



**PROGRAMME:** OFFICIALS SAFETY TRAINING PROGRAMME

**FORM:** REGIONAL TRAINING PROVIDER, VERSION 1

## INSTRUCTIONS FOR COMPLETING THIS FORM

### GENERAL INSTRUCTIONS

In order for a National Sporting Authority (ASN) to be recognised as a Regional Training Provider (RTP) by the FIA, the ASN must begin this process by completing this form to the satisfaction of the FIA.

Prior to applying for RTP status, an ASN must have already gained the Achievement of Excellence accreditation for the Officials Safety Training Programme (OSTP).

### DETAILED INSTRUCTIONS

This form has six (6) sections and all sections must be completed. Please read all instructions contained within each section carefully prior to completing that section.

In order to complete this form it is recommended that the applicant has Adobe® Acrobat® - this will enable the applicant to complete the form electronically, save the form, and return via email - a link to the Adobe® Acrobat® is included on the website.

If the applicant is unable to complete the digital form, it is acceptable to scan the printed copy and return via email.

For queries about this form, please send an email to [krobson@fia.com](mailto:krobson@fia.com) or call: +41 22 544 4589

Once the form is completed, please return to [krobson@fia.com](mailto:krobson@fia.com).

PROGRESS	1	2	3	4	5	6	COMPLETE
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SECTION 1: APPLICANT DETAILS

INSTRUCTIONS FOR SECTION 1: Please complete the following fields and questions

SECTION 1A: ORGANISATION DETAILS

Country  
.....

Applicant Name  
.....

SECTION 1B: CONTACT DETAILS

Is the contact the same as the contact provided in the accreditation application?      Yes      No

**If no, please provide details below:**

Title  
.....

First Name  
.....

Surname  
.....

Position  
.....

Contact email  
.....

Contact Phone  
.....

Contact Fax (optional)  
.....

PROGRESS	1	2	3	4	5	6	COMPLETE
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SECTION 2: ASN CAPABILITY DETAILS

INSTRUCTIONS FOR SECTION 2: please complete the following questions

SECTION 2A: CAPABILITY DESCRIPTION

1. Please provide an overview of the type of external training and development services that your ASN would offer other developing ASNs (max 400 words):

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2. Please provide an overview of your ASN’s department that would be responsible for delivering the external training and development services to other developing ASNs, including its structure and core competencies (max 400 words):

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3. Please provide a brief biography about the key personnel who would be responsible for delivering the external training and development services to other developing ASNs - this should include your internal ASN staff, licensed trainers and other external consultants (max 400 words):

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4. Please provide an overview of how your ASN’s external training and development services would be delivered to other developing ASNs (max 400 words):

PROGRESS	1	2	3	4	5	6	COMPLETE
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5. Please provide an overview of how the external training and development services supplied by your ASN could benefit a developing ASN (max 400 words):

<b>PROGRESS</b>	1	2	3	4	5	6	<b>COMPLETE</b>
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6. Please provide an overview of any previous experience your ASN has with the delivery of the external training and development services described in the previous questions (max 400 words):



<b>PROGRESS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>COMPLETE</b>
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## SECTION 2B: BEST PRACTICE PRINCIPAL ALIGNMENT

**Notes for Section 2B:** your ASN's Achievement of Excellence accreditation indicates that your ASN strongly aligns to the Best Practice Principles (BPPs) in the FIA's Best Practice Framework for the OSTP. This status has been granted only in relation to your internal training and development capabilities for motor sport officials.

Many of these BPPs should also apply to your ASN's (the RTP) external training and development capabilities, but will depend on the type of services being provided: as a general rule, most of the BPPs from the section on competency development will relate to (1) training development and delivery services, and most of the BPPs from the section on programme structure will relate to (2) programme development services. In the process of providing these services to a developing ASN, the relevant BPPs should be reflected in the final deliverables and programmes developed and delivered by your ASN. It should be noted that not every RTP will necessarily be expected to offer both types of services.

Instructions for Section 2B: using the drop down boxes on the right hand side of the form, please indicate the degree to which the following BPP align with your ASN's external training and development services described in section 2A. In order to do this, you may need to utilise your previously submitted accreditation form and / or the OSTP Accreditation Guidelines publication. Note that in some cases, a BPP may not be relevant and you should indicate this as appropriate.

## SECTION 3A: BEST PRACTICE PRINCIPLES (COMPETENCY DEVELOPMENT)

### LEVEL OF ALIGNMENT

1. Training is competency based
2. Instructional design is done by accredited training developers and is tailored to suit the delivery mechanism
3. Training content is developed by subject matter experts
4. Training is delivered using a blended learning model
5. Key content areas essential to the development of the official are covered in the curriculum
6. The training curriculum has multiple tiers
7. Training can be delivered via multiple channels
8. Training is conducted both regionally and centrally
9. Training modules accredited by independent third party
10. All officials receive training
11. The timing of training is linked to motor sport events

<b>PROGRESS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>COMPLETE</b>
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**12. Trainers and assessors are appropriately qualified**

**13. Maintenance requirements exist to keep the competency of officials current**

**14. Recognition of prior learning or experience is available (RPL/E)**

**15. A minimum level of event experience is required prior to upgrade**

**16. Approval is required for senior officials who are upgrading**

**17. Key performance indicators determining training effectiveness align with targets**

**18. A continuous improvement approach is employed to keep the curriculum current**

**19. A succession planning sub-programme is available**

**20. A mentor sub-programme is available**

#### **BEST PRACTICE PRINCIPLES (Programme Structure)**

**1. A central body exists which is responsible for the governance of the programme**

**2. The ASN has the capacity to manage the operational aspects of the programme**

**3. An appointments panel exists for upgrading senior officials**

**4. A suite of programme specific policies exists**

**5. Risk management policies exist**

**6. A member protection policy exists**

**7. Officials are required to sign a code of conduct**

**8. Insurance is available for officials**

**9. Role definitions for all officials exist**

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- 10. The ASN is responsible for issuing licences
- 11. The licensing system is electronic
- 12. The licensing system supports multiple levels and categories
- 13. All officials are licensed
- 14. The programme is financially supported
- 15. The programme is supported with a strong brand capability
- 16. Annual prizes are awarded to outstanding officials

<b>PROGRESS</b>	1	2	3	4	5	6	<b>COMPLETE</b>
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### SECTION 3: FINANCIAL DETAILS

INSTRUCTIONS FOR SECTION 3: please read the information contained in Section 3A and then complete the question in Section 3B.

#### SECTION 4A: FINANCIAL INFORMATION

The fee to be recognised by the FIA as a RTP is €10,000:

The following points should be noted by the ASN in relation to the RTP fee:

- If an on-site visit is required, a portion of the expenses associated with the on-site visit may be payable by the ASN – these expenses would be determined in advance between the FIA and the ASN seeking RTP status.
- The RTP fee will be payable after the FIA has confirmed RTP status is to be granted and an RTP contract has been executed between the ASN and the FIA – the FIA will issue the ASN with an invoice for this amount, which will be payable within 30 days (unless otherwise agreed).
- The RTP fee covers a period of two years from the date the RTP contract is executed, however Achievement of Excellence level accreditation must be maintained throughout this period.
- In the event that the ASN is not awarded RTP status, no RTP fee will be payable by the ASN.

#### SECTION 3B: FINANCIAL CONFIRMATION

We agree to pay the RTP fee on the terms outlined above

Yes

No

<b>PROGRESS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>COMPLETE</b>
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## SECTION 4: RTP CONTRACT DETAILS

INSTRUCTIONS FOR SECTION 4: please read the information contained in Section 4A and then complete the question in Section 4B.

### SECTION 4A: FINANCIAL INFORMATION

The following points should be noted by the ASN in relation to the RTP contract:

- The FIA requires all ASNs that have been provisionally granted RTP status to execute a contract with the FIA.
- The contract will be provided to the ASN upon confirmation that the RTP status will be granted and unless otherwise agreed, must be executed within 30 days.
- The RTP contract will set out the conditions and responsibilities for both the FIA and the ASN.
- Should the ASN decide not to execute the contract with the FIA, RTP status will not be granted – under this scenario, no RTP fee will be payable by the ASN.

### SECTION 4B: CONTRACT EXECUTION CONFIRMATION

Subject to a review of the RTP contract, we agree to sign the RTP contract on the terms outlined above:

Yes

No

<b>PROGRESS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>COMPLETE</b>
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## SECTION 5: REFERENCES

INSTRUCTIONS FOR SECTION 5: Please complete the following fields and questions

### SECTION 5A: REFERENCE INFORMATION

In support of your application, if possible please provide two written references from clients for whom your ASN has delivered services described in Section 2A. These written references should be on the client's letterhead with their contact details included. The FIA reserves the right to follow up with the providers of these written references with a phone call or email.

If written references cannot be provided, if possible please provide the contact details from two clients for whom your ASN has delivered services described in Section 2A. The FIA reserves the right to follow up these contacts with a phone call or email.

### SECTION 5B: REFERENCE DETAILS

Are you able to provide written references from two clients in relation to the delivery of your ASN's services as described in section 2A?

References returned with this form:

**If no, please answer question below:**

Are you able to provide the contact details of two clients who are able to discuss with the FIA the delivery of your ASN's services as described in section 2A?

Please provide details below (client contact 1):

Title, First Name, Second Name

Position

Contact e-mail

Contact Phone

Please provide details below (client contact 2):

Title, First Name, Second Name

Position

Contact e-mail

Contact Phone

PROGRESS	1	2	3	4	5	6	COMPLETE
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SECTION 6: DECLARATION

INSTRUCTIONS FOR SECTION 6: Please read the declaration below, and indicate your acceptance.

We agree that the information provided in this form is, to the best of our knowledge and belief, correct at the time of completion of this form. We authorise the FIA to make such enquiries as it considers appropriate and undertake to provide any further information which the FIA requests for the granting of RTP status. We acknowledge that the award of RTP status will be at the sole discretion of the FIA. We agree to pay the application or renewal fee on the terms outlined in this application. We also undertake to provide any further information that may affect our RTP status should our situation change at any time during the course of the contract period and we acknowledge that a change in our situation may lead to our RTP status being changed or withdrawn without a refund of our application or renewal fee. We confirm that the person who submits this form for the ASN to the FIA is authorised to do so.

Do you accept the declaration above?      Yes      No

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*Note that if you do not accept the declaration, the FIA will not be able to*      Yes      No  
*process your application.*