



Approved Training Organisation Update

COVID-19

As you are aware; the UK Government and the NHS have been providing the public with regular advice and updates regarding the evolving situation around **COVID19**.

As a result of this, and to support candidates and ATO's with combating the virus we have attached a list of helpful measures that we suggest you put in place to protect yourselves and your candidates.

We would also encourage you to work with your candidates and assist them in rescheduling any courses they have booked free of charge should they be unable to attend as a result of COVID19, relaxing any cancellation and refund policies that you may have in place.

This could include:

- Assisting all candidates by rescheduling at an appropriate time in the future
- Rescheduling any course which is impacted through the ATO being unable to deliver courses as a result of staff being impacted by COVID19

In addition the above support that we are asking you to provide your candidates we would like to confirm, the following support for you as ATO's.

- The 10 day achievement upload rule within the Requirements for Approved Training Organisations has been extended to 30 days
- The 30 day period in which you have to submit self-assessment evidence against any full standards which you wish to deliver has been extended to 90 days

CITB are continually reviewing the situation and will provide further updates as and when we can.

Thank you all for your support during this difficult time.

Stay safe,

CITB ATO team