

CCNSG SAFETY PASSPORT JOINING INSTRUCTIONS

1. Delegates must be able to understand & converse in the English Language and are required to provide their National Insurance number plus photographic ID such as Passport or Photo Driving License. If you do not have either a Passport or Photo Driving License please find attached a list of other acceptable ID that must be produced on day one of a course. **Please note that you must provide one form of ID from list A & one form of ID from list B.**
2. Personal details such as address, National Insurance number and photographs taken at the beginning of a course will be uploaded to the National ECITB Database electronically, by attending the course it will be deemed that the delegate(s) accept this and a data subject consent form will need to be signed on the day of the course confirming your agreement, in addition you will be asked to provide an e-mail address to be uploaded to the ECITB's database, this will allow you to access the information and qualifications the ECITB hold for yourself, if you do not have an e-mail address or don't want to provide one you will still be registered but won't be able to access the information the ECITB hold for yourself.
3. Delegates who fail to comply with the above criteria may not be able to be registered with the ECITB and receive their CCNSG Safety Passport.
4. Holders of an existing ACE card will have the opportunity to combine the ACE & CCNSG Safety Passport together thereby synchronising their expiry dates for the future. If you are in possession of an ACE card please bring this with you to the course.
5. Delegates who cannot meet or agree to the above need to contact the Training Provider with any issues.
6. Upon successful completion of the 2 day initial and 1 day renewal course, delegates will be issued with a temporary passport valid for 6 weeks. LAT's passports will only be issued by the ECITB. The 3 year CCNSG Passport cards will be posted directly from the ECITB to the individuals address, if you haven't received your passport within 4 weeks please contact either ourselves or the ECITB, failure to notify that you haven't received your card could result in additional costs. To be eligible to attend a Renewal course safety passports must not have expired by more than 3 months. You will need to bring your old safety passport with you when attending a Renewal or LAT's course.
7. **LAT's (Supervisor) Courses** must have a valid CCNSG Safety Passport with at least 3 months duration remaining before expiry. There will be a separate passport card issued by the ECITB for the successful completion of the LAT's test.
8. Please advise your Training Provider of any special needs such as reading / writing difficulties, hearing problems etc.
9. Start time of course: please can you arrive at 08.45
10. Venue: Directions will be attached to your confirmation e-mail or letter.
11. Please be advised that all delegates must complete the ECITB Register and Privacy notice. Whilst you are entitled to object to your details being shared you should be aware that ECITB, Employers, Training Organisations and other Awarding Organisations will be unable to verify your prior training and qualifications. You are obliged to pass this information on to all candidates that you have booked onto the course.

HEAD OFFICE AT: