

# Construction Skills Certification Scheme

## Candidate Pack for the Training and Assessment Programme Mobile Tower Scaffold

Please read this document carefully. Further information and clarification may be obtained from Solas CSCS Operations Unit Tel: 01 607 0500

### Guidance Notes for Inexperienced / Experienced Candidates

The following documents are also attached:

- Part 1 – Application
- Part 2 – Skills Self-Analysis (Experienced Users only) Mobile Tower Scaffold Questionnaire
- Part 3 – Endorsement of Users Competence (Experienced Users only)
- Part 4 – Practical Test Criteria

### Aim of Programme

The Mobile tower scaffold training and assessment programme enables both inexperienced and experienced users to gain recognition for their achievements by the way of certification, and provide an opportunity for participants to demonstrate their skills, knowledge and attitudes associated with mobile tower scaffold operations, which provides suitable certification.

### Candidate Profile (Inexperienced)

Candidates for this programme must:

- Must have the ability to work safely at heights
- Possess a current 'Safepass' registration card
- Have achieved the current statutory school leaving age

### Candidate Profile (Experienced Users)

Candidates for this programme must:

- Answer a minimum of 14 out of 19 questions correctly from the experienced users self assessment document prior to the commencement of the one day programme.
- Have the ability to work safely at heights
- Possess a current 'Safepass' registration card
- Have achieved the current statutory school leaving age

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

## Application Requirements (Inexperienced)

- Section A, B and C of Part 1 needs to be completed by the applicant

## Application Requirements (Experienced Users only)

- 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 full time user experience on mobile tower scaffolds.
- Part 2 - Skills Self-analysis and Part 3 - Endorsement of Operating Competence must be completed and submitted along with Part 1 to the chosen CSCS Approved Training Organisation prior to or on the day of attending the one-day training and assessment programme. Failure to do so may result in the candidate being unable to complete the programme.

**All Candidates must bring with them on the day: a passport sized photograph, their Safepass card plus safety helmet, safety boots, reflective 'hi-viz' jacket , gloves and scaffolders spirit level.**

## One and two Day Programme Content

### Induction

Registration and induction will be undertaken at the start of the day. Candidates **must** present their Safepass card to the course assessor, and relevant Parts of the application form if not already submitted.

### Training

Inexperienced candidates will undertake a theory and training session with the course instructor over two days.

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

### Theory Test

On completion of 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
- Safe working practices
- Equipment components and functions
- Correct user techniques
- Component checks and assessment of equipment
- Types and characteristics of materials and loads
- Site safety
- Safe manoeuvring of tower

Subjects that the questions will be based on will be covered during the theory input and training.

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.

## Practical Test

On the test the candidate will demonstrate the correct sequence for erecting, moving and dismantling a mobile tower scaffold. The tasks to be undertaken, equipment required are 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 contained in the Modular Assessment Programme is divided into essential and desirable points. To succeed, the candidate must achieve all **essential** items.

The practical assessment has a maximum time that all tasks must be completed within 50 minutes

## Experienced Users

Experience users are expected to be able to select, check and quantify all the necessary components from the manufacturer's instruction manual to enable the Mobile Tower Scaffold to be erected to the specified height requirements of the test. The candidate must be able to erect, move and dismantle the Mobile Tower Scaffold safely and in accordance with the Manufacturer's instruction manual supplied. Failure to erect, move and dismantle the Mobile Tower Scaffold safely and correctly within the time allowed will constitute a fail and the candidate will be required to repeat the practical test again after five days have elapsed.

Experienced users will be given ample time to familiarise themselves with the manufacturer's instruction manual prior to the practical test. Experienced users will not be allowed to practice the erection of the mobile tower scaffold prior to practical test.

## Feedback and Certification

If a candidate meets the required standard, the approved training organisation will send the relevant assessment documentation to Solas for certification and registration. The Solas skills card is printed and posted to the Approved Training Organisation for distribution to the learner. A FETAC certificate will be awarded as a result of a pass on 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.

If a candidate is successful in the theory but not the practical part of the test, then he / she may re-attempt just the practical part. If the candidate has been successful in the practical part of the test but not the theory, then he/she may re-attempt just the theory part.

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

## 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 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 on the day:

- **Passport sized photograph** .....
- **Safepass card** .....
- **Safety helmet** .....
- **Safety boots** .....
- **Reflective 'hi-viz' jacket** .....
- **Gloves**.....
- **Scaffolders spirit level**.....
- **Health and fitness declaration completed and signed**.....
- **Contents of the Candidate Pack are fully completed and signed by the candidate and their employer.** .....
- **Experienced User must have the employer endorsement signed**.....

Further information and clarification may be obtained from the CSCS Operations Unit phone 01 607 0500

Part 1

# Construction Skills Certification Scheme

## Application Details

### Section A Applicant Details

Surname ..... Forenames.....  
Address .....  
.....  
..... Postcode.....  
Tel:..... PPS Number .....

### Section B Applicant Declaration

**Health & Safety:** 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.

Please sign

### Section C Employer Details

Employer/Company Name.....  
Address .....  
.....  
..... Postcode.....  
Tel:..... Are you self-employed? Yes  No

### Section D Employer Confirmation (Experienced User only) (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 experience as a mobile tower scaffold user.
- the applicant possesses a current 'Safepass' registration card
- the information detailed in this application, and any submitted information is valid, genuine and correct.

Please sign

Name ..... Position .....

<b>Section E</b>	<b>Applicant Experience</b>
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**Please briefly list work carried out as a mobile tower scaffold user for at least six months, including dates and location of work.**

Dates from/to	Make & model	Location and brief details of work done
<i>Example</i> 9 Nov 08 - 12 Nov 08	<i>Instant Span 400</i>	<i>Barron Homebuilds, Kilty Street, Dublin. Painting ceilings- Electrical maintenance</i>
		<i>(continue on a separate sheet if needed)</i>

## Part 2

# Construction Skills Certification Scheme

## Skills Self-Analysis (Experienced User only) Mobile Tower Scaffold

### Introduction

The aim of this form is to allow **experienced user only** applicants to measure their knowledge and experience on the safe use of mobile tower scaffolds against the questions below. This is to ensure that all those attending the **experienced user** one-day assessment Programme are aware of the programme content, and 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 attending the one-day 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 assembled mobile tower scaffolds?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you familiar with the Safety, Health and Welfare at Work (General Application) Regulations, Part 4: Work at Height?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you familiar with the HSA Code of practice for Access and Working Scaffolds?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you used manufacturers/equipment instructions manuals?	<input type="checkbox"/>	<input type="checkbox"/>
5. Can you identify all the different parts and components required to erect a tower?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you know the difference between horizontal and diagonal braces?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you plumbed and levelled a tower?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you braced a tower?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you fitted platforms, toe boards and guardrails?	<input type="checkbox"/>	<input type="checkbox"/>
10. Can you fit and secure access platforms correctly?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you know the correct sequence for erecting a tower?	<input type="checkbox"/>	<input type="checkbox"/>
12. Can you disassemble a tower correctly?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are you able to move a tower in accordance with manufacturer's instruction manual?	<input type="checkbox"/>	<input type="checkbox"/>

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 14. Can you assemble, move and dismantle a mobile tower scaffold in 50 minutes?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Can you set up stabilisers to achieve maximum support for the tower?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Do you know the maximum distance between guardrails as per<br>General Application Regulations 2007 -103 (d) part (iii) | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Do you know the correct height a guardrail is fitted above the platform?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Do you know the minimum height of a toe board?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Can you store and stack components as per manufacturer's recommendations?  | <input type="checkbox"/> | <input type="checkbox"/> |

**Assessment Grading**

**If you have scored 14 – 19**

You appear to have a good understanding of mobile tower scaffold operations to comfortably participate on the experienced user assessment programme.

**If you have scored 13 or less**

You do not have sufficient experience to complete the programme over 1 (one) day and accordingly you are required to attend the 2 (two) training and assessment programme.

Candidate Surname ..... Forenames.....

Signature ..... Date .....



**Part 3**

## Construction Skills Certification Scheme

### Endorsement of Experienced User Competence Mobile Tower Scaffold

Applicant Name.....

This endorsement of user 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 erect and dismantle a mobile tower scaffold safely.

Each statement must be initialled by the endorser. The applicant can only be considered competent providing **all** statements are signed.

I consider that the above named applicant is able to competently:	Initials
1. Erect and dismantle a mobile tower scaffold as per manufacturer's instruction manual.	
2. Answer questions relating to the Safety, Health and Welfare at Work Act (General Applications) Regulations 2007- Part 4- Work at Height	
3. Examine and check a mobile tower scaffold before completion of GA3 form and / or Scafftag notice	
4. Answer questions relating to the Health and Safety Authority's Code of Practice for Access and Working Scaffolds	
5. Move or manoeuvre the mobile tower scaffold in a safe and efficient manner	
6. Work at heights in a safe and effective manner	

**Endorsers Details**

Full Name: ..... Date:.....

Company name and address:.....

.....

.....Postcode: ..... Contact Tel no: .....

Position: ..... Signature.....

Relationship to Applicant.....

## Part 4

# Practical Test Specifications and sample Grading Sheet Mobile Tower Scaffold

### Equipment and Resources

- 2 number mobile tower scaffolds manufactured to EN 1004-2004. Platform height in excess of 4.0m
- Manufacturers Instruction Manuals to EN 1298-1996.
- External area with firm base suitable in size to erect, dismantle and store 2 no. mobile tower scaffolds including outriggers or stabilisers.
- Internal area suitable in height and size to erect 2 towers in inclement weather conditions including outriggers and stabilisers.
- Cones/materials etc. to create restrictions / safety zones.
- Wind speed measuring equipment (Anemometer)

### Tasks

The Candidate needs to:

1. Carry out checks to the assembly area, identify hazards and inform the assessor of any action to be taken.
2. Use manufacturers' instruction manual to select and check components required to erect the mobile tower scaffold to the programmes assessment height.
3. Select, check and use appropriate P.P.E.
4. Successfully erect the mobile tower scaffold in a logical and safe manner maintaining plumb and square as per manufacturers' instructions.
5. Load mobile tower correctly using approved methods as per manufacturers' instructions.
6. Move tower scaffold as per trainer's instructions /manufacturers instructions.
7. Dismantle mobile tower in a safe and logical sequence.
8. Demonstrate good teamwork throughout the practical assessment.
9. Stack and store components in agreed location

### Time

- The candidate must complete all tasks within 50 minutes

### Notes

Candidates will be assessed under the following headings

1. Materials selected to correct standard
2. Area assessed for hazards prior to erection of tower
3. Mobile tower erected in a logical sequence
4. Correct personal protective equipment used
5. Tower plumb and level
6. Working platform installed, toe boards and guardrails fitted correctly
7. Platform in correct position for access
8. Tower braced and secured correctly
9. Tower moved safely and correctly to new location
10. Correct interpretation of manufacturers instructions
11. Tower dismantled in a logical sequence
12. Materials returned to storage and stacked correctly
13. Safety procedures observed without error
14. Good team working demonstrated
15. Task completed in the time specified
16. Clean area on completion of test