

Construction Skills Certification Scheme

Candidate Pack for the Programme – Scaffolding Basic

Please read this document carefully. Further information and clarification may be obtained from the CSCS Unit phone 01 533 2500

Guidance Notes for Candidates

The following documents are also attached:

- Part 1 – Application Details
- Part 2 – Endorsement of Operating Competence
- Part 3 – On- the - Job / Key Task Training Log sheets
- Part 4 -- Practical Test Criteria

Aim of Programme

The CSCS scaffolding basic training and assessment programme enables trained construction basic scaffolders to gain recognition for their achievements by the way of certification, and provide an opportunity for participants to demonstrate their skills, knowledge and competence associated with basic scaffolding operations, which provides suitable certification.

Candidate Profile

Candidates for this programme must:

1. Have at least nine months full time experience within the last 2 years operating as a trainee basic Scaffolder in the construction industry in accordance with the 5th Schedule – of the Safety, Health and Welfare at Work (Construction) Regulations 2013 – S.I. No. 291 of 2013.
2. Possess a current and valid 'Safe Pass' registration card
3. Be at least 16 years of age
4. Possess confirmation of manual handling training appropriate to scaffolding tasks
5. Possess signed, dated and stamped candidate's key task training log sheets
6. Have the ability to cope physically and mentally with working at heights
7. Complete a Health and Fitness declaration

Note: The above items must be verified by the current or previous employer
(Part 2 of this pack)

Application Requirements

1. Sections A, B and C of Part 1 need to be completed by the applicant with Part 2 completed by the employer.
2. Approved Training Organisations must send the Candidate Pack to the Employer/Candidate for completion prior to submitting and attending the course.
3. Section C must list at least **nine months** full time experience operating as a trainee basic Scaffolder
4. **Part 1** Application Details, **Part 2** Endorsement of Operating Competence, **Part 3** – On- the - Job / Key Task Training Log sheets must be fully and accurately completed and submitted to the chosen Approved Training Organisation at least two working days prior to attending the seven-day training and assessment programme. Failure to do so will result in the candidate being unable to complete the programme.

All Candidates must bring with them on the initial day:

- a. Proof of identity e.g. Passport / Driving licence,
- b. current passport sized photograph,
- c. current and valid Safe Pass card,
- d. possess confirmation of appropriate manual handling training,
- e. possess appropriate documentation identifying the person as a trainee basic scaffold erector
- f. safety helmet, safety boots, reflective 'hi-viz' jacket or vest, certified safety harness and lanyard, gloves, glasses and scaffolder's hand tools and belt.

All personal protective equipment brought on the course must have a CE marking and conform to the requirements of the applicable EC directives.

Programme Content

Induction

Registration and induction will be undertaken at the start of day one. Candidates **must** present their proof of identity, a current and valid Safe Pass card, proof of manual handling training appropriate to scaffolding tasks and recent passport photograph to the assessor. **Parts 2, 3** must be already submitted to the Approved Training Organisation **at least 2 working days** in advance of the course.

Training Session

Candidates will undertake six days training which includes a short answer 30 question theory test followed by a full one day practical test.

Training Overview

1. Apply positive attitudes and practices towards health and safety on site
2. Identify hazards associated with the erection and dismantling of scaffolding
3. The inspection and selection of components used in scaffolding
4. The correct insertion and positioning of scaffolding components for a variety of scaffolding tasks
5. The interpretation of scaffolding drawings
6. Quantifying materials and components required for scaffolding tasks
7. The correct use of ropes and knots when setting up and securing ladders and loads
8. How weather conditions can affect the stability of scaffolding structures

Please note that the course instructor has the right to refuse the candidate access to the test if they display dangerous practices that contravene any part of the Safety, Health and Welfare at Work Regulations.

Theory Test

On completion of the training session, candidates are allowed one hour to undertake a short answer 30 question test. Questions will be based on the following:

- Legislation and regulations
- Employer and employee responsibilities
- Safe working practices
- System Scaffolding components and functions
- Pre-use selection and inspections of scaffolding components
- Setting out scaffold and ensuring stability of scaffold
- Correct fitting of guard rails, toe-boards and ladders
- Erection and tying of an independent scaffold to an exterior wall
- Proximity hazards and the effects of weather
- Dismantling and stacking scaffold

The questions will be based on what was covered during the training session.

To be successful on the theory test, candidates must achieve a minimum of 70% of the total available marks. Candidates who achieve a minimum of 85% will be awarded a credit.

Candidates that have not been successful in the theory test are **not** permitted to attempt the practical test.

Practical Test

On the practical test the candidates will erect and dismantle an independent scaffold with Ladder Access Bay and Loading Bay. The tasks to be undertaken, equipment required and a sample assessment sheet is contained in Part 4 of this pack – Practical Test criteria. Part 4 of this pack details the equipment and resources needed for the test and the tasks the candidate will be expected to carry out.

The assessment sheet is divided into essential and desirable items. To succeed, the candidate must achieve all essential items. The practical has a maximum time of 5 hours and 30 minutes that all tasks must be completed within that time.

Feedback and Certification

If a candidate meets the required standard, the Approved Training Organisation will send the relevant assessment documentation to SOLAS for registration and for forwarding to QQI requesting certification. The SOLAS CSCS card is printed and posted to the Approved Training Organisation for distribution. A QQI certificate will only be awarded if the candidate successfully passes the programme.

Candidates who achieve a credit in the theory test **and** practical test will be awarded an overall credit.

Candidates who are referred will receive written feedback from the assessor and may be advised to undertake further training and or site experience.

A candidate who is successful in the theory but not in the practical part of the test may re attempt just the practical test after 5 days has elapsed.

This concession may only occur if the candidate returns to the same approved training organisation within **nine** months. If they choose to go to a different training organisation, they will have to do both the practical and theory parts again.

Renewal of Registration Cards

It is the responsibility of the card holder to ensure that the card registration is valid and renewed within the appropriate allowed time. Card holders are required to submit an application to the SOLAS CSCS/QSCS Support Unit to renew their CSCS/QSCS Registration before the original card expires.

Cancellation of Certificates and Cards

Where it is discovered or brought to the attention of SOLAS that the information provided by the candidate was incorrect or the programme was not delivered in accordance with SOLAS specifications the certification and registration card may be withdrawn and the relevant authorities notified.

Assessment Requirements

Should a candidate have any particular assessment requirements for example a need for a translator or reader/writer or any other form of special needs, the candidate must notify the Approved Training Organisation at least 5 working days in advance of the programme so that the appropriate assistance can be sourced.

Information regarding a candidate's particular requirements will be treated with the strictest confidence by the Approved Training Organisation.

REMINDER

Candidates must bring with them on the day:

1. Proof of identity
2. Current Passport sized photograph
3. Current and valid 'Safe Pass' registration card
4. Possess confirmation of manual handling training appropriate to scaffolding tasks
5. Possess appropriate documentation identifying the person as a trainee basic scaffold erector
6. Health and fitness declaration completed and signed
7. All necessary scaffolder's hand tools and belt

The following Personal Protective Equipment must have a CE marking and conform to the requirements of the applicable EC directives.

- **Safety helmet, safety boots, reflective 'hi-viz' jacket and vest, certified safety harness and lanyard, gloves and glasses.**

**Further information and clarification may be obtained from the SOLAS
CSCS Unit Office or phone 01 5332500**

PARTICIPANT DATA PROTECTION NOTICE

1. PERSONAL DATA COLLECTED AND OBTAINED

This Data Protection Notice ("**Notice**") sets out the basis on which SOLAS ("**SOLAS**", "**we**", "**our**" or "**us**") of Block 1, Castleforbes House, Castleforbes Road, Dublin 1 will use the personal details ("Personal Data") you will provide when completing the participant application form (the "**Form**") to be registered as a CSCS/QSCS cardholder. This Notice also details how SOLAS will process your Personal Data for the purpose of assessing your Form and, if successful, issuing your CSCS/QSCS card to you ("**Card**"). The Personal Data we obtain from you will be held by SOLAS as a controller.

SOLAS will collect and process the Personal Data that you provide in the Form (e.g. name, contact details, PPSN, address, photograph, occupation and employer details.).

IMPORTANT: where you provide Personal Data about other individuals (e.g., your existing/previous employer or endorsers), you agree that you are responsible for ensuring that such individuals know their Personal Data will be used by SOLAS accordance with this Notice.

2. HOW AND WHY WE PROCESS YOUR PERSONAL DATA

This section details how ("**legal basis**") and why ("**purposes**") we process your Personal Data:

Legal basis: it is necessary to process your Personal Data to enter into and perform our contract with you including for the following purposes: (a) to process your Form; (b) to issue you with a Card; (c) to verify your Card on an ongoing basis; (d) to renew your Card where you ask us to do so; and (e) to respond to you when we receive any correspondence from you. **IMPORTANT**: If you do not provide us with your Personal Data so that we can process it for the above purposes, we will not be able to assess or process your Form, issue you with or renew your Card and/or communicate with you as necessary in relation to your Form and/or your Card.

Legal basis: it is also necessary to process your Personal Data for the purpose of complying with legal obligations to which we are subject including to fulfil our statutory functions.

3. DISCLOSURE OF YOUR PERSONAL DATA

We may disclose some or all of your Personal Data to the following parties: SOLAS business units, SOLAS agents or service providers including CSCS/QSCS trainers, your existing or potential employers, government and state authorities including in particular the Construction Industry Federation (CIF), Credit Card Systems Ireland Ltd and Quality and Qualifications Ireland. We may also disclose your Personal Data to third parties if we are under a legal duty to disclose or share your Personal Data in order to comply with any legal or regulatory obligation or request or to perform a public function.

4. KEEPING YOUR PERSONAL DATA

We will keep your Personal Data for the period for which your Card is valid and/or renewed and for a period of 7.5 years from when your Card expires and/or is not renewed. In some cases, we will need to retain your Personal Data for longer periods for compliance with legal obligations imposed on us or where we are a party to legal proceedings with you, and to ensure you a continued client service. Such Personal Data will be securely retained in line with the SOLAS records retention and disposal Procedure.

5. YOUR RIGHTS

The following are your rights to address any concerns or queries regarding the processing of your Personal Data. You can exercise any of these rights by submitting a request to the Data Protection Officer, SOLAS, Block 1, Castleforbes House, Dublin 1. We will provide you with information on any action taken upon your request in relation to any of these rights without undue delay and at the latest within one month of receiving your request. We may extend this by up to 2 months if necessary, however we will inform you if this arises. You have the right to lodge a complaint with the Data Protection Commission with regards to our processing of your Personal Data.

- The Right to Access
- The Right to Rectification
- The Right to Erasure
- The Right to Restriction of Processing
- The Right to Object to Processing
- The Right to Withdraw Consent
- The Right to Data Portability
- The Right to Object Automated Decision Making

6. CHANGES TO THIS NOTICE

We may amend this Notice from time to time, in whole or part, at our sole discretion. Any changes to this notice will be posted on the SOLAS CSCS/QSCS website at <http://www.solas.ie/Pages/CSCS.aspx>

If at any time we decide to use your Personal Data in a manner significantly different from that stated in this Notice, or otherwise disclosed to you at the time it was collected, we will notify you by e-mail, and you will have a choice as to whether or not we use your information in the new manner.

7. CONTACT US

If you have questions or concerns about this Notice, please contact the SOLAS Data Protection Officer at SOLAS Data Protection Officer, SOLAS, Castleforbes House, Dublin 1.

PART 1

Construction Skills Certification Scheme Application Details - CSCS Scaffolding Basic

Section A Application details

SurnameForenames.....

Address

.....

Tel NoDate of Birth Age..... PPS Number.....

Safe Pass Reg. No..... Safe Pass expiry date:

Candidate Profile

Candidates for this programme must:

1. Have at least **nine** months full time experience operating as a trainee basic scaffolder in the construction industry in accordance with the 5th Schedule – of the Safety, Health and Welfare at Work (Construction) Regulations 2013 – S.I. No. 291 of 2013. The nine months experience must be within the last two years.
2. Possess a current and valid 'Safe Pass' registration card
3. Be at least 16 years of age
4. Possess confirmation of manual handling training appropriate to scaffolding tasks
5. Possess signed, dated and stamped candidates key task training log sheets
6. Have the ability to cope physically and mentally with working at heights
7. Complete a Health and Fitness declaration

Section B Applicant Declaration

Health & Fitness: I state that to the best of my knowledge, that I am not currently suffering from any ailment or disability that may affect my safe participation on this training course.

I confirm that the information detailed in this application, and any submitted information is valid, genuine and correct.

1. I have at least nine months full time experience operating as a trainee basic scaffold operative in construction within the last two years
2. I am in possession of a current and valid 'Safe Pass' registration card
3. I am at least 16 years of age
4. I possess confirmation of manual handling training appropriate to scaffolding tasks
5. I have successfully completed all the key task training detailed in this document on pages (9 -12) with a qualified scaffolding mentor
6. I have the ability to cope physically and mentally with working at height
7. I confirm that I am not suffering from any ailment or disability that might affect my participation on this training programme.

Warning against submitting fraudulent application documents

Please note that it is an offence to knowingly furnish false or misleading information in a material respect when completing and signing these application details.

If found guilty of an offence, a person may be liable to legal proceedings, which could result in a fine or a term of imprisonment or both.

Please sign

Date:

PART 1

Construction Skills Certification Application Details CSCS Scaffolding Basic

Section C Applicant Experience

Please briefly list work carried out erecting proprietary scaffolding systems for at least nine months, including dates, location of work and qualified supervising scaffolder .

Dates	Scaffold type	Location and brief details of work done	Qualified Scaffolder Name Contact Telephone Number
<i>Example 9 Jan '14– 12 Jan '14</i>	Cuplok	<i>Barron Homebuilds, Kilty Street, Dublin. Erecting Cuplok scaffolding to front elevation of 3 houses</i>	<i>John Doe 087-1234567</i>
		(continue on a separate sheet if needed)	

Part 2

On-the-Job/Key Task Training

(Qualified Scaffolder to sign off when all key tasks are successfully completed by the learner)

Qualified scaffolder's Name (BLOCK LETTERS) _____

Qualified scaffolder's CSCS Scaffolding Registration Card No: _____

Qualified scaffolder's signature: _____ Date: _____

(The minimum period for on the job training is 9 months and all key tasks must be completed during this period)

I, the company Qualified Scaffolder, confirm that the applicant named below has at least nine months experience and has successfully completed all key tasks as specified in the log sheets (pages 9-12) of this document. The applicant has received manual handling training appropriate to scaffolding tasks, harness and lanyard training and is physically and mentally capable of working at heights.

Company _____

Address _____

Company Registration No.

Qualified scaffolder's signature

Date: _____

Company Stamp

Applicant's Details

Surname Forenames PPS Number.....

Address

.....

Tel No Date of Birth Age.....

Safe Pass Reg. No..... Safe Pass expiry date: (dd/mm/yyyy) / /

Part 2

Construction Skills Certification

Endorsement of operative's competence Scaffolding Basic

Applicant's Name: PPS No

This endorsement of scaffolding basic erection competence must be completed by an existing or previous employer. This part can only be completed by a supervisor or line manager of the employer. Each task listed below must be signed by the endorser. The applicant can only be considered competent providing **all tasks** are signed by one or more endorsers in the Endorsers details section.

Warning against submitting fraudulent application documents

Please note that it is an offence to knowingly furnish false or misleading information in a material respect when signing off on an endorsement.

If found guilty of an offence, a person may be liable to legal proceedings, which could result in a fine or a term of imprisonment or both.

Endorser's Details

Company stamp

Endorser's Full Name:

Company name and address:

.....

Position: Contact Tel no:

Relationship to Applicant.....

The named individual signing this section must be in a supervisory or managerial position, nominated by the employer /organisation.

Declaration

We/I, the employer, confirm that:

1. the applicant has at least nine months full time experience operating as a trainee scaffolder, erecting steel proprietary system scaffolding in construction within the last two years.
2. the applicant is in possession of a current and valid 'Safe Pass' registration card.
3. the applicant has received Manual Handling training – relevant to scaffolding.
4. the applicant has successfully completed all the following key tasks training using steel proprietary system scaffolding
 - A. Erect and dismantle an independent scaffold including ladder tower with access
 - B. Erect and dismantle static or mobile tower
 - C. Erect and dismantle a bird-cage scaffold
 - D. Erect and dismantle a loading bay
5. the applicant can select, correctly fit, wear and use a scaffolder's harness with correct lanyard types as per manufacturer's instructions
6. the applicant can cope physically and mentally with working at heights
7. the information detailed in this application, and any submitted information is valid, genuine and correct.

Endorser's Signature

Date:

Part 3

On-the-Job/Key Task Training Log

Key tasks completed using steel proprietary system scaffolding

Task 1- Erect and dismantle an independent scaffold including ladder tower with access (completed in a safe, efficient and competent manner)	Completed successfully under supervision (please tick)			
	YES	No	Date	Qualified Scaffolder's Initials & Site location
1. Erect and dismantle a basic independent scaffold including ladder tower with access				
2. Interpret basic instructions/drawing				
3. Assess and list materials required for task				
4. Thorough inspection of required components/materials				
5. Inspect ground /base				
6. Carry out visual risk assessment/establish a safe working environment				
7. Correct and safe handling of components				
8. Base out, erect scaffold to a maximum of 7 metres, brace and tie scaffold to structure as per manufacturer's instructions.				
9. Fully board out platforms (install decks), install handrail, guard rails in the correct locations.				
10. Install ladder opening and correctly tie off ladder at correct angle				
11. Inspect scaffolding with supervisor prior to handover				
12. Assist in the completion of GA3 form by supervisor and hand over scaffolding certificate to end user				
13. Safely dismantle scaffold, stack and store components in the correct manner				
14. Implement the HSA Code of Practice for Access and Working Scaffolds during the erection and dismantling of the scaffold				

All tasks must be completed correctly prior to sign off by a competent qualified scaffolder

Applicant's signature:

Qualified scaffolder's signature:

Qualified scaffolder's CSCS card number:

Qualified scaffolder's PPS number:

Company: Date:

Endorser's Signature

Proprietary System Scaffolding type used for basic on- site training.....



Company Stamp

On-the-Job/Key Task Training Log

Key tasks completed using steel proprietary system scaffolding

Task 2 - Erect and dismantle static or mobile tower (completed in a safe, efficient and competent manner)	Completed successfully under supervision (please tick)			
	YES	No	Date	Qualified Scaffolder's Initials & Site location
1. Erect and dismantle static or mobile tower				
2. Interpret basic instructions/drawing				
3. Assess and list materials required for task				
4. Thorough inspection of required components/materials				
5. Inspect ground /base				
6. Carry out visual risk assessment/establish a safe working environment				
7. Correct and safe handling of components				
8. Base out, erect scaffold tower to a maximum of 7 metres, brace and check scaffold stability as per manufacturer's instructions.				
9. Fully board out platforms (install decks), install handrail, guard rails in the correct locations.				
10. Install ladder opening and correctly tie off ladders at correct angle				
11. Inspect scaffolding prior to handover				
12. Assist in the completion of GA3 form and hand over scaffolding certificate to end user				
13. Safely dismantle tower scaffold, stack and store components in the correct manner				
14. Implement the HSA Code of Practice for Access and Working Scaffolds during the erection and dismantling of the scaffold				

All tasks must be completed correctly prior to sign off by a competent qualified scaffolder

Applicant's signature:

Qualified scaffolder's signature:

Qualified scaffolder's CSCS card number:

Qualified scaffolder's PPS number:

Company: Date:

Endorser's Signature

Proprietary System Scaffolding type used for basic on- site training.....



Company Stamp

On-the-Job/Key Task Training Log

Key tasks completed using steel proprietary system scaffolding

Task 3 - Erect and dismantle a bird- cage Scaffold (completed in a safe, efficient and competent manner)	Completed successfully under supervision (please tick)			
	YES	No	Date	Qualified Scaffolder's Initials & Site location
1. Erect and dismantle a basic bird-cage scaffold				
2. Interpret basic instructions/drawing				
3. Assess and list materials required for task				
4. Thorough inspection of required components/materials				
5. Inspect ground /base				
6. Carry out visual risk assessment/establish a safe working environment				
7. Correct and safe handling of components				
8. Base out, erect, brace and check scaffold stability as per manufacturer's instructions.				
9. Fully board out platforms (install decks), install handrail, guard rails in the correct locations.				
10. Install ladder access and correctly tie off ladder at correct angle				
11. Inspect scaffolding prior to handover				
12. Assist in the completion of GA3 form and hand over scaffolding certificate to end user				
13. Safely dismantle bird cage scaffold, stack and store components in the correct manner				
14. Implement the HSA Code of Practice for Access and Working Scaffolds during the erection and dismantling of the scaffold				

All tasks must be completed correctly prior to sign off by a competent qualified scaffolder

Applicant's signature:

Qualified scaffolder's signature:

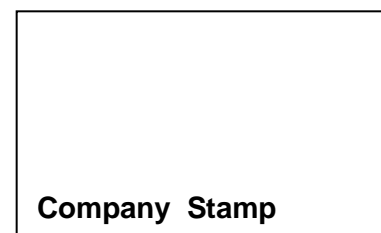
Qualified scaffolder's CSCS card Number:

Qualified scaffolder's PPS number:

Company: Date:

Endorser's Signature

Proprietary System Scaffolding type used for basic on- site training



On-the-Job/Key Task Training Log

Key tasks completed using steel proprietary system scaffolding

Task 4- Erect and dismantle a loading bay (completed in a safe, efficient and competent manner)	Completed successfully under supervision (please tick)			
	YES	No	Date	Qualified scaffolder's Initials & site location
1. Erect and dismantle a loading bay				
2. Interpret basic instructions/drawing				
3. Assess and list materials required for task				
4. Thorough inspection of required components/ materials				
5. Inspect ground /base				
6. Carry out visual risk assessment/establish a safe working environment				
7. Correct and safe handling of components				
8. Base out, erect, correctly brace and check scaffold stability as per manufacturer's instructions.				
9. Fully board out platforms (install decks), install handrail, guard rails in the correct locations.				
10. Assist in the installation of loading bay gate				
11. Install appropriate SWL signage				
12. Assist in the completion of GA3 form and hand over scaffolding certificate to end user				
13. Safely dismantle loading bay scaffold, stack and store components in the correct manner				
14. Implement the HSA Code of Practice for Access and Working Scaffolds during the erection and dismantling of the scaffold				

All tasks must be completed correctly prior to sign off by a competent qualified scaffolder

Applicant's signature:

Qualified scaffolder's signature:

Qualified scaffolder's CSCS card number:

Qualified scaffolder's PPS number:

Company: Date:

Endorser's Signature

Proprietary System Scaffolding type used for basic on- site training



Company Stamp

Part 4

Practical Test Specifications for Scaffolding Basic

Tasks

The Candidate will need to:

1. Estimate the materials required from the assessment Plan drawing.
2. Carry out checks to the operating area, identify hazards and inform the assessor of any actions required
3. Carry out a pre-use check of the components as the assessment proceeds
4. Erect and assemble System Scaffold 2 working lifts high x 4 bays with 2 returns, a 2.54 m x 2.44 m loading Bay and Ladder Access Bay, as per plan drawing supplied by assessor
5. Dismantle scaffold (described in 4 above) in a safe manner and return materials/equipment to storage area.

Equipment and Resources

- Sufficient Servicable System Scaffold to erect 2 working lifts high x 4 standard bays with 2 returns, a 2.54mx2.44m loading Bay and Ladder Access Bay (per team). As per drawing supplied by assessor.
- Cones, tape, barriers etc. to create restrictions / safety zone around the assessment area.
- Signage to reflect the SWL for all loading bays.
- Access ladders for each assessment area
- Manufacturer's instruction manuals relevant to the equipment being used
- All necessary hand tools including spirit level and tool belt
- All necessary Personal Protective Equipment
- An area of ground capable of accommodating the assessment for all teams being assessed

Notes

Format of assessment

Candidates are required to undertake this assessment in a team of three.

The lead candidate being assessed will have the assistance of two other members of the team and it will be the responsibility of the person being assessed to clearly and safely instruct the assistants as lead person in the Assessment.

In turn each candidate will be assessed as lead person and must equally participate in all aspects of the erection, dismantling and stacking processes.

The maximum number of candidates is twelve for this programme.

Time

- Team of three candidates must complete the assessment within 5 hours and 30 minutes

Example of Practical Assessment marking sheet

- | | |
|-----|---|
| 1. | Learner estimated the required components correctly from drawing prior to test |
| 2. | Learner correctly, selected, checked, and used all required Scaffold components during the test |
| 3. | Learner set out components in the correct location for scaffold assembly |
| 4. | Learner lined in, levelled and plumbed Scaffolding base correctly |
| 5. | Learner positioned the scaffold at the correct distance from building or structure |
| 6. | Learner fitted toe-boards and guardrails to working platform correctly |
| 7. | Learner set and secured ladder at the correct angle to access bay. |
| 8. | Learner observed all safety precautions during erection and dismantling procedures |
| 9. | Learner conformed with legislation and manufacturer's instructions |
| 10. | Learner completed the test in the time given |