



Chartered
Institute of
Environmental
Health



CIEH Qualifications

Registration guidance
and requirements

Trainers registration requirements

How CIEH qualifications are delivered

	Role	Requirements	Cost
Training centre	<p>Promotes training courses.</p> <p>Arranges for suitable location and CIEH registered trainer.</p> <p>Orders materials.</p> <p>Distributes pre-course information.</p> <p>Responsible for standard of training delivery and assessment.</p>	<p>The centre must register for each qualification they wish to deliver, but there are no knowledge criteria for the centre.*</p>	<p>£34 – £214 (£39 – £245 inc VAT) per qualification registration.</p> <p>In addition new centres will have to pay a new centre set-up fee of £213 (£245 inc VAT).**</p>
Trainer	<p>Designs and delivers training session.</p> <p>Distributes and collects examination papers.</p>	<p>The trainer must register for each qualification they wish to deliver.</p> <p>The trainer must fulfil the knowledge requirements set out for each qualification they wish to deliver.</p>	<p>£34 (£39 inc VAT) per qualification registration.</p> <p>In addition new trainers will have to pay a New trainer set-up fee of £26 (£30 inc VAT).**</p>
Candidate	<p>Receives training.</p> <p>Receives certificate from training centre if examination is successful.</p>	<p>Prior knowledge or qualifications may be required for higher level qualifications.</p>	<p>Individual course prices are set by the training centre – CIEH have no price recommendations.</p>

* For first aid courses the centre must also have certain equipment – see the trainer registration requirements for details

** Prices are approximate and subject to change – please check www.cieh.org/training for current fees

Registration guidance

These notes aim to help training centres and trainers through the CIEH registration process. They also give advice on qualification and experience requirements to deliver CIEH qualifications.

Training centres

Training centres deliver the CIEH qualifications and they are the administration and contact point for trainers and candidates (students).

It is a training centre's responsibility to conduct training and CIEH examinations according to CIEH procedures, using only CIEH registered trainers.

Training centres manage the examination material and the distribution of results. The training centre administrator need not have any qualifications.

Training centres are not required to have classrooms or other training facilities; many deliver training at client premises or hire rooms for training sessions.

Trainers

Trainers deliver the training. It is their responsibility to plan the training sessions according to the requirements of the syllabus and make the experience as interesting and relevant to the candidates as possible.

All trainers need to work through a CIEH registered training centre to deliver CIEH qualifications. If you are a self-employed trainer delivering CIEH qualifications you need to register both as a centre and a trainer.

To maintain the quality of CIEH qualifications, we have specific requirements for trainers' knowledge and experience.

Trainer requirements

Trainer requirements

A trainer must fulfil qualification and experience requirements in the following three areas:

Subject knowledge

To demonstrate that you have the required subject knowledge you must send copies of your relevant certificates to the CIEH.

If these certificates are more than three years old, you should also send an account of how you have kept your subject knowledge up to date – this account must be confirmed by a suitably qualified person, such as a manager or departmental head.

Each qualification has its own requirements for subject knowledge (detailed in the Subject knowledge section).

Teaching knowledge

To guarantee the quality and integrity of the training, CIEH registered trainers must have a teaching or training qualification. If this was taken more than three years ago, you should also send the CIEH an account of how you have kept up to date on best practice.

If you have training experience but no formal qualification, you can take the CIEH Professional Trainer Certificate to fulfil the minimum training requirement.

The training requirement is the same for all CIEH qualifications (apart from our training skills and first aid qualifications, where a teaching qualification is required as part of your subject knowledge).

A valid teaching/training qualification could be a:

- CIEH Professional Trainer Certificate
- Diploma, certificate, bachelor's or master's degree in education
- City and Guilds Teacher's Certificate or equivalent
- Level 3 NVQ in Training and/or Development

Experience and skills

To demonstrate that you have the necessary experience to deliver CIEH qualifications you must provide details of your employment in the last three years, including information on:

- experience of training others
- work in the subject field
- continuing professional development

A note for trainers outside the United Kingdom

CIEH registration requirements are based on UK regulations. The trainer qualifications listed are for guidance only – if you have a similar qualification you can still register as a CIEH trainer.

If your qualification is not easily matched to a qualification listed in the requirements, please send us as much supporting evidence as possible – such as a syllabus or an official course summary detailing duration and topics covered. This information should be in English.

If your qualifications do not fully comply with the criteria for teaching in the United Kingdom, we may still be able to register you as a trainer in your own country.

Registration process

Registration process

The registration process will normally be completed within 28 days of receipt of your registration forms (or in five working days if you choose the Fast track option).

Please note that incomplete applications delay the registration process, so check each registration form is complete before sending it to the CIEH.

Registration forms are dealt with in the order they are received. The registration process is closely monitored to ensure that applications are assessed fairly and efficiently.

When your application is successful

You will receive an email confirming your registration, together with all relevant information regarding the qualifications you are registered for.

New training centres and/or trainers will receive a Procedures Manual and registration agreement. This must be signed and returned to the CIEH to confirm that you will follow the standards set out in the Procedures Manual.

You will not be able to deliver CIEH qualifications until the agreement has been received by the CIEH.

Once we have received your signed agreement, you will receive a trainer and/or centre charter, confirming your registration with the CIEH.

Please note that registered centres receive a complimentary training pack for each qualification (where applicable) as part of the registration. If you are registering as a trainer we recommend you purchase a training pack to aid your training delivery.

If your application is unsuccessful

If your application does not clearly meet the standards for registration we will review it and further information may be requested.

If your application fails to meet the standards for registration, you will have three months to meet the outstanding requirements.

If your application remains unsuccessful your trainer registration fees will be lost. Centre registration fees are fully refundable. This does not affect future applications.

Any questions?

If you have any questions regarding registration or the registration process, please contact our customer services department:

Email: customerservices@cieh.org

Tel: +44 (0) 20 7827 5800
(then select customer services)

Terms and conditions

Only trainers and centres registered with the CIEH can deliver CIEH qualifications and must be registered for the qualifications delivered.

If a qualification has been delivered where either the centre or trainer have not obtained prior registration, the CIEH will be unable to process the results and may administer a penalty fee or – in certain circumstances – legal proceedings.

Registration is subject to approval by the Chartered Institute of Environmental Health (CIEH).

A registration is not deemed final until the centre or trainer has signed and returned the registration agreement and has received the appropriate charter or notification thereof.

The CIEH reserves the right to refuse registration to any centre or trainer without disclosing the reason. This decision is final and not open to appeal.

It is understood that a centre or trainer registers in order to deliver CIEH qualifications.

If a registered centre or registered trainer does not deliver any CIEH qualifications within one year of registration, the CIEH reserves the right to suspend or withdraw the registration and/or any privileges derived from registration.

Trainer's subject knowledge

Food Safety

CIEH Qualifications

Subject Knowledge

Level 1 Award in

Food Safety Awareness in Catering
Induction to Food Safety for Manufacturing
Food Safety Awareness for Retail

1 or 2 or 3

Level 2 Award in

Food Safety in Catering
Food Safety for Manufacturing
Food Safety for Retail
(inc Refresher courses)

1 or 2 or 3

Level 2 Award in

Cleaning in Food Premises

1 OR 2 OR 3 OR 4 & 6 OR 7 OR 8

Level 3 Award in

Supervising Food Safety in Catering
Food Safety Supervision for Manufacturing
Food Safety Supervision for Retail

1 or 2 or 3 & 5

Level 3 Award in

HACCP in Catering
HACCP for Food Manufacturing

1 or 2 or 3 & 5 & 8 OR 9

Level 4 Award in

Managing Food Safety in Catering
Food Safety Management for Manufacturing

1 or 2 or 3 & 10

Key

- 1 CIEH Level 4 Award in Food Safety or equivalent
- 2 Diploma in Environmental Health or Accredited Degree in Environmental Health and EHRB Certificate of Registration
- 3 Diploma or Degree in Food Science Technology or Home Economics
- 4 CIEH Level 3 Award in Food Safety or equivalent
- 5 An established record of training at least five successful CIEH Level 2 Awards in Food Safety or equivalent in the last two years
- 6 Level 3 Diploma in Cleaning Services Supervision or equivalent
- 7 Attendance at a CIEH Cleaning in Food Premises workshop
- 8 A verifiable statement of relevant experience – not more than 250 words – and contact details of a referee
- 9 HACCP Diploma or equivalent
- 10 An established record of training at least three successful CIEH Level 3 Awards in Food Safety or equivalent in the last two years

Please also refer to the **teaching knowledge and experience and skills criteria** in the trainer requirements.

Combined qualification

CIEH Qualifications

Level 1 Award in
Induction into Safety in Food Premises

Subject Knowledge

1 & 2 or 3 & 4

Key

- 1 Registration requirements are the same as CIEH Level 1 Awards in Food Safety
- 2 CIEH Level 2 Award in Health and Safety in the Workplace or equivalent
- 3 Registration requirements are the same as CIEH Level 1 Awards in Health and Safety in the Workplace
- 4 CIEH Level 2 Award in Food Safety or equivalent

Nutrition

CIEH Qualifications

Level 2 Award in
Healthier Food and Special Diets

Subject Knowledge

1 or 2 or 3 & 4

Key

- 1 Level 4 qualification in Nutrition or equivalent
- 2 Diploma or Degree in Food Science Technology or Home Economics
- 3 A verifiable statement of relevant experience – not more than 250 words – and contact details of a referee
- 4 Attendance at a CIEH Nutrition and Balanced Eating workshop

Please also refer to the **teaching knowledge** and **experience and skills** criteria in the trainer requirements.

Trainer's subject knowledge

Health and Safety

CIEH Qualifications

Subject Knowledge

Level 1 Award in Health and Safety in the Workplace	1 or 2 or 3
Level 2 Award in Health and Safety in the Workplace	1 or 2 or 3
CIEH Certificate in Stress Awareness	1 OR 2 OR 3 OR 4
Level 2 Award in Principles of Manual Handling	1 or 2 or 3
Level 2 Award in Manual Handling – Principles and Practice	1 or 2 or 3 & 5 or 6
Level 2 Award in Principles of COSHH	1 or 2 or 3
Level 2 Award in Principles of Risk Assessment	1 or 2 or 3
Level 3 Award in Risk Assessment – Principles and Practice	1 or 2 or 3 & 7
Level 3 Award in Health and Safety in the Workplace	1 or 2 or 3 & 7
Level 4 Award in Health and Safety in the Workplace	1 or 2 or 3 & 8

Key

- 1** CIEH Level 4 Award in Health and Safety in the Workplace or equivalent
- 2** Diploma in Environmental Health or Accredited Degree in Environmental Health and EHRB Certificate of Registration
- 3** NEBOSH Certificate in Health and Safety
- 4** Level 4 qualification in Stress Management or equivalent
- 5** IOSH Skills in Manual Handling Training: Manual Handling for Instructors Certificate or RoSPA Manual Handling Trainers and Assessors Certificate
- 6** Attendance at a CIEH Practical Approach to Manual Handling Training workshop
- 7** An established record of training at least five successful CIEH Level 2 Awards in Health and Safety in the Workplace or equivalent in the last two years
- 8** An established record of training at least three successful Level 3 Awards in Health and Safety in the Workplace or equivalent in the last two years

Please also refer to the **teaching knowledge** and **experience and skills** criteria in the trainer requirements.

Conflict Resolution

CIEH Qualifications

Level 2 Award in
Conflict Resolution and Personal Safety

Subject Knowledge

1 or 2 & 3 or 4

Key

- 1 CIEH Level 4 Award in Health and Safety in the Workplace or equivalent
- 2 Level 4 qualification in Managing Conflict or equivalent
- 3 A verifiable statement of relevant experience – not more than 250 words – and contact details of a referee
- 4 Attendance at a CIEH Addressing the Challenges of Conflict Resolution workshop

Health Care

CIEH Qualifications

Level 2 Award in
Hygiene in Health and Social Care*

* This qualification is also delivered as part of the Level 2 Award in Health and Safety in Health and Social Care

Subject Knowledge

1 or 2 or 3 & 4

Key

- 1 CIEH Level 4 Award in Health and Safety in the Workplace or equivalent
- 2 Degree in Health Care or QCA accredited Advanced Qualification in Health Care studies or equivalent
- 3 Diploma in Environmental Health or Accredited Degree in Environmental Health and EHRB Certificate of Registration
- 4 A verifiable statement of relevant experience – not more than 250 words – and contact details of a referee

Level 2 Award in
Health and Safety in Health and Social Care

1 or 2 or 3 & 4

Please also refer to the **teaching knowledge** and **experience and skills criteria** in the trainer requirements.