
APPROVED TRAINING ORGANISATION (ATO) FORM OF AGREEMENT for **ATOs FOR CITB PRODUCTS**

INCORPORATING THE CITB APPROVED TRAINING ORGANISATION AGREEMENT STANDARD TERMS ("STANDARD TERMS")

AGREEMENT made on the date set out at the end of this Form of Agreement between:

CONSTRUCTION INDUSTRY TRAINING BOARD (Registered Charity Number 264289) whose principal office is at Bircham Newton, King's Lynn, Norfolk, PE31 6RH ("CITB");
and **ATO**:

Company or Proprietor(s) Name(s):	
Registered Office/Address:	
Post Code:	
Trading name, if applicable:	
Company Number:	
Charity Number:	

CITB Construction Training Register and CITB Construction Training Directory

1. CITB has developed and owns the Construction Training Register and Construction Training Directory which, amongst other things, enables training organisations offering Courses which have been approved by CITB, to be listed in the Construction Training Directory and to enter details of Candidates' achievements in the Construction Training Register.
2. An "ATO for CITB Products" is one which, on or before the date of this Agreement, has entered into a CITB Centre Agreement for delivery of CITB products as specified in that Centre Agreement.
3. By entering into this Agreement the ATO becomes approved by CITB for the purposes of the CITB Training Model in respect of the Courses referred to in the Centre Agreement(s) listed below.

IN CONSIDERATION of the performance of the ATO Obligations and (where applicable) the payment of Fees by the ATO, CITB approves the ATO and the rights as set out in clause 2.1 of the Standard Terms and agrees to perform its obligations under the Agreement.

ATO for CITB Products:	
Date and description of the ATO's existing Centre Agreement with CITB:	
Date of Centre Agreement:	
CITB Products comprised in the Centre Agreement: <i>If there is more than one Centre Agreement, provide details below.</i>	

ATO trading address. (Insert the ATO's principal office from which it conducts its operations, if different from the ATO address stated at the beginning of this Form of Agreement.)	
Address:	
Post Code:	
ATO's Representative (primary contact):	
Name:	
Email:	
Tel:	
CITB's Representative:	
Position:	The Quality Assurance and Verification Manager
Email:	quality.assurance@citb.co.uk
Fees: The fees, charges and other sums payable by the ATO set out in the "Fees List * (or similar) document published on the CITB Training Model Website from time to time.	

LISTED TRADE MARK(S) AND PERMITTED REFERENCES TO CITB / CONSTRUCTION TRAINING

DIRECTORY AND CONSTRUCTION TRAINING REGISTER: When promoting CITB approved courses which are listed in the Training Directory you must recognise this by using the CITB trademark:



Together with the relevant wording described below. It is a condition of this Agreement that you must not use the CITB logo unless it is accompanied by such wording.

1. To identify that a course is listed in the Construction Training Directory you must use the words [Course Title] listed in the Construction Training Directory' in all promotional materials.
2. To indicate that results from this course are recorded in the Construction Training Register you must say 'Candidates achievements will be listed in the Construction Training Register' in all promotional materials.
3. When promoting CITB approved courses you may use the line 'delivering CITB assured courses'.
Note: You are not permitted to use any other brands, logos or trademarks belonging to CITB, or any other wording referring to CITB, the Construction Training Directory.

DOCUMENTS INCORPORATED AND FORMING PART OF THE AGREEMENT

- A This CITB Form of Agreement: ATOs for Assured Products
- B The CITB Approved Training Organisation Agreement Standard Terms
- C The User terms and conditions
- D Requirements for Approved Training Organisations
- E Specific CITB Scheme Rules
- F Branding Guidelines for the Listed Trade Mark – available on request.
Together with information supplied by the ATO as part of its application for approval as an ATO and/or for approval to deliver particular Courses.

Insurance minimum cover, per claim or series of claims, to be maintained by the ATO (clause 15 of the CITB ATO Agreement Standard Terms) shall be:	
Professional Indemnity Insurance	£2 million
Public Liability Insurance	£5 million
Employer's Liability Insurance	minimum as required by law
Special Conditions:	

ATO SIGNATURE BOX. By executing this Form of Agreement, the ATO confirms that it has read and understood the terms of this Agreement, including the CITB Approved Training Organisation Agreement Standard Terms, the RATO and all other documents and materials set out or referred to in these documents, and that it intends to be bound by them.

SIGNED BY (PRINT NAME):	
SIGNATURE:	
POSITION:	
DATE SIGNED:	
or and on behalf of the ATO	
CITB signature box	
SIGNED BY (PRINT NAME):	
SIGNATURE:	
POSITION:	
DATE SIGNED:	
for and on behalf of CONSTRUCTION INDUSTRY TRAINING BOARD	
Date of this Agreement:	