

CITB Temporary Works Coordinator Training Course (TWCTC)

Accreditation	CITB
Course duration	2 Days
Certificate valid for	5 years

Who should attend

The two day Temporary Works Co-Ordinator Training Course (TWCTC) is designed to assist those on site who have responsibility for managing all forms of temporary works. The course has been designed to give confidence to senior management, and to ensure that those who engage contractors have an assessed standard of knowledge.

Course information

Overview

The course is supported by a number of organisations including Temporary Works Forum CECA, Build UK, HSE and FMB, which enables transferability of the training within industry.

Temporary works are safety and business-critical and require careful co-ordination. An accepted way of achieving this is through the adoption of the management process outlined in BS 5975, which introduces the temporary works co-ordinator (TWC) as a key figure. This course explains the role and the overall management context within which it sits.

High risk can occur on small as well as larger sites hence, understanding the essentials of good safety risk management, as outlined in BS5975, is relevant for projects of all sizes.

This course will give the delegate thorough knowledge of the Temporary Works Co-ordinator role, However, this does not alone make a delegate competent, as this requires other attributes e.g. experience.

Aims and Objectives

This course is not a temporary works awareness course. It is only concerned with the process of co-ordination of temporary works, commonly expressed through the role of the Temporary Works Co-ordinator. Attendance does not confer competency as a Temporary Works Co-ordinator.

To ensure that all those given temporary works co-ordinating responsibilities understand:

- the need for and duties of a TWC
- the role of others
- the BS5975 in respect of this role.
- The importance of the '4Cs': communication, co-ordination, co-operation and competency

- the need for risk management:

At the end of the course delegates will be able to:

- understand the duties of a TWC and the role of others
- have detailed knowledge and understanding of the BS 5975
- understand how to manage risk
- implement the '4Cs' effectively in the workplace

Entry requirements

There are no formal entry requirements; however, delegates should hold or be about to hold the role of a Temporary Works Co-ordinator.

Delegate Numbers

The minimum number of delegates per course is 4. The maximum number of delegates per course is 20. These are stipulated by the awarding body and are not subject to appeal.

Assessment

Assessment will be by multiple choice questions at the end of the course. Delegates are also expected to be interactive during the course.

Exam details

The examination paper is compulsory and consists of 25 multiple choice questions selected by CITB.

It forms the basis of assessment as to whether or not a delegate has successfully achieved a satisfactory Level of understanding to be awarded the Temporary Works Coordinator Training Course (TWCTC) certificate.

The examination lasts for 30 minutes and must be completed within this time.

The examination is open book.

The examination pass mark is 72%.

Re-sits Procedure

Where a delegate has achieved 64%-68% in the examination, the delegate may re-sit the multiple-choice examination by attending another course on the final day, and subsequent arrangements will be at the delegate's own expense.

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

Should a delegate fail the re-sit, they will be required to take the full two day TWCTC again, or will be offered an alternative course which is considered to match the delegate's level of knowledge and understanding.

Certification

You will receive a CITB TWCTC Certificate valid for 5 years. It takes approximately 6-8 weeks for the CITB to issue certification.

More details

Progression

The natural progression from this course would be to attend either the Site Management Safety Training Scheme (SMSTS) or Directors Role for Health and Safety (DRHS) course where duties allow.

Course Publications and materials

It is mandatory for all delegates to have a comprehensive understanding of BS 5975:2008 + A1:2011. Ideally delegates should have a copy of BS 5975; however, their own organisation's procedures and guidance on temporary works may be more suitable for reference during the course.

Programme

- Course administration
- Function of module
- Background
- Statutory aspects to temporary works
- Avoiding failure
- Role of the TWC
- Management
- Key aspects of different temporary works types
- Examination
- Course overview