

## LCi Trainer Nomination Process, Requirements and Governance

### Nomination Process

#### The following provides an overview of how a Lean Service Provider can become an LCI Registered Trainer:

1. **Enquiry:** A Sector Organisation (that is, Client, or Contractor, or Sub- Contractor etc), or an LCI Commended Lean Service Provider, nominates an individual to become an Approved LCI Registered Trainer. They can go to the Lean Construction Ireland web site and click on the courses tab (<https://leanconstructionireland.ie/courses/>). Here they can read about the different belts available and gain an insight into the criteria required to be eligible to deliver the various LCI Lean Belts.
2. **Eligibility:** Assuming they consider themselves suitable to deliver a belt, they need to apply on a progressive fashion, whereby they need to apply first to deliver the LCI White Belt and deliver this at least on two occasions to participants within the construction sector. Note, any previously registered trainers for the old Lean Pass Course will be automatically re-registered for the Lean White Belt as they are similar courses. Once they have delivered the new LCI White belt course (or the old Lean Pass Course) on two occasions, the potential trainer is then eligible to be nominated to become an LCI Yellow belt Trainer assuming they have demonstrated that they possess sufficient competencies to deliver this course. Requirements for the LCI Green belt course are being finalised at present and this course will not be available until 2023).
3. **Nomination:** In order to be nominated for LCI Registered Trainer White Belt, they click on the web page and access/ download the nomination letter. The MD/CEO/Director/Senior Manager provides each nominee with the Letter of Nomination (using the LCI template provided) to accompany each nominee's application. A nominee must upload their CV along with their Letter of Nomination onto relevant the LCI Web page. Note, the Letter of Nomination affirms the nominee's role and recognition within their organisation as a Lean Construction subject matter expert, and affirms that they are an appointed Lean Construction trainer within their organisation. The Yellow belt nomination form is web based and requires an up to date CV to be included also.
4. **Nomination Evaluation:** The LSP then uploaded their White Belt nomination from complete with their CV. LCI will then review the application via its LCI Capability Evaluation Panel. If the nomination is accepted, they will then progress to the next step. If they are not approved, they will be notified along with a rationale.
5. **Course Material Access:** For approved nominations, the LSP will be contacted on behalf of LCI and provided access to the following:
  - a. LCI Belt Folder complete with governance document, course content, templates, exercises etc (including the belt participation registration form)
  - b. Access to the relevant LCI Belt Certification template
  - c. Access to the folder and template for registration of course participants.
6. **Course Delivery:** Once the SLP starts training participants, they upload course participant details using the provided template in the relevant LCI Onedrive folder within 7 days of course completion. They also ensure that each participant completes the LCI Course Feedback Form which is an LCI web based survey.
7. **Continuous Improvement:** If queries arise or if opportunities to improve course material arise, LCI will consider such feedback via their email [training@leanconstructionireland.ie](mailto:training@leanconstructionireland.ie).

Any updates to course material will be made on the central Onedrive folder material and trainers notified of such changes.

## **Registered Trainer Requirements and Governance**

### **Registered Trainer Status:**

The status of “LCi Registered Trainer” is assigned to individual professional trainers who have been evaluated by LCi and deemed to have satisfactorily met the requisite criteria to deliver at the respective Course Portfolio Belt Levels.

LCi Registered Trainer status must be evaluated at, and separately assigned for, each respective Belt Level, and thus the status is specifically:

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

Upon successful registration, an LCi Registered Trainer is authorised by LCi to:

- Deliver the LCi Course Portfolio at the Belt Level for which they are registered
- Assess course participants at the Belt Level for which they are registered.

### **LCi Course Portfolio Materials:**

LCi Registered Trainers must only use LCi Course Portfolio materials (i.e. slide-decks, trainer notes, templates, cases, exercises, media clips, and any other materials authorised by LCi for use with its Course Portfolio) provided to you for Course Portfolio delivery and certification.

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

LCi Registered Trainers must be able to display a copy of their LCi Registered 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.

### **LCi Course Certification & Record Keeping:**

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

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

LCi Registered Trainers will be provided with access to a cloud-based LCi Course Portfolio Information Management & Administration System into which they are required to upload, maintain, and update their course participant files within 7 calendar days of completion of each training course they deliver.

At the end of each belt training course, the LCI Registered Trainer is to provide a link to the official LCI course participant feedback form and allow course participants sufficient time to provide this feedback.

LCi Registered Trainers must at all times comply with the Data Protection Act and LCI GDPR Policy.

LCi Registered Trainers must discretely manage all data and information pertaining to course participants, certification and related areas, and do so in complete confidentiality.

### **LCi Registered Trainer Fees & Associated Delivery Costs**

Costs associated with Registered Trainer application, evaluation and LCI course material delivery are being reviewed by LCI who reserve the right to put in place appropriate funding models to ensure the overheads associated with programme administration and quality control are covered. Any excess can be used to promote the course portfolio to the construction sector in order to increase demand for these programmes in order to maximise their impact on the sector.

### **LCi Course Portfolio Reviews & Continuous Improvement**

LCi Registered Trainers are not authorised to make any changes to the LCI Course Portfolio nor to the training delivery model.

LCi will facilitate ongoing reviews of its Course Portfolio through monitoring participant feedback and other means.

LCi Registered 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 LCI Registered Trainers via the appropriate LCI system.

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