

Terms and Conditions for Training Providers

OHTA was formed to promote better standards of occupational hygiene practice throughout the world. OHTA develop training materials and make them freely available through OHlearning.com for use by students and training providers. OHTA also promote an international qualifications framework so that all hygienists are trained to a consistent, high standard, recognised in all participating countries. An integral part of this process is the delivery of OHlearning courses by Approved Training Providers. These courses use the OHTA training materials to deliver a standardised level of training which is assessed through the OHTA examination system. Both the in-course practical assessments and the end of course examination are considered to be integral in this process. Courses that do not include the OHTA examination will not count towards the International Occupational Hygiene Qualifications Scheme and cannot be advertised or promoted as OHlearning courses, ABIH supported courses or IOHA supported courses.

This document gives the requirements for approval of the training provider, their tutors and facilities. Those participating in the scheme will be termed "Approved Training Providers".

Applications for approval are to be submitted to the OHTA Qualifications Group or local Examining Body using the Approved Training Provider Application Form which is available from OHLearning.com. The application will be assessed by the local Examining Body where available. If local assessment of the application is not available the application will be assessed by an Examining Body delegated by the OHTA Qualifications Group. Local Examining bodies will be members of the OHTA Qualifications group and will have approval powers delegated by the OHTA Qualifications Group. They will apply the same criteria for approving training providers as that set out by the OHTA Qualifications Group and may add additional criteria to meet local requirements.

Approved Training Providers are required to provide annual updates of their current status to retain their approved status. An annual update form will be available for download from the OHlearning website and can be emailed to OHTA Qualifications Group or to their Examining Body as appropriate. This is to ensure that the OHTA Qualifications Group and Approving Body have up-to-date information on all of the approved training providers.

All OHlearning courses may only be delivered at times and locations notified in advance to the Examination Body providing the OHTA examination for the course.

There will be introduced a non-refundable fee for processing applications to become an Approved Training Provider and there will be an annual registration for maintenance of Approved Training Provider status. Please refer directly to the appropriate Examining Body for further details.

Failure by Approved Training Providers (ATPs) to adhere to these Terms and Conditions may result in withdrawal of status and permission to hold courses and the relevant examinations.

The OHTA Qualifications Group reserves the right to amend these Terms and Conditions at any time.

1.0 Application Procedure for Approved Training Provider Status

All applicant training providers must use the Approved Training Provider Application Form to provide the following information to the Qualifications Group of OHTA:

- 1.1 The company / organisation name, address, telephone number, email address and the name of the person who you wish to act as contact within your company / organisation.
- 1.2 General information on the structure and history of your company.
- 1.3 A brief description of your company / organisation's experience in delivering professional training courses. (Examples of course brochures / leaflets may be sent with the application form.)
- 1.4 Details of course(s) for which approval status is being sought and languages in which the course(s)

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would be taught. If you wish to offer the full range of modules simply tick the “all OH learning courses option”. Where training providers are approved for single courses and wish to extend their range of courses and /or locations then they will need to apply for an extension of scope to their current approval. Training providers must not tick the “all OH learning courses” option unless they have the resources to deliver all of the courses and are willing deliver any of the courses when approached by a customer requesting a course (financial viability accepted). A Training provider will initially be granted permission to run courses in their own country and may initially request permission to run courses in two other countries. After running at least one OH learning course in a calendar year and at least twenty candidates taking an OHTA examination the training provider can apply for approval to run courses in two further countries. After running five courses in a calendar year and at least one hundred candidates taking an OHTA examination the training provider can apply for approval to run courses in a further five countries. Training providers may apply for approval to run courses in additional countries at any time on payment of US\$100 per additional country to OHTA.

Training providers running OH learning courses as part of internal training programmes within their own companies must make this clear in their listing and must only tick their home country boxes.

Where a course provider wishes to run courses in countries that are OHTA MoU signatories the approving Examining Body will seek approval of the local professional body before approval is granted.

Training providers must not apply for listing for countries that they are not willing to run courses in.

- 1.5 The name, qualifications and experience of your lead tutor / course co-ordinator and a list of the names, qualifications and experience of other course tutors.
- 1.6 Details of training and practical facilities. If you do not have the equipment for the practical sessions and intend borrowing it from suppliers or other sources please indicate the source.
- 1.7 Any other information that might assist the OHTA Qualifications Group in making a decision.
- 1.8 A statement that, if accepted, you agree to abide by these Terms and Conditions.
- 1.9 On receipt of the application the documentation will be reviewed and a decision made based upon suitability, language skills, resources and other relevant approval criteria.
- 1.10 If the decision is positive, approval (subject to the terms agreed terms and conditions) will be issued. You will then be added to the Approved Training Providers list published on the OH learning website for all the courses for which they have been approved. You will then be given access to the course materials on the website and will be able to up-load information regarding your organisation, course dates and locations and other relevant information.
- 1.11 If the decision by the OHTA Qualifications Group or examining body is negative, you will be informed accordingly and, if appropriate, provided with an opportunity to re-submit an application at a later date.
- 1.12 Training providers who do not run at least one OH learning course or have at least twenty students take an OHTA examination in a calendar year will have their registration suspended. Training providers that do not run any courses/exams over a period of three years will be removed from the list of ATPs and will be required to reapply in full if they wish to run any courses/exams in the future.

2.0 Requirements for Course Tutors

ATPs must appoint a Senior Tutor or Program Leader. ATPs are responsible for ensuring that all course tutors are appropriately qualified in the relevant subject.

- 2.1 Course tutors must hold appropriate qualifications acceptable to the OHTA Qualifications Group
 - Senior tutors / programme leaders should hold an IOHA NAR recognised occupational hygiene qualification. Tutors holding post graduate occupational hygiene qualifications may also hold these positions subject to initial mentoring from a senior occupational hygienist holding an IOHA NAR recognised qualification.
 - Other tutors must have a recognised qualification in the area they are teaching. This may be an occupational hygiene technical qualification or a graduate level qualification in a relevant subject.
- 2.2 Course Tutors must have an appropriate level of experience in both the subject matter and in tutoring.
- 2.3 Course Tutors must have an understanding of other training issues including the use of practical demonstrations and use of visual aids and group work.

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- 2.4 Course Tutors must have the appropriate language skills
- 2.5 If tutors leave a training provider and/or are replaced by new tutors then the training provider must advise their approving body of this change as it could alter their approved status for particular courses.

3.0 General Requirements of Training Providers

- 3.1 ATPs must run courses and hold examinations open to any eligible person. Course titles, examination dates and venues must be notified to the OHTA Qualifications Group or examining body in writing. Verbal instructions will not be accepted. Emailed instructions are acceptable.
- 3.2 ATPs may use examinations from any of the Participating Examining Bodies offering the examination service. A list of Examining Bodies offering examinations can be obtained from the OHTA Qualifications Group. The OHTA Qualifications Group must be notified of the name of the Examining Body being used. ATPs should be aware that there may be language version restrictions imposed by the Examining Body on their examinations [see section 3.4].
- 3.3 The courses are designed to be delivered in a very practical, hands-on format. As a consequence, the number of students on any one course is to be restricted to a maximum of twenty. The tutor / student ratio for practical work should be no more than ten students to one tutor. Students must be able to work in groups of no more than five when carrying out practical work. ATPs must ensure that sufficient equipment is available for the number of students attending the course.
- 3.4 For all OHTA Modules, ATPs must formally cancel or confirm the examination in writing, and if confirming also notify the Examining Body in writing of the number of candidates, details of the exact venue(s), and contact details for papers, results and invoicing no later than ONE calendar month before the date of the examination. Verbal instructions will not be accepted. Emailed instructions will be accepted. Where the examination is required to be in a language other than English (or the usual language of the Examining Body) then it is the ATP's responsibility to establish with the Examining Body whether the examination can be offered at least ONE calendar month BEFORE it is formally booked; provision of other-language examinations cannot be guaranteed.
- 3.5 The ATP must confirm with the Examining Body the final number of candidates no later than 10 working days before the date of the examination. ATPs must submit these details by email (verbal instructions will not be accepted). There may be more stringent booking requirements imposed, eg for courses being run in remote or not easily accessible parts of the world in relation to where the Examining Body is based, or where customs requirements could force a delay in delivery of papers. In all cases, it is the ATP's responsibility to advise the Examining Body if examination papers and documentation have not been received within five working days of the date of the examination.
- 3.6 ATPs will be charged on the basis of the number of examination papers they use with an examination administration fee incorporated (subject to specific arrangements with the Examining Body). There may be a minimum paper charge (again, subject to specific arrangements with the Examining Body).
- 3.7 In the event of the ATP cancelling an examination after the confirmation email has been sent to the Examining Body they will be subject to a cancellation charge which will reflect the administration costs incurred. Individual Examining Bodies may have differing cancellation charges.
- 3.8 The ATP must ensure that candidates requiring special consideration (e.g. candidates with dyslexia) for a written examination provide the Examining Body with a copy of their Certificate of Assessment or equivalent at least 10 working days before the examination.
- 3.9 ATPs must agree to allow candidates not registered on the course to take resit examinations at the same time as candidates registered on the course are taking their examination, subject to available spaces. ATPs will only charge these candidates the examination fee and are not expected to provide any tutorial support. Applications for resit examinations will be made directly to the ATP by candidates. The ATP must notify the Examining Body with the number of any external candidates and their required examinations, as part of the final examination booking confirmation [see 3.5].
- 3.10 The Senior tutor/program leader or other suitable person arranged by the ATP will act as the invigilator / proctor for the course examination.
- 3.11 The invigilator / proctor or the nominated person will be required to complete the OHTA Qualifications Group Examination Room Check List. Copies of the completed check list must be kept for audit purposes. If the invigilator reports that facilities are not of the required standard, the ATP will be required to address these issues before any further examinations can be held. In exceptional

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- circumstances, the invigilator / proctor will be authorised to prohibit the examination from taking place.
- 3.12 The ATP will be responsible for carrying out the in-course practical assessments and must complete an OHTA Qualifications Group practical assessment form for each student. These forms must be returned to the Examining Body with the examination papers.
- 3.13 The Examining Body aims to inform candidates the result of their examination within six weeks from the date of the examination. Results are not given over the telephone. A summary result sheet will be sent to the ATP. This will provide a breakdown of overall performance in each syllabus section. A copy of an examination feedback sheet will be sent directly to each candidate. The feedback sheet will give the examination mark and a breakdown of performance in the main syllabus areas.
- 3.14 The Examining Body will issue a certificate of successful course completion to candidates who have successfully completed the in-course practical assessment and who have passed the written examination.
- 3.15 It is the responsibility of the ATP to collect the examination fees from their candidates for all examinations.
- 3.16 Payment must be made to the Examining Body within 30 days of the date of the invoice. If these credit terms are not met, the Examining Body may cease to provide any examination papers and the OHTA Qualifications Group may withdraw the ATP status until the debt is cleared.
- 3.17 The OHTA Qualifications Group or Examining Body will not enter into correspondence with an ATP or other third party regarding the marks and/or performance of any individual candidate(s).
- 3.18 The OHTA Qualifications Group or Examining Body will not enter into correspondence with any candidate or other third party regarding the conduct and/or content of any particular course. ATPs will be audited by the OHTA Qualifications Group on a regular basis. Any complaints regarding the delivery of courses or conduct of the ATP will be investigated as part of this audit procedure.

4.0 Facilities for Teaching and Examinations

- 4.1 The ATP is responsible for providing suitable facilities for the course, practical experience, examination and, where applicable, the practical assessment.
- 4.2 Tutors must follow good teaching practice and use visual aids, demonstrations and practical work as appropriate.
- 4.3 The ATP is expected to provide all relevant documentation for candidates including syllabuses, details of relevant guidance and suitable reference material. This does not include text books.
- 4.4 The ATP must ensure that there is sufficient equipment to allow students to gain appropriate hands-on experience through structured practical work (as appropriate).
- 4.5 For examinations the room must be configured so that each candidate is able to work alone without observing or interfering with colleagues. An area of at least 1.5m² per candidate must be provided and the examination room must be at a comfortable temperature, adequately ventilated and free from distracting noise.

5.0 Safety Requirements

- 5.1 The ATP must be responsible for all safety provisions for tutors, staff, candidates etc. Appropriate risk assessments, test certificates etc. should be available for inspection, should they be requested, by an OHTA Qualifications Group auditor.
- 5.2 The ATPs must also have appropriate suitable accident/incident reporting and investigation procedures.

6.0 Quality Assurance

- 6.1 ATPs must have their own in-house Quality Assurance scheme which must include a student feedback system. The results obtained by such systems will need to be available, upon request by the OHTA Qualifications Group auditor, as part of any ATP's performance evaluation.

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- 6.2 As part of the quality assurance scheme all ATPs may be subject to regular performance evaluation. Such an evaluation will be designed to ensure the continuing quality of delivery of OHLearning courses and to identify areas where OHTA may provide additional support for ATPs.

7.0 Specific requirements for each course

In addition to normal teaching facilities each course will have a variety of individual requirements which apply to that course alone and it is expected that the ATPs and their tutors will have access to these resources as and when required. These are listed in Table 1 below.

Table 1:

<i>Module No</i>	<i>Facilities required</i>
W501	<input type="checkbox"/> dust and vapour sampling equipment including pumps and sampling heads <input type="checkbox"/> balance for gravimetric weighing <input type="checkbox"/> flow calibration equipment <input type="checkbox"/> some suitable examples of real time measurement equipment
W502	<input type="checkbox"/> thermal environment monitoring equipment [e.g. WBGT] <input type="checkbox"/> comfort condition measurement equipment
W503	<input type="checkbox"/> suitable noise meters for survey and recording purposes <input type="checkbox"/> personal dosimeters <input type="checkbox"/> audiometry evaluation demonstration equipment
W504	<input type="checkbox"/> projection microscope for teaching purposes or suitable equivalent video material <input type="checkbox"/> ventilated enclosure(s) suitable for handling asbestos samples containing stereo microscope slide making facilities and sample handling equipment or suitable set of photographs to ensure candidates appreciate all requirements. <input type="checkbox"/> McCrone RI fluids; polarising light microscope <input type="checkbox"/> counting microscope, air sampling and slide making facilities <input type="checkbox"/> suitable PPE and RPE for taking samples of asbestos materials <input type="checkbox"/> all relevant tools and equipment for sample taking <input type="checkbox"/> suitable dummy samples for candidates to practice with <input type="checkbox"/> asbestos remediation enclosure with at least one 3 stage airlock or suitable set of photographs to ensure candidates appreciate all requirements.
W505	<input type="checkbox"/> ventilation systems with suitable measurement points <input type="checkbox"/> captor hoods of various types <input type="checkbox"/> Pitot tubes with micromanometer, vane and thermal anemometers <input type="checkbox"/> worked examples of ventilation systems with suitable photographs
W506	<input type="checkbox"/> tape measures, goniometers, anthropometric data
W507	<input type="checkbox"/> no specific requirements