

This code of practice sets out the processes and procedures that must be followed whilst delivering products that follow the 4 stage model to competence. The following disciplines are part of the 4 stage model: appointed persons moving loads (APML), mechanical joint integrity (MJI), small bore tubing (SBT) and wind turbine statutory inspection.

The 4 stage model consists of the following:

- Stage 1 – Training delivered by an ECITB approved training provider (ATP)
- Stage 2 – Workplace experience and consolidation
- Stage 3 – Competency testing
- Stage 4 – Cyclical testing every 3 years

Both new and experienced workers can undertake this process. They can enter the process at different points (see Annex 1). On attainment of their competence certificate ALL will have undertaken appropriate training and have met a minimum standard for workplace occupational experience.

Please note: the information within this COP is in addition to the requirements for delivery of ECITB licensed products detailed in the ECITB's standard operating procedures (SOPs).

1. Stage 1 Training delivered by an ECITB ATP

To achieve and complete this first stage, the worker must attend and successfully complete a relevant ECITB approved training course delivered by an approved ECITB ATP. This provides confidence that the worker has received industry-agreed training in knowledge and skills.

The ATP must ascertain before the training course begins if the learner is a new worker to the ECI or attending as an experienced worker (see definition in Stage 3) for a refresher of knowledge/skills.

If the learner is a new worker, then the full 4 stage model must be followed.

If the learner is an experienced worker and is attending for a refresher, then, after the stage 1 training, stage 2 can be skipped and the learner can move to stage 3.

Trainer to learner ratios: For trainer to learner ratios please see table 2 or contact the ECITB for guidance.

2. Stage 2 Workplace experience and consolidation

When a new worker has been identified and has attained the relevant training certificate by attending stage 1, a period of on-site experience to practise and consolidate the new skills and knowledge acquired is required.

To record the on-site consolidation the new worker is issued with the relevant Logbook by the training provider. This specifies the range of tasks and job complexity required before the new worker can move on to Stage 3.

An on-site consolidation period of **3 to 12 months** is required to give the new worker the opportunity to complete the Logbook.

Logbooks must not be accepted by providers if the on-site dates are less than the 3 months from issue.

Logbook completion

The new worker must satisfactorily demonstrate that they have carried out each of the steps indicated in the Logbook on a minimum of three occasions. This may mean in practice that they complete more than three task assignment records as they may not carry out every step on each occasion.

Each Logbook record entry may be verified by any person within the learner's organisation with overall responsibility for the safe, correct and accurate completion of the task. This could be:

- a supervisor or team leader
- a line manager

any other person with responsibility for the final approval and quality assurance for the relevant task, for example a QC Inspector or permit authority.

If a new worker has not completed their Logbook, including having it verified with a signature by a person within the learner's organisation, within the **12 month period** after training then they will not be permitted to take the technical test. The learner will be required to start the process again from stage 1 with attendance at a training course followed by stage 2 with completion of a new Logbook.

Request for extension to 12 Month Period for logbook completion

In exceptional circumstances a further 3 month period may be granted for learners who can prove, for example, that illness has caused the delay in completed the Logbook. A letter from the employer must be produced by the learner and approved by ECITB before any extension is granted.

3. Stage 3 Competency testing

Stage 3 requires each individual to complete a formal assessment of their job knowledge, skills and ability relating to a discipline. The ECITB technical competence validation tests are standards based consisting of a bank of online knowledge questions and a practical task to validate the learner's skills, knowledge and ability.

To attain the ECITB certificate of achievement, a candidate must pass both Knowledge and Practical elements.

New Workers to ECI

For new workers the ATP must make reasonable checks that the Stage 1 and Stage 2 have been completed before commencing testing.

Knowledge test

The candidate must achieve a minimum of 80% to pass. If the candidate refers then 1 resit can be given, at the discretion of the Provider either immediately or as soon as practicable (chargeable where relevant at the discretion of the Provider).

If the re-sit is unsuccessful, then the candidate must wait a minimum of 2 weeks before the next test session.

Feedback must be given if the candidate has referred on the knowledge test. This must be done in accordance with the SOPs.

Practical test

The candidate must achieve a 100% score for practical activities. Successful candidates achieve a certificate of achievement which is valid for a period of 3 years.

If the candidate refers then 1 re-sit can be given, at the discretion of the Provider either immediately or as soon as practicable (chargeable where relevant at the discretion of the Provider).

Feedback must be given if the candidate has referred on the practical test. This must be done in accordance with ECITB’s SOPs.

If the re-sit is unsuccessful, then the candidate must wait a minimum of 2 weeks before the next test session. If a candidate refers at the practical element, then the resit must include both knowledge and practical elements.

Experienced workers & private individuals - definitions

Experienced worker definition

An individual who may not have a relevant ECITB training certificate but has relevant industrial background in the discipline, typically from an apprenticeship route in the engineering construction industry, with verifiable relevant and sustained recent experience in relevant discipline activities. A minimum of 3 years sustained relevant discipline experience is required.

Private individual definition

A private individual is not part of an employer’s core crew or currently employed but has relevant industrial background in the discipline, typically from an apprenticeship route in the engineering construction industry, with verifiable relevant and sustained recent experience in relevant discipline activities. A minimum of 3 years sustained relevant discipline experience is required.

Required documentation to allow commencement of technical testing is shown in Table 1 below.

Table 1

	Employer letter of endorsement	Discipline training certificates	CV
Experienced worker	Required	Required	Required
Private individual	N/A	Required	Required

The company endorsement letter and/or an individual’s CV/certificates must be stored along with the completed paper Examiner’s Results sheet for audit purposes.

IMPORTANT – The ATP must be satisfied that the information supplied by the candidate is correct before commencing tests. If there is any doubt, then do not permit the test to commence and seek guidance from ECITB if required.

Note: Experienced workers who attend the training course(s) as “refresher training” should wait a minimum period of 2 weeks after course completion before being granted access to the relevant technical test.

Examiner to candidate ratio in technical tests: for examiner to candidate ratios please see table 2.

4. Stage 4 Cyclical testing every 3 years

To confirm the individual’s current skills, knowledge and ability the ECITB technical test is undertaken every **3 years** to prove on-going competence.

Note: Where available, an individual may choose to take a short computer-based training module (where available) to refresh their job knowledge before attempting the technical test.

The ATP must confirm with the employer/candidate that the candidate has a previous genuine, valid ECITB certificate of achievement before arranging the test session.

For unsuccessful candidates, follow the resit procedure outlined in Stage 3.

If a candidate has an expired ECITB certificate, then they must re-enter the process at stage 3 (please refer to experienced worker definition and criteria above).

Table 2 Maximum candidate to trainer and examiner ratios

Appointed persons moving loads (APML)

	Stage 1 training Trainer to worker ratio	Stage 3 technical test: practical Examiner to worker ratio
All APML	1:4	1:4

Mechanical joint integrity

	Stage 1 training Trainer to worker ratio	Stage 3 technical test: practical Examiner to worker ratio
All MJI	1:6	1:2

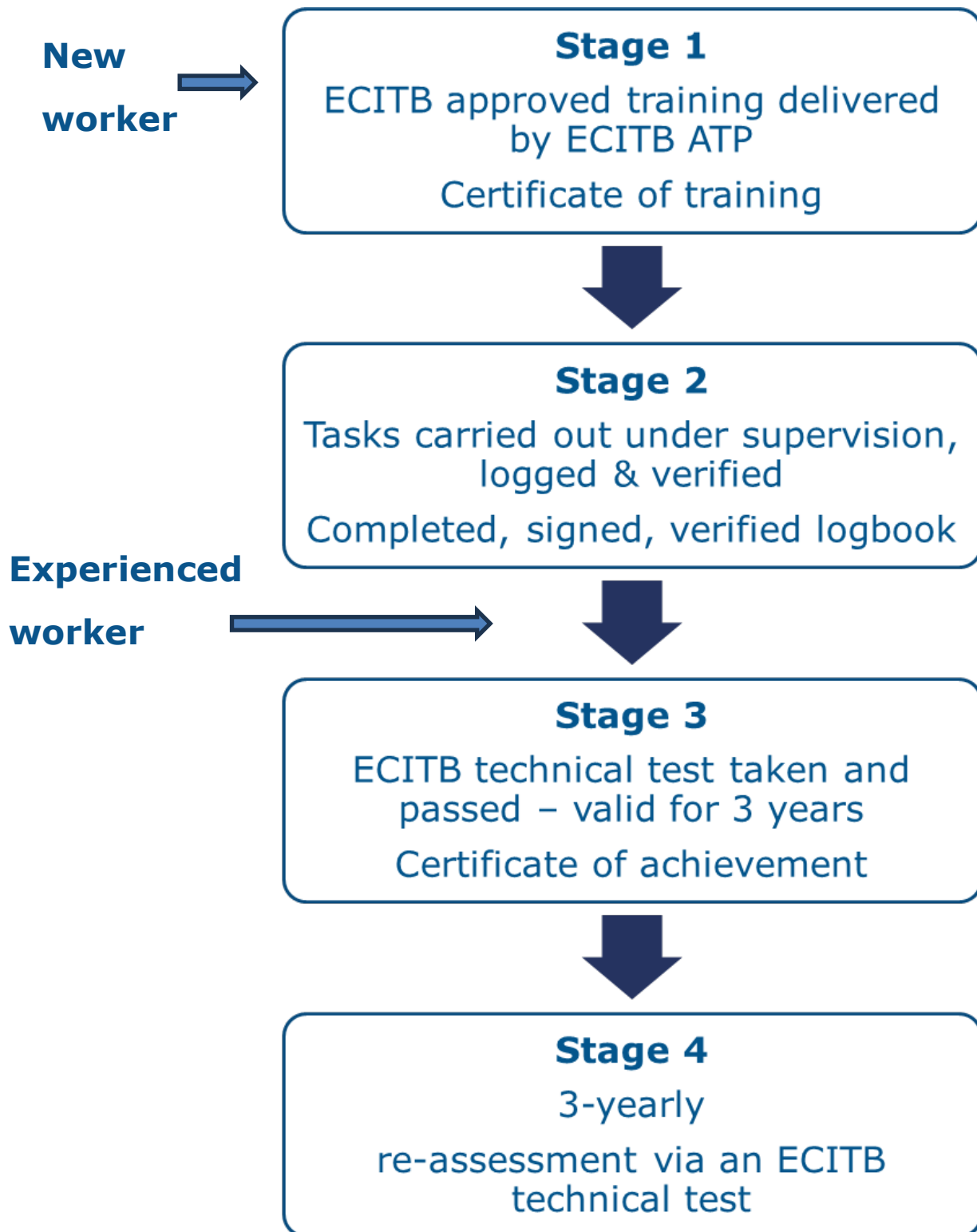
Small bore tubing

	Stage 1 training Trainer to worker ratio	Stage 3 technical test: practical Examiner to worker ratio
SBT01, SBT02, SBT03	1:5	1:4
SBT04	1:4	1:2

Wind turbine statutory inspection

	Stage 1 training Trainer to worker ratio	Stage 3 technical test: practical Examiner to worker ratio
Wind turbine statutory inspection	1:6	1:2

Annex 1 Overview diagram of the 4 stage model



For detail on delivery see body of document.