

CITB ITC INTERNAL QUALITY ASSURANCE STRATEGY

Version 1
21st November 2022

A. SCOPE

CITB testing, including both technical tests, on-site assessment and Touch Screen testing at all P. Flannery Plant Hire (Oval) Limited locations where CITB testing is carried out.

B. Background information

The CITB Scheme Booklet states that Test Centres must be internally quality assured and must have a documented internal quality assurance strategy that assesses risk to ensure a safe and robust delivery of CITB Screen tests. The Scheme Booklet also states that there must be a documented sample plan covering all aspects of testing and assessments. All quality assurance must be planned, documented and occurs throughout the whole process and that this process shall be audited.

C. PROCEDURE

1. The Head of Training shall ensure that a plan for observations carried out on Test administrators is documented, is kept up to date and risk rated.
2. Test Centre Administrators new to Test Centre shall be classed immediately as high risk.
3. The Centre Coordinator shall ensure that Quality Observations for CITB Test Administrators are carried out according to risk.
4. Observations shall be carried out by Centre Manager or Senior Trainer, and outcomes shall be recorded on the relevant CITB capture form.
5. Observations shall also be carried out Peer to Peer using Test Administrators from within Flannery Plant outcomes shall be recorded on the relevant CITB capture form and passed to the Centre Manager for completion of the process.
6. Completed observations shall be risk rated and sampling plan updated as required by the Centre Manager.
7. The Centre Manager shall ensure any development points are discussed with the Test Administrators and improvement actions are agreed, supported and monitored for completion.

8. Where opportunities for development exist, the Centre Manager shall ensure and encouraged Test Administrators to use opportunities for development to continually improve their skills.
9. All submitted CITB paperwork shall be checked for full completion and accuracy by Centre Coordinator prior to resulting and any discrepancies reported to the Head of Training and Skills for appropriate action.
10. The completion of observations and associated development actions shall be included in the Centre Quality Audit schedule and audited by the Training & Quality Team. The Internal Audit runs on an annual 12 month cycle.
11. The internal audit will be detailed in an annual Audit Plan and frequency of audit shall be twice yearly in April and October.
12. Regular team meetings shall take place, chaired by the Centre Manager and documented. CITB updates and requirements shall be disseminated and discussed at these meetings.

D. Implementation and Review

This Procedure is effective from 21st November 2022 and will be reviewed in line with CITB updates and requirements. Overall implementation of this process lies with Aaron Davis (Head of Skills and Training).

Signed:

A.Davis, Head of Skills and Training, 21.11.22

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