

**INFORMATION PACK**

# Approved training organisations (ATOs): everything you need to know



February  
2019

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Users can access the Construction Training Directory and Construction Training Register with the most recent versions of these browsers:

- Internet Explorer
- Microsoft Edge
- Firefox
- Chrome
- Safari

To find the latest release for these web browsers, please visit the software manufacturer's website.

# PART 1: WHAT'S IT ALL ABOUT?

## 1. What is an approved training organisation (ATO)?

We award approved status to training organisations that provide construction training courses and qualifications to defined and industry-agreed standards.

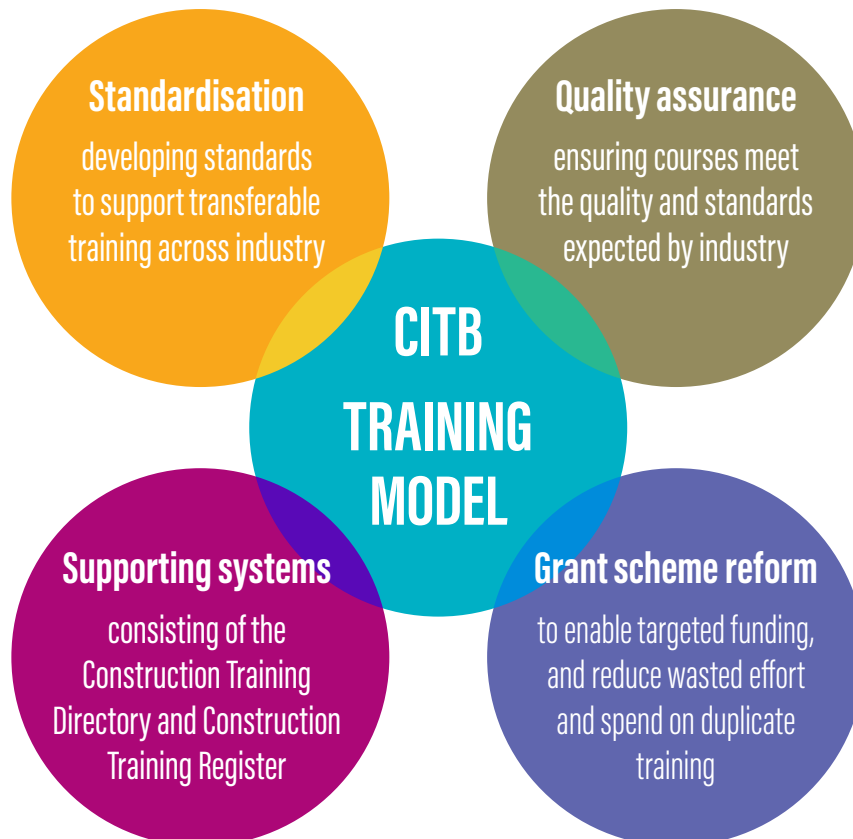
A CITB ATO could be a commercial training provider, a construction employer's in-house training department, or an educational establishment.

## 2. Why does CITB want to approve training organisations?

We want to build a stronger workforce and a more resilient construction industry. When training organisations seek our approved status, they are choosing to work alongside us to change the way training is developed and implemented throughout UK construction.

Approved status is a central part of our new training model to support the industry through the provision of high-quality training that employers can rely on.

**The training model has four components:**



**Our comprehensive quality assurance covers:**

- approval of training organisations
- approval of ATO training products
- ongoing monitoring and management of ATOs for compliance

The model gives the construction industry greater confidence in training delivery, and enables us to monitor, understand and respond to industry's recruitment, skills and training needs.

**How the training model responds to challenges**

The training model is a strategic response to a number of challenges with significant benefits for employers, employees and industry.

For more information, watch our short video [An introduction to the CITB Training Model](#).

Challenges	Responses and benefits
▪ grant-funded training is not linked to a recognised standard	▪ all grant-funded industry training is approved and quality assured
▪ grant-funded training is not targeting industry priorities	▪ funding can be managed to respond to output from the expanding evidence base
▪ grant-funded short duration training is not always transferable between employers	▪ all grant-funded industry training is transferable between employers
▪ wasted time for employees attending duplicated training	▪ no duplicated training for employees
▪ wasteful grant spending on duplicated training	▪ no wasteful grant spend on unnecessary training
▪ claiming grant payments is a manual activity for employers and CITB	▪ employers receive grant funding through an automated payment system
▪ lack of visibility of available grant-eligible training	▪ open access searchable database of all grant-eligible training
▪ difficulty for employers in checking the skills and training levels of their workforce	▪ searchable database of learners' training and achievement records

### 3. What are the benefits of being an ATO?

#### As an ATO:

- you are recognised by CITB and the construction industry for delivering good quality training that meets industry approved standards
- you are featured in the [Construction Training Directory](#), a powerful marketing tool which can be consulted by anyone who is interested in construction training
- you can tap into the market of employers and workers who are looking for CITB grant-funded training courses on the Directory
- you can stand out from your competitors as you will be part of CITB's automated grant payments system, making it easier for employers to book courses with you for their workers and be reimbursed for it.

You are also a crucial part of a [training model](#) that has wide-ranging benefits to the construction industry as a whole.

### 4. How to become an ATO

[Making an application](#) to become an ATO is straightforward using our online application process.

#### There are three different application pathways, depending on whether you are:

- an [existing CITB centre](#)
- [joining us as a training provider for the first time](#)
- an [employer with an in-house training department](#).

Existing CITB centres are pre-approved to become ATOs and need only [confirm their status](#) by emailing the [quality assurance team](#).

Read more about [becoming an ATO](#) on our website.

#### Before you apply

#### Before you [make an application](#), you need to:

- review the list of [short duration courses and accompanying standards](#) to assist your decision on which training products you want to offer
- download and read the following documents carefully before submitting your application
  - [Requirements for Approved Training Organisations](#) (PDF 909KB)
  - [Approved Training Organisation agreement standard terms](#) (PDF 408KB)
  - [Approved Training Organisation agreement terms - annex A](#) (PDF 25KB)
  - [Construction Training Directory and Construction Training Register user terms and conditions](#) (PDF 197KB).

#### You will also need the following information to hand:

- company name, address and number as registered with Companies House, or your registered charity number if applicable
- training centre or facility details, if different from company details (for example, a subsidiary office address if your company has multiple sites)
- contact details for your company's accounts department
- details of construction-related qualifications from an awarding organisation that you are approved to deliver, if applicable.

When you have the information you need, it's easy to [submit your application](#).

### Annual fees

If you are joining us as a commercial training provider, you may have to pay an annual fee. Read more about [annual fees to be an ATO](#).

The fees depend on the type of products you are offering. See [Your training products](#) to learn more about categories of products.

Existing CITB centres and employers with in-house training departments that only do assured courses do not have to pay an annual fee.

Product type	Name of product	Annual fee (exc. VAT)
CITB products	Site Safety Plus (SSP)	£1000
Assured products		£750*
Recognised products		£0
Employer delivering in-house assured training only		£0

this is a single annual payment for all the assured products you offer

Once you are approved to offer courses, we will send you an invoice, which you have 30 days to pay.

## 5. Your responsibilities as an ATO

As an ATO you need to follow our [agreed terms and requirements](#), including:

- demonstrating your quality management process
- submitting assessments to showcase how your courses meet the required standard
- uploading learners' achievements to the [Construction Training Register](#).

### Why you must upload learners' achievements promptly

As an ATO you must upload learners' achievements to the Construction Training Register within 10 working days after the completion of a course.

This is very important as it triggers automated grant payments to employers. It also enables them to check the skills and competencies of their workforce and new recruits, helping to confirm that they have the right skills for work.

Workers and learners themselves will be able to check and prove the details of their completed construction training courses and qualifications.

Over time, these records will enable us to build a comprehensive picture of skills training across the UK, helping us to focus support where it's needed.

Read more about [uploading achievements](#).



## 6. Construction Training Directory (CTD)

The CTD (or Directory) is an online searchable database where ATOs can advertise their training products.

Anyone can [search the CTD for courses and qualifications](#). You do not need a login to access it. The courses listed in it are approved by us, meaning that:

- they are eligible for CITB grants for employers
- they will be delivered to defined standards that have been developed with the industry
- when learners complete the required standard their achievement will be recorded in the Construction Training Register.

Initially, only short duration training – lasting from 3 hours to 29 days – will be listed in the CTD.

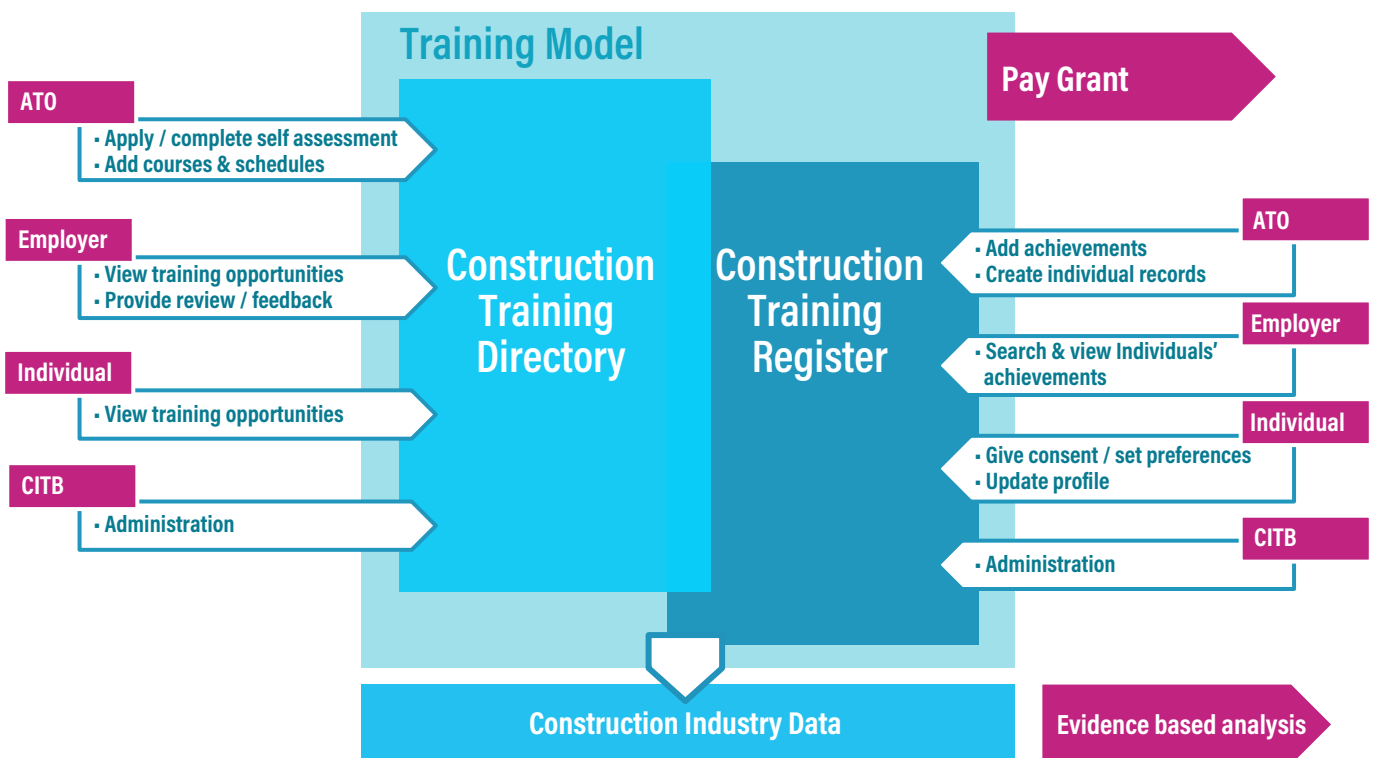
## 7. Construction Training Register (CTR)

The CTR (or Register) is an online database of individuals' construction training qualifications and achievements.

ATOs must [capture learner information](#) detailed in the booking form provided on page 79 and [upload learner achievements](#) to the register within 10 days of completion of a CTD-listed course.

It takes us 48 hours to process the record, after which time learners and employers with a login can search the relevant achievements. This enables learners to prove their skills and qualifications, and employers to ensure their workforce has the skills they need.

## User Interactions



## 8. Training standards

CITB is responsible for helping to develop and maintain standards and qualifications in the construction industry. We want to ensure that the training you provide is delivered and assessed to a recognised standard.

This is part of a wider reform we are undertaking to increase the standardisation and transferability of training in the UK construction industry. This helps us to target our funding and employers to reduce wasted time and money on duplicated or unnecessary training. Employees and workers get quality training and can transfer qualifications between employers.

We are consulting with industry to develop training standards for many categories of construction skills and competencies. When they are confirmed, you as training providers can [match your courses and products to the standards](#).

You can search our [list of short duration courses to find the relevant training standard](#). Use generic terms to search, rather than familiar product titles (for example, "health and safety" instead of "SMSTS").

For further information, watch our short video [Training standards explained](#).

### When will the new standards be released?

We are prioritising development of those standards which are most widely used. But it's difficult to give exact release dates for a given standard, because of the volume of and time variations between different training standards in development.

## 9. Your training products

As an ATO you can apply to deliver your training products against one of three different standards:

- assured products
- recognised products
- CITB products.

### Assured products

You can offer training products that meet standards developed by CITB and industry, and that will be quality assured by us. These are called assured products.

View our current list of [Short duration courses and standards](#).

After you apply to offer assured products, you will need to sign our [Forms of Agreement](#), and complete a [self-assessment](#) process, supplying supporting evidence, such as a course syllabus, lesson plans and schemes of work, to show how your products meet the appropriate standard. Once approved, you can advertise your courses on the CTD and submit learners' achievements on the CTR.

If the standard is still in development, you can still advertise it on the CTD and employers will still get grants once you upload achievements, provided that your course title aligns with the standard in question. We will let you know when the standard is published and you should make the self-assessment within 12 weeks of notification.

Our quality assurance team will work with you to ensure the quality of delivery, and may visit annually for compliance purposes.

### Recognised products

There are many existing standards and qualifications provided by awarding bodies that are widely recognised by industry – for example, such as City and Guilds, NOCN, or Construction Industry Scaffolders Record Scheme (CISRS) qualifications.

To offer recognised products, you will need to sign our [Forms of Agreement](#) and [upload evidence](#) of having authority or being an approved centre for the awarding body. In most cases this will be an approval certificate listing the routes, qualifications and categories that you are approved to deliver.

You must tell us if there’s a compliance issue, or if you receive a suspension or restrictive action from the awarding organisation.

### CITB products

ATOs can apply to deliver Site Safety Plus (SSP) courses, which are developed and administered by CITB.

ATOs offering CITB products need to sign our [Forms of Agreement](#), but do not need to get approval or upload achievements for the courses, as they are already pre-approved and processed through existing channels.

We may visit you at least once a year for quality assurance purposes if you offer CITB products.

### Quality assurance of your training products

The table below outlines the different quality assurance processes for the types of product that ATOs offer.

	Assured	Recognised	CITB Products
Initial approval via desk based activity	✓	Either desk based or visit	Either desk based or visit
Initial approval via centre visit	Either desk based or visit		
Content mapped to standards	✓		
Content mapped to the CITB Scheme Rules			✓
Content mapped to the third party Scheme Rules		✓	
Present records of training upon request to CITB	✓	✓	✓
Visited annually	✓		
Visited at least once annually			✓
Get assurance from third parties that the ATO continues to operate in line with relevant third party scheme rules		✓	

For more information, watch our short [Quality assurance](#) video.

## 10. Grants

We provide grants to help eligible employers in the construction industry train their workers.

The grants scheme helps to maintain health and safety standards on construction sites and to ensure the right skills are available for the industry to grow.

Among the grants we pay are those for **approved short duration courses and qualifications**, which you can consult by following the link.

These training programmes have been selected because they:

- focus on the core construction skills that are needed across the industry
- are priority areas for grant funding
- align with our functions and objectives.

In addition to construction-specific training, they include health and safety courses and construction-related training, such as management and supervisory courses which have been tailored for the construction industry.

For more information, see [Grants](#).

### Automated grant payments

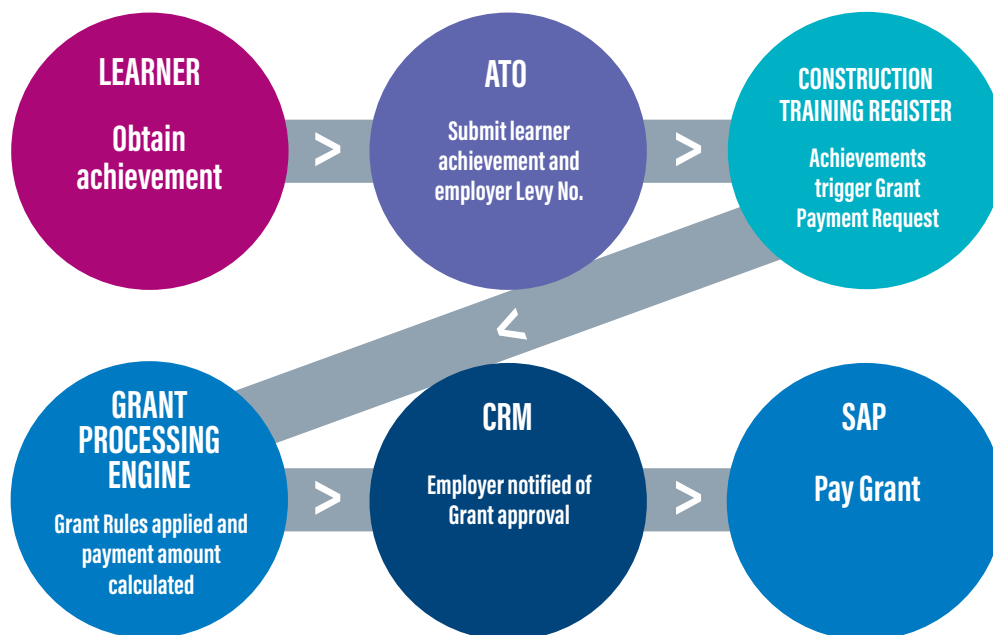
We are making the grants system easier, faster and more efficient by introducing automated grant payments for short duration courses.

ATOs have an important role to play in this. When ATOs **upload a learner's achievement**, it triggers an automated grant payment to the employer.

### Automated payments for training

Short duration grant can be claimed and automated via an ATO for training that is either:

- Associated to a full standard
- Associated to a standard in development



### Grant tiers and values for short duration courses

There are three grant tiers. The tier is determined by the duration and content of a course.

	Grant
Tier 1	£30
Tier 2	£70
Tier 3	£120

There is a cap on how many claims an employer can make for short duration achievements in a grants scheme year, based on the PAYE employees and sub-contractor wage bills that employers declare on their Levy Returns. For more information, see [Short duration course achievement grants](#) and watch our short [Train and claim](#) video.

### Grants for refresher courses

Refresher courses update knowledge and understanding in a shorter duration training course than the original, full training course. Refreshers will only be grant supported once a full training standard has been developed and is in place.

The grant available for refresher training is 50% of the Tier 1, 2 or 3 rates given for the original full-length course.

	Grant
Refresher Tier 1	£15
Refresher Tier 2	£35
Refresher Tier 3	£60

### Suggest a grant eligible course

If you think your construction course should be on our list, you can [suggest a course for grant eligibility](#). The grants team will review your suggestion and let you know. We may also pass it on to the standards team to develop a training standard for it with industry.

# PART 2: USING THE ATO PORTAL

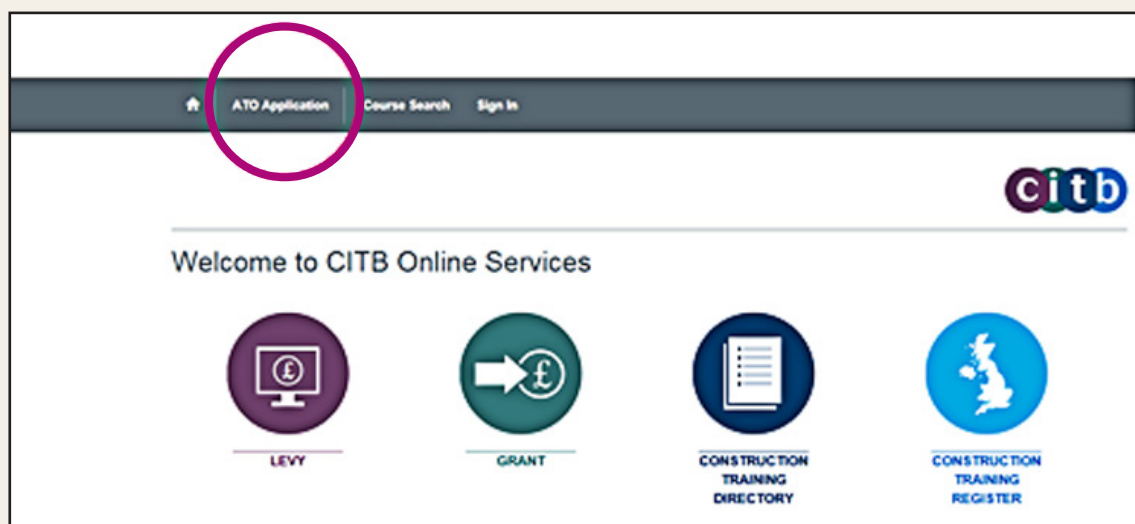
## 1. Making the application

Applying to be an ATO only takes a few minutes to complete and once you have done it you will not need to do it again in future years.

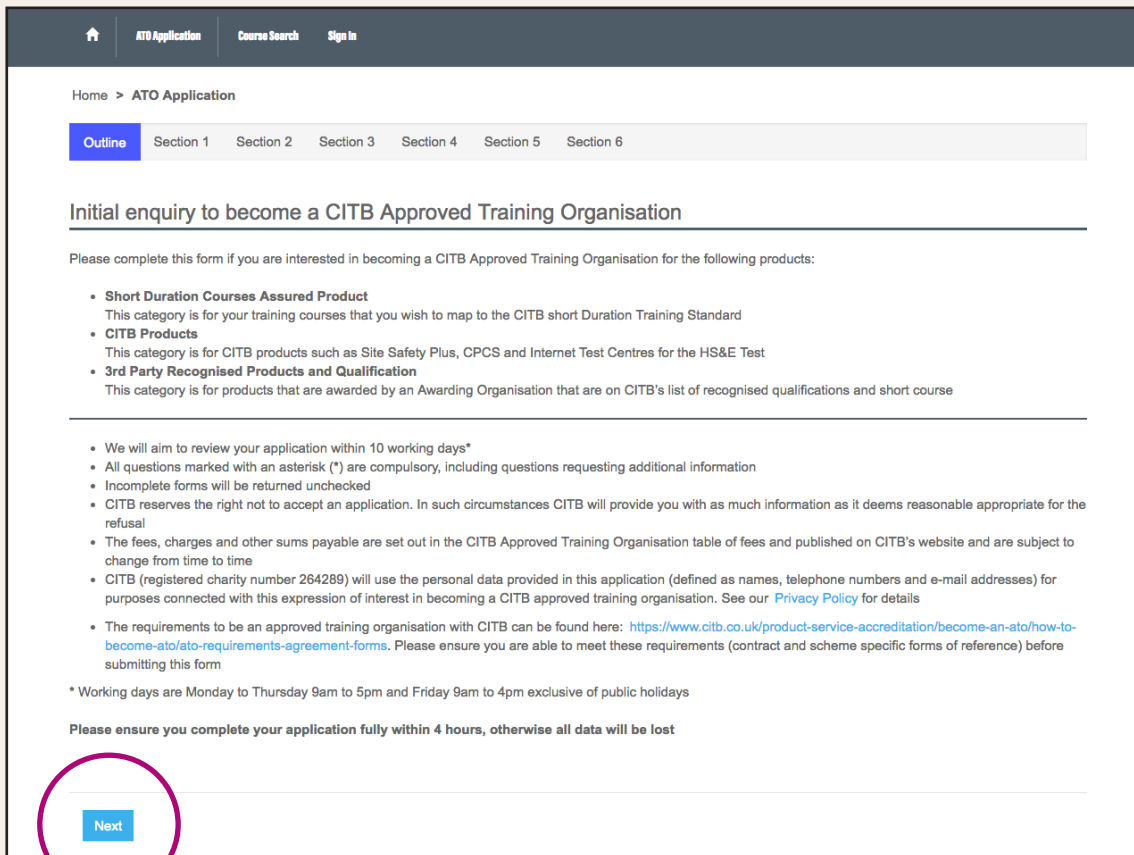
Please note that once you open an application form, you have four hours to complete it before it is timed out.

You can also watch our short video about [How to complete an ATO application](#) to help you.

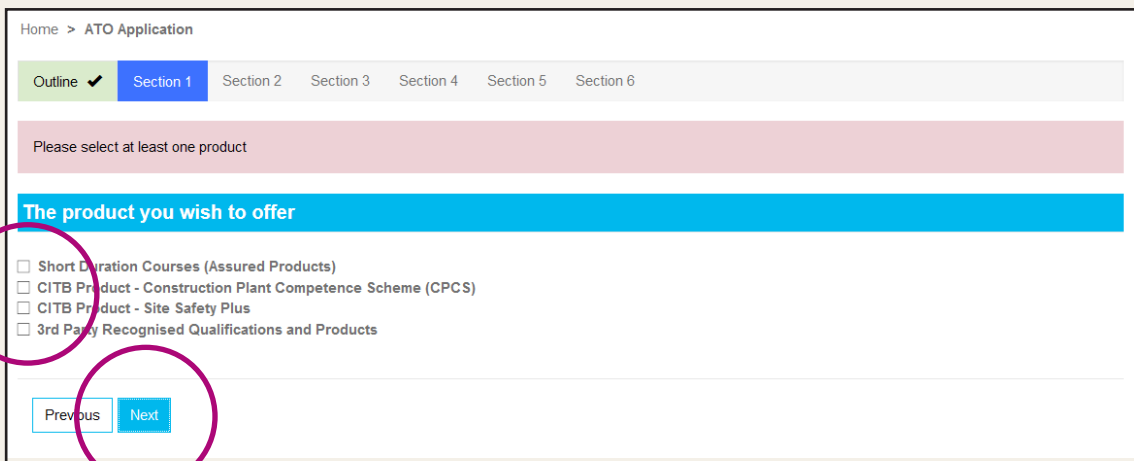
1. Visit the [CITB Online Services](#) page.
2. In the top menu bar click on the "ATO Application" tab.



The resulting Outline page displays general information and tips about the process. Once you have read them, click "Next".



3. Section 1 is where you select the type of products you wish to offer. You can select as many products as you need. Click "Next" to continue.



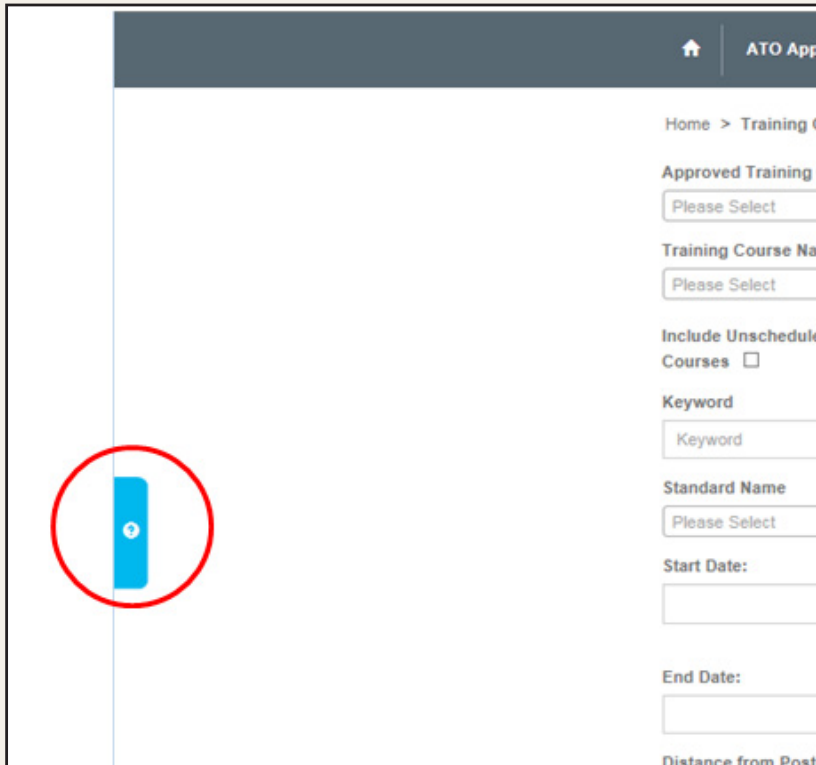
4. In section 2 you provide your **contact and company details** so that we can carry out our checks and give our approval. Fields marked with a star must be completed. Click "Next" when you are ready.
5. Section 3 is where you can tell us about who you want to deliver courses to and any existing links with the construction industry. This includes your Levy registration number and number of employees, and whether you are a registered charity, an existing CITB Provider or approved with another awarding organisation. Click "Next" to continue.

6. In section 4 your **company address** automatically fills the field boxes. You only need to change it if your ATO address is different. Click "Next".
7. Section 5 asks for the **contact details of the person completing the application**. He or she will become the first super user with full administration rights on the ATO portal. The super user can add other users to the system later: for details, see [Managing users](#). Click "Next" when ready.
8. Section 6 is the **ATO declaration for you to confirm that you understand fully the requirements** for ATOs, the terms of agreement and that the information you have provided is correct. Links on the page take you to CITB's website if you need more information. Click "Submit" once you have checked the boxes.
9. You will **then receive confirmation** that we have received your application and you will hear from us soon about the outcome.



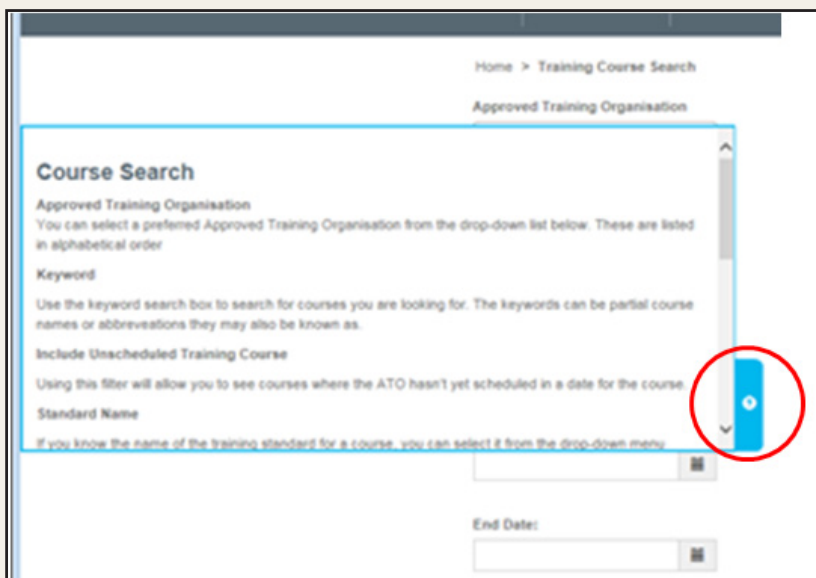
## 2. Getting started: logging in

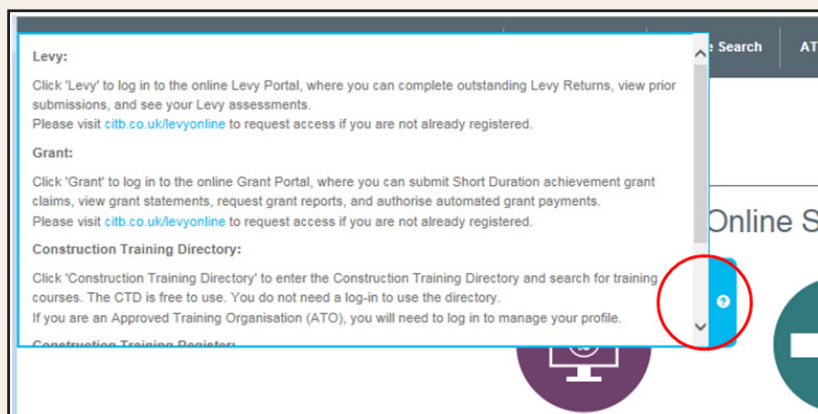
If your application is successful, we will give you access to the ATO portal, where you can agree to our terms and conditions, get approval for your products and advertise your services in the [CTD](#).



### Help on the portal.

1. Many pages of the portal have a Help Tab located on the left margin of the screen. They are blue and carry a question mark. Click the **tab** to reveal guidance text relevant to the page. Click the tab again to close the information.





Good Morning/ Good Afternoon

Thank you for registering for CITB online services. Please complete the following steps to login to the site:

1. Click the link provided here - [Login to my account](#)
2. Verify your email (please ensure you use the email address you provided on your application)
3. Enter a password for your account (8 - 16 characters, must include 3 out of 4 of the following; special character, number, upper case or lower case)
4. Click on the 'Create' button
5. This will take you to the CITB Portal
6. Click on 'Sign in' and log into the CITB Portal using the email address and password which you set up your account under
7. Read and accept the Terms and Conditions for using the CITB Portal
8. Sign the appropriate Forms of Agreement for either Assured and/or Recognised Product categories. For more information about Assured and Recognised Products, please visit our [website by clicking here](#).

For further information and instructions on how to access or use your account, please download our support pack by clicking here: [ATOs: Everything you need to know](#).

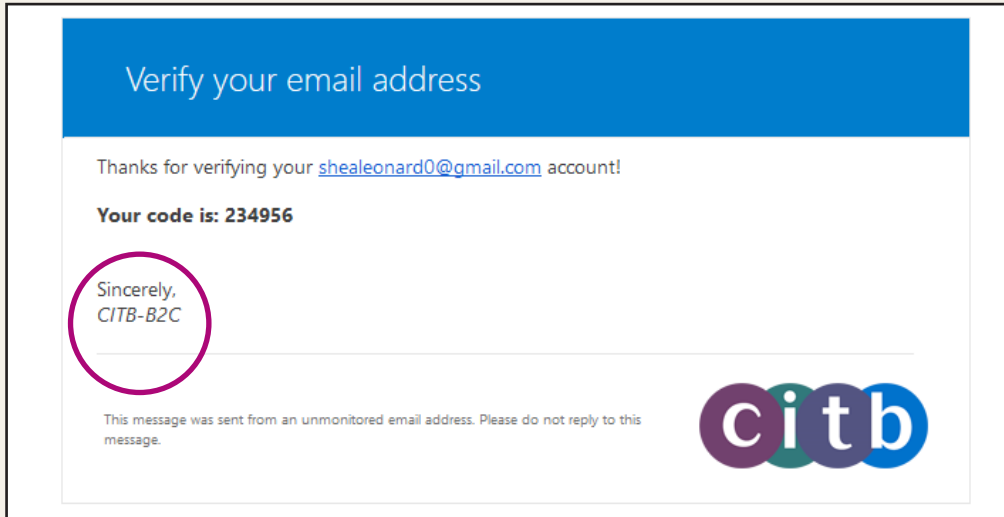
If you have any questions, please contact us using the contact details provided below.

Kind Regards,  
Customer Operations Team

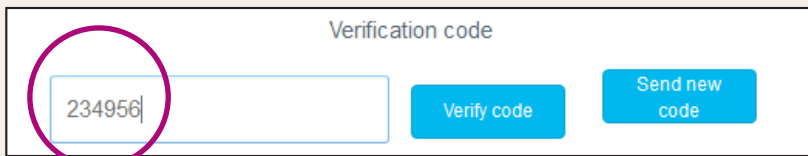
**This is how to set up your account for the first time.**

1. Successful applicants should receive an invitation email. If you haven't received your invitation email following a successful application, please contact our customer support team on [ctdservices@citb.co.uk](mailto:ctdservices@citb.co.uk) or **0844 994 4047**.
2. In the email, click "**Login to my account**".  
  
Enter the email address **that you provided when applying to become an ATO** and then click on the "**Send verification code**" button.

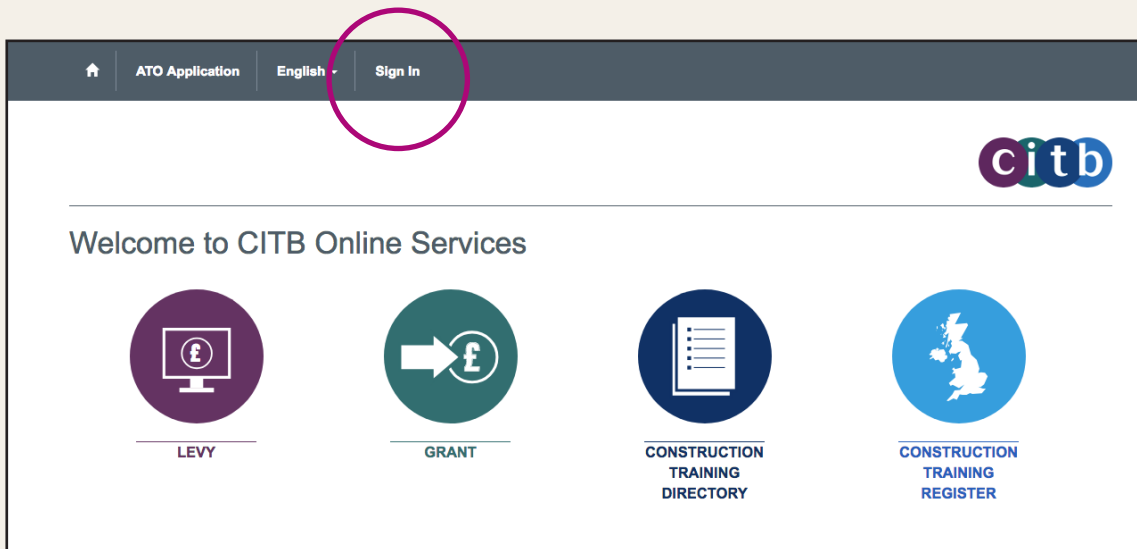
- You will receive an email with your **verification code**.



- Enter the **code** in the verification box and click **"Verify code"**.



- You will now be prompted to **create a password**.
- When you click "Create", you will be **given your account**.
- The loading screen will then appear whilst your account is being created. Once loaded, you will be given the opportunity to **sign in to your account**.
- To **log in** into the portal, click the "Sign In" button located along the top of the homepage and **enter your verified email and new password**. Click the **"Sign in"** button.



9. On your first log in to the portal, you will be prompted to **accept our terms and conditions**. Read and accept them to continue.
10. Your account is now up and running. For future visits, you can sign in from the [CITB Online Services](#) homepage. If you ever forget your password you can reset it from the "Sign in" page; a new verification code will be sent to the account email address.

### 3. Getting your products approved

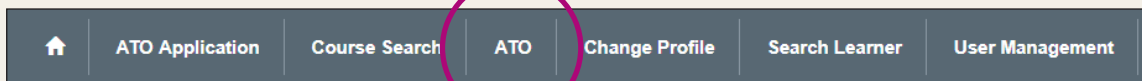
To advertise any products on the CTD, you first have to [sign our Forms of Agreement](#). You will also need to [apply for approval of your assured products](#) and [recognised products](#), submitting supporting information so that we can check that they fulfil the appropriate standard. Once approved, you can advertise your courses on the Directory and reach thousands of construction employers across the UK.

#### Signing Forms of Agreement

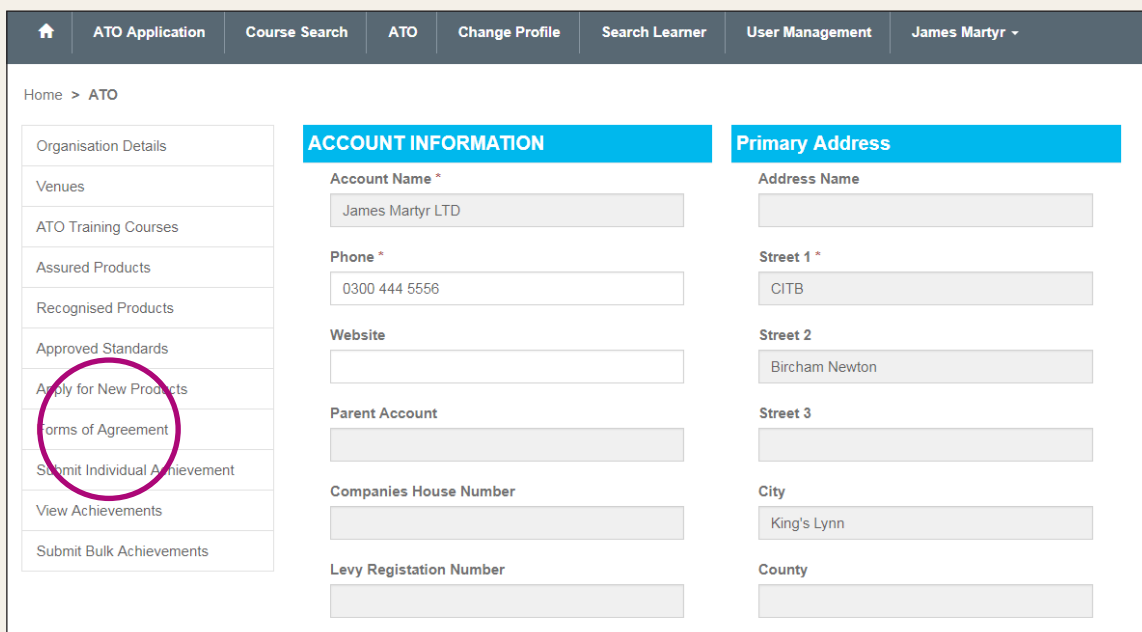
Before you can advertise your products, you need to sign Forms of Agreement on the CITB Online Services portal. You can only advertise after we have checked and countersigned them, which we try to do within 10 working days of receipt.

**The process is as follows:**

1. **Log in** to [CITB Online Services](#).
2. Click on the **"ATO"** button on the top menu bar



3. Click **"Forms of Agreement"** in the menu on the left of the page.



- A list appears of the Forms of Agreement relevant to the products you are offering. If that includes different categories of products, you will have more than one set of Forms of Agreement to sign.
- To view and sign the Forms of Agreement, click on either the **company name** or the small arrow to the very right of the form. Click **"Details"** from the dropdown menu.

Company	Form Type	Date Signed	Signed By	Signed by User	Status Reason	Created On
James Martyr LTD	Assured	10/05/2018	James Martyr	Yes	Countersigned by CITB	10/05/2018 3:00 PM
James Martyr LTD	Recognised	10/05/2018	James Martyr	Yes	Countersigned by CITB	10/05/2018 3:00 PM

- There are **different forms** for different categories of products.

The assured form **requires a signature**.

**ATO signature box** By executing this Form of Agreement, the ATO confirms that it has read and understood the terms of this Agreement, including the CITB Approved Training Organisation Agreement Standard Terms, the RATO and all other documents and materials set out or referred to in these documents, and that it intends to be bound by them.

Signed By  
Virgil Van Dijk

Sign

Once you click on the **"Sign"** button, you will be prompted to read the **Assured Form of Agreement – Interim Terms**. When you are ready, check the tick box at the bottom of the page and click **"Submit"**

The recognised products form needs the **agreement date**, the **name of the awarding body**, and a **signature**.

**IN CONSIDERATION** of the performance of the ATO Obligations and (where applicable) the payment of Fees by the ATO, CITB approves the ATO and the rights as set out in clause 2.1 of the Standard Terms and agrees to perform its obligations under the Agreement.

**ATO for Recognised Products:**  
Date and description of the ATOs agreement(s) with the Awarding Organisation(s).

Agreement dated

Parties.

1. Name of Awarding Body \*

7. When you have signed the forms, it will be acknowledged on the display.

In order to offer standards and courses for the relevant product categories, please ensure all Forms of Agreement are signed by appropriate personnel.

### Forms of Agreement

Company	Form Type	Date Signed	Signed By	Signed by User	Status Reason	Created On ↑
Vvd Enterprises	Recognised	20/03/2018	Virgil Van Dijk	Yes	Signed by ATO	17/01/2018 10:31 PM
Vvd Enterprises	Assured	20/03/2018	Virgil Van Dijk	Yes	Signed by ATO	20/03/2018 2:02 PM

8. We will try to countersign them in 10 working days, and will notify by email when we have done so. Once countersigned, the display will update.

In order to offer standards and courses for the relevant product categories, please ensure all Forms of Agreement are signed by appropriate personnel.

### Forms of Agreement

Company	Form Type	Date Signed	Signed By	Signed by User	Status Reason	Created On ↑
Vvd Enterprises	Recognised	20/03/2018	Virgil Van Dijk	Yes	Countersigned by CITB	17/01/2018 10:31 PM
Vvd Enterprises	Assured	20/03/2018	Virgil Van Dijk	Yes	Countersigned by CITB	20/03/2018 2:02 PM

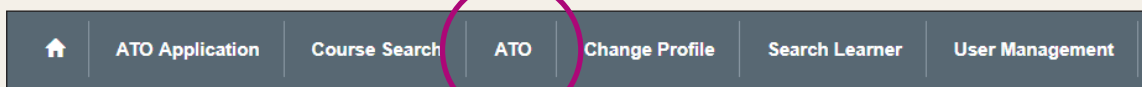
9. You are now ready to get approval for your assured or recognised products. You can also advertise your CITB products, which are pre-approved, and products that do not yet have a defined standard.

## Adding new categories of product

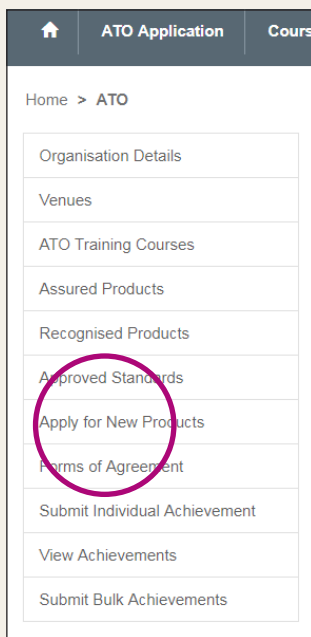
If you want to add a new category of product (for example, perhaps you are approved to offer CITB products but would like to add assured products to your portfolio), you don't need to go through the whole process of an ATO application again.

You can do it quickly by going through the stages below.

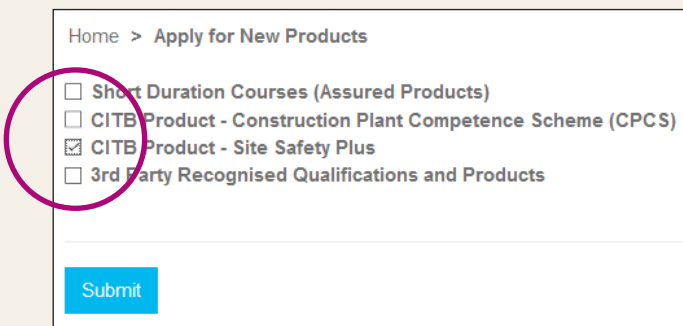
1. Log in to [CITB Online Services](#).
2. Click on the "ATO" button on the top menu bar.



3. On the menu on the left-hand side, click on "Apply for new products"



4. You will see a list of the available product categories. Any product categories that you are already approved to deliver will be automatically checked in the tick box. In the following example, the ATO is already offering SSP products.



5. Select the **product option** you want and click **“Submit”**. If you already provide all product options, you will not be able to make a submission.
6. If you are successful, the primary contact for the ATO will receive a notification email. This may not be the same person who is adding the new products. You will then need to sign the **Forms of Agreement** for those new products and wait for our countersignature. Once they have been countersigned you can advertise your CITB products on the Directory or apply for approval for your **assured** and **recognised products**.

### Applying to offer assured products

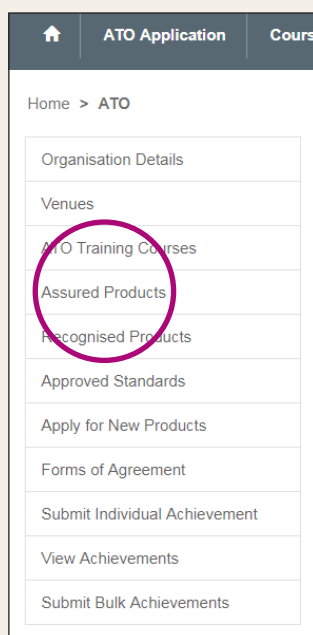
To gain approval for your **assured** products, you must submit a self-assessment for each training standard for our consideration.

**This is how you do it:**

1. Log in to **CITB Online Services**.
2. Click on the **“ATO”** button on the top menu bar.

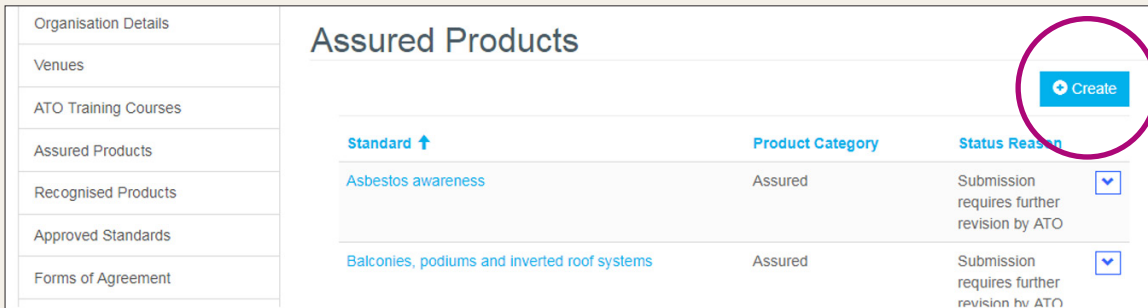


3. On the left-hand menu, click on **“Assured Products”**.

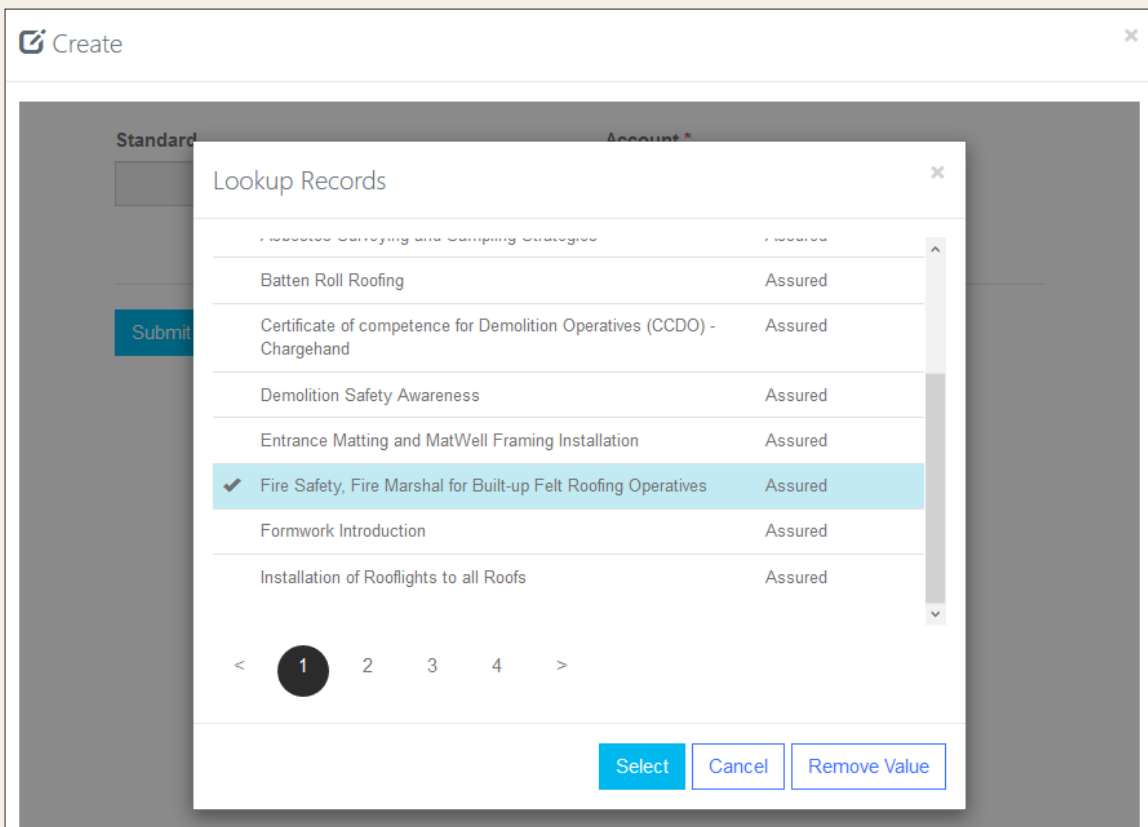




- Click on the "Create" button located in the top right corner of the **Assured Products** page.



- A window will appear and you will be prompted to **select a standard**. Click on the magnifying glass icon and search for the standard. Only assured product standards will appear; some may still be in development.



- Select the standard you want, and you will be taken back to the Assured products page where you will see the standard you have selected.
- Click on the standard name or the dropdown arrow to the right of standard and click **"Details"**. You will then be taken to a page containing your company information, information relevant to the standard, and three description fields for completion.

<p><b>Duration</b></p> <p>Minimum 3 learning hours</p> <p><b>Instruction/Supervision</b></p> <p>As a minimum, course instructors must be able to demonstrate that, in relation to this standard, they have:</p> <ul style="list-style-type: none"> <li>• A train the trainer or instructional techniques course certificate</li> <li>• Successfully completed training to this standard</li> <li>• At least 2 years relevant industrial experience</li> <li>• A verifiable CV</li> </ul> <p><b>Delivery</b></p> <p>Delivery may be in an on or off the job environment. All materials and equipment must be of a suitable quality and quantity for candidates to achieve learning outcomes, and must comply with relevant legislation. The class size and candidate/instructor ratio must allow training to be delivered in a safe manner and enable candidates to achieve the learning outcomes. The following delivery methods may be used in the delivery of this standard:</p> <ul style="list-style-type: none"> <li>• Classroom</li> <li>• E-learning</li> </ul>	<p><b>Duration confirmation</b></p> <hr/> <p><b>Trainer Names</b></p> <hr/> <p><b>Describe where &amp; how you will deliver the course</b></p> <hr/>
--	--

- Learning outcomes for the standard are also listed on the same page. To outline how your course meets them, click on the **small arrow on the right-hand side** of the learning outcome and click **"Edit"** to open a description box.

Learning Outcomes	
The Learner will be able to ↑	Describe how your course will cover it
Identify the difference between licensable work and non-licensed (notifiable and non-notifiable) work	<div style="text-align: right;"> <input checked="" type="checkbox"/>   <input type="checkbox"/> Edit                 </div>
Identify the properties of asbestos and its effects on health, including the increased risk of developing lung cancer for asbestos workers who smoke	<input type="checkbox"/>
List the types, uses and likely occurrence of asbestos and asbestos materials in buildings and plant	<input type="checkbox"/>
Outline how to avoid the risk of exposure to asbestos	<input type="checkbox"/>
Outline the general procedures to deal with an emergency, e.g. uncontrolled release of asbestos dust into the workplace	<input type="checkbox"/>
Outline the procedures to follow on discovery of asbestos containing materials	<input type="checkbox"/>

9. Once you have completed it, click "**Submit**" and do the same for all of the learning outcomes.
10. When the learning outcome section is complete, you will see two boxes for the CITB quality and verification team to enter any rationale for accepting or rejecting your application.
11. You can upload evidence to support your self-assessment such as a course outline or course presentations. This can be done by clicking the "**Upload**" button at the bottom of the page, then the "**Browse**" button to locate the file, and "**Upload**" again.

We accept scanned copies of documents as image files (such as JPEGs or PNGs), or PDF or MS Word files. You can upload as many files as you wish to support your application, but each file **must be less than 10MB**. Please rename your files so they are **easy for us to identify**.

12. When you are ready, check the box at the bottom of the page to confirm you have provided all your information and you would like to submit. Click "**Save**" at the bottom of the page and you will be returned to the Assured products list page.
13. The status should now be "**Submission Requires Further Revision by CITB**". If the application is successful, the status will change to "**Submission verified and successful**" and we will send an email **within 10 days** to the person who created the initial self-assessment (please [contact CITB](#) if you need to amend the email recipient) informing the recipient that the courses relating to this Standard can now be advertised. The Standard will also appear in your list of approved Standards.

If unsuccessful, the person who completed the self-assessment will receive an email advising that more information is needed. The CITB quality and verification team will also have left details on your self-assessment record about what else you need to provide for approval (see point 10).

## Applying to offer recognised products

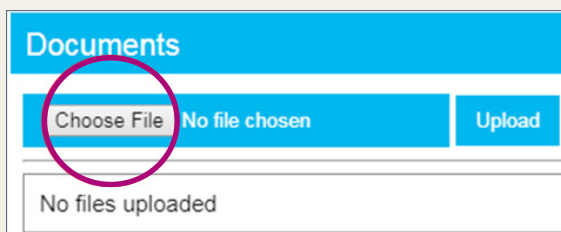
To offer [recognised products](#), you need to show us evidence that you have permission from an awarding body, such as City and Guilds, to deliver those products. This will involve uploading documents to our system, such as certification or a contract of agreement between your organisation and the awarding body.

1. Log in to [CITB Online Services](#).
2. Click on the "**ATO**" button on the top menu bar.
3. On the left-hand menu, click on "**Recognised Products**".
4. Click on the "**Create**" button located in the top right corner of the Recognised Products page.
5. Click on the **magnifying glass icon** and search for the recognised standard which you would like to advertise.
6. Select the standard and then click "**Submit**".
7. The Status Reason on the Recognised Products page will now be "**Submission requires further revision by ATO**".

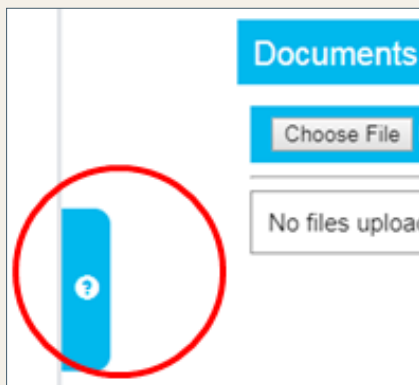
- Click the details drop-down arrow, and then click **"Details"** to begin the self-assessment process for the Standard.



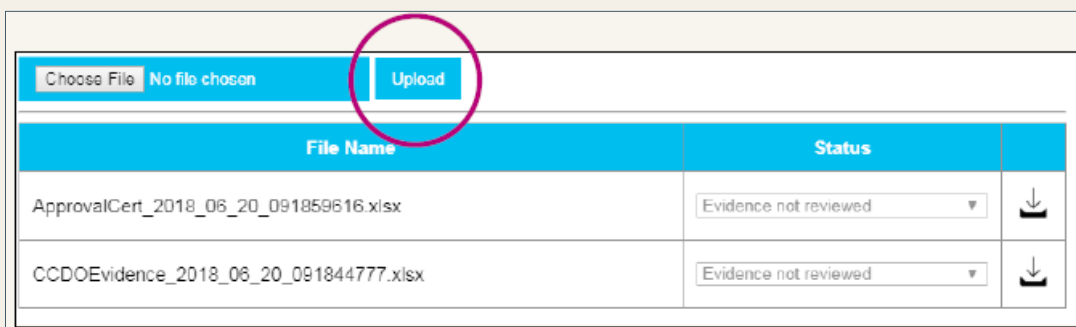
- Now you can upload your supporting documents and evidence. In the **"Documents"** area near the bottom of the page click **"Choose file"** or **"Browse"** (NB the images may vary according to which browser you are using).



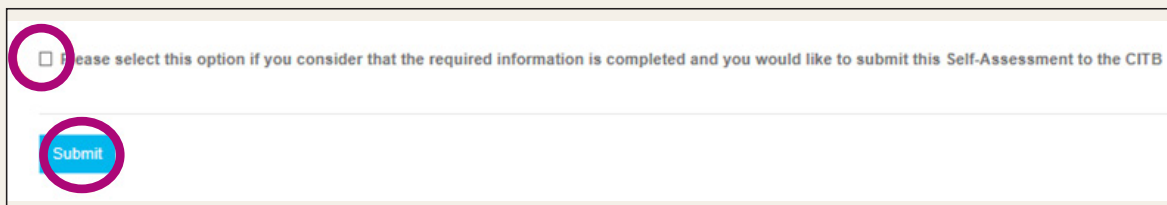
- Locate and select supporting evidence from your files, to upload one at a time.



- Click the help tab for extra guidance on suitability of evidence.
- We accept scanned copies of documents as image files (such as JPEGs or PNGs), or PDF or MS Word files. You can **upload as many files as you wish to support your application**, but **each file must be less than 10MB**. Please rename your files so they are easy for us to identify.
- Click **"Upload"** for your evidence selection to appear with your submission



11. When all the evidence you wish to submit has been uploaded tick the box, then click **“Submit”**.

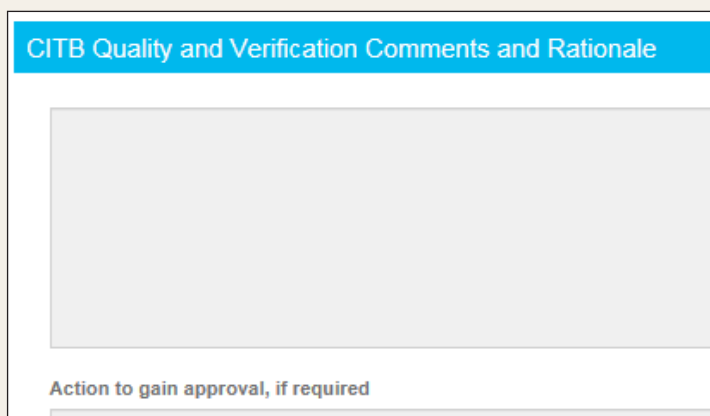


Please select this option if you consider that the required information is completed and you would like to submit this Self-Assessment to the CITB

Submit

12. The status should now be **“Submission under assessment”**. If the application is successful, the status will change to **“Submission verified and successful”** and we will send an email to the person who first made this application (please [contact CITB](#) if you need to amend the email recipient) informing the recipient that the courses relating to this Standard can now be advertised. The Standard will also appear in your list of approved Standards.

If unsuccessful, the person who completed the self-assessment will receive an email advising that more information is needed. The CITB quality and verification team will have provided feedback in the **‘Comments and Rationale’** area



CITB Quality and Verification Comments and Rationale

Action to gain approval, if required

## 4. Advertising your products in the Directory

Once you have [approval for your assured](#) and [recognised products](#), you can advertise them on the Construction Training Directory. You can check the approval status of your courses by logging in to your account on [CITB Online Services](#) and clicking on “ATO”, and then “Approved Standards”. CITB products are pre-approved, so you can publish them without uploading supporting evidence to us.

To advertise your products, you first need to [add venues](#) and [courses](#) to your account. Then you [add training schedules](#) to your courses, giving the dates, times, locations and other important details your customers will need to know. After that, you’re ready to publish them in the Directory.

Find out more about how to advertise your products in the Directory in our video [Set up venue and courses](#).

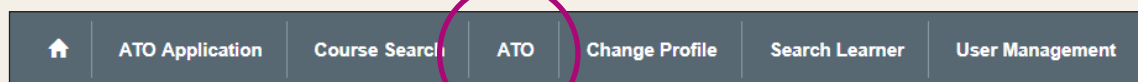
### Adding a venue

This first stage of getting your products published in the Directory is to add your course venues to your account. When you create your courses, you can then link them to your venues.

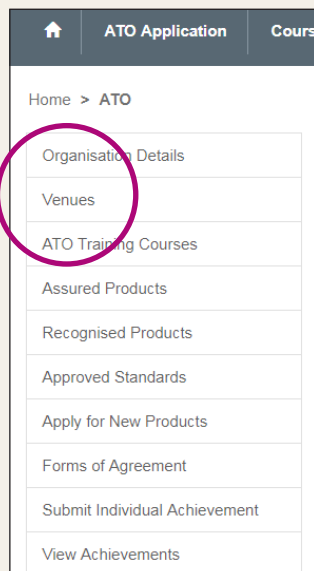
Potential customers will be able to search for your courses by venue and see exactly where your courses are on a map.

To view, edit, deactivate, reactivate or search for venues, see [Managing venues](#).

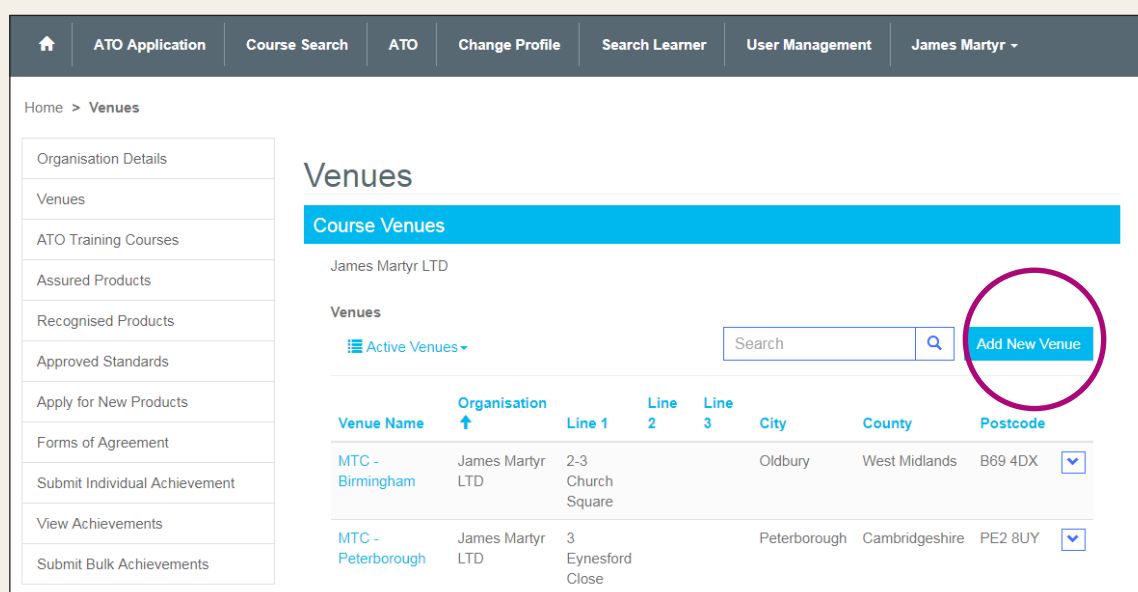
1. Log in to [CITB Online Services](#).
2. Click on the “ATO” button on the top menu bar.



3. Click on "Venues" in the left-hand menu.



4. Click on "Add New Venue".



5. To enter your venue details, it's best to start with the postcode or Line 1 field. A list of addresses appears for you to choose from. Click on the one you want and the field boxes fill for you automatically. If there isn't an exact match, click the closest and amend the field boxes by hand. **It is important you select an address so that the system properly registers it**, otherwise your venues may not appear on map search results.
6. When you are ready, click "Submit" at the bottom of the page.
7. You will return to the Venues page where you will be able to see your newly added venue. You can repeat the process to add more venues. To view, edit, deactivate, reactivate or search for venues, see [Managing venues](#).

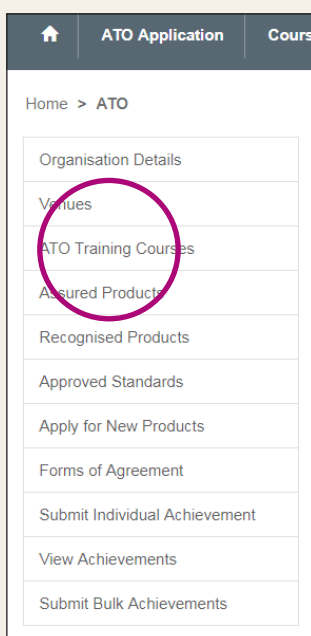
## Adding a course

Now that you have venues in your account, you can add courses that you are approved to deliver.

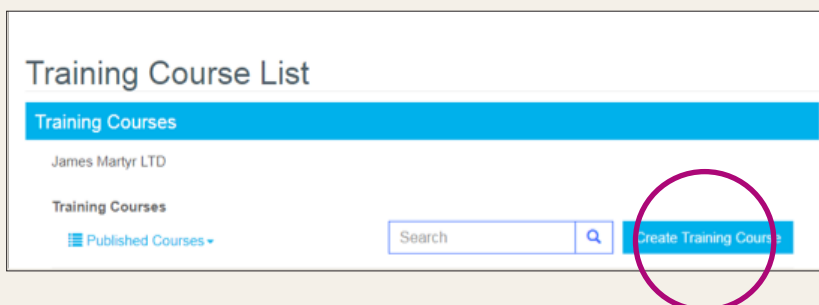
1. Log in to [CITB Online Services](#).
2. Click on the “**ATO**” button on the top menu bar.



3. Click on “**ATO Training Courses**” in the left-hand menu.



4. Click “**Create Training Course**” to the right of the search box.





- To enter your course details, **click on the magnifying glass** located beside the Course box. A list of course standards that you are approved to deliver appears.

The screenshot shows the 'Course Details' form. On the left is a navigation menu with options like 'Organisation Details', 'Venues', 'ATO Training Courses', 'Assured Products', 'Recognised Products', 'Approved Standards', 'Forms of Agreement', 'Apply for New Products', and 'Submit Individual'. The main form area has a blue header 'Course Details'. Below it are several input fields: 'Course \*' (with a magnifying glass icon circled in red), 'Course Title \*', 'Duration \*', 'Units \*' (a dropdown menu currently showing 'Days'), 'Price from \*' (with a pound symbol), and 'Available for On-Site Delivery' (with radio buttons for 'No' and 'Yes').

- To search these courses, either use the full name or use an asterisk (\*) before and after a search word for partial names, as in the example. The asterisks let the system know there are other words before and after the search term.

The screenshot shows a 'Lookup Records' dialog box. At the top, there's a search input field containing '\*Heights\*' with a magnifying glass icon, circled in red. Below the search field is a list of results. The first result is 'Working at Heights for Steeplejacks and Lightning Conductor Engineers', which is highlighted in blue and has a checkmark in a box to its left. At the bottom of the dialog are three buttons: 'Select', 'Cancel', and 'Remove Value'.

- Choose your course and click **"Select"**.
- Now you can fill in the mandatory course details boxes, including **title, duration, units** (for the duration of the course in hours, days or months), **price, availability for on-site delivery**, and **description** (to add course details).
- When you have completed all the boxes, click **"Submit"** at the bottom of the page.

10. You will return to the Training Course List page where you will be able to see your newly added course. You can **repeat the process to add more courses**. To edit your course details, **click on the arrow to the right of the course** and select **"Edit"**.

Home > ATO Training Courses - List

Organisation Details

Venues

ATO Training Courses

Assured Products

Recognised Products

Approved Standards

Apply for New Products

Forms of Agreement

Submit Individual Achievement

View Achievements

Submit Bulk Achievements

## Training Course List

James Martyr LTD

Training Courses

Published Courses ▾

Search

Course Title ↑	Duration	Duration Units	Price from	
Behavioural Safety in Construction Introduction	5	Days	£100.00	▾
Health and Safety in Construction Site Management	5	Days	£100.00	▾
Working at Height Awareness in Construction	5	Days	£230.00	▾
Working at Height Awareness in Construction	5	Days	£230.00	▾

Training Schedules

Edit

Publish/Unpublish

11. Now you need to add a training schedule to your course with information such as **dates, times** and **venues**. Go straight to point 4 in [Adding a training schedule](#).

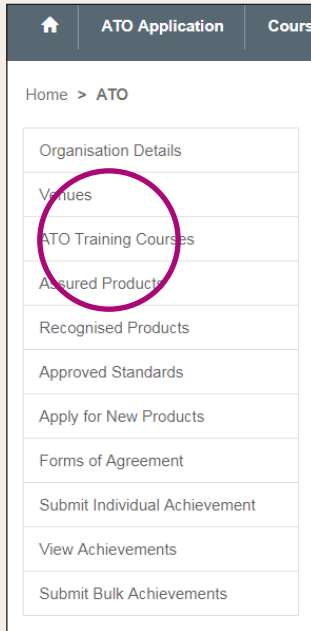
## Adding training schedules

By adding a training schedule to a course, you can link it to a venue, add dates, times, and the current and maximum number of attendees.

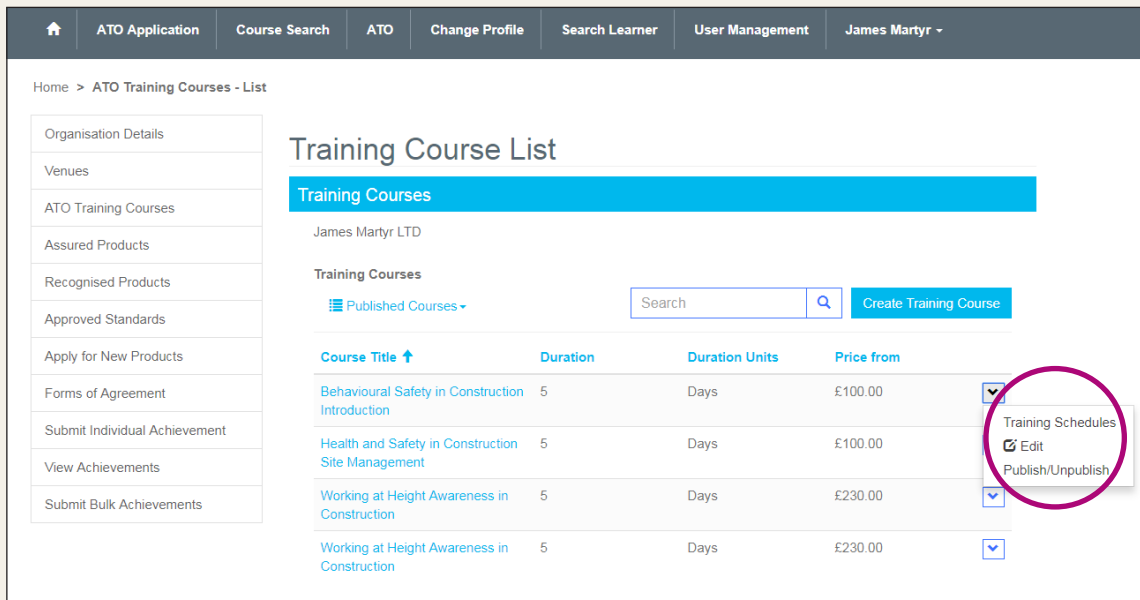
1. Log in to [CITB Online Services](#).
2. Click on the **"ATO"** button on the top menu bar.

Home | ATO Application | Course Search | **ATO** | Change Profile | Search Learner | User Management

3. Click on "ATO Training Courses" in the left-hand menu.



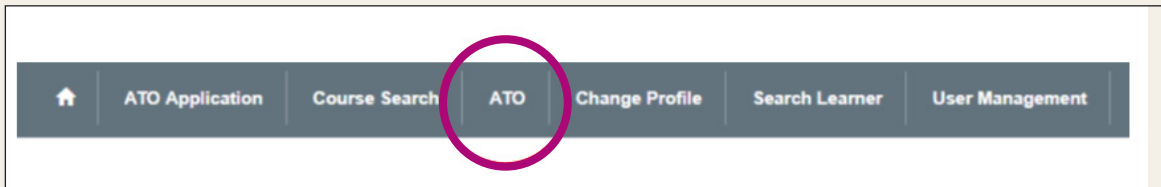
4. On the Training Course List page, you will see your courses. Click the arrow to the right of the course you want, and select "Training Schedules".



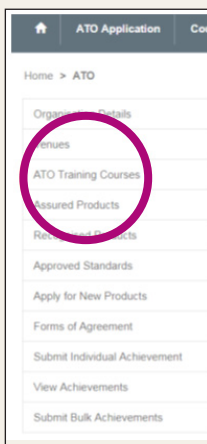
## Removing a course from the Directory

If you no longer want a course to appear in the Directory, you can unpublish it. This will remove it from search results. The course will still be saved in your account, so that you can publish it again at a later date if you want to.

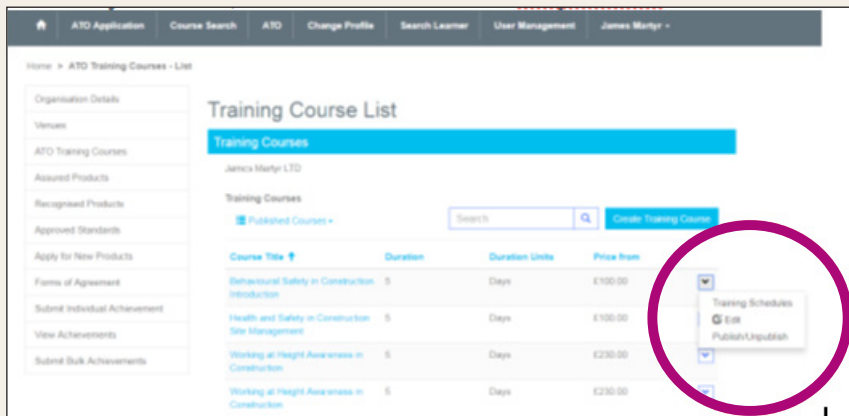
1. Log in to [CITB Online Services](#).
2. Click on the “ATO” button on the top menu bar.



3. Click on “ATO Training Courses” in the left-hand menu.



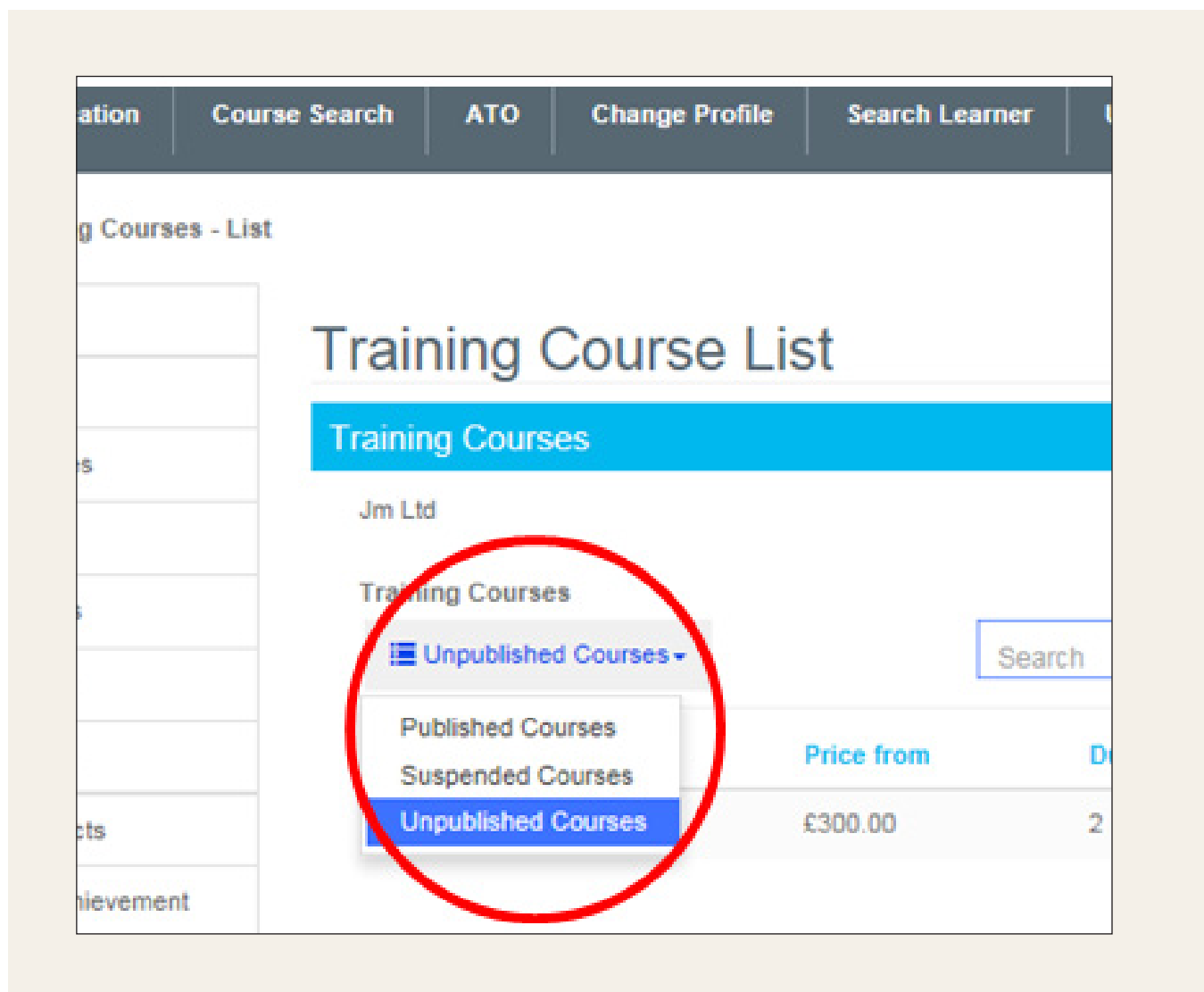
4. On the Training Course List page, you will see your courses. **Click the arrow to the right** of the course you want, and select “Publish/Unpublish”.



5. In the dialog box, you can choose the published status of your course. Select “Unpublished”. Click “Submit”.

## Viewing your published/unpublished courses

On the Training Course list page, you can toggle between viewing your published and unpublished courses, by clicking the “**Published Courses**” dropdown menu.



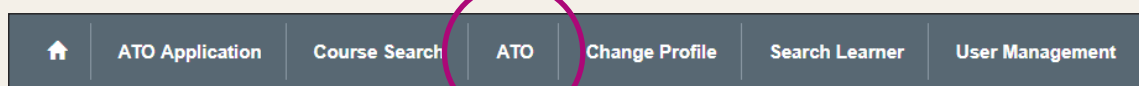
## To re-publish a course that is saved in your account

1. Follow the instructions given in **Removing a course from the Directory**, points 1-4 to select publish/unpublish.
2. At **point 5**, in the dialog box, you can choose the published status of your course. Select “**Published**”. Click “**Submit**”.
3. Back on the Training Course List page, you can view the status of your courses by following the instructions given in [this section](#).

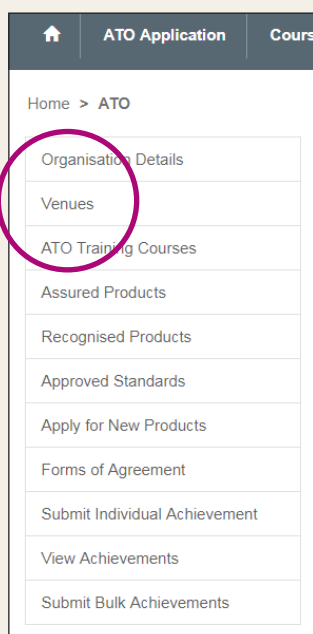
## Managing venues

From the Venues page, you can **view, edit, deactivate, reactivate, filter by status,** and **search venues.**

1. Log in to [CITB Online Services](#).
2. Click on the "ATO" button on the top menu bar.



3. Click on "Venues" in the left-hand menu.



4. You should now be on the Venues page displaying a list of all your venues. From here **you can view, edit** (including deactivating and reactivating), **and search venues,** and **filter them by status.**

## Viewing venue details

1. On the [Venues page](#), click the small arrow located to the right of the venue you want to view.
2. In the dropdown menu, select "Details".

**Venues**

Course Venues

James Martyr LTD

Venues

Active Venues ▾ Search [ ] Add New Venue

Venue Name	Organisation ↑	Line 1	Line 2	Line 3	City	County	Postcode
MTC - Birmingham	James Martyr LTD	2-3 Church Square			Oldbury	West Midlands	B69 4DX
MTC - Peterborough	James Martyr LTD	3 Eynesford Close			Peterborough	Cambridgeshire	PE2 8UY

## Editing a venue

This is how to edit, deactivate or reactivate a venue

1. On the [Venues page](#), either click on the name of the venue you want to edit, or click on the arrow to the right of the venue and select "Edit" in the dropdown menu.

**Venues**

Course Venues

James Martyr LTD

Venues

Active Venues ▾ Search [ ] Add New Venue

Venue Name	Organisation ↑	Line 1	Line 2	Line 3	City	County	Postcode
MTC - Birmingham	James Martyr LTD	2-3 Church Square			Oldbury	West Midlands	B69 4DX
MTC - Peterborough	James Martyr LTD	3 Eynesford Close			Peterborough	Cambridgeshire	PE2 8UY

- You can now edit the details of the venue. You can make a venue **inactive** if you are no longer using it by clicking "**Deactivate Venue**" at the bottom of the page. It will still appear in your list of venues in case you need it in the future, when you can click the "**Reactivate Venue**" button in the same place.

**Venue Contact Details**

**Venue Contact Name**

**Venue Contact Number**

**Venue Contact Email**

## Filtering venues by status

You can switch between viewing your active and inactive venues.

- The [Venues page](#) will show your active venues by default. To see your **inactive venues**, click on "**Active Venues**" and select "**Inactive venues**" from the dropdown menu. You can change it back in the same way.

Home > Venues

- Organisation Details
- Venues
- ATO Training Courses
- Assured Products
- Recognised Products
- Approved Standards
- Apply for New Products
- Forms of Agreement
- Submit Individual Achievement
- View Achievements
- Submit Bulk Achievements

## Venues

**Course Venues**

James Martyr LTD

- Active Venues
- Active Venues
- Inactive Venues

Organisation	Line 1	Line 2	Line 3	City	County	Postcode
MTC - Birmingham	James Martyr LTD	2-3 Church Square		Oldbury	West Midlands	B69 4DX
MTC - Peterborough	James Martyr LTD	3 Eynesford Close		Peterborough	Cambridgeshire	PE2 8UY

Version 2.0 |

| 0844 994 4047 | ctdservices@citb.co.uk 40



## Searching for venues

You can search for specific venues by building name, city, or other keyword related to venues.

1. Type a search term in the search box on the [Venues page](#). In this example, the term 'belfast' has found all the venues listed within the Belfast area.

### Venues

Course Venues

Gforce

**Venues**

Active Venues ▾

Venue Name	Organisation ↑	Line 1	Line 2	Line 3	City	County	Postcode	
The Hut	Gforce	6	Dunmore Park		Belfast	County Antrim	BT15 3GQ	▾
The Big House	Gforce	25	Dunmore Park		Belfast	County Antrim	BT15 3GQ	▾
testing	Gforce	1 Royal Lodge Avenue			Belfast	County Down	BT8 7YR	▾
Venue 2	Gforce	10 Carmel Street			Belfast	County Antrim	BT7 1QE	▾
The Big Hall	Gforce	2	Dunmore Park		Belfast	County Antrim	BT15 3GQ	▾

## 5. Uploading learners' achievements

One of the vital [functions of ATOs](#) is to upload learners' achievements to the Construction Training Register within 10 days of completion of a course. ATO's must [capture learner information](#) detailed in the booking form provided on page 79.

Find out more about [why it's important for ATOs to upload achievements promptly](#).

You can upload achievements [individually](#) or in [bulk](#). Once they are uploaded you have 48 hours to make changes or delete them. After 48 hours they will be processed and cannot then be changed without [contacting CITB](#).

CITB will upload achievements to the Construction Training Register (CTR) on your behalf for the following products: Site Safety Plus (SSP), Health, safety and environment (HS&E) tests.

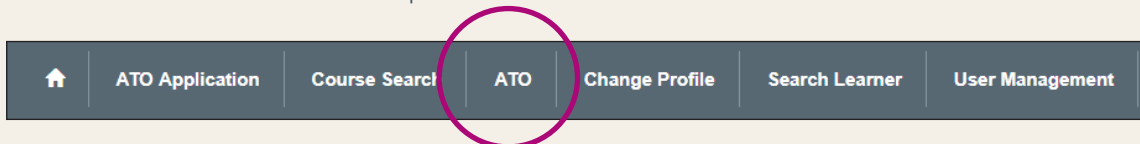
To upload an individual achievement, you will need to supply information about the learner which you will have captured in the booking form on [page 79](#). We do not need to know anything more than:

- the learner’s name
- the learner’s date of birth
- the learner’s home address and postcode
- the learner’s National Insurance Number or Individual ID/Registration number
- the learner’s Unique Learner Number
- the employer’s registration number (if a grant is to be paid)
- the title of the completed course
- the course achievement date

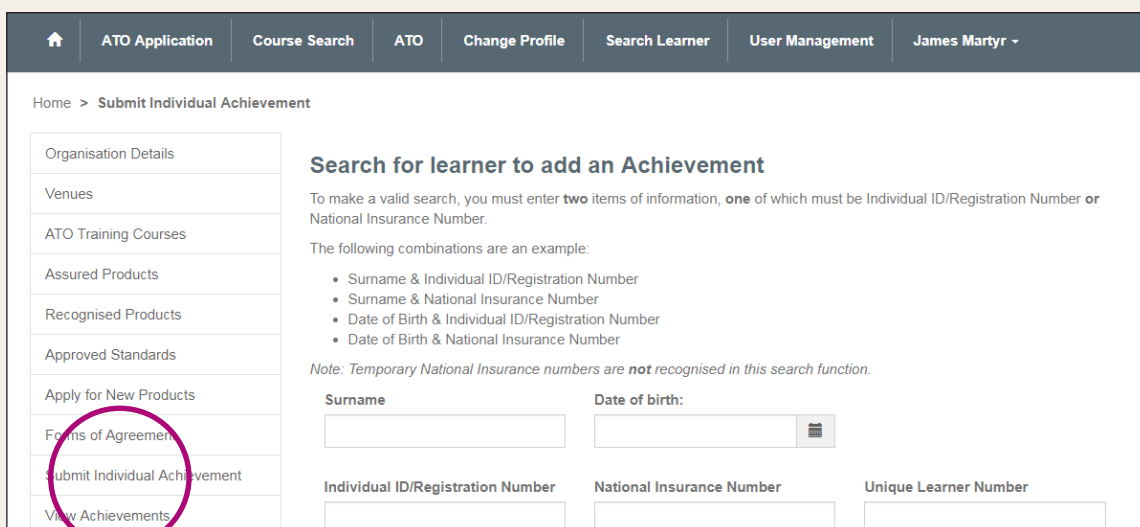
You can share our [Fair Processing Notice](#) with learners outlining how their details will be used.

## Uploading individual achievements

1. Log in to [CITB Online Services](#).
2. Click on the “**ATO**” button on the top menu bar.



3. On the left-hand menu, click “**Submit Individual Achievement**”.



4. Search for the learner following the instructions on the page.
5. You will then be presented with the relevant **learner profile** or be prompted to **create one** if it doesn't already exist.
6. When the learner profile is ready, click on the **"Add Achievement"** button.

Home > Submit Individual Ach... > Learner's Search Profile

## Learner's Profile

**General**

Full Name \*  
Shea Leonard

**Achievements**

Active Achievements ▾ Add Achievement

Course Name	Standard Name	Achievement Award Date ↑	Date of Expiry	Recommended Refresher Date	Standardised Training	Occupation
12D Registered Traffic Management	12D Registered Traffic Management	01/03/2018			No	Road Building and Repair

7. Supply the details of the training course such as **standard**, the **employer registration number** and **achievement award date**. The employer **registration number is needed** for the automated grant process to work.
8. Check that the **employer registration number is correct**. Tick the relevant box if the employee is employed by a different employer from the one receiving the grant. **Failure to do so may mean that the grant payment is paid to the wrong employer**. Click **"Submit"** when you are ready and have accepted the data use statement.

Create

**Learner and Course**

Training Course \*   Grade \*

Employer Registration Number  Achievement Award Date \*

If the Employee is employed by a different Employer to the one receiving the Grant, please tick this box

Please check the box to confirm that you have informed the learner how CITB will use their Personal Data \*  
 Accept

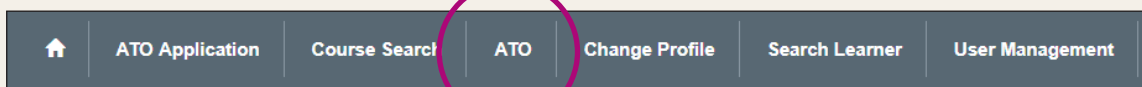
Submit

## Uploading bulk achievements

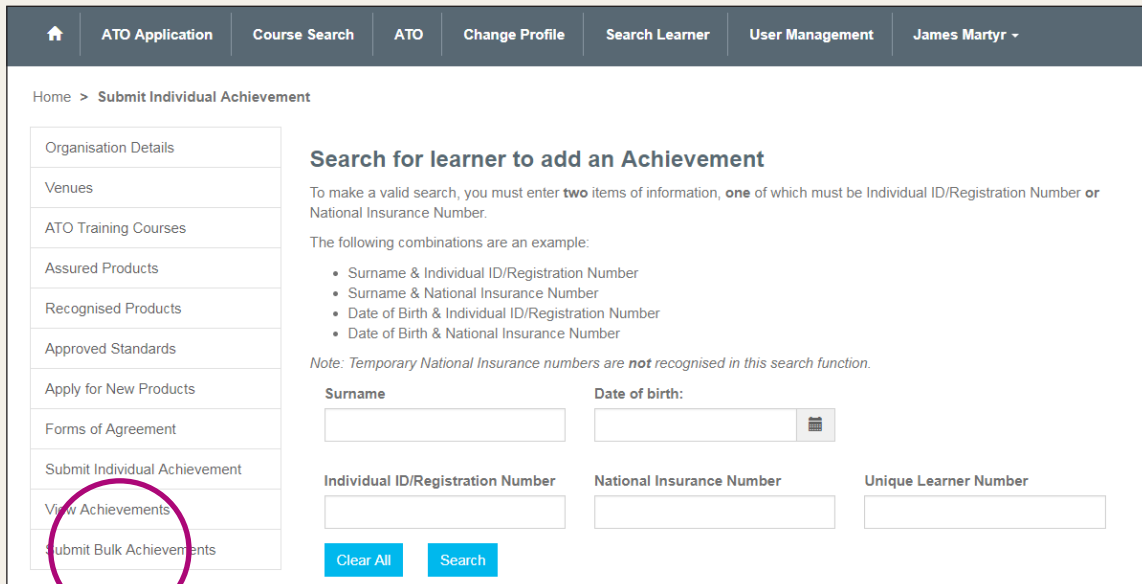
You can upload multiple achievements in one go. This is easiest if you set up your own IT systems to export the data following our CSV scheme.

If this isn't possible, you can still make a bulk upload using a blank CSV file into which you should input the achievement data.

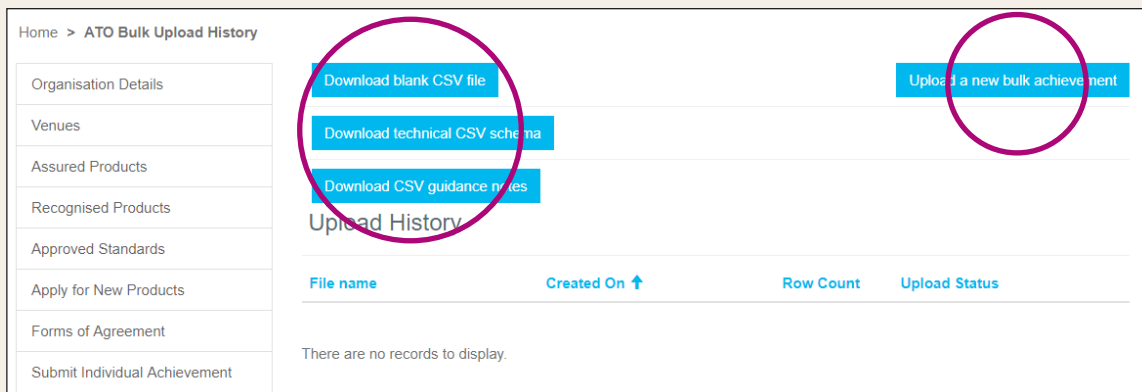
1. Log in to [CITB Online Services](#).
2. Click on the "ATO" button on the top menu bar.



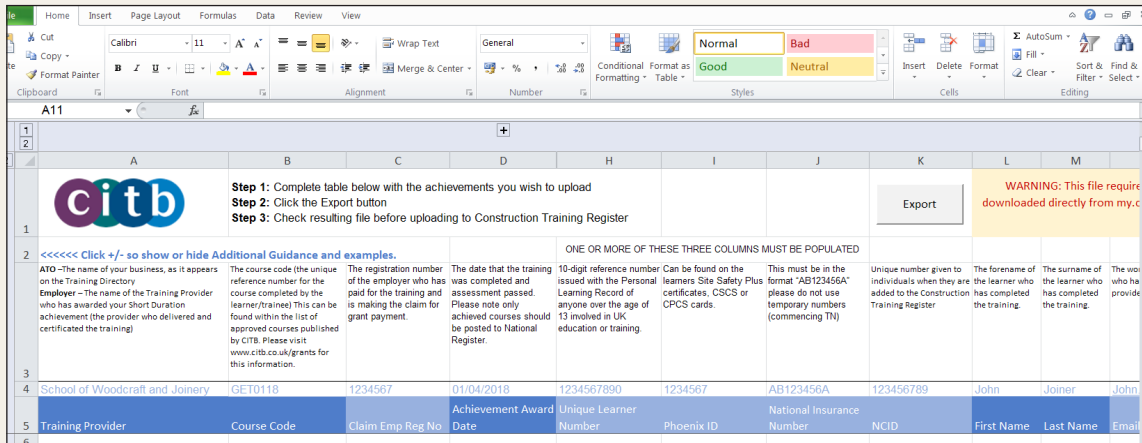
3. On the left-hand menu, click "Submit Bulk Achievements".



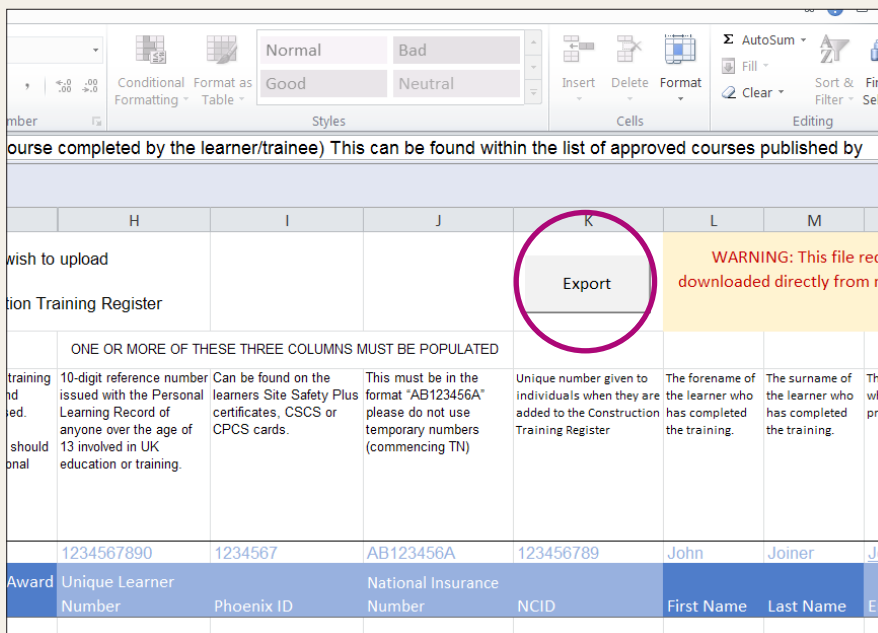
4. You will see four buttons at the top of the page. This is where you can download our technical CSV scheme and guidance notes to help you set up your own system. Once you have done this, you can click "Upload a new bulk achievement".



- If you do not have your own system to export the information, click on **“Download blank CSV file.”** A blank template will download for you to fill. If you see a yellow **“read only”** bar along the top of the screen, click **“Enable editing”** to allow you to input your information.



- Above each of the columns you will see guidance notes about the data required for each. For example, enter the course code in column B; see our list of [short duration course codes](#) for more details.
- Once you have entered the data, click on the **“Export”** button and save the file on your computer.

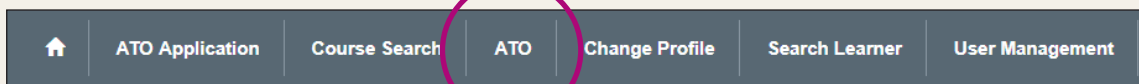


- Once saved, go back onto the **“Submit Bulk Achievements”** page of the portal and click **“Upload a new bulk achievement.”** Locate the file and click **“Upload”**.
- Accept the terms and conditions in the upload dialogue box.
- It can take a few minutes to upload the data. If the upload is successful, the **upload status will change to passed**, and you will see the number of rows uploaded and the file name. When the process is complete, **a message will say that the data is valid.**

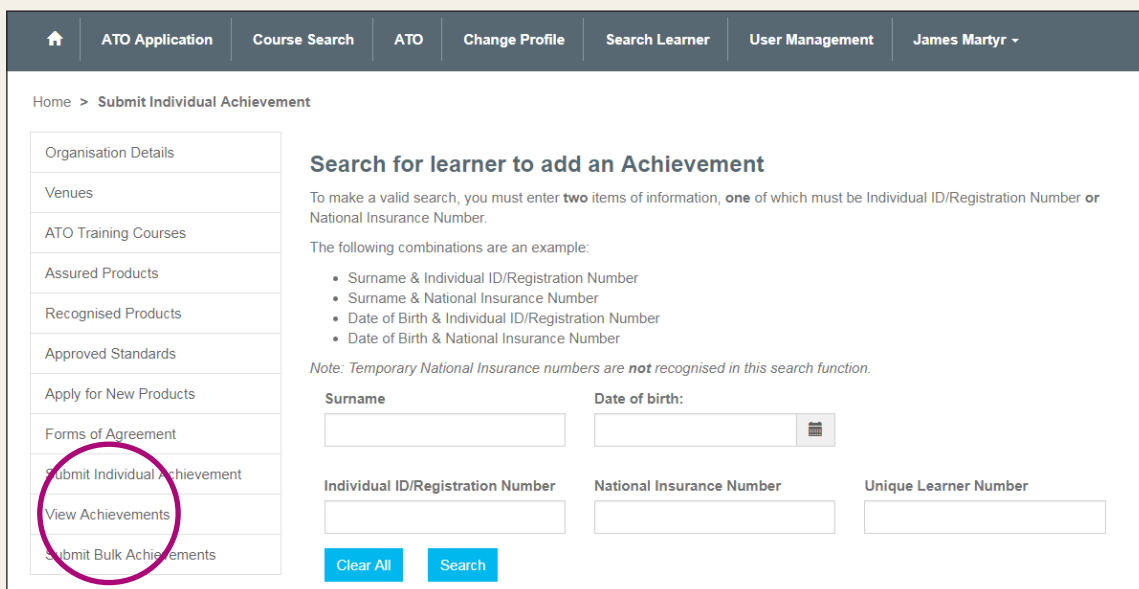
## Viewing, editing and deleting achievements

Once you submit an achievement you have 48 hours to edit or delete it before it is processed. After 48 hours, you will not be able to make any amendments without [contacting CITB](#).

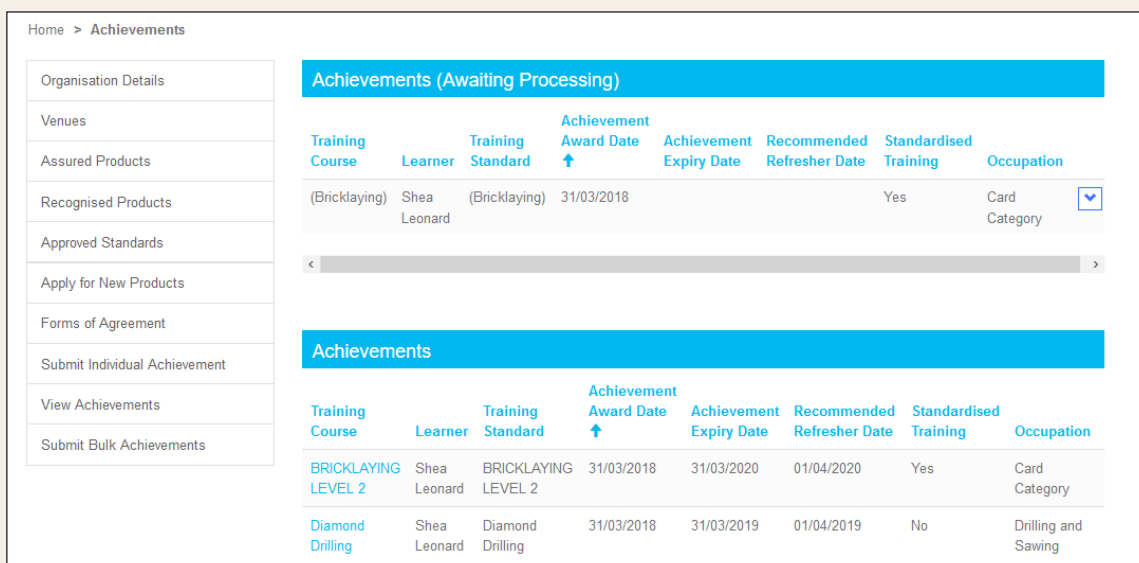
1. Log in to [CITB Online Services](#).
2. Click on the "ATO" button on the top menu bar.



3. On the left-hand menu, click "View Achievements".



4. You will see a list of all achievements, divided between those that are awaiting processing and those that have been processed.



5. Click the arrow to the right of an achievement awaiting processing to reveal options to **edit** or **delete it**.

Achievements (Awaiting Processing)							
Training Course	Learner	Training Standard	Achievement Award Date ↑	Achievement Expiry Date	Recommended Refresher Date	Standardised Training	Occupation
(Bricklaying)	Shea Leonard	(Bricklaying)	31/03/2018			Yes	Card Category

▼  
✎ Edit  
🗑 Delete

6. Select **"Edit"** to make amendments. You can change the **Employer Registration Number**, **Sub Employer Registration Number**, and the **achievement award date**.

### Learner and Course

<p><b>Training Course</b></p> <input type="text" value="12D Registered Traffic Manag"/>	<p><b>Employer Registration Number</b></p> <input type="text"/>
<p><b>Learner</b></p> <p>Sam Sample</p>	<p><b>Sub Employer Registration Number</b></p> <input type="text"/>
<p><b>Grade *</b></p> <p>Achieved</p>	

### Dates

**Achievement Award Date \***

Select **"Delete"** to delete the achievement. A **dialogue box** will appear asking you to confirm that you want to delete the achievement.

🗑 Delete
✕

Are you sure you want to delete this record?

Click **"Delete"** to delete the achievement.

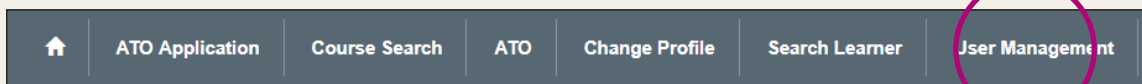
## 6. Managing your account

### Adding a new user/editing permissions of an existing user

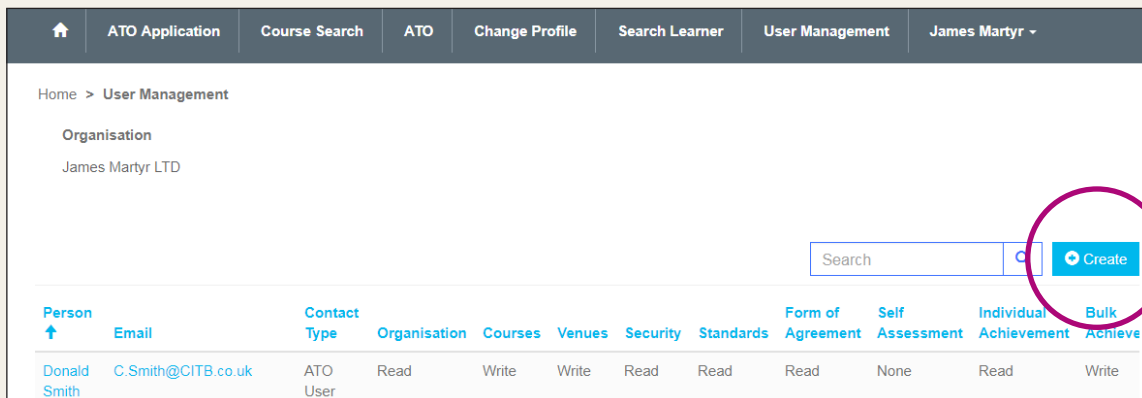
The person who first set up the ATO account is a super user, with full administration rights within the ATO portal. A super user can assign up to three other super users within an organisation and add other new users and amend existing users to perform certain functions. They can do this on the User Management page.

Watch our short [User management video](#) to find out more.

1. Log in to [CITB Online Services](#).
2. Click on the "User Management" button on the top menu bar.



3. The User Management page displays a list of users, their contact details and administration permissions. Click the "Create" button to the right of the search box. Or to amend an existing user, select their profile from the existing users.





4. Fill in the details of the new user, taking care to complete all the required asterisked fields. Or for an existing user; simply amend the details as required.

Home > User Management > Portal Admin - Create

### Contact Details

First Name \*  Last Name \*  Email \*

### Security Details

Company Name \*  Contact Type \*

Organisation  Courses  Venues  Standards

Form of Agreement  Self Assessment  Individual Achievement  Bulk Achievements

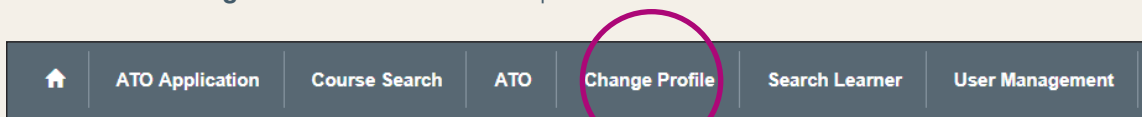
In Contact Type box reveals a dropdown menu for you to choose the type of user you want to create/ amend. They are:

- **ATO Remove Access** – to remove access to the portal for the user
  - **ATO Super User** – your organisation can have up to four super users with full administration rights
  - **ATO User** – can add venues and courses and publish them, but only view other pages
  - **ATO Bespoke** – for you to set custom user permissions using the eight permissions boxes:
    - **Organisation** – whether the user can update the organisation details
    - **Courses** – whether the user can submit courses, view the information or neither
    - **Venues** - whether the user can add venues, view the information or neither
    - **Standards** – whether the user can add new standards or not
    - **Form of Agreement** – whether the user can sign Forms of Agreement or not
    - **Self Assessment** – whether the user can complete self-assessment
    - **Individual Achievement** – whether the user can upload individual achievements or not
    - **Bulk Achievements** – whether the user can upload bulk achievements or not
5. When you are ready, click **“Submit”** to create the new user or to update an existing user. You will return to the User Management page, where all the users are listed.
6. An **invitation email will be sent to the new contact**, inviting them to log in to the portal. If the new user is already registered in the CITB system under another organisation they may need to [change profiles](#) to undertake activities for the correct organisation.

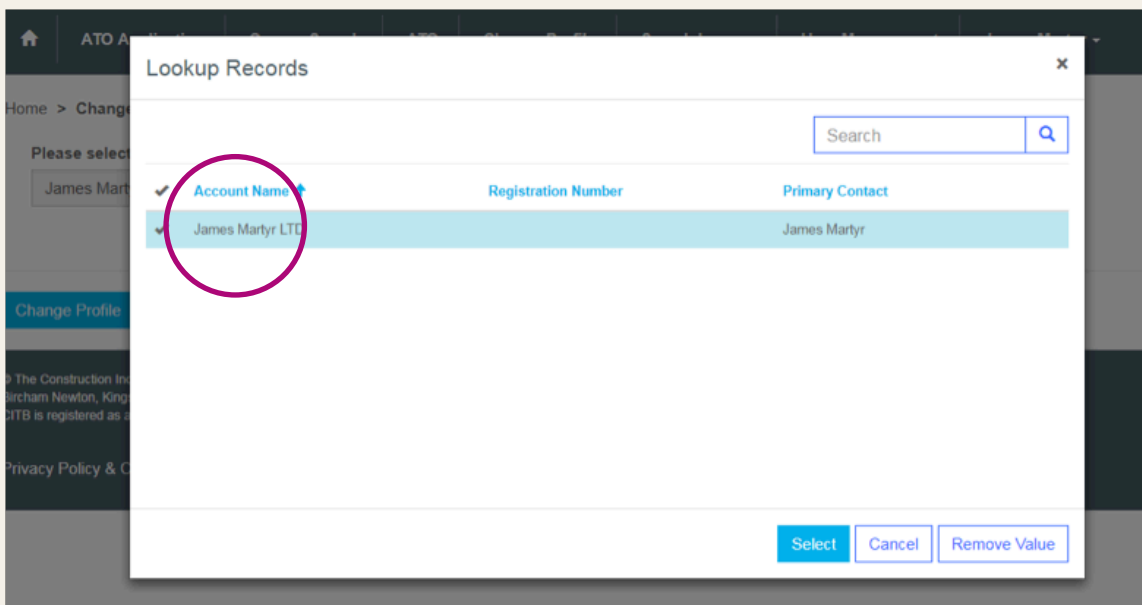
## Changing profiles

If you are user for more than one organisation in the portal – for example an ATO that belongs to a larger organisation, or an ATO that is also a grant-claiming employer – you may need to change your profile in the portal to undertake activities for the correct organisation.

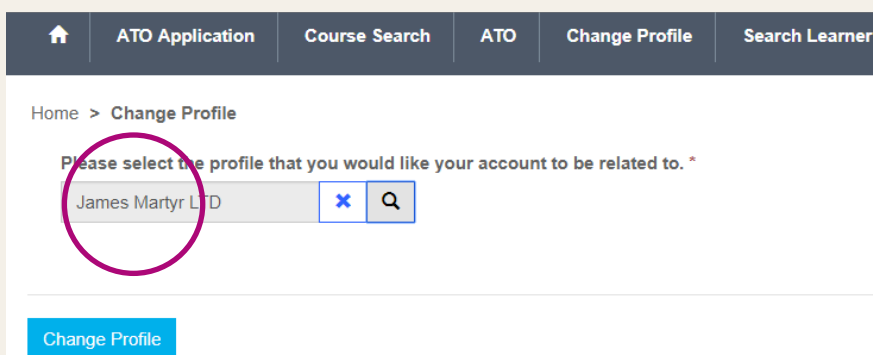
1. Log in to [CITB Online Services](#).
2. Click on the “**Change Profile**” button on the top menu bar.



3. You will now see any other accounts that you are linked too. For grant-claiming employers, the profile can be identified by the **seven digit Levy registration number**.



4. Select the profile you want to switch to. Click “**Change profile**”.



- You will then be taken to the Organisation Details page. You will now see that the name of the organisation has changed. The menu at the top of the page will either say **ATO** or **Employer** depending on which profile you are in.

Home > ATO

	ACCOUNT INFORMATION	Primary Address
Organisation Details	Account Name * James Martyr LTD	Address Name [Input Field]
Venues	Phone * 0300 456 7288	Street 1 * CITB
ATO Training Courses	Website [Input Field]	Street 2 Bircham Newton
Assured Products	Parent Account [Input Field]	Street 3 [Input Field]
Recognised Products	Companies House Number [Input Field]	City King's Lynn
Approved Standards	Levy Registration Number [Input Field]	County [Input Field]
Apply for New Products		
Forms of Agreement		
Submit Individual Achievement		
View Achievements		
Submit Bulk Achievements		

### Updating your user profile

It's important that your personal details are correct, as potential customers may access them to contact you. This is how to update your personal details, such as job title, phone number, email, address and communication preferences.

- Log in to [CITB Online Services](#).
- Click on your **username** in the top right of the menu bar and select "**Profile**".

ATO Application | Course Search | ATO | Change Profile | Search Learner | User Management | James Martyr ▾

- Profile
- Sign Out

Welcome to CITB Online Services

LEVY

GRANT

CONSTRUCTION TRAINING DIRECTORY

CONSTRUCTION TRAINING REGISTER

- You will now be taken to the Employee's Profile page, where you can update your **personal details** and **contact preferences**. When you are ready, click **"Submit"**.

The screenshot shows the 'Employee's Profile' page with a navigation bar at the top containing: Home, ATO Application, Course Search, ATO, Change Profile, Search Learner, User Management, and James Martyr. The main content area is titled 'Employee's Profile' and has a blue header for 'Personal Details'. The form includes the following fields:

- Title: A dropdown menu.
- First Name \*: James
- Last Name \*: Martyr
- Job Title: Product and Services Coordinator
- Date of Birth \*: A blank field with a dash.
- Current Employer: A blank text field.
- Unique Learner Number: A blank field with a dash.
- Business Phone: 0300 456 7288
- Mobile Phone: A blank text field.
- Email: james.martyr@citb.co.uk
- Gender: A dropdown menu.

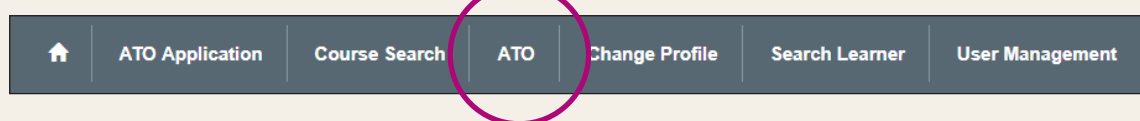
## Updating your organisation's details

It's important to keep your organisation's details up to date on the system, so that potential customers can contact you easily to book courses.

You can update details, such as phone number, website, email, and company description, by logging in to your account.

But some details, such as the company address, account name and registration numbers, you can only change by [contacting CITB](#).

- Log in to [CITB Online Services](#).
- Click on the **"ATO"** button on the top menu bar.



- On the ATO landing page, you can update any of the fields that are not greyed out such as phone number, website, email and company description. [Contact CITB](#) to update any greyed-out fields.

The screenshot shows the ATO landing page with a navigation bar at the top containing: Home, ATO Application, Course Search, ATO, Change Profile, Search Learner, User Management, and James Martyr. Below the navigation bar is a breadcrumb trail: Home > ATO. On the left is a sidebar menu with options: Organisation Details, Venues, ATO Training Courses, Assured Products, Recognised Products, Approved Standards, Apply for New Products, Forms of Agreement, Submit Individual Achievement, View Achievements, and Submit Bulk Achievements. The main content area is divided into two columns: ACCOUNT INFORMATION and Primary Address. The ACCOUNT INFORMATION column contains fields for Account Name (James Martyr LTD), Phone (0300 456 7288), Website, Parent Account, Companies House Number, and Levy Registration Number. The Primary Address column contains fields for Address Name, Street 1 (CITB), Street 2 (Bircham Newton), Street 3, City (King's Lynn), and County.

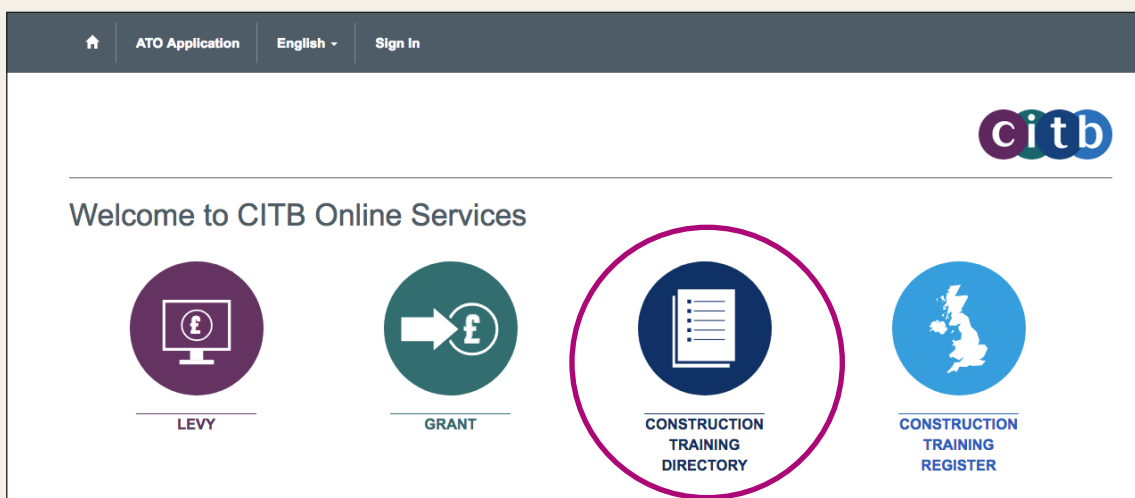
## 7. Searching the Directory and Register

For more information about searching the [Construction Training Directory](#) and [Construction Training Register](#), watch our short video [CITB Training Directory and Register: an overview](#).

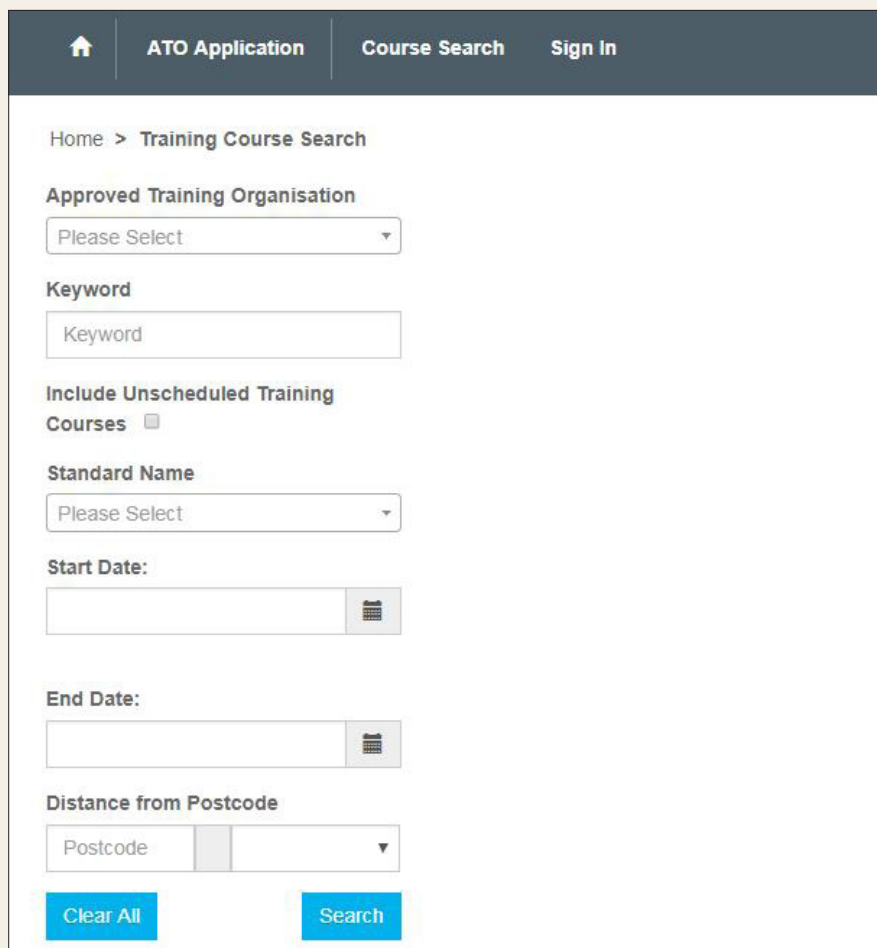
### Searching the Directory for courses

Anyone can search for courses published in the Directory, without having to be logged in. You can search by a number of methods, including by ATO, location and date.

- On the [CITB Online Services](#) homepage, click on "Construction Training Directory".



2. You will now be given a number of different search options. You can search using a single field or a combination of several fields to narrow your results.



The screenshot shows a web interface for searching training courses. At the top, there is a navigation bar with a home icon, 'ATO Application', 'Course Search', and 'Sign In'. Below this, the breadcrumb 'Home > Training Course Search' is displayed. The main search area contains several filters: 'Approved Training Organisation' (a dropdown menu with 'Please Select'), 'Keyword' (a text input field with 'Keyword'), 'Include Unscheduled Training Courses' (a checkbox), 'Standard Name' (a dropdown menu with 'Please Select'), 'Start Date' and 'End Date' (calendar pickers), and 'Distance from Postcode' (a text input field with 'Postcode' and a dropdown arrow). At the bottom of the search area are two buttons: 'Clear All' and 'Search'.

They are:

- **Approved Training Organisation** – click on the box and a list of all ATOs appears. You can search for a particular one by typing in the box.
- **Keyword** – use a keyword to search for a course. This can be a partial course name or abbreviated terms such as SMSTS. Words commonly used in industry in relation to courses are also being linked through the Keyword search.
- **Include Unscheduled Training Courses** – ticking this box will include available courses that do not yet have dates or venues. Leave the date and postcode fields empty if using this feature.
- **Standard Name** – select an industry standard name to find courses linked to that standard.
- **Start Date and End Date** – the whole duration of the course must be within these dates for the search to work. For example, for a course on 20 May, the search range should be 19 to 21 May.
- **Distance from Postcode** – for searching for courses within a specified radius from a postcode. A full postcode must be used to utilise this function.

3. Click **“Search”** when you are ready. Your results will appear on the right.
4. You can sort your results by any of the headings, such as ATO name, cost or grant tier. You can also search within your results using the search box at the top right of the screen.

Home > Training Course Search

Approved Training Organisation: Fujitsu Test ✓ - Standardised Training ● - Grant Value Exception

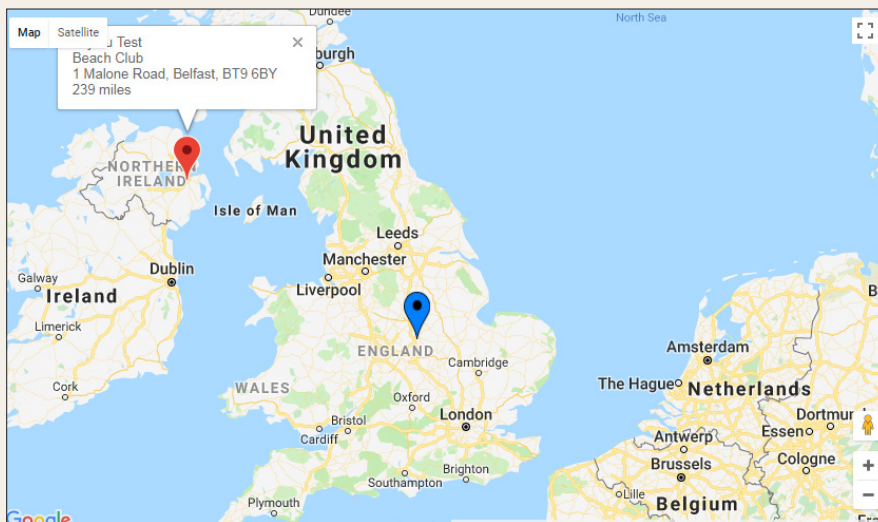
Keyword: CCDO

Show 10 entries

Search:

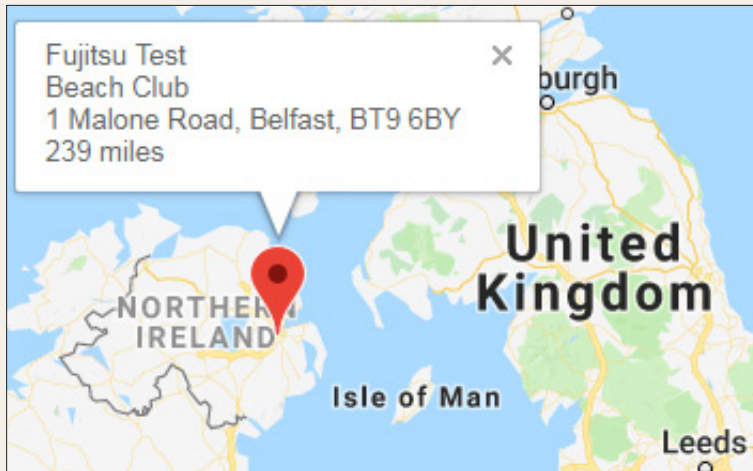
Course Name	ATO	Standard	Location	Price	Start Date	Duration	Grant Value	Distance (Miles)
CCDO	Fujitsu	CCDO	Beach Club	£1.00	01/10/2018	1 Days	£70.00	239
Chargehand	Test	Chargehand						

Showing 1 to 1 of 1 entries



The location of the listed courses is shown by the red markers in a map below the search results. The blue marker shows your location. You can control the map as you would for Google Maps – for example, zooming in and out using the zoom buttons in the bottom right-hand corner.

Clicking on a marker brings up information about that venue.



- Once you have found the course you want, **click on the course name** to get the course description and training schedules, or **click on the standard for the grant tier and grant value**. If you click the course name, various course dates are listed in the Training Schedules section; you can get further details on each by **clicking the arrow to the right of the course** and selecting "View details".

Home > Training Course Search

Approved Training Organisation ✔ - Standardised Training ❌ - Grant Value Exception

Please Select

Keyword

Include Unscheduled Training Courses

Standard Name Please Select

Start Date:

End Date:

Distance from Postcode LE1 5JT 100+ miles

[Clear All](#) [Search](#)

Course Availability Feedback

✔ - Standardised Training ❌ - Grant Value Exception  
 Show 10 entries Search:

Course Name	ATO	Standard	Location	Price	Start Date	Duration	Grant Value	Distance (Miles)
CCDO Chargehand	Fujitsu Test	CCDO Chargehand <span style="color: green;">✔</span>	Beach Club	£1.00	01/10/2018	1 Days	£70.00	239

Showing 1 to 1 of 1 entries Previous 1 Next



6. To book the course, **click on the ATO** for their contact details.

Home > Training Course Search

Approved Training Organisation: ✓ - Standardised Training ⓘ - Grant Value Exception

Please Select

Keyword:

Include Unscheduled Training Courses:

Standard Name: Please Select

Start Date:

End Date:

Distance from Postcode: LE1 5JT 100+ miles

Clear All Search

Showing 1 to 1 of 1 entries

Course Name	ATO	Standard	Location	Price	Start Date	Duration	Grant Value	Distance (Miles)
CCDO Chargehand	Fujitsu Test	CCDO Chargehand ✓	Beach Club	£1.00	01/10/2018	1 Days	£70.00	239

Map Satellite

Fujitsu Test Beach Club  
1 Malone Road, Belfast, BT9 6BY  
239 miles

United Kingdom

Ireland

ENGLAND

Amsterdam

## Searching the Register for a learner

To search for a learner, you need to log in and have two of the following pieces of information about them:

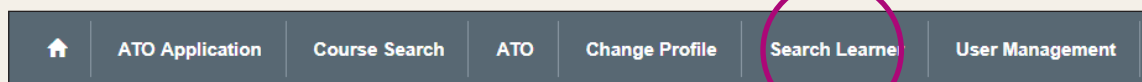
- surname
- date of birth
- Individual ID/Registration Number
- National Insurance Number
- Unique Learner Number

A search must include either their Individual ID/Registration Number or their National Insurance Number. The National Insurance Number must be in the format "AB123456A". Please do not use temporary numbers (starting with TN).

The Unique Learner Number is a ten-digit reference number given to anyone over the age of 13 involved in UK education or training.

The Individual ID is a seven-digit number which can be found on a learner's Construction Skills Certification Scheme (CSCS) card or on other paperwork issued by CITB, such as Site Safety Plus (SSP) certificates.

1. Log in to [CITB Online Services](#).
2. Click on the "**Search Learner**" button on the top menu bar.




- Enter at least **two pieces of information** about the learner in the search fields, including either the **Individual ID/Registration Number** or the **National Insurance Number**. Click **"Search"** when ready.

- If there is a match in the database, you will see the learner's profile page, including a photo if it was provided, and a list of their active achievements. You can toggle between the active and expired achievements by clicking on **"Active Learner Achievements."**

### Learner's Profile

**General**

Full Name \*  
Sam Sample



**Achievements**

Achievements

[Active Learner Achievements](#)

Training Course	Standard Name	Achievement Award Date ↑	Date of Expiry	Recommended Refresher Date	Standardised Training	Occupation
SICCS - Supervisor	SICCS - Supervisor	12/05/2013	31/12/2018		Yes	Card
SICCS - Manager	SICCS - Manager	12/05/2013	31/12/2018		Yes	Card
CPCS Competence Card	CPCS Competence Card	10/08/2013	31/10/2018		Yes	Card
CPCS Trainer - Full	CPCS Trainer - Full	10/08/2013	31/10/2018		Yes	Card

< 1 2 3 4 5 6 7 8 ... 31 >

## 8. Short duration training standards and grant rate search

### Where to search for training standards

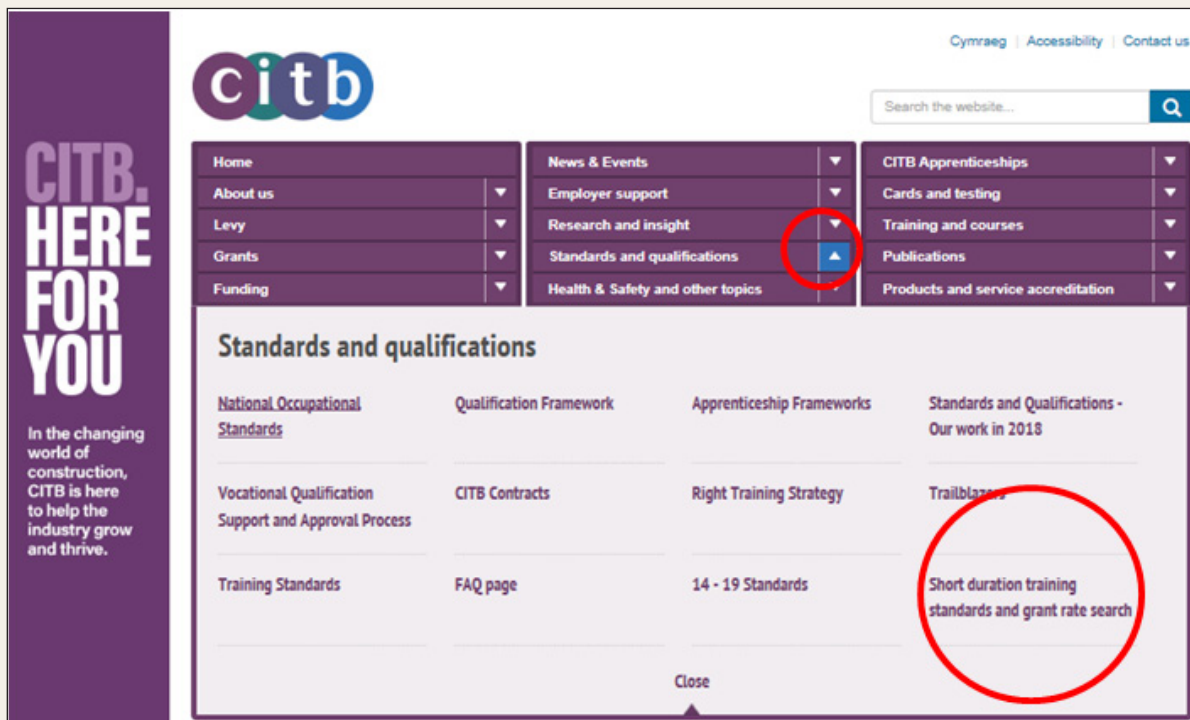
You can search for short duration training standards and their grant rates on the CITB website.

At the end of this section you can find guidance on how to download your search selection as an editable spreadsheet using the [Download as CSV](#) button.

Click this link for quick access: [Short duration training standards and grant rate search to start](#) your search.

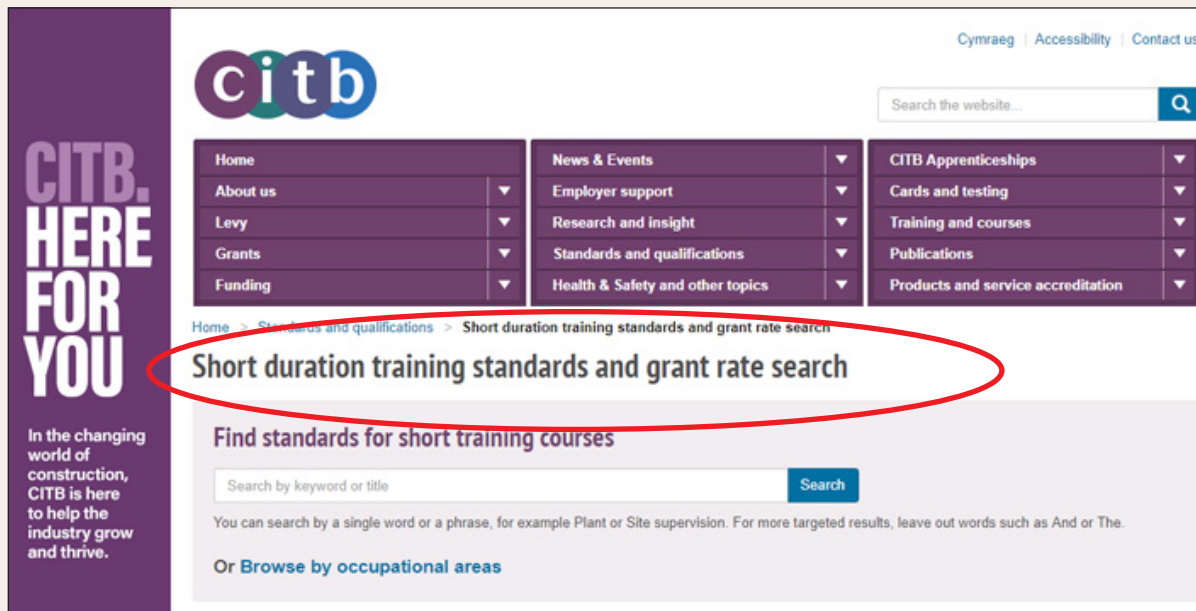
OR:

1. Visit <https://www.citb.co.uk/>
2. Click on the **Standards and Qualifications** dropdown arrow, then select **"Short duration training standards and grant rate search"**.



3. You will now see the Training Standards Search box.

At any time your location on the website can be seen on the page trail, as in the image below.

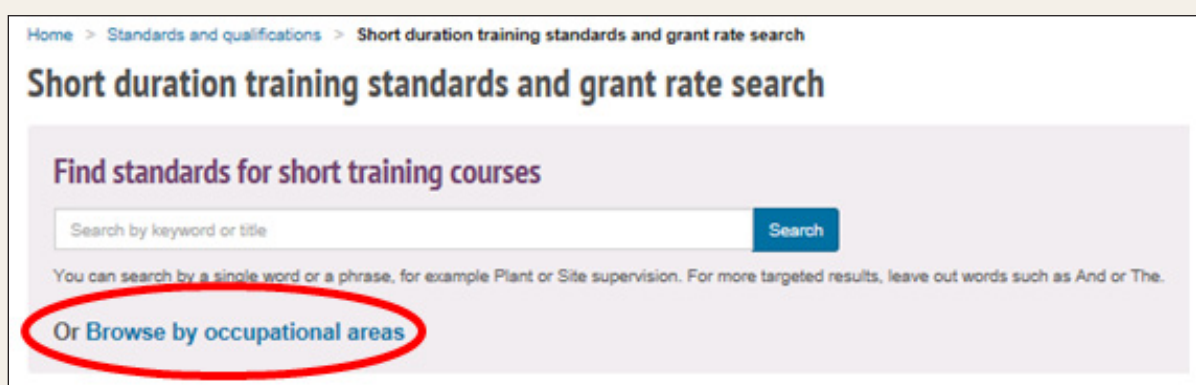


## Methods to narrow your search

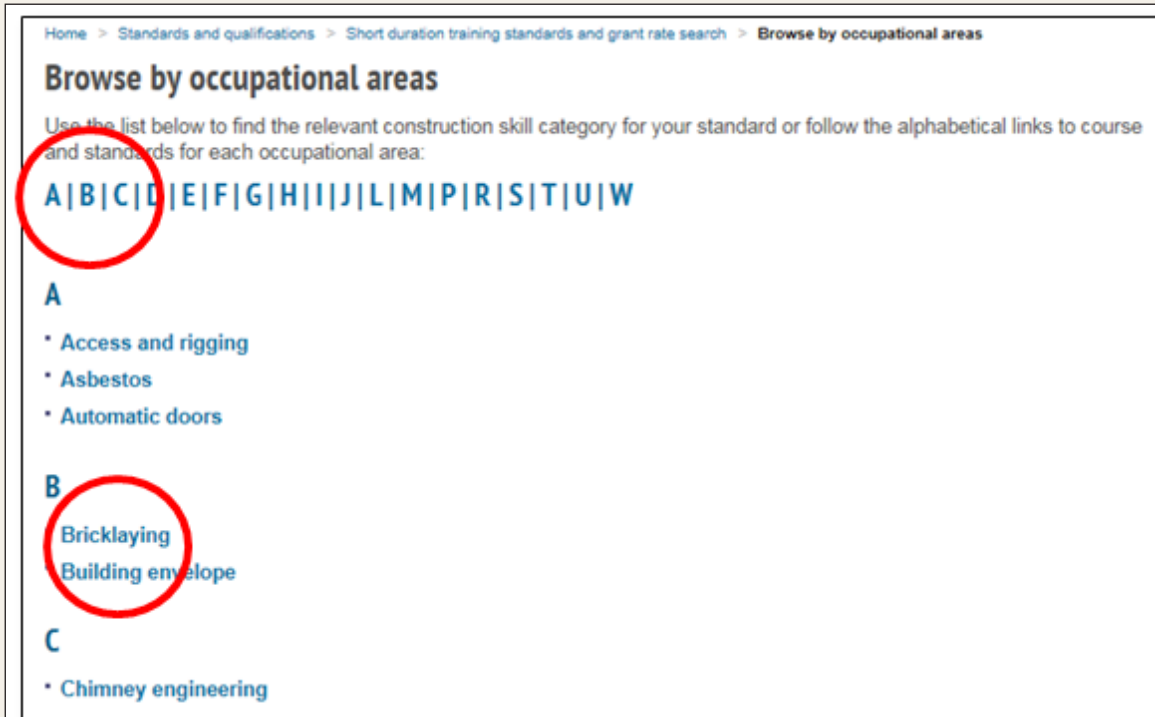
Searching for course standards by title:

Alternative methods for searching for a course standard:

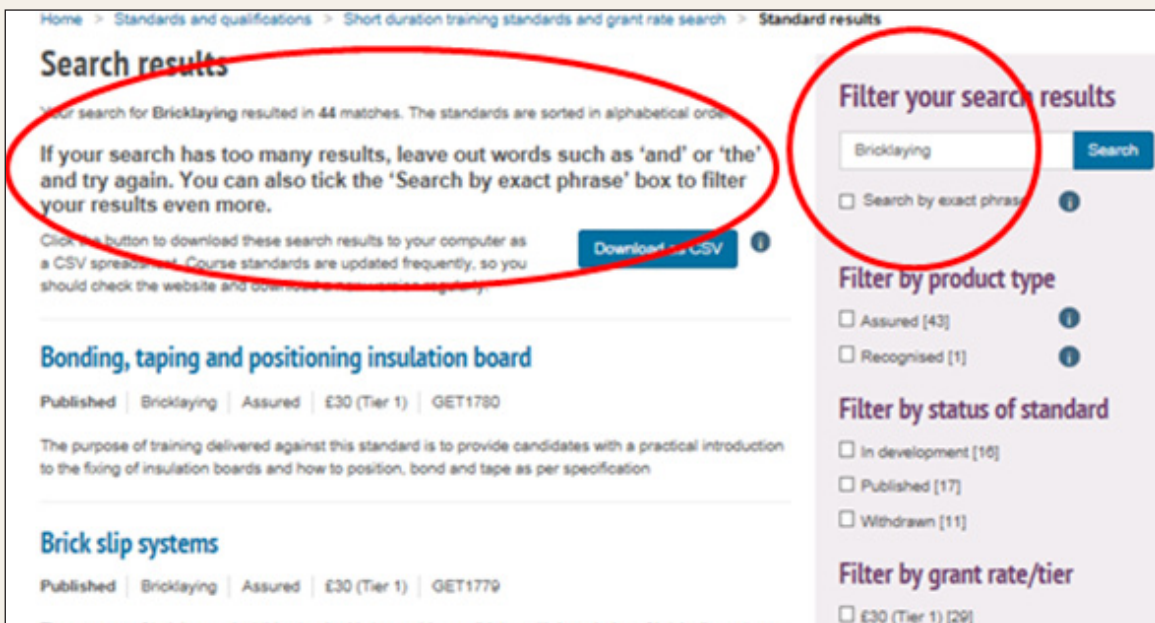
- If you know the full standard title, type it in the box.
- Type a single keyword or a phrase, for example Plant or Site supervision. For more targeted results, leave out words such as 'and' or 'the' from the search. Words commonly used in industry in relation to courses are also being linked through the keyword search.
- Click the [Browse by occupational areas](#) link. See the guidance below to navigate the [Browse by occupational areas / Standard results](#).



1. Select the letter of the alphabet that covers the occupational area you are searching in.
2. Select the occupational area.



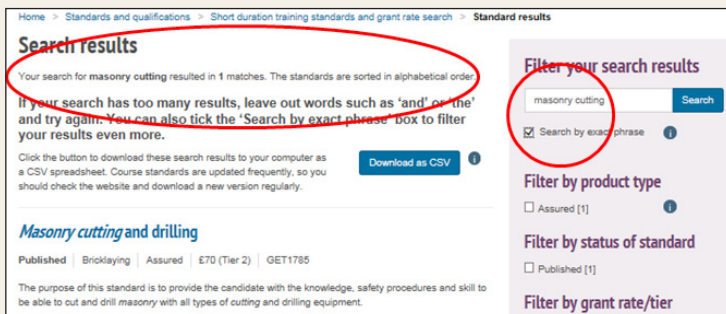
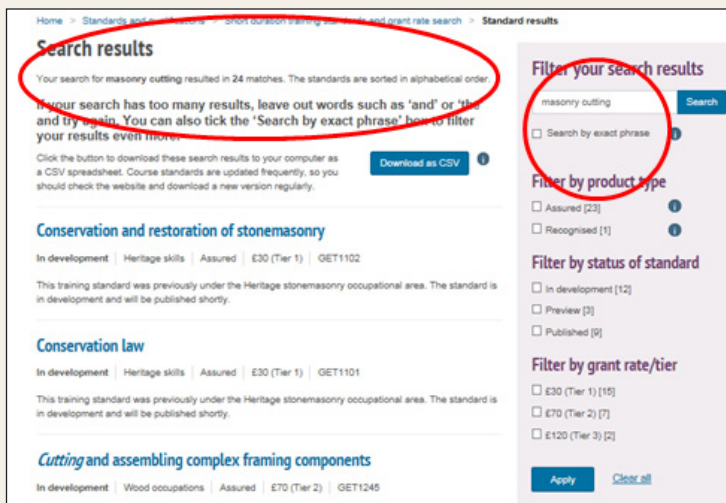
3. You are advised how many results the search has found and how to narrow the search for more targeted results:



## Search by exact phrase

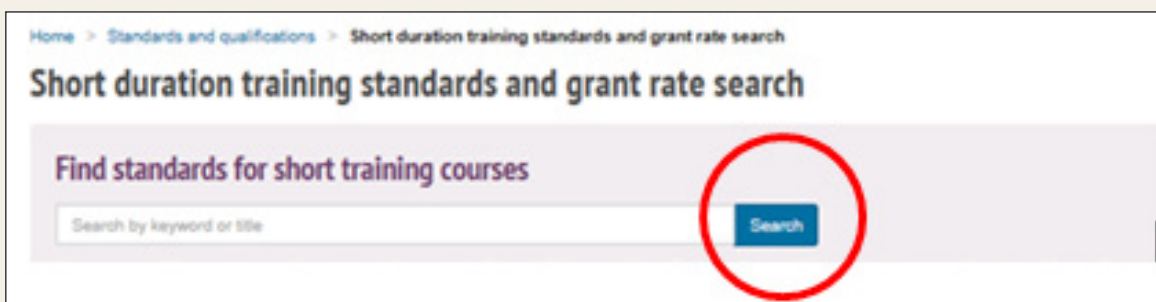
This filter groups keywords in the search box.

The example shots below show that 'masonry cutting' returns 24 results that include either 'masonry' or 'cutting' or both. When 'Search by exact phrase' is selected only 1 result is returned.

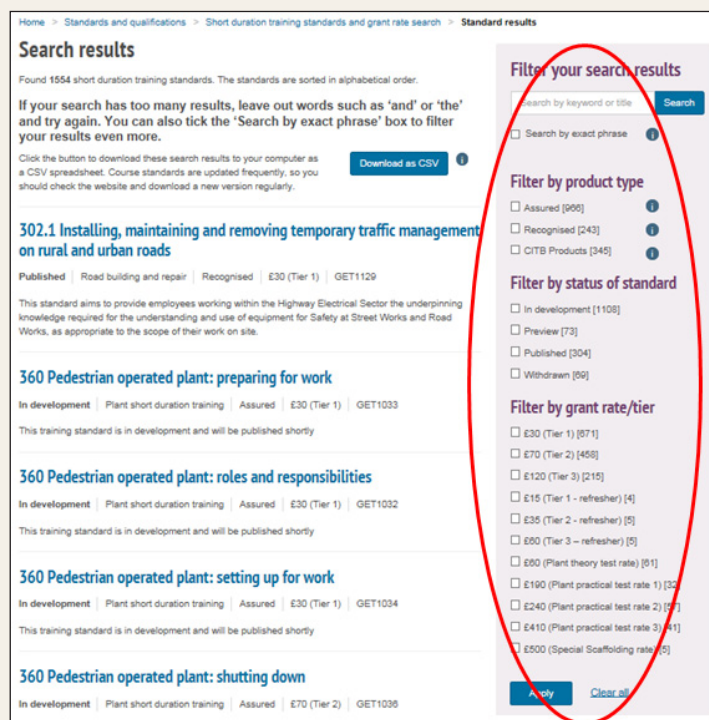


## Narrowing the search for course standards by using filters

Click "Search"



Filters can be applied in the right-hand panel, narrowing the results as you require.



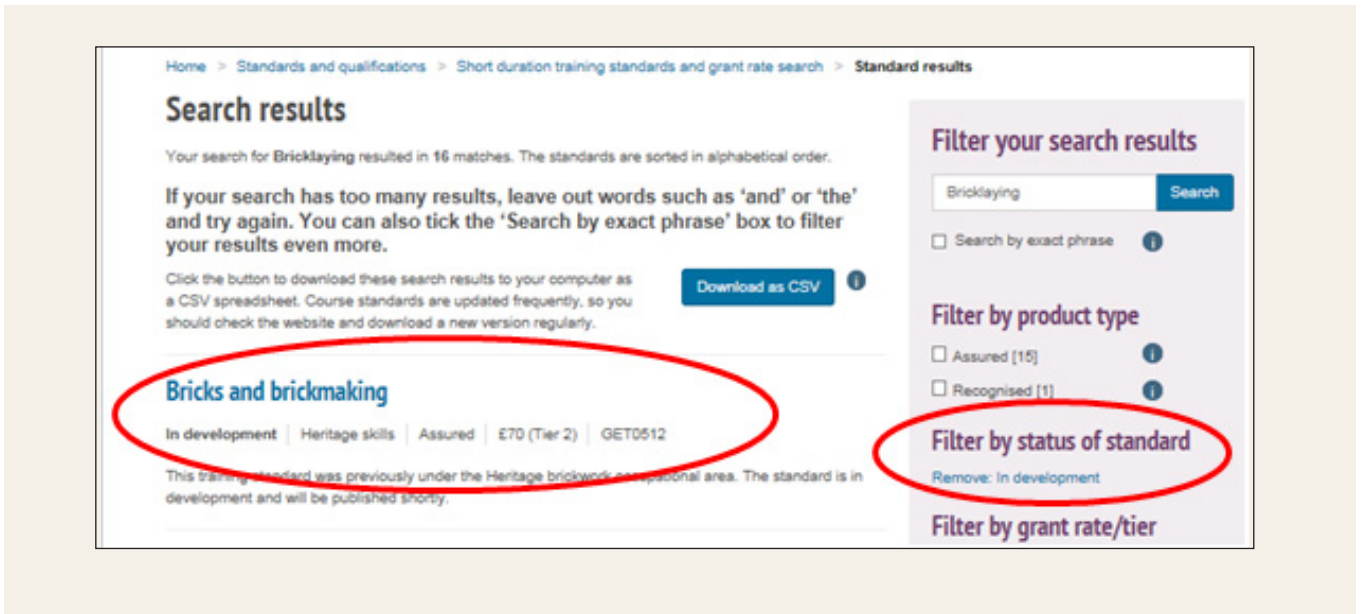
Each standard will carry the following information:

- The status of the standard, e.g. Published
- The title
- The category, e.g. Assured
- The grant tier
- The GET code

## To find a course standard by its status

Click '**Filter by status of standard**' to select one of the following.

1. Click '**In development**' where you may find a course title that does not yet have a published standard.
2. Click '**Preview standards**' for full Standards which have been developed by CITB, together with industry experts and made available ahead of formal publication to allow training providers time to review their course content against the Standard requirements.
3. Click '**Published**' for Published course titles, currently available to map course content to.
4. Click '**Withdrawn**' for courses that are no longer eligible for grant.



### To find a course standard by its title

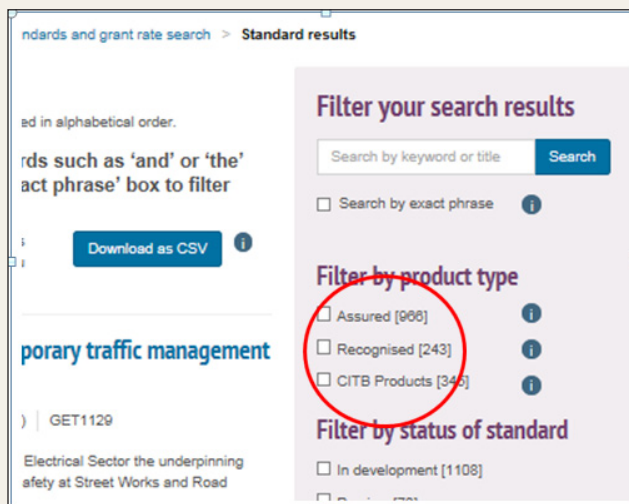
Click [here](#) to return to 'Searching for course standards by title.'

### To find a course standard by its category / product type:

Click [here](#) to read the definitions of Assured, Recognised and Preview Standards, also for definitions of GET codes and Grant tiers.

If you know which product type you are searching for:

1. Click a tick in the box required.
2. Click 'Apply the filter'





## Downloading your search selection

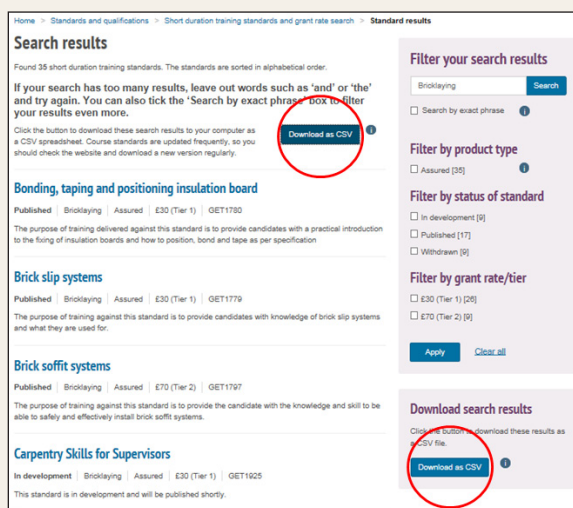
The CSV (comma separated value) button is for downloading the details of your course search. [Download as CSV](#)

You can use Excel or similar software to open the CSV file. With this software you can filter, expand the columns, reorder the titles or print out the spreadsheet.

**All** the short duration training standards will be downloaded unless the search has been narrowed down with any of the methods above.

Course standards are updated frequently, so you should check the website and download a new version regularly.

1. Click the button to download the search results to your computer as a CSV spreadsheet.



2. Open the download or use the "Save" options. Name the document according to your standard selection.



3. Each downloaded standard row has information in the following columns:

- A. Standard Title
- B. Occupation – the standard group the title falls into.
- C. Status - e.g. Published.
- D. Grant/TS code - the GET code for the standard.
- E. Grant Tier
- F. Product type - the category of the standard, e.g. Assured
- G. URL – the web address if the course standard needs to be found online.
- H. Last updated – the date to check on the website periodically

The standards will appear in alphabetical order of their titles.

	A	B	C	D	E	F	G	H	I
1	Standard t	Occupatio	Status	Grant/TS c	Grant Tier	Product ty	URL	Last Updated	
2	Bonding, t	Bricklaying	Published	GET1780	£30 (Tier 1)	Assured	https://www	#####	
3	Brick slip s	Bricklaying	Published	GET1779	£30 (Tier 1)	Assured	https://www	#####	
4	Brick soffit	Bricklaying	Published	GET1797	£70 (Tier 2)	Assured	https://www	#####	
5	Carpentry	Bricklaying	In developr	GET1925	£30 (Tier 1)	Assured	https://www	#####	
6	Cavity Traj	Bricklaying	Withdrawn	GET1202	£70 (Tier 2)	Assured	https://www	#####	
7	Cloak syst	Bricklaying	Withdrawn	GET1525	£30 (Tier 1)	Assured	https://www	#####	
8	Cold weatf	Bricklaying	Published	GET1782	£30 (Tier 1)	Assured	https://www	#####	
9	Co-ordinat	Bricklaying	Published	GET1781	£30 (Tier 1)	Assured	https://www	#####	
10	Fitting flusl	Bricklaying	In developr	GET1531	£30 (Tier 1)	Assured	https://www	#####	
11	Forming of	Bricklaying	Published	GET1783	£70 (Tier 2)	Assured	https://www	#####	
12	General sit	Bricklaying	Withdrawn	GET1684	£70 (Tier 2)	Assured	https://www	#####	
13	Helical bar	Bricklaying	In developr	GET1928	£70 (Tier 2)	Assured	https://www	#####	
14	Helical bar	Bricklaying	In developr	GET1923	£70 (Tier 2)	Assured	https://www	#####	
15	Heritage br	Bricklaying	Withdrawn	GET1510	£30 (Tier 1)	Assured	https://www	#####	
16	Industry st:	Bricklaying	In developr	GET1534	£30 (Tier 1)	Assured	https://www	#####	
17	Installing fi	Bricklaying	Published	GET1784	£30 (Tier 1)	Assured	https://www	#####	
18	Introductio	Bricklaying	Published	GET1795	£30 (Tier 1)	Assured	https://www	#####	
19	Introductio	Bricklaying	Withdrawn	GET1527	£30 (Tier 1)	Assured	https://www	#####	
20	Laying ins:	Bricklaying	Withdrawn	GET1536	£70 (Tier 2)	Assured	https://www	#####	
21	Masonry c:	Bricklaying	Published	GET1795	£70 (Tier 2)	Assured	https://www	#####	
22	Masonry si	Bricklaying	Published	GET1786	£70 (Tier 2)	Assured	https://www	#####	
23	Materials s	Bricklaying	Published	GET1788	£30 (Tier 1)	Assured	https://www	#####	
24	Mechanica	Bricklaying	In developr	GET1535	£30 (Tier 1)	Assured	https://www	#####	
25	Modern mi:	Bricklaying	In developr	GET1533	£30 (Tier 1)	Assured	https://www	#####	
26	Non stand:	Bricklaying	In developr	GET1523	£30 (Tier 1)	Assured	https://www	#####	
27	Pre-cast c:	Bricklaying	Withdrawn	GET1683	£30 (Tier 1)	Assured	https://www	#####	
28	Quality as:	Bricklaying	Published	GET1789	£30 (Tier 1)	Assured	https://www	#####	
29	Repairing	Bricklaying	Published	GET1796	£30 (Tier 1)	Assured	https://www	#####	
30	Sills, copin	Bricklaying	Published	GET1794	£30 (Tier 1)	Assured	https://www	#####	
31	Special bri	Bricklaying	Withdrawn	GET1524	£30 (Tier 1)	Assured	https://www	#####	
32	Specialist	Bricklaying	Published	GET1790	£30 (Tier 1)	Assured	https://www	#####	
33	Thin bed jc	Bricklaying	Withdrawn	GET1518	£30 (Tier 1)	Assured	https://www	#####	
34	Transferrir	Bricklaying	In developr	GET1532	£30 (Tier 1)	Assured	https://www	#####	
35	Types and	Bricklaying	Published	GET1791	£30 (Tier 1)	Assured	https://www	#####	
36	Wind post:	Bricklaying	Published	GET1792	£30 (Tier 1)	Assured	https://www	#####	
37									
38									
39									

- To see a full column, expand it by double-clicking when the double-headed arrow appears on the gridline between the letter headings.

A1	fx	Standard title			
		A	B	C	D
1		Standard title	Occupation	Status	Grant
2		Bonding, taping and positioning insulation board	Bricklaying	Published	GET1
3		Brick slip systems	Bricklaying	Published	GET1
4		Brick soffit systems	Bricklaying	Published	GET1
5		Carpentry Skills for Supervisors	Bricklaying	In development	GET1
6		Cavity Tray Installation	Bricklaying	Withdrawn	GET1
7		Cloak systems	Bricklaying	Withdrawn	GET1
8		Cold weather working requirements for bricklayers	Bricklaying	Published	GET1
9		Co-ordinating brickwork requirements with the wider project team	Bricklaying	Published	GET1
10		Fitting flush doors with patio and decking levels to create inside and outside spaces	Bricklaying	In development	GET1
11		Forming of cavities and correct installation of ties	Bricklaying	Published	GET1
12		General site formed damp proof course	Bricklaying	Withdrawn	GET1
13		Helical bar installation	Bricklaying	In development	GET1

A	B	C	D	E	F	G	H
Standard title	Occupational area	Status	Grant/TS code	Grant Tier	Product type	URL	Last Updated
Bonding, taping and positioning insulation board	Bricklaying	Published	GET1780	£30 (Tier 1)	Assured	<a href="https://www.citb.co.uk/Qualifications-Standards/short-training-standards-search/bricklaying/Bonding-taping-and-positioning-insulation-board/">https://www.citb.co.uk/Qualifications-Standards/short-training-standards-search/bricklaying/Bonding-taping-and-positioning-insulation-board/</a>	28/11/2018
Brick slip systems	Bricklaying	Published	GET1779	£30 (Tier 1)	Assured	<a href="https://www.citb.co.uk/Qualifications-Standards/short-training-standards-search/bricklaying/Brick-slip-systems/">https://www.citb.co.uk/Qualifications-Standards/short-training-standards-search/bricklaying/Brick-slip-systems/</a>	28/11/2018
Brick soffit systems	Bricklaying	Published	GET1797	£70 (Tier 2)	Assured	<a href="https://www.citb.co.uk/Qualifications-Standards/short-training-standards-search/bricklaying/Brick-soffit-systems/">https://www.citb.co.uk/Qualifications-Standards/short-training-standards-search/bricklaying/Brick-soffit-systems/</a>	28/11/2018
Carpentry Skills for Supervisors	Bricklaying	In development	GET1925	£30 (Tier 1)	Assured	<a href="https://www.citb.co.uk/Qualifications-Standards/short-training-standards-search/bricklaying/Carpentry-Skills-for-Supervisors/">https://www.citb.co.uk/Qualifications-Standards/short-training-standards-search/bricklaying/Carpentry-Skills-for-Supervisors/</a>	13/12/2018
Cavity Tray Installation	Bricklaying	Withdrawn	GET1202	£70 (Tier 2)	Assured	<a href="https://www.citb.co.uk/Qualifications-Standards/short-training-standards-search/bricklaying/Cavity-Tray-Installation/">https://www.citb.co.uk/Qualifications-Standards/short-training-standards-search/bricklaying/Cavity-Tray-Installation/</a>	17/09/2018
Cloak systems	Bricklaying	Withdrawn	GET1525	£30 (Tier 1)	Assured	<a href="https://www.citb.co.uk/Qualifications-Standards/short-training-standards-search/bricklaying/Cloak-systems/">https://www.citb.co.uk/Qualifications-Standards/short-training-standards-search/bricklaying/Cloak-systems/</a>	17/12/2018
Cold weather working requirements for bricklayers	Bricklaying	Published	GET1782	£30 (Tier 1)	Assured	<a href="https://www.citb.co.uk/Qualifications-Standards/short-training-standards-search/bricklaying/Cold-weather-working-requirements-for-bricklayers/">https://www.citb.co.uk/Qualifications-Standards/short-training-standards-search/bricklaying/Cold-weather-working-requirements-for-bricklayers/</a>	28/11/2018
Co-ordinating brickwork requirements with the wider project team	Bricklaying	Published					

## Sorting and filtering the downloaded standards

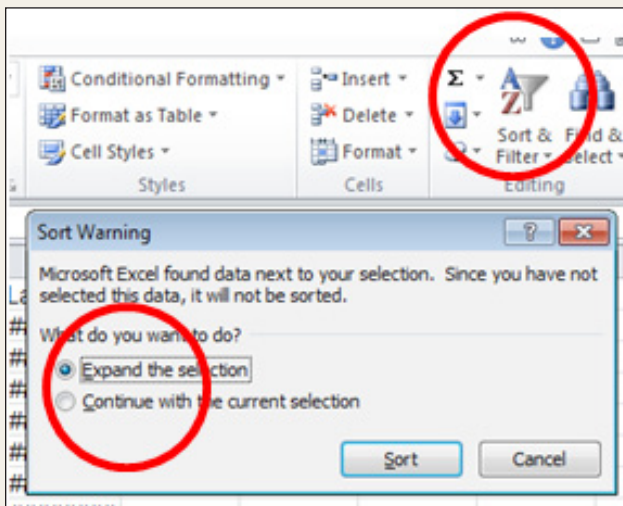
To sort the information data into the alphabetical order of a column other than “Standard title”

	A	B	C	D	E	F	G	H
1	Standard title	Occupational area	Status	Grant/TS code	Grant Tier	Product type	URL	Last Updated
2	Bonding, taping and positioning insulation	Bricklaying	Published	GET1780	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1780	2017-01-10
3	Brick slip systems	Bricklaying	Published	GET1779	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1779	2017-01-10
4	Brick soffit systems	Bricklaying	Published	GET1797	£70 (Tier 2 Assured)		https://www.citb.co.uk/standards/1797	2017-01-10
5	Carpentry Skills for Supervisors	Bricklaying	In development	GET1925	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1925	2017-01-10
6	Cavity Tray Installation	Bricklaying	Withdrawn	GET1202	£70 (Tier 2 Assured)		https://www.citb.co.uk/standards/1202	2017-01-10
7	Cloak systems	Bricklaying	Withdrawn	GET1525	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1525	2017-01-10
8	Cold weather working requirements for brickwork	Bricklaying	Published	GET1782	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1782	2017-01-10
9	Co-ordinating brickwork requirements	Bricklaying	Published	GET1781	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1781	2017-01-10
10	Fitting flush doors with patio and decorative panels	Bricklaying	In development	GET1531	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1531	2017-01-10
11	Forming of cavities and correct installation	Bricklaying	Published	GET1783	£70 (Tier 2 Assured)		https://www.citb.co.uk/standards/1783	2017-01-10
12	General site formed damp proof course	Bricklaying	Withdrawn	GET1684	£70 (Tier 2 Assured)		https://www.citb.co.uk/standards/1684	2017-01-10
13	Helical bar installation	Bricklaying	In development	GET1928	£70 (Tier 2 Assured)		https://www.citb.co.uk/standards/1928	2017-01-10
14	Helical bar surveyor	Bricklaying	In development	GET1923	£70 (Tier 2 Assured)		https://www.citb.co.uk/standards/1923	2017-01-10
15	Heritage brickwork	Bricklaying	Withdrawn	GET1510	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1510	2017-01-10
16	Industry standards and tolerances for brickwork	Bricklaying	In development	GET1534	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1534	2017-01-10
17	Installing fire barriers and breaks	Bricklaying	Published	GET1784	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1784	2017-01-10
18	Introductory brickwork	Bricklaying	Published	GET1795	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1795	2017-01-10
19	Introductory brickwork	Bricklaying	Withdrawn	GET1527	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1527	2017-01-10
20	Laying insulation	Bricklaying	Withdrawn	GET1536	£70 (Tier 2 Assured)		https://www.citb.co.uk/standards/1536	2017-01-10
21	Masonry chases	Bricklaying	Published	GET1785	£70 (Tier 2 Assured)		https://www.citb.co.uk/standards/1785	2017-01-10
22	Masonry sills	Bricklaying	Published	GET1786	£70 (Tier 2 Assured)		https://www.citb.co.uk/standards/1786	2017-01-10
23	Materials	Bricklaying	Published	GET1788	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1788	2017-01-10
24	Mechanics	Bricklaying	In development	GET1535	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1535	2017-01-10
25	Modern masonry	Bricklaying	In development	GET1533	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1533	2017-01-10
26	Non standard brickwork	Bricklaying	In development	GET1523	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1523	2017-01-10
27	Pre-cast concrete	Bricklaying	Withdrawn	GET1683	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1683	2017-01-10
28	Quality assurance	Bricklaying	Published	GET1789	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1789	2017-01-10
29	Repairing brickwork	Bricklaying	Published	GET1796	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1796	2017-01-10
30	Sills, copings	Bricklaying	Published	GET1794	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1794	2017-01-10
31	Special brickwork	Bricklaying	Withdrawn	GET1524	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1524	2017-01-10
32	Specialist brickwork	Bricklaying	Published	GET1790	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1790	2017-01-10
33	Thin bed joints	Bricklaying	Withdrawn	GET1518	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1518	2017-01-10
34	Transfer of brickwork	Bricklaying	In development	GET1532	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1532	2017-01-10
35	Types and grades	Bricklaying	Published	GET1791	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1791	2017-01-10
36	Wind post	Bricklaying	Published	GET1792	£30 (Tier 1 Assured)		https://www.citb.co.uk/standards/1792	2017-01-10

1. Select the column you wish to sort by.

	A	B	C
1	Standard title	Occupational area	Status
2	Bonding, taping and positioning insulation	Bricklaying	Published
3	Brick slip systems	Bricklaying	Published
4	Brick soffit systems	Bricklaying	Published
5	Carpentry Skills for Supervisors	Bricklaying	In development
6	Cavity Tray Installation	Bricklaying	Withdrawn
7	Cloak systems	Bricklaying	Withdrawn
8	Cold weather working requirements for brickwork	Bricklaying	Published
9	Co-ordinating brickwork requirements	Bricklaying	Published
10	Fitting flush doors with patio and decorative panels	Bricklaying	In development
11	Forming of cavities and correct installation	Bricklaying	Published
12	General site formed damp proof course	Bricklaying	Withdrawn
13	Helical bar installation	Bricklaying	In development
14	Helical bar surveyor	Bricklaying	In development
15	Heritage brickwork	Bricklaying	Withdrawn
16	Industry standards and tolerances for brickwork	Bricklaying	In development
17	Installing fire barriers and breaks	Bricklaying	Published

- Click the **"Sort & Filter"** icon. Ensure **"Expand the selection"** is selected in the dialogue box. Click **"Sort"**.

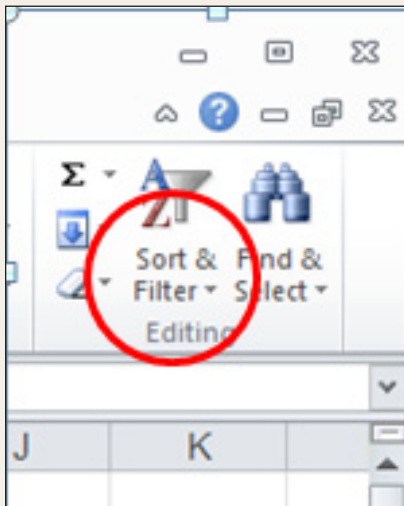


- The rows will then be sorted according to the column you selected. Check that all the information in each row has stayed together as it moved.

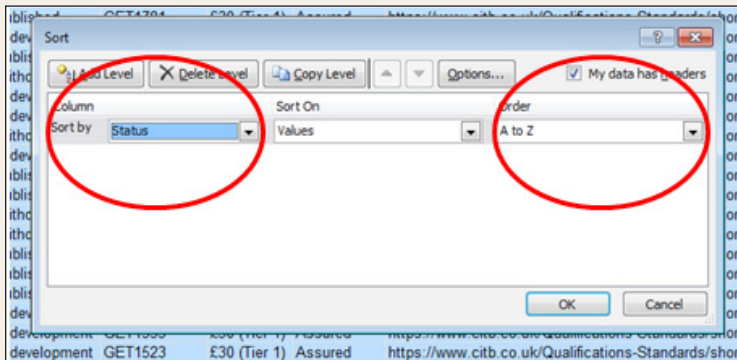
	A	B	C	D	E	F
1	Standard title	Occupational area	Status	Grant/TS code	Grant Tier	Product type
2	Carpentry Skills for Supervisors	Bricklaying	In development	GET1925	£30 (Tier 1)	Assured
3	Fitting flush doors with patio and dec	Bricklaying	In development	GET1531	£30 (Tier 1)	Assured
4	Helical bar installation	Bricklaying	In development	GET1928	£70 (Tier 2)	Assured
5	Helical bar surveyor	Bricklaying	In development	GET1923	£70 (Tier 2)	Assured
6	Industry standards and tolerances for	Bricklaying	In development	GET1534	£30 (Tier 1)	Assured
7	Mechanical and modern pointing sys	Bricklaying	In development	GET1535	£30 (Tier 1)	Assured
8	Modern mixing methods	Bricklaying	In development	GET1533	£30 (Tier 1)	Assured
9	Non standard and special brick	Bricklaying	In development	GET1523	£30 (Tier 1)	Assured
10	Transferring levels for bricklayers	Bricklaying	In development	GET1522	£30 (Tier 1)	Assured
11	Bonding, taping and positioning insul	Bricklaying	Published	GET1780	£30 (Tier 1)	Assured
12	Brick slip systems	Bricklaying	Published	GET1779	£30 (Tier 1)	Assured
13	Brick soffit systems	Bricklaying	Published	GET1797	£70 (Tier 2)	Assured
14	Cold weather working requirements for	Bricklaying	Published	GET1782	£30 (Tier 1)	Assured
15	Co-ordinating brickwork requirements	Bricklaying	Published	GET1781	£30 (Tier 1)	Assured
16	Forming of cavities and correct instal	Bricklaying	Published	GET1783	£70 (Tier 2)	Assured
17	Installing fire barriers and breaks	Bricklaying	Published	GET1784	£30 (Tier 1)	Assured
18	Introduction to movement joints	Bricklaying	Published	GET1795	£30 (Tier 1)	Assured
19	Masonry cutting and drilling	Bricklaying	Published	GET1785	£70 (Tier 2)	Assured
20	Masonry support angle installation	Bricklaying	Published	GET1786	£70 (Tier 2)	Assured
21	Materials storage and protection	Bricklaying	Published	GET1788	£30 (Tier 1)	Assured
22	Quality assurance and customer/clie	Bricklaying	Published	GET1789	£30 (Tier 1)	Assured
23	Repairing defective brick and block w	Bricklaying	Published	GET1796	£30 (Tier 1)	Assured
24	Sills, copings, cappings and junction	Bricklaying	Published	GET1794	£30 (Tier 1)	Assured
25	Specialist damp proof course cloak s	Bricklaying	Published	GET1790	£30 (Tier 1)	Assured
26	Types and uses of mortars used for t	Bricklaying	Published	GET1791	£30 (Tier 1)	Assured
27	Wind post installation	Bricklaying	Published	GET1792	£30 (Tier 1)	Assured
28	Cavity Tray Installation	Bricklaying	Withdrawn	GET1202	£70 (Tier 2)	Assured
29	Cloak systems	Bricklaying	Withdrawn	GET1525	£30 (Tier 1)	Assured
30	General site formed damp proof cour	Bricklaying	Withdrawn	GET1684	£70 (Tier 2)	Assured
31	Heritage brickwork	Bricklaying	Withdrawn	GET1510	£30 (Tier 1)	Assured
32	Introduction to the interface with relat	Bricklaying	Withdrawn	GET1527	£30 (Tier 1)	Assured

OR

1. Click on the **"Sort & Filter"** drop down arrow. Select **"Custom Sort"**.



2. Sort by the column letter, or put a tick in **"My data has headers"** to select by header.



Unless you select otherwise all the rows will be sorted according to the order of the column you selected.

## Searching and sorting standards after downloading

This may help you find and categorise standards suitable for your ATO.

The example below is of 173 results, from the application of the Published and Assured filters being applied.

Home > Standards and qualifications > Short duration training standards and grant rate search > Standard results

### Search results

Find 173 short duration training standards. The standards are sorted in alphabetical order.

If your search has too many results, leave out words such as 'and' or 'the' and try again. You can also tick the 'Search by exact phrase' box to filter your results even more.

Click the button to download these search results to your computer as a CSV spreadsheet. Course standards are updated frequently, so you should check the website and download a new version regularly.

[Download as CSV](#)

**Adhesives, sealants and bitumen for liquid roofing**

**Filter your search**

Search by keyword or title

Search by exact phrase

**Filter by product type**

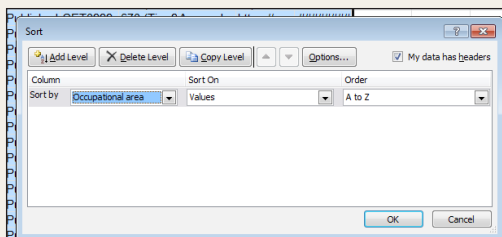
Remove: Assured

**Filter by status of st**

	A	B	C	D	E	F	G	H	
1	Standard title	Occupatio	Status	Grant/TS	cGrant	Tier	Product ty	URL	Last Update
2	Adhesives; sealant	Roofing (lic	Published	GET1821	£30	(Tier 1	Assured	https://www	#####
3	Alternative lining s	Chimney e	Published	GET1798	£30	(Tier 1	Assured	https://www	#####
4	Application details	Roofing (sl	Published	GET1778	£30	(Tier 1	Assured	https://www	#####
5	Asbestos awaren	Asbestos	Published	GET0096	£30	(Tier 1	Assured	https://www	#####
6	Asbestos licens	Asbestos	Published	GET0094	£30	(Tier 1	Assured	https://www	#####
7	Balconies; podium	Roofing (lic	Published	GET1822	£70	(Tier 2	Assured	https://www	#####
8	Batten roll roofing	Roofing (nr	Published	GET0222	£70	(Tier 2	Assured	https://www	#####
9	Best practices; let	Chimney e	Published	GET1799	£30	(Tier 1	Assured	https://www	#####
10	Bonding; taping ar	Bricklaying	Published	GET1780	£30	(Tier 1	Assured	https://www	#####
11	Brick slip systems	Bricklaying	Published	GET1779	£30	(Tier 1	Assured	https://www	#####
12	Brick soffit system	Bricklaying	Published	GET1797	£70	(Tier 2	Assured	https://www	#####
13	Building regulatio	Roofing (sl	Published	GET1777	£30	(Tier 1	Assured	https://www	#####
14	Built-up wall cladd	Constructi	Published	GET1901	£30	(Tier 1	Assured	https://www	#####
15	Car parks; produc	Roofing (lic	Published	GET1823	£70	(Tier 2	Assured	https://www	#####
16	Chimney and flue	Chimney e	Published	GET1801	£30	(Tier 1	Assured	https://www	#####
17	Chimney lining co	Chimney e	Published	GET1803	£30	(Tier 1	Assured	https://www	#####
18	Chimney terminal	Chimney e	Published	GET1802	£30	(Tier 1	Assured	https://www	#####
19	Cold weather wor	Bricklaying	Published	GET1782	£30	(Tier 1	Assured	https://www	#####
20	Commercial man	Constructi	Published	GET1752	£30	(Tier 1	Assured	https://www	#####
21	Conservation phik	Façade pri	Published	GET1818	£30	(Tier 1	Assured	https://www	#####
22	Co-ordinating bric	Bricklaying	Published	GET1781	£30	(Tier 1	Assured	https://www	#####
23	Defect and fault r	Chimney e	Published	GET1804	£30	(Tier 1	Assured	https://www	#####
24	Defect prevention	Home bulk	Published	GET1899	£30	(Tier 1	Assured	https://www	#####
25	Defect prevention	Home bulk	Published	GET1909	£30	(Tier 1	Assured	https://www	#####
26	Defect prevention	Home bulk	Published	GET1908	£30	(Tier 1	Assured	https://www	#####
27	Defect prevention	Home bulk	Published	GET1897	£30	(Tier 1	Assured	https://www	#####
28	Defect prevention	Home bulk	Published	GET1896	£30	(Tier 1	Assured	https://www	#####
29	Defect prevention	Home bulk	Published	GET1898	£30	(Tier 1	Assured	https://www	#####
30	Defect survey anc	Roofing (sl	Published	GET1856	£30	(Tier 1	Assured	https://www	#####
31	Demolition safety	Demolition	Published	GET0241	£30	(Tier 1	Assured	https://www	#####
32	Design and const	Wall and fl	Published	GET1767	£70	(Tier 2	Assured	https://www	#####
33	Details; terminatio	Roofing (lic	Published	GET1824	£70	(Tier 2	Assured	https://www	#####
34	Develop and main	Home bulk	Published	GET1871	£30	(Tier 1	Assured	https://www	#####
35	Domestic smoke	Chimney e	Published	GET1805	£30	(Tier 1	Assured	https://www	#####
36	Dry-fixed systems	Roofing (sl	Published	GET1849	£70	(Tier 2	Assured	https://www	#####
37	Effective snagging	Home bulk	Published	GET1872	£30	(Tier 1	Assured	https://www	#####
38	Emissions for defi	Chimney e	Published	GET1806	£30	(Tier 1	Assured	https://www	#####
39	Engineering rig att	Piling	Published	GET1874	£30	(Tier 1	Assured	https://www	#####

- To sort results according to, for example, "Occupational area" [click to see the guidance above](#) for sorting methods

	A	B	C	D
1	Standard title	Occupatio	Status	Grant/TS code Gr
2	Adhesives; sealant	Roofing (li	Published	GET1821 £3
3	Alternative lining s	Chimney e	Published	GET1798 £3
4	Application details	Roofing (s	Published	GET1778 £3
5	Asbestos awarenes	Asbestos	Published	GET0096 £3
6	Asbestos licensed	Asbestos	Published	GET0094 £3
7	Balconies; podium	Roofing (li	Published	GET1822 £7
8	Batten roll roofing	Roofing (n	Published	GET0222 £7
9	Best practices; le	Chimney e	Published	GET1799 £3
10	Bonding; taping an	Bricklaying	Published	GET1780 £3
11	Brick slip systems	Bricklaying	Published	GET1779 £3
12	Brick soffit system	Bricklaying	Published	GET1797 £7
13	Building regulatio	Roofing (s	Published	GET1777 £3
14	Built-up wall cladd	Constructi	Published	GET1901 £3
15	Car parks: produc	Roofing (li	Published	GET1823 £7
16	Chimney and flue	Chimney e	Published	GET1801 £3
17	Chimney lining co	Chimney e	Published	GET1803 £3
18	Chimney terminal	Chimney e	Published	GET1802 £3
19	Cold weather wor	Bricklaying	Published	GET1782 £3
20	Commercial mana	Constructi	Published	GET1752 £3
21	Conservation philo	Façade pre	Published	GET1818 £3
22	Co-ordinating bric	Bricklaying	Published	GET1781 £3

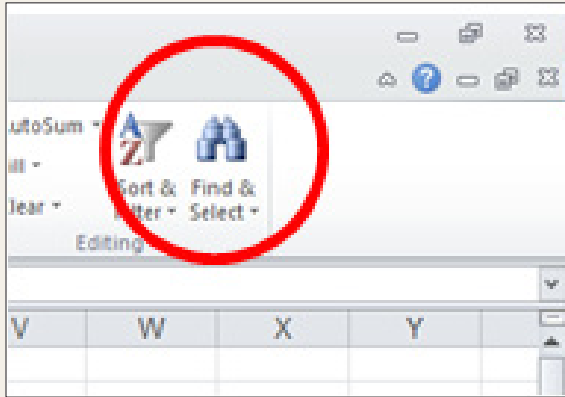


- The results will now be sorted according to the column you selected, in this case "Occupational areas".

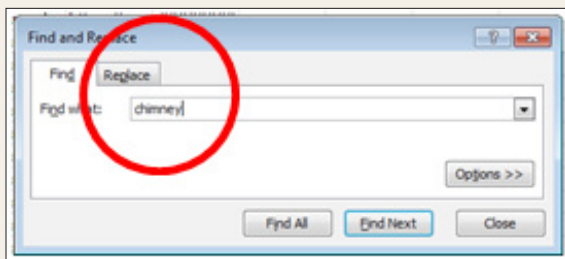
Structural masonr	Chimney engineering	Publis
Ventilation system	Chimney engineering	Publis
Formwork introduc	Civil engineering	Publis
Steelfixing introdu	Civil engineering	Publis
Insulated concrete	Concrete	Publis
Built-up wall cladd	Construction (common)	Publis
Commercial mana	Construction (common)	Publis
Managing the clac	Construction (common)	Publis
Modern site cultur	Construction (common)	Publis
Oxygen fuel cuttin	Construction (common)	Publis
Demolition safety	Demolition	Publis
Mechanical cuttin	Demolition	Publis
Recycling and re-t	Demolition	Publis
Conservation philo	Façade preservation	Publis
Temporary surface	Façade preservation	Publis
Water cleaning eq	Façade preservation	Publis
Entrance matting	Floor covering	Publis
Defect prevention	Home building	Publis
Defect prevention	Home building	Publis
Defect prevention	Home building	Publis
Defect prevention	Home building	Publis
Defect prevention	Home building	Publis



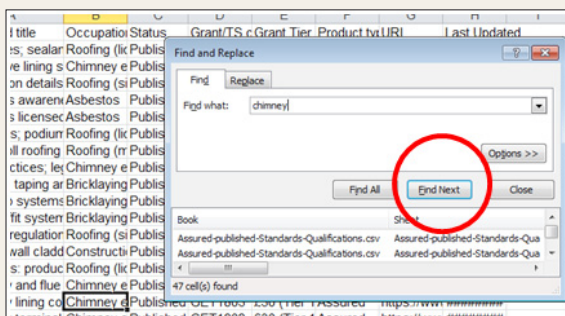
## Using the “Find” dialogue box



1. Click on “**Find & Select**”
2. Enter the key word you are searching for



3. Click “**Enter/Return**” on your keyboard or the “**Find**” option on the dialogue box. This will highlight the cell/s containing the key word. “**Find Next**” is used to move through the spreadsheet from one “**Find**” result to the next.



# PART 3: HELP AND SUPPORT

## 1. Contact CITB

If you have any questions or need help using the portal, please contact Construction Training Directory services on **0844 994 4047** or email us at [ctdservices@citb.co.uk](mailto:ctdservices@citb.co.uk)

### Our working hours are:

Monday to Thursday 9am to 5pm

Friday 9am to 4pm

We are closed on bank holidays.

For grant related queries, email:

[levy.grant@citb.co.uk](mailto:levy.grant@citb.co.uk)

For quality assurance queries, email:

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

## 2. Privacy and data protection

We have consulted legal experts to ensure the system and processes mean are compliant with current data protection legislation, including the General Data Protection Regulation.

Read our [privacy policy](#).

You can find information on processing and data handling issues in the [ATO agreement terms – annex a](#).

### Fair Processing Notice

We have written a Fair Processing Notice that you can share with learners, outlining how we will use their details:

Fair Processing Notice:

The information you provide to the CITB Approved Training Organisation, {insert name}, will be used for administering Training Courses and for purposes connected with the Construction Industry Training Board's ("CITB") role as an Industrial Training Board in accordance with the Industrial Training Act 1982.

Your data will be held securely and treated confidentially and will not be disclosed to external parties other than as required for the purposes described above. This may include sharing your information on the CITB Construction Training Register as well as with employers, awarding organisations, competency card schemes or training providers.

Further information, including your legal rights and how your information may be used, can be found by:

- viewing the CITB Privacy Notice online at [www.citb.co.uk/privacy](http://www.citb.co.uk/privacy);
- asking the Approved Training Organisation for information about how they manage your personal data.

### 3. Approved Training Organisation – FAQs

#### Where do I find out about becoming an ATO?

All information regarding on-boarding is located on our [website](#).

There is additional information contained in 'ATOs: Everything you need to know' and '[Employers: Everything you need to know](#)'.

#### How do I apply to become an ATO?

You can apply to become an ATO by clicking on the [apply link](#) on our website.

#### How do I map my course to the Standards?

You can check to see if there is a Standard that matches your course on our [website](#).

#### How do I know if my course meets the Standard?

You can search for the Standard which best matches your course on the CITB [website](#)

You will be able to see if the Standard is 'in development' or a 'Preview'.

#### Can I run a course against a 'Standard in Development' or 'Preview'?

If the Standard is a full Standard there will be a link so that you can map your course against the Standard.

If the Standard is 'Standard in Development' you are able to run your course as it is until such time as CITB develop a full Standard.

If the Standard is 'Preview' it has been made available ahead of formal publication to allow you time to review your course content against the Standard requirements.

#### Do I have to use the directory and register or can I just upload my learner achievements?

As an ATO you do not have to advertise your courses on the Construction Training Directory (CTD), but the CTD allows you to advertise your courses to potential customers.

As an ATO you have a contractual obligation to upload achievements to the Construction Training Register (CTR). The CTR is a tool that learners and employers can use to ascertain what training has been carried out and/or what training is required for an individual.

#### My course is not listed as a grant eligible course on the CITB website. What do I do?

If your course is not listed you can [suggest a course](#) on our website.

#### How do I add a course to the directory?

The work instruction for adding a course is detailed in '[ATOs: Everything you need to know](#)' (page 32).

#### I am having issues with my login. Which email address do I use?

When applying to become an ATO you will be asked to supply an email address to register. This email address needs to be a specific (not generic) business email address.

After you have submitted your application you will receive an email inviting you to create a Login. You must use the same email address that you registered with. If you have any issues around this process please contact us on [0844 994 4047](tel:0844 994 4047) or email us on [ctdservices@citb.co.uk](mailto:ctdservices@citb.co.uk).

#### How do I apply for other products (categories of courses)?

You can apply for other products by going to your ATO Menu within the Construction Training Directory (CTD) and selecting the 'Apply for New Products' tab. Place a tick in the box next to the new product that you wish to offer and click on submit. You will then be asked to sign your 'Form of Agreement'.

The work instruction for adding new categories of product is detailed in '[ATOs: Everything you need to know](#)' (page 23).

#### What are the other product categories?

There are three product categories.

- **Assured:** Standards developed by CITB and industry, which will be quality assured by CITB.
- **CITB Products:** Site Safety Plus (SSP) which is developed and administered by CITB.
- **Recognised:** existing Standards and qualifications provided by awarding bodies that are widely recognised by industry (For example: City and Guilds, NOCN or Construction Industry Scaffolders Record Scheme (CISRS) qualifications).

### What are the annual ATO fees for training groups and charities?

For full details regarding pricing please refer to our [website](#).

Any request for CITB to waive the fee will be considered on a case-by-case basis. For more information, please contact: [ctdservices@citb.co.uk](mailto:ctdservices@citb.co.uk).

### How does the new General Data Protection Regulations (GDPR) work with the Training Model?

If you have any concerns regarding the information CITB hold about you and your training achievements, please email [privacy@citb.co.uk](mailto:privacy@citb.co.uk).

The Fair Processing Notice below must be read by learners attending every ATO course and outlines how CITB will use their details.

#### Fair Processing Notice:

The information you provide to the CITB Approved Training Organisation, {insert name}, will be used for administering Training Courses and for purposes connected with the Construction Industry Training Board's ("CITB") role as an Industrial Training Board in accordance with the Industrial Training Act 1982.

Your data will be held securely and treated confidentially and will not be disclosed to external parties other than as required for the purposes described above. This may include sharing your information on the CITB Construction Training Register as well as with employers, awarding organisations, competency card schemes or training providers.

Further information, including your legal rights and how your information may be used, can be found by:

- viewing the CITB Privacy Notice online at [www.citb.co.uk/privacy](http://www.citb.co.uk/privacy);
- asking the Approved Training Organisation for information about how they manage your personal data.

### Can I use the CITB logo?

When promoting CITB approved courses you may use the line 'delivering CITB assured courses.' As an ATO you may also use the CITB logo according to the Trade Mark Licence section of the [Construction Industry Training Board Centre Agreement Standard Terms](#).

### What trainer qualifications do I need?

As a minimum, course instructors must be able to demonstrate that, in relation to this Standard, they have:

- a 'train the trainer' or 'instructional techniques' course certificate
- successfully completed training to this Standard
- at least two years' relevant industry experience
- a verifiable CV.

### Who is responsible for uploading the achievement – the ATO or the employer?

If an ATO carries out the training, the ATO is contractually obliged to upload the achievement, which will automatically trigger the grant payment to the employer. An employer can only claim grant if training was not carried out via an ATO. Therefore, grant needs to be claimed manually and any related learner achievement does not get uploaded onto the Construction Training Register (CTR).

### Why have I not received my grant?

If the course is eligible for CITB grant a levy registration number is required to trigger a grant payment. Please ensure the ATO has your correct levy registration number. If your ATO has not used your levy registration number, please email: [levy.grant@citb.co.uk](mailto:levy.grant@citb.co.uk).

### Are E-learning courses on the Directory?

The strategy for E-learning has been agreed and signed off and is now supported by the [Grants Scheme Short Duration Grant](#). As full Standards are developed they will explicitly confirm that E-learning is an acceptable method of delivery, either as a standalone or blended approach.

### As an ATO how do I search for a course?

You can either search for a course on the [website](#) by typing in keywords that may be related to the Standard, or use the training course search function on the [Construction Training Directory \(CTD\)](#) by clicking on the CTD button.

### What type of training can an ATO apply for?

Grant Short Duration (3 hours to 29 days) Eligible Training. If the Standard has been developed you will be asked to show how your course meets the Standard by either submitting evidence to confirm you are authorised to provide the training ([Recognised Standards](#)) or by mapping your course to the Standard ([Assured Standards](#)).

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### **What internet providers support the Construction Training Register (CTR) and the Construction Training Directory (CTD)?**

Users can access the Construction Training Directory (CTD) and Construction Training Register (CTR) with the most recent versions of these popular browsers:

- Internet Explorer
- Microsoft Edge
- Firefox
- Chrome
- Safari.

To find the latest release for these web browsers, visit the software manufacturer's website.

### **What are the service level agreements (SLAs)?**

Quality Assurance has a 10 day SLA for applications and self-assessment.

Once training has been completed an ATO has 10 working days in which to submit a learner's achievement.

The Construction Training Directory (CTD) can be used as an additional advertising platform for SSP and CPCS courses.

All SSP achievements and CPCS tests are submitted automatically onto the Construction Training Register (CTR) via the existing routes and you therefore do not need to upload achievements.

ATOs must submit plant training achievements through the CTR.

### **How do I upload learners' achievements to the Construction Training Register (CTR)?**

The work instruction for uploading learners' achievements is detailed in the work instruction for [uploading learners' achievements](#) as detailed on page 43.

## 5. Further information

### Web content

- [Become a CITB Approved Training Organisation \(ATO\)](#)
- [Short duration courses and standards](#)
- [Grants](#)

### “How to” videos

You can get extra help and advice from our short “how to” videos:

- [Becoming an ATO](#)
- [How to complete an ATO application](#)
- [Set up venue and courses](#)
- [User management](#)
- [The Construction Training Directory and Register](#)
- [Uploading learners’ achievements to the Construction Training Register](#)

### Videos from the experts

- [An introduction to the CITB Training Model: Braden Connolly, Director of Products and Services](#)
- [Grants scheme reform: Geeta Nathan, Head of Economic Analysis](#)
- [Training standards explained: Dawn Hillier, Head of Standards and Qualifications](#)
- [Quality assurance: Chris Simpson, Quality and Verification Manager](#)

### Webinars

- [ATO webinars](#) – you will need to register to view the webinar. This is free to do and only needs your name and email address.

## 6. Glossary

### Assured products

Standards developed by CITB with industry, and quality assured by CITB. ATOs can apply to offer assured products.

### ATO

Approved training organisation. A CITB ATO is an organisation which provides construction training courses and qualifications to a defined and industry-agreed training standard.

### CITB products

Products developed by CITB.

### Construction Training Directory (CTD)

The Construction Training Directory is a searchable online database of training delivered by CITB ATOs.

### Construction Training Register (CTR)

The Construction Training Register is an online searchable database of construction workers’ training achievements and qualifications, primarily aimed at employers. ATOs upload learners’ achievements to the Register within 10 days of their completion.

### Forms of Agreement

Online forms an ATO signs to agree terms and conditions of delivering approved courses. There are different forms for assured, recognised and CITB products.

### General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area.

### Grant

Grant is the money paid to employers within the construction industry to support training and development.

### Recognised products

Training products provided by third-party awarding bodies that meet the standard and are widely accepted by industry. ATOs can offer recognised products once they have supplied evidence of authority from the awarding body.

### Short duration courses

Short duration courses are training products that between 3 hours and 29 days.

### Training standards

The standards against which training courses are assessed. Training standards are developed by industry to ensure that the training being provided by an ATO is of appropriate quality.

## CITB APPROVED TRAINING ORGANISATION BOOKING FORM

**Please ensure that each trainee is aware of the Fair Processing Notice before completing the form. Do not proceed unless the trainee understands and accepts the Fair Processing Notice.**

<p><b>Fair Processing Notice</b></p> <p>Please read to the candidate</p>	<p>The information you provide to the CITB Approved Training Organisation, {insert name}, will be used for administering Training Courses and for purposes connected with the Construction Industry Training Board's ("CITB") role as an Industrial Training Board in accordance with the Industrial Training Act 1982.</p> <p>Your data will be held securely and treated confidentially and will not be disclosed to external parties other than as required for the purposes described above. This may include sharing your information on the CITB Construction Training Register as well as with employers, awarding organisations, competency card schemes or training providers.</p> <p>Further information, including your legal rights and how your information may be used, can be found by:</p> <ul style="list-style-type: none"> <li>▪ viewing the CITB Privacy Notice online at <a href="http://citb.co.uk/privacy">citb.co.uk/privacy</a>;</li> <li>▪ asking the Approved Training Organisation for information about how they manage your personal data.</li> </ul>		
<b>Course Title</b>			
<b>Training start date</b>		<b>Training end date</b>	
<b>Training venue</b>			
<b>Number of trainees</b>			
<b>Start Time</b>		<b>End time</b>	
<b>Cost of Course</b> (Excluding VAT)			
<b>Company name</b>			
<b>Name of course booker</b>			
<b>Company address</b>	<b>Address</b>		
		<b>Postcode</b>	
<b>Contact details</b> (For the individual booking the course on behalf of the trainee/company)	<b>Your telephone number</b>		
	<b>Your email address</b>		
<b>Your email address</b>			
<b>CITB grant number</b> If you wish to receive grant; we must have your 7 digit CITB Levy/Grant number prior to training taking place.			

<b>Address for Certificates</b> (This is the address to which achievement certificates will be sent after training has taken place)	<b>Address</b>	
		<b>Postcode</b>

**Trainee details** (Please provide details for each trainee the employer is booking onto the course)

\*If you do not provide trainee details; the ATO will be unable to upload achievements to the Construction Training Register (CTR). As a result; grant will not be paid.

<b>Name</b>	
<b>Surname</b>	
<b>Date of birth</b>	
<b>N.I Number/ Individual ID</b>	
<b>Delegate Address</b>	
<b>Delegate email</b>	

<b>Name</b>	
<b>Surname</b>	
<b>Date of birth</b>	
<b>N.I Number/ Individual ID</b>	
<b>Delegate Address</b>	
<b>Delegate email</b>	

<b>Name</b>	
<b>Surname</b>	
<b>Date of birth</b>	
<b>N.I Number/ Individual ID</b>	
<b>Delegate Address</b>	
<b>Delegate email</b>	

<b>Name</b>	
<b>Surname</b>	
<b>Date of birth</b>	
<b>N.I Number/ Individual ID</b>	
<b>Delegate Address</b>	
<b>Delegate email</b>	

<b>Name</b>	
<b>Surname</b>	
<b>Date of birth</b>	
<b>N.I Number/ Individual ID</b>	
<b>Delegate Address</b>	
<b>Delegate email</b>	



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**INFORMATION PACK** APPROVED TRAINING ORGANISATIONS (ATOS)

