

Course Notification No:

Exam No:

Delegate Total:

## Site Safety Plus Course Notification Form

*Please complete in full and submit this form no less than **two working days** prior to the course. This form **must not** be used to notify a re-sit.*

### Section A: Course Details

Training Provider No:  Training Provider Name:

Course Type:  Display on website:

Course Start Date/Time:   Day 2 Date/Start Time:

Day 3 Date/Start Time:   Day 4 Date/Start Time:

Day 5 Date/Start Time:   Exam Date/Start Time:

Venue Address:  Postcode:

### Section B: Delivery Method

*Please complete the following part of the form relevant to the way in which you plan to deliver the above course.*

Classroom Delivery:  Remote Delivery:

Remote Training Method:

Online Examination Tool:

Trainer Name:

Trainer Name:

*There must be the ability for CITB's Quality Assurance (QA) team to join a course, including the examination, by video link. Please complete the process to provide a video link to your chosen video conferencing platform. Select the platform you will use and provide the link to access it. If a video conferencing link is not provided for our QA department to join a course/exam, this form will be rejected.*

QA Video Conferencing Platform (please tick or specify what platform you are using).

Teams  Zoom  Google Meet  Other (please specify):

Link:

### Supporting Information

- Only trainers approved to your Training Centre for this course should be specified on this form. Failure to do this will result in your notification being delayed or refused.
- Courses not notified in accordance with the Scheme Rules are not permitted to run.

## Section C: Payment Information

Payment should be made via your CITB account. If you require the invoice to show a specific purchase order number, please include this below. If no purchase order number is viable, the Course Notification number will be used.

Purchase Order Number:

*If you would like to discuss an alternative method of payment, please email [sitecourses@citb.co.uk](mailto:sitecourses@citb.co.uk)*

## Section D: Submission Details

Completed Course Notification forms should be submitted by email to [sitecourses@citb.co.uk](mailto:sitecourses@citb.co.uk)

Upon completion of the course please submit all course paperwork to [sspcars@citb.co.uk](mailto:sspcars@citb.co.uk) for processing and certification. Paperwork should include the following:

- **Course Notification Form** (this form)
- **Course Assessment Reports** including the following:
- **Course Results Form**
- **Delegate Information Form** for each delegate.

Completed course paperwork should be submitted by email to [sspcars@citb.co.uk](mailto:sspcars@citb.co.uk)