



worksafe
TRAINING SYSTEMS

Training Centre/Provider application pack

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Introduction

Thank you for your interest in applying to train and award WorkSafe qualifications.

Please read the information provided in this pack prior to making an application. The application will be subject to your acceptance to abide by the Rules and Regulations placed on all approved Training Centres and Associate Training Providers. Failure to operate within the agreed terms and conditions will affect your ability to deliver and award WorkSafe qualifications.

Please read all sections before completing the application form.

These guidance notes will:

- Provide information on the two accreditation models under which you may operate.
- Assist you in completion of the accreditation application form.

When making your application please ensure you supply all the requested information. Missing information will delay your accreditation and affect when you can begin delivery of our training programmes.

As a guide you will need to supply the following information back to us:

- Training Centre/Provider Application Form
- Copy of Public Liability and Professional Indemnity Insurance policy

Please send all completed applications to:



WorkSafe Training Systems

159 Hinckley Road
Nuneaton
Warwickshire
CV11 6LJ

Tel: 0844 414 2297
Fax: 0844 414 2298

Email: info@worksafetraining.co.uk

WorkSafe Centre/Provider Accreditation – Information for new applicants

All WorkSafe training programmes must be delivered by either a WorkSafe Approved Training Centre or an Associate Training Provider. Once you have an instructor approved to deliver our courses you must submit an application to enable your organisation or company to begin awarding WorkSafe qualifications.

This process is referred to as Centre/Provider Accreditation and is designed to ensure you are able to meet with specific criteria for delivery of WorkSafe courses.

Two models for accreditation exist and these are based on the frequency and type of courses you anticipate delivering. The criteria for each accreditation model are based on regulations for HSE approved training providers and each have definitive advantages for the organisation or company seeking accreditation.

Information on the two accreditation models available is supplied below:

WorkSafe Approved Training Centre

To seek accreditation as a WorkSafe Approved Training Centre will need to meet the following criteria:

1. Plan to deliver at least 6 FAW or FAW Re-qualification courses per year.
2. Ensure you have at least 2 WorkSafe instructors and assessors, approved to FAW level, available to work for the training centre.
3. Nominate a specific person as Training Co-ordinator who will be the point of contact for all correspondence and maintenance of training records within the centre.
4. Agree to undertake an annual External Verification of the centre.
5. Maintain comprehensive Public Liability and Professional Indemnity insurance to cover your training activities. A copy of which must be held on file by WorkSafe.

The WorkSafe Approved Training Centre model is suitable for those organisations who are likely to deliver a higher frequency of courses at the higher FAW level. Your organisation or company will receive Training Centre Approval from WorkSafe which will be renewable annually. During the twelve month period of accreditation you will be required to undertake an External Verification (EV) visit of the centre. The current fee for this visit is £175 (plus VAT). During this visit course records, training standards and general administration of our courses will be inspected and discussed.

WorkSafe Approved Training Centres are able to appoint their own Internal Verifier (IV) to be responsible for the maintenance of quality for WorkSafe instructors and assessors working within the training centre. The IV will receive annual external verification during the centres EV visit. This system will remove the need for each instructor and assessor to be externally verified along with the associated costs of this process.

A WorkSafe Approved Training Centre may identify an experienced WorkSafe approved instructor as a suitable candidate to progress to become a WorkSafe Instructor Trainer. This would enable the individual to deliver in-house instructor training to new instructors within the organisation and provide further cost savings. The suitability and experience of potential instructor trainers will be scrutinised by the WorkSafe Instructor Approvals team prior to acceptance and progression to Instructor Trainer status.

WorkSafe Associate Training Provider

We are aware that many independent training providers and organisations with in-house instructors will not be able to meet the criteria of 6 FAW courses per year. For these organisations the WorkSafe Associate Training Provider accreditation model exists. This model is designed to ensure smaller providers can deliver HSE approved first aid courses under the umbrella of the WorkSafe approval.

The criteria for approval as an Associate Training Provider are:

1. Undertake to deliver at least 3 WorkSafe courses, at any level, per year.
2. Ensure you have at least 1 WorkSafe approved instructor working with/for your organisation or company.
3. Agree for all instructors to undertake an annual external verification visit, unless an internal verifier can be appointed. For more details on having an internal verifier under the associate training provider model please contact us.
4. Maintain comprehensive Public Liability and Professional Indemnity insurance to cover your training activities. A copy of which must be submitted to WorkSafe for inspection.

Using this model all courses you deliver are registered as being delivered by WorkSafe. This is to ensure we meet with strict HSE criteria governing third party approvals. Student certificates state WorkSafe as the HSE approved provider but provide your organisation or company name as the training provider, thus maintaining the identity of who actually delivered the training. We recognise this is important for many independent training organisations.

Action from here

- Please complete the attached Centre/Provider application form and indicate your chosen accreditation type, based on the information and criteria above.
- Return your application form with a copy of your company or organisations insurance documents



WorkSafe Training Centre/Provider Application Form

Section 1 - Company/Organisation Contact Details:

Please enter details of the main contact for the organisation. This will be recorded as the Training Coordinator on our system and should be the person all correspondence relating to training operations be directed. The organisation or company name should be entered as you wish it to appear on candidate certificates.

Organisation/Company Name:

Contact Name:

Department:

Address:

.....

Town/City:

County: Postcode:

Email:

Telephone: Facsimile:

Does this person require a login to the WorkSafe website administration area? Yes/No (delete as appropriate)
If this person is already a WorkSafe instructor no separate login is required

Section 2

WorkSafe Training Systems approves companies, sole traders and organisations to deliver our training programmes under either an Associate Training Provider or Training Centre agreement. Full information on the accreditation model that will fit your training requirements can be found in the Training Provider/Centre accreditation information sheet.

Please indicate the accreditation model you wish to establish with WorkSafe Training by ticking the appropriate box below:

Associate Training Provider Training Centre

Section 3 - WorkSafe Approved Instructor Contact Details

To receive accreditation you must provide the details of at least one WorkSafe approved instructor who will deliver training for your organisation or company.

Instructor Name: Instructor ID:

Section 4 – Qualifications to be offered

Please list below the qualifications for which you seek WorkSafe accreditation:

Course Titles: (list only those you will definitely offer in the next 12 months):

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Proposed start date for offering qualifications:

Section 5 – Accounts Department Contact Details

If you are a small business and your accounts details are the same as section 1 please tick here and proceed to section 6

Accounts Contact Name:

Address:

Town/City: Postcode:

Email address:

Telephone: Facsimile:

Credit Account Application:

If you wish to apply for a credit account with WorkSafe please request a Credit Account Application Pack by indicating below. Application packs will be emailed to the address supplied in the account details above. A credit account will normally only be offered to businesses with prior trading history exceeding twelve months.

I request a credit account application pack to be sent to the email address above:

Section 6 – Training Provider and Centre Directory

The WorkSafe website has a training provider/centre lookup facility for any public visitors to search for a training organisation in their geographical area. If you wish your company or organisation to be listed in this area please request a website pro-forma by ticking the box below.

I request a website pro-forma to enable my organisation to be visible to others looking for training:

Section 7 - _Declaration

Please read the following points carefully before signing this application:

- In seeking accreditation to deliver WorkSafe training programmes I agree to abide by all Rules and Regulations placed on the company or organisation by the awarding organisation.
- I agree to provide WorkSafe Training Systems with access to premises, people and records and co-operate fully with WorkSafe at all times during the accreditation period.
- I understand that if applying for Training Centre status an external verification fee is due annually.
- I confirm I will maintain comprehensive public liability and professional indemnity insurance during the time of approval. A copy of this insurance is required to be submitted with this form.
- I confirm that I am the named person responsible for the activities of this organisation regarding training, assessment, policies, insurance, resources and quality assurance for WorkSafe courses.
- Any changes to the information provided on this application will be notified to WorkSafe as soon as practicable.

I have read and accept the above conditions:

Signature: Date:

Position/Title:

Supporting Documentation

- Copy of public liability insurance certificate attached *(tick to confirm)*