**New RDTHSC application route (November 2018)**

Application requirements:

1. Applicants need to be a teacher or technician with minimum of 5 years experience in role
2. Applicants have to be a member of the Design and Technology Association (not online)

Applications need to provide photo ID and proof of address for file prior to 2nd observation

Application is checked by H&S staff in office to make sure above applies.

Referee (if not a current RDTHSC) is contacted to verify applicant and written reference requested

Application is passed to Lead H&S Consultant for review

Lead Consultant checks application and approves they are suitable to become RDTHSC once given requirements are met.

Details of requirements are communicated to the applicant. This may include things like attendance of Core (risk assessment) training as a delegate with another RDTHSC if not already held

Invoice is raised for applicant for their RDTHSC registration providing requirements are met

* On receipt of payment, applicant will be sent Code of Practice and insurance forms for completion and return
* Applicant must be registered with the Information Commissioners office (ICO) at this stage, either independently or via the school they are employed at

On receipt of documents, instructions will be sent to applicant to set up the Closed User Group (CUG) with a password. This enables access to CUG which contains resources and guidance a RDTHSC is required to use for delivery of training.

Applicant liaises with a current RDTHSC to mentor them and observe a training session (1st observation) at own cost. RDTHSC (or applicant) will accredit the delegates and is responsible for collecting the accreditation fee and adding details onto CUG. RDTHSC observes/guides applicant in the delivery of the session to help and assess competence and provide guidance and feedback.

Competency observation form and course components sheet is completed by mentoring RDTHSC and sent to office.

NB: If applicant adds details to CUG, these will not be processed until second observation has been completed and approval made.

Providing feedback is positive on the competency sheet, and on the condition that both compulsory Train The Trainer courses have been attended, the applicant is approved to arrange the final observation with their training quality assured by the Lead Consultant or an experienced RDTHSC that has been assigned by H&S Project Officer.

If feedback is not 100% positive, the applicant is asked to liaise with the RDTHSC to mentor/observe a second session, again at own cost.

After 12 months of training, a quality assurance visit is arranged for a sample on active new RDTHSCs

H&S Project Officer will put applicant in touch with either Lead Consultant or another experienced RDTHSC to attend and quality assure first training (2nd observation) to ensure content is complete and training is of right standard, and to verify ID previously provided.

A short report by the Lead Consultant or other experienced RDTHSC is returned to the office for file.

Providing the final observation feedback does not raise any concerns, applicant will be contacted for confirmation on RDTHSC status with certificate being posted out shortly thereafter

Applicant is required to attend two Train the Trainer compulsory introductory courses to learn how to deliver a session effectively (one on Core and another one covering Specialist Extension Levels – SELs in general). The SELs course will cover a range of machines from simple to more complicated but is not an accredited course.

These are only arranged once a year and may be attended at an any stage in this process but prior to second observation.

Applicant to formally prove identification to trainer