

1.0 Training & Competence

Training and competence of our workforce is vital to the success of the business including Legal compliance, as well as the on-going education and development of workers.

This procedure should be read in conjunction with Management Procedure **MP 6.0** Training, which sets out the procedures for reviewing training for employees on appointment, PDR - Personal Development Reviews, training and development planning and evaluation.

This procedure includes:

- Background.
- The role of Company Training Coordinators including keeping training records for Agency Staff.
- The Training Matrix.
- Mandatory training requirements for Employed Managers / Staff (Salaried).
- Mandatory training requirements for Employed Trades (Hourly Paid).
- Recommended training for employees' dependent on job role and business needs.
- Available technical and development training for employee's dependent on job role and business or personal development needs.
- CSCS Scheme.
- E-learning on-line training.
- Accepted training schemes for workers on construction sites (based on an expanded UKCG Accepted Scheme list).

Derry Building Services aims to provide employees with the appropriate level of competence throughout the organisation. In order to achieve the highest levels of HS&E performance and ensure a continually improving safety culture, it is essential that effective training is delivered to all Managers, Staff and the Workforce.

This is achieved through a combination of experience, education, training, selection and development of individuals, backed by appropriate support.

Many of the Derry Building Services Management and Technical Staff enter the industry via apprenticeships, training programmes or with a formal educational qualification ranging from Certificates or Diplomas through NVQs to Degrees and membership of a relevant professional body, such as the ICE or CIOB.

While such a qualification confirms an element of technical and professional competence, further training in safety, environmental awareness and general management skills is essential for their continued professional development (CPD).

All Management and Supervisory staff employed on DBS sites will have a demonstrable competence in both appropriate management or supervisory skills and health & safety matters.

The training coordinator will arrange Health & Safety, Quality and Environment training when the need is recognised.

The HR Department shall obtain proof of training on commencement of employment.

Agency workers are subject to a separate procedure for initial checks but should comply with the requirements detailed at [SP 2.6 \(B&K Procedure\)](#).

Directors have overall responsibility for training achievements by their staff.

Company Directors are responsible for ensuring that their staff complies with the mandatory training requirements, reviewing training needs and ensuring attendance / completion of training.

MP 6.0 provides further details. They may appoint a Training Coordinator to assist in this.

Managers at all levels are responsible for assessing and meeting the on-going training needs of their staff to satisfy Project specific requirements.

2.0 Training Records

Training records are held centrally by the training coordinator.

Training Coordinator

- Maintaining the training records for their Company.
- Coordinating allocation of training places with the Group Health & Safety Department.
- Requesting training.
- Coordinating CSCS or other Competence requirements and assessments including Professional qualifications and memberships.
- Providing copies of training certificates to the Group Health & Safety Department for any locally procured or in-house training / assessments.

Training Matrix

A health & safety training framework is provided in the form of a training matrix which provides general guidelines. These are listed against five broad job roles.

The Training Matrix summarises requirements and training which has been established for a number of years and is based on:

- Legal requirements.
- What is stated in our Policies and Procedures and required for compliance with these.
- HSE / Insurance / Industry Guidelines.
- Client / Contractor Requirements.
- Historical training which is maintained.

The specific training needs of individuals are identified and delivered through the following mechanisms:

- Maintenance of a training programme (Matrix) and an internal training database.
- Provision of staff development programmes.
- Annual performance reviews for all staff.
- Pre-appointment assessments to identify gaps in knowledge.
- Awareness training and guidance on the application of the Safety Management System.
- Delivery of specialist competence and health & safety training including classroom and e-learning.
- Accredited industry courses run in-house and as open courses and in-house training by accredited trainers.
- Induction to raise awareness of specific issues relating to the organisation and workplace.
- Health & safety monitoring.
- Recommendations arising from re-active monitoring.
- Business needs.

Mandatory training requirements should be achieved or subject to a training plan to be implemented within 12 months of appointment to the relevant job role.

The Training Matrix Part 1 is Mandatory Training for all DBS by job role to fulfil Legal Compliance requirements and in accordance with Group Policies and Procedures.

Part 2 covers the training requirements by job role specific to DBS:

- Mandatory Training – by job role. Some ‘Mandatory’ training requirements may be Client-specific.
- Recommended training which forms part of personal development and continuing professional development.
- Available training – normally technical training related to job roles and responsibilities.

The matrix also provides guidelines when assessing sub-contractor competence.

Course summaries are available from the Health & Safety Department who manage training standards and training providers / organisations.

3.0 Training Requirements

Derry Building Services has a ‘blended’ approach to training – using a combination of providers and ‘channels’ including:

- Accredited training e.g. C-Skills (CITB) / IOSH / HSE First Aid, CPCs, IPAF, UKATA, FPA, etc. run by accredited training providers;
- Industry Training – non-accredited courses provided by industry organisations or specialist training organisations e.g. manual handling, driver safety, etc.
- ‘In-house’ training which includes courses which have no Accreditation requirements, are generally provided by Lincsafe, Bowmer & Kirkland or DBS trainers, and are tailored to our business needs e.g. Health & Safety Procedures, and Management of Lifting Operations.

Delivery ‘channels’ comprise:

- Face to face / classroom based courses which can be run at our premises ‘in-house’ or by accredited / non-accredited training providers or at open courses provided by the trainers;
- Practical training and assessment by specialist training providers;
- E-learning for short courses - CSCS test, UKATA Asbestos Awareness 12-month refresher, DSE, Office Safety, Expectant Mothers, Fire Safety, Manual Handling, Slips, Trips & Falls, Driving Safely, Bribery Act, Equality & Diversity and Stress Awareness (Managers). ‘Loan’ laptops are available from the Health & Safety Department for staff who do not normally have access to a computer.
- Site-based training e.g. traffic marshal, tower crane familiarisation, etc.

We can also organise courses for Client personnel and Agency staff which may be re-charged.

It is expected that all DBS Employees who work on a construction site hold or are in the process of obtaining the relevant CSCS/ECS Card and are registered with the Scheme.

Support will be given in achieving NVQ Qualifications for achievement of CSCS / ECS cards.

4.0 Training Nominations / Planning

All training course nominations should be with the approval of the Company Director.

It is a procedures requirement that training is assessed against the Training Matrix:

1. On appointment / promotion (appointment being conditional on proof of certain qualifications)
2. At PDR - Personal Development Review by Director
3. On appointment to a Project by the Contracts Manager to ensure Legal compliance in allocating Project Roles & Responsibilities.

5.0 Non-Attendance / Cancellation

Cancellation must be authorised by the Company Director.

If any person is unable to attend there will be no charge provided a substitute trainee is provided by the Company or someone is available from a waiting list at least 14 days prior to the date of the course.

Cancellation within 14 days may incur a charge if the place cannot be filled at short notice.

Any no-show or cancellation without substitution shall be recharged to the Company and trigger e-mail to Director.

6.0 Individual / Worker Competence

6.1 Competence Schemes – Accepted Qualification / Skills Cards

The Construction Leadership Council (CLC) agreed that from January 2015 the industry, including trade associations, contractors, clients, and government should specify and promote card schemes carrying the CSCS logo with no equivalents accepted. This is endorsed by Build UK and B+K follow this guidance as it is consistent among most contractors in the UK.

Cards featuring the CSCS logo should be accepted by DBS sites and **for the correct occupation.**

All tradesmen and operatives employed on DBS sites - including labour provided by agencies - will have a demonstrable skill level incorporating health & safety – including a current CSCS or equivalent card.

Evidence of a touch screen test (pass confirmation letter) is valid for a **maximum of 6 months** from the date of the test or other period defined by the scheme.

Subcontractor and Agency labour / trades shall upload ALL their training /competence cards to the workforce management system on registration. Original cards should be presented for verification and identity check at site orientation and registration on the biometric access system.

Workforce records are retained on the workforce management system in a GDPR compliant and secure system.

Sites may check CSCS Smartcards using the free CSCS Go Smart App for android phones, card reader and application or via workforce management system.

Cards can be checked by the Health & Safety Department.

Checks are made on organisational competence for subcontractors and consultant in accordance with the Construction (Design and Management) Regulations 2015.

It is a requirement under the Construction (Design and Management) Regulations 2015 for contractors to ensure any individual they employ or appoint to work on a construction site has the skills, knowledge, training and experience to carry out the work they will be employed to do in a way that secures the health and safety of themselves and others.

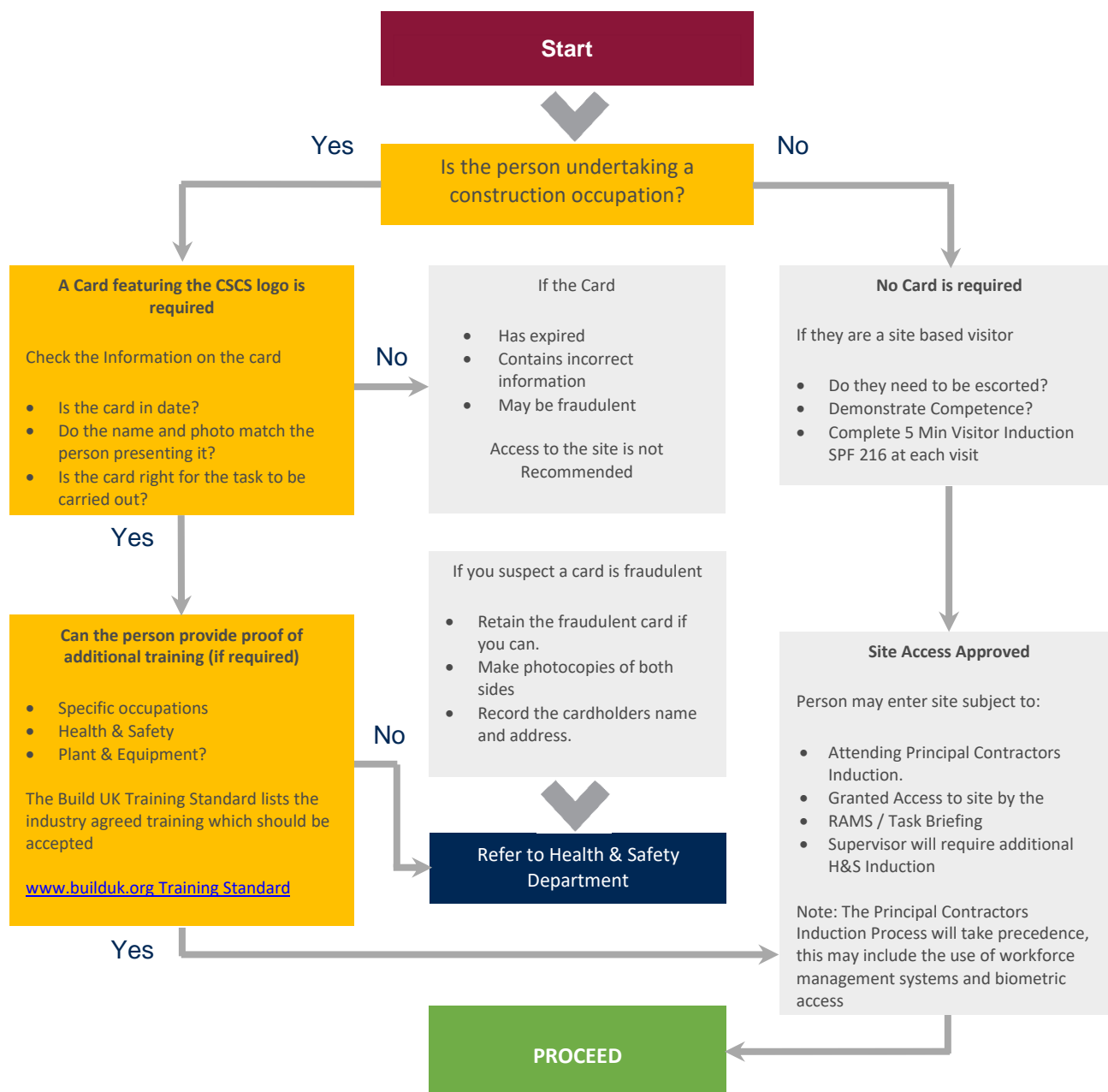
This should be assessed and managed appropriately to ensure that individuals are undertaking the appropriate occupation at the appropriate level i.e. trainee, skilled, supervisory, managerial.

DBS will record whether the worker is trained / skilled / qualified for their occupation, 'unskilled' or a 'trainee' including whether they hold a relevant card for their trade or occupation.

Where plant operation is expected e.g. the driving of a forklift truck by a bricklayer holding CSCS would require a CPC card or a steelwork erector would hold a steel erector card issued by CSCS and if required to use a MEWP would also hold an IPAF or other relevant card to cover this training. The relevant plant operator's card is required in addition to the appropriate skills card.

Workers may also be required to complete relevant manufacturer / system familiarisation or training to comply with quality and warranty obligations for products or systems they install under supply / fix contracts.

It is recognised that due to the diverse nature of construction projects, there are occasions where a person may need to access site to perform a non-construction occupation or activity e.g. delivery of materials to site, catering staff, security guards, visitors etc.



It is not expected that these individuals will carry a CSCS card. They still need to provide evidence that they can carry out their task safely. They may also require a separate risk assessment and additional supervision.

Visitors attending site to undertake a non-construction occupation **should not** be required to show any card. CSCS no longer issues cards for non-construction occupations

CSCS stopped issuing CRO cards from 31st March 2017. All CRO cards expired on 30th September 2017. All related occupation cards issued by Partner Card Schemes (SKILL card Construction Related Occupation); ECS (Related Disciplines); JIB-UK PHMES (Plumbing Related Occupation)) will remain valid until their expiry date.

Where an occupation is not construction related or no suitable alternative qualification exists, a CSCS card will no longer be issued and it will be the responsibility of site supervisors and managers to ensure these workers are properly supervised and managed.

Most card holders will move to one of CSCS's Partner Card Schemes that are more appropriate for their occupation. Where their occupation is not construction related or no suitable qualifications exist, a CSCS card will no longer be issued. In this case they should provide evidence of an accepted scheme within their own trade / industry which demonstrates competence, safety awareness training and product familiarisation where required.

Where a trade is not covered by an existing record scheme a DBS Project / Site Manager should assess the application and validity of any specialist training or Registration scheme.

Genuine 'low-risk' non-construction workers should only be allowed to work in construction environments under close supervision of site management. This supervision requirement may be relaxed in low risk situations – areas with safe access / escape and handed over to the client or fit-out contractor. A visitor induction should be completed. Examples include F&FE installers in completed buildings.

Foreign National Schemes will be assessed on an individual basis and should be referred to the Health & Safety Department. In-house / other qualifications should be reviewed by the Health & Safety Department for adequacy.

The awarding body would usually define the renewal period for health and safety training, but this should not exceed every five years.

The Health & Safety Department will assist in this assessment and may impose further training requirements.

Bowmer and Kirkland has adopted a list of operative record schemes as meeting the minimum requirement for both skill and health & safety competence. This list is based on industry accepted schemes and training standards and is kept under review and updated accordingly. The **Build UK Training Standard** current version can be viewed at <https://builduk.org/>

7.0 Accepted training standards by Job Role

The CLC and Build UK has established a list of training schemes meeting established standards for various job roles:

Director

- Site Safety Plus Directors Role for Health and Safety
- IOSH Safety for Executives and Directors
- IOSH Leading Safely
- IOSH Directing Safely
- IOSH Safety for Senior Executives.

Manager

- Site Safety Plus Site Management Safety Training Scheme (SMSTS)
- IOSH Managing Safely in Construction
- 5-day CISRS Supervisors/ Managers course
- 5-day CCDO Demolition Manager

Supervisor

- Site Safety Plus Site Supervisors Training Scheme (SSSTS)
- FPS Piling Specialists Supervisor Training

- CSR Site Safety for Supervisors
- 2-day CCDO Demolition Chargehand
- 5-day CCDO Demolition Supervisor
- 5-day CISRS Supervisors/ Managers course

Persons attending site to undertake construction activities and who do not fall into any of the above categories – recommended general safety training:

- Site Safety Plus Health and Safety Awareness Course
- Level 1 Award in Health and Safety in a Construction Environment
- BALI's ROLO (Register of Land Based Operatives) Health, Safety and Environmental Awareness
- BESA Site Operative Safety Course
- 1-day CCDO Asbestos Awareness and Demolition Safety Awareness
- CCNSG Health and Safety Passport
- 1-day CISRS Operative Training Scheme (COTS)
- Drilling & Sawing Association, Health and Safety for Drilling and Sawing Operatives
- ECA Operative and New Entrant Health & Safety Awareness
- Safety Pass Alliance (SPA) Core Construction Course
- DSA Health and Safety Awareness Course certificate
- IOSH Working Safely - via face to face assessment ONLY
- Lantra Awards Health, Safety and Environmental Awareness course
- Lantra Awards Health, Safety and Environmental Awareness Fencing course
- Royal Environmental Health Institute of Scotland (REHIS) Elementary Health and Safety Course

Apprentices who are on industry recognised training programmes are excluded from this requirement if they hold the relevant card carrying the CSCS logo

Operatives who have completed an S/NVQ Level 2 or 3 or Trailblazer Standard within the last five years and hold the relevant CSCS logo card, will be exempt from this requirement.

Operatives whose qualification was achieved more than five years ago will be required to demonstrate that they have achieved one of the courses listed above.

CSCS accepted or equivalent Schemes









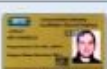
The table below summarises the Build UK list 2019 accepted partner schemes:



Partner Card Scheme Information

The table below displays a list of card schemes permitted to display the CSCS logo and should be accepted when presented on-site. Use this table to confirm the card checking procedures for each scheme.



Card	Construction Industry card scheme	Scheme Administrators	Sector represented	Electronic Card checking available	How to check a card electronically	How to check a card manually
	ACAD Skills Card	Asbestos Control and Abatement Division	Asbestos Analysts and Surveyors Asbestos Removal	Yes	Use a card reader, mobile phone or tablet device with the 'Go Smart' software installed	Telephone 03333 237751
	ADSA CSCS Card Scheme	Automatic Door Suppliers Association Ltd	Automatic Doors	No	Not Available	Telephone 01827 216136
	ARMI Skills Card	Asbestos Removal Contractors Association	Asbestos Analysts and Surveyors Asbestos Removal	Yes	Use a card reader, mobile phone or tablet device with the 'Go Smart' software installed	Telephone 01283 566467
	Association of Lorry Loader Manufacturers and Importers (ALLMI)	Association of Lorry Loader Manufacturers and Importers (ALLMI)	Lorry Loaders	No	Not Available	Telephone 08448 584334
	Assuring Competence in Engineering Construction (ACE)	Engineering Construction Industry Training Board (ECITB)	Engineering construction	No	Not Available	Telephone 01923 260000
	Certificate of Competence for Demolition Operatives (CCDO)	National Federation of Demolition Contractors (NFDC)	Demolition	Yes	Use a card reader, mobile phone or tablet device with the 'Go Smart' software installed.	Telephone 01442 217144
	Certification Scheme for Personnel (CSWIP)	The Welding Institute	Welding Sector	Yes	Check a card online	Telephone 01223 899000
	Cellar Service Installation and Maintenance Card	BFBI	Drinks Dispense Technicians	No	Not Available	Telephone 01902 422303
	Construction Industry Scaffolders Record Scheme (CISRS)	National Access and Scaffolding Confederation (NASC)	Scaffolding	Yes	Check a card online via the CITB card checker	Telephone 08448 157223
	Construction Plant Competence Scheme (CPCS)	Construction Plant Competence Scheme (CPCS)	Plant Operatives	Yes	Check a card online via the CITB card checker	Telephone 08448 157274

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	National Plant Operators Registration Scheme (NPORS)	National Plant Operators Registration Scheme (NPORS)	Plant Operatives	Yes	Scan the NPORS card's QR code with a QR reader	Telephone 01606 351240
	Powered Access License	International Powered Access Federation	Powered Access Operatives	Yes	<u>Check a card online</u> using PAL card verification system	Telephone 01539 566700
	Plumbing, Heating, Mechanical Engineering Services (PHMES)	Joint Industry Board for Plumbing Mechanical Engineering Services (JIB PMES)	Plumbing	Yes	Use a card reader, mobile phone or tablet device with the 'Go Smart' software installed	Telephone 01480 47 925
	Q-Card	GQA Qualifications Ltd	Construction and Glazing	Yes	Scan the QR code on the card with a phone or QR reader	Telephone 0114 2720033
card to be added	Safety Assessment Federation (SAFed)	Safety Assessment Federation (SAFed)	Engineering Inspectors	No	Not Available	Telephone 0207 5823208
	Shopfitting and Interior Contracting Competence Scheme (SICCS)	National Association of Shopfitters (NAS)	Shopfitters	Yes	Check a card online via the <u>QITB card checker</u>	Telephone 08448 474409
	SKILLcard	Building Engineering Services Association (BESA)	Building Engineering Services Contractors	Yes	Use a card reader, mobile phone or tablet device with the 'Go Smart' software installed. Alternatively, check a card online via the <u>skillcard website</u>	Telephone 01768 860406
	Scottish and Northern Ireland Joint Industry Board	Scotland and Northern Ireland Plumbing Employers Federation (SNIPEF)	Plumbing	No	Not Available	Telephone 01315 560600
	TEAM Card	Lifting Equipment Engineers Association LEEA	Lifting Equipment	Yes	Check a card online at the <u>LEEA website</u>	Telephone 01480 432801
	TICA Skill Card	Thermal Insulation Contractors Association (TICA)	Thermal Insulation Installers	Yes	Use a card reader, mobile phone or tablet device with the 'Go Smart' software installed	Email skillcard@tica.uk.com
	The Storage Equipment Installers Registration Scheme (SEIRS)	Storage Equipment Manufacturers Association (SEMA)	Storage Equipment Installers	No	Not Available	Telephone 01216 016718
	Trainthepainter	Corrodere	Painters	No	Not Available	Telephone 01252 732220
	TTM	LANTRA	Temporary Traffic Management	Yes	Use a card reader, mobile phone or tablet device with the 'Go Smart' software installed	Telephone 02476 696996

Electronic card checks

Checking a site worker's qualifications and training records only takes a few seconds. Follow these easy steps to check CSCS cards electronically.

Reading a card using a PC or laptop

> STEP 1

Download the free Go Smart software from www.cscs.uk.com/getgosmart



> STEP 2

Purchase an inexpensive card reader from www.cscs.uk.com/smartreader



> STEP 3

Place a SmartCard on the card reader and wait for the card's details to appear on the screen. You can now check the cardholder's qualifications, training and identity.



> STEP 4

The information can be saved on a secure spreadsheet or database.



Reading a card using a smartphone or tablet

> STEP 1

Download the free Go Smart app from Google Play or the Windows Store.



> STEP 2

Launch the app on your device and check your settings to make sure that the Near Field Communication setting is switched on.



> STEP 3

Hold the card up to the back of the phone or tablet device and the cardholder's training and qualifications appear on the screen.



> STEP 4

The information stored on the card can be saved on a spreadsheet or secure database.

Training Matrix Part 1: Derry Building Services Construction Training Requirements							
Training	Renewal (Years)	Director	Operations / Contracts / Project Manager	Site Manager / Supervisor	Nominated Role / Job Specific	Site Staff	Trainee
Company Induction	n/a	☑	☑	☑	☑	☑	☑
Bowmer & Kirkland Group Induction ²	n/a	☑	☑	☑	☑	☑	☑
Health & Safety Procedures	Updates	☑	☑	☑	☑	☑	☑
IOSH Directing Safely	5	☑					
SMSTS (Construction)	5		☑	☐ Mgr			
Supervising Safely / SSSTS (Construction)	5			☐ Spvr			
CSCS –Construction staff / trades ONLY	5	☑	☑	☑	☑	☑	☑
First Aid	3			☑	☑		
Defibrillator (stand-alone valid 12 months)	3			R	R		
FPA Hot Works (Tesco / Retail)	5			R	☑		
UKATA Asbestos Awareness Cat A	1		A	☑	☑		
UKATA Asbestos Awareness e-learn refresher	1		A	☑	☑		
Temporary Coordinator	5		A	A	☑		
Site Traffic Controller	n/a				☑		
Accident & Incident Investigation	n/a		R	☑	☑		
CAT / Genny	n/a			A	A		
Bribery Act e-learn ²	n/a	R	R	R	R	R	
Driver Safety e-learn	n/a	R	R	R	R	R	R

- These courses are part of 'compliance' with HR Policy for relevant managers

Training Matrix Part 2: Derry Building Services Construction Training Requirements

Training	Renewal (Years)	Duration	Director	Operations / Contracts / Project Manager	Site Manager / Supervisor	Nominated Role / Job Specific	Site Staff	Commercial / Engineering / Design / etc.
Health & Safety Leadership OAH	-	1	☑	☑				
NEBOSH Qualification	-	Varies		A		A		
Internal Audit	-	½				☑		A
Waste Management	-	½				R		A
Waste Electrical and Electronic Equipment	-	½				A		A
Construction Skills Health and Safety Awareness	5	1					☑	
CDM 2015 General Awareness	-	½	R	R	☑	R	R	R
CDM 2015 Design Coordination	-	½	A	A	A	☑		☑
Management of Lifting Operations	-	1		A	A	A		
Temporary Works Thomas Telford to 9/2014	5	1		A	A	☑		
Temporary Works C-Skills (9/2014 on)	5	2		A	A	☑		
Temporary Works Awareness (Low risk)	5	1		A	A	☑		
Fire Marshall / Fire Warden	Business Need	½				☑		
Fire Safety e-learn	Business Need	120 mins				A		
FPA Hotworks Training	5	1				☑		
Manual Handling	2	½				☑	☑	
Manual Handling e-learn	2 max	60 mins				A	A	

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Training	Renewal (Years)	Duration	Director	Operations / Contracts / Project Manager	Site Manager / Supervisor	Nominated Role / Job Specific	Site Staff	Commercial / Engineering / Design / etc.
Slips, Trips & Falls e-learn	-	60 mins				A	A	
Non-Licensed Asbestos Work / UKATA cat B	1	1				☑		
FFP 3 RPE Face-fit kit – fit to fit	-	1/2		A	A	A		
FFP 3 RPE Face-fit Test	-	30 mins				☑	☑	
DSE e-learn	-	60 mins				☑		
H & S Expectant Mothers		60 mins				☑		
Practical Scaffolding Inspection	5	1			A	A		
CISRS Scaffolding Inspection	5	2			A	A		
CISRS Advanced Scaffolding Inspection	5	2			A	A		
Safety Net Inspection	5	1			A	A	A	
Work at Height	-	1			R			
Mobile Scaffolding Towers PASMA	5	½			☑	☑	☑	
Ladders / Stepladders	5	½			A	A	A	
Safety Harness Inspection	-	½			A		A	
Safety Harness Inspection & Use	-	½			A		A	
MEWPs for Managers IPAF	5	1			R			
IPAF PAV	5	½			A	A	A	
IPAF 3a Scissors Lift	5	½			R	R	R	
IPAF 3b Boom	5	½			R	R	R	
Slinger /Signaller	5	1				A		
Slinger Signaller CPCS A40 (Blue)	5	1				A		
CPCS A61 Appointed Person (Blue)	5	4			A	A		
CAT / Genny – services location ‘SMART CAT’	5	½			A	A		☑(Eng)

Training	Renewal (Years)	Duration	Director	Operations / Contracts / Project Manager	Site Manager / Supervisor	Nominated Role / Job Specific	Site Staff	Commercial / Engineering / Design / etc.
Abrasive Wheels / Cut off Saw	5	½			R	A	R	
Confined Space	5	2				A		
Hoist Operator – Familiarisation / Training	-	½				A		
Hoist Operator CPCS A20 (Blue)	5	-				A		
CPCS Telehandler A17 (Blue)	5	-				A		
CPCS Red Card (Trained Operator)	2	-				☑		
CPCS Blue Card (Experienced Operator)	5	-				☑		
Other on Business Need basis	As required	-	A	A	A	A	A	A

☑ = Mandatory

R = Recommended

A = Available

- Training should be arranged via Sharon Bass, course overview summaries are available on request.
- It is expected that all Employees who work on a construction site hold or are in the process of obtaining a CSCS Card, and are registered with the Scheme.
- Support will be given in achieving NVQ Qualifications for achievement of CSCS / CPCS (Blue) cards.
- Holders of CPCS Red cards (Trained Operator) / non-CPCS cards where there is a CPCS Category will be expected to upgrade to a Blue card (Competent Operator) on or before expiry of their Red card – NVQ / assessment required – Red cards are valid for up to 2 years and are NON RENEWABLE
- Any other technical / safety training – not on this matrix, delivered in-Company or at site should be recorded. Please ensure any copies of training certificates issued locally are sent to Sharon Bass – sharon.bass@derry-bs.co.uk to ensure our records are kept up to date.