SITE SAFETY PLUS

Principal scheme rules

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CONTENTS

Introduction

Foreword	2
Approved training providers	2
QA requirements	2
Training provider portal	2
Course notification requirements	2
Funding	3
Pre-course delegate assessment	3
Course delivery and completion	3
Eligibility for attending a course with a mandatory pre-requisite eCourse	3
Eligibility for attending a refresher course	3
Course assessment	3
Question paper re-sits	3
Question paper quality audits	4
Certification	4
Support materials and publications	5

Foreword

This document sets out the principal scheme rules for Site Safety Plus (SSP), and provides the overarching framework that governs the delivery, quality assurance (QA), assessment and certification of SSP courses. The rules are designed to ensure that SSP training is delivered consistently, fairly and to a high standard, supporting the construction industry's ongoing commitment to improving health, safety and environmental performance. By clearly defining requirements and expectations, the principal scheme rules help protect the integrity of the scheme, support authorised training providers in meeting their obligations, and ensure that delegates receive training that is robust, reliable and recognised across the industry.

This version of the principal scheme rules is for all approved training providers who reside in Northern Ireland, the Republic of Ireland, the Isle of Man or the Channel Islands, or who are an independent training centre (ITC) and are unable to be members of the Training Provider Network (TPN). The information is also relevant for existing training providers who have not, as yet, become members of the TPN.

The document should be read in conjunction with the relevant scheme rules appendices and QA requirements for the courses being delivered. Together, these documents form the basis of compliance for all authorised training providers delivering SSP courses, and should be used as a reference point for day-to-day operations, audits and continuous improvement. Adherence to these rules is a condition of approval, and plays a vital role in maintaining confidence in the SSP scheme across the construction industry.

Approved training providers

All training for this SSP suite of courses is undertaken by CITB SSP approved training providers. Initial registration is for one year, and is subject to annual renewal thereafter to retain approved status. To become an approved training provider, follow the instructions on our website:

https://www.citb.co.uk/standards-and-delivering-training/site-safety-plus-ssp/how-to-become-a-site-safety-plus-ssp-centre/

You can also scan the QR code below on your mobile device.

All approved training providers who are not TPN members, or are based in Northern Ireland, the Republic of Ireland, the Isle of Man, or the Channel Islands and deliver SSP courses must download and comply with the:

- principal scheme rules (this document)
- scheme rules appendix (for all courses that you are approved for)
- QA requirements.

QA requirements

CITB approved training providers need to have a quality management system (QMS) or accreditation to BS EN ISO 9001. This must formally detail your processes for all elements of the course delivery, including the quality arrangements and administration of the courses. The CITB QA process will review these processes and the effectiveness of your system. A dedicated senior quality consultant will be able to advise you further on what is expected of you at their approval visit.

Training provider portal

Once approved, the dedicated key contact for your centre will be granted access to the training provider portal. The portal is where the latest copies of the question papers, notification forms, course content and support materials are stored. Once you have officially been approved, the named contact for your centre will be sent an invitation to join the portal. If for any reason you have not received an invitation, or you are struggling to gain access, please email **sitesafetyplus@citb.co.uk**.

Course notification requirements

Before delivering any SSP course, the course notification form must be fully completed and sent to **sitecourses@citb.co.uk** a minimum of **two working days** before the first day of the course. Courses that are not notified a minimum of **two working days** before commencement will not be recognised by SSP. At the end of the course, the course results form and the delegate information form must be sent to **sitecourses@citb.co.uk** within **10** working days of the last day of the course. Please take extra care when filling out these forms, as any errors could delay the certification process. If the required details are omitted, CITB will return the forms to be correctly completed by the centre. The course notification form, course results form and the delegate information form can all be found within the scheme documents folder on the training provider portal.

Funding

Employer Networks have been created to simplify the way an employer can claim funding for products. You can access information on the Employer Networks at:

https://www.citb.co.uk/levy-grants-and-funding/grants-and-funding/employer-networks/

Pre-course delegate assessment

Before every course, approved training providers should identify any special requirements that delegates may have. Delegates' special requirements are supported by CITB, and are detailed in the QA requirements document.

Course delivery and completion

There are minimum and maximum numbers of delegates allowed on all SSP courses. These are detailed in the QA requirements and the relevant course appendix. These delegate numbers are not subject to an appeal.

Copies of any significant proposed programme changes must be submitted to the CITB SSP development team (**sitesafetyplusdevelopmentteam@citb.co.uk**) prior to course delivery, at least **21** days before the course start date. The scheme of work must remain in place, but an example of changes that will be considered are those which supplement the delivery for specific specialisms within industry.

Eligibility for attending a course with a mandatory pre-requisite eCourse

Delegates must only be permitted to attend the trainer-led course if they have completed the pre-requisite eCourse. Successful completion of the eCourse automatically generates an electronic certificate.

It is the responsibility of the delegate to ensure that they complete the pre-requisite course, and send a copy of the electronic certificate to the approved training provider, at least 24 hours before the commencement of the trainer-led course. The approved training provider must retain copies of electronic certificates, and make sure that the course results form is updated and accurate.

This requirement should be clearly outlined by the approved training provider in the course joining instructions.

Eligibility for attending a refresher course

Delegates who have passed an original course (or subsequent refresher) and possess an in-date certificate are eligible to attend a refresher course. The expiry date of the delegate's certificate can be checked via the online card checker:

https://www.citb.co.uk/courses-and-qualifications/check-a-card-training-record/online-card-checker/

Where there is no refresher option, delegates holding certificates coming up to expiry will need to attend a full course.

It is the responsibility of the delegate to maintain their certification, and make sure that they renew it by taking the relevant course or refresher before the expiry date detailed on their certificate. Delegates who do not hold an in-date certificate will be required to complete the full course again if they wish to remain certificated. This is not subject to an appeal.

Course assessment

SSP courses are assessed by an end-of-course question paper and, on some courses, a trainer review. Assessment conditions for the end-of-course question paper are outlined in the QA requirements. The assessment details for each course are outlined in the course appendix. Question papers for each course can be found on the training provider portal. You will be issued with the number of the question paper to use after CITB receives the course notification form.

It is the responsibility of the approved training provider to make sure that the correct and latest version of the question paper is used, and that it is retained in a secure manner. At no point should the question paper be shared with a third party.

Question paper re-sits

The table below identifies where there is an option for a question paper re-sit. Specific details and conditions are set out in the course appendices. An approved training provider may wish for a re-sit to be held on the last day of the course. This is permissible for all the SSP courses, provided that the following conditions are met:

- The delegate agrees, and is given enough time to prepare for the re-sit.
- The question paper is used is not the same as the first failed paper.
- The assessment conditions outlined in the QA document are maintained.
- The trainer has alternative question papers available.

Course	Duration		Test pass mark	Trainer review and pass mark		Paper re-sit
	Day(s)	Hours & minutes				
Health and Safety Awareness (HSA)	1	7h 30	83%	None		Yes
Site Supervision Safety Training Scheme (SSSTS)	2	15h	80%	Yes	Pass	Yes
Site Supervision Safety Training Scheme refresher (SSSTS-R)	1	7h 30	80%	None		Yes
Site Management Safety Training Scheme (SMSTS)	5	37h 30	81%	Yes	Pass	Yes
Site Management Safety Training Scheme refresher (SMSTS-R)	2	15h	81%	None		Yes
Director's Role for Health and Safety (DRHS)	1	7h 30	80%	Yes	Pass	Yes
Site Environmental Awareness Training Scheme (SEATS)	1	7h 30	80%	Yes	Pass	Yes
Temporary Works Supervisor Training Course (TWSTC)	1	7h 45	76%	Yes	Pass	Yes
Temporary Works Co-ordinator Training Course (TWCTC)	2	14h 45	78%	Yes	Pass	Yes
Temporary Works Co-ordinator Training Course refresher (TWCTC-R)	1	7h 45	78%	Yes	Pass	Yes
Tunnelling Safety Training Scheme (TSTS)	1	7h	80%	Yes	Pass	Yes

Question paper quality audits

CITB actively encourages feedback on our questions and answers. As part of QA for the scheme, you may be requested to:

- submit the question papers and answer grids used by delegates
- submit course results forms showing the delegates' achievements
- replace published question papers with newer versions.

If you are required to submit materials to us or change the question papers that you are using, you will be notified in advance. Please make sure that you only print what you need. Failure to comply with these requests may incur an additional quality audit. If you have feedback on questions and answers, or anything else, please email **sitesafetyplus@citb.co.uk**.

Certification

CITB will award certificates to successful delegates who pass all elements of the course assessment outlined in the course appendix. The certificates will be sent to the approved training provider. It is then the provider's responsibility to send each certificate to the correct delegate. Employers of the delegate(s) must be made aware that the certificate is the personal property of the delegate.

All certificates are valid for five years. The delegate must sit the appropriate refresher course to renew their qualification for a further five years. The exception is the Tunnelling safety training scheme (TSTS), which is valid for three years. Where a certificate is subsequently lost or damaged, the delegate can obtain a duplicate certificate by contacting CITB's SSP delegate helpline on **0344 994 4133**. The delegate will need to provide their registration number, as well as their surname, forename, date of birth and National Insurance number. Payment can be made by debit card or credit card.

Support materials and publications

The approved training provider must provide each delegate with their own copy of the current version of the mandatory course publication at the start of their course, which must be retained by the delegate after completing the course. For details of the mandatory course publications, please see the scheme rules appendices.

Publications, training materials and other related publications must be ordered directly from CITB, either by using the online shop at **shop.citb.co.uk**, or by contacting the Publications team on **0344 994 4122**. Pricing and purchasing details for supporting publications are shown in the CITB publications catalogue and in the CITB Shop. Full terms and conditions are on the website at:

https://www.citb.co.uk/utility-links/terms- conditions/publications-purchasing-terms-conditions/

Course support materials are available on the training provider portal. Your centre's designated key contact will have access to the courses that you are approved to deliver.

SSP courses may be supplemented by other suitable health and safety training materials. These might be provided by the approved training provider running the course, by outside specialists and by delegates drawing on their own experience. In this way, the courses can be directly related to participants' circumstances, and meet their direct health and safety training needs.

CITB reserves the right to provide approved training providers with relevant health and safety, sustainability and environmental information for mandatory inclusion in training syllabuses as and when appropriate. An example could be Health and Safety Executive (HSE) accident statistics or focus points on the HSE's activities.