

Candidate Pack for CSCS - Health & Safety at Roadworks

Please read this document carefully. Further information and clarification may be obtained from the CSCS Operations Unit, phone 01 533 2500

Guidance Notes for Candidates

The following documents are also attached:

- Part 1 – Application Details
- Part 2 – Skills Self-analysis

Aim of programme

The aim of this course is to provide the candidates with the required knowledge and skills to carry out Health and Safety at Roadworks

Candidate profile

Candidates for this programme must:

1. Be at least 18 years of age.
2. Have valid Safe Pass Card
3. Have previous experience in Roadworks within the last two years
4. Have A2 level of English in accordance with the Common European Framework of Reference for languages [CEFR] <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>

Note: The above items must be verified by the current or previous employer (Part 1 of this pack).Application requirements

1. Sections A, B, and E of Part 1 need to be completed by the applicant with Sections C and D completed by the employer.
2. Section E must list experience in working on Roads.
3. Part 2 – Skills Self-analysis must be completed and submitted along with Part 1 to the chosen Approved Training Organisation prior to, or on the day of, attending the one-day training and assessment programme. Failure to do so will result in the candidate being unable to complete the programme.
4. Candidates must bring with them on the day: a passport sized photograph and valid Safepass card, must bring either a passport, driving licence, or similar photographic identification for proof of identity.

Induction

Registration and induction will be undertaken at the start of the day.

Candidates **must** present their Safepass card to the course assessor.

Training

Candidates will undertake a six-hour training session with the course instructor.

Theory test

On completion of any training, candidates are allowed 40 minutes to undertake a multi-choice question paper. Questions will be based on subjects about:

1. General Principles, Hazards, Risks, Risk Assessment and Method Statements
2. PPE, Welfare Facilities and First Aid
3. Temporary Traffic Management Elements and Traffic Control Methods
4. Stop and Go Operation and Demonstration
5. Vulnerable Road Users, Works in Urban Areas and Urban Multi-Lane Streets and Dual Carriageways
6. Manual Handling risks, Plant and Equipment and Hand Tools
7. Excavations, Falls and Falling Objects, Underground and Overhead Services and Working close to Water
8. Substances, Biological Agents and Asbestos

To be successful on the theory test, candidates must achieve a minimum of 70% of the total available marks. Candidates who achieve a minimum of 80% will be awarded a Credit.

Feedback and Certification

If a candidate meets the required standard, the approved training organisation will send the relevant assessment documentation for certification and registration. The CSCS card is printed and posted to the candidate's home address. A QQI certificate will be awarded as a result of a pass on the one-day programme.

Candidates who are referred will receive written feedback from the assessor and may be advised to undertake further corrective training and/or site experience.

Assessment Requirements

Should a candidate have any particular assessment requirements, i.e. need a reader/writer or any other form of special needs, the approved training organization **must** be informed well in advance of attending the one-day programme so that the appropriate help may be sourced.

Information regarding a candidate's particular requirements will be treated with the strictest confidence by the approved training organisation.

REMINDER

Candidates must bring with them:

Passport sized photograph

Valid Safepass card

Contents of the Candidate Pack (which must be fully completed and signed by the Candidate and their employer)

Further information and clarification may be obtained from CSCS Operations Unit, phone 01 533 2500.

**DATA PROTECTION NOTICE
PARTICIPANT AND EMPLOYER DATA PROTECTION NOTICE**

1. PERSONAL DATA COLLECTED AND OBTAINED

This Data Protection Notice ("**Notice**") sets out the basis on which SOLAS ("**SOLAS**", "**we**", "**our**" or "**us**") of Block 1, Castleforbes House, Castleforbes Road, Dublin 1 will use the personal details ("Personal Data") provided when completing the application form (the "**Form**") to be registered as a CSCS/QSCS cardholder. This Notice also details how SOLAS will process this Personal Data for the purpose of assessing the Form and, if successful, issuing a CSCS/QSCS card to you ("**Card**"). The Personal Data we obtain from you will be held by SOLAS as a controller. SOLAS will collect and process the Personal Data that you provide in the Form.

IMPORTANT: where you provide Personal Data about other individuals (e.g. your existing/previous employer or endorsers), you agree that you are responsible for ensuring that such individuals know their Personal Data will be used by SOLAS accordance with this Notice.

2. HOW AND WHY WE PROCESS YOUR PERSONAL DATA

This section details how ("**legal basis**") and why ("**purposes**") we process your Personal Data:

Legal basis: it is necessary to process your Personal Data to enter into and perform our contract with you including for the following purposes: (a) to process your Form; (b) to issue you with a Card; (c) to verify your Card on an ongoing basis; (d) to renew your Card where you ask us to do so; and (e) to respond to you when we receive any correspondence from you. **IMPORTANT**: If you do not provide us with your Personal Data so that we can process it for the above purposes, we will not be able to assess or process your Form, issue you with or renew your Card and/or communicate with you as necessary in relation to your Form and/or your Card.

Legal basis: it is also necessary to process your Personal Data for the purpose of complying with legal obligations to which we are subject including to fulfil our statutory functions.

3. DISCLOSURE OF YOUR PERSONAL DATA

We may disclose some or all of your Personal Data to the following parties: SOLAS business units, SOLAS agents or service providers including CSCS/QSCS trainers, your existing or potential employers, government and state authorities including in particular the Construction Industry Federation (CIF), Credit Card Systems Ireland Ltd and Quality and Qualifications Ireland. We may also disclose your Personal Data to third parties if we are under a legal duty to disclose or share your Personal Data in order to comply with any legal or regulatory obligation or request or to perform a public function.

4. KEEPING YOUR PERSONAL DATA

We will keep your Personal Data for the period for which your Card is valid and/or renewed and for a period of 7.5 years from when your Card expires and/or is not renewed. In some cases, we will need to retain your Personal Data for longer periods for compliance with legal obligations imposed on us or where we are a party to legal proceedings with you, and to ensure you a continued client service. Such Personal Data will be securely retained in line with the SOLAS records retention and disposal Procedure.

5. YOUR RIGHTS

The following are your rights to address any concerns or queries regarding the processing of your Personal Data. You can exercise any of these rights by submitting a request to the Data Protection Officer, SOLAS, Block 1, Castleforbes House, Dublin 1. We will provide you with information on any action taken upon your request in relation to any of these rights without undue delay and at the latest within one month of receiving your request. We may extend this by up to 2 months if necessary, however we will inform you if this arises. You have the right to lodge a complaint with the Data Protection Commission with regards to our processing of your Personal Data.

- The Right to Access
- The Right to Rectification
- The Right to Erasure
- The Right to Restriction of Processing
- The Right to Object to Processing
- The Right to Withdraw Consent
- The Right to Data Portability
- The Right to Object Automated Decision Making

6. CHANGES TO THIS NOTICE

We may amend this Notice from time to time, in whole or part, at our sole discretion. Any changes to this notice will be posted on the SOLAS CSCS/QSCS website at <http://www.solas.ie/Pages/CSCS.aspx>

If at any time we decide to use your Personal Data in a manner significantly different from that stated in this Notice, or otherwise disclosed to you at the time it was collected, we will notify you by e-mail, and you will have a choice as to whether or not we use your information in the new manner.

7. CONTACT US

If you have questions or concerns about this Notice, please contact the SOLAS Data Protection Officer at SOLAS Data Protection Officer, SOLAS, Castleforbes House, Dublin 1

Construction Skills Certification Scheme

Application Details

Section A Applicant Details

Surname Forenames.....

Address.....

..... Postcode.....

Tel PPS Number

Section B Candidate Declaration

I declare that the information contained in this application form is correct to the best of my knowledge and belief and if found to be false, inaccurate or a misrepresentation, I accept that it could lead to the withdrawal of my registration card(s) and possible prosecution.

I have read, understand and consent to the terms of the Data Protection Notice.

Please sign

Section C Employer Details

Employer/Company name

Address.....

.....

Postcode Tel

Are you self-employed? Yes No

Section D Employer Confirmation (including self-employed)

The named individual signing this section must be in a supervisory or managerial position, nominated by the employer organisation.

We/I the employer confirm that:

- the applicant possesses a current 'Safepass' registration card
- the information detailed in this application, and any submitted information is valid, genuine and correct.

Please Sign

Name

Position

Please briefly list work carried out on Roadworks, including dates and locations of experience.

Dates from/to	Employer	Location and brief details of work done
<i>Example</i> 9 Nov 08- 22 Dec 2008	<i>The Duct Company</i>	<i>Construction of Broadband duct from Buncrana to Letterkenny along main road</i>
		<p>(continue on a separate sheet if needed)</p>

Construction Skills Certification Scheme

Part 2 - Skills Self-analysis Health and Safety at Roadworks

Introduction

The aim of this form is to allow applicants to measure their knowledge and experience in Health and Safety at Roadworks against the questions below. This is to ensure that all those attending the programme have sufficient skills and knowledge to comfortably meet the required standards. This section must be completed and returned to the chosen SOLAS Approved Training Organisation prior to or on the day of attending the one day training and assessment programme.

Instructions to the Candidate

Please take your time and answer all questions honestly, as dishonest answers mean that you may be unsuccessful on the course programme.

On completion, add up the total number of questions you have scored as 'yes' and refer to the Assessment Grading, which will analyse your knowledge and experience.

Assessment Questions

Please answer all questions as indicated:

Note: the term 'correctly' means conforming to manufacturer's instructions, legislation, regulations and industry best practice.

Question	Yes	No
1. Have you worked on roadworks before?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you been involved in directly placing signage on a public road?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you been directly involved in excavations at roadworks (trenches, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you ever operated or directed a plant at roadworks?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you ever used hand-held tools at roadworks?	<input type="checkbox"/>	<input type="checkbox"/>

Yes Total _____

Assessment Grading

If you have answered Yes to fewer than 3 of 5

Your supposed understanding of Roadworks is very limited, and we strongly advise you not to attend the programme until you have attained further experience or training.

Candidate Name.

Signature Date.....