

England, Scotland & Wales



5 steps to help you  
become an approved  
**Site Safety Plus**  
training provider





Plan.  
Do.  
Check.  
Act.

# Introduction



This document has been produced to assist you with the process of applying to become a Training Provider Network (TPN) member offering Site Safety Plus (SSP) courses in the licensed training category in England, Scotland or Wales

**Our aim is to provide as much information and guidance to ensure that new applications are approved upon their first submission.**

It is important to read and understand the SSP documentation following the '**Plan, Do, Check, Act**' cycle, which ensures that you take ownership of your role in the application process.

The next five steps will guide you through your application process.

# Step 1 - Read

**Site Safety Plus (SSP) provides the construction industry with a suite of courses for health and safety awareness and career development to help maintain a safe workforce.**

Use the links below to understand the application process, your obligations and to ensure you can meet the requirements:

## [How to Become a Site Safety Plus \(SSP\) Centre - CITB](#)

This will take you through the requirements you need to meet to become an approved centre, such as fees and the application process.

## [Scheme rules](#)

This covers the quality assurance (QA) requirements, scheme rules and the appendices for each course

Once your application has been approved you will automatically become a Training Provider Network member offering SSP courses in the licensed training category.

Find out more about the Training Provider Network

## [What is the Training Provider Network \(TPN\)](#)

If you have any questions, please email:

[sitesafetyplus@citb.co.uk](mailto:sitesafetyplus@citb.co.uk)

The SSP Product Specialist will be able to arrange a call to support the application.

# Step 2 - Apply

Once all of the relevant documentation has been read and you're happy that you meet the requirements, you can then complete the [SSP application form](#).

If you are an existing CITB approved provider you can apply to become a Site Safety Plus provider by [logging into the portal](#) & selecting the 'apply for new products' tab.



# Step 3 - Evidence

Once you've submitted your initial enquiry form, and whilst awaiting a response, we recommend collating a file of evidence that you will need to have available during your approval visit from a Senior Quality Consultant (SQC).

Everything needed for this is explained in paragraphs 12 and 13 and Appendix 1 of the [QA requirements](#).

If you have any questions please email:

[quality.assurance@citb.co.uk](mailto:quality.assurance@citb.co.uk)



# Step 4 - Check

Below are some of the areas that have resulted in centres not meeting approval criteria during audit approval visits:

- No quality management system (QMS) to manage policies and procedures – please refer to Appendix 1 on page 30 of the [QA requirements](#), as this explains the QMS that an SQC would be looking for
- Not registered with the Information Commissioners Office ([ICO](#))
- Insufficient insurance policy levels – the levels needed can be found within paragraph 13 of the [QA requirements](#)
- Missing policies from evidence file – a list of all the policies you will need to evidence can be found in paragraph 12 of the [QA requirements](#)
- No evidence of work instructions/procedures – you need to ensure that you have clear work instructions/procedures included in your evidence file before your approval visit (i.e. the work instructions for a new member of staff joining your organisation).

# Step 5 - Audit

Once your application has been verified and signed off by the QA manager, the application will be forwarded to a SQC, who will conduct your approval audit. They will contact you either by email or telephone to discuss the pre-approval process.

## **Day of audit:**

Audits are completed either in person or remotely. The method used will be dependent on location, the availability of the SQC and the preference of the centre. Remote audits are completed via Microsoft Teams or Zoom calls, and the invite will be provided by the SQC in conjunction with an audit planner.

The audit will begin with general introductions and will then go into a discussion regarding the documentation provided and how your procedures will support SSP course management.

# Approval

Following a successful approval audit you will be sent a Form of Agreement for digital signature. Instructions on how to sign and return this to CITB will be included.

Once approved and licensed to deliver SSP products, the dedicated key contact for your centre will be granted access to the training provider portal for SSP products and the TPN members SharePoint area, and given support to access the CITB Shop.

Should your application not be successful, or if more information is required, you will be advised. If needed, you then have a right to appeal by following the QA Appeals Process.

**We hope you found this guide useful**