DESIGN & TECHNOLOGY ASSOCIATION

New RDTHSC application route

Application requirements:
- A teacher or technician with a minimum of 5 years' experience in role.
- Holds a clear interest for becoming an RDTHSC and state reasons for their interest in applying.
- Holds full membership of the Design & Technology Association.
- Holds accreditation in Core Level Training.
- Holds 11/12 elements of SMHS (if wishing to deliver this), and 3/4 elements for any other subject wanted to deliver.

Application is checked internally by D&T Association to ensure requirements are met.

Referee contacted to verify applicant and written reference requested.

Application is passed to a Senior H&S Consultant for review.
(Checking for a detailed response with relevant skills, knowledge and interest noted).

Response communicated to the applicant.
Any additional requirements shared (this may include aspects such as additional training).

Application approved, indicating they are suitable to become an RDTHSC once any given requirements (if applicable) are met.

D&T Association raises invoice for RDTHSC registration (in anticipation of requirements being

Application denied, indicating there are issues / concerns regarding the application.

Feedback sent to applicant. Applicant to resubmit with amendments.

On receipt of payment

Applicant will be sent Code of Practice and insurance forms for completion and return.
(If applicant is delivering training outside of a school they are employed by, it is recommended they register with the Information Commissioners Office (ICO) before final observation stage).

Request photo ID and proof of address.

Instructions will be sent to applicant to register for the Closed User Group (CUG).
(This enables access to resources and guidance an RDTHSC requires for delivery of training).

Applicant to find current RDTHSC to act as mentor.
(Can be done at any time prior to their initial training observation).

Applicant attends two introductory compulsory Train The Trainer courses
(held once a year) at applicants' cost (can be attended at any time prior to successful completion of the RDTHSC process):

- 'Introduction to Core Level training'
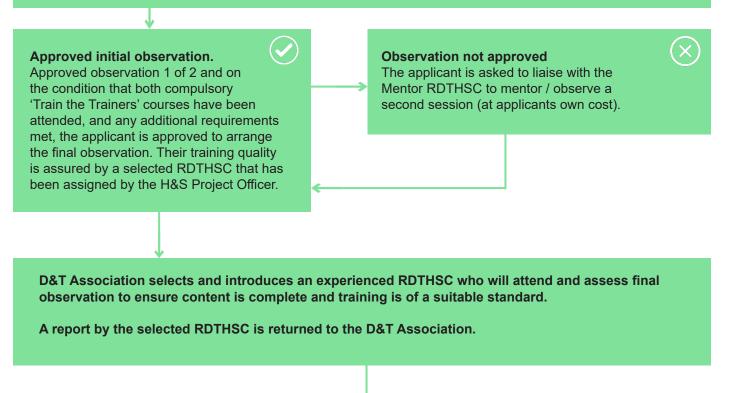- 'Introduction to H&S Specialist Extension Levels'.

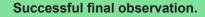**Mentor RDTHSC observes trainees' first training session**
(Paying the RDTHSC to observe and complete forms is at the applicant's own cost). RDTHSC observes/guides applicant in the delivery of the session to help and assess competence and provide feedback.)

RDTHSC or applicant accredits the delegates, collects accreditation fees for training delivered, and adds details onto CUG.
(NB: if applicant adds details to CUG, these will not be processed until second observation has been completed to become fully registered, and so a delay is likely, however, this is an ideal opportunity to observe how the RDTHSC does this instead.)

Observation Form and Course Components Sheets are completed by mentoring RDTHSC and sent to D&T Association.

Approved initial observation.
Approved observation 1 of 2 and on the condition that both compulsory 'Train the Trainers' courses have been attended, and any additional requirements met, the applicant is approved to arrange the final observation. Their training quality is assured by a selected RDTHSC that has been assigned by the H&S Project Officer.

Observation not approved
The applicant is asked to liaise with the Mentor RDTHSC to mentor / observe a second session (at applicants own cost).

D&T Association selects and introduces an experienced RDTHSC who will attend and assess final observation to ensure content is complete and training is of a suitable standard.

A report by the selected RDTHSC is returned to the D&T Association.

Successful final observation.

Applicant will be contacted for confirmation on RDTHSC status with certificate being sent shortly thereafter.

D&T Association membership converted to RDTHSC membership.

Unsuccessful final observation.

Applicant will be required to be observed a second time funded by themselves.

After 12 months of training, a quality assurance visit is arranged by D&T Association for a sample of active new RDTHSC's.