



Plant Training Standards Review 2022

TERMS OF REFERENCE

Please read and review the following terms of reference, completing the necessary questions to confirm your agreement to join working group(s) for the review of the CITB Plant Training Standards.

A copy of these terms can be provided to you separately.

Contact Details

Standards Developer

Standards Developer

Standards Developer

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Objectives & Goals

To identify current industry practice and the training and/or competence requirements of practitioners within **Plant Occupations** for depiction in the Training Standards. It is the intention that approved standards revised or developed as part of this review will be available in the public domain at:

<https://www.citb.co.uk/standards-and-delivering-training/training-standards/short-training-standards-search/>

This work is undertaken using levy payer funds and must comply with the CITB Standards Quality Assurance Process.

Function & Responsibilities

Working Groups will discuss, review, and write Plant Training Standards content considering:

- industry best practice
- learning outcomes
- assessment

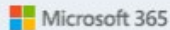
Working Group members will have demonstrable current practitioner knowledge and/or occupational expertise in the occupational area and be able to articulate a clear view of the occupational skills and knowledge.

Meeting Format

All meetings will predominantly be held online via Microsoft Teams and will be recorded. Recordings will only be used for meeting notes and will be deleted in line with CITB retention policies.

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* Required

Areas of Review

1. The initial phase of development is to review the following areas.

- **Transporting Loads** **Approx. 11x 3-hour meetings**
Examples: Forward Tipping Dumper / Dump Trucks
- **Compacting Operations** **Approx. 5x 3-hour meetings**
Examples: Ride On Roller / Soil / Landfill
- **Cranes and Lifting** **Approx. 15x 3-hour meetings**
Examples: Slinger/Signaller, Managing Lifting Operations
- **Excavating and Extracting** **Approx. 11x 3-hour meetings**
Examples: Excavator 360 Below 10 Tonnes: Lifting Operations Training, Quick Hitch Coupler Safety
- **Vehicle Marshalling** **Approx. 4x 3-hour meetings**
Examples: Plant and Vehicle Marshaller, Take Control Vehicle Marshalling in Construction
- **Lift Trucks** **Approx. 8x 3-hour meetings**
Examples: Telescopic Handler, Industrial Forklift Truck

Please select below the Working Groups you would like to be a member of

If you are interested in joining other Working Groups (not in the initial phase) - please select OTHER and confirm the specific areas you would be interested in:

*

- ☐ Transporting Loads
- ☐ Compacting Operations
- ☐ Cranes and Lifting
- ☐ Excavating and Extracting
- ☐ Vehicle Marshalling
- ☐ Lift Trucks
- ☐ Other

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The Working Group

Accountability

- **Facilitator**
The facilitator shall be an identified member of CITB staff and preside at all meetings of the working group to facilitate the decision-making and administrative process.
- **Chairperson**
Members will elect a chairperson to represent the Working Group in the introduction meeting.
- **Attendance**
Members will be required to attend all meetings or provide apologies in advance, and will be given the opportunity to provide feedback in advance of the meeting for the remaining members of the group to consider. Members shall make every effort to attend all meetings. Any non-notified absence could result in a member's removal from the Working Group.
- **Sufficient Representation**
Meetings will be considered representative when there are two-thirds of members present. If there is insufficient representation then other sources of information may be used to provide content as and where needed.
- **Decision-Making**
In line with the remit of the group, decisions will normally be arrived at by a consensus of those members present. Organisations represented by multiple members will have one vote per organisation. If a consensus cannot be reached then the deciding vote shall go to the elected chairperson.

Communication

- The working group should ensure that it has effective communication with all relevant key stakeholders.
- Working group contact email addresses will be provided to the full working group in order to facilitate the engagement and consultation process.

Code of Conduct

- During the course of a meeting, if a potential conflict of interest arises in relation to content of a training standard, the member concerned must alert the facilitator and withdraw, whilst the impacted content is discussed. This will be noted on the recording for live meetings.
- The Facilitator shall be responsible for ensuring that the business of the meeting is conducted in a courteous and professional manner and shall have the right to adjourn a meeting or temporarily exclude any individual or individuals whose conduct falls below acceptable standards.

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* Required

Please provide the following information:

2. I accept and agree to the terms of reference, and am happy to join the Working Group. *

Agree



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* Required

For the purposes of the process we are required to collect details of all individuals involved in the Training Standards Review. Please provide the following information:

3. Please confirm your name: *

Enter your answer

4. Please confirm your email address: *

Enter your answer

5. Please confirm your contact number: *

Enter your answer

6. Please confirm your company/organisation name: *

Enter your answer

7. Please identify your organisation type: *

- ☐ Employer
- ☐ Training Provider
- ☐ Federation / Association
- ☐ Awarding Organisation
- ☐ Other

8. (Optional) For quality and assurance purposes, please share any relevant practitioner knowledge, qualifications and/or occupational expertise:

Enter your answer

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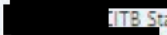
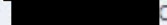
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Thank you.

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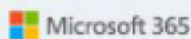
Please click SUBMIT to finish and register your details.

You will be contacted shortly with further information.

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