IOSH managing safely or L3 HSE qualification or member of recognised H&S institute
Coaching	Coaching	Coaching skills qualification or membership of a relevant association or 3 years, evidenced, work-based experience of coaching
NAECI course	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
Introduction to Project Controls & Certificate in project control	Project control management	ECITB L3 (or higher) diploma or apprenticeship in project control or member of recognised professional institute (ACostE, APM)
Estimating Methodology and Practice	Estimating at a senior level	ECITB L5 diploma or equivalent in estimating or member of recognised professional institute (ACostE, RICS) plus CPD or 3 years, evidenced expertise in estimating
Project Document Managers' Course	Document management expertise	IPMA Level D qualification or equivalent or equivalent qualification/professional recognition that evidences competence in project document management
Managing Risk as part of a Project Team	Risk management	IPMA Level D qualification or equivalent level qualification or an equivalent qualification/professional recognition that evidences competence in risk management

International diploma

Course/discipline	Relevant occupational discipline experience	Qualification or professional institute - desired
International diploma	if you are interested in delivering this, please contact programmeadmin@ecitb.org.uk	ICE L3 or ECITB international diploma or 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)
Level 1 and 2		ECITB scaffolding test L2 or above	L2 (or higher) scaffolding qualification
Level 3	The management of the erection and disassembly of scaffolding structures	ECITB scaffolding test L3 or above	L3 (or higher) scaffolding qualification
Level 4	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
IHSP Foundation	Health and safety management	IHSP Foundation	IOSH managing safely or L3 HSE qualification or member of recognised H&S institute
IHSP Advanced	As above plus supervisory or managerial	IHSP Advanced	
IHSP Leading a Team Safely	As above	IHSP Supervisor or IHSP Leader	
IHSP Risk Assessment	As above plus developing and writing risk assessments	IHSP Advanced or IHSP Supervisor or IHSP Leader	
IHSP Working at Heights	As above plus managing working at heights programmes	As above plus: Working at height certification	
IHSP Environmental	As above plus environmental management role	As above plus: NEBOSH Environmental Management or 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
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)

Annex 1 Additional discipline specific experience required

ECITB Technical short courses including site operations

Course/discipline	Relevant occupational discipline experience	Certification (in date)
For all technical short courses		H&S in house / CCNSG
Abrasive wheels	Industrial experience using bench and/or handheld grinding machines to gain approval. Typically with a trade background such as pipefitting, mechanical, plating or welding.	
Manual handling	Manual handling	Manual handling certificate.
Working safely with hand and power tools	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.	
Working at height	Industrial experience in working at height.	Training certification in harness use
Confined space (low, medium and high risk)	Industrial confined space experience. Firefighters, industrial fire team or rescue team experience may provide suitable experience.	Certification in breathing apparatus use
Firewatcher	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.	
Foundation UAS drones	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) or 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 or 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 or 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 or TSBT technical tests or 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 or 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"> • abrasive blast cleaning • industrial coatings (spray & brush application) 	Ideally experience of working in blasting and industrial coating	The relevant ECITB technical test certificates
Installation: <ul style="list-style-type: none"> • electrical • mechanical 	Experience working in installation, as relevant: <ul style="list-style-type: none"> • electrical • mechanical 	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"> • electrical • instrumentation & control • mechanical 	Experience working in maintenance, as relevant: <ul style="list-style-type: none"> • electrical installation • or instrumentation and control • or mechanical 	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) or 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