

## **Candidate Pack**

### **CSCS Signing Lighting and Guarding**

**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 – Skills Self-Analysis
- Part 2 – Candidate Details
- Part 3 – Endorsement of Operating Competence
- Part 4 – Practical Test Criteria

### **Aim of Programme**

The CSCS training and assessment programme enables trained construction operatives to gain recognition for their achievements by the way of certification. The programme provides an opportunity for candidates to demonstrate their skills, knowledge and attitudes associated with Signing, Lighting and Guarding (SLG) operations, leading to final certification.

### **Candidate Profile**

Candidates for this programme must:

1. Have 9 months road work experience operating as a candidate signing, lighting and guarding operator in construction, in accordance with the 5th Schedule of the Safety, Health and Welfare at Work (Construction) Regulations 2013 – S.I. No. 291 of 2013. Candidates' experience must be within the last two years.
2. Possess a valid 'Safe Pass' registration card
3. Be at least 18 years of age
4. Have a B1 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>
5. Have good colour vision, hearing, full use of trunk and neck, and be able to undertake physical activities such as lifting and carrying 6kg cones or 600mm temporary traffic signs on frames

**Note:** The above items must be verified by the current or previous employer (Part 3 of this pack).

### **Application Requirements**

1. Approved Training organisations must send the Candidate Pack to the candidate **at least five days prior** to the course date.
2. Sections A, B, and C of Part 2 need to be completed by the candidate, and Part 3 must be completed by the employer.
3. Section C of Part 2 must list a candidate's experience operating as a candidate SLG operative for 9 months.
4. Part 1 - Skills Self-analysis, Part 2 - Candidate Details, and Part 3 - Endorsement of Operating Competence must be completed and submitted to the chosen Approved Training Organisation at least two days prior to attending the training and assessment programme. Failure to do so will result in the candidate being unable to complete the programme.
5. Candidates must bring with them on the day: a passport sized photograph and valid Safepass card. For identity purposes, must bring either a passport, driving licence, or similar photographic identification for proof of identity.

### **Induction**

Candidates will undertake registration and induction at the start of the day. Candidates **must** present their Safe Pass card, photograph and proof of identity to the Assessor. Parts 1, 2 and 3 must already have been submitted to the Training Organisation.

### **Training.**

Candidates will undertake three days training with the course tutor. Please note that the app has the right to refuse any candidate's access to the test if they have demonstrated dangerous skills that contravene any part of the Safety, Health and Welfare Regulations.

### **Theory Test**

On completion of the classroom theory session on Day 1, candidates are allowed 40 minutes to undertake a multi-choice question paper. Questions will be based on the following:

- Introduction to Traffic Management
- Roadworks Classifications
- Traffic Management Devices
- Traffic Management Layouts
- Traffic Management Applications
- Vulnerable Road Users
- Semi-Static Works
- Traffic Management Checks
- Traffic Management Records
- Safe Systems of Installation
- Risk Assessment

Questions will be based on subjects that will be covered during the theory session.

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.

### **Practical Test**

During the test, the candidate will demonstrate tasks in the classroom and on the road. The tasks to be undertaken and the equipment required for the practical is contained in Part 4 of this pack. Part 4 details the equipment and resources needed for the test and the tasks the candidate will be expected to carry out on the road.

The classroom practical test has a time of 40 minutes and the site practical has a time of 120 minutes, during which all tasks must be completed.

## **Feedback and Certification**

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

Candidates who achieve a credit in the theory test **and** practical tests will be awarded an overall Credit.

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

Candidates who are successful in the theory but not practical parts of the test may re-attempt the practical parts at a later confirmed date. If the candidate has not been successful in the theory test, then the candidate must retake the alternative test after five days have elapsed.

This concession may occur only if the candidate returns to the same training organisation within three months. A candidate who chooses to go to a different organization will have to do both the practical and theory parts again.

For candidates who do not reach the required standard, a period of five days must elapse before they can retake any of the tests.

## **Registration Card Duration**

CSCS registration cards are valid for five years and can be renewed three months before the expiry date.

## **Cancellation of Certificates and Cards**

If it is discovered that the information provided by the candidate was incorrect or the programme was not delivered in accordance with SOLAS specifications, the Certification and Registration Card may be withdrawn and the relevant authorities notified.

# 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

# Part 1 - Skills Self-Analysis

## CSCS Signing Lighting and Guarding

### Introduction

The aim of this form is to allow candidates to measure their knowledge and experience on the safe installation and use of appropriate signage and delineation devices at temporary road works against the questions below. This is to ensure that all those attending the three-day Operative Programme have sufficient skills and knowledge to comfortably meet the required standards. This section **must** be completed and returned to the chosen Approved Training Organisation prior to attending the three- day further 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 un-successful on the course programme. On completion, add up the total number of questions you have marked as 'yes' and refer to the Assessment Grading, which will analyse your knowledge and experience.

### Assessment Questions

Please answer **all** questions as indicated:

Question	Yes	No
1. Can you understand your organisation's written method statements and technical layout drawings relating to roadworks?	<input type="checkbox"/>	<input type="checkbox"/>
2. Can you operate and give clear communications on a two-way radio?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you know how to select and install traffic management devices?	<input type="checkbox"/>	<input type="checkbox"/>
4. Can you name the three types of static signs?	<input type="checkbox"/>	<input type="checkbox"/>
5. Can you interact with your supervisor effectively?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you know the difference between roadworks speed limit and cautionary speed plates?	<input type="checkbox"/>	<input type="checkbox"/>
7. Can you set out a traffic management site correctly and in order?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you ever assisted erecting signs for a roadworks job?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you know how many red bars are on a Lane Closed board?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you know the purpose of the installation of safety zones around a works area?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you know the angle of an exit taper?	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you know how an unobstructed road width is calculated?	<input type="checkbox"/>	<input type="checkbox"/>
13. Have you ever controlled the flow of traffic using Stop and Go boards?	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you know how to implement an all stop for the control of traffic at road works?	<input type="checkbox"/>	<input type="checkbox"/>
15. Do you know the correct sequence to implement when taking down delineation devices around a works area and when removing advance signage?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Yes Total</b>	_____	

Candidate's Name: .....

Date: .....

## Assessment Grading

### If you have scored 11 – 15

You appear to have a good understanding of signing, lighting and guarding operations to comfortably participate on the trained operatives' programme.

### If you have scored 8 – 10

Your understanding of signing, lighting and guarding operations is limited, and we advise that you acquire further knowledge before attending the trained operatives' programme. Remedial training and further site experience are advised.

### Less than 8

Your supposed understanding of signing, lighting and guarding operations is very limited, and you are unable to attend the programme.

### Assessment Requirements

Should a candidate have any particular assessment requirements, i.e. need a translator or reader/writer or any other form of special needs, the approved training organisation **must** be informed well in advance of attending the three-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 proof of identity with them on the day:**

<b>Passport sized photograph</b>	<input type="checkbox"/>
<b>Safe Pass card</b>	<input type="checkbox"/>
<b>Safety helmet</b>	<input type="checkbox"/>
<b>Safety boots</b>	<input type="checkbox"/>
<b>Reflective class 3 'hi-viz' jacket PPE</b>	<input type="checkbox"/>
<b>Gloves</b>	<input type="checkbox"/>

**Further information and clarification may be obtained from the CSCS Unit Office or phone 01 5332500**

## Part 2 – Application Details

### CSCS Signing Lighting and Guarding

#### Section A

#### Candidate Details

Surname ..... Forenames.....

Address .....

.....

Tel: ..... Date of Birth: .....

PPS Number ..... Safe Pass Expiry Date: .....

#### Candidate Profile

Candidates for this programme must:

- Have road work experience operating as a candidate signing, lighting and guarding operative in construction in accordance with the 5th Schedule of the Safety, Health and Welfare at Work (Construction) Regulations 2013 – S.I. No. 291 of 2013. Candidates' experience must be within the last two years.
- Possess a valid 'Safe Pass' registration card
- Be at least 18 years of age
- Have a B1 Level of English in accordance with the Common European Framework of Reference for languages [CEFR]
- Have scored a minimum of 8 on the self-analysis questionnaire

#### 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.
- I have road works experience operating as a candidate signing, lighting and guarding operative in construction within the last two years.
- I am in possession of a valid 'Safe Pass' registration card
- I am at least 18 years of age.
- I have a B1 Level of English in accordance with the Common European Framework of Reference for languages [CEFR].
- I have scored a minimum of 8 on the self-analysis questionnaire

**Please sign**

Date: .....

Please briefly list work carried out on roads, including dates and location of work.

Dates from/to	Employer	Location and brief details of work done
<i>Example</i> 9 Jan 14- 22 May 2015	<i>Barron Homebuilds, Kilty Street, Dublin.</i>	<i>Moving spoil from foundations and tipping stone for sub- base</i>
		<p style="text-align: right;"><i>(continue on a separate sheet if needed)</i></p>

## Part 3 - Endorsement of Operating Competence

### CSCS Signing Lighting and Guarding

Candidate Name.....

This endorsement of operative's competence must be completed by an existing or previous employer. This part can be completed only by a supervisor or line manager of the employer.

The endorsing individuals should initial the statements only where they can confirm that the candidate can carry out the work. Some endorsements may require the initials of more than one endorser. Copies of this form may be made if there are more than two endorsers signing.

Each statement must be initialed by the endorser. The candidate can be considered competent only providing **all** statements are signed by one or more endorsers in the Endorsers details section.

I consider that the above-named candidate is competently able to:	Initials
1. Check, inspect and correctly load all delineation devices required for the control and management of traffic at roadworks	
2. Assist in the unloading and positioning of delineation devices at road works	
3. Give clear communications over a two-way radio	
4. Wear all recommended Class 3 PPE correctly at all times whilst working or assisting trained operatives in the safe working on roads	
5. Lift and carry signs, cones and all delineation devices safely	
6. Operate a Stop / Go Batten in the control and management of traffic at roadworks	
7. Follow given instructions and assist in the clean-up of site when all devices are removed and loaded on a trailer or vehicle	

#### Endorser's Details

Full Name: .....

Company name and address: .....

.....

Position: ..... Contact Tel No: .....

Relationship to Candidate.....

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

#### Declaration

We/I the employer confirm that:

- The candidate has 9 months experience operating as a candidate signing, lighting and guarding operative in construction within the last two years.
- The candidate is in possession of a valid 'Safe Pass' registration card.
- The information detailed in this application, and any submitted information, is valid, genuine and correct.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Part 4 - Practical Test Specifications**

### **CSCS Signing Lighting and Guarding**

#### **Equipment and Resources**

- 8 No. warning signs WK001, WK061, WK032, and WK 033, WK001 with P010 Plate.
- 2 No. Stop Go Battens
- 5 No. RUS 001, 2no. RUS 002
- 35 No. 750mm high cones
- WK 174 Lane Closed Barrier
- 8 metres Pedestrian Barriers
- 2 No. WK 095 Stop Here on Red signs
- 4 No. two-way radios

#### **Site requirements**

- Public Road
- Traffic volumes greater than 20 vehicles per hour
- Traffic Volumes less than 300 vehicles per hour
- Within a 60km/h speed limit
- 6.5m minimum width (ideally 7m)
- Have a length greater to or equal to 200 metres without public road junctions
- Have a minimum visibility of 90 metres along all parts of road

#### **Tasks**

The Candidate needs to:

1. Interpret the signage layout
2. Select and acquire the appropriate signage equipment and signage
3. Place the signage equipment in the appropriate order and locations in accordance with the previously proposed plan and in accordance with SOLAS Safety Procedures / Traffic Signs Manual / Chapter 8 & Guidance Document and the laminated "ROUTINE WORKS TRAFFIC MANAGEMENT DESIGN SHEET" with generic layouts on the back
4. Direct the traffic through the roadworks as appropriate
5. Inspect the layout and complete the enclosed "PLANNED WORKS TRAFFIC MANAGEMENT SITE INSPECTION SHEET"
6. Remove the previously placed signage in accordance with the listed procedures

#### **Time**

The candidate must complete all tasks within 120 minutes.