

# CITB Temporary Works Supervisor Training Course (TWSTC)

<b>Accreditation</b>	CITB
<b>Course duration</b>	1 Day
<b>Certificate valid for</b>	5 years

## Who should attend

This one day course is designed to assist those on site who have responsibility for supervising temporary works.

## Course information

### Overview

This course complements the Temporary Works Co-ordinator Training Course (TWCTC) and is designed to provide training for those undertaking the role of Temporary Works Supervisor as defined in BS 5975:2008+A1:2011(referred to hereafter as 'BS 5975')

The role can be defined, relating to three clauses within the BS:

- Supervision and checking (Clause 7.4). The core role, applicable to all TWSs, and, if requested by the TWC, if competent to do so, and it satisfies the TWS's own company procedures:
- Issuing load/unload permits (Clause 7.3.4) (In addition, although not formally part of the TWS role, if requested by the TWC, if competent to do so in respect of each individual action, and it satisfies the TWS's own company procedures.)
- Assist the TWC discharge some of his/her responsibilities (specifically those which the TWC is permitted to delegate) (Clause 7.2.5)

The rationale for the Temporary Works Supervisor's Course is to raise standards and set standards across the industry, and allow a transferable knowledge base between employers avoiding unnecessary supplementary training.

### Aims and Objectives

To ensure that all those given temporary works supervisory responsibilities understand:

- the need for and duties of a TWS
- the role of others
- the BS 5975 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 TWS and role of others
- have detailed knowledge and understanding of 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 Supervisor.

## 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.

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## Assessment

Assessment will be by multiple choice questions at the end of the course as well as being 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 Supervisor Training Course (TWSTC) 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 TWSTC again, or will be offered an alternative course which is considered to match the delegate's level of knowledge and understanding.

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## Certification

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

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## More details

## **Progression**

The natural progression from this course would be the Temporary Works Co-ordinator Course (TWCTC) if duties allowed.

## **Course Publications and materials**

This course, including its group work and exercises, is constructed around BS 5975.

Delegates should bring a copy with them in order not to be significantly disadvantaged.

For in-house courses it is expected that the trainer will tailor the course around the organisation's procedures, providing they are comprehensive and follow the philosophy of BS 5975. In these cases delegates will also need a copy of their own procedures.

## **Programme**

1. Course administration
2. Function of module
3. Background
4. Statutory aspects to temporary works
5. Avoiding failure
6. Role of the TWS
7. Examination
8. Course review