

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 5332500

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 trained 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.

Candidate Profile (Inexperienced - 2 day programme)

Candidates for this programme must:

- Have the ability to work safely at heights
- Possess a current 'Safe Pass' registration card
- Have achieved the current statutory school leaving age
- Complete a Health and Fitness declaration

Candidate Profile (Experienced - 1 day programme)

Candidates for this programme must:

- Have at least six months experience operating as a trainee mobile tower scaffold erector in construction in accordance with the 5th schedule - of the Safety, Health and Welfare at Work (Construction) Regulations 2013 – S.I. No. 291 of 2013. The six months experience must be within the last two years.
- 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 'Safe Pass' registration card
- Have achieved the current statutory school leaving age
- Complete a Health and Fitness declaration

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 six months experience assisting as a trainee in the erection of mobile tower scaffolds.**
- **Part 2 - Skills Self-analysis and Part 3 - Endorsement of User 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 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 Safe Pass 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 Safe Pass 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 session, 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 and erection 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

Experienced 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 QQI 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 not been successful in the theory part of the test, then he/she may not - attempt the practical test.

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 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**
- **Safe Pass 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**
- **Appropriate identification identifying the person as a trainee mobile
tower scaffold erector**

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.

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Part 1- Application Details

Section A **Applicant Details**

Surname Forenames.....

Address

.....

..... Date of Birth.....

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 / assessment 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

.....

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 at least six months experience over the last two years operating as a trainee mobile tower scaffold erector .
- the applicant possesses a current 'Safe Pass' registration card
- the information detailed in this application, and any submitted information is valid, genuine and correct.

Please sign

NamePosition

Section E

Applicant Experience

Please briefly list the times that you assisted a competent mobile tower scaffold card holder 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 14 - 12 Nov 14	<i>Instant Span 400</i>	<i>Barron Homebuilds, Kilty Street, Dublin. Painting ceilings- Electrical maintenance</i>
		<p style="text-align: right;"><i>(continue on a separate sheet if needed)</i></p>

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Part 2 - Skills Self-Analysis (Experienced User only) Mobile Tower Scaffold

Introduction

The aim of this form is to allow applicants to measure their knowledge and experience on the safe erection and use of mobile tower scaffolds against the questions below. This is to ensure that all those attending the **experienced** 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 regularly assisted in the assembly of 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 able to conduct a risk assessment prior to erecting a mobile tower scaffold?	<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. Do you know the correct sequence for levelling a mobile tower scaffold?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you assisted in bracing a tower?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you assisted in fitting platforms, toe boards and guardrails?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you understand how to 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. Do you know the correct sequence to 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. Do you think that you can 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 General Application Regulations 2007 | <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) day training and assessment programme.**

Candidate Surname Forenames.....

Signature Date

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Endorsement of Experienced User Competence Part 3 - 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. Follow manufacturer's instruction manual to select appropriate components required to build a mobile tower scaffold to any approved height.	
2. Check all components for serviceability prior to erection of mobile tower scaffold	
3. Undertake a risk assessment prior to the erection of a mobile tower scaffold	
4. Erect and dismantle a mobile tower scaffold as per manufacturer's instruction manual	
5. Examine and check a mobile tower scaffold before completion of GA3 form and / or Scafftag notice	
6. Move or manoeuvre the mobile tower scaffold in a safe and efficient manner	
7. Work at heights in a safe and effective manner	

Endorsers Details

Full Name: Date:.....

Company name and address.....

.....

..... 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. Understand how to 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