

## **ECITB SCHOLARSHIP CRAFT AND TECHNICIAN SPECIFICATION 2021**

This document specifies the skills and knowledge delivery services required for the 2021 ECITB Scholarship Programme.

### **CONTRACT SPECIFICATION**

The ECITB's contractual requirement is for the training provider to deliver skills, knowledge and behavioral training leading to skilled employment status or entry onto a recognised Apprenticeship Standard/Framework in the Engineering Construction or related industries.

This specification document describes the activities and processes required to be undertaken by the appointed provider (Approved Centre) in order to ensure that all learners achieve the requirements contained within the ECITB's Scholarship Programme (**table 1**).

Please note that the final number of learners, discipline and regional location will not be confirmed until the conclusion of the tendering process.

### **1 TERMS AND DEFINITIONS**

The following definitions and rules of interpretation apply in this specification:

**1.1 Approved Centre**

means an organisation having met all the regulatory authority's criteria approved by awarding bodies to offer delivery and assessment of the Knowledge Qualifications.

**1.2 Awarding Organisation**

this is the term used to describe an organisation approved by UK government appointed regulatory authorities to award qualifications, including Competence Qualifications. The ECITB is the UK's principal awarding body for engineering construction qualifications.

**1.3 Apprenticeship Standard/Framework**

means the requirements that must be met and the qualifications to be achieved by an apprentice in order for them to successfully complete an Apprenticeship.

**1.4 Craft Programme** means the programme which will follow a progression route from level 2 to level 3 over the duration of the programme in craft related pathways (Pipefitting, Mechanical Fitting, Plating, etc.).

**1.5 Competence Qualification**

means the qualification a learner must complete, and which attests his or her ability to do a job of work to a nationally recognised standard. A learner will complete the Competence Qualification during the scholarship following which they will demonstrate competence in real work situations through employment or progression onto an Apprenticeship.

### 1.6 **Funding Contract**

The Approved Centre will secure and maintain a contract with the relevant funding agency for the purposes of funding the delivery of the Knowledge component of the Scholarship Programme.

### 1.7 **Knowledge Qualification**

means the qualification a learner must complete that confirms their knowledge of the fundamental aspects of their discipline to underpin. This qualification will be achieved during the Scholarship Programme and must meet the requirements as detailed in **(table 1)**.

### 1.8 **Pathway**

means the discipline/s or occupation that the learner will follow during the Scholarship Programme.

### 1.9 **Practical Exercises**

means the ECITB Practical Exercises that must be achieved as part of the Scholarship Programme.

### 1.10 **Skills Training**

means the practical skills training that the learner will complete to prepare them for the Workplace.

1.11 **Technical Programme** means the programme which will be direct entry at level 3 over the duration of the programme in technical related pathways (Electrical Maintenance, Mechanical Maintenance, Instrument & Control, Design & Draught, etc.)

## **2. KNOWLEDGE QUALIFICATION REQUIREMENTS**

2.1 The Approved Centre shall have all arrangements in place to deliver one of the Knowledge Qualification as detailed in **(table 1)**.

2.2 The Approved Centre shall be able to deliver the Knowledge Qualification from a location within the identified region.

2.3 The Approved Centre will fund the delivery of the Knowledge Qualification through a public funding contract.

## **3. SKILLS QUALIFICATION/TRAINING & ASSESSMENT REQUIREMENTS**

3.1 The Approved Centre shall have all arrangements in place to deliver a period of skills training throughout the programme to reflect the requirements of the discipline specific vocational qualification/s

3.2 The Approved Centre shall be able to deliver the skills training services from a location within the identified region.

The Training Provider shall possess, or be able to access through a partnering arrangement, the essential physical resources to deliver the skills relating to the Pathways as listed in **(table 1)**.

## ECITB Scholarship Programme Content.

The programme content tables below are separated to list the requirements of the Craft and Technician Scholarships.

In summary the Craft Scholarship comes in two separate forms, one is a single year Level 2 programme, and the other is a two-year progressive model from Level 2 to Level 3.

The Technician Scholarship is a two-year programme with direct entry at Level 3.

Where an ECITB qualification is referenced in the specification, formal contract execution will only be completed once the ECITB Awarding Organisation are satisfied the provider can meet all the criteria required to deliver the qualification.

**Table 1 - Programme Outcomes (Level 2 Craft)**

<p><b>Knowledge Qualification (Year 1)</b></p>	<p>Level 2: The selected qualification must provide the relevant knowledge that underpins the selected level 2 competence qualification.</p> <p><b>Note:</b></p> <p><b>The knowledge qualifications must be achieved during the programme and must be funded through a Public Funding Contract.</b></p> <p><b>The provider will select suitable knowledge qualifications along with the suggested optional units which will be agreed with the ECITB and specified in the tender.</b></p>
<p><b>Skills Training &amp; Competency Qualifications (Year 1)</b></p>	<p><b>Year 1</b></p> <p>A period of engineering foundation practical skills training which will prepare the learner for progression onto one of the level 2 Competency Qualifications below:</p> <p>ECITB Level 2 Diploma in Supporting the Installation of Engineering Construction Plant and Systems (RQF),</p> <p><b>(Welsh Cohort only)</b> Level 2 Performing Engineering Operations.</p> <p><b>Note:</b></p> <p><b>The delivery of this component of the programme will be funded by the ECITB.</b></p> <p><b>The selected pathways, where applicable will be agreed with the ECITB and specified in the tender.</b></p>
<p><b>CCNSG Safety Passport (Year 1)</b></p>	<p>To be delivered by an ECITB Licenced CCNSG Provider.</p>

<b>ECITB Foundation Phase Test (Year 1)</b>	All Learners will successfully complete the Foundation On-line Test & Practical Activity.
<b>Work Experience (Year 1)</b>	<p>The provider will arrange and facilitate one of the following work experience options for the learners consisting of a minimum of 35 hours to be discussed and agreed with the ECITB:</p> <p>a. Simulated workplace project such as a turnaround or shut down,</p> <p>b. A supervised work placement with an employer.</p> <p><b>Note: Collaboration between centres is encouraged if considering option a.</b></p>
<b>Employer Introduction/Selection Work Shops (Year 1)</b>	The provider will arrange and facilitate an employer workshop to enable employers to meet and, if required assess the learners in order to identify their suitability for employment either as a direct hire or for progression onto an Apprenticeship.
<b>Additional Components</b>	<p>Additional components as agreed with the provider and funded by the ECITB which will enhance the programme and increase the learner's chances of progression.</p> <p><b>1: Digital Passport</b> – ECITB are currently developing a digital passport package which will be provided to the provider and require delivery in year 1.</p>

**Table 1 - Programme Outcomes (Level 3 Craft)**

<b>Knowledge Qualification (Years 1 &amp; 2)</b>	<p><b>Year 1</b></p> <p>Level 2: The selected qualification must provide the relevant knowledge that underpins the selected level 2 competence qualification.</p>
	<p><b>Year 2</b></p> <p>Level 3: The selected qualification must provide the relevant knowledge that underpins the selected level 3 competence qualification.</p> <p><b>Note:</b>  <b>The knowledge qualifications must be achieved during the programme and must be funded through a Public Funding Contract.</b></p> <p><b>The provider will select suitable level 2 and 3 knowledge qualifications along with the suggested optional units which will be agreed with the ECITB and specified in the tender.</b></p>

<p style="text-align: center;"><b>Skills Training &amp; Competency Qualifications (Years 1 &amp; 2)</b></p>	<p><b>Year 1</b></p> <p>A period of engineering foundation practical skills training which will prepare the learner for progression onto one of the level 2 Competency Qualifications below:</p> <p>ECITB Level 2 Diploma in Supporting the Installation of Engineering Construction Plant and Systems (RQF),</p> <p><b>(Electrical Installation only)</b> Level 2 Performing Engineering Operations - Electrical pathway.</p> <p><b>Note:</b></p> <p><b>The delivery of this component of the programme will be funded by the ECITB.</b></p> <p><b>The selected pathways, where applicable will be agreed with the ECITB and specified in the tender.</b></p>
	<p><b>Year 2.</b></p> <p>A period of occupational level 3 skills training which will prepare the learner for entry onto one of the ECITB level 3 Competency Qualifications below:</p> <p>ECITB Level 3 Diploma in Installing Engineering Construction Plant and Systems (RQF),</p> <p><b>Note:</b></p> <p>Other vocational qualifications will be considered by ECITB.</p> <p><b>The delivery of this component of the programme will be funded by the ECITB.</b></p>
<p><b>CCNSG Safety Passport (Year 2)</b></p>	<p>To be delivered by an ECITB Licenced CCNSG Provider.</p>
<p><b>ECITB Foundation Phase Test (Year 1)</b></p>	<p>All Learners will successfully complete the Foundation On-line Test &amp; Practical Activity.</p>
<p><b>ECITB Work Based Phase Test (Year 2)</b></p>	<p>All Learners will successfully complete the Work Based On-line Test &amp; Practical Activity.</p>
<p><b>Work Experience (Year 2)</b></p>	<p>The provider will arrange and facilitate one of the following work experience options for the learners consisting of a minimum of 35 hours to be discussed and agreed with the ECITB:</p> <p>c. Simulated workplace project such as a turnaround or shut down,</p>

	<p>d. A supervised work placement with an employer.</p> <p><b>Note: Collaboration between centres is encouraged if considering option a.</b></p>
<p><b>Employer Introduction/Selection Work Shops (Year 2)</b></p>	<p>The provider will arrange and facilitate an employer workshop to enable employers to meet and, if required assess the learners in order to identify their suitability for employment either as a direct hire or for progression onto an Apprenticeship.</p>
<p><b>Workplace Competence (Non-Apprentice - Direct Hire Only) End of Year 2</b></p>	<p>The provider will ensure that the employer receives the ECITB workplace training record and understands its purpose and how to complete it.</p> <p><b>Note: The ECITB will support the learners and employers with completing the workplace training record in year three.</b></p>
<p><b>Additional Components</b></p>	<p>Additional components as agreed with the provider and funded by the ECITB, which will enhance the programme and increase the learner's chances of progression.</p> <p><b>1: Digital Passport</b> – ECITB are currently developing a digital passport package which will be provided to the provider and require delivery in year 2.</p>

**Table 1 - Programme Outcomes (Level 3 Technician)**

<p><b>Knowledge Qualification (Years 1 &amp; 2)</b></p>	<p>Level 3: The selected qualification must provide the relevant knowledge that underpins the selected level 3 competence qualification.</p> <p><b>Note:</b> <b>The knowledge qualifications must be achieved during the programme and must be funded through a Public Funding Contract.</b></p> <p><b>The provider will select suitable level 3 knowledge qualifications along with the suggested optional units which will be specified in the tender and agreed with the ECITB.</b></p>
<p><b>Skills Training &amp; Competency Qualifications (Years 1 &amp; 2)</b></p>	<p>A period of engineering foundation practical skills training.</p> <p>A period of occupational level 3 skills training which will prepare the learner for entry onto the relevant ECITB level 3 Competency Qualifications:</p> <p>Level 3 Diploma in Engineering Construction Maintenance (RQF),</p> <p>Level 3 Diploma in Project Controls Practice and Techniques (RQF),</p> <p>Level 3 Diploma in Engineering Design and Draughting (RQF).</p>

	<p><b>Note:</b> Other vocational qualifications will be considered by ECITB.</p> <p><b>The delivery of this component of the programme will be funded by the ECITB.</b></p>
<b>CCNSG Safety Passport (Year 2)</b>	To be delivered by an ECITB Licenced CCNSG Provider.
<b>ECITB Foundation Phase Test (Year 1)</b>	All Learners will successfully complete the Foundation On-line Test & Practical Activity.
<b>ECITB Work Based Phase Test (Year 2)</b>	All Learners will successfully complete the Work Based On-line Test & Practical Activity.
<b>Work Experience and (Year 2)</b>	<p>The provider will arrange and facilitate one of the following work experience options for the learners consisting of a minimum of 35 hours to be discussed and agreed with the ECITB:</p> <ul style="list-style-type: none"> <li>a. Simulated workplace project such as a turnaround or shut down,</li> <li>b. A supervised work placement with an employer.</li> </ul> <p><b>Note: Collaboration between centres is encouraged if considering option a.</b></p>
<b>Employer Introduction/Selection Work Shops (Year 2)</b>	The provider will arrange and facilitate an employer workshop to enable employers to meet and, if required assess the learners in order to identify their suitability for employment either as a direct hire or for progression onto an Apprenticeship.
<b>Workplace Competence (Non-Apprentice Direct Hire Only) End of Year 2</b>	<p>The provider will ensure that the employer receives the ECITB workplace training record and understands its purpose and how to complete it.</p> <p><b>Note: The ECITB will support the learners and employers with completing the workplace training record in year three.</b></p>
<b>Additional Components</b>	<p>Additional components as agreed with the provider and funded by the ECITB, which will enhance the programme and increase the learner's chances of progression.</p> <p><b>1: Digital Passport</b> – ECITB are currently developing a digital passport package which will be provided to the provider and require delivery in year 2.</p>
<b>Evidence for Engineering Technician Accreditation (if applicable),</b>	Should the discipline align with an occupation that has professional recognition with a Professional Engineering Institution or be aligned to an Apprentice standard where professional recognition is a requirement then the provider will work with the learner to ensure they understand the application

process and requirements, so they are prepared to commence this once they are employed in the workplace.

Further information and guidance relating to Eng Tec requirements can be found at:

<https://www.engc.org.uk/ukspec.aspx>

### Scholarship Pathway/Apprentice Standard Preferred Alignment for Post Level 3 Craft or Technician Scholarship Programme Progression.

Scholarship pathway	Apprenticeship Standard that Scholarship May Align to
Electrical Maintenance	<a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/maintenance-and-operations-engineering-technician/">https://www.instituteforapprenticeships.org/apprenticeship-standards/maintenance-and-operations-engineering-technician/</a>
Mechanical Maintenance	<a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/maintenance-and-operations-engineering-technician/">https://www.instituteforapprenticeships.org/apprenticeship-standards/maintenance-and-operations-engineering-technician/</a>
Electrical Installation	<a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/installation-electrician-and-maintenance-electrician-v1-0">https://www.instituteforapprenticeships.org/apprenticeship-standards/installation-electrician-and-maintenance-electrician-v1-0</a>
Pipefitting	<a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/engineering-construction-pipefitter/">https://www.instituteforapprenticeships.org/apprenticeship-standards/engineering-construction-pipefitter/</a>
Welding Plate/Pipe	<a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/pipe-welder/">https://www.instituteforapprenticeships.org/apprenticeship-standards/pipe-welder/</a> Or <a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/plate-welder/">https://www.instituteforapprenticeships.org/apprenticeship-standards/plate-welder/</a>
Design & Draught	<a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/engineering-design-and-draughtsperson/">https://www.instituteforapprenticeships.org/apprenticeship-standards/engineering-design-and-draughtsperson/</a>
Project Control	<a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/project-controls-technician/">https://www.instituteforapprenticeships.org/apprenticeship-standards/project-controls-technician/</a>

#### 4. PERSONNEL DEPLOYED

The Training Provider shall ensure that all persons delivering training & assessment have the necessary qualifications, experience and have passed all necessary checks as required by the relevant Awarding Bodies, funding agency and all other relevant, regulatory authorities.

#### 5. THIRD PARTY AUDITING

The Training Provider shall work with ECITB in resolving any issues that arise as a result of quality and health and safety audits in relation to the training and/or assessment of learner undertaking the ECITB Scholarship Programme.

#### 6. BENCHMARKING

The Training Provider shall endeavour to meet agreed targets - no more stringent than those agreed by the Training Provider with the relevant funding agency - with ECITB in relation to achievement, retention, etc. of learners.



## **7. INSURANCE**

During the term of this Agreement and for a period of one year thereafter, the Training Provider shall maintain in force with reputable insurance company insurance for the sum of £10,000,000 per event, including the following risks:

- 7.1 employers' liability insurance in respect of all persons involved in delivery of the Training and performance of this Agreement;
- 7.2 public liability insurance to cover against any suit or action, claims or demands brought or made by any person injured or suffering loss or damage in connection with the carrying out of the Training and performance of this Agreement;
- 7.3 business interruption in the event that the Training Provider is unable to perform the Training.