

Conditions of licence

Organisations (course providers) applying for a licence to deliver the SPA passport scheme are required to comply with the following conditions:

- On application for a licence, and on the anniversary of the issue of a licence, an 'Acceptance of responsibilities' form should be completed and returned to the SPA passport administrator
- A list of course tutors should be provided. All tutors should complete a 'Tutor registration' form
- Tutors should be familiar with standard course materials and assessment procedures. It will normally be sufficient to supply experienced tutors with the relevant tutor workbook/notes and pocket guide
- The SPA passport administrator should be advised, in writing, of any changes to details given in the original licence application
- On issue of the licence, and in January each year, the SPA passport administrator should be informed in writing of the number of courses planned for the ensuing calendar year. As a minimum, numbers for January to June and for July to December should be indicated. If necessary, an updated estimate should be supplied mid-year
- On confirmation of the course(s), the 'Notification of courses' form should be completed and sent to the SPA passport administrator. Cancellations may be advised by telephone, fax or e-mail
- Only materials and assessment papers supplied by SPA may be used. Additional case studies, videos/dvd's can be added as extra learning tools. **DO NOT REMOVE ANY SPA COURSE MATERIAL!**
- Delegates should be supplied with appropriate materials. As a minimum, each should have a course pocket guide and name card
- The required information and fees should be submitted to the SPA passport administrator as soon after the last day of each course. This will enable the SPA passport administrator to issue permanent passports to the course provider within 15 working days of receipt of payment
- The course provider is responsible for the collection and submission of all fees relating to the training of individuals on each passport course
- Course providers should ensure that passports are issued to successful delegates immediately after their receipt. The allocated minimum face to face input time for the course should be strictly adhered to
- Course providers should ensure the security of assessment papers and passports during storage and transport
- SPA staff should be permitted reasonable access to records and documents relating to the organisation, delivery and assessment of the training
- Approval for promotional materials relating to courses should be sought from SPA prior to use
- For training organisations with multiple centres, each centre will be considered individually.

Failure to comply with these conditions may result in the licence being withdrawn.

SPA reserves the right to review any course feedback forms relating to passport health and safety training, and the right to visit any passport health and safety training course, and any licenced course providers premises, at any time and without prior notice.



Pre-requisites – tutors

Suitably qualified tutors should deliver or supervise the course. A suitable tutor will fulfil the following criteria:

- Core day - minimum requirements are NEBOSH Certificate and/or demonstrable experience of training delivery and/or NVQ level 3, Employment NTO or equivalent training qualification
- Sector specific day - to maintain integrity of the initiative, tutors must have:
 - a health and safety qualification, eg minimum NEBOSH General Certificate level or equivalent established experience as a tutor
 - demonstrable relevant sector knowledge
 - a current sector passport.

For tutors with limited sector knowledge, client groups/NTOs may insist on attendance at a sector awareness training event, concluding with a written assessment.

All instructors must attend a passport training course to familiarise themselves with the course style and format. To expedite the process of obtaining sector passports for instructors, it is recommended that the applicant organisation, on securing the first commercial course, contact the SPA passport administrator for a list of approved course providers to facilitate the course. This would provide the applicant organisation with a 'full' training experience at a minimum cost.

Tutors should be familiar with standard course materials and assessment procedures. It will normally be sufficient simply to supply experienced tutors with the relevant workbook and course pocket guide.

Pre-requisites – facilities and resources

- course delivery is to be effected at a facility that is conducive to professional training
- courses must be training room based with 'a maximum of 20 candidates per course
- the training room must be able to comfortably accommodate a maximum of 20 candidates at tables or desks so that assessment tests can be conducted in a professional manner.

Suitable training aids must be provided for the instructor, including:

- PowerPoint or similar
- OHP (optional)
- TV (optional)
- video (optional).

A training provider contact or nominated deputy must be available during normal working hours and be able to respond to queries relating to the scheme.



Audit procedure

Annual audit visits to training providers will be arranged at the full audit cost. Audit visits will involve the inspection of administration records and the delivery of training.

Any violations of the procedures, standards or conditions laid down by the scheme documentation may result in SPA taking one or more of the following actions:

- the issue of a formal written warning
- an un-announced full Audit at the expense of the Course Provider
- temporary removal or withdrawal of accreditation and suspension of passports supplied, pending receipt of a satisfactory action plan from the course tutor
- the immediate withdrawal of a licence (licence renewal will attract a charge)
- refusal to renew a licence.

Should a random audit expose a breach in the operating protocols, the provider will be liable to an official audit and be required to pay a full current audit fee.

Application process

- complete the application forms
- forward completed application forms, together with licence fee, to the SPA passport administrator
- after ensuring that the organisation is able to meet the conditions and requirements outlined above, the applicant course provider will be issued with the appropriate licence(s)
- should an application be refused by SPA, reasons will be provided. The course provider has the option to re-apply once accreditation queries have been remedied.

Course providers' responsibilities

Licensed course providers are responsible for ensuring that:

- the SPA passport administrator is notified in advance of all planned courses
- all courses are delivered and assessed following the relevant SPA passport package
- all delegates attend all sessions, complete the course and undertake all the end assessments
- the relevant administration forms are submitted to the passport administrator within 15 working days of the end of the course and SPA passports issued to successful delegates within 15 working days of receipt of payment.

NB: Where providers do not comply with all the above points, their course(s) should not be advertised as accredited by SPA

Estimate of number of courses

To assist with its resource planning, SPA requires that course providers make an estimate, to be submitted in January, of the number of courses they will be running each calendar year. Ideally, this return should show forecast courses for each month but, as a minimum, it should show the estimated numbers for the periods January to June inclusive and July to December inclusive. The returns may be made in any format convenient to the course provider.





Issue of permanent passports

Passports are issued to those who have successfully completed the SPA passport training scheme course and its assessments. Each passport is allocated a unique number prior to being sent to the course provider, who should immediately forward it to the relevant delegate.

Delegates must bring two passport-sized photos to the course.

Issue of temporary passports

These can be purchased from the SPA passport administrator. A temporary passport should be issued only in response to the request of delegates who have successfully passed the relevant SPA assessments.

Delegates must bring three passport-sized photos to the course.

If temporary passports have been issued to delegates, a copy of 'Delegate registration form - part B, temporary passports' must also be supplied to the SPA passport administrator.

Course information

The following information is required by the SPA passport administrator:

- the number of courses expected to be run
- the dates and venues of booked courses
- details of completed courses.

Information on booked courses

As soon as course providers have confirmed details of the date and venue of a training course, they should notify the SPA passport administrator. This will help in the pre-production planning of the passport scheme and assist in the scheduling of *possible* validation visits. Since these visits may be unannounced, course providers should include in their notification:

- the date of the course
- the course venue, with its location and address
- the name, job title and telephone number of a contact at the course venue
- a course provider contact name and number.

Details of the course provider contact for the period prior to the course should also be provided if these are different from those of the course provider contact for the day of the course.

Information on completed courses

As soon as a course has been completed, course providers should send by post or e-mail a copy of 'Delegate registration form - part B, with two passport sized photographs of each successful delegate (electronic returns are encouraged for a speedier passport turn-around). If temporary passports have been issued to delegates, a completed copy of 'Delegate registration form - part B, temporary passports' must also be supplied.

All delegate names should be printed in block capitals, Date of Birth and National Insurance number must be provided for all delegates. If a delegate refuses to provide his/her National Insurance number then their UK Passport number or Social Security number must be provided. Delegate National Insurance numbers do not have to be printed on the passport if they so wish.





Confirmation

The SPA administrator will advise:

- the course reference, to be recorded on the original 'Delegate registration form - part A and 'Delegate registration form - part B', which should then be used to identify the course in all communications.





Financial information

SPA will not invoice third parties for passport and/or course fees. It is the responsibility of the course provider to obtain payment from third parties/clients. The section marked 'invoice details' on 'Delegate registration form - part A' is for use where the course provider's own account function is located at a separate address. It is suggested that course providers retain a copy of 'Delegate registration form - part B' until they receive the passports relating to that course.

SPA regrets that it cannot release any training materials or passports until full payment has been made.

Note: VAT is applicable on all invoices. Payments should be addressed to SPA Limited.

Accreditation

This fee covers the initial accreditation as an SPA course provider it also includes one licence fee.

Licence fee

This is a fee for *new* course providers applying to run the SPA passport scheme.

Licence renewal fee

On the anniversary of the issue of the original licence, course providers will be asked to confirm that they still comply with licence conditions, after which a licence renewal fee will be payable.

Audit fee

An annual audit will be arranged with training providers to check that SPA's guidelines/protocols are being adhered to. If any non-conformances are highlighted, the training provider may be subject to a further un-announced audit – fully chargeable.

Course fee

This fee applies to each course delivered. It covers quality control and administration.

Passport fees

There is a charge for the issue of a passport awarded after the successful completion of a course.

Sector fees

Some sectors have an extra fee payable to cover registration costs with the sector.

Replacement passports

There is a charge for each reissued passport.

Course materials

Materials to support the SPA passport course(s) may be purchased from SPA passport administrator.

Course end assessments

All course providers are required to use SPA assessments. The CD-ROMs accompanying the passport package each contain all the necessary assessments.

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