

Licensing Procedure LP 5 Employers - Code of Practice

1. Objective

This document gives guidance on the role that employers of licensed persons are expected to play in order to ensure that the benefits of the IRSE Licensing Scheme in assuring the competence of personnel are maximised.

2. Introduction

Employers have a statutory responsibility to ensure the competence of any staff whose work affects safety. Where employers choose to use the IRSE Licensing Scheme as part of their competence management strategy they have a vested interest in the effectiveness of the Licensing Scheme and are key stakeholders in the success of the Scheme.

3. Documentation

Employers may obtain access to Licensing Scheme documentation via the IRSE Licensing Scheme web-site.

4. Support for candidates for licensing

Employers are expected to encourage staff engaged in the relevant categories of work to obtain IRSE licences and to grant the facilities for doing so.

Employers should provide their staff with log books meeting the requirements of the Licensing Scheme and encourage and assist staff to complete and maintain those log books, to record their qualifications, training and experience.

Employers are expected to assist staff to gain the necessary experience in order to meet all the performance criteria of the licence category being sought, and to provide facilities in the workplace for workplace assessments to be carried out.

5. Assessments

Assessment for a licence is a two stage process consisting of a workplace assessment carried out by a Workplace Assessor followed by a second assessment undertaken by a Competence Assessor through an Assessing Agent appointed by the IRSE. Both assessments are carried out against the performance criteria laid down by the IRSE for each category of licence.

Employers are encouraged to appoint suitably competent members of their own staff to carry out workplace assessments. These Workplace Assessors must be occupationally competent in the work covered by the category of licence to be assessed, and certified to and consistently work to the NVQ A1 competence assessor standard, or such other standard as the Licensing Committee shall decide to accept.

Their qualification and experience must be acceptable to the organisation that is to carry out the competence assessment.

6. Review of Work

Employers are expected to review the work of those of their staff who are licence holders, at least annually, as part of their normal competence management strategy, to ensure that they continue to consistently work to the standards required.

The periodic review should include an examination of the licence holder's log book to check that the records of work experience and other information is accurate and up to date. The certifier should annotate the entries to indicate that the check has been made, and should record their name, contact details and relationship to the licence holder.

If the employer finds that the licence holder has not maintained the necessary competencies for any of the categories of work included on the licence, the Licensing Registrar should be informed as soon as possible.

7. Complaints

The IRSE Licensing Scheme includes the requirement that when a complaint is made against a licence holder, the complaint is immediately recorded in the licence holder's log book and reported to the Licensing Registrar. All complaints reported to the Registrar are reviewed to determine whether any action to suspend or revoke the licence is justified.

A complaint for this purpose is any complaint made in writing to the licence holder about the quality of work or conduct of the licence holder falling within the scope of the licensing scheme, including the unauthorised carrying out of work for which the person is not licensed.

When an employer has such a complaint about the work or conduct of an employee, or sub-contractor who holds an IRSE Licence, the employer is expected to advise the employee in writing giving full details of the events and circumstances giving rise to the complaint.

Employers are also requested to advise the Licensing Registrar as soon as possible giving details of the complaint.

Complaints also include complaints received by employers from clients or other third parties about the work of employees and sub-contractors. When an employer receives a complaint from a client or other third party about the work or conduct of an employee holding an IRSE Licence, the employer should advise the licence holder in writing, as soon as they are satisfied that there are grounds for the complaint being made; and also advise the Licensing Registrar as soon as possible.

Employers are expected to carry out any further investigations necessary to establish the full facts surrounding complaints from third parties and also complaints from within the employer's organisation where there is any doubt as to the facts or the accountability of the people involved. The employer should inform the Registrar if it is intended to carry out an investigation, preferably when reporting the complaint. At the conclusion of such investigations, which should normally be within thirty days of the complaint being made, the employer is expected to advise both the Licensing Registrar and the licence holder in

writing of the details of the investigation and whether or not the complaint has been substantiated.

8. Suspension from licensable work

Employers are expected to use their own work authorisation procedures to suspend an employee or sub-contractor from carrying out licensable work where they consider this action is justified by the facts.

Employers may also make a recommendation to the Licensing Registrar that consideration be given to revoking the licence.

9. Appeals

Employers are expected to have an appeals procedure under which licence holders who consider that they have been unfairly treated by the recording of a complaint against their licensable work; or by denying them reasonable facilities to obtain an IRSE licence, can appeal. The results of any appeal should be added to the record of formal complaint, and the record counter-signed by the person hearing the appeal.


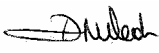

Licence holders have the right of appeal to the Institution where they consider that they have been unfairly treated by the recording of a complaint against their licensable work or conduct. The Institution will only hear such appeals after employer's appeal procedure has been exhausted.

10. References to the Certification System and Use of Accreditation Marks

Companies shall not misuse any accreditation marks, or make inaccurate claims about their participation in the Licensing Scheme. Because the Licensing Scheme relates to the licensing of individual licence holders, employers have no entitlement to use accreditation marks relating to Licensing Scheme.

If incorrect references to the certification system, or the misleading use of certificates and accreditation marks are found, the Institution will take appropriate remedial action, which may include publication of the transgression, and if necessary legal action.

AUTHORISATION

 Prepared by Philip Wiltshire 26 /01/06	Reviewed and Agreed by Licensing Committee Minute 7.1at meeting held on 26/01/06
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