

### Site Safety Plus Trainer Application Appeal

Site Safety Plus (SSP) provides the construction industry with a suite of courses for health and safety awareness and career development to help maintain a safe workforce.

These courses are designed to give everyone from operative to senior manager the skills they need to progress through the industry. From a one-day Health and Safety Awareness (HSA) course, which also supports those requiring the knowledge to obtain their CSCS Labourer Card, to the five-day Site Management Safety Training Scheme (SMSTS), our suite of courses ensure everyone benefits from the best possible training.

To encourage and promote high standards within the delivery of our courses we require all approved providers to demonstrate that they have appointed appropriately qualified and experienced trainers to deliver the Site Safety Plus courses. All trainers must meet the requirements published with the Site Safety Plus Scheme Rules, associated appendices and the Site Safety Plus Quality Assurance Requirements.

If an application is rejected the applicant will receive a letter outlining the reasons for rejection, however if the applicant disagrees with the reasons for rejection, they have the right to appeal, which consists of two stages.

#### Appeal stages

1. The training provider should submit their appeal in writing within 10 working days of being notified of the rejection to [quality.assurance@citb.co.uk](mailto:quality.assurance@citb.co.uk) providing full details of why they disagree with the original decision. Upon receipt of an appeal CITB will acknowledge receipt of the appeal by email, the appeal will be heard by an appeal panel and the decision of that panel will be communicated to the appellant in writing within 10 working days \* of receipt of the original appeal.
2. If a further disagreement exists, the applicant has the right to appeal to CITB's Head of Quality and Standards or their representative \*\* for a final review of the application. The decision of the Head of Quality and Standards will be communicated to the appellant in writing within 10 working days \*. This decision is final and no further appeal will be accepted.

\*CITB reserves the right to extend this timescale if further information, clarification or activities are required, the appellant will be notified in writing of any extensions.

\*\* This person will be appointed by the Head of Quality and Standards, and have full knowledge and understanding of the Site Safety Plus scheme rules and be occupationally expert.