

Quarries Skills Certification Scheme

Candidate Pack for the Training and Assessment Programme – QSCS Telescopic Handler for CSCS card holder

Please read this document carefully. Further information and clarification may be obtained from the SOLAS QSCS Unit phone 01 5332500

Guidance Notes for Candidates

The following documents are also attached:

- Part 1 – Application
- Part 2 – Endorsement of Operating Competence

Aim of Programme

The plant training and assessment short course programme enables trained quarry plant operators who have achieved a CSCS Telescopic Handler QCI certificate to gain recognition for their achievements and provide an opportunity for participants to demonstrate their knowledge and attitudes associated with Telescopic Handler quarry operations.

Learner Profile

Learners for this programme must:

- Have at least six months full time experience in a quarry operating as a trainee Telescopic Handler operator in accordance with the 1st Schedule – of the Safety, Health and Welfare at Work (Quarries) Regulations 2008 – S.I. No. 28 of 2008. The six months experience must be within the last two years.
- Have undertaken Quarry Safety Awareness Training including the following: Employees duties/responsibilities, Health and Hygiene, traffic management, site specific hazards / safety
- Be in possession of a valid Experienced SOLAS CSCS Telescopic Handler registration card and QCI certificate
- Be at least 18 years of age

Note: The above items must be verified by the current or previous employer (Part 1 of this pack)

Application Requirements

- Sections A, B and E of Part 1 need to be completed by the applicant with sections C and D completed by the employer.
- Section E must list at least six months full time experience operating as a Trainee Telescopic Handler operator in a quarry.
- Part 2 - Endorsement of Operating Competence must be completed and submitted along with Part 1 to the chosen SOLAS Approved Training Organisation prior to attending the one-day training and assessment programme. Failure to do so will result in the learner being unable to complete the programme.
- **Learners must bring with them on the day:- a passport sized photograph and Experienced SOLAS CSCS Telescopic Handler registration card.**

Programme Content

Induction

Registration and induction will be undertaken at the start of the day. Candidates **must** present to the course instructor, a photograph and CSCS Telescopic Handler registration card. Parts 1 and 2 of the Candidate Pack must be already submitted.

Underpinning knowledge Training

Learners will undertake a minimum of 3 hours underpinning knowledge training session with the course instructor.

Subjects that the questions will be based on will be covered during the underpinning knowledge training.

Theory Test

On completion of the underpinning knowledge training session, Learners are allowed 45 minutes to undertake a multi-choice question paper. Questions will be based on subjects about:

- Legislation and regulations
- Employer and employee responsibilities
- Safe working practices
- Machine components and functions
- Correct operating techniques
- Pre-use checks and basic maintenance
- Road travel (where permitted)
- Types and characteristics of materials and loads
- Site safety
- Shut down and securing procedures

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

Registration

If a candidate meets the required standard, the approved training organisation will make an application to SOLAS for a QSCS registration card. The SOLAS QSCS card is printed and posted to the Authorised Training Organisation for distribution to Learners.

Assessment Requirements

Should a Learner have any particular assessment requirements i.e. need a translator or reader/writer or any other form of special needs, the approved training organisation **must** be informed well in advance of attending the one day programme so that the appropriate help may be sourced.

Information regarding a Learner's particular requirements will be treated with the strictest confidence by the approved training organisation.

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 (eg 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

This subsection sets out the rights which you have to address any concerns or queries with us about our processing of your Personal Data:

Right	Further Information
Right to be Informed	<ul style="list-style-type: none"> You have the right to know whether your Personal Data are being

	processed by us, how we use your Personal Data and your rights in relation to your Personal Data. We comply with this by way of this Notice.
Right of Access	<ul style="list-style-type: none"> You have the right to request a copy of the Personal Data held by us about you. We will only charge you for making such an access request where we feel your request is unjustified or excessive.
Right to Rectification	<ul style="list-style-type: none"> You have the right to request that we amend any inaccurate Personal Data that we have about you.
Right to Erasure	<ul style="list-style-type: none"> You have the right to ask us to erase your Personal Data where: <ol style="list-style-type: none"> it is no longer necessary to perform your contract with us; you object to the processing and we have no overriding legitimate grounds; your Personal Data has been unlawfully processed; or it must be erased to comply with a legal obligation.
Right to Restriction of Processing	<ul style="list-style-type: none"> You have the right to ask us to restrict processing your Personal Data in the following situations: <ol style="list-style-type: none"> where you contest the accuracy of your Personal Data; where the processing is unlawful and you do not want us to delete your Personal Data; or where we no longer need your Personal Data for the purposes of processing but you require the data in relation to a legal claim. When you exercise this right we may only store your Personal Data. We may not further process the data unless you consent or the processing is necessary in relation to a legal claim or to protect the rights of another person or legal person or for reasons of important public interest. We will inform you before the processing restriction is lifted.
Right to Data Portability	<ul style="list-style-type: none"> You may request us to provide you with your Personal Data which you have given us, in a structured, commonly used and machine-readable format and you may request us to transmit your Personal Data directly to another controller, where this is technically feasible. This right only arises where: <ol style="list-style-type: none"> we process your Personal Data on the legal basis that it is necessary to perform our contract with you; and the processing is carried out by automated means.

You can exercise any of these rights by submitting a request to **the Data Protection Officer, SOLAS, 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.

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.

**Quarries Skills Certification Scheme
QSCS Telescopic Handler (CSCS card holders)
Application Details**

Section A

Applicant Details

Surname Forenames.....

Address

.....

..... Date of Birth:

Tel: PPS Number

SOLAS CSCS Card Number

Section B

Applicant Declaration

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

Please sign

Section C

Employer Details

Employer/Company Name.....

Address

.....

..... Postcode.....

Tel:

Section D

Employer Confirmation (including self-employed)

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

We/I the employer confirm that:

- the applicant has at least six months full time quarry experience operating as a trainee Telescopic Handler operator within the last two years
- The applicant is in possession of a valid SOLAS CSCS Telescopic Handler card and QQI certificate
- the applicant has undertaken Quarry Safety Awareness Training including the following: Employees duties/responsibilities, Health and Hygiene, traffic management, site specific hazards / safety
- the information detailed in this application, and any submitted information is valid, genuine and correct.

Please sign

NamePosition

Please briefly list work carried out with the Telescopic Handler for at least six months, including dates and location of work.

Dates from/to	Machine make & model	Location and brief details of work done
<i>Example</i> <i>9 Jan 14 - 22 May 14</i>	<i>JCB 32 12</i>	<i>Barron Quarries Newcastle, Co. Dublin. Moving and lifting loads</i>
		<p style="text-align: right;"><i>(continue on a separate sheet if needed)</i></p>

Quarries Skills Certification Scheme

Endorsement of Operating Competence QSCS Telescopic Handler

Applicant Name.....

This endorsement of operating 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.

The endorsing individual should only initial the statements where they can confirm that the applicant can carry out the work. Some endorsements may require the initials of more than one endorser. Copies of this form may be made if there are more than two endorsers signing.

Each statement must be initialled by the endorser. The applicant can only be considered competent providing **all** statements are signed by one or more endorsers in the Endorsers details section.

I consider that the above named applicant is able to competently:	<i>Initials</i>
1. Check, inspect and maintain an Telescopic Handler for efficient and safe use under quarries site conditions	
2. Safely travel and control an unladen and fully laden Telescopic Handler over varying terrain and inclines	
3. Ensure loads are safe and within the capacity of the Telescopic Handler	
4. Place loads using all safety precautions	
5. Manoeuvre and position the Telescopic Handler for lifting and placing loads	
6. Shut down, secure and leave the Telescopic Handler in a safe condition	
7. Follow given instructions and manufacturers requirements when working with the dumper	

Endorsers Details

Full Name:Date:.....

Company name and address:

.....

.....Postcode: Contact Tel no:

Position:Signature.....