

APPLICATION

FOR

SOLAS SAFE PASS

TUTOR ACCREDITATION PROGRAMME

Note: In order to allow the processing of your application the following documents must be attached to this form;

- (i) an up-to-date Curriculum Vitae
- (ii) a copy of your Construction and Safety qualifications
- (iii) a copy of all relevant training qualifications
- (iv) Copy of Safe Pass Card
- (v) A valid tax clearance certificate (required for candidates wishing to train on a commercial basis)

Note: Canvassing will disqualify



SOLAS Safe Pass Tutor Accreditation Programme Application Form

Please type or print in Block Capitals

Section 1 – Personal Details

Title:	Surname:
	Forename(s):
Male <input type="checkbox"/> Female <input type="checkbox"/> (Please tick)	Date of Birth:
Permanent Address:	Address for Correspondence: (if different)
Telephone No/Landline Mobile No:	Telephone No/Landline Mobile No:
Email address:	
PPS Number (RSI)	

Section 2 A – Employment Details

Name of Present Employer:		
Address:		
Telephone No:	Ext. No:	Email address:

Employment Details 2.B

Please complete the section below starting with your most recent employer

MONTH & YEAR		NAME AND ADDRESS OF EMPLOYER	JOB TITLES & DUTIES	REASONS FOR LEAVING
FROM	TO			

CONTINUE ON SEPARATE SHEET, IF NECESSARY, WITH YOUR NAME AT THE TOP. PLEASE ENTER HERE DETAILS OF ANY PERIODS OF TIME NOT ALREADY COVERED UNDER EDUCATION OR WORK EXPERIENCE

Section 3 – Educational Details

Second Level

School	Address	Attended From	Attended To	Certificates Awarded

Post Second Level

Please give details of any post-leaving certificate (or equivalent), third level, professional or trade qualifications held;

Institution	Attended From	Attended To	Course Title	Award Level

Section 4

Details of recent Training/Personal Development

Qualifications in Training/Education	Attended From	Attended To	Awarding Body	Award Level

Qualifications in Construction	Attended From	Attended To	Awarding Body	Award Level

Qualifications in Health and Safety	Attended From	Attended To	Awarding Body	Award Level

Section 5 – Membership of Professional Bodies

Name of Professional Body	Type of Membership	From:	To:

Section 6 – Training Audience

	YES	NO
Do you wish to provide Safe Pass training on a commercial basis?	<input type="checkbox"/>	<input type="checkbox"/>
Do you only wish to provide Safe Pass training to employees within your company?	<input type="checkbox"/>	<input type="checkbox"/>

REFERENCES	
NAMES AND ADDRESSES OF TWO REFEREES (PREFERABLY PREVIOUS EMPLOYERS) NOT RELATED TO YOU, WHOM WE MAY CONTACT FOR REFERENCES:	
NAME: _____	NAME: _____
JOB TITLE: _____	JOB TITLE: _____
ADDRESS: _____	ADDRESS: _____
_____	_____
_____	_____
TELEPHONE: _____	TELEPHONE: _____
<i>YOUR PRESENT EMPLOYER WILL NOT BE APPROACHED WITHOUT YOUR SPECIFIC CONSENT</i>	

DECLARATION

I DECLARE THAT THE INFORMATION IN THIS DOCUMENT IS, TRUE IN EVERY DETAIL. I UNDERSTAND THAT FALSE STATEMENTS AND OR CANVASSING MAY LEAD TO DISQUALIFICATION, OR IF APPOINTED, TO TERMINATION AND REMOVAL FROM THE SOLAS REGISTER.

SIGNATURE: _____ DATE: _____

FOR SOLAS USE ONLY

Signature: _____ *Date:* _____

Send your completed application form to:

Ms Mary O' Donoghue
Safe Pass Unit
SOLAS
Castleforbes House
Castleforbes Road
Dublin 1

Section 7 – Application Checklist

- Completed application form
- Up to date Curriculum Vitae
- Copies of Educational and Training Qualifications including safety qualifications
- Copy of current SOLAS Safe Pass Card
- Tax Clearance Certificate

Section 8 – Fees

All applicants must submit an administration fee of €100 when submitting their Safe Pass Tutor Accreditation Application Form to the SOLAS. There is a charge for the three-day SOLAS Safe Pass Tutor Programme that Tutors must attend following approval by the SOLAS Safe Pass Unit (See Page 6). Tutors must also attend a progression training day on a given date within four months of initial accreditation. The current cost of the Tutor Programme is €2,000 which allows applicants deliver Safe Pass Programmes in-house for their employer and on a commercial basis. A current tax clearance certificate must be available for each year of accreditation.

Section 9 – Information

11.1 - SOLAS Safe Pass Tutor Accreditation Programme

SOLAS provides training for tutors who wish to deliver the SOLAS Safe Pass Programme to Construction Industry personnel. All tutors who wish to deliver the Programme must be approved (see below for approval process). Applicants who fulfil the criteria for Tutor Accreditation are then entitled to deliver the SOLAS Safe Pass Programme and administer the required assessment to Construction Industry personnel and register those personnel who have successfully completed the Safety and Health training required by legislation.

11.2 - Eligibility Criteria

The Construction Industry Advisory Committee has defined recent and relevant on-site experience as: Direct involvement in one of the following job categories for the last five years within the last seven years: General Operative, Skilled worker, Safety Representative, Manager/Supervisor: Technician, Professional (Engineers, Surveyors, etc.).

- a. Possess a current SOLAS Safe Pass card; a third level qualification in health and safety at work, be in possession of a SOLAS recognised training/education qualification, have relevant construction qualifications with a minimum of 3 years recent and relevant on-site construction experience within the last 6 years and successfully complete the four-day SOLAS Safe Pass Tutor Programme

or

- b. Construction managers/supervisors with a minimum of 3 years recent and relevant on-site construction experience within the last 6 years, have relevant construction qualifications, have successfully completed the Managing Safety in Construction Programme, be in possession of a current SOLAS Safe Pass Card; have a SOLAS recognised training/education qualification and successfully complete the four-day SOLAS Safe Pass Tutor Programme.

or

- c. Construction safety representatives with a minimum of 3 years recent and relevant on-site construction experience in the last 6 years, have a relevant construction qualifications, possess a current SOLAS Safe Pass card, the SOLAS Construction Safety Representatives Certificate, and be in possession of a SOLAS recognised training/education qualification and successfully complete the four-day SOLAS Safe Pass Tutor Programme.

Priority will be given to candidates who can demonstrate that they can deliver the Safe Pass Programme on a regular basis.

11.3 - Approval Process

Completed application forms should be forwarded to the Safe Pass Operations Unit. Following initial desk check by SOLAS, applications are reviewed and forwarded to the Safe Pass approval panel which comprises representatives from the SOLAS Construction Industry Advisory Committee. Where applications meet the criteria applicants will be called for interview prior to final selection. Following approval, Tutors must attend a three-day SOLAS Safe Pass Tutor Programme and a progression training day on a given date within four months of accreditation.