Iarnród Éireann Infrastructure

IE CONTRACTOR PTS COURSE APPLICATION

COMPANY DETAILS
(*Mandatory Field)

IE CUSTOMER NUMBER*:	9 7 ☐ ☐ ☐ ☐ ☐	*If you are a new sponsoring company please request 'New Customer- Registration Form'* Contact: contractor.pts@irishrail.ie

COMPANY NAME*:	

ADDRESS*:	
	EIR CODE/ POST CODE:

DETAILS OF POINT OF CONTACT WITHIN COMPANY REQUESTING TRAINING

NAME*:	
PHONE NUMBER*:	
EMAIL ADDRESS*:	

TRAINING REQUEST

TRAINING VENUE:

REMOTE: ☑ SEE TECHNICAL REQUIREMENTS

IN THE EVENT THAT REMOTE TRAINING IS NOT AVAILABLE PLEASE SELECT YOUR PREFERRED TRAINING VENUE

DUBLIN- INCHICORE: ☐   LIMERICK JUNCTION: ☐

SUBMIT COMPLETED APPLICATIONS BY EMAIL TO:

contractor.pts@irishrail.ie

SEE SUBMISSION GUIDELINES

Please note that your first choice training venue may not always be available.

Ensure your application complies with the 'submission guidelines'.

Non-compliant applications will **NOT** be processed which will delay the application process.

Once your application is validated the next available training date will be offered.

	APPLICANT DETAILS *(Print Details)*
ATTACH PHOTOGRAPH WHEN REQUIRED	NAME*:
	DATE OF BIRTH*: / /
	EMAIL ADDRESS*:
	CONTACT PHONE NUMBER*:
	SPONSORING COMPANY*:
	*Required

TICK THE APPROPRIATE CATEGORY

INITIAL TRAINING	☐	**First Time Holder of IE Contractor PTS Certification** (*Nominees must be at least 18 years of age*) Required: • IE Contractor PTS Medical
REFRESHER/ REPEAT TRAINING	☐	**Refresher Training For IE Contractor PTS Certification** Required: • Copy of current PTS Certificate • IE Contractor PTS Medical If Required (For Example if current medical is out of date or where medical parameters have changed) • Attach signed photograph (where a medical is not required)
CERTIFICATION EXTENSION	☐	Where the validity of the Medical is less than the standard 3 year refresher cycle from the date of training for IE Contractor PTS Certification- NO CHARGE Required: • Copy of current PTS Certificate • IE Contractor PTS Medical
CERTIFICATE REISSUE	☐	For Lost or Misplaced Certificates – Fee €25 Required: • Copy of current PTS Certificate

Privacy Statement

Iarnród Éireann respects your privacy and is committed to protecting it. Once your application is validated we process personal data relating to you exclusively for issuing of IÉ Contractor PTS Certification. The types of personal data you provide to us which may include:

- Sponsoring Company Name
- First and Last Name
- Date of Birth
- Date of Medical
- Photograph

I give consent to Iarnród Éireann to hold and process my personal data in accordance with their privacy policy exclusively for issuing of IÉ Contractor PTS Certification:

Signature:

Date: /   /

COPY THIS SHEET FOR ADDITIONAL APPLICANTS AND ATTACH TO YOUR APPLICATION

PAYMENT DETAILS

The fee for training is €200 per person payable by the company (fees revised annually).

Fee for lost or misplace certificates is €25

Purchase Order Number: _____ **Value of Purchase Order**: €_____

IF YOU ARE NOT PROVIDING A PO NUMBER INCLUDE REMITTANCE NOTIFICATION

Iarnród Éireann Bank Details

Name:	Bank of Ireland
Address:	2 College Green, Dublin 2
Account Name:	Irish Rail
IBAN:	IE69 BOFI 9000 1783 8715 56
BIC:	BOFIIE2D (**B**ank **OF I**reland **IE 2D**)

- Payment for IÉ Contractor PTS training is by SEPA Transfer (EURO)
- **In the REFERENCE section of the SEPA transfer quote your customer number (97*****) & company name and Invoice Number**
- In the REMITTANCE INFORMATION section of the SEPA transfer include details for whom payment is being made
- Attach payment confirmation to your IÉ Contractor PTS Application

IÉ CONTRACTOR PTS TERMS & CONDITIONS

1. IE Contractor P.T.S. training is a one day training programme - Registration Time 09.00
2. Nominees must be employed by a company contracted to work for or on behalf of Iarnród Éireann
3. A course fee of €200 per person is applicable (reviewed yearly)- A Purchase Order (PO) or Remittance Notification must accompany this form
4. Passport quality photograph per attendee (signed by applicant and Examining Doctor, where required)
5. Each attendee must be passed medically fit to a standard specified by the Iarnród Éireann Chief Medical Officer. IE Medical Form is the only acceptable format.
6. Employing companies who fail to provide payment, photographs, Medical Report (where required) will result in non-admittance to the course for the applicant(s)
7. As an employing company, if you are paying for a sub-contractor to attend training include a cover letter stating that you are making payment for the specified sub-contractor.
8. Cancellations are only accepted in writing up to 48 hours prior to the confirmed training date, after which full course fee will apply
9. Where participants do not show for training, full course fee will apply
10. Participants must have a good working knowledge of English
11. Participants must partake in an end of course written assessment. On successful completion of the IE Contractor P.T.S. Training Course, participants will be registered with Iarnród Éireann and issued with a IE Contractor PTS Certificate
12. IE Contractor PTS Certificate can be valid for a maximum period of up to 3 years, after which the holder must attend and successfully complete a refresher programme
13. IE Contractor PTS Certificate (where lost) can be re-issued at a cost of €25
14. IE Contractor PTS Certificate remain the property of Iarnród Éireann and can be withdrawn for non-compliance
15. IE Contractor PTS Certificate will be issued within 10 working days once training course is successfully completed
16. The employing company must bear all other costs associated with attending IE Contractor P.T.S. training (employee time and travel, etc.)
17. Neat dress is expected while attending training
18. Each nominee must have a High Visibility Vest (Orange colour) and Safety Footwear on the training course. These are NOT supplied by Iarnród Éireann.
19. IE Training programmes are subject to the IE Alcohol & Drug policy where random testing may be carried out.

APPLICATION SUBMISSION GUIDELINES

- EMAIL ONLY Applications submitted to **contractor.pts@irishrail.ie**

- In the email subject bar ensure to include the following title - **IE Contractor PTS Application (COMPANY NAME)**

- Attachments must be in a PDF format, the attachments must be named to comply with the following format:

    o **PTS Application (Company Name)** – all pages scanned as a single document

    o **PTS Medical (Applicant Name & Company Name)** - all pages scanned as a single document per applicant

    o The front & back of photographs must be scanned

- Remittance

    o Include a Purchase Order Number (PO)

    o If not supplying a PO Number include remittance notification (ensure to include your Customer Number/ Invoice Number in the information field when making payment)

REMOTE TRAINING – TECHNICAL REQUIREMENTS

During Covid 19 a REMOTE version of the IÉ Contractor PTS training course is now available, we utilise MICROSOFT TEAMS to host this training. Each week we have a limited number of places available and applications can be submitted through the normal channels for validation.

If there is an urgency to your requirement for training it is advised that your point of contact/ project manager from Iarnród Éireann presents a business case to the Training Centre outlining the nature of this training requirement. Available places will be assigned strictly according to business need, on a case by case basis. We will always endeavour to facilitate all training requests as quickly as possible.

Iarnród Éireann understands that nominees will have varying degrees of technical experience and ability. Due to the key role technology plays in REMOTE learning nominees must be able to engage with relevant technologies to a minimum level. It is expected that nominees should have minimum computer skills. Nominees should be familiar with using email and browsing the internet.

INTERNET CONNECTION:

Each nominee will need access to a computer with an internet connection. High speed broadband access (LAN, Cable or DSL) is highly recommended for the optimal learning experience.

PC:
Compatible Operating System: Windows 7, 8 or 10
Web Browser: Internet Explorer 11, Microsoft Edge or Google Chrome (latest version)

MAC:
Compatible Operating System: OS X
Web Browser: Safari (latest version), Firefox (latest version) or Google Chrome (latest version)

While smartphones may allow for some completion of the training course, they are not guaranteed to work in all areas due to compatibility issues. Please ensure you have a PC or Mac based computer or tablet available to complete the training course.

VIDEO:

Compatible webcam (Webcams will be active during the training programme, you are not permitted to record the training session)

VOICE:

Compatible microphone and speakers, headset with microphone, or equivalent device (microphones will be active during the training programme, you are not permitted to record the training session)