



Lantra Awards



Technical Awards

Training Providers and Instructors
Approval and Quality Assurance Guide

www.lantra-awards.co.uk
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1. Introduction

Lantra Awards is a wholly owned subsidiary of the Lantra Sector Skills Council and is an Awarding Body specialising in qualifications and training primarily for the environment and land-based sector.

Lantra Awards has developed a wide variety of short training courses – Technical Awards – which aim to encourage safe working practices, reduce risk and avoid accidents when using potentially dangerous machinery and equipment. Two types of Technical Awards are offered; Non-assessed (certificate of attendance) or Integrated Training and Assessment (ITA) (certificate of basic training).

Lantra Awards courses are only accessible for delivery through Lantra Awards approved centres (for example, training providers, corporate providers, colleges and HE institutions) who have met quality based entry criteria and have agreed to comply with the Lantra Awards Code of Practice. Lantra Awards has also developed quality criteria for instructors who wish to deliver Lantra Awards courses. These criteria reflect the skills required for delivering a course on a specific subject or a particular piece of machinery or equipment.

Approved centres can only book instructors to deliver Technical Awards courses if the instructor is approved by and currently registered with Lantra Awards to deliver that course. Details of approved centres are made available to the public and other centres or instructors through the Lantra Awards website or by contacting the Lantra Awards Customer Service Department.

Please note, the instructors or centres are not employed by Lantra Awards. Approved centres organise courses and bookings for their customers, including booking an instructor to deliver the course. When approved centres book a course, Lantra Awards issues the appropriate number of learner material, handouts and assessment forms (ITA only) for courses. After the course has taken place, the completed paperwork is returned to Lantra Awards for certificates and skills identity cards to be issued to successful learners.

NB: Lantra Awards does not promote or advertise instructors to the public. We maintain their standards of approval through quality assurance to provide a list of highly skilled and expert instructors to deliver Lantra Awards courses through approved centres. This list is made available to the full network of approved centres unless otherwise requested by the instructor under the data protection options.

Information

Information regarding Technical Awards approval can be downloaded from the website, requests emailed or posted to Quality & Standards (Approvals) or we can discuss any application over the telephone.

Quality & Standards (Approvals)
Lantra Awards
Lantra House
Stoneleigh Park
Coventry
Warwickshire
CV8 2LG
Tel: 02476 419703
Fax: 02476 411655
E-mail: approvals@lantra-awards.co.uk
Website: www.lantra-awards.co.uk

2. Membership status

Training provider	A group training organisation, private business, or sole trader which organises and co-ordinates training and has met the Lantra Awards quality based entry criteria.
Educational establishment/ corporate provider	Educational establishments and companies that wish to register as a training provider and register their own staff as Lantra Awards instructors and has met the Lantra Awards quality based entry criteria.
Freelance instructor	Instructor who is registered to deliver Lantra Awards courses on a freelance basis for any approved centre.
Educational establishment/ corporate instructor NB: Educational establishment/corporate instructor applications can only be accepted if the organisations by which they are employed are existing Lantra Awards approved centres. Correspondence will be addressed to the main organisation contact.	Instructor who is registered by an educational establishment or a corporate organisation and works solely for them. This level of approval means that the instructor may not work on a freelance basis (unless separately approved as a freelance instructor).
Dual member Correspondence will be addressed to the contact details specified on your record	Individuals wishing to organise, co-ordinate and deliver Lantra Awards courses may be approved as a freelance instructor and training provider. The full approval criteria for both categories must be met.
First Aid assessor	Individuals approved by Lantra Awards to assess First Aid at Work courses.
Firearms technical officer	Individuals approved as a technical expert to assist Lantra Awards Firearms instructors.
Approved sites	4x4 or Firearms training grounds approved by Lantra Awards.

Insurance

Membership fees include insurance covering public, professional and product liability for courses registered with Lantra Awards (see insurance guidance notes issued with approval for more details).

The approval process

The approval criteria for the delivery of Technical Awards courses are shown on the following pages. An application form must be completed in each instance and sent for the attention of Quality & Standards (Approvals), together with copies of supporting evidence. If you have any questions, please do not hesitate to contact a member of the Approvals team or email approvals@lantra-awards.co.uk.

New applicant's details will not be available and instructors will not be approved to deliver courses until the application process has been completed and full payment is received. Any applications which are not completed within 12 months will be returned to the applicant to be resubmitted at a later date. Initial approval fees will still apply.

3. Centres/training providers

Centre application forms are checked, using the criteria below. If the criteria are met the application is approved.

<u>Approval criteria</u>	<u>Evidence requirement</u>
Business profile/company literature	A brief outline of your business, operation, facilities, promotional literature and so on.
Health & Safety policy	A copy of your internal policy.
Equal opportunities policy	A copy of your internal policy.
Complaints, disputes and appeals procedure	A copy of your internal policy.
Children and vulnerable adults policy	A copy of your internal policy.
Electronic communications	Email and/or website.
All centres/training providers are expected to abide by the Lantra Awards Code of Practice. Failure to comply could result in suspension or withdrawal of membership.	

NB: 4x4 and Firearms courses

4x4 and Firearms courses must take place on approved Lantra Awards sites. A list of approved sites is available on request. There is a section on the training provider application form to indicate if you plan to run 4x4 or Firearms courses and whether you have a site which you wish to gain approval.

Quality assurance

Lantra Awards supports newly approved centres by providing training/induction sessions, either as a group session or on an individual basis. Approved centres/training providers are actively encouraged to attend all update events arranged by Lantra Awards. Dates are publicised on an ad-hoc basis via e-bulletins or the website www.lantra-awards.co.uk.

To maintain approval, centres/training providers must maintain the criteria and renew their membership on an annual basis.

Approved centres may periodically be subject to audit visits by Lantra Awards. Whilst audit visits are normally arranged with the centre/training provider, we reserve the right to audit any against the Code of Practice without prior notice. To view the criteria which centres/training providers are monitored, contact Quality & Standards (Monitoring) or email monitoring@lantra-awards.co.uk.

4. Instructors

Instructor application forms are checked, against the criteria below. If criteria are met the application will proceed to the next stage (refer to the following pages for explanation of approval routes). Instructors must hold a recognised teaching qualification or instructional techniques training certificate and must be able to demonstrate good knowledge of health and safety. Examples of recognised qualifications or training are given below, although this list is not exhaustive.

If you have attended a course that is not listed, contact Lantra Awards with full details including the course outline, objectives and/or CPD for consideration as a comparable qualification or course.

Approval criteria	Evidence requirement
Industry experience	CV or relevant experience in the industry gained.
Technical qualifications	Copies of relevant technical/operator certificates – see examples of technical requirements in Appendix 1. <i>If not Lantra Awards Certification, it may be recommended at interview stage that in order to have an understanding of how courses are delivered, that you observe/attend a Lantra Awards course in your chosen skill area.</i>
First Aid	Copy of certificate for HSE approved Emergency First Aid at Work (a minimum for all instructors) or First Aid at Work for all Forestry and Arboriculture Instructors. To facilitate fast access to first aid certification Lantra Awards can recommend training providers if required.
Health & Safety	If held, Lantra Awards Health & Safety including Practical Risk Assessment, or Lantra Awards Level 3 Controlling Risks to Health & Safety in Agriculture/Horticulture, or IOSH (Managing Safety) or NEBOSH (Certificate). or demonstrate Health & Safety knowledge through the approval process or copies of certificates from other comparable qualification/training courses.
Instructional techniques <i>nb. If you do not already possess a qualification or training it is not essential to gain this before progressing to Interview / Technical Evaluation stages</i>	A recognised teaching/instructional techniques qualification, for example, B.Ed; Dip.Ed; PGCE; Train the Trainer Award; Certificate of Education, City and Guilds 7307, 7321; 7407; 7303, relevant Learning & Development units or N/SVQ, new ITT qualifications, Teaching in the Lifelong Learning Sector or Preparing to Teach in the Lifelong Learning Sector Levels 3 or 4, DSA Approved Driving Instructor (4x4 only) or (subject to approval) other comparable qualification supported by a copy of the course outline/relevant CPD. <i>See over for confirmation of Lantra Awards requirements</i>
Electronic communications	E-mail is the primary source of communication for correspondence with Lantra Awards.
<i>All instructors are expected to abide by the Lantra Awards Code of Practice. Failure to comply could result in suspension or withdrawal of membership/skills.</i>	

Final approval

Once full payment has been received, all specified criteria met and the approval process is complete (including any actions specified as appropriate), new instructors will be made available to our network of centres/training providers and issued with a welcome pack.

Lantra Awards currently accepts a broad range of awards/qualifications as evidence of instructional techniques. To facilitate access to instructional techniques a number of training providers deliver short courses (see 1&2 below) to prepare instructors for delivering Lantra Awards courses. Instructors are advised to consider which course is best suited to their needs.

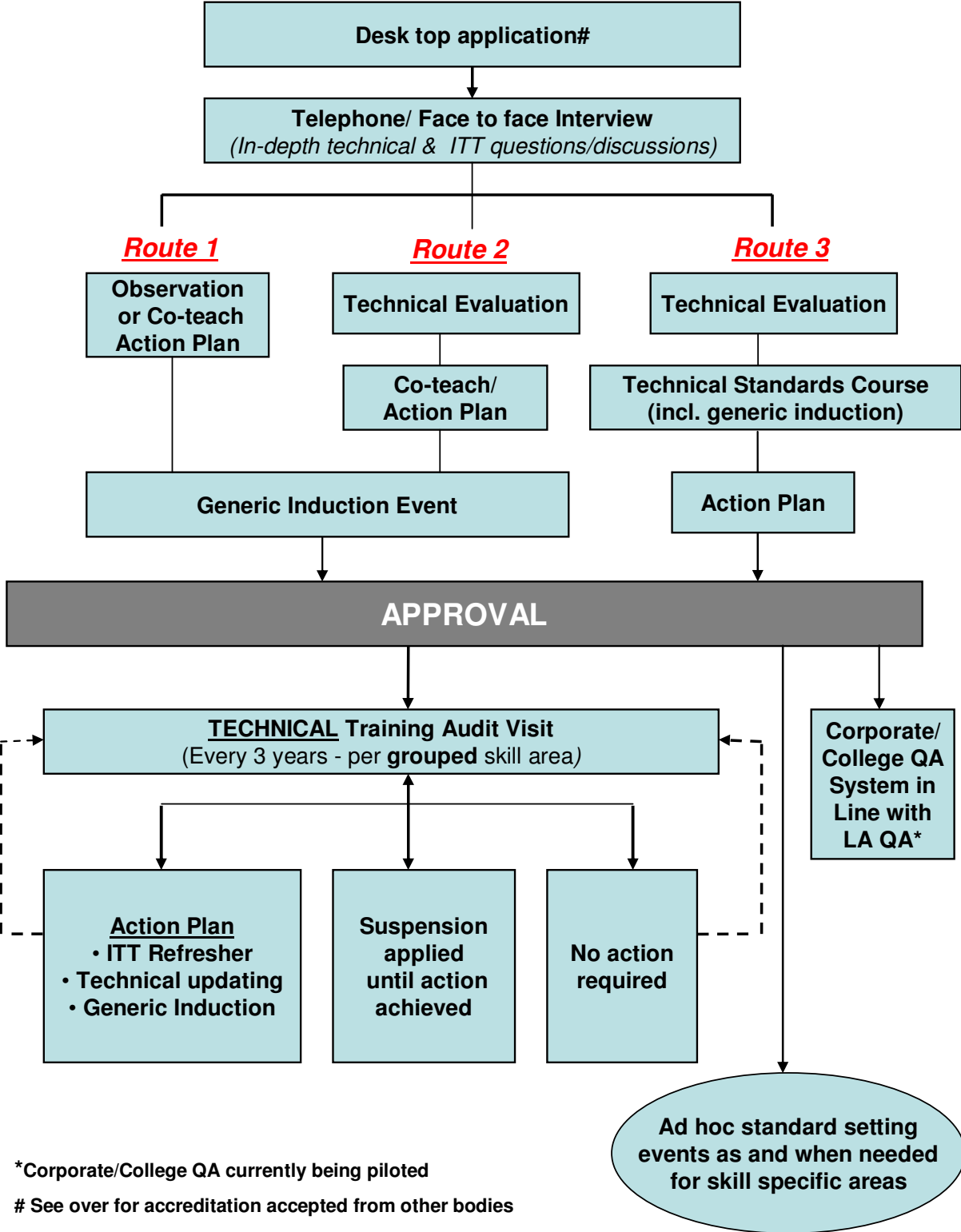
1 Instructional techniques

This course provides the necessary grounding in instructional techniques and prepares instructors to deliver Lantra Awards courses. Note, this course may not be accepted as sufficient evidence of instructional techniques by some training providers (such as colleges or organisations that access public funding who will require 2 below as a minimum).

2 Instructional techniques (including Preparing to Teach in the Lifelong Learning Sector – PTLLS)

This course in addition to offering a foundation of instructional techniques also includes access to PTLLS. Attending this course and successfully completing the assessment for PTLLS (including completion of a portfolio) will achieve a qualification recognised as the national minimum standard. This course is required as a minimum by some training providers, in particular those that access public funding. It should be noted that instructional techniques and PTLLS courses can be accessed via a large number of local training providers across the country, including many colleges. The delivery and assessment of instructional techniques and PTLLS is therefore not exclusive to Lantra Awards.

4.1 Approval and quality assurance model for instructors



*Corporate/College QA currently being piloted

See over for accreditation accepted from other bodies

4.2 Approval explanatory notes

(see Appendix 2 for full guidance notes of all events)

Interview - on receipt of application a robust interview will be conducted by a Technical Standards Verifier (TSV) this provides the opportunity to discuss the applicant's industry experience and knowledge of the skill area indicated. Based on the application (and supporting evidence) and the interview the TSV will recommend the most suitable route of approval for the instructor.

Observation - a TSV will visit to observe the instructor delivering a Lantra Awards or a non-Lantra Awards course. This is to ensure the instructor is sufficiently competent in their skill area and instructional technique.

Technical evaluation – carried out on a one-to-one basis by a TSV to confirm the applicant has the required level of technical skill and knowledge in the relevant subject area.

Co-teach - the instructor will be required to observe the TSV delivering a Lantra Awards course and would be expected to deliver part of that course whilst being assessed by the TSV.

Generic induction event - a one day classroom based event comprising of a detailed introduction into the administration procedures and standards required of a Lantra Awards member.

Technical standards course - is subject specific (varies in duration) and sets the standard for the delivery of Lantra Awards courses by combining the pre-requisite instructional techniques with the technical expertise demonstrated in the technical evaluation. One day is dedicated to the generic induction event (as above).

All possible approval routes are subject, at any point, to an action plan specified in the detailed forms completed for each type of event.

4.3 Accreditation accepted from other bodies

NPTC

For the purpose of ensuring the quality of Lantra Awards and NPTC technical standards, a technical evaluation is defined as “*an assessment of the technical skill and underpinning knowledge of potential or existing Instructor/Assessors for a particular skill area, qualification or award*”. This is carried out by a TSV for that technical award, who is jointly appointed by Lantra Awards and NPTC.

Joint recognition of technical evaluation standards

The chainsaw and related operations technical evaluations are jointly recognised by NPTC and Lantra Awards. An NPTC assessor applicant who is also applying to become a Lantra Awards instructor (or vice versa) for chainsaws and aerial tree work may only need to carry out one technical evaluation which will be recognised by both bodies **if undertaken with an agreed TSV.**

ITSSAR, NPORS, RTITB, CITB/CPCS/CSkills, AITT, ALMI, IPAF

Where an instructor supports their application with evidence of instructor certificates/cards with another accrediting body, a different approach to standard setting can be applied for lift truck and plant skills.

A novice applicant or somebody outside one of the recognised bodies in most cases, would need to follow a more traditional approval route (see 4.1 route 3).

An existing lift truck or plant instructor affiliated to another accrediting body would be required to meet the minimum criteria plus be offered the option to carry out a shortened evaluation/standard setting assessment of skills and Lantra Awards syllabus introduction dependant upon skills applied and the outcome of interview.

Affiliation with another accrediting body will be recognised as having met the instructional techniques criteria, however, depending on the expiry dates or non renewal of membership, some refresher training may be required and/or CPD evidence. This would be observed during the evaluation process.

Approval of skills obtained from an evaluation/standard setting event depends on the machinery the applicant is evaluated against, what other valid operator tickets are held, the instructor's experience and what other grouping of skills of Lantra Awards products are transferable.

For the purpose of a technical evaluation, a cross section of machines may be used at the discretion of the TSV. The duration of a technical evaluation will depend on the number of skills the applicant is seeking approval, how technically demanding the machine is and their experience. A typical example is given below:

Plant

Day one = 360° excavator + 180° excavator and possibly including a tip or dump truck
Day two = Mobile elevated work platform + lorry loader or ride on roller or slinger/signaller

Lift trucks

Day one = Industrial counterbalanced plus a telescopic handler
Day two = Reach truck or forklift side-loader

or

Plant and lift trucks combined

Day one = 360° excavator + 180° excavator possibly including a tip or dump truck
Day two = Industrial counterbalanced plus a telescopic handler

Applicants may opt for a one day evaluation incorporating a limited range of machines, for example, industrial counterbalanced forklift and telescopic handler.

A full report will be produced on completion of the event and costed accordingly.

4.4 Quality assurance explanatory notes

Training audit visits (TAV) - the quality assurance model for instructors requires each instructor to have a TAV by a TSV and/or external verifier (EV) for each (grouped) skill area every three years following approval. This involves a TSV visiting courses in progress to monitor instructors. TAV are conducted on a one-to-one basis and are intended to ensure instructors are competent in their skill area and instructional technique, both are observed during the visit. TAV may result in no actions for the instructor, however as a result of the visit an action plan may require the instructor to attend one of the following events:

Technical standards setting event- a one-to-one event with a TSV, this similar to the technical evaluation or may be part of a group event if there are a number of instructors who need to attend.

Technical updating - includes; Health & Safety training, operator training, technical evaluation, observation, co-teach, generic induction event, technical standards course or an action plan.

Ad hoc standard setting - the quality assurance model requires each instructor to attend updates for their approved skill area(s) as and when required. Updates are intended to ensure instructors are kept abreast of industry changes, legislation, new machinery, working practices and so on. Updates are attended by groups of instructors and are usually offered regionally. Where possible, updates may be delivered through alternative methods such as electronic mailings.

Instructional techniques training (ITT) refresher - refresher training on instructional techniques.

Suspension - where an instructor is identified as high risk and poses a danger to themself, learners or the public they are likely to be suspended. The TSV will indicate at the TAV if the instructor needs to be suspended until completion of the action plan or whether the instructor can continue to instruct on the provision the actions are completed within a specified timescale.

5. Fees

Application (fees from 1 October 2009 to 30 September 2010)

Training provider	£250.00 + VAT
Corporate training provider Corporate instructor	£250.00 + VAT £75.00 + VAT
Freelance instructor	£150.00 + VAT
Dual member	£280.00 + VAT
First Aid assessor	£25.00 + VAT
Firearms technical officer	£75.00 + VAT
NB: All fees are non-refundable if you do not proceed with your application at any stage.	

Approval and quality assurance events

4x4 or Firearms site assessment	£300.00 + VAT
Observation: Instructors course TSV Course	£300.00 + VAT No Cost
Technical evaluation <i>NB: Costs may vary depending on additional charges incurred for hire of equipment/machinery and so on.</i>	£350.00 + VAT
Co-teach (TSV run course only) <i>NB: Duration may differ in this instance costs would be agreed with all parties prior to the event taking place.</i>	£75.00 + VAT (per day)
Technical standards course <i>NB: This is dependent on learner numbers and equipment hire charges.</i>	Various
Generic induction event	£75.00 + VAT
Update event	Various
Training audit visit <i>NB: If a second or non-routine TAV is required this will be charged at full price (£325+VAT).</i>	£125.00 + VAT
Training Provider Monitoring Visit	£350.00 + VAT
Technical standard setting event <i>NB: This is dependent on learner numbers and equipment hire charges.</i>	Various
<p>Cancellation policy We will endeavour to run events as planned, however we reserve the right to cancel an event at any stage if the minimum required attendees are not reached. In this instance those already booked on the event will receive a full refund of any money paid, although will not be reimbursed for any loss of earnings or expenses this cancellation may entail. A cancellation charge of 50% of the cost of the event will apply if you fail to notify Lantra Awards of non attendance within 20 working days of the date of the event. The full cost of the course will apply if less than 5 working days notice is given to Lantra Awards. All bookings are subject to the Lantra Awards Terms & Conditions as far as they are applicable (copy available upon request).</p>	

Changing records

Freelance instructor to a dual member	£100.00 + VAT
Training provider to a dual member	£150.00 + VAT (incl. interview)
Training provider to a corporate member	£50.00 + VAT
Corporate instructor to a freelance instructor <i>NB: Corporate instructors deciding to apply individually to become freelance are required to inform their corporate provider. They are then responsible for their own membership record.</i>	£50.00 + VAT (you may be charged an additional fee of £50+VAT for an interview)

6. Existing instructor approval for additional skills

After initial approval, if instructors would like to gain approval for additional skills they are required to have an interview specific to the skill area they wish to instruct. The TSV will recommend the requirements needed for approval. There is a short formal application form to be completed when instructors wish to add skills which can be found in the 'Application forms' or downloaded from the website www.lantra-awards.co.uk under the 'Application Packs' section. Alternatively contact Quality & Standard (Approvals) to request an electronic copy of the form approvals@lantra-awards.co.uk.

Application including interview	£75.00 + VAT
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7. Membership renewal

Annual membership is 1 January to 31 December.

When annual membership renewal is due, you are requested in October each year to check your details are correct and inform Quality & Standards (Approvals) (approvals@lantra-awards.co.uk) in writing of any required changes. Any instructor whose First Aid certificate has expired will be asked to forward an up-to-date certificate. Failure to submit a current certificate will result in the instructor being suspended.

Membership paperwork will be issued annually on the first working day in November. This paperwork must be completed and returned by members before the first working day in January along with First Aid certificates (if applicable), indicating their preferred method of payment. Any members not returning the paperwork by this date will have their membership suspended. If the paperwork is submitted after this date, but no later than 28 February this will result in the cancellation of membership and initial approval fees will apply for any member wishing to reinstate their record.

Category	Annual renewal
Training provider	£150.00 + VAT
Corporate training provider	£150.00 + VAT
Corporate instructor	£25.00 + VAT
Freelance instructor	£120.00 + VAT
Dual member	£175.00 + VAT
First Aid Assessor	No charge currently
Firearms Technical Officer	No charge currently

Fees include insurance which covers public, professional and product liability for courses registered with Lantra Awards (see insurance guidance notes issued with approval for more detail).

Appendices

Appendix 1

A-Z of instructor technical requirements

All Terrain Vehicles	
Sit-In (Skid Steer or Conventional) Sit-Astride	Lantra Awards, EASI, NPTC or equivalent basic operator certificate.
Abrasive Wheels	
Bench Mounted Hand Held Electrical and Engine Driven	Evidence of experience and/or operator certificate.
Access	Evidence of experience and/or other industry qualification/training.
Animals in Transit	Evidence of experience/attend LA course/NPTC.
Boundary Management	Evidence of experience and/or other industry qualification/training.
Business Planning	Evidence of experience and/or other industry qualification/training
Conservation	Evidence of experience and/or other industry qualification/training.
Dairy Management	Evidence of experience and/or other industry qualification/training.
Diversification	Evidence of experience and/or other industry qualification/training.
Energy Crops	Lantra Awards Energy Crops course attendance or, if previously completed, the IGNITE course certificate accepted.
Equipment Maintenance	Evidence of experience and/or other industry qualification/training.
Establishment	Evidence of experience and/or other industry qualification/training.
Finance	Evidence of experience and/or other industry qualification/training.

Firearms	
Lantra Awards level 2 course certificate (pass rate achievement: verbal 100%, no critical faults and no more than 10% minor faults on learner assessment: competence record – technical performance/observation)	
Rifle	National Rifle Association (NRA) Range Conducting Officer (RCO).
Shotgun	Shotgun Coaching certificate (level 2 or above) Advanced Shotgun Coaching certificate.

First Aid	
First Aid (instructor and/or assessor)	<p>Personal portfolio required which includes:</p> <ul style="list-style-type: none"> • current and valid FAW certificate (unless exempt and proof of registrations with GMC, NMC, HPC) • formal training/teaching qualification (assessor qualifications required if applying to become an assessor) • detailed chronological list of evidence to show the instructor has regularly provided FAW training during the previous three years. <i>(If this is limited, evidence of other first aid training that demonstrates all the elements of the FAW syllabus are covered by the trainer's experience; or evidence to show the trainer has conducted at least two practical and two theoretical first aid training sessions under the supervision of a qualified assessor, in the last three years).</i> <p>Where the trainer has no formal qualification, then significant experience in undertaking these roles may be considered.</p>

Forestry & Arboriculture	
Arboriculture (Aerial Tree Work)	NPTC CS30/31/32/38/39 Cs (10's) 10/11/12/14/38/39 Cs (20's) 20/21/22/38
Brushcutters/Trimmers	NPTC or Lantra Awards
Chainsaws from a MEWP	NPTC CS47 Cs (10's) 10/11/14 plus recognised MEWP award CS (20's) 20/21/14 plus recognised MEWP award
Clearing Saws	NPTC or Lantra Awards
Dismantling Operations	NPTC CS30/31/32/38/39/41 Cs (10's) 10/11/12/14/38/39/40/41 Cs (20's) 20/21/22/38/40/41
Firewood Processers	Lantra Awards
Ground-based Chainsaws	NPTC CS30/31/32 Cs (10's) 10/11/12/14 Cs (20's) 20/21/14
Hand-held Hedge Trimmer	NPTC or Lantra Awards.

Individual and/or Multiple Windblown Trees	NPTC 30/31/32/34/35 34 = Single Windblown 35= Multiple Windblown Cs (10's) 10/11/12/14/15 Cs (20's) 20/21/12/14/15
Large Trees	NPTC Cs30/31/32/33 Cs (10's) 10/11/12/13/14 Cs (20's) 20/21/12/14
Powered Pole Pruners	NPTC CS48
Pruning Operations	NPTC CS30/31/32/38/39/40 Cs (10's) 10/11/12/14/38/39/40 Cs (20's) 20/21/22/38/40
Stumpgrinders	NPTC or Lantra Awards.
Thorough Examination of Arboricultural Equipment	
LOLER	NPTC level 3 or Equivalent.
Tree Inspection	
Basic Tree Survey and Inspection	Arboriculture qualification + Lantra Awards BTI certificate.
Professional Tree Inspection	Level 3 Arboriculture qualification or equivalent Attendance at Lantra Awards PTI training course (must achieve 80% pass rate).
Woodchippers	NPTC or Lantra Awards.
Utility Arboriculture	
UA1 - Site Safety Awareness	NPTC UA1, or: Basic Electrical Safety Competence (BESC) Unit 1.
UA2 - Site Operations	NPTC UA1, Or: Basic Electrical Safety Competence (BESC) Unit 1, NPTC UA2 and CS 30, 31, (for ground use), Or: CS 30, 31, 38 (C of C in climb trees and perform aerial rescue), 39, 40 and 41 (for aerial use).
UA3 - Receive Safety documents	NPTC UA1, Or: Basic Electrical Safety Competence (BESC) Unit 1 NPTC UA2, 3 and 4. "Senior Authorised Person" (SAP) Or: "Authorised Person" (AP).
UA4 - Electrical Earthing	NPTC UA1, Or: Basic Electrical Safety Competence (BESC) Unit 1 NPTC UA2, 3 and 4. "Senior Authorised Person" (SAP) Or: "Authorised Person" (AP).
UA5 – Survey and Risk Assessment	NPTC UA1, Or: Basic Electrical Safety Competence (BESC) Unit 1 NPTC UA1, 2, and 5, and CS 30, 31, 38, 39, 40 and 41.

Groundcare

Mowers	Lantra Awards, NPTC, BALI, BAGMA operator certificate or equivalent.
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Habitat Management and Creation

Evidence of experience and/or other industry qualification/training.

Health & Safety

Health & Safety Qualification to level 3 or above such as:

- IOSH (Managing Safely)
- NEBOSH Certificate
- Lantra Awards Health & Safety and Practical Risk Assessment
- Construction Skills Health and Safety equivalent to 5 days training
- BSC level 3 Occupational Safety or above.
- Level 3 Award in Controlling Risks to Health & Safety in Agriculture and Production Horticulture (QCF)

(plus see below different areas)

Fencing	Relevant Fencing Industry Experience plus attendance certificate (Lantra Awards H&S Environmental Awareness (Fencing) course).
Fencing for Manager & Supervisors	Certificate of attendance evidence for H&S Fencing Supervisors and Managers course.
Site Safety Awareness	Evidence of experience in the land-based or construction sector.
Working Safely in Agriculture / Horticulture	Level 3 as detailed under the main heading at the top of the page. Evidence of experience in the land based sector.
Health & Safety and Practical Risk Assessment:	Health & Safety qualification to level 4 or above, for example NEBOSH Diploma or BSC Diploma (thus superseding the level 3 requirement above).
<ul style="list-style-type: none"> • 4 day Agriculture/Horticulture • 5 day including Construction 	Evidence of experience in the land-based sector Evidence of experience in the construction sector.
Manual Handling	Evidence of experience and/or operator certificate or other industry qualification/training.
Integrated Pollution Prevention Control (Poultry Industry)	Evidence of experience and/or other industry qualification/training.

Lift Trucks	
Fork Lift Trucks	<p>Competency: either Industrial Counterbalanced, Rough Terrain Telescopic Handler or Industrial Telehandler or Reach Truck or Side Loader or Rough Terrain Masted Instructor status plus current operator cards/certificates through either:</p> <ul style="list-style-type: none"> • Lantra Awards • CPCS • ITSAAR • RTITB • AITT • NPORS <p>NB: operator cards should be current</p> <p>Applicants holding units over 5 years old should submit evidence of update or refresher training completed within last 5 years to support the application.</p> <p>As recommended and in order to comply with the HSE Rider-operated Lift Trucks Approved Code Of Practice, it is the responsibility of a Lantra Awards instructor to keep their operator certificates updated and evidence provided to Lantra Awards.</p>
Livestock	Evidence of experience and/or other industry qualification/training.
Marketing	Evidence of experience and/or other industry qualification/training.
Meat Processing	Evidence of experience and/or other industry qualification/training.
Off Road Driving	
4x4	Lantra Awards, NPTC operator certificate or equivalent (that is, armed forces, emergency services).
Winching	Evidence of experience and/or operator certificate or other industry qualification/training.
Pest Control	
Rodent Control - incl. Aluminium Phosphide Management of Pests in Grain Stores Rabbit and Mole Control Grey Squirrel Control Management of Flies in Livestock Housing Domestic Insect Control	Lantra Awards pest control, BPCA RSH level 2 qualification or NPTC.

Pesticides	
Grandfather rights are given to those without certification born before 31 Dec 1964.	
Safe Use of Pesticides	NPTC Units PA1 and at least one other applications unit from PA2 to PA13 (along with industry experience/CPD since achieving this qualification, for example NRoSO/BASIS membership).
Field Crop Sprayers	NPTC Units PA1 and PA2 (A,C or E) along with industry experience/CPD since achieving this qualification, for example NRoSO/BASIS membership).
Hand Held Applicators	NPTC Units PA1 and PA6 (A or AW) (along with industry experience/CPD since achieving this qualification, for example NRoSO/BASIS membership).
Granular Applicators	NPTC Units PA1 and PA4 (along with industry experience/CPD since achieving this qualification, for example NRoSO/BASIS membership).
Advanced Pesticides (Theory and Practical) Environmental Safety for Pesticide Use Effective Application of Pesticides	Existing Lantra Awards instructor for Safe Use of Pesticides and Field Crop Sprayer (advanced course not yet finalised for hand held applicators). Hand Held Applicator instructors may also apply, however, the course is primarily aimed at agricultural boom (field crop) sprayers, evidence of CPD.

Plant	
Plant Machines	<p>Competency: either Excavators 360° or 180° or Slinger/Signaller or Dump Truck or Forward Tip Dumper or Ride on Roller or Skid Steer Loader or Mounted Hydraulic Operated Crane or Lorry Loader or Loading Shovel or MEWP Instructor status and current operator cards / certificates through either:</p> <ul style="list-style-type: none"> • Lantra Awards • CPCS • NPORS • ALLMI (Lorry Loaders) • IPAF(MEWPs). <p>NB: operator cards should be current Applicants holding units over 5 years old should submit evidence of update or refresher training completed within last 5 years to support application.</p>

T railer Handling	
Off Road	Lantra Awards approved 4x4 instructor. Lantra Awards 4x4 operator certificate or equivalent.
On Road	Lantra Awards approved 4x4 instructor. Lantra Awards Trailer Handling operator certificate or equivalent. Advanced driving instructor (ADI) with the Driving Standards Agency (DSA).

T ractors	
Tractor Driving	Lantra Awards operator certificate or equivalent.
Combi Tractor Mower	Lantra Awards Tractor Driving <u>and</u> Groundcare instructor.
Arm Mounted Flail Cutter	Lantra Awards Tractor Driving instructor and Arm Mounted Flail Cutter operator certificate or equivalent.

W elding	
Basic Arc Welding	Engineering/welding qualification (C&G Engineering techniques cert; welding institute skills test, ABC level 3 in welding/dec of experience).

W oodland	Evidence of experience and/or other industry qualification/training.
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W orking at Heights	Evidence of experience and/or other industry qualification/training.
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Appendix 2

Guidance notes for approval and quality assurance events

Interview

When you submit your application form to Lantra Awards to become a registered instructor, or, to add additional skills as an existing instructor the Quality & Standards (Approvals) team will assign you a TSV. You will receive a letter and/or email confirming details of the assigned TSV including their contact details.

A copy of your application form and related evidence will be forwarded to the TSV to conduct an interview. The TSV will make initial contact with you, by telephone, to arrange a suitable time for the interview (in some cases where appropriate this can be face to face).

The role of the TSV during the interview is to gauge your level of instructional experience, assess your technical competence and knowledge of current Health & Safety legislation. The TSV will also ensure you are aware of the next stages of the approval process which may include a technical evaluation or another approval event as indicated within the approval model (refer to 4.1).

At the end of the interview the TSV will advise Lantra Awards whether they consider you have the skills, knowledge and experience to continue with your application for Lantra Awards instructor approval. If successful, the TSV will recommend an agreed action plan, this may include a date for the technical evaluation.

If the TSV considers that you require further professional development before continuing the approval process this will be discussed at the time of the interview. Various options including Health & Safety training, operator training or technical standard setting events are all available to help you with the approval process and achieve any development actions.

Useful tips for preparation

- Find out as much as you can about Lantra Awards (www.lantra-awards.co.uk) and the skill area you intend to instruct.
- Equip yourself with a notepad and pen to make notes.
- Choose a quiet location where you are unlikely to be interrupted.
- Ensure your contact information is accurate when filling in your application form, it is essential you provide Lantra Awards with accurate contact information.
- Have your CV, application form and other documents in front of you. Your TSV will ask questions relating to your industry experience, achievements, instructional ability and experience. Details may also be asked about your pass rates where independent assessment exists (if known) along with how you might handle different instructional scenarios and problems you might encounter with learners.
- Answer questions as clearly and concisely as possible.
- Have a short list of your accomplishments available to review.
- Be aware of developments within your skill area, commonly used terminology or teaching techniques. Ensure you have an understanding of good industry practice where it exists, and the legislative framework that surrounds the industry area in which you wish to instruct.
- Think about your own instructional style, how might it be improved, how do you handle complaints or possible criticism of your instructional ability.

If you find interview situations difficult due to hearing difficulties or any other impairment, please contact Lantra Awards beforehand. Our TSVs will be more than willing to make alternative arrangements to accommodate your needs.

Observation

On completion of the interview it may be identified that you will be subject to an observation. The observation will be carried out by an appointed TSV who will observe your organizational skills, presentation skills, instructional technique and technical aspects of the course. This may be either:

- the applicant/instructor observing a Lantra Awards registered course delivered by a TSV
- a TSV observing the applicant/instructor delivering their own (non Lantra Awards) course or if the instructor is approved, a Lantra Awards registered course.

The TSV/Lantra Awards will liaise with you to discuss suitable date(s) and a course to observe. In the majority of cases, where possible, the TSV who conducted your interview will also complete the observation. Lantra Awards will confirm the agreed dates.

Where an observation has been agreed for an existing Lantra Awards instructor you will be provided with a copy of the applicable instructor manual, workbook, assessment material, and any other handouts (as appropriate).

On the day the TSV will:

- explain the reason for their visit to the instructor and learners
- ensure all documentation utilised by the instructor is up to date, including workbooks and specific industry guidance
- ensure the training in progress reflects those typically booked through Lantra Awards, including duration and learner numbers
- discuss with the instructor the stage the course is at, what theoretical aspects or practical demonstrations have taken place and what is their intended outline programme for the sessions ahead
- position themselves so they can follow the course but in no way interfere with the course delivery
- refer to the course instructor manual to ensure all content and technical data is delivered
- ensure if assessments are to be completed and that standards are discussed fully with the instructor
- following any observed session, discuss their findings with the applicant/instructor highlighting all aspects (good and bad) and fully explain any actions (if applicable) that need to be taken.

Conclusion

At the end of the day the TSV will complete an Observation Report Form stating any recommendations. If the required standard is not met an action plan may be recommended which could include any of the following:

- standard setting event
- refresher training (technical or instructional techniques)
- technical evaluation
- operator training
- health & safety training
- generic induction event
- co-teach with a Lantra Awards TSV
- technical standards course.

The completed report and, where applicable, any supporting materials (portfolio sheet with comments, site specific risk assessment, handouts and so on) are returned by the TSV to Lantra Awards who will then forward a copy of your report, for your records, highlighting any recommendations and confirm the next steps to progress your approval to deliver Lantra Awards courses.

Technical evaluation

Technical evaluation is defined as an assessment of the technical skill and underpinning knowledge of a potential or existing instructor for a particular skill area to ensure the quality of Lantra Awards technical standards are met.

The technical evaluation (normally carried out on a one-to-one basis) will cover the skill area(s) you have applied to be approved for, and will confirm the technical skill and knowledge of:

- individuals who have applied to become Lantra Awards instructors
- existing Lantra Awards instructors whose level of skill and knowledge may have been highlighted as falling below the required standard for a particular skill area
- existing Lantra Awards instructors who wish to be approved to instruct additional skill areas.

Standards

A general definition of the standard of performance required, the applicant/instructor should aspire to demonstrate (see Standard 3, 4 and 5 below)

“An exemplary demonstration of performance on demand.”

The technical evaluation will also evaluate the underpinning knowledge of legislation relating to the use of the different types of equipment and/or activities covered by the technical award. This includes reference to relevant Acts of Parliament, Health & Safety Regulations their revisions and/or amendments, and in particular industry-specific guidance from the HSE and other government bodies.

Throughout the technical evaluation a TSV will assess and grade your knowledge and performance from 1-5 (see below).

Standard 5, excellent all-round theoretical knowledge on all aspects of the topic, which is supported by very extensive relevant practical experience. Applicants/instructors at this level will be able to demonstrate an exemplary performance on demand and answer technical questions easily without the need for reference to other material.

Standard 4, a good level of technical knowledge that has been acquired from relevant practical experience and theoretical sources. Applicants/instructors at this level will have the ability to demonstrate an exemplary performance on most, but not all, occasions, and to work out answers to difficult questions using acquired knowledge, but may need to use reference sources for answers to some questions.

Standard 3, an adequate level of knowledge to cope with average training and assessment requirements. There may be identifiable gaps in knowledge and, in some cases, this could be considered marginal. They will have some practical experience in the topic matter and be able to demonstrate an exemplary performance in some, but not all, instances. Applicants/instructors at this level may have difficulty with learners with a higher level of knowledge or greater practical experience, and could have difficulty responding to particularly technical questions, or challenges from learners.

Standard 2, a less than sufficient level of technical knowledge, but the applicant/instructor does have some practical experience in the topic or subject matter. At this level an Applicant/Instructor would be likely to have difficulty with most participative training or assessment situations and would rely on a practical background to cover deficiencies in technical knowledge.

Standard 1, a poor level of knowledge, almost certainly backed by a severe lack of, if any, practical experience in the subject. A potential Instructor at this level would demonstrate skills and knowledge below the standard required and would be unlikely to pass the relevant assessment activity without further training and experience.

Safe practice

A high level of safe working practice must be demonstrated at all times. However, to be successful, you should be able to work safely without diminishing the speed and/or quality of performance of daily working tasks.

Equipment and site requirements

In most situations you will be expected to provide suitable and appropriate equipment for all the tasks in the technical evaluation to be carried out.

In the majority of cases the TSV will arrange for a suitable and appropriate site to be available. These requirements will be discussed with you in advance.

Conclusion

You will be informed of the result of the technical evaluation. The feedback will be comprehensive, and if you are not successful, a full explanation of any shortfalls will be given, with a development action plan and advice on how you can obtain help and information to remedy any problems. The TSV will complete a technical evaluation report which will be sent to Lantra Awards, who will send you a copy of the report, for your records, highlighting any actions or recommendations and confirm the next steps to progress or maintain your approval to deliver Lantra Awards courses.

Co-teach

During a co-teach you are given the opportunity to deliver elements or parts of a Lantra Awards course being run by a TSV to a group of learners. Sessions you deliver will include theoretical knowledge and a practical demonstration (if applicable) along with feedback sessions to learners. You should also be provided with the opportunity to observe the TSV delivering parts of the course.

A co-teach will help you gain confidence and encourage you to think about your role as an instructor. For example, the methods an instructor uses, how to cope with awkward questions or unexpected events, the practical aids used and so on.

A system should be established with the TSV that, if during the session you require their technical expertise you can easily attract their attention without causing any embarrassment.

Once a date has been confirmed for the co-teach you will receive the applicable instructor manual, workbook, assessment material, and any other handouts (as appropriate).

Conclusion

You will be informed of the result of the co-teach. The feedback will be comprehensive, and if you are not successful, a full explanation of any shortfalls will be given, with a development action plan and advice on how you can obtain help and information to remedy any problems. The TSV will complete a co-teach report which will be sent to Lantra Awards, who will send a copy of the report, for your records, highlighting any actions or recommendations and confirm the next steps to progress or maintain your approval to deliver Lantra Awards courses.

Technical standards course

A technical standards course (TSC) is a skill specific event (varying in duration), designed for new or existing instructors, to set the technical standards which must be applied on all Lantra Awards courses.

The course concentrates on practical technique, the facilities and resources required, along with the structure and delivery of training sessions, including instructional techniques.

Prior to attending, you will be required to attend an approved instructional techniques course and/or achieved the minimum application criteria, or be an existing Lantra Awards registered instructor, and may have to undertake a technical evaluation.

Lantra Awards will give prior notice and confirm the arrangements and specific requirements; that is personal protective equipment, timings, equipment requirements and so on needed for the course (equipment requirements for the TSC will be similar to those utilised during a technical evaluation).

Standards

You must be suitably prepared to lead as instructor or learner/carry out role play scenarios and have any necessary tools and equipment within your industry specialism.

Specific course objectives are provided for each skill area but in general all technical standards courses will provide you with the ability to:

- understand the range of Lantra Awards technical courses (if belonging to a suite of products)
- carry out a pre-course risk assessment
- state the regulations and safety requirements for tools and equipment utilised within the skill area
- prepare and use the tools to prescribed standards
- deliver the appropriate courses using approved instruction and assessment methods to Lantra Awards national standards
- complete all documentation to ensure efficient processing of certificates following a course.

Conclusion

A TSC report form will be completed during the course; this will provide feedback on the performance of each of your session(s) and information for Lantra Awards Quality & Standards (Approvals).

The conclusion of the TSV report will clearly state whether or not as an applicant you are approved to become registered as an active Lantra Awards instructor, and for which course codes. At the conclusion of the course, individual feedback will confirm if any further steps (if required) need to be taken to deliver specific courses.

The TSV will complete a report and forward to Lantra Awards confirming the course/product codes you are approved to instruct, any actions or recommendations (if required) may also be included. Lantra Awards will send a copy of the report to you, for your records, and confirm your approval or the next steps to progress or maintain your approval to deliver Lantra Awards courses.

Training audit visit

Lantra Awards Quality Assurance requires a scheduled monitored visit to be conducted for instructors whilst delivering a course to learners, referred to as a training audit visit (TAV). These are conducted every 3 years, per grouped skill area (refer to 4.1 Approval and quality assurance model for instructors).

Skill groups have been established to identify suites of courses, this reduces the number of TAV required where instructors hold a large number of skills. The number of TAVs required by an instructor are risk assessed depending on the number of skill groups held and the industry sectors. The maximum number of TAV you will receive in any one year is 2.

A TAV involves a TSV visiting one of your Lantra Awards registered courses to monitor instructional techniques and your technical ability. You will be asked to deliver the course with the TSV observing. As part of your visit you may be asked to demonstrate a particular technical activity if it is possible to incorporate this into the session you are delivering.

Instructors who are identified as needing a quality assurance visit will be informed on an annual basis and advised which skill area it will be in, this will be confirmed in writing by Lantra Awards. It is the instructors responsibility to ensure when you are delivering a course, within the highlighted skill area, you inform the Lantra Awards Quality & Standards (Monitoring) prior to the date. Failure to do so may result in the removal of that particular skill area or temporary suspension.

Once an agreed date has been established for a TAV to be conducted the allocated TSV will contact you to discuss the visit.

Standards

On the day the TSV will:

- explain the reason for their visit to the instructor and learners
- ensure all documentation being utilised by the instructor is up to date including workbooks, instructor manual, and specific industry guidance. This information can be cross checked with the course deliverables or instructor manual
- ensure the training reflects the course booked through Lantra Awards, including duration and learner numbers
- discuss with the instructor the stage of the course, the theoretical aspects or practical demonstrations which have taken place and the intended outline programme for the sessions ahead
- position themselves to follow the course but not interfere with the delivery of the course
- refer to the instructor manual to ensure all course content and technical data is delivered, and all the objectives are met for that session
- never interrupt or stop an instructor unless a safety critical issue arises. If they believe incorrect information, or procedures have been given or demonstrated they will determine if this can be dealt with at the next natural break in the training. If TSV is required to “step in” (this should be a last resort) all attempts will be made to do this without causing embarrassment
- ensure if assessments are to be completed standards are discussed fully with the instructor
- following an observed session, fully discuss any findings with the instructor highlighting all aspects (good and bad) and fully explain any actions (if applicable) that need to be taken. This would include rectifying any incorrect information provided to learners
- complete all Lantra Awards documentation highlighting any actions.

Conclusion

At the end of the day the TSV will complete a TAV report stating any recommendations. If the required standard is not met an action plan may be recommended which could include the following:

- standard setting event
- refresher training (technical or instructional techniques)
- technical evaluation
- observation
- operator training
- Health & Safety training
- generic Lantra Awards induction event
- co-teach with a Lantra Awards TSV
- technical standards course
- further TAV following completion of actions
- suspension from delivering Lantra Awards course(s) or category of courses, subject to completion of specified action plan.

You will be informed of the result of the TAV. The feedback will be comprehensive, and if you are not successful, a full explanation of any shortfalls will be given, with a development action plan and advice on how you can obtain help and information to remedy any problems. The TSV will send the completed report to Lantra Awards, who would send you a copy, for your records, highlighting any actions or recommendations given by the TSV and confirm the next steps to progress or maintain your approval to deliver Lantra Awards courses.

NB: if you are an instructor delivering lift truck courses for Lantra Awards, you may be asked to produce evidence at your training audit visit to show proof that all operator certificates are in-date and valid in line with the HSE Rider-operated Lift Trucks Approved Code of Practice. *Failure to do so may penalise further training for these skills until this evidence/CPD can be produced to Lantra Awards.*

Technical standard setting event or update

This event may be as a result of Lantra Awards introducing new products/product revisions and/or to reaffirm that instructors are working to the same technical standard. The event will usually be skill specific and on a group basis.

The event concentrates on technical skills, however if it has been identified from a previous Quality Assurance visit that an instructor's instructional technique ability has been questioned then this event may also be used to assess this skill. In this instance the TSV running the event may ask the instructor(s) to deliver short training sessions focussing on one particular technical aspect. It is anticipated that by doing this the TSV will be able to observe an instructors instructional skills in a practical application.

Standards

The standard applied at these events is the same as a technical evaluation or TSC and instructors may be asked to demonstrate knowledge or skills.

The TSV will be looking at covering the following:

- standard setting of technical issues
- update on course delivery/assessment
- the use of existing materials and deliverables
- updating instructors on particular working techniques or machinery they may not be familiar with
- update instructors with any legislative changes or industry good practice
- allow instructors to practice core operator skills
- work to ensure demonstration of skills are at an acceptable industry credible standard
- give guidance and support where necessary.

Conclusion

You will be informed of the result of the technical standard setting event or update. The feedback will be comprehensive, and if you are not successful, a full explanation of any shortfalls will be given, with a development action plan and advice on how you can obtain help and information to remedy any problems. The TSV will send the completed report to Lantra Awards, who will send you a copy, for your records, highlighting any actions or recommendations and confirm the next steps to progress or maintain your approval to deliver Lantra Awards courses.

Application Forms

Training provider, educational/corporate member application



Training provider *Educational/corporate training provider* *Dual member*

Please complete using black ink and block capitals

Name of organisation

Name of contact

(name of person who deals with booking courses)

Address

.....
.....
.....Postcode;.....

Telephone;..... Fax;.....

Email address;.....

Website;.....

If Southern Ireland or International based please provide VAT No.

Centre type

Please indicate which category best fits your centre type (tick one box only)

- (01) Community, voluntary aided or controlled secondary comprehensive or middle school
- (02) Community, voluntary aided or controlled secondary selective school
- (03) Community, voluntary aided or controlled secondary modern school
- (04) Foundation secondary comprehensive or middle school
- (05) Foundation secondary selective school
- (06) Foundation secondary modern school
- (07) Independent school
- (08) FE college/tertiary college
- (09) Sixth form college
- (10) Adult education centre
- (11) University or other HE centre
- (12) Private training provider
- (13) Local/central government/NHS
- (14) Voluntary organisation
- (15) Employer
- (16) HM prison/youth offenders institution
- (17) Armed forces
- (18) Overseas centre
- (19) Other

Training provider co-ordinator role

Please tick all, confirming your awareness of your training provider co-ordinator responsibilities

- Booking courses with Lantra Awards (online facilities available)
- Collecting fees from learners (if appropriate)
- Settling the invoice for course booking fees
- Notifying Lantra Awards of course amendments (online facilities available)
- Receiving certificates and cards from Lantra Awards
- Distributing certificates and cards to learners
- Making sure that learners with special needs have the facilities they need to access
- Disseminating information received from Lantra Awards onto learners
- Dealing with administrative queries
- Referring more technical or complex issues to Lantra Awards where necessary

Awarding body approval

Is your organisation already an approved centre for other qualifications?

- NVQ/SVQ
- VRQ
- Other (if so, which qualifications and awarding body)

.....

4x4 course delivery

Please indicate if you intend to run our 4x4 courses as this may require site approval.

- We will deliver 4x4 courses but use current Lantra Awards approved 4x4 sites
- We require our own site to be approved (please send a full application for completion)

Firearms course delivery

Please indicate if you intend to become a training provider for Firearms courses as below.

- We intend to deliver shotgun courses only
- We intend to deliver rifle courses only
- We intend to deliver both shotgun and rifle courses
- We will use current Lantra Awards approved rifle/shotgun sites
- We require our own firearm site to be approved (please send a full application for completion)

Quality standards

Does your organisation work to quality standards (for example, ISO, Scottish Quality Management System (SQMS)? If so, which?

.....
(You may be asked to provide copies of certificates and, where applicable, the latest audit report)

Has your organisation been subject to external audits, for example by LSC, OfSTED, ALI? If so, which?

.....
(You may be asked to provide copies of the most up-to-date report and/or certificate)

Data protection

Lantra Awards is obliged to notify its administration activities to the Information Commissioner (formerly the Data Protection Registrar) in respect of Membership Schemes and the subsequent sharing or transfer of this information in accordance with the Data Protection Act 1998. Lantra Awards has to ask you for specific consent for the communication of data held about yourselves to other parties.

All education/corporate instructors will be guided by their main organisation choice of data protection. All individuals have the legal right to refuse their details being displayed, however, should the main organisation refuse for their details to be displayed, and then the individual will also have to default to this choice.

The application form gives you five options, of which **you must choose only one**:

- Option 1** Details available world-wide via the Lantra Awards website or mail
- Option 2** Details available only to other Lantra Awards approved providers and instructors via a password protected area of the Lantra Awards website
- Option 3** Details not displayed on the Lantra Awards website but may be passed on via telephone or mail enquiries
- Option 4** Details available to other Lantra Awards approved providers and Instructors via a password protected area of the Lantra Awards website **and** may be passed on via telephone or mail to all enquirers
- Option 5** Details not made available to any party

Checklist

Please enclose with your application

- Industry experience - business biography/plan or some company literature
- Your equal opportunities policy
- Your complaints and appeals procedure
- Your Health & Safety policy
- If corporate training provider application, number of associated Instructor applications
- Confirm receipt of customer service statement, policies document & Code of Practice
- Application fee

Declaration

- I have read and understood the Lantra Awards Code of Practice and policy documents and agree to adhere to these
- I agree to abide by the Lantra Awards terms & conditions as far as they are applicable (*copy available upon request*)
- To the best of my knowledge and belief the information given is correct. I understand that if my application is successful and this information is found to be incorrect then my membership may be withdrawn

Signature of contactDate

Technical awards instructor application



Please tick (✓) the category that applies

- Freelance instructor
- Corporate/college instructor *(that is attached to an organisation)*
- Dual member *(new members to submit training provider application also)*

Personal details

Please complete in block capitals

If ticked corporate /college instructor please state organisation	
Title: <i>(Mr, Mrs, Miss, Ms, Dr etc.)</i>	
Forename(s)	
Surname	
Date of birth <i>(provided for insurance purposes)</i>	
Address	
Postcode	
Work contact tel No.	
Mobile No.	
E-mail	

Course categories

Please state the skill area(s)/course(s) you are interested in gaining approval to instruct. A full list of Lantra Awards products is enclosed within your application pack (or can be viewed at www.lantra-awards.co.uk). Please refer to technical qualifications or competency units required section for the different skill areas.

Please submit a CV of your industry experience in the specified skill area with this application.

Skill areas

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Supporting evidence

All qualifications detailed below must be accompanied by copies of certificates relating to your chosen specialised area (including any certificates relating to exemption rulings). Lantra Awards will maintain these on file for quality control and audit purposes.

	Date awarded	Awarding organisation
Instructional qualification(s)		
Technical qualification(s)/certificates/cards		
Health & Safety (qualification or training)		
First Aid (HSE approved)		

Data protection

Lantra Awards is obliged to notify its administration activities to the Information Commissioner (formerly the Data Protection Registrar) in respect of Membership Schemes and the subsequent sharing or transfer of this information in accordance with the Data Protection Act 1998. Lantra Awards has to ask you for specific consent for the communication of data held about yourselves to other parties.

All education/corporate instructors will be guided by their main organisation choice of data protection. All individuals have the legal right to refuse their details being displayed, however, should the main organisation refuse for their details to be displayed, and then the individual will also have to default to this choice.

The application form gives you five options, of which **you must only choose one**.

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- Option 4** Details available to other Lantra Awards approved providers and Instructors via a password protected area of the Lantra Awards website **and** may be passed on via telephone or mail to all enquirers
- Option 5** Details not made available to any party

Applicant declaration

- I have never been convicted of a criminal offence subject to the Rehabilitation of Offenders Act 1974 (excluding spent convictions) **NB. If you cannot tick this box please provide details or contact Lantra Awards to discuss.**
- I have read and understood the Lantra Awards Code of Practice and policy documents and agree to adhere to these.
- I agree to abide by the Lantra Awards terms & conditions as far as they are applicable (*copy available upon request*)
- To the best of my knowledge and belief the information given is correct. I understand that if my application is successful and this information is found to be incorrect then my membership may be withdrawn

Print name	Date
Signature	

Instructor adding new skills application



Instructor code	
Name	
Contact tel No.	
If you are corporate / college instructor please state approved organisation	

Skills category to be added	
------------------------------------	--

NB. If you would like to interview for multiple skills please indicate above and we will contact you to discuss options/costs

Supporting evidence			
<i>All qualifications detailed below must be accompanied by copies of certificates relating to your chosen specialised area (including any certificate relating to exemption rulings). Lantra Awards will maintain these on file for quality control and audit purposes.</i>			
Technical qualification(s)/ operator certificates/cards	Date awarded	Expiry date	Awarding body

Declaration of experience
<i>(Declaration statement below or accompanying CV with skill specific information acceptable) for example, areas worked in, courses delivered, machine types used, operational knowledge and so on.</i>

OFFICE USE ONLY

<u>Approval event</u>	<u>Approval progression/TSV assigned</u>	<u>Complete</u>
Telephone interview		
Technical evaluation		
Course observation		
Co-teach (TSV run)		
Technical standards		
Other (approval TAV)		

Skills approved date	
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Firearms technical officer application

Personal details

Please complete in block capitals.

Title (Mr, Mrs, Miss, Ms, Dr etc).	
Forename(s)	
Surname	
Date of birth <i>(provided for insurance purposes)</i>	
Address	
Postcode	
Work Contact Tel No.	
Mobile No.	
Email	

Please indicate which category(ies) of firearm you wish to become a technical officer

<input type="checkbox"/> Shotgun	<input type="checkbox"/>	and/or	<input type="checkbox"/> Rifle	<input type="checkbox"/>
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Supporting Evidence

All qualifications detailed below must be accompanied by copies of certificates relating to your chosen specialised area (including any certificates relating to exemption rulings). Lantra Awards will maintain these on file for quality control and audit purposes.

Please submit a CV of your industry experience in the specified skill area with this application.

	Date awarded	Awarding organisation
Firearms licence holder		
Technical qualification(s)/certificates		
First Aid (HSE approved)		

Data protection

Lantra Awards is obliged to notify its administration activities to the Information Commissioner (formerly the Data Protection Registrar) in respect of Membership Schemes and the subsequent sharing or transfer of this information in accordance with the Data Protection Act 1998. Lantra Awards has to ask you for specific consent for the communication of data held about yourselves to other parties.

All education/corporate instructors will be guided by their main organisation choice of data protection. All individuals have the legal right to refuse their details being displayed, however, should the main organisation refuse for their details to be displayed, and then the individual will also have to default to this choice.

The application form gives you five options, of which **you must choose only one**:

- Option 1** Details available world-wide via the Lantra Awards website or mail
- Option 2** Details available only to other Lantra Awards approved providers and Instructors via a password protected area of the Lantra Awards website
- Option 3** Details not displayed on the Lantra Awards website but may be passed on via telephone or mail enquiries
- Option 4** Details available to other Lantra Awards approved providers and Instructors via a password protected area of the Lantra Awards website **and** may be passed on via telephone or mail to all enquirers
- Option 5** Details not made available to any party

Application declaration

- I have never been convicted of a criminal offence subject to the Rehabilitation of Offenders Act 1974 (excluding spent convictions) **NB. If you cannot tick this box please provide details or contact Lantra Awards to discuss.**
- I have read and understood the Lantra Awards Code of Practice and policy documents and agree to adhere to these.
- I agree to abide by the Lantra Awards terms & conditions as far as they are applicable (*copy available upon request*).
- To the best of my knowledge and belief the information given is correct. I understand that if my application is successful and this information is found to be incorrect then my membership may be withdrawn.

Print name	Date
Signature	

First Aid assessor application



Personal details

Please complete in block capitals.

Title (Mr, Mrs, Miss, Ms, Dr etc.)	
Forename(s)	
Surname	
Date of birth <i>(provided for insurance purposes)</i>	
Address	
Postcode	
Work Contact Tel No.	
Mobile	
Email	

Supporting evidence

All qualifications detailed below must be accompanied by copies of certificates relating to your chosen specialised area (including any certificates relating to exemption rulings). Lantra Awards will maintain these on file for quality control and audit purposes.

Please submit a CV of your industry experience in the specified skill area with this application.

	Date awarded	Awarding organisation
Assessor qualification(s)		
HSE Approved First Aid at Work <i>(or exemptions i.e. GMC, NMC, HPC)</i>		

Please supply any assessor chronological evidence/portfolio of CPD

Refer to the criteria guidance notes document contained within your application pack for examples of certificates accepted.

Data protection

Lantra Awards is obliged to notify its administration activities to the Information Commissioner (formerly the Data Protection Registrar) in respect of Membership Schemes and the subsequent sharing or transfer of this information in accordance with the Data Protection Act 1998. Lantra Awards has to ask you for specific consent for the communication of data held about yourselves to other parties.

All education/corporate Instructors will be guided by their main organisation choice of data protection. All individuals have the legal right to refuse their details being displayed, however, should the main organisation refuse for their details to be displayed, and then the individual will also have to default to this choice.

The application form gives you five options, of which **you must choose one only**

- Option 1** Details available world-wide via the Lantra Awards website or mail
- Option 2** Details available only to other Lantra Awards approved providers and Instructors via a password protected area of the Lantra Awards website
- Option 3** Details not displayed on the Lantra Awards website but may be passed on via telephone or mail enquiries
- Option 4** Details available to other Lantra Awards approved providers and Instructors via a password protected area of the Lantra Awards website **and** may be passed on via telephone or mail to all enquirers
- Option 5** Details not made available to any party

Applicant declaration

- I have never been convicted of a criminal offence subject to the Rehabilitation of Offenders Act 1974 (excluding spent convictions) **NB. If you cannot tick this box please provide details or contact Lantra Awards to discuss.**
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Print name	Date
Signature	