

## CLOCS Site Access Traffic Marshal training



Training providers seeking CLOCS approval of existing or proposed SATM training will need to submit the following to [support@CLOCS.org.uk](mailto:support@CLOCS.org.uk) for confidential review by the CLOCS review panel. Applicants will be asked to attend a short panel interview/discussion as part of the approval process.

- Course material & delivery methodology (i.e. how training will be delivered e.g. classroom, practical exercises etc. and perhaps what training facilities will be used) – with clear mapping against the CLOCS SATM Competency Framework;
- 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)
- 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
- Commitment to an annual review (by CLOCS) of training provider’s delivery performance data and relevant quality management system (to ensure standard of training and delegate achievement is being maintained) and payment of associated annual performance data review fee. Whilst there is no fee for initial approval, there is likely to be an fee of £500 for each annual review (required to cover CLOCS costs in doing that review, updating website etc.)

### CLOCS Approval Process:

1. Training provider notifies [support@CLOCS.org.uk](mailto:support@CLOCS.org.uk) its interest in its training being CLOCS-approved.
2. Training provider submits the above requirements to CLOCS for review at the first available CLOCS review panel – appointed from or by the CLOCS Strategy, Standards and Governance Board
3. CLOCS confirms receipt and advises planned timetable for review – target is within 2 months from receipt of all required information (much sooner if CLOCS review panel can be convened)
4. CLOCS review panel reviews materials in preparation for a short interview with the training provider to clarify any elements.
5. CLOCS advises applicant of its decision to approve or reasons for rejection/deferral
6. When approved, CLOCS website updated to list all CLOCS-approved training providers, and those training providers are given ‘CLOCS-approved SATM training’ badge to use