APPROVED TRAINING ORGANISATION (ATO)

Remote Learning Support

Approved Training Organisations

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1. Introduction

This document outlines the changes that CITB has implemented as a result of the COVID-19 crisis to enable the remote delivery of training through the Approved Training Organisation (ATO) network that supports the construction industry.

This measure is designed to maintain a level of training for the construction industry and covers only published standards in the Assured category that have been selected as suitable for remote delivery.

These changes support only standards delivered remotely within the Assured category. It is important to note that remote delivery is distinctly different to e learning and as such the requirement for e learning has not changed.

2. Aims

To support the training of standards within the Assured category for those standards that have been published and identified as suitable for remote learning.

- To maintain training of standards in the Assured category during exceptional circumstances, as detailed by CITB from time to time.
- To continue the training of standards within the Assured category that cover legislative changes in the construction industry and its impact on the workforce.
- To maintain the delivery of high-quality training by ATOs during extraordinary events as detailed by CITB from time to time.

3. Self-Assessments

To be able to deliver any of the listed Assured standards remotely, you will be required to carry out a self-assessment in the normal manner, if you have not already done so.

4. Trainer Requirements

There are no changes to the published trainer requirements. These can be found in the Requirements for Approved Training Organisations document and the individual standards.

5. Course Delivery

Attached is a list of standards that can be delivered: Remote learning standards (PDF file). Your courses can be adapted to be delivered remotely via your chosen video technology solution. The training must follow the same curriculum as the traditional classroom course and deliver the same standard of training meeting the requirements detailed in the standard unless exceptions or amendments exist in this document.

6. Delegate Numbers

There are no changes to the delegate numbers that are published in each standard.

7. Course Duration and Attendance

Due to the delivery by remote learning, as best practice we recommend that learning should be

delivered in bite size sessions until the course content and duration requirements has been met.

8. Assured Category Standards

For a current list of Assured category standards eligible for remote learning, see: [Remote learning standards (PDF file)](#)

9. Examination Rules

For a delegate to obtain an achievement for an Assured category course delivered remotely, they must pass the relevant examination, as detailed in your self-assessment. CITB's quality assurance team will review this during their visits.

During the period the emergency training provision is in effect, an alternative exam method can be in place for any Assured category courses that are run remotely. [Classmarker](#) or [Microsoft Forms](#) are the recommended solutions for online assessment,

Identification must be checked prior to the examination commencing and recorded in line with 5.3 of Appendix 1 of the Requirements for Approved Training Organisations.

For the period of the emergency provision and for use with online examination, a copy of each delegate's results should be printed and retained by the training provider until your next quality assurance visit.

All other requirements remain, as detailed in the standard and Requirement for Approved Training Organisations.

10. Achievement Submission

The 10-day requirement for achievement submissions has been relaxed during the period of emergency training provision. We would encourage you to submit the achievements as soon as is safe to do so, as this triggers the grants for Employers.

All paperwork should be kept as detailed in the Requirements for Approved Training Organisations and will be checked at your next external quality assurance visit.

11. Frequently Asked Question's

1. Is classroom training allowed?
   As a result of the Prime Minister's announcement on **Monday 23 March**; all training and testing which is classroom/test centre based should cease.

2. How do I find a remote course?
   All standards that are eligible for remote learning can be searched for either on the Construction Training Directory or CITB website using the keywords 'remote learning' or in the list here: [Remote learning standards (PDF file)](#)

3. Will remote training be as effective as classroom training?
   There are no changes to course content, learning objectives or assessment criteria, so you can be confident that remote training is being delivered as effectively as that delivered in a classroom.

4. Do we have to stick rigidly to 3 hours minimum duration?
   All standards will stipulate the minimum duration which has not been changed. This can be achieved using bite size sessions until the course content and duration requirements has been met.

5. What evidence will be required to confirm that learning took place for grant purposes?
   All paperwork should be kept; following the requirements laid out in the Requirements for Approved Training Organisations and will be checked at your next external Quality Assurance visit.

6. Can I use an online testing software?
   An online testing system will allow you to deliver course examinations to delegates online, by sending the delegate a link to an online version of the test paper. This will save you time as you can now complete the examination process through video conferencing, without the need to read through the questions on a one to one basis. There are various assessment tools online, including but not limited to, Classmaker and Microsoft Forms.

7. Can I still run through the exam verbally, 1 to 1 with each delegate?
   This will depend on whether the standard has any rules around exam delivery.

8. Is there any change to the time allowed for a delegate to complete the exam?
   No, when using an online examination tool, the duration of the examination will remain the same as the standard rules for classroom delivery.

9. How should the test be invigilated?
   This will depend on whether the standard has any rules around exam invigilation.

10. Do I need to print and keep the exam papers?
    Yes, the completed examination papers must be printed and kept on file.

11. What about standards in the Recognised category?
    Please contact the appropriate Recognised Organisation who will be able to advise if their course is eligible for remote learning.

12. Who do I contact if I have any questions?
    General queries: ctdservices@citb.co.uk