

Candidate Pack for the Training and Assessment Programme – Location of Underground Services

Please read this document carefully. Further information and clarification may be obtained from the CSCS Operations Unit, phone 01 5332500

Guidance Notes for Candidates

The following documents are also attached:

- Part 1 – Application Details
- Part 2 – Skills Self-analysis

Aim of programme

The aim of this course is to provide the candidates with the required knowledge and skills to carry out the location of underground services when involved with excavation works.

Candidate profile

Candidates for this programme must:

- be at least 18 years of age.
- have the minimum requirement of a valid Safe Pass Card or Managing Safety in Construction Certificate.
- have previous experience dealing with Locating Underground Services.

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 experience dealing with Location of Underground Services.
- Part 2 – Skills Self-analysis and must be completed and submitted along with Part 1 to the chosen SOLAS Approved Training Organisation prior to, or on the day of, attending the two-day training and assessment programme. Failure to do so may result in the candidate being unable to complete the programme.
- **Candidates must bring with them on the day: a passport sized photograph, their Safepass card or Safety in Construction Certificate, safety boots, reflective 'hi-vis' jacket.**

Induction

Registration and induction will be undertaken at the start of the day. Candidates **must** present their Safepass card or Managing Safety in Construction certificate to the course assessor, and Parts 1 and 2 if not already submitted.

Training

Candidates will undertake 14 hours training and assessment session over a 2 day period with the course instructor(s).

Theory test

On completion of any training, candidates 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
- Types of services
- Associated hazards
- Location procedures
- Safe digging practice

To be successful on the theory test, candidates must achieve a minimum of 70% of the total available marks.

Practical test

On the practical test the candidate will demonstrate tasks with a cat and genny.

The grading sheet is divided into essential items and desirable items. Desirable items allow a limited number of minor errors to be made. To succeed, the candidate must achieve all essential items and not exceed the maximum score. Candidates who score no marks as well as all of the essential items will pass.

The practical has a maximum time that all tasks must be completed within 15 minutes.

Feedback and Certification

If a candidate meets the required standard, the approved training organisation will send the relevant assessment documentation for certification and registration. The CSCS card is printed and posted to the candidate's home address. A QQI certificate will be awarded as a result of a pass on the two day programme.

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

If a candidate is unsuccessful in either the practical or the theory test they will be required to sit the course again and to repeat both tests.

Assessment Requirements

Should a candidate 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 two-day programme so that the appropriate help may 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:

- **Passport sized photograph**
- **SOLAS Safepass card or Managing Safely in Construction Certificate**.....
- **Safety boots**
- **Reflective 'hi-vis' jacket**.....
- **Contents of the Candidate Pack are fully completed and signed by the Candidate and their employer.**

Further information and clarification may be obtained from the CSCS Operations Unit, 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 (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.

Part 1 **Construction Skills Certification Scheme**

Application Details

Section A Applicant Details

Surname Forenames.....
 Address

 Postcode.....
 Tel PPS 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 Are you self-employed? Yes No

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 possesses a current 'Safepass' registration card or Managing Safely in Construction Certificate.
- the information detailed in this application, and any submitted information is valid, genuine and correct.

Please sign

Name Position

Please briefly list work carried out while Locating Underground Services, including dates and location of experience.

Dates from/to	Employer	Location and brief details of work done
Example <i>9 Nov 08 - 22 Dec 08</i>	<i>Eircom</i>	<i>Duct laying for MAN broadband project for Sligo Town</i>
		<p style="text-align: right;"><i>(continue on a separate sheet if needed)</i></p>

Part 2 Construction Skills Certification Scheme

Skills Self-analysis Location of Underground Services

Introduction

The aim of this form is to allow applicants to measure their knowledge and experience in locating underground services against the questions below. This is to ensure that all those attending the programme have sufficient skills and knowledge to comfortably meet the required standards. This section **must** be completed and returned to the chosen SOLAS Approved Training Organisation **prior to** or **on the day** of attending the two-day training and assessment programme.

Instructions to the Applicant

Please take your time and answer all questions honestly, as dishonest answers mean that you may be unsuccessful on the course programme.

On completion, add up the total number of questions you have scored as 'yes' and refer to the Assessment Grading, which will analyse your knowledge and experience.

Assessment Questions

Please answer **all** questions as indicated:

Note: the term 'correctly' means conforming to manufacturer's instructions, legislation, regulations and industry best practice.

Question	Yes	No
1. Have you worked on roadworks before?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you familiar with the normal underground services in a road?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you witnessed an excavation near a live power cable?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you worked near overhead power lines?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you aware of the colour coding used for service ducts?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you ever used a Cable Avoidance Tool?	<input type="checkbox"/>	<input type="checkbox"/>
7. Could you determine the direction of a buried cable using a Cable Avoidance Tool?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are you aware of the use of a CAT to determine the depth of a buried cable?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you know what constitutes good bedding material for a common service pipe?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you know what is a 'stop block' when used with plant tipping into an excavation?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you know what a 'sonde' is used for?	<input type="checkbox"/>	<input type="checkbox"/>
12. Are you aware of the warning tape used for different underground services?	<input type="checkbox"/>	<input type="checkbox"/>
13. Have you ever used a Genny in conjunction with a CAT to trace services in the ground?	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you know how to perform a simple risk assessment prior to excavation work?	<input type="checkbox"/>	<input type="checkbox"/>

- 15. Do you know how to limit the risk of a collapse of a trench excavation?
- 16. Do you have a basic understanding of signage at roadwork's?
- 17. Are you aware of the different depths of services in roads, footpaths and verges?
- 18. Do you know what 'low voltage' means when working with power tools on site?
- 19. Are you aware of the precautions to be taken following a gas leak?
- 20. Are you aware of who you should contact when information is required about buried cables?

Yes total _____

Assessment Grading

If you have scored 15-20

You appear to have a good level of understanding of the location of underground services.

If you have scored 10 – 14

Your understanding of the location of underground services is limited and we advise that you acquire further knowledge before attending the course. Remedial training and further site experience is advised.

Less than 10

Your supposed understanding the location of underground services is very limited and we strongly advise you not to attend the programme until you have undertaken further experience or training.

Candidate Name

Signature **Date**