

SITE SAFETY PLUS

Scheme Rules – Appendix M Temporary Works Supervisor Training Course (TWSTC)



TWSTC
2023

Site Safety Plus

Temporary Works Supervisor Training Course (TWSTC)

Scheme Rules – Appendix M

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1. Introduction

This one-day Temporary Works Supervisor Training Course (TWSTC) is designed to help those on site who have responsibility for **supervising** all forms of temporary works. The course seeks to improve the knowledge of this role and the temporary works environment.

The development of this course was supported by several organisations, including the Temporary Works Forum and the Health and Safety Executive.

Temporary works are safety- and business-critical and require careful co-ordination. An accepted way of achieving this is through the adoption of the management process outlined in BS 5975:2019, which introduces the temporary works supervisor (TWS) as a key figure. This course explains the role and its overall management context.

Temporary works on both smaller and larger sites can be high-risk activities. Therefore, understanding the essentials of good risk and safety management, as outlined in BS 5975:2019, is relevant for projects of all sizes.

The course gives emphasis throughout to the importance of communication, co-ordination, co-operation and competency (the 4Cs), risk management, safety and business relations, allowing the TWS to:

- understand the need for and duties of a TWS
- understand the role of others
- have a detailed knowledge and understanding of BS 5975 in respect of this role.

Important notes

- The main aim of this course is to focus on the processes involved in temporary works, commonly with particular attention on the role of the TWS.
- These courses are **not** temporary works technical awareness courses, although there are elements of technical awareness that are signposted throughout and that must be included in the course exercises.
- Attendance does **not** confer competency as a TWS; this comes from a mixture of education, training and experience, and should be judged by an appropriate senior individual, usually referred to as the designated individual (DI).
- Training is considered an essential element of TWS competence.

It is highly recommended that these points are clearly stated in any Approved Training Organisation's course marketing material and joining instructions.

2. Purpose and scope

2.1 Purpose

The aim of this course is to focus on the risk management of temporary works with particular attention on the role of the TWS.

It seeks to consolidate and build on the risk-management knowledge that learners undertaking this role will have established through other experiences on site (likely in other supervisory or management roles) and focus on how to avoid failure in temporary works by adopting appropriate procedural controls, as outlined in BS 5975:2019.

2.2 Scope

The TWSTC course will cover the following topics:

- the need for and duties of a TWS
- the other key roles involved in temporary works
- the use of BS 5975:2019 in relation to the role
- typical documents used in temporary works
- other legislation and guidance that interact with temporary works
- the importance of the 4Cs: communication, co-ordination, co-operation and competence
- the need for risk management.

3. Entry requirements

There are no formal entry requirements for the TWSTC.

Training centres **must** include this section of the appendix on any course marketing material and joining instructions, so that prospective learners (and their employers) can make an informed choice on whether they have suitable knowledge and experience to successfully complete the course.

However, in line with the Quality Assurance Requirements section on delivery methodology, it remains a training centre's responsibility to determine whether a learner is appropriate to attend the course.

Learners are expected to have a working knowledge of the following legislation:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Corporate Manslaughter and Corporate Homicide Act 2007
- Construction (Design and Management) Regulations 2015
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- The Personal Protective Equipment at Work (Amendment) Regulations 2022
- The Manual Handling Operations Regulations 1992
- The Work at Height Regulations 2005.

A key issue for temporary works is health and safety, so learners need to be prepared to discuss how health and safety legislation is relevant to temporary works, as well as which Approved Codes of Practice (ACOPs) and H&S ACOPs may assist or contribute to safe practices in temporary works.

Learners need to be prepared to discuss and explore all the core health and safety factors that are integrated into temporary works processes at all stages of a project, from initiation to closure. They will need to have working knowledge of all associated legislation, specifically the Construction (Design and Management) Regulations 2015 in terms of its intention and compliance. Learners must also have a thorough understanding of health and safety principles, and understand the importance of risk management, design considerations, inspection and testing and recording and monitoring requirements.

Learners who have achieved a certificate approved against the Health and Safety in Construction Site Supervision standard (such as SSSTS or SSSTS-R) or the Health and Safety in Construction Site Management standard (such as SMSTS or SMSTS-R), will have gained the knowledge to meet these expectations. This is not a mandatory pre-requisite, but learners with these achievements will benefit from having this knowledge before attending the course.

To further support learners, CITB has created a Temporary works awareness eLearning which provides a foundation of the points that will be expanded on in this course. It explores how health and safety legislation plays a pivotal role in temporary works, and how documents which are common to more generic construction activities are a useful aid for planning and the ongoing management and monitoring of temporary works. Learners may find it helpful to complete the Temporary works awareness eLearning, which is free to access [here](#).

4. Learner numbers

The minimum number of learners per course is four. The maximum number of learners per course is 20.

These minimum and maximum learner numbers are not subject to negotiation.

5. Course duration and attendance

This is a one-day course. Learners must attend the full course lasting a minimum of seven hours and 45 minutes (which includes course delivery and examination) to be eligible for certification.

6. Course materials

6.1 Publications

This course, including its group work and exercises, is constructed around BS 5975:2019. Learners are expected to have a comprehensive understanding of BS 5975:2019, and it is recommended that they bring a copy of BS 5975; however, their own organisation's procedures and guidance on temporary works may be more suitable for reference during the course.

For in-house courses, the trainer is expected to tailor the course around the organisation's procedures providing they are comprehensive and follow the philosophy of BS 5975:2019. In these cases, learners will also need a copy of their own organisation's procedures.

CITB has a licence with the British Standards Institute (BSI) that enables training providers to reproduce up to 20 copies (per provider) of the following parts of the British Standard 5975:2019 for exclusive use in training material:

- title page
- copyright page
- Contents (pages I-II)
- Foreword (page VII-VIII)
- Introduction (page 1)
- Section 1 (pages 2-24)
- Clauses 6-14 of Section 2 (pages 24-62)
- Bibliography (pages 220-223)
- Index (pages 224-238).

These copies **must** be retained by the provider. If shared electronically, learners must be made aware that the copy is **not** for further distribution and **must** be deleted at the end of the course, so that the agreement with the BSI is complied with.

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| BS 5975:2019 (Section 2) | Mandatory |
|--------------------------|------------------|

6.2 Supporting materials

| | |
|--|------------------------|
| Scheme of work | Mandatory |
| Lesson plan template (blank) | Optional |
| Trainer reference | Mandatory |
| Course workbook Produced by the trainer and meeting the specification provided in the Trainer reference | Mandatory |
| Course exercises Refer to the Trainer reference for full details | Three Mandatory |
| Course exercise learner handout | Optional |
| <i>What do you know?</i> paper | Optional |
| Glossary of terms | Mandatory |
| Temporary works documents (blank templates and completed examples) (CITB or trainer's own) | Mandatory |
| Detailed drawings (Trainer's own) | Mandatory |
| Temporary works image bank | Optional |
| Simplified flowchart | Optional |

Key information

- A *Scheme of work* document is available to each training provider. This details the learning outcomes, assessment criteria, notes for guidance, reference and support materials available for the course. **It is mandatory for the document to be used to assist with lesson planning so that all learning outcomes are met in the delivery of the course.** Training providers may make minor adjustments to the programme to meet learner needs, as long as the aims and objectives of the course are met.
- Training providers can access the supporting materials online in the CITB secure area.
- Training providers can also use additional support materials to meet the learners' needs, provided that the aims and learning outcomes of the course are met.
- The Trainer reference includes:
 - a specification for what must be, and what is recommended to be, included in the learner's course workbook
 - an outline of the mandatory and optional exercises to support the course.

6.3 Recommended supporting publications

A further reading list is provided in the Trainer reference. This list must also be included in the course workbook.

7. Course workbook

The trainer **must** produce a course workbook that meets the specification outlined in the Trainer reference. This specification has been introduced to enable a more consistent standard of trainer-generated support material.

The trainer must make sure the course workbook is kept up-to-date so that all information is current and accurate.

7.1 Distribution and format

The course trainer **must** provide a course workbook to each learner at the start of the course. Learners should be given the option of receiving this in either hard or digital copy. This workbook will be retained by the learner upon completion of the course.

7.2 Course workbook content

The notes are expected to cover the entire course subject matter (i.e. the scheme of work) and fulfil the minimum requirements outlined in the workbook specification contained in the Trainer reference.

Course notes will not be acceptable if they:

- are copies of slides (slides should follow good practice and contain minimal textual information)
- include only specific company procedures that just say what must be done, without any background. These will not cover the entire course, however relevant they are.

This is not an exhaustive listing.

For in-house courses, the trainer is expected to insert company procedural examples and requirements into the notes, or alternative methods, as agreed with the client.

7.3 Exercises and interaction with learners

Trainers must include the minimum number of exercises outlined in 6.2 above. Exercises must support the scheme of work and wherever possible draw on, or be centred around at least one of the temporary works focus topics outlined in the Trainer reference.

Seven exercises are suggested in the Trainer reference, with an explanation of which areas of the scheme of work they support, and how they may be run. A complementary learner handout is available on the trainer portal – trainers have full flexibility to use this in whichever way they see fit – and therefore the document is provided in an editable Word format.

The course should encourage a high level of learner participation: in addition to exercises, further opportunities for learner engagement throughout the course are strongly recommended, for example through questioning and discussions. The course delivery must be supported by a variety of media, including case studies (a minimum of three), images, video, drawings and example documents. Refer to the Trainer reference for more detail on this.

Examples should be spread across the construction industry as far as reasonable, specifically buildings and civil works, including above- and below-ground temporary works situations.

8. Learning outcomes

Learners taking this course should be able to achieve all the learning outcomes listed below by the end of the course.

Module 1 – What are temporary works?

1. Types of temporary works

Describe the different types of temporary works and temporary works solutions.

Module 2 – The history of temporary works

2. The history of temporary works and its legislative framework

Describe the history that set the requirements for a series of changes to create a robust, safety-conscious process in the design, installation, management and removal of temporary works.

3. The causes and consequences of failure

Explain the hazards, risks, causes and consequences of failure in temporary works.

4. The avoidance of failure

Describe the techniques used to avoid failure, focusing on the 4Cs.

Module 3 – Who is involved with temporary works?

5. Stakeholders' and duty holders' responsibilities and accountabilities

Identify the key roles and responsibilities of the primary stakeholders responsible for managing the safe implementation, management and dismantling of temporary works, including the appointment of key roles.

Module 4 – Planning temporary works

6. Management and control of design

Explain how the TWS supports the TWC in the management and control of the design, materials, components and key solutions.

7. Key processes

State the key processes that form a safe system of work.

8. Implementation risk classification

State the importance of implementation risk classification and its impact on design and risk management.

Module 5 – Managing the construction, erection and dismantling of temporary works

9. Key activities required during the active life of the temporary works

Describe the key considerations which will help a TWS support the TWC in the co-ordination, supervision and checking of work on site during the construction, erection and dismantling of temporary works.

9. Assessment

Trainers may wish to start the course with a *What do you know?* question paper to establish learner knowledge levels (an informal, initial assessment).

Successful completion of the course requires:

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|---------------------------------------|---------------------------|
| Completing mandatory exercises | Three mandatory exercises |
| Passing the trainer review | Mandatory |
| Passing the end-of-course exam | Mandatory |

We recommend you remind learners at the end of the exam that attendance of the course and exam success does not confer competency as a TWS but is for the purposes of continuing professional development (CPD).

9.1 Trainer review

The trainer review provides a pass or fail based on the learner's performance and engagement in the **course exercises** and engagement in the **course overall**. Further details are provided in the Trainer reference.

The trainer review must be completed **before** the end-of-course assessment. If a learner is assessed as failing the trainer review, then they are not permitted to sit the end-of-course assessment.

9.2 Examination paper

The paper consists of 22 questions, selected by CITB, covering all aspects of the course. This exam paper must be taken at the end of the course.

Each paper has:

- 17 multiple-choice and/or multiple-response questions (each worth one mark; no half marks available)
- 3 free text questions (each worth two or three marks) Part marks are available but no half marks should be awarded).

The exam paper must be taken at the end of the course. The examination paper number will be notified when the course booking is accepted by CITB.

The exam pass mark is 76% (19 out of 25 marks).

The exam lasts for 45 minutes and must be completed within this time under exam conditions. The examination is open book: learners are permitted to use their course workbook – which may include any notes made by the learner during the course – for the duration of the exam.

The exam paper forms part of the overall assessment as to whether the learner has successfully passed the TWSTC.

9.3 Re-sits procedure

If a learner has achieved the following, then they may re-sit the examination one further time if they have:

- Completed the mandatory three course exercises
- Passed the trainer's review
- Gained at least 60% (15 out of 25 marks) in the exam.

The re-sit may take place on the same day or by attending the final day of another course within a 30-day period (the learner is not obliged to re-do the whole course). The re-sit may be conducted either face-to-face or in a remote setting.

The training provider must make the arrangements with the learner and ensure that the same exam paper is not used twice.

A charge may be made to the learner however; this fee is left entirely to the discretion of the training provider. The training provider may also recover additional costs from the learner, which should be agreed in advance.

Subsequent arrangements will be at the learner's own expense.

If a learner fails the re-sit, they must take the TWSTC course again.

When a learner scores less than 60% (15 out of 25 marks) in the final exam, the learner must attend the full TWSTC course again before they are allowed to re-sit the exam.

10. Remote delivery

CITB permits the TWSTC course to be delivered as a face-to-face course or remotely via your chosen video technology. The training must follow the scheme of work and deliver the same standard of training, meeting all Scheme Rules unless exceptions or amendments exist in this section.

10.1 Access to Quality Assurance team

The facility to monitor the delivery of any remote training must be made available to our Quality Assurance team for every remote course being delivered. The SSP Quality Assurance team must be invited to attend **every** remote course being delivered. All links to attend should be sent to quality.assurance@citb.co.uk.

10.2 Learner numbers

For a remotely delivered TWSTC: the minimum number of learners per course is **four**. The maximum number of learners per course is **twelve**.

These minimum and maximum learner numbers are not subject to negotiation.

10.3 Course duration and attendance

The course duration for TWSTC remains the same. However due to the delivery method, the course may be split into two sessions. These split sessions must be completed over two consecutive days.

Learners must complete the full course to be eligible for certification.

10.4 Technology

Where a course is delivered remotely, the trainer may choose a suitable technology that allows for the course to be delivered in its entirety. At no point, should the difference in delivery method disadvantage the learner's training experience or gaining of knowledge. The chosen technology must not be a barrier to learner interaction or collaboration.

10.5 Course exercises

The mandatory exercises must be delivered in full.

- Learners must be encouraged to make the same levels of interaction that would be expected in a face-to-face setting – e.g. group exercises.
- Learners must have access to the support material required to complete each exercise.
- The trainer must keep a record of the learners' work for audit purposes.

10.6 Assessment

An alternative exam method is in place for any TWSTC that is delivered remotely. Due to the nature of the examination questions, it is compulsory to use an online examination tool. [Classmarker](#) or [Microsoft Forms](#) are recommended by CITB for online assessment. Any other online examination solution must be referred to CITB for approval prior to use, or examinations will be invalid. In these circumstances please contact quality.assurance@citb.co.uk.

Identification must be checked prior to the examination starting and recorded on the course results form (remote training version). During the examination, the trainer may invigilate a maximum of **six** learners. If a course is delivered with more than six learners, either two examination sessions must be conducted, or two invigilators must assess one examination. Each learner must be visible via the video at all times.

Exam material retention should be kept as outlined in the QA requirements document.

All other exam conditions apply as stipulated in Section 9.

11. Trainer requirements

In addition to the [Quality Assurance Requirements](#) that sets out the minimum trainer requirements for all Site Safety Plus (SSP) courses, trainers must have attended and achieved this course (or one of a higher level in the SSP temporary works suite), as well as meet the criteria below:

| Requirement 1 | Requirement 2 | Requirement 3 |
|--|---|--|
| <ul style="list-style-type: none">• be a member of the Institution of Civil Engineers (MICE/FICE)or• be a member of the Institution of Structural Engineers (MIStructE/FIStructE)or• be a member of the Institution of Royal Engineers (InstRE). | <ul style="list-style-type: none">• be registered with the Engineering Council at IEng or CEng level. | <ul style="list-style-type: none">• hold relevant practical and design experience of temporary works (such as falsework, formwork, access and protection). |

To complement BS 5975:2019, we recommend that training centres describe their temporary works course trainers' skills, knowledge and experience for delivering this course on their course webpages, so that learners may better align themselves to a trainer they feel will best suit their needs. An example of this could be included in an area like 'Meet the team'.

It is good practice, but not mandatory, for trainers to also hold one or more of the following qualifications:

- NEBOSH National Certificate in Construction Safety and Health
- Level 4 or 5 NVQ Diploma in Occupational Health and Safety Practice (or SVQ equivalent)*
- A health and safety degree
- NEBOSH Diploma in Occupational Safety and Health Part 2
- NEBOSH Units A, B, C and D
- IOSH Level 6 Diploma in Safety Management (or equivalent).

* Note: The Level 5 NVQ/SVQ in Occupational Health and Safety has replaced the Level 4 within the Qualifications and Credit Framework. Holders of the Level 4 qualification with a valid certificate will be accepted.