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# Scheme Rules - Appendix N

## Temporary Works General Awareness

### Training Course (TWGATC)



**Site Safety Plus****Temporary Works General Awareness Training Course (TWGATC)****Course Appendix N**

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## 1. Introduction

This course is designed to provide training for those working in temporary works but who are not undertaking the roles of either temporary works coordinator (TWC) or temporary works supervisor (TWS), as defined in BS 5975:2019.

The rationale for the Temporary works general awareness training course (TWGATC) is to:

- raise awareness and impart knowledge of what temporary works are, how they are used, their safety-critical importance, common temporary works issues, and the temporary works management process
- raise awareness of roles and responsibilities in the temporary works process
- set a common standard for the awareness of temporary works across the industry that can be accepted with confidence
- allow a transferable knowledge base between employers, to avoid unnecessary supplementary training.

## 2. Aims and objectives

### 2.1. Aims

The aim is to give delegates a general awareness and appreciation of temporary works. They should understand:

- what is deemed to be temporary works
- how temporary works are used
- the role of safety in temporary works
- common issues associated with temporary works
- the management processes.

### 2.2. Objectives

At the end of the course delegates should:

- understand what constitutes temporary works
- know how temporary works are used
- understand the importance of safety and how to overcome common safety issues
- understand the need for management processes.

## 3. Entry requirements

There are no formal entry requirements. The course assumes limited or no detailed previous knowledge of temporary works.

### 3.1. Target audience

The suggested target audience is listed on the following page.

- Delegates who are not likely to be TWCs or TWSs in the near future (or at all) but may be involved in the temporary works process.
- Directors, contract managers, site supervisors, estimators, planners, procurement professionals, commercial managers and project leads.
- Health and safety professionals wishing to gain a better understanding of temporary works.
- Delegates undertaking a graduate development programme.
- Delegates not directly from the civil engineering or building sectors who may use temporary works (for example, mechanical and electrical contractors) or delegates from Local Authority building maintenance departments, nuclear decommissioning and utility companies.
- Delegates who have come into construction from other industries.
- Foreign contractors who wish to learn from UK best practice.
- Permanent works designers involved in temporary works, and other consulting or structural engineers.
- Principal designers and clients' representatives.
- People from the training industry, including university and college lecturers.
- Salespersons from equipment or plant suppliers.

#### **4. Assessment**

Assessment will be by multiple-choice questions at the end of the course. Delegates will also be expected to interact and participate during the course.

Attendance **does not** confer competency as a TWC or TWS but is for the purposes of continuing professional development (CPD).

#### **5. Delegate numbers**

The recommended minimum number of delegates per course is four. The maximum number of delegates per course is 20. The maximum delegate number is not subject to an appeal.

#### **6. Course duration and attendance**

This course is designed to be completed in one day. Delegates are required to attend the full day (7.5 hours) and to pass the end-of-course assessment to be eligible for certification.

#### **7. Progression**

If delegates are to perform the functions of TWC or TWS in the future, they should attend the Temporary works coordinator training course (TWCTC) or the Temporary works supervisor training course (TWSTC).

#### **8. Course publications and materials**

This course, including its group work and exercises, is constructed around raising awareness of temporary works and BS 5975:2019. Delegates are not required to bring a copy of BS 5975:2019 with them to the course.

BS 5975 is itself based on the 1974 interim and 1975 final reports of the Advisory Committee on Falsework (known as the Bragg report).

For in-house courses, the trainer is expected to tailor the course around the organisation's specialisations and temporary works procedures. There are many other publications that delegates may find useful as follow-up reading, although the specific documents that will be of most value to individual delegates will depend on their responsibilities and the nature of their work.

### 8.1. Recommended supporting publications

The following is a non-exhaustive list that may form a useful starting point.

**Temporary Works forum:** [www.twforum.org.uk/home](http://www.twforum.org.uk/home) (see 'Resources')

- TWf Information Sheet No. 2 – Temporary works training  
[www.twforum.org.uk/viewdocument/twf-information-sheet-no-2-tempo](http://www.twforum.org.uk/viewdocument/twf-information-sheet-no-2-tempo)
- TWf Information Sheet No. 6 – The safe management of temporary works  
[www.twforum.org.uk/viewdocument/twf-information-sheet-no-6-the-s](http://www.twforum.org.uk/viewdocument/twf-information-sheet-no-6-the-s)
- Principles for the management of temporary loads, temporary conditions and temporary works during the construction process  
[www.twforum.org.uk/viewdocument/principles-for-the-management-of-te](http://www.twforum.org.uk/viewdocument/principles-for-the-management-of-te)
- Competencies of the TWC  
[www.twforum.org.uk/viewdocument/competencies-of-the-twc-tw11027](http://www.twforum.org.uk/viewdocument/competencies-of-the-twc-tw11027)

**NASC:** [www.nasc.org.uk/information](http://www.nasc.org.uk/information)

- TG20:13: Good practice guidance for tube and fitting scaffolding
- TG9:18: Guide to the design and construction of temporary roofs and buildings

**British Standards Institution (BSI):** [shop.bsigroup.com](http://shop.bsigroup.com)

- BS 5975:2019: Code of practice for temporary works procedures and the permissible stress design of falsework
- BS 7121, Parts 1 to 14, Code of practice for safe use of cranes

**HMSO**

- Bragg, S.L. (1974). Interim report of the advisory committee on falsework. (And the Final Report issued in 1975)

**HSE:** [www.hse.gov.uk](http://www.hse.gov.uk)

- Managing health and safety in construction, Construction (Design and Management) Regulations 2015. Guidance on Regulations  
[www.hse.gov.uk/pubns/priced/l153.pdf](http://www.hse.gov.uk/pubns/priced/l153.pdf)
- CIS56, Safe erection, use and dismantling of falsework  
[www.hse.gov.uk/pubns/cis56.pdf](http://www.hse.gov.uk/pubns/cis56.pdf)

**Concrete Centre:** [www.concretecentre.com/Publications-Software.aspx](http://www.concretecentre.com/Publications-Software.aspx)

**CONSTRUCT:** [www.construct.org.uk/publications/guide-safe-use-formwork-falsework](http://www.construct.org.uk/publications/guide-safe-use-formwork-falsework)

- CSG005: Guide to the safe use of formwork and falsework (2008)

**ICE Publishing:** [www.icevirtuallibrary.com](http://www.icevirtuallibrary.com)

- Pallett, PF and Filip, R (2018). Temporary Works: Principles of Design and Construction. Second edition
- McAleenan, C and Oloke, D (2010). ICE Manual of Health and Safety in Construction

**CIRIA:** [www.ciria.org](http://www.ciria.org)

- C579 (2003). Retention of masonry facades – Best practice guide

**Concrete Society:** [www.concrete.org.uk](http://www.concrete.org.uk)

- CS030 (2012). Formwork – A guide to good practice. Third edition

The course will make use of case studies, which will be developed by the trainer.

## 9. Notes to training providers

Training providers may make minor adjustments to the programme to meet delegate needs, as long as the aims and objectives of the course are met.

The course notes requirements are as follows.

- Trainers will develop overview notes, case studies and exercises for the delegate to take away on completion of the course.
- Notes should expand on and correctly explain, in particular, BS 5975:2019 Figure 2 (e) 'Complex projects able to be split into well-defined areas'. Trainers will need to correctly explain the full range of TWCs who could be encountered. From top to bottom in terms of seniority, these are the people in charge of:
  - overseeing all TW on a project (PC lead/senior TWC)
  - an area of the site (PC assistant/deputy TWC)
  - the temporary works needed by a sub-contractor (sub-contractor TWC).
- Notes will form a delegate pack to be issued on the day. These will be updated by the trainer as required to ensure they are current.

Copies of any significant proposed programme changes must be submitted to CITB prior to course delivery.

All trainers must adhere to the course note requirements.

Trainers can obtain further useful information from the Temporary Works forum website ([www.twforum.org.uk](http://www.twforum.org.uk)) and proprietary equipment suppliers.

### 9.1 Distribution and format

Notes should be issued at the start of the course and be in hard copy, unless delegates have been notified before the course that electronic methods (for example, USB sticks) will be used instead. Trainers should be aware that this option will require all delegates to have tablets or laptops so that they are not disadvantaged.

If the course is in-house, the trainer should insert company procedural examples and requirements into the notes, or alternative methods, as agreed with the client.

## 9.2 Interaction with delegates

It is expected that the course will involve a significant number of exercises and discussions. The exercises should be outlined in the notes.

Examples should be spread across the construction industry as far as reasonable, specifically buildings and civil works, including above- and below-ground temporary works situations.

## 10. Learning outcomes

Delegates taking this course should be able to achieve all the learning outcomes listed below by the end of the course. We have added an estimated delivery time to support you in course planning.

### Module 1 – What are temporary works? (Estimated delivery time 30 - 60 mins)

#### 1. Identify the different types of temporary works

Identify the different types of temporary works and temporary works solutions and their impact on health and safety on construction sites.

### Module 2 – The history of temporary works (Estimated delivery time 30 - 60 mins)

#### 1. The history of temporary works

State the history that set the requirements for a series of changes, to create a robust, safety-conscious process for the design, management and removal of temporary works.

#### 2. The consequences of failure

State the consequences of failure and the importance of avoiding failure, in relation to the 3Ps and 4Cs.

### Module 3 – Who is involved with temporary works? (Estimated delivery time 60 – 90 mins)

#### 1. Stakeholders' and duty holders' responsibilities and accountabilities

Identify the key roles and responsibilities of the primary stakeholders responsible for managing the safe implementation of temporary works.

### Module 4– Planning temporary works (Estimated delivery time 60 – 90 mins)

#### 1. Management and control of design

State the key components present in the planning of temporary works, including design materials, components and solutions.

### Module 5– Managing the construction, erection and dismantling of temporary works (Estimated delivery time 60 – 90 mins)

#### 1. Key activities required during the active life of the temporary works

Know how to support the TWC in the coordination and supervision of temporary works during their construction, erection and dismantling.

## 10.1. Note relating to Section 10

Some typical subjects that the trainer could choose from to suit the target audience are as follows.

- Site set-up, hoarding and public protection.
- Formwork, falsework and back-propping.
- Striking and curing, with assessment of strength and stability.
- Trenching, excavations, testing pipelines and temporary haul roads.
- Sheet piling, piling gates, cofferdams and de-watering.
- Scaffolding, edge protection, access, loading out, work at height and mobile towers.
- Craneage, hoists, temporary works for lifting and working platforms for tracked plant.
- Demolition, crash decks, propping, shoring and structural alterations.
- Effect of temporary works on permanent works and integration of temporary works into permanent works.
- Other subjects to suit the specific audience.

## 11. End-of-course examination rules

### 11.1. Examination details

The examination paper is compulsory and consists of 12 multiple-choice questions selected by CITB.

The examination lasts for 15 minutes and must be completed within this time.

The examination is an open book.

The examination pass mark is 75%.

The examination paper number will be notified when the course booking is accepted by CITB.

### 11.2. Re-sits procedure

Where a delegate has achieved 58%–67% in the examination, the delegate may re-sit the examination on the same day or by attending another course (for the exam only). Subsequent arrangements will be at the delegate's own expense.

The training provider must make the arrangements with the delegate and ensure that the same examination paper is not used twice.

The delegate must re-sit the examination within 90 days of the last day they attended the course.

A fee may be charged to the delegate; however, this is at the discretion of the training provider. If the training provider wishes to recover additional costs from the delegate, this should be agreed in advance.

If the delegate fails the re-sit, they will need to attend the full course again.

## 12. Trainer requirements

In addition to the minimum trainer requirements in the Quality Assurance Requirements, trainers must have attended and achieved, and hold a current certificate for this course (or one of a higher level in the SSP temporary works suite) and meet the criteria below:

- Two letters of endorsement from:
  - a principal contractor or current member of Temporary Works forum **and/or**
  - a current member of a construction-related professional body (an associate or affiliate member or above).

The letters must endorse the trainer's ability to deliver a high-level awareness course on temporary works.

- Attended and passed the TWCTC

*\* Note: The two letters of endorsement are required when applying to be a TWGA tutor only, and the applicant does not meet the requirements for TWS/TWC. If a tutor is approved for TWS/TWC they are automatically accepted as a TWGA tutor.*

It is good practice, but not mandatory, for trainers to also hold one or more of the following qualifications.

- NEBOSH National Certificate in Construction Safety and Health.
- Level 4 or 5 NVQ Diploma in Occupational Health and Safety Practice (or SVQ equivalent).\*
- A health and safety degree.
- NEBOSH Diploma in Occupational Safety and Health Part 2.
- NEBOSH Units A, B, C and D.
- IOSH Level 6 Diploma in Safety Management (or equivalent).

*\* Note: The Level 5 NVQ/SVQ in Occupational Health and Safety has replaced the Level 4 within the Qualifications and Credit Framework. Holders of the Level 4 qualification with a valid certificate will be accepted.*

### 13. List of abbreviations

3Ps	people, process, product
4Cs	communication, co-operation, coordination, competency
AP	appointed person
BS	British Standard
CDM	Construction (Design and Management) Regulations
CIRIA	Construction Industry Research and Information Association
CPD	continuous professional development
DI	designated individual
ERIC	eliminate, reduce, inform, control
HSE	Health and Safety Executive
ICE	Institution of Civil Engineers
IOSH	Institution of Occupational Safety and Health
NASC	National Access and Scaffolding Confederation
NEBOSH	National Examination Board in Occupational Safety and Health
PC	principal contractor
PC's TWC	principal contractor's temporary works coordinator
TW	temporary works
TWC	temporary works coordinator
TWCTC	Temporary works coordinator training course
TWf	Temporary Works forum
TWS	temporary works supervisor
TWSTC	Temporary works supervisor training course