

## **CLOCS Site Access Traffic Marshal training**

Training providers seeking CLOCS approval of existing/proposed SATM training must submit the following information to [support@CLOCS.org.uk](mailto:support@CLOCS.org.uk) for confidential review by the CLOCS review panel:

- Course content and material to be used for the training – with clear mapping against the CLOCS SATM Competency Framework
- Delivery methodology – how will the training be delivered e.g. classroom, practical exercises etc. and perhaps what training facilities will be used
- Trainer’s qualifications/competency to deliver the training
- Delegate competency assessment methodology (e.g. 30 question quiz and practical exercise assessment – incl. what specific practical exercises). Note: CLOCS is likely to provide a standard assessment methodology to ensure consistency.
- Evidence of relevant past training delivery performance (where training already delivered)
- Quality management system to monitor and maintain delivery of training to the standard required by CLOCS

Applicants will be asked to attend a short panel interview as part of the approval process. This interview will comprise a short presentation by the applicant followed by questions by the panel (and applicant if needed) to ensure all parties are happy to proceed.

An approval process fee of £500 operates – both for the initial approval and for the annual re-approval process. This helps recover the costs CLOCS and panel members incur in doing that review, updating website etc.

Once approved, training providers must provide CLOCS (ideally within 7 days of the training) the names, contact details and unique trainer-trainee identification number (see later) of all trained and assessed as competent against this framework and given a CLOCS-approved training certificate. CLOCS will publish only the names and ID number on the CLOCS website to allow third parties to validate trainee claims of their successful training. CLOCS reserves the right to undertake spot checks.

To continue to be a CLOCS-approved trainer, training providers must complete an annual review (by CLOCS) of their delivery performance data and relevant quality management system, and pay the annual review fee.

### CLOCS Approval Process:

1. Training provider notifies [support@CLOCS.org.uk](mailto:support@CLOCS.org.uk) its request to become CLOCS-approved.
2. CLOCS convenes an approval panel and advises applicants of the planned review panel assessment date. Target is within 2 months. This panel is appointed from or by the CLOCS Strategy, Standards and Governance Board to ensure objectivity and eliminate any potential conflicts of interests.
3. Training provider submits all the above required information together with the approval process fee by the agreed date. CLOCS confirms receipt and advises assessment panel meeting details – location, time etc.
4. CLOCS review panel reviews materials in advance of the short interview; the applicant will provide a short presentation followed by questions.
5. CLOCS advises applicant of its decision to approve or reasons for rejection/deferral ideally within 2 working days.
6. When approved, CLOCS updates its website to list all CLOCS-approved training providers who are given ‘CLOCS-approved SATM training’ badge to use along with a unique trainer number that should be used as a prefix to the unique 5-digit number the trainer allocates to each trainee e.g. 001-00042. This number will be published against the trainee’s name on the CLOCS website and should given to the trainee (ideally on their certificate).