

D&T Association Health & Safety Training Standards in Design & Technology

Accreditation of Registered Design & Technology Health & Safety Consultants (RDTHSCs)

RDTHSC NOTES OF GUIDANCE

Please read these notes of guidance carefully before completing the RDTHSC Application Form

Both teachers and technicians may apply to become RDTHSCs.

Qualified design and technology teachers are expected to have a minimum of 5 years teaching experience before applying to become an RDTHSC to train others on the Primary, Core, Specialist and Specialist Extension Level Standards relevant to their qualifications and teaching experience.

Technicians applying to become an RDTHSC are able to train others on the Specialist Extension Level Standards relevant to their professional qualifications and experience gained from working both within industry and design and technology in school.

All applicants are expected to be able to show evidence of up to date health and safety accreditation to the D&T Association Health and Safety Training Standards on all those Standards which they wish to be accredited to train others, i.e. this must be based on training within the last 5 years.

Teachers and technicians applying to become an RDTHSC may therefore need to update their own accreditation. This can be achieved in several ways. Clearly you can attend training courses, but as an alternative it might be possible for you to 'shadow' an RDTHSC colleague whilst he/she is running a training course. Working alongside a colleague in this way will allow you to complete the training and the various tasks that this includes, but may also give you the opportunity to gain a further insight into how to deliver training to adults. You may for example ask to be given the opportunity to demonstrate to the group some of the practical tasks that are required, or take the opportunity to explain some of the knowledge and understanding required. Following training to update your accreditation you should ensure that the RDTHSC records the Standards you have covered by logging your details onto the Consultants User Group (the 'CUG') of the D&T Association website in the normal way, so that you can be invoiced for the cost of the accreditation by the D&T Association and receive your accreditation certificate.

If you have previously trained on particular Standards, but your training records are out of date, then you will probably need to update your training through 'refresher' training to be able to show current accreditation.

The D&T Association aims to ensure that all training meets the D&T Association Health and Safety Training Standards and is of a high standard, and has established clear procedures and practices to support RDTHSCs to achieve this aim.

These procedures and practices are summarised in the D&T Association RDTHSC Health and Safety Code of Practice, which following successful accreditation, RDTHSCs are required to sign and agree to follow. In addition, RDTHSCs will then be given access to the RDTHSC Handbook and the Closed User Group (CUG) on the D&T Association website, which provides regular updates and all of the materials required to deliver training on the D&T Association H&S Training Standards.

The Code of Practice requires for example:

- A commitment by RDTHSCs to maintain and improve their professional knowledge and competence by attending the health and safety conference and initial/refresher training courses as set out in the D&T Association 5 year rolling programme of 'training the trainers' courses.
- A commitment by RDTHSCs, before undertaking any training, to confirm all fees (where appropriate) in writing, including their own training fee and the registration/accreditation fee payable to the D&T Association.
- A commitment by RDTHSCs to base their training on the H&S training materials on the CUG, which cover all of the Primary, Secondary Core, Specialist and Specialist Extension Level Standards. For example, for each of the Specialist and Specialist Extension Level Standards the training materials define the knowledge and understanding required by trainees and the practical skills they are expected to demonstrate. RDTHSCs must ensure that trainees complete and keep a record of set assessment tasks to demonstrate that they qualify for accreditation for the Standards being taught.
- A commitment by RDTHSCs to ensure that their training is based on the recommended minimum contact times for each set of these Standards, to ensure that trainees are given sufficient time to demonstrate their practical capability in each of the required tasks.
- A commitment by RDTHSCs, on completion of any training, to submit information on-line, providing details of course members, including invoice address, email address and the areas to be accredited for each participant.
- A commitment by RDTHSCs to ensure the necessary registration is in place with the Information Commissioners Office (ICO) and comply with data protection regulations

Following successful application, all RDTHSCs are required to attend a Core Level Training Standards 'training the trainers' session, irrespective of whether they propose to be registered to train others on these Standards. The Core Level Standards provide the foundations of the accreditation scheme. Integral to this Core Level Training is the development of a D&T H&S portfolio. The D&T Association recommends that all colleagues in school should assemble a D&T H&S portfolio as a personal record of their health and safety training and working practice in school, and recommends that this is updated on an annual basis as a permanent and cumulative record of on-going personal practice. It is important that all RDTHSCs fully understand the importance of both the Core Level Standards and the personal portfolio. Teachers and technicians are expected to lodge all of their H&S training materials within this portfolio.

In addition, all RDTHSCs planning to train others on the Specialist Extension Levels are required to attend an introductory 'training the trainers' session on delivering the Specialist Extension Level Training Standards. These Standards cover the high risk activities in resistant materials and it is important that RDTHSCs fully understand the procedures that must be followed to deliver both initial

and refresher training on these Standards. You will not be eligible to train on your own until this course has been attended.

During the delivery of your first 2 courses on behalf of the D&T Association, you will be required to arrange for an existing RDTHSC to mentor you to ensure that you are following the training protocols relating to the D&TA H&S Training materials on the CUG, the RDTHSC Handbook and the RDTHSC Code of Practice.

All applicants must have a working knowledge of current H&S documentation. These should include as a minimum:

- 'D&T Association Health and Safety Training Standards in Design and Technology'
- 'D&T Association Risk Assessment in Secondary School Design and Technology Environments'
- 'BS4163:2014 Health and safety for design and technology in educational and similar establishments – Code of practice'
- 'CLEAPSS Model Risk Assessments for Design and Technology'.

The first three of these can be purchased on the D&T Association website. CLEAPSS publications can only be viewed and downloaded on-line by CLEAPSS members, as the materials are username and password protected. RDTHSCs are advised to become Associate Members of CLEAPSS to receive both up to date publications and full access to the website.

Completing the application form

Page 1

Please complete this accurately as these details will be published on the Consultants Directory on the D&T Association website if requested.

If you are not a qualified teacher, you are asked to provide details of your title and current post. Technicians for example may wish to use this section to describe the nature of the role they play in their school. We acknowledge that technicians are used in a variety of ways in different schools, and this is an opportunity to explain briefly the areas within which you support others and if relevant the areas in which you are involved in training others.

Page 2

Please use the top half of the page to summarise your professional experience.

For teachers this should include details of the schools in which you have taught, timescales, posts held and areas of design and technology in which you have been trained and actively teach. Please detail any experience that you have had of delivering training to adults, e.g. presenting CPD etc.

For technicians this should include a list of your experience working both in industry and within design

and technology in schools. Please detail any experience that you have had of delivering training to adults, e.g. presenting in-house training etc.

Please use the bottom half of the page to justify why you should be accredited as an RDTHSC. This should show how you intend to use the RDTHSC registration, what type of training you intend to provide, e.g. working within your own school, working in conjunction with a Local Authority/adviser, working as an Independent Consultant.

Page 3

On the left hand side of this page you are required to tick in the boxes those D&T Association H&S Training Standards that you would like to be registered to teach others.

You are reminded that qualified teachers can apply to train others on the Primary, Core, Specialist and Specialist Extension Level Standards relevant to their qualifications and teaching experience once they have attended a 'training the trainers' course.

You are reminded that technicians can only apply to train others on the Specialist Extension Level Standards relevant to their professional qualifications and experience gained from working both within industry and design and technology in school.

On the right hand side of this page you are required to record in the boxes against each of the D&T Association H&S Training Standards the dates and/or evidence of your own personal H&S training.
Please attach copies of your accreditation certificates to support your application.

Page 4

All applicants are expected to hold both Public Liability and Professional Indemnity insurance. The D&T Association can offer you Professional Indemnity Insurance and details of the cover can be found on this page. These prices will change every year.

Please supply details of a referee who can support your application. This should be someone who knows you well and has been actively involved in monitoring your work, e.g. your head of department, a senior manager from school, a Local Authority H&S Officer or a RDTHSC you have worked closely with. Your referee will be contacted as soon as your application has been approved by colleagues at the D&T Association.

Page 5

See notes on H&S documentation, the D&T Association RDTHSC Health and Safety Code of Practice and the Core Level Training Standards above. You are asked to sign to confirm that you know the key H&S publications relevant to D&T in schools, and that you will agree to follow the Code of Practice and attend the required 'training the trainers' courses after successful registration as an RDTHSC.

Once the application has been accepted in principle, the applicant will also be required to become a member of the Association if they are not already a member (online member not applicable)

Once completed, submit the application to:

The Design and Technology Association 11 Manor Park, Banbury, Oxfordshire OX16 3TB

Please Note: The RDTHSC renewal fee is payable each year.