

Process

There are a number of steps, which need to be completed in a set order, to progress from receipt of your Candidate Pack through to receiving your certificate, having met all the requirements of an Award. This section contains a summary of the process and further information is provided in the Candidate Pack, which is supplied upon registration.

The Candidate Pack

The Candidate Pack includes background information on the BTC and the Technician Training Initiative, along with a full description of the Award process. All relevant Mandatory and Optional Modules are available to the registered Candidate on the BTC Web Site at www.btctag.org. Upon Registration and payment of Registration Fee, each Candidate will be issued with an individual username and password for access to these Modules. A final section provides the Candidate with other useful information and documents.

The Modules are the core of the Candidate Pack and are split into colour-coded groups. In order to meet the requirements of the Awards the Candidate must complete a set number of Modules from three groups. Group **M** contains the Mandatory Modules. Other modules must be selected from Optional Group(s) as directed in Appendix E. The Candidate should download a paper copy of the Modules chosen and add them to the appropriate section of the file, which is sent to the Candidate upon acceptance of Registration.

The Module Overview gives a description of the contents of a typical Module and explains what the Candidate needs to do in order to meet the requirements of an Award. The Candidate Module Choices section lists all of the Mandatory and Optional Modules and provides space for the Candidate to indicate their selections and for the Assessor to sign and date upon completion of each Module. A final section provides the Candidate with other useful information and documents

Documentary Evidence

For each Mandatory Module and each Optional Module selected, the Candidate must collect sufficient Documentary Evidence to cover the full Scope of the Module and to meet all of the Performance and Knowledge Requirements.

The Documentary Evidence may consist of test specifications, project records, test bed data logs, operational procedures, test data and data analysis, and timing charts. In addition the Candidate may include, where appropriate, company procedures such as Health and Safety, Quality and Environmental, risk assessments and any other relevant written communications or documentation. The exact requirements for each Module are clearly identified in the module itself.

All Documentary Evidence should be suitably de-sensitised to protect the confidentiality of your company and/or your customers.

Foundation Questions

Each Module contains a set of Foundation Questions designed to explore the Candidate's knowledge of the subject matter. Foundation Questions are available on the BTC Web Site in 'Word' format so that they can be used to produce typewritten (instead of handwritten) answers, if required.

Assessor Review

The Assessor is a person approved by the BTC to carry out an assessment of your Candidate Pack against the requirements of the Award. The Assessor must meet certain requirements set out by the BTC to gain approval, and may be an employee of your own company, be provided by an external training organisation, or be a member of another company involved in the BTC TTI process. The requirements for Assessor approval are available separately from the BTC.

Once the requirements of the Award have been completed, the Candidate should pass the Pack to the Assessor for review. The Pack may also be reviewed with the Assessor at any time during the process, if advice or guidance is required.

The Assessor will review the Documentary Evidence and the answers to the Foundation Questions and, if necessary, will provide clear guidance on further work required. The Assessor must be approved by the BTC, on an annual basis, to perform this role.

Testimonials

There may be occasions when the Documentary Evidence required to prove experience as set out in a Module, is not readily available or is incomplete. In these rare circumstances, it may be acceptable for an Authorised Person to make a written statement that, in their opinion the Candidate has the appropriate experience to meet the requirements of a Module. It must be stressed that Documentary Evidence is the preferred route, and acceptance of Testimonials is at the discretion of firstly the Assessor, and subsequently, and finally, the BTC TTI Review Panel. However, Testimonials may also be included, if the Candidate so desires, to support the Documentary Evidence contained in the Candidate Pack. Please note that a Candidate Pack containing a large number of Testimonials at the expense of Documentary Evidence is unlikely to satisfy the BTC TTI Review Panel.

Assessor Final Review

If the Candidate has needed little or no support to complete the Pack, it is possible that the Assessor Review and the Assessor Final Review will coincide. However, it is perceived that most Candidates will follow an iterative process, reacting to initial Assessor feedback, gathering additional Documentary Evidence, completing Foundation Questions, and possibly obtaining a few Testimonials. Once the Candidate and the Assessor believe that all the requirements of the Award have been met, it is the responsibility of the Assessor to carry out a Final Review to ensure that the Candidate Pack is complete and contains all the appropriate

information in the correct sections. Once the Assessor has carried out the Final Review and the Candidate has made any appropriate changes or additions, the Pack will be submitted to the BTC for Review.

BTC TTI Review Panel

When both the Candidate and the Assessor are confident that all the requirements of the Award have been met, the Assessor or company TTI representative will submit the Candidate Pack to the BTC TTI Review Panel. He should advise the BTC Secretariat that the Candidate Pack is ready for review, including details of the optional modules completed. The BTC Secretariat will then supply details of the next sitting of the Assessment Panel and invite him to attend with the Candidate's completed pack.

The Review Panel sits on a regular basis, normally after each quarterly BTC TTI meeting, and will review the Candidate Packs in a fair and impartial manner against the requirements of the Award. The members of the Review panel are senior members from within the BTC TTI and have a wealth of experience in the field covered by this Award.

If a Candidate Pack meets all the requirements of the Award, then it will be returned to the Candidate via their Assessor, together with a signed Certificate.

If a Candidate Pack does not meet all the requirements of the Award, the Candidate Pack will be returned to the Candidate via the Assessor with appropriate feedback and guidance. The Candidate and Assessor will then have an opportunity to act on the feedback and re-submit the Candidate Pack for review at a future Review Panel meeting.

As part of the quality assurance process for this Award, the BTC TTI has put in place an Appeal Process. A Candidate can ask for a second review if they feel they have met the requirements of the Award, but have been judged not to have done so, by the initial Review Panel.

BTC Certificate

Once all the requirements of the Award have been met, as confirmed by the TTI Review Panel, a signed Certificate will be issued to the Candidate, via the Assessor. Certification will be in two parts, the first is the Certificate itself and the second part is confirmation of the Modules completed by the Candidate.

The Candidate and their company can use this certificate as evidence of their skills, experience and training.