



# TWf Information Sheet No. 2

## Temporary Works Training



This information sheet has been prepared by Ray Filip (RKF Consult Ltd) and Peter Pallett (Pallett Temporary Works Ltd) on behalf of the Temporary Works Forum to clarify the current status and recommendations for both management and technical training in temporary works in the UK construction industry.

The CDM Regulations 2015 embodies the philosophy of the Code of Practice for Temporary Works Procedures (BS 5975); requiring employees to be competent; to understand the principles of risk management, to have relevant up-to-date training and qualifications, and to have the experience appropriate to the complexity of the project.

The writers have identified confusion in the industry on the scope and type of appropriate training required in the field of temporary works. This information sheet includes a selection aid on page 3 of the training courses that staff are likely to require to satisfy current requirements. A few of the frequently asked questions are given on pages 4 and 5.

It is important to note that the courses listed on Page 2 are available from different providers. Some courses - not all - are run under a CITB Cskills Awards scheme. CITB Cskills act as a certifying body, and their courses have to be run by approved "Site Safety Plus" (SSP) training providers.

*Competence in temporary works comes from education, training and experience and should be judged by an appropriate senior individual<sup>1</sup> of the employee's company, usually referred to as the Designated Individual. Temporary works procedures should cover the management of the design process, and include measures for ensuring that the design function and the roles of the temporary works co-ordinator and temporary works supervisor are carried out by competent individuals<sup>2</sup>.* This competence will involve an appropriate understanding of basic temporary works procedures as well as company specific procedures, plus an up-to-date technical knowledge based on experience, type of work and relevant technical awareness courses.

When selecting awareness courses with *technical* content it is essential that suitably qualified and knowledgeable tutors are used with credible temporary works experience. Always check with the training provider that the appointed trainer has the relevant experience in temporary works and is not just a safety professional with general construction knowledge.

---

<sup>1</sup> CITB Scheme Rules October 2015

<sup>2</sup> BS 5975:2008+A1:2011 Section 2 Clause 6.3.1

**TWCTC - TEMPORARY WORKS CO-ORDINATOR**

This is a Cskills Two Day risk management course with examination leading to a qualification.

The course is based on the temporary works procedures in Section 2 of BS 5975.

Intended for those who are currently, or who will be in the near future, appointed temporary works co-ordinators (TWC). Generally delegates are working for a principal contractor, or organisation requiring a TWC.

Suitable for site managers, engineers and experienced technicians.

Companies are more frequently requiring this course as a pre-qualifier for a delegate to become appointed as a temporary works co-ordinator.

The course has to run by an approved "SSP" training provider.

The transferable course certificate is valid for five years.

**TWSTC - TEMPORARY WORKS SUPERVISORS**

This is a Cskills One Day management course with examination leading to a qualification. It is suitable for those delegates with a "hands on" practical role in day to day control of temporary works on site.

The course is based on the temporary works procedures in Section 2 of BS 5975.

Intended for those who are currently, or who will be in the near future, appointed temporary works supervisors (TWS). Generally delegates are working for a subcontractor, utility, or contractor employing own workforce for temporary works.

Suitable for site managers, site engineers, site supervisors or experienced trades-based foremen.

Many companies require this qualification in order for delegate to become a temporary works supervisor.

The course has to run by an approved "SSP" training provider.

The transferable course certificate is valid for five years.

**TWGATC - TEMPORARY WORKS GENERAL AWARENESS**

This is a Cskills One Day Awareness course for those who are not currently or who are not likely to be a temporary works co-ordinator or a temporary works supervisor, but have an interest in temporary works – mainly office based staff.

Intended for directors, contract managers, quantity surveyors, health and safety advisors, planners, architects, consulting engineers, proprietary supply organisations, authorities, utilities etc.

The transferable course certificate is valid for five years. The course is suitable for continuing professional development (CPD).

This course has to run by an approved "SSP" training provider.

**TWTAC - TEMPORARY WORKS TECHNICAL AWARENESS**

These are typically One or Two day courses presented by competent qualified Training Providers to give up-to-date latest technical information and techniques in temporary works.

Intended for all those in both building and civil engineering activities who require temporary works knowledge for performance of their jobs. As CDM 2015 requires "workers" to be competent and trained to the level of the complexity of the task(s) in hand, these courses are essential for practising site and office staff.

In view of the number of subjects involved, each company will need awareness courses related to their type and range of work. Specialist contractors will often need either "below-ground" or "above ground" temporary works to suit their workload. In some cases the courses may be specific to a proprietary type of product.

Attendance on these courses provides employers with verification that delegates are remaining "current".

These courses are run by several training organisations as both "public" and "in-house" courses.

**TW Design - TEMPORARY WORKS DESIGN**

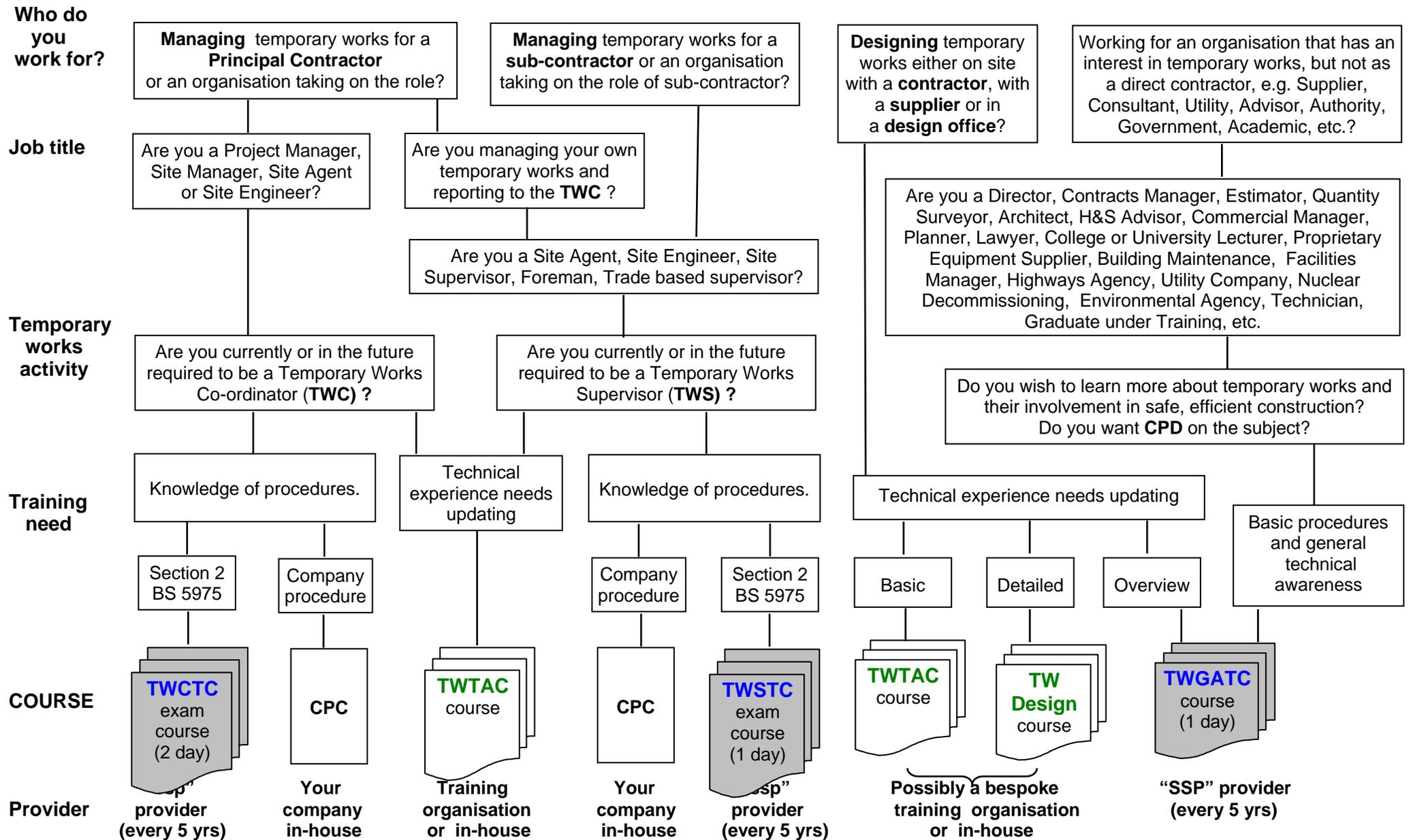
Specialised design courses offered by qualified trainers for graduates, technicians, CAD operators etc working in temporary works design offices or with suppliers. These courses are usually "in-house" and company based.

**CPC - COMPANY PROCEDURES COURSE**

BS 5975 recommends every organisation with temporary works involvement to have a procedure for handling temporary works, so it is a requirement for that organisation/company to have a method to train its staff on their procedures. These are "in-house" courses/workshops organised by the organisation/company.

# TEMPORARY WORKS TRAINING SELECTION AID

TW16.005



Note: Courses in   are by "SSP" Training Provider

## Is it mandatory to have a Cskills certificate to be a TWC or TWS?

NO - the Cskills award is one method of proving that a person has achieved a certain level of qualification in the subject. Although it is not a legal requirement, some clients and/or contractors may include the courses as a pre-qualifier in their procedures to ensure that suitable candidates have an up to date qualification.

## Is there a CSCS category for TWC or TWS?

Not planned at present – but persons who are eligible to be TWC's or TWS's have to be competent and related qualifications and/or training are one measure of proving overall competence.

## What is the examination pass mark and what happens if I don't pass?

All exams are multiple choice questions as open book – they are a test of knowledge, not memory!

Exam	Questions	Pass	Resit <sup>note (1)</sup>	Fail <sup>note (2)</sup>
<b>TWCTC</b>	<b>25</b>	<b>18 - 25</b>	<b>16, 17</b>	<b>0 - 15</b>
<b>TWSTC</b>	<b>25</b>	<b>18 - 25</b>	<b>16, 17</b>	<b>0 - 15</b>
<b>TWGATC</b>	<b>12</b>	<b>9 - 12</b>	<b>7, 8</b>	<b>0 - 6</b>

Note (1) exam re-sit using a different exam paper within 90 days using any registered training provider (who may make an additional charge)  
Note (2) a fail means you have to retake the whole course and examination.

## How long after passing this examination can I be appointed a Temporary Works Co-ordinator?

When the designated individual of the organisation for whom you work is satisfied that you understand your company procedures, and is also satisfied that you have the technical competence for the temporary works involved in the project.

## If I pass the exam how long is the certificate valid for and is it transferable?

5 years - The Cskills Awards issue the certificates for three courses (TWCTC, TWSTC and TWGATC) which are valid for 5 years - after which time a refresher course is required. The certificate is transferable and will be recognised by many companies.

## Do all Project Managers have to be TWC's?

NO - it depends on the size of project and type of work. For example; in general building and utilities it is often the case that there will be one TWC responsible for several sites - and the TWC may be an appointee in the local regional office.

## Does the TWC have to be employed by the Principal Contractor?

Not necessarily so – it is preferable that the TWC be an employee because the TWC has responsibilities involving significant financial risk if anything goes wrong; so appointing a third party has legal implications for a contractor when passing on their risk.

## If I pass the TWGATC can I become a TWC or TWS?

Possibly -The TWGATC is an awareness course aimed at anyone who has an interest or involvement in temporary works or for Continuing Professional Development. It is not aimed at persons who already are TWC's or TWS's (or who may become so in the near future). You would have to attend the TWCTC or TWSTC at some point in the future.

FAQ's continue

**Do I have to be a qualified TWS before I attend a TWC course?**

NO – the two courses are aimed at different levels of intelligence and operator experience.

**Can a TWC or a TWS either do a design or check a design?**

Yes – provided they have the relevant training. On larger sites the TWC might actually have spent time as a designer in a TW office. The role of the TWC and TWS are management roles to **ensure** the works are carried out correctly to the procedures, hence they can carry out designs, but obviously can't check their own design, they still have to have an independent check. The TWC has the role to ensure it has been designed and has been checked.

**Our company requires everything to be pre-designed, so why do I need technical training?**

Relevant technical training will bring you up to date with current technology, materials and safety legislation appropriate to your temporary works. It will also make you aware of basic concepts to prevent collapses and identify problems. Hence although "it's been designed" unless you have a technical awareness, you won't be able to spot and report any errors or omissions.

Essentially everyone has a responsibility to keep up to date; it's a basic requirement in legislation.

**Will the CITB courses cover my employers' temporary works procedures in detail?**

Possibly - If the course is delivered for a specific organisation then an in-house tutor should be able to cover the company procedures in detail. If the course is held as a public course the delegates will represent a number of different organisations then the answer is probably no. Remember that the examination is based on the procedures and terminology in Section 2 of BS 5975, not your employer's.

Most organisations have temporary works procedures that broadly follow the recommendations of Section 2 of BS5975. Delegates should expect to be given an in house briefing or Company Procedures Course (CPC) on their own organisations' procedures at some point, preferably **after** the course to avoid any confusion in the examination. Some companies do the CPC as an e-learning module.

**What happens if my employers' temporary works procedures are very different to BS5975 or my employer does not have a temporary works procedure?**

Use of the latest BS5975 is not mandatory, it is the current code of practice accepted by the industry and gives guidance and recommendations. Every organisation is strongly recommended to take note of its philosophy in the understanding that it may be used in evidence if there is an accident involving temporary works. Under CDM Regulations you may have to prove that your risk management procedures are at least as good as, if not better than the industry standard i.e. as recommended in BS 5975.

If your employer does not have a TW procedure then you should express your concern to senior management to address the issues.

**I am involved in a specialist field – will the courses cover my specialisation in detail?**

The TWTAC and TW Design courses as either "public" or "in-house" courses can be tailored to suit your specification. However all the "SSP" provider courses are aimed to be relatively generic to make them transferrable – however the CITB scheme rules allow "some tutor discretion" and course content may be partially tailored to suit specialisations.

When reserving courses, it is important to select a suitably experienced and knowledgeable tutor that is able to tailor the training to offer some relevant content on your specialisation.