

CISRS

CONSTRUCTION
INDUSTRY
SCAFFOLDERS
RECORD SCHEME



TRAINING HANDBOOK



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NOTES:

The National Access and Scaffolding Confederation (NASC) represent the Employers on the Construction Industry Joint Council (CIJC). The Trade Unions, UNITE and the GMB represent the Employees within the CIJC.

The CIJC has delegated the management and administration of the Construction Industry Scaffolders Record Scheme (CISRS) to NASC.

CISRS Ltd fulfils this role on behalf of the scaffolding industry.

CISRS Ltd (a not-for-profit company) is responsible for the management and administration of the Construction Industry Scaffolders Record Scheme (CISRS).

CISRS is grateful for the advice given on the contents of this publication by the NASC, the Access & Scaffolding Industry Training Organisation (ASITO) and its members.

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Introduction:

The Construction Industry Scaffolders Record Scheme (CISRS) has been operating within the UK for over 50 years. It is the industry recognised qualification for those working within the scaffolding and access sector.

The scheme provides a comprehensive range of courses for scaffolding operatives, supervisors and managers and scaffold inspectors. These courses incorporate both practical and theoretical elements and assessment.

CISRS ensures that the scheme remains current, valid and robust by incorporating all relevant legislative, technical and health & safety changes.

The scheme was originally introduced in the late 1960's but training began in earnest after 1979, following the development of formal Part 1, Part 2 and Advanced courses. Since then, tens of thousands of scaffolders have undertaken CISRS training.

In 1996 National Vocational Qualifications (S/NVQ) were developed for the Construction sector and became a requirement for achieving CISRS Scaffolder & Advanced cards. CISRS have an active role in updating the content of the Access and Rigging Operations (Construction) qualification.

In August 1999 CISRS was the first trade skills card scheme to affiliate to the Construction Skills Certification Scheme (CSCS). CSCS is now the industry recognised registration scheme for the whole of construction.

Unlike many other trade schemes, CISRS does not offer a "fast track" route to qualification, delegates must meet all the criteria laid out at the time of registration and entry into the scheme.

CISRS has evolved considerably in the last 50 years. In addition to scaffold operative training, which initially was only available in tube & fitting, it has introduced formal courses for new entrants, system scaffolding, scaffold supervisors & managers, scaffold inspectors and a scaffold awareness course for the wider construction industry.

CISRS has also introduced the requirement to undertake CPD/Refresher training to renew all cards. Information regarding the renewal process for individual cards is provided in this booklet. It is this commitment to continued improvement that allows CISRS to retain its status as one of the most highly regarded trade qualification schemes within the construction industry.

The work of CISRS has made a significant contribution to reducing the number of accidents associated with scaffolding, by continuing to deliver training that reflects best practice and industry guidance. CISRS cardholders also benefit from the proper recognition of their skills and abilities by being able to show, that by completing CISRS training and assessment, they have achieved the standards recognised and desired by industry.

Scope of the Scheme:

CISRS continues to expand and develop the training it offers. CISRS divides its training into four categories, with each category offering different courses and programmes. These categories are:

- 1. Scaffolding Operative Training**
- 2. Scaffolding Supervisory and Management Training**
- 3. Scaffold Inspection Training**
- 4. Scaffolding Awareness Training**

CISRS courses can only be delivered by CISRS accredited centres which have been audited and approved by CISRS. The facilities provided by these centres, the course content and methods of assessment are laid down in the specific scheme criteria documents and the relevant vocational qualification standards.

Employers must demonstrate compliance with the requirements of the Health and Safety at Work Act, the Work at Height Regulations, the Construction (Design and Management) Regulations and other relevant statutory provisions with regard to training, competence and supervision.

The following sections provide information and an overview of the various schemes available.

1. Scaffolding Operative Training

The scaffolding operative training provided by CISRS is the nationally recognised scheme for scaffolding in the UK.

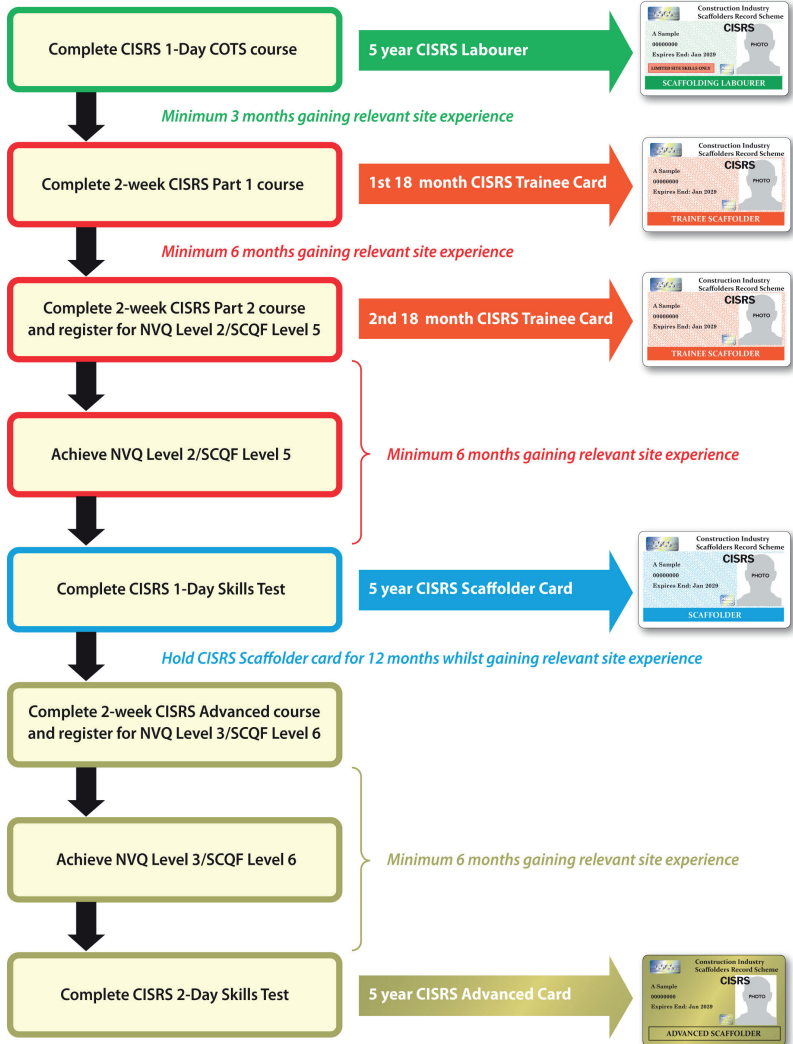
The scaffolding operative scheme provides the Scaffold Labourer Course (COTS), CISRS Scaffold Part 1 and Part 2 Courses in both tube and fitting and system scaffold (also available as an Apprenticeship) and CISRS Advanced Scaffold Courses.

The chart shown in Figure 1 on the following page details the Scaffolding Operative Training Route.

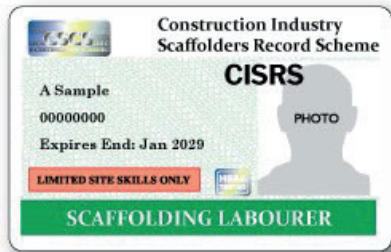
Figure 1

Construction Industry Scaffolders' Record Scheme (CISRS)

Scaffolding progression



1.1 CISRS Scaffolding Labourer Card



The CISRS Scaffolding Labourer Card is required for all operatives who carry out on- site labouring/driving duties in support of scaffolding operations. Having attended the 1-Day CISRS COTS course the holder has up to date health and safety knowledge and the required industry skills to carry out their duties in a safe manner. Scaffolding Labourers are only permitted to work from a safe and secure location, i.e. the ground, building floor/fully protected roof or a fully completed section of a scaffold platform.

CISRS Scaffolding Labourer Cards are valid for 5 years

Training Required for CISRS Labourers Card:	• 1-Day CISRS COTS Course • CITB HS&E Test taken within 2 years (or accepted exemption)
Renewal Process:	• 1-Day CISRS COTS Course • CITB HS&E Test taken within 2 years (or accepted exemption)

If an operative is expected to erect, alter or dismantle scaffolding, they will need to hold a CISRS Trainee, Scaffolders or Advanced card.

1.2 CISRS Trainee Scaffolder Card

CISRS Trainee Scaffolder Part 1 Training

A trainee must have held a CISRS Labourer Card for a minimum of 3 months and have gained relevant site experience prior to attending the Part 1 course. In most instances this initial period will be longer.

Part 1 training courses are held over 2 weeks (10 consecutive working days Monday to Friday) and can be delivered in both tube & fitting and system scaffold

Operatives will be required to sign a Delegate Acceptance Form which they will be given during the course induction. The form will confirm that the operative has had the required experience and is fit enough to carry out the practical course activities. It will also confirm that operatives who fail to demonstrate the required levels of experience, skill or knowledge will fail the course and will be required to attend the 2-week course again once they have gained sufficient experience.

Upon successful completion of Part 1 training, the operative will be issued with their first 18-month CISRS Trainee card.



CISRS Trainee Scaffolder card holders will be considered a trainee scaffolder regardless of the experience they have within the scaffolding industry.

Accordingly, they should not undertake any scaffolding activities unless they are under the direct supervision of a qualified scaffolder.

CISRS Trainee Scaffolder Part 2 Training

Operatives must have a minimum 6 months practical scaffolding experience following the successful completion of their Part 1 course before they can attend a Part 2 course. In most instances this period will be longer

The Part 2 course will be held over 2 weeks (10 consecutive days Monday to Friday) and can be delivered in both tube & fitting or system scaffold). Operatives do not have to use the same accredited centre at which they attended their Part 1 course.

It should be noted that operatives do not have to attend a Part 2 course in the same scaffold materials as their Part 1 course. However, the scaffold materials used in the Part 2 course will determine which scaffold material the operative will need to gather work-based evidence in and which endorsement will be placed on their CISRS Scaffolder Card.

Operatives will be required to sign a Delegate Acceptance Form which they will be given during the course induction. The form will confirm that the operative has had the required experience and is fit enough to carry out the practical course activities. It will also confirm that operatives who fail to demonstrate the required levels of experience, skill or knowledge will fail the course and will be required to attend the 2-week course again once they have gained sufficient experience.

Upon successful completion of Part 2 training, the operative will be issued with a CISRS Part 2 completion certificate and will be able to apply to have their CISRS Trainee Scaffolder Card endorsed with Part 2 training.



Following the successfully completion of Part 2 training, operatives will be registered for NVQ Level 2/SCQF Level 5. Operatives will then gather work-based evidence before submitting their portfolio for assessment. This evidence must be provided in the same scaffold materials that were used in their Part 2 training e.g. T&F, System. Once the VQ is achieved and the operative has gained a minimum of 6 months relevant site experience since attending Part 2, they are eligible to attend a CISRS 1 Day Skills Test..

Successful completion of the 1-Day skills test is a mandatory element of the CISRS scheme. This is regardless of whether the trainee has previously achieved their VQ via another route e.g., OSAT. A CISRS card will not be issued to those who fail to successfully complete the 1-Day skills test. If a candidate fails the skills test, they must re-sit at a later date after gaining sufficient experience.

Minimum Training Required for 1st 18-month Trainee Card:	• CISRS Part 1 course • CITB HS&E Test taken within 2 years (or accepted exemption)
Minimum Training Required for 2nd 18-month Trainee Card:	• CISRS Part 2 Course • CITB HS&E Test taken within 2 years (or accepted exemption)

1.3 CISRS Scaffolder Card (Tube & Fitting or Recognised System Scaffold)

Upon completion of CISRS Part 1, Part 2, NVQ Level 2/SCQF Level 5, CISRS 1-Day Skills test and HS&E Test (or recognised exemption) operatives will receive their CISRS Scaffolder Card. The card will be endorsed with the scaffold materials the operative has qualified in.

The operative is now deemed a qualified scaffolder and can lead a scaffold gang in basic scaffold operations as defined in TG20.



It should be noted that the operative is only deemed a scaffolder when using scaffold materials that have been endorsed on their card. When using other scaffold materials, the operative will still be deemed to be a Trainee Scaffolder and should not work unsupervised.

Scaffolder Cards are valid for 5 years.

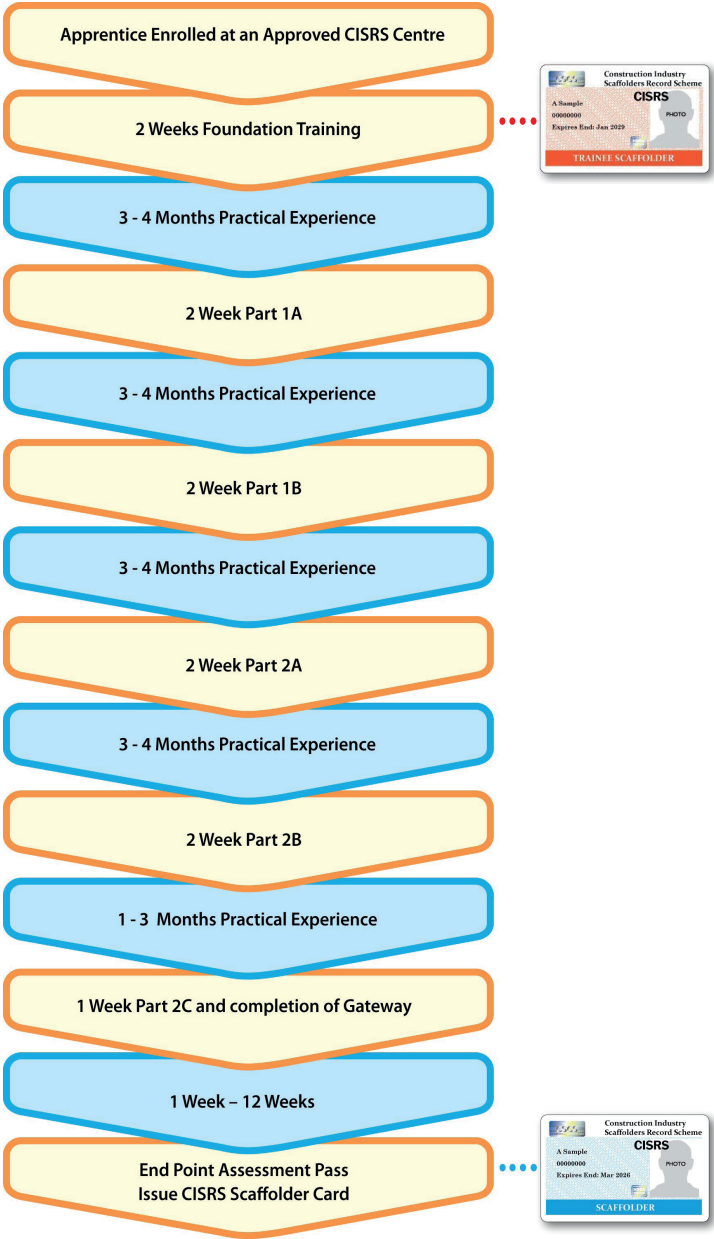
Renewal Process:	• CISRS Scaffolder Refresher/CPD Course
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1.4 Scaffolder Apprenticeships

The Scaffolder Apprenticeship programme (shown in Figure 2 on the following page) is held over a minimum of 18 months at participating Accredited Centres. It includes the training route to qualify as a CISRS Scaffolder and can be carried out in tube & fitting or system scaffold. The programme is structured to allow the operatives more time to complete the elements of the programme. Once all of the practical training, knowledge, skills, behavioral safety, English and Math's elements that make up the Scaffolder standard have been reached (known as the "Gateway"), the operative can then attend a 2-day End Point Assessment (EPA) to achieve the pass required for the apprenticeship completion and gain a CISRS scaffolder card (CITB HS&E Test or exemption required).



Figure 2



* This chart details the current apprenticeship route in England.
Please contact CISRS for information about the route in N. Ireland, Scotland and Wales.

1.5 CISRS Advanced Scaffolder Card



Operatives must be in possession of a CISRS Scaffolder Card for a minimum of 12 months before they can attend an Advanced Scaffolder Training Course.

The Advanced course will be held over 2 weeks (10 consecutive days Monday to Friday).

Operatives will be required to sign a Delegate Acceptance Form which they will be given during the course induction. The form will confirm that the operative has had the required experience and is fit enough to carry out the practical course activities. It will also confirm that operatives who fail to demonstrate the required levels of experience, skill or knowledge will fail the course and will be required to attend the 2-week course again once they have gained sufficient experience.

Following successful completion of the advanced scaffolder training, the operative will be issued with a CISRS Advanced completion certificate.

Following the successful completion of advanced training, operatives will be registered for NVQ Level 3/SCQF6. Operatives will then gather work-based evidence before submitting their portfolio for assessment. Once the VQ is achieved and the operative has gained a minimum of 6 months relevant site experience since attending the advanced course, they are eligible to attend a CISRS 2-Day Skills Test.

Successful completion of the 2-Day skills test is a mandatory element of the CISRS scheme. This is regardless of whether the trainee has previously achieved their VQ via another route e.g. OSAT. A CISRS card will not be issued to those who fail to successfully complete the 2-Day skills test. If a candidate fails the skills test, they must re-sit at a later date after gaining sufficient experience.

Upon successful completion of the CISRS advanced scaffolder course, NVQ Level 3/SCQF Level 6, CISRS 2-Day Skills Test and CITB HS&E Test (or a recognised exemption), the operative will receive their CISRS Advanced Scaffolder Card.

The operative can now be deemed to be an advanced scaffolder. CISRS Advanced Cards are valid for 5 years.

Renewal Process:	• CISRS Scaffolder Refresher/CPD Course
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1.6 CISRS CPD/Scaffolder Refresher Training

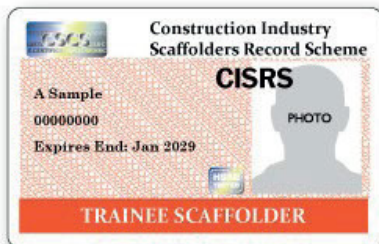
This 2-Day course is required for scaffolders and advanced scaffolder card renewals. It is designed to bring operatives up to date with current standards. Alongside a re-cap on Part 2 training, delegates receive updates on TG20 and SG4 and covers subjects as Mental Health Awareness, Anchor Ties, Design Appreciation, Vehicle Safety, Manual Handling, Temporary Edge Protection, System Product updates, PPE, Protection of the Public and Impact Wrenches.

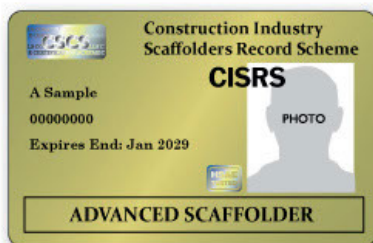
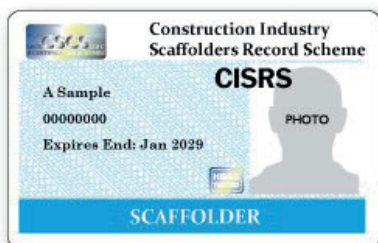
The course has two supplementary modules, scaffold inspection and mobile access tower training, which if passed, results in additional endorsements on the renewed card.

A CISRS Health, Safety & Behavioural Test included in the 2-Day CPD Course which (if passed) negates the need for the CITB HS&E Test. Revision Booklets for the CPD Health, Safety & Behavioural Test are available from CISRS Training Centres upon booking.

1.7 System Scaffolding Product Training Scheme (SSPTS)

The 2-Day System Scaffolding Product Training Scheme (SSPTS) highlights the differences between the various system scaffold products covered by CISRS. It provides structured training in system scaffold products for operatives who had previously only received training in tube and fittings. The scheme provides scaffolders with the skills and knowledge required for the safe use of the system scaffold product, in accordance with the manufacturer's instructions.





These courses are only available to operatives who have completed a minimum of CISRS Part 1 training. Trainee card holders may use the system scaffold product they have been trained in, but only under the direct supervision of a CISRS Scaffolders/Advanced Scaffolders who also holds the relevant system scaffold product endorsement.

SSPTS courses are held over 2 consecutive days.

Operatives who successfully complete the SSPTS course will have their CISRS card endorsed with the system scaffold product in which they have received training.

SSPTS courses are available in a number of pre-approved system scaffold products.

CISRS system scaffold products are placed into categories of similar type. If an operative wishes to use a system scaffold product within the same category the employer will be required to ensure that all relevant product information is passed onto the operative and that the operative is made aware of any differences in product capability, erection procedure, tie patterns etc.

If an operative wishes to use another system scaffold product from a different category, the operative will be required to attend a SSPTS course in that system scaffold product and have their CISRS record card endorsed accordingly.

A list of the system scaffold products in each category can be found at www.cisrs.org.uk

1.7 CISRS BASE Card (Basic Access System Erector)

This course is held over 5 consecutive working days and provides accredited training for **non-scaffolders** who erect, alter and dismantle very basic and routine scaffolding structures using a specific system scaffold product.



BASE card holders are only permitted to construct simple system scaffold structures with the product used when completing their CISRS BASE Training. These structures must not exceed a maximum height of 6m and must not be in an environment with a general public interface. Any works outside of these parameters should be carried out by a CISRS Scaffolders or CISRS Advanced Scaffolders depending upon the scope of the work.

A Basic Access Systems Erector is not a qualified scaffolder and as such is prohibited from carrying out any scaffolding operations outside the limitations of their training course.

Trainee card holders are not permitted to attend a BASE course. They must follow the CISRS training route to qualify as a scaffolder and are eligible to attend a 2-day SSPTS course in a system product to have this endorsed on their trainee card.

Upon successful completion of the training the operative will be issued with a BASE completion certificate and will receive a CISRS BASE Card in the specific system scaffold product they have been trained in.

If a CISRS BASE card holder wishes to use a system scaffold product within the same category the employer will be required to ensure that all relevant product

information is passed onto the card holder and that the operative is made aware of any differences in product capability, erection procedure, tie patterns etc.

If CISRS BASE card holder wishes to use another system scaffold product from a different category, the card holder will be required to attend a SSPTS course in that system scaffold product and have their CISRS record card endorsed accordingly.

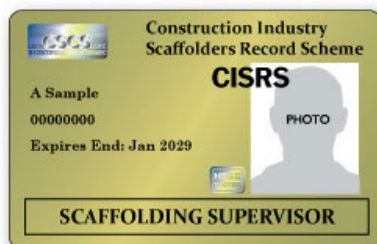
CISRS BASE Cards are valid for 5 years.

Training Required for Card:	• 5 Day BASE Course • CITB HS&E Test taken within 2 years (or accepted exemption)
Renewal Process:	• 2 Day SSPTS Course in product endorsed on card • CITB HS&E Test taken within 2 years (or accepted exemption)



2. CISRS Scaffolding Supervisor and Manager Card

To meet the demands of today's scaffolding industry, CISRS provides Supervisor and Manager training. This training is tailored to deliver the knowledge and management skills required in contract scaffolding. The 5-Day CISRS Scaffolding Supervisor and Manager course is aimed at personnel providing first line supervision for scaffolding contractors (i.e. Contract Managers, Supervisors, Foremen, and non-working Charge-Hands).



The course content includes:

- Health & Safety Legislation
- Construction Design Management (CDM) Regs
- Regulations and Approved Codes of Practice (ACoPs)
- Industry Performance Standards
- Design appreciation
- Temporary Works supervision
- Management & Supervisory skills
- Employment Basics
- Risk Assessments & Method Statements (RAMS)
- Commercial Essentials
- Toolbox talks & safety briefings
- Planning and organisation of site requirements

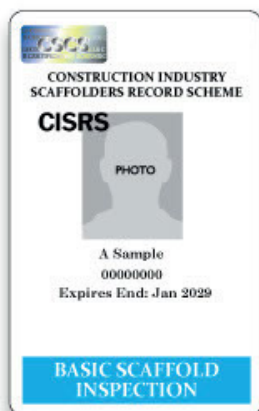
The 2 Day CISRS Supervisor and Manager Refresher course is available to those with expired or current CISRS Supervisor cards and also to CISRS Scaffolder/ Advanced card holders with a current SMSTS certificate.

Training required for CISRS Supervisor Card:	• CISRS Supervisor and Manager Course • CITB HS&E Test (Supervisory Level) taken within 2 years (or accepted exemption)
Renewal Process:	• CISRS 2 Day Supervisor and Manager Refresher Course • CITB HS&E Test (Supervisory Level) taken within 2 years (or accepted exemption)

3. Scaffold Inspection Training Scheme (SITS)

3.1 CISRS Basic Scaffold Inspection Card

The 3-Day Basic Scaffold Inspection Course is aimed at anyone who is responsible for carrying out statutory scaffold inspections on basic scaffold structures in line with training and in accordance with Working at Height Regulation 2005. In order to attend this course CISRS will require delegates to have awareness and experience of scaffolding structures.



Those meeting one of the following criteria will be accepted onto the course:

- Delegate holds a current CISRS Scaffolder, Advanced or Supervisor Card
- Delegate holds a current or expired CISRS Basic Inspection card and is attending the course in order to renew their card.

Individuals not holding an eligible CISRS card detailed above wishing to attend the course will be required submit a delegate entry check form to confirm their awareness and experience of scaffolding structures gained via their role within industry and confirmation that the delegate has had a minimum of 2 years of experience in this role.

Examples of acceptable roles are:

Scaffold Designer
Contracts Manager
Engineer
Site Agent/Manager
H&S Manager
HSE Inspector

The CISRS Basic SITS course includes the following:

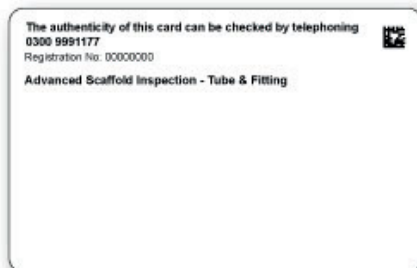
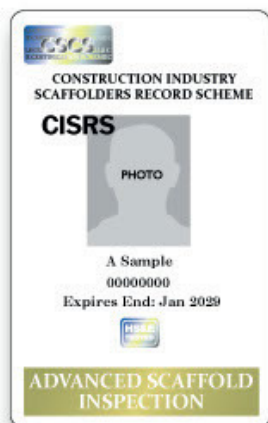
- Initial Practical Inspection Session
- Relevant Legislation
- Relevant Industry technical and Safety guidance
- Identification of Scaffold components
- Correct Erection Procedure
- Fault Finding
- Practical Inspection and Report Writing Assessment
- Theory Test

The delegate is required to successfully complete a Practical Inspection and Report Writing Assessment as well as a Theory test in order to pass the course.

Training Required for Card:	• CISRS Basic Scaffold Inspection Course • CITB HS&E Test taken within 2 years (or accepted exemption)
Renewal Process:	• CISRS Basic Scaffold Inspection Course • CITB HS&E Test taken within 2 years (or accepted exemption)

3.2 CISRS Advanced Scaffold Inspection Card

The 2-Day Advanced Scaffold Inspection training covers both basic and more complex scaffolding structures. It is aimed at professional Scaffold Inspectors, Scaffolding Supervisors and Management and others who are responsible for statutory scaffold inspection for more complex structures.



To be eligible, applicants need to have extensive scaffolding industry experience and have held a CISRS Basic Scaffold Inspection Record Card for a minimum of 2 years.

CISRS Scaffolders who have held their card for a minimum of 2 years and Advanced card holders will also be eligible to attend this course without initially having to attend the Basic Scaffold Inspection course.

The Advanced SITS course will include the following:

- Initial Practical Inspection Session
- Relevant Legislation
- Relevant Industry technical and Safety guidance
- Identification of Scaffold components
- Correct Erection Procedure
- Reading and Interpretation of Scaffold Drawings
- Fault Finding
- Practical Inspection and Report Writing Assessment
- Theory Test

Training Required for Card:	• CISRS Advanced Scaffold Inspection Course • CITB HS&E Test taken within 2 years (or accepted exemption)
Renewal Process:	• CISRS Advanced Scaffold Inspection Course • CITB HS&E Test taken within 2 years (or accepted exemption)

3.3 CISRS Scaffolder & Advanced Card holders

Only CISRS Scaffolder and Advanced card holders whose cards are endorsed with Inspection training earned through core scheme or CPD training will be eligible to inspect scaffolds. Scaffolder cards endorsed with Basic Scaffold Inspection will allow the holder to inspect basic scaffold structures in line with training and Advanced cards endorsed with Advanced Scaffold Inspection will allow the holder to inspect complex scaffold structures.

3.4 CISRS System Inspection Training

In recognition of the differences between tube & fittings and system scaffolding, CISRS collaborated with a group of system scaffold manufacturers to produce a standardised system scaffold inspection course content. These courses are product specific and include a theory test, based on general inspection and system product knowledge as well as a practical inspection of a structure based on drawings provided by the manufacturer / supplier.

The courses are open to CISRS Basic and Advanced Scaffold Inspection card holders, or to CISRS Scaffolders or Advanced Scaffolders who hold cards with an inspection endorsement.

Information about the different system product types and categories can be found at www.cisrs.org.uk

4. CISRS Scaffolding Awareness Course

The CISRS 1-Day Scaffolding Awareness course is available at a range of CISRS Accredited centres. This course is aimed at anyone who uses scaffolding as part of their work or has responsibilities for managing site scaffolding operations.

It will provide attendees with a greater understanding and appreciation of the potential dangers of working at height on scaffolds and enable them to identify the core components of a safe scaffold.

This course will also provide the delegate with an insight into scaffold best practice and what they should expect from their scaffold contractor.

It will not provide the delegate with any competence relating to scaffold erection, dismantle or inspection.

Delegates will be issued with a CISRS Scaffolding Awareness certificate upon successful completion of the course.

5. Vocational Qualification

CISRS is committed to vocational qualifications (NVQ/SCQF). Where applicable, training and assessment under the record scheme supports the achievement of National Vocational Qualifications NVQ Diploma in Accessing Operations and Rigging (Construction) (QCF) for England, Wales and Northern Ireland, or Scottish Vocational Qualifications (SCQF) in Scotland.

Operatives undertaking CISRS Scaffolders training and assessment must be registered for NVQ Level 2/SCQF Level 5. This is completed through the CISRS Accredited Centres. Registration usually takes place when the operative completes the CISRS Part 2 course.

The VQ's currently applicable under CISRS are:

NVQ Level 2 (SCQF5) Accessing Operations and Rigging – Scaffolding – **Scaffolder**

NVQ Level 3 (SCQF 6) Accessing Operations and Rigging – Scaffolding – **Advanced Scaffolder**

Each NVQ/SCQF6 Level has a number of Units that must be achieved. CISRS core scheme centres are also registered NVQ/SCQF assessment centres.

Please note a VQ alone does not entitle an operative to a CISRS Scaffolder or Advanced Scaffolder card. The operative must fulfil all of the CISRS scheme criteria (as previously detailed), before they would be able to successfully apply for a CISRS Scaffolder/Advanced Scaffolder Card.

The NVQ/SCQF programmes followed by CISRS, are based on the philosophy of undertaking training, gaining work experience, gathering and recording evidence of work experience and then being assessed for competence.

Operatives are required to compile a portfolio of work-based evidence for assessment against the relevant NVQ/SCQF Level. Accredited centres provide information and advice for operatives in gathering work-based evidence and assessing the evidence against the VQ requirements.

The onus of gathering evidence and completing the portfolio is with the operative. Employers/sponsors should assist and support operatives by checking portfolios, offering encouragement and planning work to allow operatives to gain the appropriate work experience required.

CISRS training programmes align with the units within the NVQ/SCQF. It is a requirement of CISRS that most of the evidence presented must be aligned with the scaffold material used in the operative's training e.g. Tube & Fitting, Cuplok, Layher.

5.1 Experienced Worker Practical Assessment (EWPA)

As an alternative to completing a work-based portfolio for NVQ Level 2/SCQF Level 5, operatives can undertake a practical assessment and interview, at a participating CISRS Accredited Centre. This is the Experienced Worker Practical Assessment (EWPA), where operatives attend a 2-day practical assessment to prove they have the skills and knowledge to be deemed competent.

The successful completion of EWPA would negate the requirement to complete a NVQ2/SCQF5 and CISRS Skills Test.

If the operative fails the EWPA they will be advised by the centre of alternative methods available for completing their NVQ2/SCQF5.

To be eligible for EWPA an operative must have had a minimum period of 12 months practical experience after completing their CISRS Part 2 training course.

EWPA is only currently available at Scaffolder Level NVQ2/SCQF5.

5.2 On-Site Assessment and Training (OSAT)

Some operatives may choose to achieve their NVQ2/SCQF5 qualification via the OSAT route, which is offered by a small number of CISRS Accredited Centres.

Achievement of NVQ2/SCQF5 via OSAT does not negate the requirement of attendance and successful completion of the relevant CISRS training courses and skills test.

6. CISRS Cards

CISRS Cards display the operative's name, unique card number and photograph, together with the card category. CISRS Cards are embossed with the CSCS logo and display the operative's name, unique card number and photograph, together with the card category. Each card will also show an expiry date.

The rear of the card will repeat the card category and display any additional endorsements the card holder may have achieved.

A CISRS Card is evidence of completion of industry accredited training and assessment.

All CISRS Smart cards work through NFC (Near Field Communication) technology and by tapping the Smart chip card on any NFC enabled device – most modern mobile phones and tablets – the cardholder's name, photo, courses and endorsements will appear.

6.1 Applying for a CISRS Card

Application forms are available at **www.cisrs.org.uk** Or by calling the CISRS Helpline: **0300 9991177** (option 1, option 2).

In addition to the application form, the applicant must supply copies of all relevant training certificates (including the CITB HS&E Test or evidence of a recognised exemption) and payment as stated on the form.

6.2 CITB Health, Safety & Environment Test and recognised exemptions

Prior to the issue or renewal of most CISRS cards it will be necessary to have passed the CITB Health, Safety and Environment Test (HS&E Test) within 2 years of the application or hold a recognised exemption.

CISRS Scaffolder & Advanced Cards will be renewed upon completion of a CISRS CPD Course and successful CISRS HS&B Test, which if passed, negates the need of the CITB HS&E test.

A list of recognised exemptions to the CITB HS&E Test can be found at **www.cisrs.org.uk**

For these exemptions to apply, a copy of the certificate and a passport-size colour photograph must be submitted with the application form.

Please note when applying for CISRS Supervisor Cards only CITB Supervisors HS&E Test or Supervisory and Management level exemptions are accepted e.g. CCNSG Supervisor, SSSTS, SMSTS, NEBOSH, IOSH Managing/Directing Safely.

7. Upgrading old style CISRS Scaffolder/Advanced Cards

Operatives wishing to renew an old style CISRS card will be required to make an appeal in writing to the CISRS Scheme Manager in order to be re-registered to the CISRS Scheme. Operatives will be required to explain why they have failed to renew their cards prior to this date, provide employment history and a supporting 3rd party reference. If the appeal is successful, the operative will be required to complete the CISRS CPD course, the relevant grade of CISRS Skills Test and the CITB HS&E Test (or hold a recognised exemption) to receive a CISRS card. The CISRS Appeal Form can be found at **www.cisrs.org.uk**

If an appeal is unsuccessful, the operative will be required to complete the full CISRS Scheme Criteria before they will be able to apply for a CISRS card.

8. Lost CISRS Cards

If a CISRS card is lost, the operative should contact the CISRS Helpline on **0300 9991177** (option 1, option 2) for a replacement card, using a debit/credit card for payment.

The replacement card will show the same expiry date as the original

9. CISRS Card withdrawal/cancellation

CISRS cards remain the property of CISRS and can be cancelled or withdrawn if it becomes apparent it was issued under false pretences.

CISRS reserves the right to take legal action against any person involved in the production of fraudulent copies of CISRS cards.

CISRS reserves the right to withdraw the card of any operative who is successfully prosecuted by the HSE for contravention of access/scaffolding health and safety regulations.

10. Checking CISRS Cards

The validity of CISRS cards can be checked by contacting the CISRS Helpline. Three of the following pieces of information will be required to carry out a check; CISRS Card Number, full name, address, date of birth or NI Number.

By telephone: **0300 9991177** (option 1, option 2)

By email: **enquiries@cisrs.org.uk**

CISRS cards can also be checked by using the CISRS Online Card Checker at <https://cardchecker.nocn.org/> or via a mobile device using Near Field Communication.

11. Appeals Process

Where a grievance arises over the application of CISRS Scheme rules, an appeal may be made to the CISRS Compliance Manager.

In order to be considered there must be reasonable grounds for an appeal. The following are examples of grounds for an appeal that may be considered:

An individual has failed to complete the training and assessment programme within the requisite timescale due to injury/ill health.

An individual has failed to maintain their CISRS status as they have been working/ living outside of the UK

An individual holds an old style CISRS card and wishes to apply for an equivalent CISRS card.

All appeals must be made by submitting a CISRS Appeal Form (available at **www.cisrs.org.uk**) outlining the grounds of the appeal and must contain all relevant supporting evidence, e.g. letter from GP or hospital, proof of employment or residence outside of the UK.

All appeals must include the required supporting evidence.

An appeal request for a CISRS card based upon industry experience alone, membership to an alternative card scheme or the achievement of a NVQ/SCQF in isolation, would not constitute valid grounds for an appeal and as such would not be considered.

In the first instance any appeals will be considered by the CISRS Compliance Manager. A further final appeal can be made. Final appeals will be considered by an Appeals Panel made up of relevant industry parties, comprising of an employer, a trade union representative and the CISRS Managing Director. The Appeals Panel will only consider such documentary evidence as is provided to them prior to the date of the appeal. If requested by an appellant (and agreed by the relevant trade union) provision will be made for trade union representation at the final appeal stage. The decision of the Appeals Panel is final.

12. Grant Aid and Training Funding

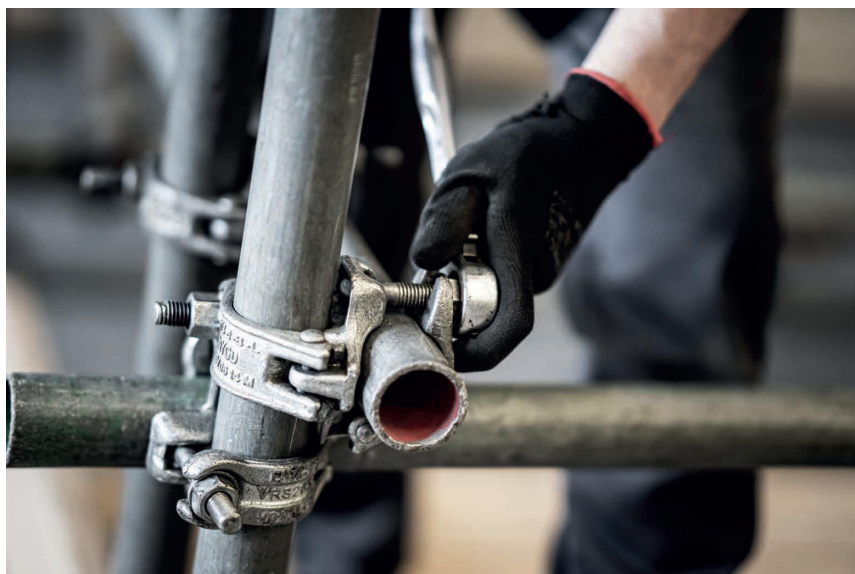
CITB levy registered employers are entitled to claim grants for CISRS training and assessment schemes.

There may also be funding available for CISRS training and assessment through other sources.

For more information regarding grant and funding assistance contact:

CITB website **www.citb.co.uk**

CISRS Accredited Training Centres (see Appendix I)



Appendix A

Scaffolding Labourer (COTS) Course

The 1-Day COTS course Includes:

- Relevant Regulations and Codes of Practice General Responsibilities
- Basic Scaffold Terminology (Components & Application) Servicing of Equipment, Tube, Fittings,
- Boards & Stock – Quality Control
- Health, Welfare, Hygiene & Housekeeping. Electrical Safety
- Mental Health Awareness
- Fire Prevention & Control Noise & Vibration
- Work at Height
- Accident Prevention & Reporting 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

Appendix B

CISRS Part 1 Course Content – Tube and Fitting

The 2-week Pt. 1 course will cover the following elements:

- 50 Question Test Paper (plus a 25-question mock at the end of the first week)
- Practical Test

The trainee operative will be able, as a member of a team, to erect, alter and dismantle the above scaffold structures safely and in their correct sequence whilst under direct supervision.

Appendix C

CISRS Part 2 Course Content – Tube and Fitting

The 2-week Pt. 2 course will cover the following elements:

- Centre Induction and completion by delegates of Training Terms and Conditions Form
- Health and Safety Awareness
- Mental Awareness
- ½ Day Fall Prevention Training (SG4)
- Performance Standards (BS EN 12811 and TG20) and Management of Temporary Works (BS5975)
- Basic Independent Tied Scaffold (theory and practical)
- Bridging with prefabricated beams (theory and practical)
- Protection Fans (theory and practical)
- Truss-out Scaffold (theory and practical)
- Pavement Gantry (theory and practical)
- Loading Bay (theory and practical)
- Roof saddle scaffold (theory and practical)
- Splay Scaffold (circular or radial) (theory and practical)
- Edge Protection (theory and practical)
- TG4 Tie testing (theory and practical)
- Basic Scaffold Inspection (theory and practical)
- Mobile Aluminium Tower Training for Scaffolders (MATS)
- Alterations (e.g. removing standards from a structure)
- 50 Question Test Paper (plus a 25-question mock at the end of the first week)
- Practical Test

The trainee operative will be able to interpret scaffold drawings.

The trainee operative will be able, as a member of a team, to erect, alter and dismantle the above scaffolds safely and in their correct sequence whilst under direct supervision.

Appendix D

CISRS Advanced Scaffolder Course Content – Tube and Fitting

The 2-week advanced course will cover the following elements:

- Centre Induction and completion by delegates of Training Terms and Conditions Form
- Health and Safety Awareness
- Mental Awareness
- ½ Day Fall Prevention Training (SG4)
- Performance Standards (BS EN 12811 and TG20) & Management of Temporary Works (BS5975)
- Tubular drop scaffold from steelwork (theory and practical)
- Cantilever drop scaffold (theory and practical)
- 2 Chord Raking shore (theory and practical)
- 3 Chord Raking shore (theory and practical)
- Dead shore (theory and practical)
- Flying shore(theory)
- Temporary roof scaffold (theory and practical)
- Stairways (theory and practical)
- Ramps (theory and practical)
- Advanced Scaffold Inspection (theory and practical)
- Mobile Aluminium Tower Training for Scaffolders (MATS)
- Risk Assessment (theory and practical)
- Method Statements (theory and practical)
- Communication Skills Tool Box Talks (theory and practical)
- Testing of Ties (TG4)
- 50 Question Test Paper (plus a 25-question mock at the end of the first week)
- Practical Test

Upon qualification at Advanced Scaffolder level the operative will be able to interpret complex design drawings.

The operative will be able, as a member of a team, to erect, alter and dismantle the above scaffolds safely and in their correct sequence.

Appendix E

CISRS Part 1 Course Content – System Scaffolding

The 2-week Pt. 1 course will cover the following elements:

- Centre Induction and completion by delegates of Training Terms and Conditions Form
- 1 Day Health & Safety Awareness
- Mental Health Awareness
- ½ Day Fall Prevention Training (SG4)
- Performance Standards (BS EN 12810/11 and Manufacturers' Instructions) system scaffold courses.
- General Scaffolding Awareness
- Stability, Ties and Anchors (including TG4)
- Manual Handling Techniques
- Foundations & Ground Conditions
- Methods of Access
- Gin wheels, ropes, knots & hitches
- Interpretation of drawings
- Independent Tied Scaffold (theory & practical)
- Static Tower Scaffolds (theory & practical)
- Birdcage scaffolds (theory & practical)
- Tube and fitting appreciation (theory and practical stability measures e.g raking tubes, ties) system scaffold courses
- Alterations to scaffolds (e.g hop-up bracket movement) system scaffold courses
- Alterations to scaffolds (e.g changing a lift height)
- TG20 Stair Access (theory & practical)
- Mobile Aluminium Tower Training for Scaffolders (MATS)
- Scaffold Inspection Theory
- 50 Question Test Paper (plus a 25-question mock at the end of the first week)
- Practical Test

The trainee operative will be able, as a member of a team, to erect, alter and dismantle the above scaffold structures safely and in their correct sequence under direct supervision.

Appendix F

CISRS Part 2 Course Content – System Scaffolding

The 2-week Pt. 2 course will cover the following elements:

- Centre Induction and completion by delegates of Training Terms and Conditions Form
- ½ Day Fall Prevention & Rescue Training (SG4)
- Health and Safety Awareness
- Mental Health Awareness
- Performance Standards (BS EN 12811 and Manufacturers' Instructions) system scaffold courses.
- Basic Independent Tied Scaffold (theory and practical)
- Truss-out Scaffold (theory and practical)
- Bridging with prefabricated beams (theory and practical)
- Protection Fans (theory and practical)
- Pavement Gantry (theory and practical)
- Loading Bay (theory and practical)
- Roof saddle scaffold (theory and practical)
- Splay Scaffold (circular or radial) (theory and practical)
- Edge Protection (theory and practical)
- TG4 Tie testing (theory and practical)
- Tube and fittings, used to stabilise scaffolds i.e. ties and raking tubes (theory and practical) system scaffold courses
- Basic Scaffold Inspection (theory and practical)
- Mobile Aluminium Tower Training for Scaffolders (MATS)
- 50 Question Test Paper (plus a 25-question mock at the end of the first week)
- Practical Test

The trainee operative will be able to interpret scaffold drawings.

The trainee operative will be able, as a member of a team, to erect, alter and dismantle the above scaffolds safely and in their correct sequence whilst directly supervised.

Appendix G

CISRS CPD Course Content

This course is designed to bring operatives up to date with current standards. Alongside a re-cap on Part 2 training, delegates will receive updates on TG20 and SG4 and will cover subjects such as Mental Health Awareness, Anchor Ties, Design Appreciation, Vehicle Safety, Manual Handling, Temporary Edge Protection, System Product updates, PPE, Protection of the Public and Impact Wrenches. All delegates will have this training endorsed onto their renewed CISRS cards.

Health, Safety & Behavioural Test

The scaffold specific test papers consist of 12 Behavioural Questions and 38 Knowledge Questions. Revision Booklets will be available from Training Centres at the time of booking CPD courses. If this test is passed, the delegate will not need to pass an additional CITB HS&E Test to renew. However, if this test is not passed, delegates will be required to submit evidence of a CITB HS&E Test taken within 2 years or a recognised exemption to CISRS to have their card issued.

Scaffold Inspection Module

This module covers the Role of the Inspector, Statutory Inspections in Practice, Work at Height Regulations, Tagging, Handover Certificates and includes a practical and written test. This module is card specific and if passed, will result with either a Basic Scaffold Inspection or Advanced Scaffold Inspection endorsement being added to the renewed CISRS card.

Alloy Tower Module

This module covers Alloy Tower components, Assembly/Moving/Dismantling of Towers, Types of Towers, Hazards and Inspection and concludes with a written and practical test. If the module is passed, renewed cards will be endorsed with CISRS Alloy Tower training.

Please note, all course contents are correct at the point of printing but may periodically change.

Appendix H – Useful Contacts

CISRS

4th Floor

12 Bridewell Place London

EC4V 6AP

enquiries@cisrs.org.uk

CISRS Scaffolding Helpline 0300 9991177 (option 1, option 2)

CISRS Card Application Queries

NOCN Job Cards

PO Box 1242

Kings Lynn

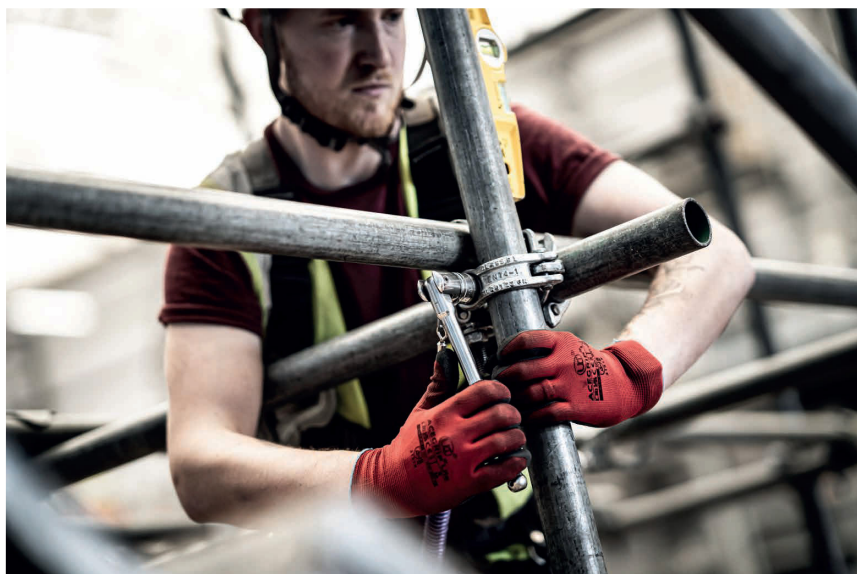
Norfolk

PE30 9FQ

cisrs@jobcards.org

To book a **CITB Health, Safety & Environment Test**

www.citb.co.uk or Tel. 0344 994 4488



CISRS CONSTRUCTION
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SCAFFOLDERS
RECORD SCHEME

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