

Guide To the SOLAS Safe Pass Tutor Approval Process





SOLAS Safe Pass Programme

Health and Safety Awareness Training

Guide to the SOLAS Safe Pass Tutor Approval Process

Introduction

The purpose of the SOLAS Safe Pass health and safety awareness training programme is to ensure, over the course of time, that all workers in construction, will have a basic knowledge of health and safety, and be able to work on site without being a risk to themselves or others who might be affected by their acts or omissions.

SOLAS maintains a national register of people who attended and successfully completed a SOLAS Safe Pass programme. On successful completion of a SOLAS Safe Pass programme participants receive a SOLAS Safe Pass card, which is valid for a period of four years. It is a condition of renewal of the Safe Pass card that card holders must update their health and safety awareness training every four years.

Approved Safe Pass Tutors

SOLAS is committed to promoting equality of opportunity in the workplace. Accordingly, the Safe Pass tutor approval process is open to all people that believe they comply with the eligibility and approval criteria.

Individuals who wish to deliver Safe Pass training must be approved by SOLAS and registered by SOLAS as approved tutors in line with the approval criteria. To achieve the objectives of the Safe Pass programme SOLAS and the construction sector expect all SOLAS approved Safe Pass tutors to conduct their responsibilities to high and exacting standards.

SOLAS provides specific training for individuals that are approved to deliver Safe Pass training. Only SOLAS approved tutors may deliver the Safe Pass programme, administer the required assessment, and register successful Safe Pass course participants onto the SOLAS card management system.

SOLAS Safe Pass Tutor Approval Criteria

Individuals seeking SOLAS authorisation to deliver the SOLAS Safe Pass programme are required to

1. Confirm that neither they, nor their organisation, have ever been directly, or indirectly involved in the operation of Safe Pass, CSCS, QSCS, in any capacity, without SOLAS authorisation.

Where SOLAS finds any evidence that you or your organisation has operated in an unauthorised capacity directly or indirectly in relation to CSCS/QSCS/Safe Pass your application becomes null and void. Your application fee will not be refunded.

2. Submit a completed SOLAS Safe Pass tutor application form, a current Curriculum Vitae, a current and valid Safe Pass card, and a copy of all relevant construction qualifications and appropriate safety and training qualifications to SOLAS.





All Safe Pass approved tutor applicants must hold and provide evidence of the following:

- a) A current and valid SOLAS Safe Pass Card
- b) A SOLAS recognised training or education qualification (please see Appendix 1)
- c) A relevant construction related qualification, for example, construction related apprenticeship qualification (please see Appendix 2) or professional construction related qualifications (please see Appendix 3)
- d) A relevant third level qualification* in Health and Safety (see Appendix 4)

*** Applicants must hold a minimum 60 credit Level 7 Special Purpose award or equivalent that was or is at least one academic year in duration.**

In addition to the above requirements applicants must also demonstrate that they meet the eligibility criteria of one of the following categories:

Category 1

- Have a minimum of 3 years verifiable relevant on-site construction experience within the last 6 years

OR

Category 2

- Be a construction manager/supervisor within a minimum of 3 years verifiable relevant on-site construction experience within the last 6 years

OR

Category 3

- Be a construction safety representative with a minimum of 3 years verifiable relevant on-site construction experience in the last 6 years

Please note the following important themes:

- Priority will be given to applicants who can demonstrate that they can deliver the Safe Pass programme on a regular basis
- Canvassing before, during, or after the approval process will result in disqualification
- Unsuccessful Safe Pass tutor approval applicants have a right of appeal to an independent Appeals Panel – SOLAS will automatically advise applicants of the appeal option
- As the approvals and appeals processes are separate and independent of the SOLAS executive function, SOLAS personnel have no role in relation to the decisions emanating from either process
- The SOLAS Executive will provide the Approvals Committee with monitoring event reports and general performance information, where appropriate, as part of the approval's process





- If it is revealed that a Safe Pass tutor applicant was organising, promoting or delivering Safe Pass, CSCS or QSCS courses prior to making an application then the application or potential approval status will be deemed null and void.

SOLAS Safe Pass Tutor Application Process

All submitted Safe Pass tutor approval application forms are screened by SOLAS officials. All applications that pass this screening process are forwarded to the independent Safe Pass Approvals Committee for examination and consideration. Where the Approvals Committee deems that the applicant **appears** to comply with the eligibility criteria, the applicant is invited to attend a verification interview with the Approvals Committee.

If the applicant is considered successful at the verification interview the applicant will be, subject to demand, invited to attend a three (3) day Safe Pass tutor training programme. Upon successful completion of the three (3) day Safe Pass tutor training programme the applicant will be **provisionally** approved as a Safe Pass tutor. Within four (4) months of receiving provisional tutor approval the applicant must deliver at least one Safe Pass programme, which will be monitored by a SOLAS approved monitor.

Upon successful completion of the three (3) day Safe Pass tutor course the applicant is required to attend a one (1) day progression training day, after which the tutor will be approved as a SOLAS Safe Pass tutor for a two (2) year period from the date of registration on the commencement of the three (3) day Safe Pass tutor course.

Appeal Process

Where the independent Approvals Committee decides that an application does not meet the criteria, details will be communicated to the applicant. Applicants who were not approved to deliver Safe Pass programmes are entitled to appeal the Approval Committee's decision to the independent Safe Pass Appeals Committee. The Safe Pass Appeals Committee shall be the final deciding authority in relation to any appeal.

Important Note: The Safe Pass tutor approval and appeal processes are separate and distinct mechanisms and are independent of the SOLAS executive function. SOLAS personnel have no role in relation to the decisions emanating from either process.

SOLAS Safe Pass Tutor Application Frequency

The submission of completed SOLAS approved Safe Pass tutor applications is not time bound. The frequency of meetings conducted by the independent Safe Pass Approvals Panel is determined by the supply of SOLAS approved Safe Pass tutors and the demand for Safe Pass programmes.





Monitoring and Sanctions

SOLAS approved Safe Pass tutors are required to comply with the SOLAS Safe Pass Code of Conduct and to attend tutor training courses and tutor briefing sessions. SOLAS approved Safe Pass tutors are subject to ongoing monitoring by SOLAS authorised monitors to ensure Safe Pass tutors follow requirements. The SOLAS Executive will provide the Approvals Committee with monitoring event reports and general performance information, where appropriate, as part of the approvals process.

Failure to comply with the SOLAS Safe Pass Code of Conduct or any approved tutor requirements will result in sanctions up to and including the permanent removal from the SOLAS Safe Pass Approved Tutor register.

Safe Pass Tutor Association Fees

An administration fee of €100 is payable on submission of the completed Safe Pass Tutor Approval application form to SOLAS.

Currently, a charge of €2,000 applies to the three-day Safe Pass tutor training programme and the one-day progression training which tutors must undertake as part of the SOLAS tutor approval process.

A biannual SOLAS Safe Pass Tutor registration fee also applies for all approved Safe Pass tutors, which is currently €1,000.

Requesting Applications

Persons wishing to acquire Safe Pass tutor approval application forms can apply by contacting safepass@solas.ie

The subject line of your email should read “**Tutor Applications**”



APPENDIX 1

SOLAS SAFE PASS TUTOR – TRAINING/EDUCATION REQUIREMENTS

Qualification Criteria

Safe Pass Tutors must have an appropriate pedagogical qualification. The range of minimum pedagogical qualifications shown below is typical and indicative but not exclusive or exhaustive:

Pedagogical Qualification Guide

- 1) Bachelor of Arts: Training & Education – NUI Galway
- 2) Bachelor of Education – Our Lady of Mercy College Dublin
- 3) Certificate in Training & Education (HETAC Level 9) – Griffith College Dublin
- 4) Certificate in Training Practice – Chartered Institute of Personnel and Development (CIPD)
- 5) Certificate in Training and Continuing Education – SOLAS/NUI Maynooth
- 6) Certificate in Training and Development – IITD; (75 hours duration)
- 7) Certified Training Professional (CTP) Tutor – ICS Skills
- 8) CompTIA Certified Trainer (CTT+) – Computer Technology Industry Association
- 9) CPD Certificate in Training & Development – IBEC / DIT
- 10) Degree in Training and Education - NUI Galway
- 11) Diploma in Adult Education – NUI Maynooth
- 12) Diploma in Higher Education – Open University
- 13) Diploma in Higher Education – University of Stafford
- 14) Diploma in Education Practice: ICT Skills – Joint Examining Board (JEB) (formerly JEB, Joint Examining Board – now EDI, Education Development International plc.)
- 15) Diploma in Training & Development – Institute of Commercial Management
- 16) Diploma in Training and Education – NUI Galway
- 17) ECDL Certified Training Professional – ICS Skills
- 18) Foundation Course in Essential Trainer Skills – SOLAS/NUI Galway
- 19) Foundation Diploma in Training & Education – NUI Galway
- 20) Graduate Certificate in Education – Queen’s University of Belfast
- 21) Higher Certificate in Arts (Adult Education) – WIT
- 22) Higher Certificate in Arts (Literacy Development) – WIT
- 23) Higher Diploma in Adult & Community Education – NUI Maynooth
- 24) Higher Diploma in Adult Education – Mary Immaculate College
- 25) Masters in Adult Education – Mary Immaculate College
- 26) Masters in Adult & Community Education – NUI Maynooth
- 27) Master of Arts: Adult Learning & Development – NUI Galway
- 28) Master of Arts: Education – UCD



- 29) Masters in Education & Training Management – DCU
- 30) QQI Special Purpose Level 6 award in Training and Development (6S3372)
- 31) FETAC Level 6 Train the Trainer
- 32) Master Training Programme – IMI
- 33) Microsoft Certified Trainer (MCT) – Microsoft
- 34) MOS Master Instructor (MMI) – Prodigy / Microsoft
- 35) International Teaching Diploma – NABTET
- 36) National Diploma in Humanities: Training and Development (Adult Basic Education – Management)
- 37) Registered Nurse Tutor
- 38) Teacher Training Diploma in Information Technology Skills – JEB (formerly JEB, Joint Examining Board – now EDI, Education Development International plc.)
- 39) Training and Education – SOLAS/NUI Galway
- 40) Train the Trainer – Dublin Institute of Technology (Restricted to DIT in-house Trainers)
- 41) The Competent Trainer (Ireland) Programme (CTI) ILM – PKA Training and Development Ltd (Designed and delivered by PKA Training and Development Ltd)
- 42) Training Delivery and Evaluation - Level 6 (6N3326)

Important Note:

A trainer qualification other than one of those listed above may be acceptable to SOLAS as an equivalent qualification. However, an equivalent course must have a minimum of 110 hours of learning, of which a minimum of 36 hours will be tutored, and the remainder will be student centred based. The content must include: -

- The context of training and education
- Planning for training
- Training analysis
- The trainer in action
- Motivation
- Communication
- Training methods
- Evaluation and assessment
- Quality assurance in training and education
- Equality issues in training

Important Note:

The syllabus for the related pedagogical tutor course must be available for inspection with the tutor's pedagogical accredited qualification.



APPENDIX 2

SOLAS SAFE PASS TUTOR CRAFT QUALIFICATION REQUIREMENTS

Qualification Criteria

Safe Pass Tutors must have an appropriate construction related qualification. Category 1 applicants need to provide verifiable evidence of attaining a construction related National Craft Certificate, Senior Trade or equivalent qualification. The range of minimum construction related National Craft Certification or Senior Trade qualifications shown below is typical and indicative but not exclusive or exhaustive:

Craft Qualification Guide

- Brick and Stonelaying
- Carpentry and Joinery
- Electrical
- Electronic Security Services
- Industrial Electrical Engineering
- Industrial Insulation
- Metal Fabrication
- Painting and Decorating
- Pipefitting
- Plastering
- Plumbing
- Refrigeration and Air Conditioning
- Sheet Metalworking
- Stonecutting and Stonemasonry

Important Note:

A craft qualification other than one of those listed above may be acceptable to SOLAS as an equivalent qualification. In such instances the syllabus for the apprenticeship must be available for inspection with the applicant's apprenticeship accredited qualification.



APPENDIX 3

SOLAS SAFE PASS TUTOR

PROFESSIONAL CONSTRUCTION QUALIFICATION REQUIREMENTS

Qualification Criteria

Safe Pass Tutors must have an appropriate construction related qualification. Category 2 applicants need to provide verifiable evidence of attaining a professional construction related qualification. The range of minimum professional construction related qualifications shown below is typical and indicative but not exclusive or exhaustive:

Professional Construction Qualification Guide

- CIOB Qualification e.g. Diploma in Construction Site Management
- Building Construction Higher Certificate/Diploma/Degree
- Construction Engineering Diploma/Degree (Civil or Structural)
- Quantity Surveying Diploma/Degree
- Construction Technology Higher Certificate/Diploma/Degree
- BSc Construction Management
- BSc Surveying Construction

Important Note:

A related professional construction qualification other than one of those listed above may be acceptable to SOLAS as an equivalent qualification. In such instances the syllabus for a related professional construction course must be available for inspection with the applicant's professional construction accredited qualification.



APPENDIX 4

SOLAS SAFE PASS TUTOR

HEALTH & SAFETY QUALIFICATION REQUIREMENTS

Qualification Criteria

Category 3 Safe Pass Tutors must have as a minimum an appropriate Level 7 award or equivalent, of at least one academic year in duration, in health and safety. Category 3 applicants need to provide verifiable evidence of attaining a health and safety related qualification.

Health and Safety Qualification Guide

The third level qualification in Health and Safety at Work must enable learners to develop a comprehensive range of health and safety knowledge and skills, which require detailed practical and theoretical understanding. Modules need to include key health and safety legal requirements, principles and practice of risk assessment and identification of workplace hazards and method of control. The range of minimum professional construction related qualifications shown below is typical and indicative but not exclusive or exhaustive:

- Construction Health and Safety Major Level 7 Degree
- Occupational Safety and Health Major Level 7 Degree
- *Safety, Health and Welfare at Work - Construction Special Purpose Level 7 Diploma
- Environmental Health and Safety Major Level 8 Degree
- Occupational Safety and Health Major Level 8 Degree
- Health and Safety in Construction Major Level 9 Postgraduate Diploma
- Occupational Safety and Health Major Level 9 Postgraduate Diploma

* Applicants must hold a minimum 60 credit Level 7 Special Purpose award or equivalent that was or is at least one academic year in duration

Important Note:

A related health and safety qualification other than one of those listed above may be acceptable to SOLAS as an equivalent qualification. In such instances the syllabus of the health and safety course must be available for inspection with the applicant's health and safety qualification.

