SITE SAFETY PLUS

Principal scheme rules Training Provider Network

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Foreword

Our key objective at CITB is to meet the skills and training needs of the construction industry. We exist to support the industry to establish and maintain a skilled, competent and inclusive workforce, now and in the future. We know that to achieve this we must change the skills acquisition system, but we cannot do this alone – we need industry and its stakeholders to play their part. Training providers are vital partners in driving necessary change. That is why we have created the CITB Training Provider Network (TPN) – a unified network of approved, quality-assured training providers across England, Scotland and Wales.

We deeply value the dedication of training providers across Great Britain who work relentlessly to support their customers, delegates and staff. Training providers are not just stakeholders – they are essential partners with a crucial role in creating a skills system flexible enough to meet both current and future employer needs. We believe training providers deserve a clear, powerful voice to help shape the training landscape. Their insights offer CITB a critical perspective on both the challenges and opportunities within construction training delivery. By bringing training providers, employers and CITB together at national and local levels, we can:

- forecast training needs with greater accuracy
- plan provision strategically
- deliver training that truly meets employers' requirements
- support both business sustainability and growth for providers.

Our quality-assured members of the TPN are a trusted and effective source of training for the construction industry, supporting us to directly address critical skills gaps across all occupations.

Our vision

The TPN is an integral, trusted element of CITB's industry offer where any employer can confidently access quality training exactly when and where they need it.

Our approach

Built on genuine collaboration and partnership, we will provide valuable employer-led insights and dedicated support, giving members the opportunities of business growth and being part of the solution to the skills challenge.

Our commitment

TPN members will benefit from:

- being recognised by our employers as a provider of quality training
- the support of a dedicated team within CITB
- employer-led insights helping them to better plan their provision
- being a combined voice to inform CITB and other key stakeholders about the skills and training landscape
- being connected to employers providing access to a pipeline of customers.

Training Provider Network (TPN) – licensed members

All training for this SSP suite of courses is undertaken by approved and licensed members of the TPN (a training provider that is delivering a CITB product, e.g., Site Safety Plus (SSP) courses). Initial registration is for one year, and is subject to annual renewal thereafter to retain approved status. All TPN members who are licensed to deliver our SSP suite of courses must comply with the:

- rules contained within the TPN provider handbook
- principal scheme rules (this document)
- scheme rules appendix (for all courses that you are licensed to deliver).

Applying to become a licensed TPN member

In England, Scotland or Wales, if you meet the scheme requirements you can apply to become a TPN member offering SSP products. You can find further information about the TPN, along with the application form, at:

https://www.citb.co.uk/standards-and-delivering-training/the-training-provider-network/

You can also scan the QR code below on your mobile device.

If you are based in Northern Ireland, the Republic of Ireland, the Isle of Man or the Channel Islands, and would like to apply to offer SSP products and can meet the scheme requirements, you will need to complete the initial inquiry form by using the following link:

https://forms.office.com/e/J1fVJmjM08

You can also scan the following QR code on your mobile device.

The form should be completed in full, even if you are an existing CITB Internet Test Centre or Approved Training Organisation (ATO) applying to offer a different product.CITB will be in touch within 10 working days of receiving the initial inquiry to advise you on how to make a full application.

QA requirements

CITB requires members to have a quality management system (QMS) which provides an assurance that training delivery meets the requirements set out in the TPN handbook. There are several ways to record the approach. For example, CITB uses BS EN ISO 9001. CITB does **not** require you to gain approval for this standard, but your approach must comply with the QMS requirements set out in the TPN handbook.

Training provider portal

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 a devoted TPN SharePoint area. The SSP portal is where the latest copies of the question papers, notification forms, course content and support materials are stored. Once you have officially been approved, the named contact for your centre will be sent an invitation to join the portal. If for any reason you have not received an invitation, or you are struggling to gain access, please email **sitesafetyplus@citb.co.uk**.

Course notification requirements

Before delivering any SSP course, the course notification form must be fully completed and sent to **sitecourses@citb.co.uk** a minimum of **two working days** before the first day of the course. Courses that are not notified a minimum of **two working days** before they begin will not be recognised by SSP. At the end of the course, the course results form and the delegate information form must be sent to **sitecourses@citb.co.uk** within **10** working days of the last day of the course. Please take extra care when filling out these forms, as any errors could delay the certification process. If the required details are omitted, CITB will return the forms to be correctly completed by the centre. The course notification form, course results form and the delegate information form can all be found within the scheme documents folder on the training provider portal.

Funding

Employer Networks have been created to simplify the way an employer can claim funding for products. You can access information on the Employer Networks at:

https://www.citb.co.uk/levy-grants-and-funding/grants-and-funding/employer-networks/

Pre-course delegate assessment

Before every course, licensed TPN members should identify any special requirements that delegates may have. Delegates' special requirements are supported by CITB, and are detailed in the TPN access arrangements and reasonable adjustment policy.

Course delivery and completion

There are minimum and maximum numbers of delegates allowed on all SSP courses. These are detailed in the QA requirements document.

Copies of any significant proposed programme changes must be submitted to the CITB SSP development team (**sitesafetyplusdevelopmentteam@citb.co.uk**) prior to course delivery, at least **21 days** before the course start date. The scheme of work must remain in place, but an example of changes that will be considered are those which supplement the delivery for specific specialisms within industry.

Eligibility for attending a course with a mandatory pre-requisite eCourse

Delegates must be permitted to attend the trainer-led course only if they have completed the pre-requisite eCourse, where applicable. Successful completion of the eCourse automatically generates an electronic certificate. It is the responsibility of the delegate to ensure that they complete the pre-requisite course, and send a copy of the electronic certificate to the approved training provider, at least 24 hours before the commencement of the trainer-led course. The centre must retain copies of electronic certificates, and make sure that the course results form is updated and accurate. This requirement should be clearly outlined by the TPN member in their course joining instructions.

Eligibility for attending a refresher course

Delegates who have passed an original course (or subsequent refresher) and possess an in-date certificate are eligible to attend a refresher course. The expiry date of the delegate's certificate can be checked via the online card checker:

https://www.citb.co.uk/courses-and-qualifications/check-a-card-training-record/online-card-checker/

Where there is no refresher option, delegates holding certificates coming up to expiry will need to attend a full course. It is the responsibility of the delegate to maintain their certification, and make sure that they renew it by taking the relevant course or refresher before the expiry date detailed on their certificate. Delegates who do not hold an in-date certificate will be required to complete the full course again if they wish to remain certificated. This is not subject to an appeal.

Course assessment

SSP courses are assessed by an end-of-course question paper and, on some courses, a trainer review. Assessment conditions for the end-of-course question paper are outlined in the QA requirements. The assessment details for each course are outlined in the course appendix. Question papers for each course can be found on the training provider portal. You will be issued with the number of the question paper to use after CITB receives the course notification form. It is the responsibility of the licensed TPN member to make sure that the correct and latest version of the question paper is used, and that it is retained in a secure manner. At no point should the question paper be shared with a third party.

Question paper re-sits

The table below identifies where there is an option for a question paper re-sit, and shows the duration, pass mark and re-sit options for each SSP course. Specific details and conditions are set out in the course appendices. A licensed TPN member may wish for a re-sit to be held on the last day of the course. This is permissible for all the SSP courses, provided that the following conditions are met.

- The delegate agrees, and is given enough time to prepare for the re-sit.
- The question paper is used is different from the first failed paper.
- The assessment conditions outlined in the QA requirements are maintained.
- The trainer has alternative question papers available.

For details on re-sit rules, please refer to the course-specific appendix available on the SSP portal.

	Duration					
Course	**Day(s)**	**Hours & minutes**	**Test pass mark**	**Trainer review and pass mark**		**Paper re-sit**
Health and Safety Awareness (HSA)	1	7h 30	83%	None		Yes
Site Supervision Safety Training Scheme (SSSTS)	2	15h	80%	Yes	Pass	Yes
Site Supervision Safety Training Scheme refresher (SSSTS-R)	1	7h 30	80%	None		Yes
Site Management Safety Training Scheme (SMSTS)	5	37h 30	81%	Yes	Pass	Yes
Site Management Safety Training Scheme refresher (SMSTS-R)	2	15h	81%	None		Yes
Director's Role for Health and Safety (DRHS)	1	7h 30	80%	Yes	Pass	Yes

Course	Duration		Test pass mark	Trainer review and pass mark		Paper re-sit
	Day(s)	Hours & minutes				
Site Environmental Awareness Training Scheme (SEATS)	1	7h 30	80%	Yes	Pass	Yes
Temporary Works Supervisor Training Course (TWSTC)	1	7h 45	76%	Yes	Pass	Yes
Temporary Works Co-ordinator Training Course (TWCTC)	2	14h 45	78%	Yes	Pass	Yes
Temporary Works Co-ordinator Training Course refresher (TWCTC-R)	1	7h 45	78%	Yes	Pass	Yes
Tunnelling Safety Training Scheme (TSTS)	1	7h	80%	Yes	Pass	Yes

Question paper quality audits

CITB actively encourages feedback on our questions and answers. As part of QA for the scheme, you may be requested to:

- submit the question papers and answer grids used by delegates
- submit course results forms showing the delegates' achievements
- replace published question papers with newer versions.

If you are required to submit materials to us or change the question papers that you are using, you will be notified in advance. Please make sure that you only print what you need. Failure to comply with these requests may incur an additional quality audit. If you have feedback on questions and answers, or anything else, please email **sitesafetyplus@citb.co.uk**.

Certification

CITB will award certificates to successful delegates who pass all elements of the course assessment outlined in the course appendix. The certificates will be sent to the licensed TPN member. It is then the member's responsibility to send each certificate to the correct delegate. Employers of the delegate(s) must be made aware that the certificate is the personal property of the delegate.

All certificates are valid for five years. The delegate must sit the appropriate refresher course to renew their qualification for a further five years. The exception is the Tunnelling Safety Training Scheme (TSTS), which is valid for three years. Where a certificate is subsequently lost or damaged, the delegate can obtain a duplicate certificate by contacting CITB's SSP delegate helpline on **0344 994 4133**. The delegate will need to provide their registration number, as well as their surname, forename, date of birth and National Insurance number. Payment can be made by debit card or credit card.

Support materials and publications

The licensed TPN member must provide each delegate with their own copy of the current version of the mandatory course publication at the start of their course, which must be retained by the delegate after completing the course. For details of the mandatory course publications, please see the scheme rules appendices.

Publications, training materials and other related publications must be ordered directly from CITB, either by using the online shop at **shop.citb.co.uk**, or by contacting the Publications team on **0344 994 4122**. Pricing and purchasing details for supporting publications are shown in the CITB publications catalogue and in the CITB Shop. Full terms and conditions are on the website at:

https://www.citb.co.uk/utility-links/terms- conditions/publications-purchasing-terms-conditions/

Course support materials are available on the training provider portal. Your centre's designated key contact will have access to the courses that you are approved to deliver.

SSP courses may be supplemented by other suitable health and safety training materials. These might be provided by the TPN member running the course, by outside specialists and by delegates drawing on their own experience. In this way, the courses can be directly related to participants' circumstances, and meet their direct health and safety training needs.

CITB reserves the right to provide members with relevant health and safety, sustainability and environmental information for mandatory inclusion in training syllabuses as and when appropriate. An example could be Health and Safety Executive (HSE) accident statistics or focus points on the HSE's activities.