

CIEH 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.*</p>	<p>£40 – £270 (ex VAT) per qualification registration, depending on the qualification.</p> <p>In addition new centres pay a new centre set-up fee of £250 (ex VAT).**</p>
Trainer	<p>Designs and delivers training session.</p> <p>Distributes and collects examination papers.</p>	<p>Trainers must register for each qualification they wish to deliver.</p> <p>Trainers must fulfil the knowledge requirements set out for each qualification they wish to deliver.</p>	<p>£40 (ex VAT) per qualification registration.</p> <p>In addition new trainers pay a new trainer set-up fee of £50 (ex VAT).**</p>
Candidate	<p>Receives training.</p> <p>Receives certificate from training centre if successful in examination.</p>	<p>Prior knowledge or qualifications may be required for certain qualifications.</p>	<p>Individual course prices are set by the training centre. The CIEH makes no price recommendations.</p>

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

** Prices are correct at time of publication, but are 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) as long as they fulfil the requirements set out in the CIEH Procedures Manual.

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.

Registration guidance

Trainer requirements

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

Subject knowledge

To demonstrate 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 Level 3 Award in Training Skills and Practice (minimum requirement to deliver CIEH qualifications) or the CIEH Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (minimum requirement if you are working in the public sector).

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
- CIEH Level 3 Award in Training Skills and Practice
- CIEH Level 3 Award in Preparing to Teach in the Lifelong Learning Sector
- 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 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.

Registration guidance

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 for which you are registered.

New training centres and/or trainers will receive a CIEH Procedures Manual and a registration agreement. The latter must be signed and returned to the CIEH to confirm 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.

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.

Any questions?

If you have any questions regarding registration or the registration process, please contact our Customer Services Team:

Email: customerservices@cieh.org

Tel: +44 (0) 20 7827 5800

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.

Subject knowledge

Food Safety

CIEH Qualifications

Subject Knowledge

Key

Level 1 Award in

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

1 or 3 or 4

1 CIEH Level 3 Award in Food Safety or equivalent

Level 2 Award in

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

1 or 3 or 4

2 CIEH Level 4 Award in Food Safety or equivalent

3 Diploma in Environmental Health or Accredited Degree in Environmental Health and EHRB Certificate of Registration

Level 2 Award in

Practical Food Safety for Catering

1 or 3 or 4 & 11

4 Diploma or Degree in Food Science Technology or Home Economics

5 Experience of delivering the CIEH Level 2 Awards in Food Safety or equivalent in the last two years

Level 2 Award in

Cleaning in Food Premises

1 or 3 or 4 & 6 or 7 or 8

6 Level 3 Diploma in Cleaning Services Supervision or equivalent

7 Attendance at a CIEH Cleaning in Food Premises workshop

Level 2 Award in

Principles of HACCP
HACCP-based Food Safety Systems in Manufacturing

1 or 3 or 4

Level 3 Award in

Supervising Food Safety in Catering
(inc Refresher course)
Food Safety Supervision for Manufacturing
(inc Refresher course)
Food Safety Supervision for Retail

2 or 3 or 4 & 5

8 A verifiable statement of relevant experience – not more than 250 words – and contact details of a referee

9 HACCP Diploma or equivalent

Level 3 Award in

HACCP in Catering
HACCP for Food Manufacturing

2 or 3 or 4 & 5 & 8 or 9

10 Experience of delivering the CIEH Level 3 Awards in Food Safety or equivalent in the last two years

Level 4 Award in

Managing Food Safety in Catering
Food Safety Management for Manufacturing

2 or 3 or 4 & 10

11 An assessors' award (such as A1 or A2) or attendance at a CIEH "Delivering practical food safety training" workshop.

Please also refer to the **Teaching Knowledge and Experience and Skills criteria in the trainer requirements on page 69.**

Subject knowledge

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 Award 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 3 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 on page 69.

Subject knowledge

Health and Safety

CIEH Qualifications	Subject Knowledge
Level 1 Award in Health and Safety in the Workplace	1 or 3 or 4
Level 2 Award in Health and Safety in the Workplace (inc Refresher course)	1 or 3 or 4
CIEH Certificate in Stress Awareness	1 or 3 or 4 or 5
Level 2 Award in Principles of Manual Handling	1 or 3 or 4
Level 2 Award in Manual Handling – Principles and Practice	1 or 3 or 4 & 6 or 7
Level 2 Award in Principles of COSHH	1 or 3 or 4
Level 2 Award in Principles of Risk Assessment	1 or 3 or 4
Level 3 Award in Risk Assessment – Principles and Practice	2 or 3 or 4 & 8
Level 3 Award in Health and Safety in the Workplace	2 or 3 or 4 & 8
Level 4 Award in Health and Safety in the Workplace	2 or 3 or 4 & 9

Please also refer to the **Teaching Knowledge and Experience and Skills** criteria in the trainer requirements on page 69.

Key

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

Subject knowledge

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 3 Award in Health and Safety in the Workplace or equivalent
- 2 Level 3 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 3 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
- 5 Attendance at a CIEH Hygiene in Health and Social Care workshop

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

1 or 2 or 3 & 4 or 5

Please also refer to the **Teaching Knowledge** and **Experience and Skills** criteria in the trainer requirements on page 69.

Subject knowledge

Fire Safety

CIEH Qualifications

Subject Knowledge

Level 1 Award in
Fire Safety Awareness

1 or 2 or 3

Level 2 Award in
Fire Safety Principles

1 or 2 or 3 & 4 or 5

Level 3 Award in
Fire Safety Risk Assessment
and Control

1 or 2 or 3 & 6 or 8 & 9

OR

7 & 9

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** A verifiable statement of relevant experience – not more than 250 words and contact details of a referee
- 5** Attendance at a CIEH Fire Safety 'train the trainer' workshop
- 6** NEBOSH Certificate in Fire Safety or equivalent
- 7** NEBOSH Diploma in Occupational Safety and Health or equivalent
- 8** Professional qualification and corporate membership status of an appropriate body, where fire safety is integral to professional competence, e.g. Institution of Fire Engineers (IFE), Fire Protection Association (FPA), Institute of Fire Prevention Officers (IFPO), National Association of Fire Officers (NAFO), Institute of Occupational Safety and Health (IOSH)
- 9** An established record of training at least five successful Level 2 Health and Safety/Fire Safety courses or equivalent in the last two years

Please also refer to the **Teaching Knowledge and Experience and Skills** criteria in the trainer requirements on page 69.

Subject knowledge

First Aid

Registration for first aid is slightly different from registering for other CIEH qualifications.

Centres registering for the CIEH first aid qualification must fulfil the Health and Safety Executive's (HSE) 'Minimum Training Standard for Delivery of Emergency First Aid at Work Courses' and sign a First Aid Centre Declaration (see cieh.org/firstaid for both documents).

Centres will also need to provide certain first aid training equipment for each training session (see the green box below).

Centres that are not already registered with the HSE will receive a monitoring visit within the first three months after gaining approval and further monitoring visits will be carried out at least once every five years (the first visit is free, please check the registration fees list for subsequent visits).

CIEH Qualifications

Subject Knowledge

Level 2 Award in
Emergency First Aid at Work

1

&

2 or 3

&

4 or 5

Level 2 Award in
Paediatric First Aid

1

&

2 or 3

&

6 or 7

In addition the centre must also be able to provide:

- 1 resuscitation manikin per four candidates
- 1 infant and child resuscitation manikin per four candidates (only for Paediatric First Aid Awards)
- 1 manikin face per candidate
- Sterilisation facilities or 1 disposable face shield per candidate and sterilising wipes
- Replacement airways and lungs for each resuscitation manikin
- A first aid kit for demonstration during course
- 1 disposable dressing, 1 triangular bandage and 1 pair of disposable gloves per candidate

Key

1 A current HSE Approved First Aid at Work certificate

2 A First Aid trainer's certificate from St John's Ambulance or equivalent

3 Teaching or training qualification as outlined in the Teaching knowledge section

4 Evidence of regular delivery of first aid training over the last two years

5 Attendance at a CIEH Emergency First Aid at Work workshop

6 Evidence of regular delivery of the 12 hour paediatric first aid course during the past two years.

7 Attendance at a CIEH Paediatric First Aid Workshop

Subject knowledge

Environmental Protection

CIEH Qualifications

Subject Knowledge

CIEH Level 2 Award in
Environmental Principles and Best Practice

1 or 3 or 4 or 5

CIEH Certificate in
Environmental Management

2 or 3 or 4 & 6

Key

- 1 CIEH Level 3 Award in Environmental Management or equivalent
- 2 CIEH Environmental Management Certificate or equivalent
- 3 Diploma in Environmental Health or Accredited Degree in Environmental Health and EHRB Certificate of Registration
- 4 Diploma or Degree in Environmental Protection
- 5 Passing the assessment at the CIEH Environmental Protection Train the Trainer Workshop
- 6 Experience of delivering the CIEH Environmental Awareness Certificate or CIEH Level 2 Award in Environmental Principles and Best Practice or equivalent in the last three years

Please also refer to the **Teaching Knowledge** and **Experience and Skills** criteria in the trainer requirements on page 69.

Subject knowledge

Training the Trainer

CIEH Qualifications

Level 3 Award in

Training Skills and Practice

Preparing to Teach in the Lifelong Learning Sector (PTLLS)

Subject Knowledge

1 or 2 or 3 or 4 or 5 & 6

Key

- 1 Bachelors or Masters Degree in Education
- 2 Diploma or Certificate in Education
- 3 Level 5/6/7 Diploma in Teaching in the Lifelong Learning Sector (DTLLS)
- 4 Level 3/4 Certificate in Teaching in the Lifelong Learning Sector (CTLLS)
- 5 Level 4 Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS)
- 6 A verifiable statement of relevant experience – not more than 250 words – and contact details of a referee

Please also refer to the **Teaching Knowledge and Experience and Skills criteria** in the trainer requirements on page 69.