

# The Construction Industry Scaffolders Record Scheme (CISRS)

## CISRS Operative Training Scheme (COTS) (For New Entrant Trainee Scaffolders and Scaffolding Labourers)

### Scheme Criteria

Issue 1

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## **1. Introduction**

This document is a summary of the scheme rules for the introduction of a new CISRS Operative Training Scheme (COTS) course aimed at New Entrant Trainees and Scaffolding Labourers.

The CISRS Scheme approach to training and qualification has always been one based upon rigour and integrity with "Industry Accreditation/Grandfather Rights" for scaffolder cards being withdrawn over 30 years ago. In order to ensure the entire CISRS range encompasses this approach we are introducing a 1 day training course for those wishing to apply for their initial CISRS Trainee Scaffolder Card or CISRS Scaffolding Labourer card. This proposal is in line with the UKCG requirement that all operatives must have received a minimum of 1 day training including Health and Safety prior to being allowed onto their sites. In addition to this Construction Skills Certification Scheme (CSCS) to whom we are affiliated are going through the process of imposing additional training and qualification requirements for those applying for their General Operative (Labourer) card. The introduction of this new CISRS course will enable us to comply with those requirements.

A training and assessment package including a powerpoint presentation, a manual handling DVD, several guidance notes, a series of test questions, practical exercises and certificates etc. is available from CISRS. This will enable the course to be delivered via a CISRS approved provider or in house by scaffolding companies assuming that they have suitably qualified members of staff, facilities etc.

This CISRS course and its associated scheme rules/criteria will be reviewed after a 2 year period. (September 2015).

**CISRS**

## ***2. Delegate Entry Criteria***

This course is aimed at anyone wishing to make a first time application for a CISRS Trainee Scaffolder or CISRS Scaffolding Labourer card after 1<sup>st</sup> September 2013.

The course will be available through CISRS approved providers or may be delivered in house by the scaffolding contractor assuming they have met the CISRS criteria.

Delegates who successfully complete the CISRS COTS course will be issued with a certificate of attendance by the approved provider or employer. Upon completion of CITB Health and Safety and Environment Test, they will be eligible to apply for the relevant CISRS card.

CISRS Scaffolding Labourers will be required to repeat the course as a refresher training programme prior to renewing their card. This will apply to those who currently hold a CISRS Scaffolding Labourer card. Any current card holder whose card expires after 1<sup>st</sup> September 2013 will be required to complete the course prior to applying to have their card renewed.

## ***3. Application Process***

Both current CISRS approved training providers and Scaffolding Contracting companies are eligible to apply to deliver the CISRS COTS course

The application and approval process is summarised below,

1. Complete and submit the application form (Appendix F)
2. Desktop assessment by CISRS
3. Successful applicants deemed eligible to purchase training package
4. Issue of package for use for an initial 12 month period
5. Review application on an annual basis

## ***4. Training Requirements***

This course can be carried out at a fully approved CISRS core scheme centre, a CISRS SSPTS Centre or CISRS SITS centre.

Scaffolding Contracting companies applying for delivery must have facilities that conform to the requirements of the Workplace (Health, Safety and Welfare Regulations 1992) and other such legislation relating to workplaces that may be in force.

Any applicant/Approved Provider must maintain adequate levels of insurance cover for Employers and Public Liability and Professional Indemnity. Copies of current insurance policies must be included with initial application.

### ***4.1 Practical Facilities***

It is preferable but not essential that the practical training elements are carried out in an undercover area in order to provide protection in adverse weather.

The practical area must have adequate lighting and ventilation.

The Area must be cordoned off for exclusive use of delegates during CISRS training. (Please provide a photograph of proposed area with the application).

Appropriate risk assessments and method statements must be carried out in relation to the practical elements of the course. (Please provide copies with the application).

#### **4.2 Classroom Facilities**

Suitable classroom facilities must be provided to accommodate trainees undertaking theoretical training, in an environment conducive to learning.

There must be sufficient space to accommodate the maximum permitted Trainees per course and the Instructor. Trainees must be seated at a desk/desk-chair and have a clear view of the Instructor and any training aids used e.g. projector screen, TV, flip-chart etc. (Please provide a photograph of the proposed classroom).

There must be a good selection of examples of equipment available in the classroom for demonstration purposes and to assist in the delivery of the course. E.g. fittings, tube, board examples of damaged materials, rope etc.

For the duration of any course, the classroom must be dedicated to the delivery of the training course. Classrooms must be free from significant interruptions or distractions from other business activities, the use of open-plan offices, canteens, etc., would not be acceptable.

Ideally the door shall be lockable for security during practical sessions, unless alternative secure lockers or similar facilities are provided for Trainee's articles.

Classrooms must have sufficient lighting, heating/air conditioning and ventilation.

Windows must be fitted with adjustable blinds.



Typical CISRS training centre classroom setup.

### **4.3 Health, Safety & Welfare**

#### **4.3.1 Health and Safety Management**

Those delivering the CISRS COTS course must demonstrate an effective Health and Safety policy, and safety management procedures. A copy of the company's current Health and Safety Policy must be submitted with the application.

They must carry out and record a suitable and sufficient risk assessment for the provision of the CISRS courses. The risk assessment must identify all significant health and safety hazards and establish control measures to eliminate or minimise the risks to health and safety of Trainees and others. Following the risk assessment, Centres/applicants must prepare a scaffolding plan (or method statement) for each practical training exercise. The scaffolding plan must be communicated to all Trainees as part of the theory training programme before commencing any practical exercise.

Copies of the risk assessments and scaffolding plans must be provided with the application.

#### **4.3.2 Personal Protective Equipment (PPE), Clothing and Personal Work Equipment**

Those delivering this CISRS course must identify and issue suitable PPE, Clothing and Work Equipment for each Trainee attending this training. A system must be in place for checking the suitability of PPE and Personal Work Equipment before use (for example the equipment inspected by the Instructor as part of the course introduction).

### 4.3.3 Toilets and Sanitary Facilities

Suitable and sufficient washroom and toilet amenities for the maximum number of Trainees permitted by CISRS at any one time must be provided and maintained.

### 4.3.4 First Aid, Fire and Emergency Arrangements

As a minimum, each Instructor shall be a first aid appointed person with Emergency Aid training with at least one full First Aider present at the location when courses are being held. Suitable first aid equipment must be available.

You must carry out a fire and emergency risk assessment, to have established suitable arrangements and to comply with relevant legislation relating to fire precautions. This should include:

- Firefighting equipment
- Fire exits, escape routes
- Fire procedure
- Assembly Point
- Appointed and trained Fire Wardens
- Drills and exercises

The first aid, fire and emergency arrangements must be communicated to all attendees as part of the course.

## 5. Instructional Staff

### 5.1 *Instructor Requirements*

CISRS training can only be carried out by competent and qualified instructors. Those who are already registered as instructors with CISRS core scheme (Pt1, 2 etc.), CISRS SSPTS or CISRS SITS approved providers will be eligible to deliver this course.

Others wishing to be deemed competent to deliver the course must meet the following criteria

- Have a minimum of five years scaffolding industry experience; CV to be forwarded with application
- Hold a Supervisory/Managerial/Training/H&S role within the company
- Demonstrate knowledge of current scaffolding industry practices; relevant legislation; industry best practice, relevant NASC Safety and Technical Guidance notes

- Hold an instructional, training or teaching qualification deemed suitable by the Management Committee or Scheme Auditor, e.g. City and Guilds Instructional Techniques, Certificate of Education or other relevant teaching qualification, CITB/Construction Skills Instructional Techniques, Pttls, and Cttls etc.
- After initial approval, all new instructors must shadow (sit in and observe) an approved instructor carrying out the CISRS course prior to conducting these courses alone
- Hold a current industry recognised Health and Safety qualification. We would accept IOSH, NEBOSH, and SMSTS. Current CISRS instructors who will also hold current CISRS scaffolders cards will meet the H&S test requirement through their card application
- Must have proficient skills to carry out practical exercises (knots, manual handling, lifting of materials, etc.)

The Instructor's details must be included within the application for delivery (Appendix F).

Copies of all relevant certification for the instructor must be submitted with the application.

### **5.2 *Instructor to Trainee Ratio***

The maximum permitted number of Trainees per Instructor for CISRS Operative Training Scheme sessions is twelve (12).

CISRS Approved Centres may be permitted to run more than one course at a time as long as they have additional registered Instructors, classrooms and practical facilities to meet the course criteria as laid out in this document.

## **6. Training Programme and Materials**

Those delivering this CISRS course must use only CISRS approved documentation and scheme literature. Upon successful application they will be eligible to purchase the CISRS Training pack, this will include:

- Lesson plan
- PowerPoint Presentation materials
- Test Paper and Bank of Questions
- List of additional useful resources
- CISRS certificates
- A register of certificate numbers issued

The Course Programme must be delivered as per the Lesson and PowerPoint presentation.

### Relevant Regulations and Codes of Practice

- General Responsibilities
- Basic Scaffold Terminology (Components & Application)
- Servicing of Equipment, Tube, Fittings etc.
- Boards & Stock - Quality Control
- Health, Welfare, Hygiene & Housekeeping
- Electrical Safety
- Fire Prevention & Control
- Noise & Vibration
- Work at Height
- Accident Prevention & Reporting
- Slips, trips and falls
- Personal Protective Equipment
- Site Transport Safety (Including Loading & Unloading)
- Equipment & Tools
- Manual Handling (Including a practical element)
- Lifting Equipment Using a Rope & Wheel
- Questions/Test Paper

An Initial CISRS Trainee Scaffolder or Labourer card (Initial or renewal) will not be issued without evidence of an original CISRS Certificate.

## 7. Course Duration

Each Course is 1 day (8 hours) in duration and will include a minimum of 6 hours of tuition, practical exercises and examinations, excluding breaks.

## 8. Course Records

Records of training shall be kept for a minimum of 5 years from the completion date of the course.

All records should be kept in such a manner that they are readily retrievable, and protected, where practicable, from damage, deterioration or loss. Ideally documents will be scanned and kept electronically.

You will be required to keep a record of (see appendix D:

Name of delegate

National Insurance Number

Date of Birth

Course attended

Date of Course

Instructor name

Result of Course i.e. Pass or Fail

Venue at which course was held

CISRS Certificate number

## 9. Trainee Assessment & Learning Verification

### 9.1 *Practical Skills Sessions*

The instructor must ensure that each delegate takes a full and active role during the practical skills sessions. These sessions may identify the need for further training in certain areas. A record should be kept of the delegate's performance.

All materials used for the practical exercises (tube, fittings, boards, ladders, ropes etc.) must be in good condition and meet relevant EN/BS standards.

There must be sufficient materials available to meet the requirements of a maximum of 12 delegates.

During the lifting equipment rope and wheel session all delegates must take a full and active role, tying knots using wheel etc.

The manual handling practical session must include the following exercises as a minimum requirement:

Standing up a 13ft tube

Lifting two 5' tubes onto shoulder

Lifting and carrying boards

Using a barrow/truck

Lifting and carrying a ladder

### 9.2 *Test Papers*

Multiple-choice test papers consisting of 25 questions must be produced.

A bank of questions is supplied by CISRS. At least 3 different tests should be available so delegates on the course will not be taking the same test at the same time.

The delegate must achieve at least 76% in the theory test in order to have passed.

Each delegate is only allowed 1 resit.

Failure to successfully complete the theory test element within 2 attempts will result in the delegate having to complete the full course again.

### 9.3 *Certification*

The approved centre/applicant must issue successful trainees with a genuine CISRS Certificate with a unique reference number.

Certificates must be completed with the following information:

- Trainee's name
- Title of the course
- Name and/or trading mark of the approved training centre/applicant
- Date of the training
- Signature on behalf of the approved training centre/applicant

An example of the CISRS Operative Training Scheme certificate is appended to this document in Appendix A

Certificates come as part of the CISRS COTS Training package and cannot be bought separately.

## 10. CISRS Card Application

CISRS card application forms are available from the CISRS scaffolding helpline 0844 8157223, approved training providers or from the CISRS website [www.cisrs.org.uk](http://www.cisrs.org.uk)

An application must be made for the relevant card within 6 months of completing the COTS course.

CISRS approved training providers can apply for the delegates card should they successfully complete the course.

The applicant must have a current CITB Health, Safety and Environment Test or recognised exemption.

The CITB Health Safety and Environment Test can be booked via the CITB website [www.citb.co.uk/hsandetest](http://www.citb.co.uk/hsandetest) or by telephone on 0344 994 4488.

Delegates or the employer/sponsor can also complete the CISRS application form and submit it, with payment as stated on the form, to:

CISRS  
CITB  
Bircham Newton  
King's Lynn  
Norfolk  
PE31 6RH

### 10.1 Refresher Training CISRS Scaffolding Labourer

Upon the expiry of a CISRS Scaffolding Labourer card. Those wishing to retain CISRS Scaffolding Labourer status will be required to complete the course again in full as a refresher prior to applying to renew their card.

## **11. CISRS Operative Training Scheme Course Delivery, Assessment and Auditing**

### ***11.1 Assessment of Application and Initial Audit***

Those wishing to deliver these CISRS COTS courses must complete and submit the application form (Appendix F) with supporting Instructor documentation to the scheme manager for assessment.

If the application does not meet the Scheme Criteria the applicant will be informed by email, which will outline the shortcomings of the submission.

If the application appears to meet the Scheme Criteria, CISRS will contact the applicant to arrange payment and delivery of the CISRS Training package. The fee must be paid in advance in accordance with the schedule of fees.

If using existing registered CISRS instructors approved CISRS Training providers will only have to provide a list of names of those instructors they wish to deliver this course as proof of training and qualifications will have previously been submitted.

### ***11.2 Company details held by CISRS***

Following a successful application for delivery of CISRS COTS training, CISRS will keep a record of the applicant company details, the application submission and date of issue of CISRS training pack. This information will only be used for CISRS related purposes.

**\*Please note that being granted permission to deliver CISRS COTS Training does not in any way imply that the company has gained CISRS accredited training provider status.**

**Being eligible to deliver this programme does not entitle the company to use the CISRS logo.**

**The programme is designed to be delivered in-house to direct employees only. It cannot be offered on a commercial basis to other scaffolding companies or third parties.**

### ***11.3 Annual Application***

For CISRS Approved Training Providers going forward their audit for the CISRS COTS courses will become part of their core scheme annual accreditation audit.

Scaffolding Contract companies delivering this programme will be required to make a re application on an annual basis.

### **11.4 Approval for Onsite Training**

CISRS approved Core scheme, SSPTS or SITS training providers who already have CISRS "Onsite" accreditation may deliver this programme in venues other than their training centre.

Scaffolding Contracting companies will only be eligible to deliver this programme at their depots/offices.

### **11.5 Random and Intermediate Audits**

Those delivering the programme may be subject to an Audit by a Scheme Auditor, any serious non-conformances may result in immediate suspension.

### **11.6 Audit Reports**

The scheme auditor will issue a report to the applicant/approved centre following an audit. The report will state whether those audited fulfil the scheme criteria or not, and make appropriate recommendations to CISRS.

### **11.7 Non-conformance and Corrective Action**

Following any audit the scheme auditor can apply the following measures:

- |                         |  |
|-------------------------|--|
| Observations -          | CISRS make general recommendations for improvement that may be considered by the applicant or approved centre.   |
| Minor Non-conformance - | CISRS specifies corrective actions that must be completed within a given timescale   |
| Major Non-conformance - | CISRS issues an improvement order to the approved centre detailing the identified deviation(s) from the scheme criteria identified and the recommended corrective action. The improvement order shall specify a period within which the applicant/approved centre must demonstrate that the corrective action has been carried out. The recommended corrective action may require a further intermediate audit by the scheme auditor to ratify the action(s) as complete. If the approved centre fails to implement the corrective actions to the satisfaction of the scheme auditor, the applicant/approved centre may be issued with an immediate suspension notice. |

For repeated major non-conformances or at the discretion of CISRS, the delivery of CISRS COTS may be permanently revoked.

## **12. Appeals Process**

The decision to grant approval or revoke a licence is made by CISRS.

Any appeal made against a decision must be made in writing to the scheme Manager (CISRS) 4<sup>th</sup> Floor, 12 Bridewell Place, London EC4V 6AP, within 30 days of receipt of correspondence relating to a SITS decision. A letter to acknowledge receipt of an appeal will be sent within 14 days and an appeals panel will meet to hear the appeal within 30 days of the acknowledgement. The appeals panel is a quorum of 3 representatives of the management committee and their decision is final. The ruling of the appeals panel will be sent in writing within 14 days of the appeal hearing.

### 13. Fees

A schedule of fees is listed below. Fees published in this document were correct at the time of printing but may be subject to revision

CISRS OSTS Training Package	£500 +VAT
CISRS audit (if required)	£350 +VAT
CISRS OSTS Annual Application	£500 +VAT
CISRS cards (Trainee/Labourer)	£26.50 (inclusive of VAT)

### 14. Additional Terms & Conditions

- The CISRS or Scheme Auditors do not accept any liability in contract or negligence related to the CISRS Operative Training Scheme.
- Any applicant/Approved Provider must maintain adequate levels of insurance cover for Employers and Public Liability and Professional Indemnity. Copies of current insurance policies must be included with initial application.
- The decision to approve or suspend an applicant/CISRS Approved Centre or an Instructor to deliver the CISRS Operative Training Scheme courses is a matter entirely within the discretion of CISRS.
- Any Applicant/CISRS approved Centre found to be issuing CISRS Operative Training Scheme certificates fraudulently will have course delivery withdrawn immediately.
- Applicants, Instructors and Approved Centres must demonstrate that they comply with requirements, in full, set out in this Scheme Criteria, to the satisfaction of CISRS and Scheme Auditor where applicable.
- CISRS reserves the right to change and up-date the Scheme Criteria at any time. Approved Centres, Instructors and applications submitted are obliged to comply with the new requirements following notification in writing, within a reasonable period defined by CISRS.

- The Applicant and prospective Instructors must complete the relevant application form and provide all supporting information required by the application and this document.
- Only a fully Approved CISRS Centre is permitted to use the CISRS Logo. Anyone found using the CISRS logo inappropriately will have course delivery withdrawn.
- The CISRS Operative Training Scheme course delivery is valid for a maximum period of 12 months. In the case of CISRS approved centres, this will be reviewed within the annual accreditation visit. Scaffolding Contracting companies will be required to reapply on an annual basis.
- A licence may be revoked or suspended at any time, at the discretion of CISRS if it is considered that the actions of the CISRS approved provider/applicant will bring the scheme into disrepute.
- Fees must be paid by the Applicant/Approved Centre in advance. Fees may be adjusted at the discretion of CISRS at any time. Any fees unless stated are subject to VAT.
- The terms and conditions stated in this document shall be governed by and construed in all respects in accordance with the Laws of England and Wales.



**Appendix A Example of COTS Certificate**



**CISRS OPERATIVES TRAINING SCHEME (COTS)** (New Entrant Trainee Scaffolders & Scaffolding Labourers)

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**This is to certify that**

**SAMPLE**

**Completed the following Course**

**SAMPLE**

**Date**

**SAMPLE**

**Name of Instructor**

**SAMPLE**

**Certificate Number**

**Company Name**

**CISRS OPERATIVES TRAINING SCHEME (COTS)** (New Entrant Trainee Scaffolders & Scaffolding Labourers)

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## **Appendix B Recognised Instructional Qualifications**

City & Guilds qualification numbers:

7302, 7305, 7306, 7307, 7313, 7331, 7407

PTLLS – Preparing to Teach in the Life Long Learning Sector

CTLLS – Certificate in Teaching in the Life Long Learning Sector

DTLLS - Diploma in Teaching in the Life Long Learning Sector

QTS – Qualified Teacher Status

Post Graduate Certificate of Education

Post Graduate Diploma of Education

Masters of Education

PHD Doctorate in Education

## Appendix C NASC Guidance for Instructor Reference

(Documents included in Training Pack)

SG22 Induction

SG4 User guide

Tg20 User guide when ready

TG17 Identification of BSEN74 fittings

TG5 Intro to BS2482 timber boards

TG6 Care and Maintenance of boards

TG7 Nail Plates

SG25 Access Egress from Scaffolds

SG1 COSHH

SG8 Reporting of Accidents

SG30 Working from vehicles

SG6 Manual Handling MGT, DVD, User guide

SG31 Slips trips and falls

CISRS General Information Booklet

Other recommended Reading:

Health and Safety at Work Act

Work at Height Regulations

Manual Handling Regulations

Construction (Design and Management) Regulations

Lifting Operations and Lifting Equipment Regulations

Provision of Use of Work Equipment Regulations

Control of Substances Hazardous to Health

Reporting of Injuries Diseases and Dangerous Occurrences Regulations

This list is not exhaustive

### APPENDIX D Example of How to keep course records

**CISRS OPERATIVE TRAINING SCHEME COURSE RECORDS** 

TRAINING CENTRE

COURSE DATE:

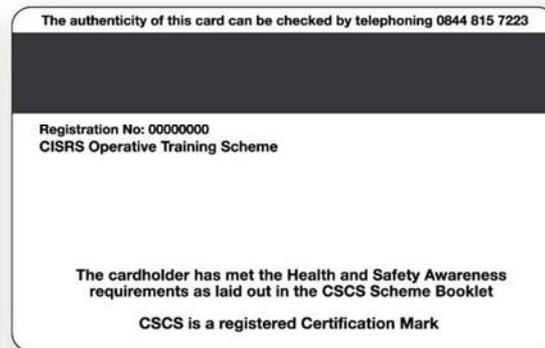
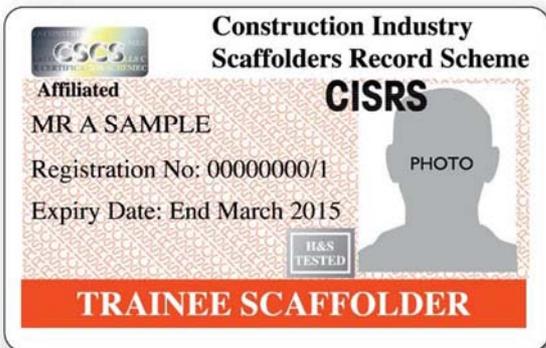
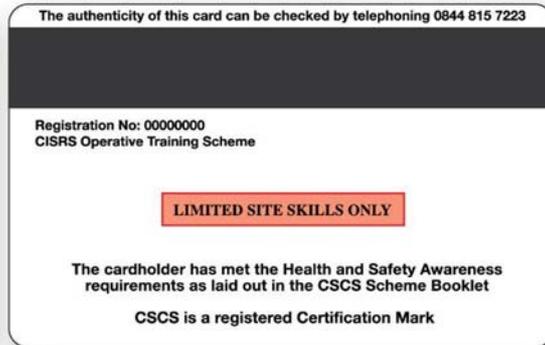
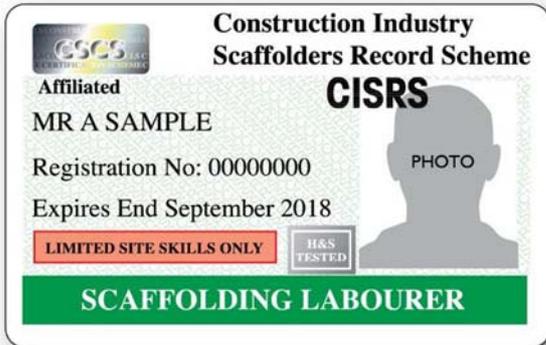
CANDIDATE NAME:	REG NUMBER <small>(if known) OR NI NUMBER &amp; DOB</small>	PASS (P) or FAIL (F)	CERTIFICATE NUMBER

I confirm that the details given above are a true reflection of the training achieved by the individual listed

INSTRUCTOR NAME

DATE

### Appendix E Example of CISRS Cards



## Appendix F CISRS COTS Delivery Application Form

**To:** The Scheme Manager  
 CISRS  
 4<sup>th</sup> Floor, 12 Bridewell Place  
 London  
 EC4V 6AP

**SECTION A APPLICANT DETAILS**

Business/Organisation

Contact Name

Address

Postcode  Telephone

**SECTION B SCHEME CRITERIA CHECKLIST**

- Health and Safety Policy       Risk Assessment/Method Statement Practical Exercises
- Details of Instructor (copies of relevant certification)       Photographs of Classroom
- Copies of Current insurance documents

**SECTION C TRAINING FACILITIES**

Address (if different from above)

**SECTION D INSTRUCTORS DETAILS**

Surname

Forename(s)

Home Address

Postcode

Telephone

Date of Birth  NI Number

Affix Photo

**SECTION E TRAINING/QUALIFICATIONS/EXPERIENCE**

CISRS card grade/number (if applicable)	
Instructional Qualification	
Scaffolding Experience (CV)	
HSE Qualification	
First Aid Qualification	
Other relevant training qualifications or experience to be considered	

**SECTION F EMPLOYER/APPLICANT DETAILS**

It is the responsibility of the applicant to register all of their instructors, failure to register an Instructor will render any training carried out null and void.

I can confirm that the information provided in this application is correct. I acknowledge that any false or misleading information provided will result in withdrawal of delivery of CISRS COTS course in accordance with CISRS terms and conditions

This application form must be signed by an individual holding a management role within the company.

Instructor	<input type="text"/>	Print	<input type="text"/>
Signature	<input type="text"/>	Name	<input type="text"/>
Date	<input type="text"/>		
DD/MM/YY			

Applicants	<input type="text"/>	Print	<input type="text"/>
Signature	<input type="text"/>	Name	<input type="text"/>
Date	<input type="text"/>		
DD/MM/YY			