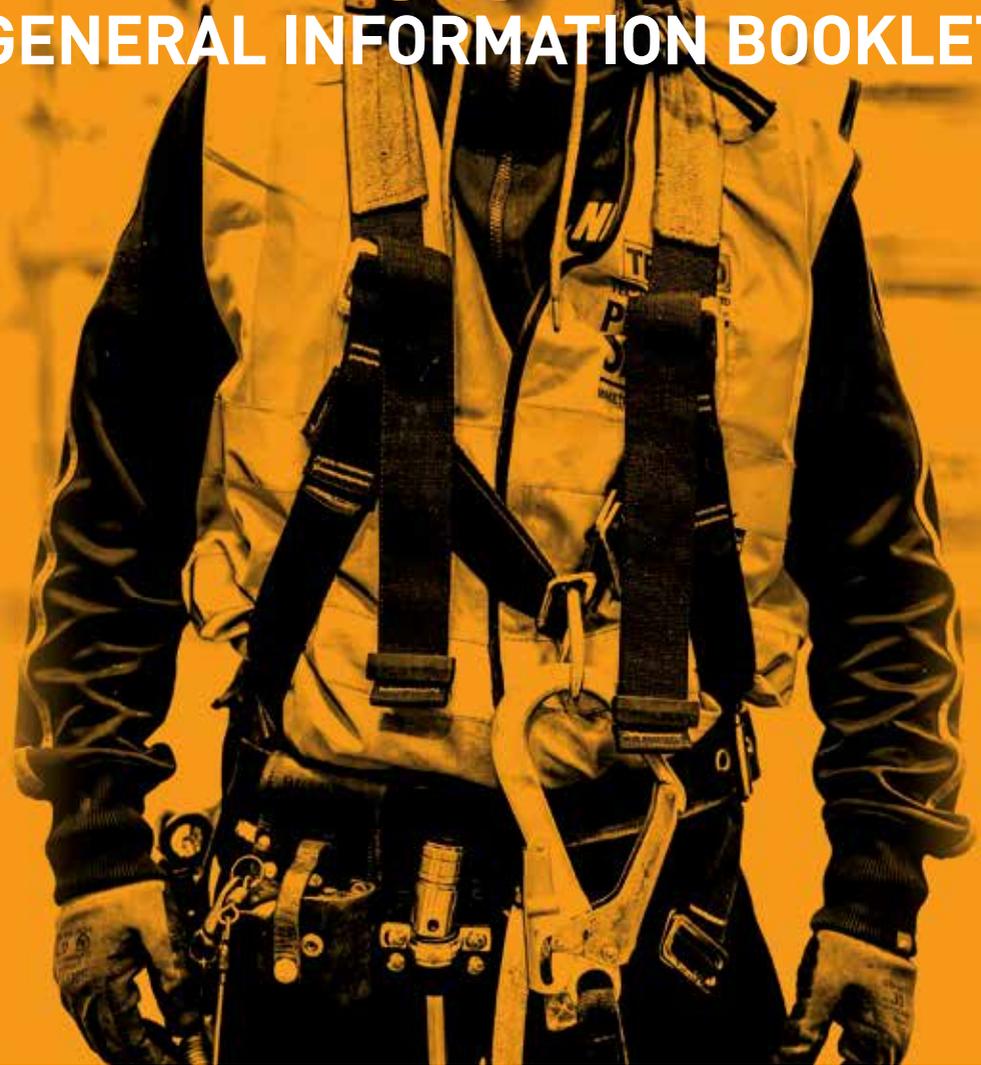


CISRS

CONSTRUCTION INDUSTRY
SCAFFOLDERS RECORD SCHEME

CAP 609

GENERAL INFORMATION BOOKLET



Published by:

Construction Industry Scaffolder's Record Scheme (CISRS)

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NOTES

The National Access and Scaffolding Confederation (NASC) represent the Scaffolding Employers within the Construction Industry Joint Council (CIJC). The Trade Unions, UNITE, UCATT (Union of Construction Allied Trades and Technicians) and the GMB represent the Employees within the CIJC.

The CIJC has delegated the management and administration of Construction Industry Scaffolders Record Scheme (CISRS) to the NASC. CISRS Ltd fulfils this role on the NASC's behalf.

CISRS Ltd, a not for profit company is responsible for the management and administration of Construction Industry Scaffolder's Record Scheme (CISRS).

CISRS is grateful for the advice given on the contents of this publication by the NASC and the members of the Access & Scaffolding Industry Training Organisation (ASITO).

CISRS has made every effort to ensure that the information contained within this publication is accurate. CISRS accept no liability whatsoever in connection with this document or any part thereof.

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Contents

	Page no.
Introduction	3
1. Scope of the Scheme	4
2. Scaffolding Operative Schemes	5
2.1 CISRS Scaffolding Labourer	
2.2 CISRS Trainee Scaffolder (Tube & Fitting or Recognised System Scaffold)	
2.2.1 CISRS Trainee Scaffolder Part 1 Training	
2.2.2 CISRS Trainee Scaffolder Part 2 Training	
2.3 CISRS Scaffolder (Tube & Fitting or Recognised System Scaffold)	
2.4 Scaffolder Apprenticeships	
2.5 CISRS Advanced Scaffolder	
2.6 System Scaffold Product Training Scheme (SSPTS)	
2.7 Basic Access System Erector (BASE)	
3. Scaffolding Management and Supervisory Training	17
4. Scaffold Inspection Training (SITS)	19
4.1 Basic Scaffold Inspection Training	
4.2 Advanced Scaffold Inspection Training	
4.3 Refresher Training	
4.4 CISRS Scaffolders, Advanced card holders	
5. Vocational Qualification	22
5.1 Work Based Evidence	
5.2 Experienced Worker Practical Assessment (EWPA)	
5.3 On-Site Assessment & Training (OSAT)	
6. Record Cards	24
6.1 Applying for a new record card	
6.2 CITB Health, Safety and Environment Test and recognised Exemptions	
6.3 Card renewals	
6.4 Upgrading old CISRS Cards	
6.5 Lost Cards	
6.6 Card withdrawal/cancellation	
6.7 Checking Record Cards	
6.8 ECITB/ECI Database Cards	
6.9 Appeals Process	
7. Grant Aid and Training Funding	29
Appendices	30
A Training Objectives – Trainee Scaffolder Part 1 Course	
B Training Objectives – Trainee Scaffolder Part 2 Course	
C Training Objectives – Advanced Scaffolder Course	
D Training Objectives – Trainee Scaffolder Part 1 Course Systems Scaffolding	
E Training Objectives – Trainee Scaffolder Part 2 Course Systems Scaffolding	
F S/NVQ Access and Rigging Operations Units	
G Useful Contacts	
H Accredited Training Centres	

CISRS

CONSTRUCTION INDUSTRY
SCAFFOLDERS RECORD SCHEME

THE SCAFFOLDING SECTOR KEEPS MOVING FORWARD...



KEEP UP WITH CISRS CPD

From 1st June 2017 there will be a mandatory requirement to attend a two day CISRS CPD training course prior to Scaffolder or Advanced Scaffolder card renewal

For further information go to:

www.cisrs.org.uk

Introduction

The Construction Industry Scaffolders Record Scheme (CISRS) has been operating within the UK for over 40 years. It is the industry recognised qualification for those working within the scaffolding and access sector. The scheme offers a full range of practical and theoretical training courses and assessment aimed at Scaffolding Labourers, Scaffolders, Advanced Scaffolders, Supervisors/Managers and Scaffolding Inspectors. The scheme is based upon the principles of achieving qualification via formal off-site training, on site work experience, completion of S/NVQ Accessing Operations and Rigging (Construction), Practical Skills Assessment and Health and Safety training/testing.

Over the years CISRS has ensured the scheme remains current, valid and robust by seeking to incorporate relevant Legislative, Technical and Health & Safety changes as they occur.

The scheme was originally introduced in the late 1960's but training began in earnest after 1979, following the development of formal Part 1, Part 2 and Advanced courses. Since then tens of thousands of scaffolders have undertaken CISRS training.

In 1996 National Vocational Qualifications (S/NVQ) were developed for the Construction sector, CISRS had an active role in developing the content of the Access and Rigging Operations (Construction) qualification. Since its introduction scaffolding operatives have been required to complete both practical training and S/NVQ, before being able to apply for a CISRS Scaffolder Card.

In August 1999 CISRS was the first trade skills card scheme to affiliate to the Construction Skills Certification Scheme (CSCS). CSCS is now the industry recognised registration scheme for the whole of construction.

Unlike many other trade schemes, CISRS does not offer a “fast track” route to qualification, delegates must meet all the criteria laid out at the time of registration and entry to the scheme.

CISRS has changed considerably in the last 40 years. In this time it has witnessed the introduction of mandatory formal training, S/NVQ, Health, Safety and Environmental Testing (CITB HS&E Test), practical assessment, system scaffold training, including short term courses for existing CISRS cardholders, Scaffold Supervisor/Manager Training and Scaffold Inspection Courses. It has also introduced the requirement to renew registration to CISRS on a regular basis (usually every 5 years), following completion of the required refresher training and CITB HS&E Test. It is this commitment to continued improvement that allows CISRS to retain its status as one of the most highly regarded trade qualification schemes within the Construction Industry.

The work of CISRS has made a significant contribution to reducing the number of accidents associated with scaffolding, by continuing to deliver training that reflects best practice and industry guidance.

Individual operatives also have the benefit of proper recognition of their skills and abilities and are able to show, that through training and assessment they have achieved the standards recognised and desired by industry.

CISRS Scheme Manager

1. Scope of the Scheme

The Construction Industry Scaffolder's Record Scheme (CISRS) continues to expand and develop the training it offers. CISRS divides its training into three categories, with each category offering different courses and programmes. These categories are:

- I. Scaffolding Operative Schemes**
- II. Scaffolding Management and Supervisory Training**
- III. Scaffold Inspector Training**

Training and assessment within CISRS can only be provided by CISRS Accredited Centres which are approved and audited by CISRS. The facilities provided by these centres, the course content and methods of assessment are laid down in specific scheme criteria documents and the relevant vocational qualification standards.

Employers must demonstrate compliance with the requirements of the Health and Safety at Work Act, the Work at Height Regulations, the Construction (Design and Management) Regulations and other relevant statutory provisions with regard to training, competence and supervision.

In order for a CISRS Scaffolder and Advanced Card to be issued, the candidate must successfully pass the relevant practical courses, achieve the relevant National/Scottish Vocational Qualifications (S/NVQ) and pass the relevant skills test.

CISRS provide Supervisory/Management training that meets the specific needs of the scaffolding industry. This 5 day course is aimed at personnel providing first line supervision for scaffolding contractors (i.e Contract Managers, Supervisors, Foremen and non-working charge-hands).

In order to create a nationally recognised training qualification for Scaffold Inspection, CISRS offer two courses, Basic and Advanced Scaffold Inspection. These courses were revised in 2014 to reflect the introduction of TG20:13.

The following sections provide information and an overview of the various schemes available.

2. Scaffolding Operative Schemes

The scaffolding operative schemes provided by CISRS Accredited Centres are the nationally recognised training and assessment scheme for Scaffolding in the UK.

The scaffolding operative scheme provides the New Entrant/Scaffolder Labourer Course (COTS), CISRS Scaffolder Part 1 and Part 2 Courses in both tube and fittings and system scaffold (also available as an Apprenticeship) and CISRS Advanced Scaffolder Courses in tube and fittings only.

In order for a CISRS Scaffolder/Advanced Scaffolder Card to be issued, the operative must have fulfilled all of the following criteria:

- I. Completed the CITB Health, Safety & Environment Test or recognised exemption**
- II. Successfully completed the relevant CISRS training course/s**
- III. Had the required site experience in scaffolding operations**
- IV. Completed the relevant S/NVQ**
- V. Completed the relevant CISRS Skills Test**

The scheme also provides the following additional training for operatives:

- (a) System Scaffold training SSPTS (see 2.6)**
- (b) Limited Skills training for non-scaffolders who regularly use system scaffold within the strict constraints of the Scheme Criteria (see 2.7)**

CISRS Record Cards are endorsed with the training courses and S/NVQ qualifications achieved. The flow chart (**Figure 1** – See Page 6) summarises the main CISRS Schemes available for Scaffolders.

2.1 CISRS Scaffolding Labourer



The CISRS Scaffolding Labourer Card is aimed at operatives who carry out on-site labouring/driving duties in support of scaffolding operations. It shows that the holder has up to date health and safety knowledge and the required industry skills to carry out their duties in a safe manner. Scaffolding Labourers are only allowed to work from a safe and secure position, i.e ground, building floor/fully protected roof or a fully completed scaffold platform.

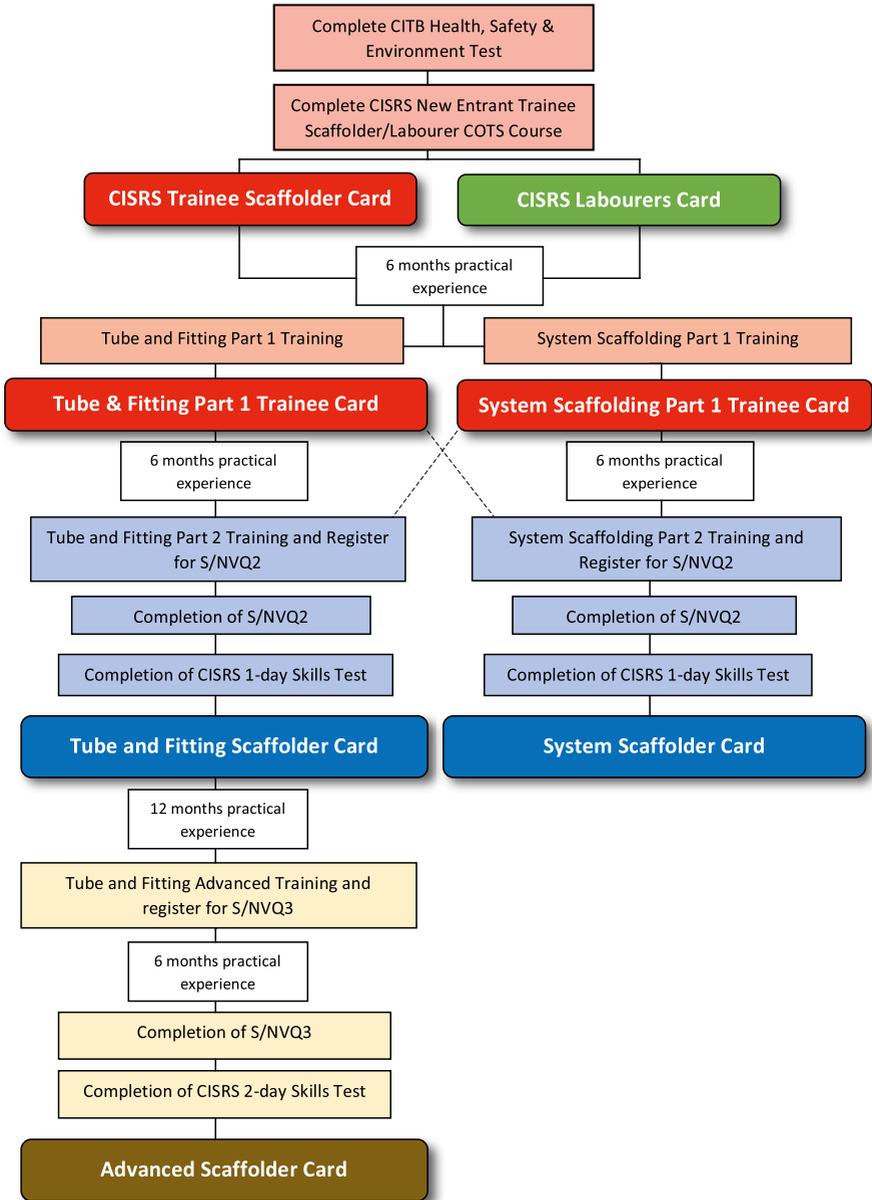


Figure 1

If an operative is expected to erect, alter or dismantle scaffolding, they will need to hold a CISRS Advanced Scaffolder, Scaffolder or Trainee Card.

All prospective Scaffolding Labourers must have completed the COTS course and have passed a CITB HS&E Test (or hold a recognised exemption) in order to apply for a CISRS Scaffolding Labourer Card.

CISRS Scaffolding Labourer Cards are valid for 5 years. On renewal, operatives will be required to attend another COTS course and pass a CITB HS&E Test (or hold a recognised exemption) to apply for a replacement card.

New Entrant Trainee/Scaffolding Labourer (COTS) Course

This course can be delivered via a CISRS Accredited Centre or in-house by scaffolding companies which have been approved by CISRS to do so. For more information on in-house delivery of the COTS email enquiries@cisrs.org.uk

The COTS course Includes:

Relevant Regulations and Codes of Practice

General Responsibilities

Basic Scaffold Terminology (Components & Application)

Servicing of Equipment, Tube, Fittings,

Boards & Stock – Quality Control

Health, Welfare, Hygiene & Housekeeping.

Electrical Safety

Fire Prevention & Control

Noise & Vibration

Work at Height

Accident Prevention & Reporting

Personal Protective Equipment

Site Transport Safety (Including Loading & Unloading)

Equipment & Tools

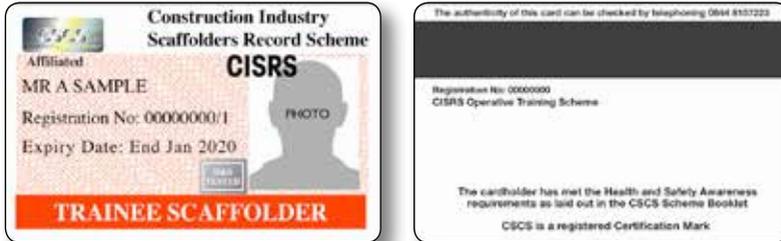
Manual Handling (Including a practical element)

Lifting Equipment Using a Rope & Wheel

Questions/Test Paper

2.2 CISRS Trainee Scaffolder (Tube & Fitting or Recognised System Scaffold)

It should be noted that until an operative has achieved all the scheme criteria, they will be considered a trainee scaffolder regardless of the experience they have within the scaffolding industry. Accordingly they should not undertake any scaffolding activities unless they are under the direct supervision of a qualified scaffolder.



2.2.1 CISRS Trainee Scaffolder Part 1 Training

All prospective trainee scaffolders must have completed the COTS course and passed the CITB HS&E Test (or hold a recognised exemption) to be able to apply for their initial CISRS Trainee Scaffolder Card.

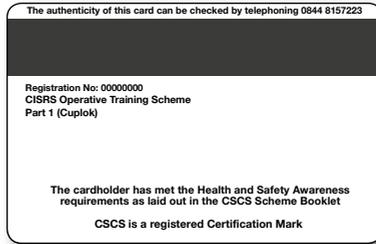
An operative must have a minimum of 6 months practical on-site experience prior to attending Part 1 training. The start of this experience will be taken as the start date of their CISRS Trainee Scaffolder or CISRS Scaffolding Labourer card.

Part 1 training courses can only be delivered by CISRS Accredited Centres and should be booked directly with the centre. A list of Accredited Centres can be found in Appendix H of this booklet.

Part 1 training courses are held over 2 weeks (10 consecutive working days Monday to Friday) and can be delivered in both tube & fittings and system scaffold. The Training Objectives can be found in Appendices A and D of this booklet.

Operatives will be required to sign a Delegate Acceptance Form which they will be given during the course induction. The form will confirm that the operative has had the required experience and is fit enough to carry out the practical course activities. It will also confirm that operatives who fail to demonstrate the required levels of experience, skill or knowledge will fail the course.

Upon successful completion of Part 1 training, the operative will be issued with a CISRS Part 1 completion certificate and will be able to apply to have their CISRS Trainee Scaffolder Card endorsed with Part 1 training. The Accredited Centre will notify Shared Services of successful completion.



Operatives who fail to demonstrate the required levels of experience, skill and knowledge will fail the course. They will be required to attend the 2 week course again once they have gained sufficient experience.

2.2.2 CISRS Trainee Scaffolder Part 2 Training

Part 2 training courses can only be delivered by CISRS Accredited Centres and should be booked directly with the centre. A list of Accredited Centres can be found in Appendix H of this booklet.

Operatives must have at least 6 months practical scaffolding experience following the successful completion of their Part 1 course before they can attend a Part 2 course. CISRS Accredited Centres are required to check that the operative holds a valid Part 1 completion certificate or an updated CISRS Trainee Card endorsed with Part 1 training before accepting a booking.

Operatives will then be able to attend a Part 2 training course at an Accredited Centre. The course will be held over 2 weeks (10 consecutive days Monday to Friday) and can be delivered in both tube & fittings and system scaffold). Operatives do not have to use the same Accredited Centre at which they attended their Part 1 course.

It should be noted that operatives do not have to attend a Part 2 course in the same scaffold materials as their Part 1 course. However the scaffold materials used in the Part 2 course will determine which scaffold material the operative will need to gather work based evidence in and which endorsement will be placed on their CISRS Scaffolder Card. The Training Objectives for these courses can be found in Appendices B and E of this booklet.

Operatives will be required to sign a Delegate Acceptance Form which they will be given during the course induction. The form will confirm that the operative has had the required experience and is fit enough to carry out the practical course activities. It will also confirm that operatives who fail to demonstrate the required levels of experience, skill or knowledge will fail the course.

Upon successful completion of Part 2 training, the operative will be issued with a CISRS Part 2 completion certificate and will be able to apply to have their CISRS Trainee Scaffold Card endorsed with Part 2 training. The Accredited Centre will notify Shared Services of successful completion.

Operatives who fail to demonstrate the required levels of experience, skill and knowledge will fail the course. They will be required to attend the 2 week course again once they have gained sufficient experience.

Following the successful completion of Part 2 training, operatives may now be registered for S/NVQ Level 2. Operatives require a further 6 months site experience, in which time they are able to gather work based evidence before submitting their portfolio for assessment. This evidence must be provided in the same scaffold materials that the operatives undertook their Part 2 training. Once the portfolio is signed off, operatives are able to book a CISRS 1 Day Skills Test directly with the Accredited Centre. Skills Tests can take place at weekends.

Should an operative's initial Trainee Card expire during this period, the operative may apply for a second Trainee Card which will be valid for a further 18 months. A second Trainee Card will only be provided to operatives who have passed a minimum of Part 1 training. No further Trainee Cards will be issued.

Successful completion of the 1 day skills test is a mandatory element of the CISRS scheme. This is regardless of whether the trainee has previously achieved their VQ via another route e.g. OSAT. A CISRS card will not be issued to those who fail to successfully complete the 1 day skills test. If a candidate fails the skills test, they must re-sit at a later date after gaining sufficient experience.

As an alternative to completing the VQ portfolio of work based evidence, employers/sponsors can choose for operatives to undertake the Experienced Worker Practical Assessment (EWPA) route. This would negate the need to complete the 1 day skills test, for further information see section 5.2.

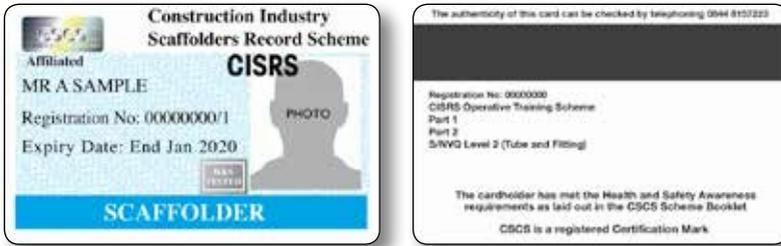
Operatives who cannot demonstrate the required skill level to pass the EWPA course, will be referred back to their employer/sponsor for further practical experience, they may then wish to complete VQ via an alternative route.

2.3 CISRS Scaffold (Tube & Fitting or Recognised System Scaffold)

Upon successful completion of CISRS Part 1, Part 2, S/NVQ Level 2, CISRS 1 day Skills test and HS&E Test (or recognised exemption) operatives can now apply for the CISRS Scaffold Card. The card will be endorsed with the scaffold materials the operative has qualified in. The operative may now be deemed a qualified scaffolder and can lead a scaffold gang in basic scaffold operations as defined in TG20:13.

It should be noted that the operative is only deemed a scaffolder when using scaffold materials that have been endorsed on their card. When using other scaffold materials, the operative will still be deemed to be a Trainee Scaffolder and should not work unsupervised.

Scaffolder Cards are valid for 5 years. Operatives will be required to complete the CITB HS&E Test (or recognised exemption) to renew their card. It should be noted that from 1st June 2017 all operatives will be required to complete the 2 Day CISRS Scaffolder Refresher Course.

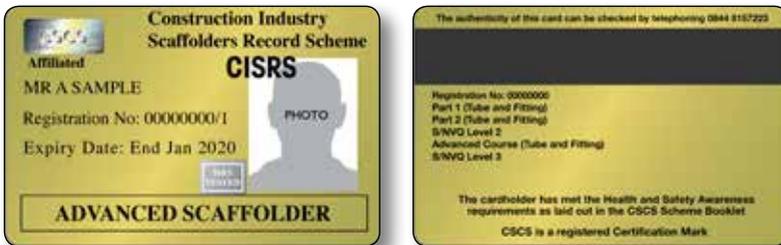


2.4 Scaffolder Apprenticeships

The Scaffolder Apprenticeship programme is held over a minimum of 18 months at participating Accredited Centres. It includes the training route to qualify as a CISRS Scaffolder and can be carried out in tube & fitting or system scaffold. The programme is structured to allow the operatives more time to complete the Construction Diploma (DIP 022), attend the practical training courses and complete S/NVQ Level 2. Operatives on the apprenticeship route are not required to take the CISRS 1 Day Skills Test, this element is fully incorporated into the Final Assessment Week of the Apprenticeship Programme (Figure 2 – See Page 12).

2.5 CISRS Advanced Scaffolder

Operatives must be in possession of a CISRS Scaffolder Card for at least 12 months before they can attend an Advanced Scaffolder Training Course. Accredited Centres are required to check this before accepting a booking. The course will be held over 2 weeks (10 consecutive days Monday to Friday). Training Objectives can be found in Appendix C of this booklet.



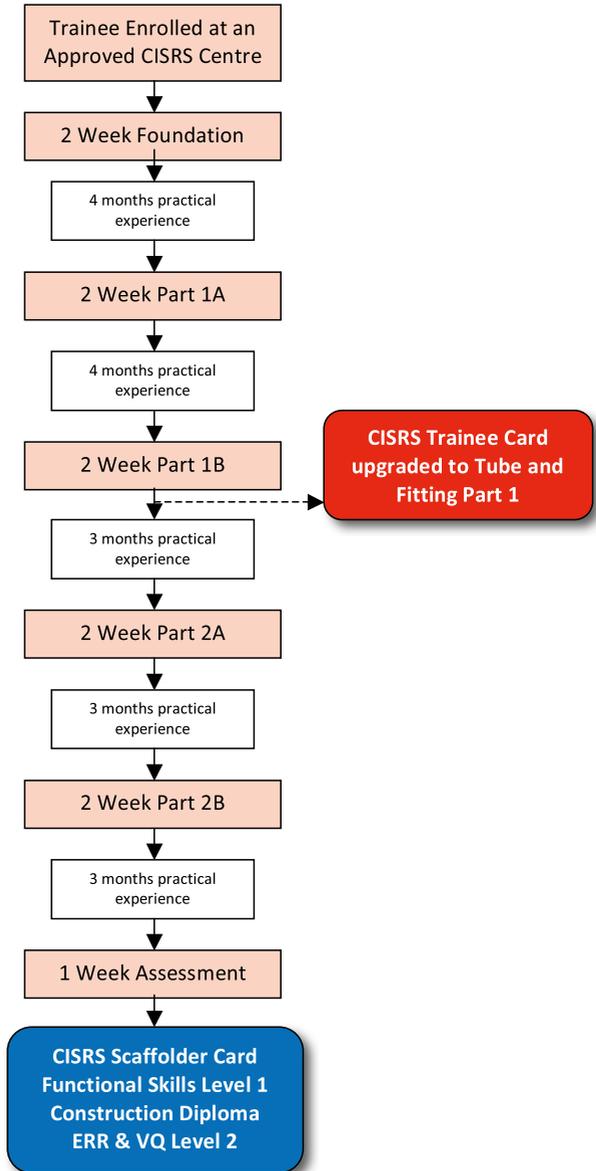


Figure 2

Advanced training courses can only be delivered by CISRS Accredited Centres and should be booked directly with the centre. A list of Accredited Centres can be found in Appendix H of this booklet. Operatives do not have to use the same Accredited Centre at which they attended their Part 2 course.

Operatives will be required to sign a Delegate Acceptance Form which they will be given during the course induction. The form will confirm that the operative has had the required experience and is fit enough to carry out the practical course activities. It will also confirm that operatives who fail to demonstrate the required levels of experience, skill or knowledge will fail the course.

Following successful completion of the Advanced Scaffolder Training, the operative will be issued with a CISRS Advanced completion certificate. They however will not qualify to have their CISRS Scaffolder Card upgraded. The Accredited Centre will notify Shared Services of successful completion.

Operatives who fail to demonstrate the required levels of experience, skill and knowledge will fail the course. They will be required to attend the 2 week course again once they have gained sufficient experience.

Following the successful completion of Advanced Scaffolder Training, operatives may now be registered for S/NVQ Level 3. Operatives require a further 6 months site experience, in which time they are able to gather work based evidence before submitting their portfolio for assessment. Operatives who cannot demonstrate the required work based evidence for S/NVQ Level 3 will be referred back to their employer / sponsor for further practical experience.

Once the portfolio is signed off, operatives are able to book a CISRS 2 Day Skills Test directly with the Accredited Centre. Skills Tests can take place at weekends.

Successful completion of the 2 day skills test is a mandatory element of the CISRS scheme. This is regardless of whether the trainee has previously achieved their VQ via another route e.g. OSAT. A CISRS card will not be issued to those who fail to successfully complete the 2 day skills test. If a candidate fails the skills test, they must re-sit at a later date after gaining sufficient experience.

Upon successful completion of the CISRS Advanced Scaffolder Course, S/NVQ Level 3, CISRS 2 Day Skills Test and CITB HS&E Test (or a recognised exemption), the operative can apply for a CISRS Advanced Scaffolder Card. The operative can now be deemed to be an Advanced Scaffolder.

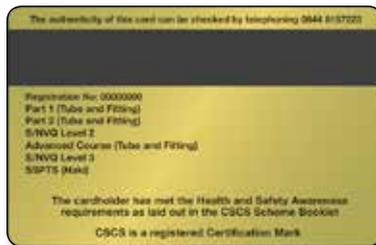
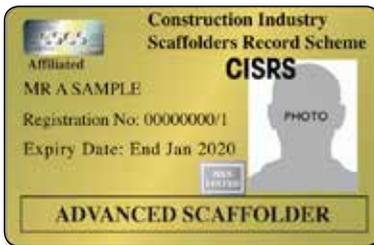
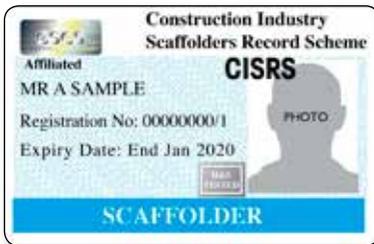
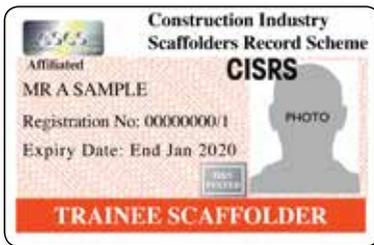
CISRS Advanced Scaffolder Training is currently only available in tube & fittings. Work on advanced system scaffold structures should be directly supervised by an operative who holds a CISRS Advanced card together with the relevant system scaffold product endorsement (SSPTS).

CISRS Advanced Cards are valid for 5 years. Operatives will be required to complete the CITB HS&E Test (or recognised exemption) to renew their card. It should be noted that from 1st June 2017 all operatives will be required to complete the 2 Day CISRS Scaffolder Refresher Course.

2.6 System Scaffolding Product Training Scheme (SSPTS)

The 2 day System Scaffolding Product Training Scheme (SSPTS) recognises the significant differences between the various system scaffold products covered by CISRS. It also provides structured training in system scaffold products for operatives who had previously only received training in tube and fittings. The scheme provides scaffolders with the skills and knowledge for the safe use of the system scaffold product, in accordance with the manufacturer’s instructions.

These courses are only available to operatives who have successfully completed a minimum of CISRS Part 1 training. Operatives who have only completed Part 1 training will still be classed as trainees. They may use the system scaffold product they have been trained in, but only under the direct supervision of a CISRS qualified scaffolder who also holds that system scaffold product endorsement.



SSPTS courses are held over 2 consecutive days, can only be delivered by CISRS Accredited Centres and should be booked directly with the centre. A list of Accredited Centres and contact details can be in Appendix H of this booklet.

Operatives who successfully complete SSPTS training and assessment must apply to have their CISRS record card endorsed with the name of the system scaffold product in which they have received training.

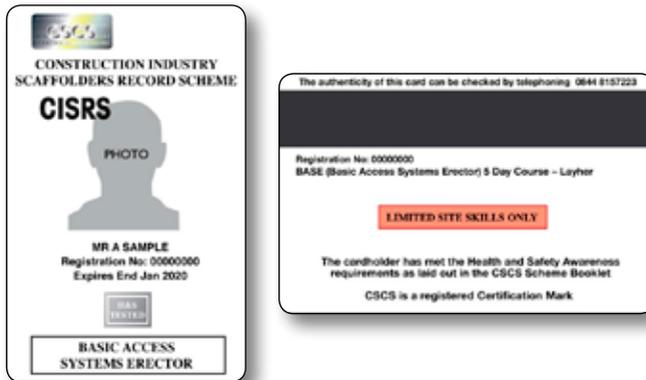
SSPTS courses are available in a number of system scaffold products. These products have been approved for training, only after the manufacturer/supplier has submitted all the relevant product information to CISRS. This information will include proof of testing to European Standards, user guide, erection and dismantling sequence etc.

CISRS system scaffold products are placed into categories of similar type. If an operative wishes to use a 2nd system scaffold product within the same category (e.g Cuplok and Genlok) the employer will be required to ensure that all relevant product information is passed onto the operative and that the operative is made aware of any differences in product capability, erection procedure, tie patterns etc.

A list of the system scaffold products in each category can be found at www.cisrs.org.uk

If an operative wishes to use a 2nd system scaffold product from another category, the operative will be required to attend a SSPTS course in that system scaffold product and have their CISRS record card endorsed accordingly.

2.7 Basic Access System Erector (BASE)



This course is held over 5 consecutive working days (Monday to Friday). The aim is to provide accredited training for non-scaffolders who erect, alter and dismantle very basic and routine scaffolding structures using specific system scaffold product.

It will provide operatives with limited skills and knowledge for safe use of a specific system scaffold product in accordance with the manufacturer's instructions within restricted working environments.

Upon successful completion of the training the operative will be issued with a BASE completion certificate and an application form to apply for a CISRS BASE Record Card in the specific system scaffold product they have been trained in. They will be required to hold a CITB HS&E Test or hold a recognised exemption. The Accredited Centre will notify Shared Services of successful completion.

An operative who wishes to use a different system scaffold product will need to comply with the rules set out in Section 2.6.

CISRS BASE Cards are valid for 5 years. Operatives will be required to complete a 2 Day SSPTS Course in the same system scaffold product and the CITB HS&E Test (or recognised exemption) to renew their card.

BASE card holders are only permitted to construct simple system scaffold structures with the product used when completing their CISRS BASE Training. These structures must not exceed a maximum height of 6m and must not be in an environment with a general public interface. Any works outside of these parameters should be carried out by a CISRS Scaffolder or CISRS Advanced Scaffolder depending upon the scope of the work.

A Basic Access Systems Erector is not a qualified scaffolder and as such is prohibited from carrying out any scaffolding operations outside the limitations of their training course.



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CONSTRUCTION INDUSTRY
SCAFFOLDERS RECORD SCHEME

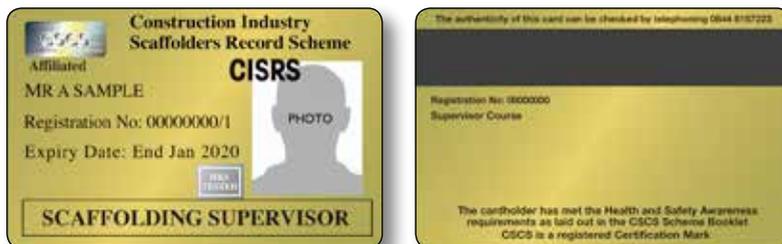
SYSTEMS ARE GO
CISRS PROVIDES THE INDUSTRY RECOGNISED TRAINING FOR SCAFFOLDERS
USING PREFABRICATED SYSTEMS. MAKE SURE THEIR CISRS CARDS CARRY THE
RELEVANT SYSTEMS TRAINING ENDORSEMENTS.

WWW.CISRS.ORG.UK

3. Scaffolding Management & Supervisory Training

To meet the demands of today's scaffolding industry; CISRS provides Supervisor/ Manager training. This training is tailored to deliver the knowledge and management skills required in contract scaffolding.

The 5 day CISRS Scaffolding Supervisor/Manager course is available from CISRS Accredited Centres. It is aimed at personnel providing first line supervision for scaffolding contractors (i.e Contract Managers, Supervisors, Foremen and non-working Charge-Hands).



The course content includes:

Health and Safety

- Legal Overview – Health & Safety Law
- Health and Safety Management
- HSE ACOP's and Guidance

Performance Standards

- British and European Standards
- NASC Safety and Technical Guidance
- Design Engineering Appreciation

Employment Basics

- Legal Overview – Employment Law
- Recruitment
- Discipline and Grievance
- Managing Absence
- Managing Conflict and Resolution

Supervisory Skills

- Planning and Organisation
- Materials and Logistics
- Competence and Allocating Duties
- Effective Supervision
- Commissioning and Handover
- Statutory Scaffold Inspections and Inspection Practices
- Effective Communication
(including basic presentation skill, briefings and toolbox talks)

- Meeting Skills
- Customer Relations

Commercial Essentials

- NASC Commercial Guidance
- Sales, Estimating and Surveying
- Contracts Awareness
- Managing Variations
- Valuations and Payment
- Payment Disputes and Remedies

Risk Assessment Project

Delegates are required to sit a written test and submit a project which contributes to the overall assessment. Successful delegates will receive a CISRS endorsed certificate and can apply for the CISRS Scaffolding Supervisor Card, providing they have passed the CITB Supervisory Level HS&E Test within the previous 2 years (or recognised exemption).

Refresher training

CISRS Scaffolding Supervisor Cards are valid for 5 years. On renewal delegates are required to attend a CISRS 2 Day Scaffolder Supervisor Refresher Course and have passed a Supervisory Level CITB HS&E Test (or hold a recognised exemption).

Delegates must have previously passed the CISRS 5 Day Supervisor/Manager Training or hold a current SMSTS certificate *and* a current CISRS Scaffolder or Advanced card to attend the CISRS 2 Day Scaffolder Supervisor Refresher course.



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SCAFFOLDERS RECORD SCHEME

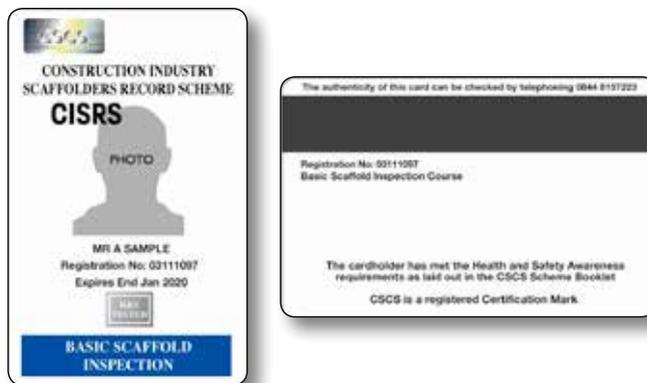
TIME FOR SUPERVISORS TO STEP UP

From 1st March 2016 there will be a requirement to complete a CISRS 2 Day Scaffolding Supervisor Refresher course prior to renewing your CISRS Scaffolding Supervisor Card

For further information go to:
www.cisrs.org.uk

4. Scaffold Inspection Training Scheme (SITS)

To provide a nationally recognised training qualification for scaffold inspection, CISRS developed two scaffold inspection courses in May 2010. These courses, Basic and Advanced Scaffold Inspection courses were amended in 2014 to reflect the introduction of TG20:13. Delegate entry criteria for these courses can be found in the CAP609E document. A copy of this document can be requested at enquiries@cisrs.org.uk



4.1 Basic Scaffold Inspection Training

The Basic Scaffold Inspection training is delivered by CISRS Accredited Centres over 3 consecutive days. It is aimed at anyone who is responsible for carrying out statutory scaffold inspections on basic scaffolding structures in accordance with the Work at Height Regulations 2005 and scaffolders wishing to expand their knowledge of scaffold inspection. Delegates may include employees from outside of the scaffolding industry such as Site Managers and Agents, Site Engineers, Health and Safety Professionals etc. These delegates will need to submit a CV to the accredited centre to confirm a minimum of 2 years of experience in the role. The course will cover basic scaffolding structures and the fundamental requirements for safe and legally compliant scaffolding.

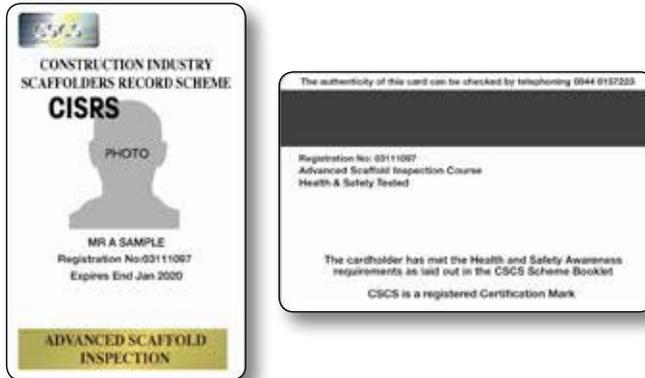
The Basic SITS course will include the following:

- Initial Practical Inspection Session
- Relevant Legislation
- Relevant Industry technical and Safety guidance
- Identification of Scaffold components
- Correct Erection procedure
- Fault finding
- Practical Inspection and Report Writing Assessment
- Theory test

The delegate is required to successfully complete the Practical Inspection and Report Writing Assessment as well as the Theory test in order to pass the course.

4.2 Advanced Scaffold Inspection Training

The 2 day Advanced Scaffold Inspection training covers both basic and more complex scaffolding structures. It is aimed at professional Scaffold Inspectors, Scaffolding Supervisors and Management and others who are responsible for statutory scaffold inspection for more complex structures. This course can only be delivered at a CISRS Accredited Centre that delivers Advanced Scaffold Training.



To be eligible, applicants need to have extensive scaffolding industry experience and have held a CISRS Basic Scaffold Inspection Record Card for a minimum of 2 years.

CISRS Scaffolders who have held their card for a minimum of 2 years and Advanced card holders will also be eligible to attend this course without initially having to attend the Basic Scaffold Inspection course.

Industry experience alone does not make a delegate eligible to attend an Advanced SITS course. They must meet at least one of the following criteria before being accepted onto the course:

- Hold a CISRS Basic SITS card for a minimum of 2 years
- Hold a CISRS Scaffolder card for a minimum of 2 years
- Hold a CISRS Advanced card
- Have attended a retrospective Advanced Inspection Course, with a CISRS provider, within a 10 year period prior to their enquiry.

The Advanced SITS course will include the following:

- Initial Practical Inspection Session
- Relevant Legislation
- Relevant Industry technical and Safety guidance
- Identification of Scaffold components
- Correct Erection procedure
- Reading and Interpretation of Scaffold Drawings
- Fault finding

- Practical Inspection and Report Writing Assessment
- Theory test

4.3 Refresher Training

Delegates will be required to attend/repeat the current 3 day Basic SITS course or a 2 day Advanced course on a 5 year cycle if they wish to maintain their CISRS status and be eligible to renew their card.

4.4 CISRS Scaffolder & Advanced Card holders

The stance of both the NASC and CISRS is that CISRS Scaffolders and Advanced card holders are competent to inspect scaffold structures up to the grade of the card they hold, provided their employer can demonstrate they have the necessary knowledge and experience. This will remain for the foreseeable future. CISRS Scaffolders Part 2 and Advanced courses being introduced in 2016/17 will include formal elements of Scaffold Inspection. CISRS cards that are issued subsequent to these courses will be endorsed with this training. Accordingly CISRS Scaffolders cards will be endorsed with Basic SITS and CISRS Advanced Scaffolders Cards will be endorsed with Advanced SITS. Scaffolders holding an endorsed card will not be required to hold a separate Inspection Card.



5. Vocational Qualification

CISRS is committed to vocational qualifications (S/NVQ). Where applicable, training and assessment under the record scheme supports the achievement of National Vocational Qualifications NVQ Diploma in Accessing Operations and Rigging (Construction) (QCF) for England, Wales and Northern Ireland, or Scottish Vocational Qualifications (SVQ) in Scotland.

Operatives undertaking CISRS Scaffolder training and assessment must be registered for S/NVQ Level 2. This is completed through the CISRS Accredited Centres. Registration usually takes place when the operative completes the CISRS Part 2 course.

The VQ's currently applicable under CISRS are:

Level 2 Accessing Operations and Rigging – Scaffolding – **Scaffolder**

Level 3 Accessing Operations and Rigging – Scaffolding – **Advanced Scaffolder**

Each S/NVQ level has a number of Units that must be achieved. A summary of the VQ levels and the units required can be found in Appendix F of this booklet.

CISRS Core Scheme Centres are also registered S/NVQ assessment centres.

Please note a VQ alone does not entitle an operative to a CISRS Scaffolder or Advanced Scaffolder card. The operative must fulfil all of the CISRS scheme criteria (as previously detailed), before they would be able to successfully apply for a CISRS Scaffolder/Advanced Scaffolder Card.

Successful completion of the relevant skills test is a mandatory element of the CISRS scheme. This is regardless of whether the trainee has previously achieved his VQ via another route e.g. OSAT. A CISRS card will not be issued to those who fail to successfully complete the S/NVQ assessment and relevant skills test. If an operative fails the skills test, they must re-sit at a later date after gaining sufficient experience.

The VQ assessment and skills test can take place on a weekend.

5.1 Work Based Evidence

The S/NVQ programmes followed under CISRS are based on the philosophy of train, gain experience, gathering evidence of that experience and then be assessed for competence.

Operatives are required to compile a portfolio of work based evidence for assessment against the relevant S/NVQ level. Accredited Centres provide information and advice for operatives in gathering work based evidence and assessing the evidence against the VQ requirements.

The onus of gathering evidence and completing the portfolio is with the operative. Employers/sponsors should assist and support operatives by checking portfolios, offering encouragement and planning work to allow operatives to gain the appropriate work experience required.

Operatives are assessed against the S/NVQ at each stage of training. It is a requirement of CISRS that the vast majority of evidence presented must be aligned with the scaffold material used in the operative's training e.g Tube & Fitting, Cuplok, Layher.

5.2 Experienced Worker Practical Assessment (EWPA)

As an alternative to completing a work based portfolio for S/NVQ Level 2, operatives can undertake a practical assessment and interview, at a participating CISRS Accredited Centre. This is the Experience Worker Practical Assessment (EWPA), where operatives attend a 2 day practical assessment to prove they have the skills and knowledge to be deemed competent.

The successful completion of EWPA would negate the requirement of attendance and successful completion of the CISRS skills test and S/NVQ assessment.

If the operative fails the EWPA they will be advised by the centre of alternative methods available for completing their S/NVQ.

To be eligible for EWPA an operative must have had a minimum period of 12 months practical experience after completing their CISRS Part 2 training course.

EWPA is only currently available at scaffolder Level VQ2.

5.3 On-Site Assessment and Training (OSAT)

Some operatives may choose to achieve their S/NVQ qualification via the OSAT route. Please note that this route is not offered by many of the CISRS Accredited Centres. Achievement of S/NVQ via OSAT does not negate the requirement of attendance and successful completion of the relevant CISRS skills test.



6. Record Cards

To comply with CISRS, an employer/sponsor must be satisfied that an operative is suitably qualified by training and experience to be employed on given scaffolding operations. The level of CISRS training and assessment completed determines the grade of CISRS card issued.

The record card bears the operative's name, unique record number and photograph. Record cards will state the category of the scaffolder (Trainee, Scaffolder or Advanced). CISRS cards are also embossed with the CSCS logo and the CITB HS&E Test Hologram. Each card will also show an expiry date.

The rear of the card will show the route by which the card holder qualified for their CISRS status. It will also show any additional endorsements they may have achieved.

A CISRS Record Card is evidence of satisfactory completion of industry accredited training and assessment.

6.1 Applying for a new record card

Application forms are available from CISRS Accredited Training Centres or by visiting the website www.cisrs.org.uk

Telephone CISRS: 0844 815 7223

The completed form should be returned to:

CISRS
PO Box 1055
Bircham Newton
King's Lynn
Norfolk
PE31 6XQ

Together with the form, the applicant must supply copies of any relevant training certificates (including the CITB HS&E Test or evidence of a recognised exemption) and payment as stated on the form.

6.2 CITB Health, Safety & Environment Test and recognised exemptions

Prior to the issue or renewal of CISRS records cards it will be necessary to pass the CITB Health, Safety and Environment Test (HS&E Test). For the purposes of card applications this test will only remain valid for a period of 2 years only. If a further card application is made outside of this period the applicant would be required to complete a further test.

From June 2017, CISRS Scaffolder & Advanced Cards will be renewed upon completion of a CISRS Scaffolder Refresher Course. Renewals of these cards will *not* require an additional CITB HS&E Test.

CISRS do accept some other industry recognised Health and Safety qualifications as an exemption to the CITB HS&E Test. Those listed below must be completed within 2 years of the date of application.

- Completion of CISRS Recognised Scaffolding Apprenticeship Induction (Initial Trainee card only)
- IOSH Working Safely/IOSH Managing Safely/IOSH Directing Safely
- FAS Safe Pass
- NEBOSH (General/Construction/International/) H&S Certificate
- SMSTS Certificate
- SSSTS Certificate
- CISRS Scaffolder Refresher Course (from June 2017)

Other recognised exemptions

- Current CCNSG Safety Passport (SCATS)
- Current CCNSG Safety Passport Supervisor (SCATS)
- Current MIST/BOSIET/OPITO Approved Offshore Certificate

For these exemptions to apply a copy of the certificate and a passport-size colour photograph must be attached to the application form.

Please note when applying for CISRS Supervisor Cards only CITB Supervisors HS&E Test or Supervisory and Management level exemptions are accepted e.g. CCNSG Supervisor, SSSTS, SMSTS, NEBOSH, IOSH Managing/Directing Safely

6.3 Card renewals

In order to maintain their CISRS status all existing cardholders will be required to renew their cards in line with scheme rules and timescales.

Cards are required to be renewed at the following frequencies:

- Scaffolding Labourer Cards are valid for 5 years. Operatives must have completed the COTS course and the CITB HS&E Test (or recognised exemption) within 2 years to renew their card.
- Initial Trainee Cards are valid for 18 months. Within this time an operative must successfully complete a minimum of CISRS Part 1 training and hold a valid CITB HS&E Test (or recognised exemption) to renew their Trainee Card.
- 2nd Trainee Cards are valid for 18 months. Operatives are expected to complete their CISRS Part 2 training, S/NVQ Level 2 and the CISRS 1 Day Skills Test within this second 18 month period. No further Trainee cards will be issued.
- Scaffolder Cards are valid for 5 years. Operatives will be required to complete the CITB HS&E Test (or recognised exemption) to renew their card. It should be noted that from 1st June 2017 all operatives will be required to complete the CISRS Scaffolder Refresher Course and will not require an additional CITB HS&E Test (or exemption).

- Advanced Scaffolder Cards are valid for 5 years. Operatives will be required to complete the CITB HS&E Test (or recognised exemption) to renew their card. It should be noted that from 1st June 2017 all operatives will be required to complete the CISRS Scaffolder Refresher Course and will not require an additional CITB HS&E Test (or exemption).
- Scaffolding Supervisor Cards are valid for 5 years. Cardholders are required to complete a 2 day CISRS Supervisor Refresher Course and hold a valid Supervisory Level CITB HS&E Test (or hold a recognised exemption) to renew their card.
- Basic Scaffold Inspection Cards are valid for 5 years. The cardholder is required to attend another CISRS Basic SITS Course and hold a valid CITB HS&E Test (or recognised exemption) in order to be eligible to renew their card.
- Advanced Scaffold Inspection Cards are valid for 5 years. The cardholder is required to attend another CISRS Advanced SITS Course and hold a valid CITB HS&E Test (or recognised exemption) in order to be eligible to renew their card.
- Card holders are required to renew cards using the standard application form.
- CISRS will issue a renewal notice to all existing card holders approximately 3-6 months prior to the cards expiry. Renewal notices will be sent to the last known address.

6.4 Upgrading old CISRS Cards

Operatives wishing to renew an old style CISRS card will be required to make an appeal in writing to the CISRS Scheme Manager in order to be re-registered to the CISRS Scheme. Operatives will be required to explain why they have failed to renew their cards prior to this date, provide employment history and a supporting 3rd party reference. If the appeal is successful, the operative will be required to complete the relevant grade of CISRS Skills Test and the CITB HS&E Test (or hold a recognised exemption) to be able to apply for a new card. The CISRS Appeal Form can be found at www.cisrs.org.uk

If an appeal is unsuccessful, the operative will be required to fulfil the full CISRS Scheme Criteria before they will be able to apply for a CISRS card.

6.5 Lost Cards

If a record card is lost, the operative should contact the CISRS Helpline on 0844 8157223 for a replacement card, using a debit/credit card for payment. Applications can also be made by post using the application form. The replacement card will show the same expiry date as the original.

6.6 Card withdrawal/cancellation

Record cards remain the property of CISRS, who can cancel or withdraw the card if it becomes apparent it was issued under false pretences.

CISRS reserves the right to take legal action against any person involved in the production of fraudulent copies of CISRS cards.

CISRS reserves the right to withdraw the card of any operative who is successfully prosecuted by the HSE for contravention of access/scaffolding health and safety regulations.

6.7 Checking Record Cards

The validity of CISRS cards can be checked by contacting the CISRS Helpline. Three of the following pieces of information will be required to carry out a check; CISRS Registration number, full name, address, date of birth or NI number.

By telephone: 0844 815 7223

By post: CISRS
PO Box 1055
Bircham Newton
Kings Lynn
PE31 6XQ

By email: enquiries@cisrs.org.uk

CISRS cards can also be checked by using the CITB Online Card Checker at: www.citb.co.uk/cards-testing/how-do-i-check-card-details/online-card-checker

6.8 ECITB/ECI Skills Database Cards

The ECI Skills Database (also known as the ECITB) has ceased issuing cards to scaffolders. The ECI Skills database was an entirely separate scaffolder's registration scheme to the CISRS. No formal training or assessment was required to obtain these cards and as such they are not recognised by CISRS

If an ECI Skills card holder wishes to obtain a CISRS card they would be required to meet the full CISRS Scheme Criteria, as would any experienced scaffolder who could not provide evidence of CISRS training.

6.9 Appeals Process

Where a grievance arises over the application of the Record Scheme rules, an appeal may be made to the Scheme Manager.

In order to be considered there must be reasonable grounds for an appeal.

The following are examples of grounds for an appeal that may be considered:

An individual has failed to complete the training and assessment programme within the requisite timescale due to injury/ill health.

An individual has failed to maintain their CISRS status as they have been working/living outside of the UK

An individual holds an old style CISRS card and wishes to apply for an equivalent CISRS card

An individual holds a health and safety qualification not listed as an accepted exemption

All appeals must be made by submitting a CISRS Appeal Form (available at www.cisrs.org.uk) outlining the grounds of the appeal and must contain all relevant supporting evidence, e.g. letter from GP or hospital, proof of employment or residence outside of the UK.

All appeals must include the following details (where applicable) which will assist us in dealing with the appeal in a timely manner.

Full Name

Date of Birth

National Insurance Number

CISRS card number (if registered)

Proof of old style CISRS card (photocopy/scan of card)

Proof of Training Certificates (photocopy/scan of certificates)

Supporting evidence from a CISRS Accredited Centre that training has taken place including course details and dates, VQ portfolios have been submitted, confirmation that future training/CISRS skills assessments have been pre booked with the Accredited Centre.

Relevant supporting evidence – letter from GP, DHSS, probationary service or overseas visa.

An appeal request for a CISRS card based upon industry experience alone, membership to an alternative card scheme or the achievement of a S/NVQ in isolation, would not constitute valid grounds for an appeal and as such would not be considered.

Please forward appeals to:

CISRS Scheme Manager

CISRS 4th Floor

12 Bridewell Place

London, EC4V 6AP

Alternatively by email to: enquiries@cisrs.org.uk

In the first instance any appeals will be considered by the CISRS Scheme Manager. A further final appeal can be made. Final appeals will be considered by an Appeals Panel made up of relevant industry parties, comprising of an employer, a trade union representative and a CISRS representative (wherever possible the CISRS representative will not be the CISRS Scheme Manager). The Appeals Panel will normally only consider such documentary evidence as is provided to them, however if requested by an appellant (and agreed by the relevant trade union) provision will be made for trade union representation at the final appeal stage. The decision of the Appeals Panel is final.

7. Grant Aid and Training Funding

CITB levy registered employers are entitled to claim grants for CISRS training and assessments schemes.

There may also be funding available for CISRS training and assessment through other sources.

For more information regarding grant and funding assistance contact:

- CITB website
www.citb.co.uk
- CITB Company Development Advisor via your regional CITB office. See the website at www.citb.co.uk
- CISRS Accredited Training Centre (see Appendix H)



Appendix A

Training Objectives – Trainee Scaffolder Part 1 Course – Tube and Fitting

Overall Objectives

1. The 2-week Pt. 1 course will cover the following elements:
 - Centre Induction and completion by delegates of Training Terms and Conditions Form
 - Health & Safety Awareness
 - ½ Day Fall Prevention Training (SG4)
 - Performance Standards (BS EN 12810/11 and TG20:13) tube and fittings courses.
 - General Scaffolding Awareness
 - Stability, Ties and Anchors (including TG4)
 - Manual Handling Techniques
 - Foundations & Ground Conditions
 - Methods of Access
 - Gin wheels, ropes, knots & hitches
 - Interpretation of drawings
 - Independent Tied Scaffold (theory & practical)
 - Putlog Scaffold (theory and practical) tube and fitting courses
 - Static Tower Scaffolds (theory & practical)
 - Birdcage scaffolds (theory & practical)
 - Alterations to scaffolds (e.g. changing a lift height)
 - TG20 Stair Access (theory & practical)
 - Mobile Aluminium Tower Training for Scaffolders (MATS)
 - Scaffold Inspection (theory)
 - 50 Question Test Paper (plus a 25 question mock at the end of the first week)
 - Practical Test

2. The trainee operative will be able, as a member of a team, to erect, alter and dismantle the above scaffold structures safely and in their correct sequence.

Detailed Training Objectives

Knowledge	Skill
At the end of the course, the delegate should have a knowledge of:	At the end of the course, the delegate should be able to correctly and safely:
1. Statutory regulations and safety requirements (including SG4 current edition) relating to the erection and dismantling of simple scaffolds.	1. Carry out work in compliance with statutory regulations, and having regard for their own safety (particularly with the use of harnesses and other PPE where appropriate), the safety of the workforce, and the public and future users of the scaffold.
2. The types, uses and purposes of scaffold tubes, boards and fittings in common use.	2. Identify scaffold tubes, boards and fittings in common use.
3. The methods of handling and stacking scaffold tubes, boards and fittings, and the inspection procedures.	3. Select serviceable scaffold tubes, boards and fittings for use; and stack, carry and raise scaffold materials to and on the working platform correctly and safely.
4. The methods of founding scaffolds on three types of surface (ground, concrete and steel).	4. Prepare the base of a scaffold to prevent sinking and slipping of the standards.
5. The correct and safe means of attaching and staggering joints, and the spacing of standards and ledgers to form scaffold frames.	5. Select, measure, set out and erect standards and ledgers within recommended tolerances.
6. The types, methods and spacing requirements for attaching bracing to the various scaffold structures.	6. Select and fit appropriate tubes and fittings to form bracing and stiffen scaffolds.
7. The correct and safe means of attaching and spacing ransoms to support working platforms and strengthen the scaffold structure.	7. Support scaffold boards to form working platforms and install sufficient ransoms to stiffen the scaffold structure.
8. The basic tying pattern for un-sheeted scaffolds and moveable and non-moveable tie arrangements.	8. Install tie arrangement to basic scaffolds.

Knowledge	Skill
9. The dimensional requirements of working platforms to comply with the Work at Height Regulations 2005.	9. Erect scaffolds of the correct dimensions to provide working platforms conforming to the Regulations.
10. The statutory requirements for access including ladders, and ladder towers and stairways.	10. Provide safe and suitable access for operatives to the working platform.
11. The methods of carrying, raising, lashing, securing, stacking and lowering pole ladders, and the methods of inspection.	11. Inspect pole ladders for serviceability. Carry, raise, lash, secure and lower pole ladders.
12. The regulations governing inspection of scaffolds.	12. Inspect scaffolds prior to handover and before dismantling.
13. The correct and safe methods of erecting independent and putlog scaffolds with returns, towers and birdcages at three lifts high. In tube and fittings and proprietary systems where applicable	13. Determine the material requirements for independent and putlog scaffolds with returns, towers and birdcage scaffolds up to three lifts high. Lay out materials, set out scaffolds and overcome obstacles to erect scaffolds safely.
14. The types, uses and methods of inspection, and the correct and safe method of fixing and operating gin wheels.	14. Inspect gin wheels for serviceability, position and fix securely, reeve, rope, tie knots and correctly use gin wheel to haul up scaffold tubes, boards and fittings. Take down gin wheel and coil rope.

Note:

Trainee Scaffolders should not be carrying out any work unless under the direct supervision of a CISRS qualified scaffolder.

A Trainee Scaffolder cannot lead or supervise a scaffolding gang in any work operations.

An operative is considered a trainee until they have completed Pt. 1, Pt. 2, VQ Level 2, 1-day CISRS Skills test and the CITB HS&E Test, irrelevant of their time in the industry.

Appendix B

Training Objectives – Scaffolder Part 2 Course – Tube and Fitting

Overall Objectives

1. The 2-week Pt. 2 course will cover the following elements:
 - Centre Induction and completion by delegates of Training Terms and Conditions Form
 - ½ Day Fall Prevention & Rescue Training (SG4)
 - Health and Safety Awareness
 - Performance Standards (BS EN 12811 and TG20:13) and Management of Temporary Works (BS5975)
 - Basic Independent Tied Scaffold (theory and practical)
 - Bridging with prefabricated beams (theory and practical)
 - Protection Fans (theory and practical)
 - Truss-out Scaffold (theory and practical)
 - Pavement Gantry (theory and practical)
 - Loading Bay (theory and practical)
 - Roof saddle scaffold (theory and practical)
 - Splay Scaffold (circular or radial) (theory and practical)
 - Edge Protection (theory and practical)
 - TG4 Tie testing (theory and practical)
 - Basic Scaffold Inspection (theory and practical)
 - Mobile Aluminium Tower Training for Scaffolders (MATS)
 - Alterations (e.g removing standards from a structure)
 - 50 Question Test Paper (plus a 25 question mock at the end of the first week)
 - Practical Test
2. The trainee operative will be able to interpret scaffold drawings.
3. The trainee operative will be able, as a member of a team, to erect, alter and dismantle the above scaffolds safely and in their correct sequence.
4. The 'Scaffolder' grade is the established trade competency for the scaffolding industry and enables scaffolders to lead or partake in the majority of scaffolding operations, as covered by this training and assessment.

Detailed Training Objectives

Knowledge	Skill
At the end of the course, the delegate should have a knowledge of:	At the end of the course, the delegate should be able to correctly and safely:
1. The relevant British and European Standards, NASC guidance and statutory regulations applicable to the correct and safe erection and dismantling of scaffolds listed in the overall objectives.	1. Make adequate provision for the safety of themselves, the workforce, the public affected by scaffolding work, and future users of the scaffold structure by working to the relevant British and European Standards, NASC guidance and statutory regulations.
2. The types, uses and methods of inspection, and the purpose of various scaffold tubes, boards and fittings in common use.	2. Select serviceable scaffold tubes, boards and fittings. Use them correctly and safely.
3. The types, uses and purposes of prefabricated beams, and the rules for their assembly and connection to scaffold frames.	3. Select, inspect assemble and install prefabricated beams into and onto scaffold structures.
4. The purpose, types, uses and loadings of protection fans. The methods of supporting fans by scaffold tubes and wire ropes.	4. Support scaffold protection fans according to requirements of current industry practice
5. Local Authority rules for the erection of scaffolds on pavements and public places to ensure protection of the public.	5. Erect scaffolds on pavements and public places safely and correctly, with regard to Local Authority regulations.
6. The correct methods of attaching spurs, rakers, check fittings, droppers and puncheons to scaffolds.	6. Install spurs and rakers within the correct operating angles. Attach check fittings, droppers and puncheons in the correct positions to scaffolds.
7. The methods of attaching anchor bolts and specialist fixings to provide ties for scaffolds and testing in accordance with NASC Guidance TG4.	7. Install anchor ties and other specialist fixings to the manufacturer's recommendations. Testing and reporting in accordance with TG4.

Knowledge	Skill
8. How to calculate the number of ties and the spacing required to restrain sheeted and un-sheeted scaffolds depending on the capacity of the tie arrangements.	8. Select, space and install the correct amount of ties to restrain sheeted and un-sheeted scaffolds in unexposed areas, to current industry practices.
9. How to interpret design layout drawings and determine the correct and safe methods of erecting and dismantling the scaffolds as per course content.	9. Determine the materials required to set out, erect and dismantle in a safe sequence.
10. How to organise men and materials to lead a gang of scaffolders carrying out Basic Scaffolding Operations.	10. Have the skills to lead a scaffold gang carrying out Basic Scaffolding Operations.

Note:

Trainee Scaffolders should not be carrying out any work unless under the direct supervision of a CISRS qualified scaffolder.

A Trainee Scaffolder cannot lead or supervise a scaffolding gang in any work operations.

An operative is considered a trainee until they have completed Pt. 1, Pt. 2, VQ Level 2, 1-day CISRS Skills Test and the CITB HS&E Test irrelevant of their time in the industry.

CISRS Scaffolder 1 day Skills test and Assessment

Successful completion of the 1 day skills test is a mandatory element of the CISRS scheme. This is regardless of whether the trainee has previously achieved his VQ via another route e.g. OSAT. A CISRS card will not be issued to those who fail to successfully complete the 1 day skills test. If a candidate fails the skills test, they must re-sit at a later date after gaining sufficient experience.

Appendix C

Advanced Scaffolder Course – Tube and Fitting

Overall Objectives

1. The 2 week advanced course will cover the following elements:
 - Centre Induction and completion by delegates of Training Terms and Conditions Form
 - ½ Day Fall Prevention & Rescue Training (SG4)
 - Health and Safety Awareness
 - Performance Standards (BS EN 12811 and TG20:13) & Management of Temporary Works (BS5975)
 - Tubular drop scaffold from steelwork (theory and practical)
 - Cantilever drop scaffold (theory and practical)
 - 2 Chord Raking shore (theory and practical)
 - 3 Chord Raking shore (theory and practical)
 - Dead shore (theory and practical)
 - Flying shore (theory only)
 - Temporary roof scaffold (theory and practical)
 - Stairways (theory and practical)
 - Ramps (theory and practical)
 - Advanced Scaffold Inspection (theory and practical)
 - Mobile Aluminium Tower Training for Scaffolders (MATS)
 - Risk Assessment (theory and practical)
 - Method Statements (theory and practical)
 - Communication Skills Tool Box Talks (theory and practical)
 - Testing of Ties (TG4)
 - 50 Question Test Paper (plus a 25 question mock at the end of the first week)
 - Practical Test
2. Upon qualification at Advanced Scaffolder level the operative will be able to interpret complex design drawings.
3. The operative will be able, as a member of a team, to erect, alter and dismantle the above scaffolds safely and in their correct sequence.
4. The operative will be suitably qualified to lead operations as a charge hand in a scaffold gang carrying out all types (Basic and Advanced) of scaffolding works.

Detailed Training Objectives

Knowledge	Skill
<p>At the end of the course, the delegate should have a knowledge of:</p>	<p>At the end of the course, the delegate should be able to correctly and safely:</p>
<p>1. The relevant British Standards, Codes of Practice and statutory regulations applicable to the correct and safe erection and dismantling of scaffolds.</p>	<p>1. Make provisions for the safety of themselves, the workforce, the public affected by scaffolding work, and future users of the scaffold structure by working to the relevant British Standards, Codes of Practice and statutory regulations.</p>
<p>2. The correct and safe method of erecting and dismantling drop scaffolding off steelwork.</p>	<p>2. Determine the materials required for drop scaffolding off steelwork. Lay out materials. Set out and erect drop scaffolding off steelwork. Dismantle a tubular hanging scaffold.</p>
<p>3. The correct and safe method for the erection and dismantling of cantilever drop scaffolds. Including overturning moments, safety factors, counterbalance etc.</p>	<p>3. Erect cantilever scaffolds applying appropriate weights with due regard to the safety measures required to prevent overturning.</p>
<p>4. The correct and safe method for the erection and dismantling of dead shores.</p>	<p>4. Determine the materials required for dead shores. Lay out materials. Provide a means of access. Set out and erect dead shores. Dismantle shores and, where applicable, the means of access.</p>
<p>5. The safe and correct method of erecting and dismantling Temporary Roof Scaffolds</p>	<p>5. Determine the material requirements for Temporary Roof Scaffolds in accordance with drawings and specifications. Lay out materials. Set out and erect Temp Roof Scaffolds including levelling to reasonable tolerances. Dismantle Temp. Roof Scaffolds</p>
<p>6. The safe and correct method of erecting and dismantling staircases and ramps</p>	<p>6. Determine the material requirements for staircases and ramps in accordance with drawings and specifications. Lay out materials. Set out and erect Staircase/ramp. Dismantle Staircase/Ramp</p>

Knowledge	Skill
7. How to interpret scaffolding drawings and specifications for the structures as per course content.	7. Read scaffold drawings, and erect scaffolds from drawings and specifications.
8. How to organise men & materials to lead a gang of scaffolders carrying out Advanced Scaffolding operations	8. Have the skills to lead a scaffold gang carrying out Advanced Scaffolding Operations

Advanced Scaffolder CISRS 2 Day Skills Test and Assessment

Successful completion of the 2 day skills test is a mandatory element of the CISRS scheme. This is regardless of whether the operative has previously achieved his VQ via another route e.g. OSAT. A CISRS card will not be issued to those who fail to successfully complete the 2 day skills test.

Appendix D

Training Objectives – Trainee Scaffolder Part 1 Course – System Scaffolding

Overall Objectives

1. The 2-week Pt. 1 course will cover the following elements:
 - Centre Induction and completion by delegates of Training Terms and Conditions Form
 - 1 Day Health & Safety Awareness
 - ½ Day Fall Prevention Training (SG4)
 - Performance Standards (BS EN 12810/11 and Manufacturers' Instructions) system scaffold courses.
 - General Scaffolding Awareness
 - Stability, Ties and Anchors (including TG4)
 - Manual Handling Techniques
 - Foundations & Ground Conditions
 - Methods of Access
 - Gin wheels, ropes, knots & hitches
 - Interpretation of drawings
 - Independent Tied Scaffold (theory & practical)
 - Static Tower Scaffolds (theory & practical)
 - Birdcage scaffolds (theory & practical)
 - Tube and fitting appreciation (theory and practical stability measures e.g. raking tubes, ties) system scaffold courses
 - Alterations to scaffolds (e.g. hop-up bracket movement) system scaffold courses
 - Alterations to scaffolds (e.g. changing a lift height)
 - TG20 Stair Access (theory & practical)
 - Mobile Aluminium Tower Training for Scaffolders (MATS)
 - Scaffold Inspection (theory)
 - 50 Question Test Paper (plus a 25 question mock at the end of the first week)
 - Practical Test

2. The trainee operative will be able, as a member of a team, to erect, alter and dismantle the above scaffold structures safely and in their correct sequence.

Detailed Training Objectives

Knowledge	Skill
At the end of the course, the delegate should have a knowledge of:	At the end of the course, the delegate should be able to correctly and safely:
1. Statutory regulations, manufacturer's instructions and safety requirements (including SG4) relating to the erection and dismantling of simple scaffolds.	1. Carry out work in compliance with statutory regulations, and having regard for their own safety (particularly with the use of harnesses and other PPE where appropriate), the safety of the workforce, and the public and future users of the scaffold.
2. The types, uses and purposes of components specified by the original manufacturer.	2. Identify components and their use in accordance with the manufacturer's recommendations.
3. The methods of handling and stacking system scaffold components, and the inspection procedures.	3. Select serviceable components for use; and stack, carry and raise scaffold materials to and on the working platform correctly and safely.
4. The methods of founding scaffolds on three types of surface (ground, concrete and steel).	4. Prepare the base of a scaffold to prevent sinking and slipping of the standards.
5. The correct and safe means of setting out and connecting, standards, ledgers and transom in accordance with the manufacturers recommended sequence of erection.	5. Select, measure, set out and erect base in accordance with the manufacturers recommended sequence of erection.
6. The types, methods and frequency requirements for attaching bracing to the various scaffold structures in accordance with the manufacturers instructions.	6. Select and fit components to form bracing and stiffen scaffolds.
7. The correct and safe means of supporting decking/boarding to working platforms and strengthen the scaffold structure in accordance with the manufacturers' instructions.	7. Construct and Board/deck working platforms in accordance with the manufacturers' instructions.
8. The basic tying pattern for un-sheeted scaffolds and moveable and non-moveable tie arrangements.	8. Install tie arrangement to basic scaffolds.

Knowledge	Skill
9. The dimensional requirements of working platforms to comply with the Work at Height Regulations 2005.	9. Erect scaffolds of the correct dimensions to provide working platforms conforming to the Regulations and the manufacturer's instructions.
10. The statutory requirements for proscribed methods of access including ladders, and ladder towers and proprietary stairways.	10. Provide safe and suitable access for operatives to the working platform.
11. The methods of carrying, raising, lashing, securing, stacking and lowering pole ladders, and the methods of inspection.	11. Inspect pole ladders for serviceability. Carry, raise, lash, secure and lower pole ladders.
12. The regulations governing inspection of scaffolds.	12. Inspect scaffolds prior to handover and before dismantling.
13. The correct and safe methods of erecting independent with returns, towers and birdcages at three lifts high.	13. Determine the material requirements for independent with return, tower and birdcage scaffolds formed in system up to three lifts high. Lay out materials, set out scaffolds and overcome obstacles to erect scaffolds safely.
14. The types, uses and methods of inspection, and the correct and safe method of fixing and operating gin wheels.	14. Inspect gin wheels for serviceability, position and fix securely, reeve rope, tie knots and correctly use gin wheel to haul up scaffold tubes, boards and fittings. Take down gin wheel and coil rope.

Note:

Trainee Scaffolders should not be carrying out any work unless under the direct supervision of a CISRS qualified scaffolder.

A Trainee Scaffolder cannot lead or supervise a scaffolding gang in any work operations.

An operative is considered a trainee until they have completed Pt. 1, Pt. 2, VQ level 2, 1-day CISRS Skills Test and the CITB HS&E Test irrelevant of their

Appendix E

Scaffolder Part 2 Course – System Scaffolding

Overall Objectives

1. The 2-week Pt. 2 course will cover the following elements:
 - Centre Induction and completion by delegates of Training Terms and Conditions Form
 - ½ Day Fall Prevention & Rescue Training (SG4)
 - Health and Safety Awareness
 - Performance Standards (BS EN 12811 and Manufacturer's Instructions) system scaffold courses
 - Basic Independent Tied Scaffold (theory and practical)
 - Truss-out Scaffold (theory and practical)
 - Bridging with prefabricated beams (theory and practical)
 - Protection Fans (theory and practical)
 - Pavement Gantry (theory and practical)
 - Loading Bay (theory and practical)
 - Roof saddle scaffold (theory and practical)
 - Splay Scaffold (circular or radial) (theory and practical)
 - Edge Protection (theory and practical)
 - TG4 Tie testing (theory and practical)
 - Tube and fittings, used to stabilise scaffolds i.e ties and raking tubes (theory and practical) system scaffold courses
 - Basic Scaffold Inspection (theory and practical)
 - Mobile Aluminium Tower Training for Scaffolders (MATS)
 - 50 Question Test Paper (plus a 25 question mock at the end of the first week)
 - Practical Test
2. The trainee operative will be able to interpret scaffold drawings.
3. The trainee operative will be able, as a member of a team, to erect, alter and dismantle the above scaffolds safely and in their correct sequence.
4. The 'Scaffolder' grade and VQ2 assessment is the established trade competency for the scaffolding industry and enables scaffolders to lead or partake in the majority of scaffolding operations, as covered by this training and assessment.

Detailed Training Objectives

Knowledge	Skill
<p>At the end of the course, the delegate should have a knowledge of:</p>	<p>At the end of the course, the delegate should be able to correctly and safely:</p>
<p>1. The relevant British and European Standards, Manufacturers Instructions, NASC guidance and statutory regulations applicable to the correct and safe erection and dismantling of scaffolds listed in the overall objectives.</p>	<p>1. Make adequate provision for the safety of themselves, the workforce, the public affected by scaffolding work, and future users of the scaffold structure by working to the relevant British and European Standards, Manufacturers' Instructions NASC guidance and statutory regulations.</p>
<p>2. The types, uses and methods of inspection, and the purpose of various scaffold tubes, and proprietary components used.</p>	<p>2. Select serviceable components. Use them correctly and safely.</p>
<p>3. The types, uses and purposes of prefabricated beams, and the rules for their assembly and connection to scaffold frames. Also alternative methods for creating openings specified by the manufacturer e.g. using braces.</p>	<p>3. Select, inspect assemble and install prefabricated beams into and onto scaffold structures.</p>
<p>4. The purpose, types, uses and loadings of protection fans. The methods of supporting fans, as per manufacturers' recommendations.</p>	<p>4. Support scaffold protection fans according to requirements of the manufacturer and current industry practice.</p>
<p>5. Local Authority rules for the erection of scaffolds on pavements and public places to ensure protection of the public.</p>	<p>5. Erect scaffolds on pavements and public places safely and correctly, with regard to Local Authority regulations.</p>
<p>6. The correct methods of attaching spurs, rakers, droppers and puncheons to scaffolds.</p>	<p>6. Install spurs and rakers within the correct operating angles. Attach droppers and puncheons in the correct positions to scaffolds.</p>
<p>7. The methods of attaching anchor bolts and specialist fixings to provide ties for scaffolds and testing in accordance with NASC Guidance TG4/Manufacturer User Guide.</p>	<p>7. Install anchor ties and other specialist fixings to the manufacturer's recommendations. Testing and reporting in accordance with TG4/Manufacturer User Guide.</p>

Knowledge	Skill
8. How to calculate the number of ties and the spacing required to restrain sheeted and unsheeted scaffolds depending on the capacity of the tie arrangements and in accordance with the manufacturers' recommendations.	8. Select, space and install the correct amount of ties to restrain sheeted and unsheeted scaffolds in unexposed areas, to current industry practices.
9. How to interpret design layout drawings and determine the correct and safe methods of erecting and dismantling the scaffolds erected on the course.	9. Determine the materials required to set out, erect and dismantle in a safe sequence.
10. How to organise men and materials to lead a gang of scaffolders carrying out Basic Scaffolding Operations.	10. Have the skills to lead a scaffold gang carrying out Basic Scaffolding Operations.

Note:

Trainee Scaffolders should not be carrying out any work unless under the direct supervision of a CISRS qualified scaffolder.

A Trainee Scaffolder cannot lead or supervise a scaffolding gang in any work operations.

An operative is considered a trainee until they have completed Pt. 1, Pt. 2, VQ Level 2, 1-day CISRS Skills test and the CITB HS&E Test irrelevant of their time in the industry.

CISRS Scaffolder 1 day Skills test and Assessment

Successful completion of the 1 day skills test is a mandatory element of the CISRS scheme. This is regardless of whether the trainee has previously achieved their VQ via another route e.g. OSAT. A CISRS card will not be issued to those who fail to successfully complete the 1 day skills test. If a candidate fails the skills test, they must re-sit at a later date after gaining sufficient experience.

Appendix F

NVQ Diploma in Accessing Operations and Rigging (Construction) (QCF) LEVEL 2

QCF 641	Conforming to General Health, Safety and Welfare in the Workplace
QCF 642	Conforming to Productive Workplace Practices in the Workplace
QCF 643	Moving and Handling and Storing Resources in the Workplace
QCF 247	Erecting and Dismantling Independent and Birdcage Scaffolds in the Workplace
QCF 248	Erecting and Dismantling Mobile and Static Scaffold Towers in the Workplace
QCF 249	Erecting and Dismantling Cantilever Scaffolds in the Workplace
QCF 251	Erecting and Dismantling Pavement or Roof Scaffolds in the Workplace
QCF 252	Utilising Provision of Fall Protection Systems and/or Equipment in the Workplace

NVQ Diploma in Accessing Operations and Rigging (Construction) (QCF) LEVEL 3

QCF 641	Conform to General Health, Safety and Welfare in the Workplace
QCF 209	Conforming Work Activities and Resources for an Occupational Work area in the Workplace
QCF 210	Developing and Maintaining Good Occupational Working Relationships in the Workplace
QCF 211	Confirming the Occupational Method of Work in the Workplace
QCF 252	Utilising Provision of Fall Protection Systems in the Workplace
QCF 405	Erecting Specialised, Designed Scaffolds and Rigging in the Workplace

Level 3 – Additional units

QCF 406	Erecting and Dismantling Overhead Scaffolds in the Workplace
QCF 407	Erecting and Dismantling Falsework Scaffolds in the Workplace
QCF 408	Erecting and Dismantling Shoring Scaffolds in the Workplace
QCF 411	Inspecting Scaffolding and Rigging Systems in the Workplace
QCF 609	Erecting and Dismantling Temporary Roof Scaffolds in the Workplace

Notes:

All candidates attending Part 2 and Advanced courses are required to register and complete the relevant S/NVQ.

Although SVQ unit numbers differ from England, Wales and Northern Ireland, the unit content is the same.

Current at the time of printing.

Appendix G – Useful Contacts

CISRS Scheme Manager

CISRS
4th Floor
12 Bridewell Place
London
EC4V 6AP

Construction Industry Scaffolders Record Scheme (CISRS) Card Enquiries/Applications

PO Box 1055
Bircham Newton
King's Lynn
Norfolk
PE31 6XQ

CISRS Scaffolding Helpline

Tel. 0844 815 7223
Enquiries@cisrs.org.uk
www.cisrs.org.uk

To book a **CITB Health, Safety & Environment Test**
go to www.citb.co.uk
alternatively
Tel. 0344 994 4488

Appendix H – CISRS Accredited Training Providers

This list of CISRS Accredited Training Providers is current at the time of printing.

Some centres do not operate the full range of CISRS courses, please consult www.cisrs.org.uk/training-providers or contact the centre directly to confirm what courses are offered.

SCOTLAND and NORTHERN IRELAND

CITB – Northern Ireland

Nutts Corner Training Centre
17 Dundrod Road, Crumiln
Co. Antrim, Northern Ireland, BT29 4SR
Tel. **02890 825 466**
www.citbni.org.uk

Excel Training International

St. Mirren Stadium & Business Park
Greenhill Road, Paisley, PA3 1RU
Tel. **0141 5809865**
www.etihealthandsafety.com

Muehlhan Training

Unit 2 Proserv Centre, Souterhead Rd
Altens, Aberdeen, AB12 3LF
Tel: **01224 773017**
www.muehlhantraining.com

National Construction College (Scotland)

4 Fountain Avenue
Inchinnan Business Park, Inchinnan
Renfrewshire, PA4 9RQ
Tel. **0344 994 8800** /
Course Bookings **0344 9944433**
www.citb.co.uk

NORTH EAST

Advanced Industrial Solutions Ltd

Units 3&4 Jupiter Court
Orion Business Park
Tyne Tunnel Trading Estate
North Shields, NE29 7SE
Tel. **0844 8001810**
www.aisgroup.co.uk

Brand Energy & Infrastructure Services UK Ltd

Unit 3, Manby Road
South Killingholme
Immingham, DN40 3DX
Tel. **01469 553800**
www.beis.com/uk

NETA Training Group

Pennine Avenue
North Tees Industrial Estate
Stockton-on-Tees
Cleveland, TS18 2RJ
Tel. **01642 616 936**
www.neta.co.uk

Newcastle College

Rye Hill Campus
Scots wood Road
Newcastle upon Tyne, NE4 7SA
Tel. **0191 200 4000**
www.ncl-coll.ac.uk

Safety and Access Ltd

CATCH Training Centre
Redwood Park Estate
Stallingborough
NE Lincolnshire
DN14 8TH
Tel. **01469 552 848**
www.safetyaccess.co.uk

NORTH WEST

Interserve Industrial Services Ltd

Unit 2, Olympic Park
Poole Hall Road
Ellesmere Port
Chester, CH66 1ST
Tel. **0151 373 7660**
www.interserve.com

Lawson's Training Ltd

Whinbank Farm, Distington
Workington, Cumbria, CA14 4QH
Tel. **01946 833313**
www.lawsonstraining.co.uk

The Manchester College

Wythenshawe Campus
Corner of Brownley Rd/Hollyhedge Rd
Wythenshawe, Manchester, M22 8UE
Tel. **0161 6117822**
www.themanchestercollege.ac.uk

Simian Skill Ltd

Wallis House
Birchwood Park
Warrington, WA3 6FW
Tel. **0345 602 2418**
www.simian-skill.com

Training 2000

Furthergate Business Park
Harwood Street
Blackburn
Lancashire, BB1 3BD
Tel. **01254 54659**
www.training2000.co.uk

YORKSHIRE**Generation Training Services**

Unit 20B, Green Industrial Park
Calder Vale Road
Wakefield, WF1 5PH
Tel. **0800 587 5224 / 01924 370640**
www.generationhireandsale.co.uk

MIDLANDS**HAKI Ltd**

Magnus, Tame Valley Industrial Estate
Tamworth
Staffordshire, B77 5BY
Tel. **01827 282525**
www.haki.co.uk

National Construction College

(Midlands)
83 Lifford Lane
Kings Norton
Birmingham, B30 3JH
Tel. **0121 459 4262 /**
Course Bookings **0344 9944433**
www.citb.co.uk

Safety & Access Ltd

Dabell Avenue
Blenheim Industrial Estate
Bulwell
Nottingham, NG6 8WA
Tel. **0115 979 4523**
www.safetyaccess.co.uk

EAST ANGLIA**Britannia Safety & Training**

Unit 18, Chestnut Drive
Wymondham Business Park
Wymondham, Norfolk, NR18 9SB
Tel. **0800 0149016**
www.britanniaits.com

**National Construction College
(East)**

Bircham Newton
Kings Lynn
Norfolk, PE31 6RH
Tel. **01485 577 577 /**
Course Bookings **0344 9944422**
www.citb.co.uk

**West Anglia Training Association
(WATA)**

Old Houghton Road
Hartford, Huntingdon
Cambridgeshire, PE29 1YB
Tel. **01480 435544**
www.wata.co.uk

SOUTH EAST**CHSG**

Construction Health & Safety Group
John Ryder Training Centre
St Ann's Road
Chertsey, KT16 9DG
Tel. **01932 561 871/563 121**
www.chsg.co.uk

Layher Ltd

Works Road
Letchworth
Hertfordshire, SG6 1WL
Tel. **01462 475 100**
www.layher.co.uk

**National Construction College
(South)**

Manor Road
Erith
Kent, DA8 2AD
Tel: **01322 349 638** /
Course Bookings **0344 9944422**
www.citb.co.uk

**National Construction College
(Waltham Forest)**

Hollydown Way
Leytonstone
London, E11 4DD
Tel. **0208 539 8729** /
Course Bookings **0344 9944422**
www.citb.co.uk

Training for Construction

Unit 2B Orbital Business Park
Argon Rd, London, N18 3BW
Tel. **0208 8879466**
www.trainingforconstruction.co.uk

SOUTH WEST & WALES**LTC Training Services**

Wixenford Depot
Colesdown Hill
Plymouth, PL9 8AA
Tel. **01752 485303**
www.ltctrainingservices.co.uk

QCF Developments Ltd

Unit 7 Curran Road Industrial Estate
Cardiff Bay CF10 5DF
Tel. **01656 331261**
www.qcfdevelopments.co.uk

Note:

CISRS Overseas Scaffolder Training Scheme courses are available from a number of locations. Details about the CISRS OSTs scheme and accredited centre contact details can be found at: www.cisrs.org.uk/cisrs-overseas-scaffolder-training-scheme



Notes

Notes

CISRS

CONSTRUCTION INDUSTRY
SCAFFOLDERS RECORD SCHEME

CISRS

4th Floor
12 Bridewell Place
London
EC4V 6AP

Tel: 0844 8157223

Email: enquiries@cisrs.org.uk

www.cisrs.org.uk