



## LCi Approved Trainer Nomination Process, Requirements and Governance Issue Date: 15<sup>th</sup> March 2023.

### Introduction:

This document sets out the process, requirements and governance arrangements that exist between Lean Construction Ireland (“**LCi**”) and an applicant (“**Applicant**”) who, following evaluation, becomes an approved LCi Trainer (“**Approved Trainer**”) and is authorised to deliver the various LCi Lean Belts on behalf of LCi as part of LCi’s Course Portfolio programme.

It is the responsibility of the Applicant to ensure they are fully aware of the requirements contained in this paper, and any non-adherence and/or non-compliance will render an Applicant’s submission for Approved Trainer void.

The governance documentation associated with LCi Approved Trainer and the LCi Course Portfolio will be the current documentation and information on the LCi website. Other sources of documentation have no authority and/or validity.

### Trainer Nomination and Operational Process:

- 1. Enquiry:** A Sector Organisation (that is, Client, or Professional Consultant, or Contractor, or Sub-Contractor etc), or an LCi Commended Lean Service Provider must nominate the Applicant. (see <https://leanconstructionireland.ie/commended-providers/>). Please see section 4 below regarding nomination of an Applicant. For further information on the different belts available as part of LCi’s Course Portfolio programme, please go to the Lean Construction Ireland website and click on the Courses Tab (<https://leanconstructionireland.ie/courses/>) in the website menu.
- 2. Eligibility and Progression:** Advancement as an Approved Trainer under the Course Portfolio programme is done on a progressive basis and the Applicant must first be an LCi White Belt Approved Trainer before being eligible to apply for the LCi Yellow Belt Approved Trainer. Note, any trainers registered for the LCi Lean Pass Course (hereinafter referred to as the LCi White Belt) will be automatically registered for the LCi White Belt as they are the same course. When an Approved Trainer has delivered the new LCi White belt course on at least two occasions to participants within the construction sector, the Approved Trainer is then eligible to be nominated (in accordance with Section 3 below) to become an approved LCi Yellow Belt Trainer. Advancement of an Approved Trainer from the LCi White Belt to LCi Yellow Belt will be approved by LCi where the Approved Trainer has demonstrated that they satisfy the eligibility criteria and that they possess sufficient competencies to deliver the LCi Yellow Belt (see Section 4 below).
- 3. Nomination:** To be nominated for the LCi White Belt or LCi Yellow Belt, the appropriate web-based nomination form needs to be completed and submitted. The forms can be located here:
  - White Belt Nomination: <https://leanconstructionireland.ie/lci-white-belt/?swcfpc=1>
  - Yellow Belt Nomination: <https://leanconstructionireland.ie/lci-yellow-belt/?swcfpc=1>
- 4. Nomination Evaluation:** LCi will review the application via its LCi Capability Evaluation Panel and if the Applicant meets the required criteria and the application is accepted and approved, they will be notified and issued with the relevant Approved Trainer certificate. If the submission of an Applicant is not approved, they will be notified accordingly, along with a rationale. An Applicant can resubmit to become an Approved Trainer. It should be noted the decision of the LCi Capability Evaluation Panel on an Applicant’s submission is final.

- 5. Course Material Access:** The Approved Trainer will be contacted by a representative of LCi and will be provided access to the following:
- The relevant web based LCi Belt Folder containing this governance document, course content, templates, exercises etc (including the belt participation registration form) relating to the training course (the “**Course Portfolio Materials**”).
  - Access to the relevant LCi Belt Certification template.
  - Access to the folder and template for registration of course participants.
- 6. Course Delivery:** Once the Approved Trainer starts training participants, they must email the Participant Registration Form available in the LCi Belt Folder to [training@leanconstructionireland.ie](mailto:training@leanconstructionireland.ie). They must also ensure that each participant completes the LCi Course Feedback Form, which is an LCi web-based survey.
- Participant survey link here: [LCi Training Course Feedback Form](#)
- 7. Continuous Improvement:** If queries or opportunities to improve the Course Portfolio Materials arise, LCi will consider such feedback via their email [training@leanconstructionireland.ie](mailto:training@leanconstructionireland.ie). Any updates to Course Portfolio Materials will be made available to Approved Trainers.

## Approved Trainer Requirements and Governance

### 1. Approved Trainer Status:

The designation of Approved Trainer is assigned to the individual deemed to have satisfactorily met the requisite criteria to deliver at the respective Course Portfolio Belt Levels. It is not designated to an organisation.

Approved Trainer status must be applied for each respective Belt Level, and thus the designation is specifically:

- LCi Approved Trainer – White Belt
- LCi Approved Trainer – Yellow Belt
- LCi Approved Trainer – Green Belt

Upon successful registration, the Approved Trainer is authorised by LCi to:

- Deliver the LCi Course Portfolio at the relevant Belt Level for which they are approved.
- Assess and certify course participants at the Belt Level for which they are approved.

By registering with LCi to deliver the LCi Course Portfolio, the Approved Trainer agrees that all Intellectual Property Rights arising from the LCi Course Portfolio, that have been created specifically for LCi in connection with the LCi Course Portfolio, shall vest in and be the absolute property of LCi. “**Intellectual Property Right**” includes any patent, trade or other mark, registered design, topography right, copyright, database right or any other right in the nature of any of the foregoing (or application, or right to apply for, any of the foregoing), and trade or business name, invention, discovery, improvement, design, technique, confidential process or information or know how, in each case subsisting anywhere in the world and whether registered, unregistered or unregistrable, and any licence or right of user of any of the foregoing, and the full right to all legal protection relating to the same.

### 2. LCi Course Portfolio Materials:

Approved Trainers must only use LCi Course Portfolio Materials to deliver the relevant LCi Course Portfolio Belt Level.

Approved Trainers must not deviate from the LCi Course Portfolio structures, flow, and related materials.

Approved Trainers must display their Approved Trainer Certificate (hard copy, mobile, laptop), for each Belt Level for which they are registered, when delivering the LCi Course Portfolio or when asked to do so by companies and/or course participants.

### 3. LCi Course Certification & Record Keeping:

Approved Trainers are authorised to award LCi Certificates of Course Completion, at the Belt Level for which they are approved, to course participants who have successfully completed all course requirements.

It is the responsibility of the Approved Trainer to print, sign, and issue the LCi Certificates of Course Completion to each participant who successfully completes the Course under their training. Digitised PDF Certificates of Course Completion may be issued in lieu of, or in addition to, hard copy certificates.

Approved Trainers are required to upload the Participant Registration Form available in the LCi Belt Folder to [training@leanconstructionireland.ie](mailto:training@leanconstructionireland.ie) within 7 calendar days of completion of each training course.

At the end of each belt training course, the Approved Trainer must provide the link to the official LCi course participant feedback form ([LCi Training Course Feedback Form – LCi Lean Construction Ireland](#)) and allow course participants sufficient time to provide this feedback.

Approved Trainers must always comply with the Data Protection Act 1988-2018 (as may be amended or replaced from time to time) and any other applicable legislative requirements.

Approved Trainers must manage all data and information pertaining to course participants, certification, and any other related areas (the “**Information**”). Approved Trainers must keep all Information confidential and shall not discuss the Information with any third party save as may be required to be disclosed by law or by any regulatory or governmental body.

### 4. Approved Trainer Fees Structure and Associated Requirements

A fee structure is in place between LCi and Approved Trainers for the LCi White Belt and LCi Yellow Belt and will also be in place for the future Green Belt courses. The fee structure and associated requirements are described below:

- All organisations that have Approved Trainers running White/ Yellow/ Green Belt Courses must be current corporate members of LCi (Gold, Silver, or Bronze) when delivering such training. This applies to internal/in-house company trainers as well as external lean trainers. For the avoidance of doubt, Approved Trainers that operate their own company or organisation must be a current LCi corporate member.
- The fees owed to LCi by the Approved Trainer will be invoiced and payable either on a monthly or quarterly basis, which will be agreed between LCi and the Approved Trainer at the time the Approved Trainer receives the approved certification. The calculation of the fees to be paid to LCi for each of the participants they have trained are described below:
  - The fees due to LCi will not apply to the first course delivered by an Approved Trainer on the White Belt and the Yellow Belt.
  - For all subsequent courses the following fee applies for each participant that attends the course:
    - White Belt (half day course): €20 (excl. VAT) per participant
    - Yellow Belt (two-day course): €50 (excl. VAT) per participant
    - Green Belt (five-day course): €100 (excl. VAT) per participant
  - For Approved Trainers delivering inhouse courses to participants who are members of the Approved Trainer’s company, the participant fee described above does not apply. An internal/in-house trainer fee of €400 (excl. VAT) per annum will apply, which is payable at the time the internal/in-house trainer receives Approved Trainer certification from LCi.
    - The fixed fee of €400 (excl. VAT) per annum applies to each internal/in-house trainer.
  - The LCi Green Belt course, when introduced, is likely to require Applicants to attend an LCi ‘Train the Trainer’ course to achieve Approved Trainer designation. A fee to attend this LCi ‘Train the Trainer’ course may be required and details of this will be provided by LCi when the LCi Green Belt course is to be launched.

LCi reserves the right to adjust the Approved Trainer fees set out in this document, on giving 5 days written notice to the Approved Trainers. Any queries relating to the fee structure and associated requirements are to be email to: [training@leanconstructionireland.ie](mailto:training@leanconstructionireland.ie).

## 5. LCi Course Portfolio Reviews & Continuous Improvement

Approved Trainers are not authorised to make any changes to the LCi Course Portfolio Materials nor to the training delivery model. Ongoing reviews of the Course Portfolio will take place through monitoring participant feedback and other means.

Approved Trainers are invited to submit to LCi all suggestions for improvements to the LCi Course Portfolio or queries at any time throughout the year, and such suggestions should be emailed to [training@leanconstructionireland.ie](mailto:training@leanconstructionireland.ie).

Where LCi makes any changes to its Course Portfolio, all updated materials will be made available simultaneously to all Approved Trainers via the appropriate LCi system.

LCi reserves the right to have Approved Trainers undertake requisite “Train the Trainer” courses to qualify for Approved Trainer status.

LCi reserves the right to have Approved Trainers removed from the LCi Approved Trainers List on written notice to the Approved Trainer for any reason, and including but not limited to training quality concerns, non-payment or late payment of fees, or where Approved Trainers do not use the LCi Course Portfolio Materials or modify the LCi Course Portfolio Materials. On receipt of such written notice, the individual shall:

- (i) pay LCi all fees owed to LCi up to the date of receipt of the written notice in accordance with this document;
- (ii) no longer be permitted to deliver any LCi Course Portfolio course; and
- (iii) immediately return all LCi Course Portfolio Course Portfolio Materials.

Individuals who are removed from the LCi Approved Trainers List must reapply for the designation by emailing [training@leanconstructionireland.ie](mailto:training@leanconstructionireland.ie) with their rationale.