



TRANSPORT MANAGEMENT CERTIFICATE OF PROFESSIONAL COMPETENCE

GUIDELINES AND CRITERIA FOR THE APPLICATION PROCESS FOR TRAINING PROVIDERS

How to apply to become a Training Provider for the Transport Management Certificate of Professional Competence (CPC)

Application forms are available to download at the Examinations and Applications / CPC section of the CILT website www.cilt.ie. Applications should be submitted in hard copy to: The Chartered Institute of Logistics and Transport, 1 Fitzwilliam Place, Dublin 2

Please note that criteria have been put in place by the Department of Transport, Tourism and Sport for the approval of training providers who wish to offer the Transport Management CPC course. Prospective training providers are required to demonstrate compliance with these criteria as they form the basis of the approval process. Please carefully read the criteria set out in this document before completing the application process. Application forms must be completed in full and in accordance with the criteria in order to be processed.

The application process comprises three forms:

1. **CPC/APP 19/1 TRAINING PROVIDER APPROVAL FORM**, which requests details and supporting documentation regarding the training provider. This primary form will guide you through the process and will refer to the two additional forms mentioned below that must be completed. It also sets out how the application fee can be paid.
2. **CPC/APP 19/2 TUTOR APPROVAL FORM**, a copy of which must be completed for each nominated tutor. The tutor must also complete the letter of authorisation at the back of this form.
3. **CPC/APP 19/3 TRAINING FACILITY APPROVAL FORM**, a copy of which must be completed for each training facility location.

Your application will include Form CPC/APP 19/1 along with a copy of Form CPC/APP 19/2 for each of the tutors employed and a copy of Form CPC/APP 19/3 for each training facility to be used. In addition, you are required to submit a number of supporting documents. The necessary forms and supporting documents are listed below:

- Training Provider Approval Form CPC/APP 19/1
- Tutor Approval Form CPC/APP 19/2 for each tutor, including tutor's letter of authorisation to check qualifications
- Training Facility Approval Form CPC/APP 19/3 for each facility
- Fee or proof of payment
- Insurance document/s as outlined in the attached criteria
- Health and Safety Statement
- Evidence of financial standing as outlined in the attached criteria
- Evidence of current tax clearance
- Training provider GDPR policy

Please ensure that the application forms are filled in clearly in BLOCK CAPITALS except where signatures are required. All declarations must be signed. Please use a black pen to complete the forms.

In submitting your application, please ensure that all of the above forms are fully completed and that the required supporting documentation outlined above is enclosed along with the fee or confirmation of payment. Applicants may be requested to provide additional information and/or clarification should it be deemed necessary. The application cannot be processed if forms are incomplete, required documentation is missing or not valid, or the fee is not paid.

❖ **FEES**

Application for approval as a training provider for 12 months - €225

Application to have a CPC training facility approved for 12 months - €250

Application to change an authorised tutor during the 12-month period of approval - €65

❖ **APPLICATION PROCESS**

All the above application forms and supporting documents are to be submitted in hard copy to the Chartered Institute of Logistics and Transport (CILT), 1 Fitzwilliam Place, Dublin 2. CILT will examine the application in line with the criteria outlined in this document and will put forward a recommendation to the Department of Transport, Tourism and Sport (DTTAS) following assessment of the application. DTTAS will make the final decision regarding approval of the training provider. **Please note that a Training Provider's approval may be withdrawn at any time should the provider fail to continue to satisfy any of the criteria. All Training Providers are subject to audit by DTTAS and/or CILT and inspections may be carried out at any time during a TM CPC training course without advance notice.**

The Chartered Institute of Logistics and Transport will be required to recommend to the Department of Transport, Tourism and Sport refusal of an application, or withdrawal of an existing approval if the requirements are not met in the application form, or if they are subsequently not met, or if there is a failure to comply with any of the conditions set out in the approval.

❖ **APPEALS**

If an applicant is unhappy with the decision of DTTAS they may appeal the decision to DTTAS. In this case, an officer at a higher grade (at minimum Assistant Principal) than the officer who made the decision on the application will conduct an independent review of the application. The decision of this officer will be final.

If you have any queries regarding the application process please contact CILT at tel. 01 6763188 or e-mail info@cilt.ie.

CRITERIA FOR APPLICANTS AS TRAINING PROVIDERS FOR THE TRANSPORT MANAGEMENT CERTIFICATE OF PROFESSIONAL COMPETENCE

❖ INSURANCE

Training providers are required to demonstrate that they hold adequate insurances covering all aspects of the Transport Management Certificate of Professional Competence course (in relation to the particular requirements for public liability insurance see the Training Facilities heading below). Insurance must remain valid for the full duration of the approval period. Training providers must submit one of the following:

- A letter from the insurance company or broker confirming that adequate insurance covering all aspects of the Transport Management Certificate of Professional Competence course is in place and that the Department of Transport, Tourism and Sport and the Chartered Institute of Logistics and Transport are indemnified against any claims related to the provision of the Transport Management Certificate of Professional Competence course;
(or)
- Copies of all relevant insurance policies

Training providers are required in their application to declare that adequate insurance is in place and that the Department of Transport, Tourism and Sport and the Chartered Institute of Logistics and Transport are indemnified against any claims related to the provision of the Transport Management Certificate of Professional Competence course.

❖ FINANCIAL STANDING

Applicants must demonstrate that they have appropriate and sufficient financial resources to enable them to successfully conduct their business as a training provider for the Transport Management CPC. The following financial standing requirements apply:

- Applicants must submit annual accounts (including profit & loss account and balance sheet) dated within the last 18 months and certified by their accountant.
- Applicants must provide evidence of current tax clearance. It is a condition of approval that tax clearance must remain in place for the full duration of the approval period.
- Please note that applicants may be requested to provide additional evidence of financial standing if deemed necessary.

❖ TUTORS

Training providers must submit details of the tutor/tutors proposed to deliver training for the Transport Management Certificate of Professional Competence. Each tutor must meet all the criteria outlined in points 1-3 below in order to be approved:

1. Degree (National Framework of Qualifications Level 7 or higher) in a Business, Transport or Engineering discipline *OR* Chartered/Certified professional qualification or Chartered/Certified membership in a relevant discipline e.g. Member of the Institute of Engineers; and
2. Train the Trainer qualification *OR* Higher Diploma in Education/equivalent *OR* teacher training at NFQ Level 6 or higher; and
3. Three or more years' experience in a management/supervisory/training role in the transport industry.

If there is a change of tutor during the approval period, a Change of Tutor application form must be submitted by the training provider for examination by the Chartered Institute of Logistics and Transport

and recommendation to the Department of Transport, Tourism and Sport.

❖ **TRAINING FACILITIES**

Training providers must complete an application to have their training facility/facilities approved. Where more than one training facility is proposed to be used, a separate application form is required for each facility. Proposed training facilities must meet all the criteria outlined below. Facilities may be inspected by CILT and/or DTTAS at any time to ensure compliance with the criteria.

- **Public Liability Insurance**

Public liability insurance with a minimum cover of €6.5 million for any one claim or series of claims arising out of a single occurrence must be in place.

- **Classrooms and Equipment**

All classrooms used for delivery of the Transport Management CPC course must:

- be of a size, shape and layout to permit all students to avail of training and to accommodate any necessary equipment/visual aids
- have adequate lighting and power supply
- have adequate heating and ventilation.

- **Equipment and Visual Aids**

All equipment and visual aids necessary for the satisfactory delivery of the course must be provided.

❖ **SUPPORT SERVICES**

The training facility must provide a safe and healthy study environment and must meet the following requirements:

- Adequate arrangements must be in place to ensure safety in the event of a fire. These arrangements are to be set out in the applicant's Health and Safety statement and should identify the person responsible for fire safety and the procedures to be followed in the event of a fire alarm.
- Where applicable, separate male and female toilet/washing facilities must be provided.
- A rest area separate from the classroom must be available.
- Trainees must be allowed to avail of food and drinks during breaks.

❖ **TRAINING MANUAL AND DELIVERY OF TUITION**

The Department of Transport, Tourism and Sport has approved the Training Course Manual provided by CILT as meeting the syllabus requirements laid down in Annex 1 of EU Regulation 1071/2009. This manual must be used by all training providers and candidates completing training for the TM CPC examination. The training manual will be supplied by CILT directly to training providers and students. The charge to students for the manual is incorporated in the application fee to register and sit the examination. Training providers will be charged separately for manuals.

❖ **PROVISION OF TUITION**

Training providers must follow these directions regarding the provision of tuition:

- A minimum of **100 hours tuition** must be made available to each student prior to sitting the examination. Evidence of the provision of this tuition must be maintained and may be subject to inspection.
- Students must attend a minimum of **75% of class hours**. Evidence of attendance for each student at each class must be maintained and submitted to CILT for inspection prior to the examination.
- The maximum class contact time per day is **7 hours**, with a maximum of **35 hours** in any week.
- Class size is subject to a maximum of **25 students**.
- Course tuition must be completed at least **one week** before the examination.
- **The contract for provision of training is solely between the training provider and the student.**

❖ ADMINISTRATIVE ARRANGEMENTS

The following administrative arrangements are to be adhered to by all training providers:

- Training providers will register all their students on the CILT online platform prior to the commencement of the course.
 - When registering candidates, all required information (name, address, date of birth, email address and mobile phone number) is to be uploaded. Once the training provider has uploaded all required information, they will **delete** any personal data that they have gathered from candidates that they do not require.
 - **All data gathered and held by providers must be treated in accordance with their submitted GDPR policy.**
- Training providers will provide a schedule/timetable to CILT a minimum of two weeks in advance of the commencement date of any TM CPC course. This notification should include the following:
 - A full list of students
 - A timetable of lessons giving date, time, location, subject and tutor.
- Any alterations to the timetable submitted must be notified to CILT in advance.
- Any advertising material used by training providers must reflect the timetables submitted to CILT.
- CILT will share individual results only with the candidates, unless they give their explicit permission that their results may be shared with their respective training providers.
- Training providers must comply with all administrative requirements specified by CILT as the examining body.

Privacy Statement

The Chartered Institute of Logistics and Transport requires training providers and examination candidates to provide certain personal data in order to carry out its administrative functions. CILT will treat all information and personal data provided as confidential in accordance with the General Data Protection Regulation and Data Protection legislation.

Department of Transport, Tourism and Sport