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1. PURPOSE

This document details the record schemes and cards recognised by VolkerWessels UK (VW UK) as part of the assessment of skills, knowledge and experience of those working on our behalf. VW UK has a preference for CSCS cards as a single universal record scheme however we appreciate that CSCS do not cover all disciplines related to construction, engineering and maintenance work. This document is therefore designed to confirm which record schemes VW UK recognise as part of checks on anyone working on our behalf.

For further guidance on record schemes or the assessment of skills, knowledge and experience contact your health and safety manager.

2. SCOPE

This document applies to all VW UK fixed and temporary locations throughout the UK and Ireland with the exception of VolkerRail.

3. LINKS WITHIN THIS DOCUMENT

The date of the footer below shows the last time this document was updated and therefore website links, where provided, will be as at that point in time. Please note we cannot accept liability for external websites.

4. ASSESSMENT OF SKILLS, KNOWLEDGE, EXPERIENCE, AND ORGANISATIONAL CAPABILITY

It is important to note that checks on record schemes only form part of the assessment of a worker's competence. The Construction (Design and Management) Regulations (CDM) 2015 state under Regulation 8:

8. - (1) A designer (including a principal designer) or contractor (including a principal contractor) appointed to work on a project must have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

(2) A designer or contractor must not accept an appointment to a project unless they fulfil the conditions in paragraph (1).

(3) A person who is responsible for appointing a designer or contractor to carry out work on a project must take reasonable steps to satisfy themselves that the designer or contractor fulfils the conditions in paragraph (1).

Assessments should focus on the needs of the particular project and be proportionate to the risks, size and complexity of the work in order to meet these requirements for "reasonable steps".

An organisation or individual must have:

- a) Sufficient skills and knowledge of the specific tasks to be undertaken and the risks which the work will entail.
- b) Sufficient experience and ability to carry out their duties in relation to the project; to recognise their limitations and take appropriate action in order to prevent harm to those carrying out construction work, or those affected by the work.

Organisations and individuals will need specific knowledge about the tasks they will be expected to perform, and the risks associated with these tasks.

Appropriate experience is a vital ingredient. People are more likely to adopt safe working practices if they understand the reasons why they are necessary, and past experience should be a good indicator of the person's / company's track record.

As with organisations, assessing an individual should be a two-stage process:

- a) Stage 1: An assessment of the person's skills and task knowledge to determine whether this is sufficient to enable them to carry out the work safely and without risk to health.
- b) Stage 2: An assessment of the individual's experience and track record to establish that they are capable of doing the work; they recognise their limitations and how these should be overcome and they appreciate the risks from doing the work and how these should be controlled.

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4. ASSESSMENT OF SKILLS, KNOWLEDGE, EXPERIENCE, ORGANISATIONAL CAPABILITY (CONTINUED)

Stage 1: Assessments will look at an individual's qualifications and training records, and arrangements which have been made for their Continuing Professional Development or lifelong learning. This will include an assessment as to whether the individual has a basic understanding of the risks arising from construction work which is essential for all people who work on or regularly visit sites.

Stage 2: Assessments should concentrate on the person's past experience in the type of work which they are being asked to do. Where the work is more complex than any that the person has done before, or where the work will expose them to new risks, this should not automatically rule them out for consideration for the work. In these circumstances, the assessor should look for an appreciation of these risks; an understanding of how they will be managed, and some indication of how any shortcomings in their current knowledge will be addressed. Working under the supervision of someone who is competent and familiar with the work is one way in which people can learn how to do work safely.

Assessing an individual's basic understanding of site risks

A basic understanding of the general risks arising from construction work is essential underpinning knowledge for everyone who works in the industry in order that they can protect their own health and safety and understand the effect that their own actions could have on others. This is particularly important for those who will regularly visit or work on construction sites. This basic understanding should be the foundation for health and safety knowledge and understanding on which more detailed competencies are developed.

The CITB Construction Skills touch screen test and equivalent schemes such as that offered by the Construction Clients National Certification Scheme are designed specifically to test this basic knowledge and understanding. Passing the touch screen test or equivalent schemes is one way of demonstrating this basic knowledge and understanding. All those who work on or regularly visit sites (including individuals from client, designer or Principal Designer organisations) should be able to demonstrate that they have achieved at least this level of understanding before starting work on site.

Those who are new to construction work will need close supervision by an experienced person until they can demonstrate that they are aware of these risks and know how to avoid harm.

Assessing the skills, knowledge and experience of an individual site worker

Employers are required by law to maintain the skills, knowledge and experience of their employees and to provide training and instruction as necessary. CDM 2015 places duties on those responsible for appointing a designer or contractor to carry out work on a project must take reasonable steps to satisfy themselves that the designer or contractor has the skills, knowledge and experience, in a manner that secures the health and safety of any person affected by the project.

As explained above, appropriate Skills for Business Organisation or similar programmes give a good indication of this basic knowledge and understanding.

Having gained this basic knowledge and understanding, workers should then receive regular updates and more specialised training as part of a life-long learning process. This should either be delivered through a planned programme of 'on-the-job' training, for example through regular on-site 'toolbox' talks coupled with 'off-the-job' training days, or through a more formal, assessed training package, for example an S/NVQ programme administered by an appropriate Skills for Business organisation, or similar programme.

Workers who follow the 'in-house training' route to competence will need to ensure that the training they receive covers the health and safety aspects of the job as well as the necessary skills elements. Those who enrol on an accredited S/NVQ course will receive both elements of the training as part of the assessed course.

Unskilled workers who are following a programme of training will, over time, gather the necessary competence to become a skilled worker. With further experience and training, they should gain the competence necessary to become a supervisor.

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4. ASSESSMENT OF SKILLS, KNOWLEDGE, EXPERIENCE, ORGANISATION CAPABILITY (CONTINUED)

The tables below summarise the knowledge, skills and likely capabilities of a typical trainee, a skilled worker and a supervisor.

Management Responsibility

The right person for the right job			
Level	The Job	Training and Supervision	Measuring Performance
Trainee	Carry out a risk assessment and as a result: specify the tasks for the trainee; the tools, PPE and equipment; the limits of activity; the procedures to learn; assign to a supervisor, spell out the behaviour expected.	Provide supervision according to the risk assessment; provide induction training; train to pass the Health Safety & Environment Test; provide support to learn procedures and behaviours.	Set training targets and check regularly to see if these are achieved; monitor the performance and behaviours of both supervisor and trainee.
Site Worker	Specify tasks; authorise use of plant, equipment etc according to qualifications and experience; communicate site rules for consultation and co-operation.	Check qualifications, provide induction training, ongoing development and support to learn site-wide procedures and play full part in construction.	Carry out regular observations of performance against standards and site rules; encourage best practice, use management procedures which correctly reward good practice and deter bad practice.
Supervisor	Specify the standards that supervisors should be achieving, particularly on consultation and behaviour expectations.	Check qualifications; set up a reporting chain; provide management and technical support; provide training and development on management issues as required.	Performance agreement with supervisor correctly identifies and rewards health and safety elements; monitor implementation of management procedures by supervisors.

Individual Competence

Trainee		
	Description	Example of attainment
Risk Control Knowledge	Adequate knowledge of tasks to be undertaken; understands what is expected and when to ask for help; understands role and importance of supervisor; can identify key risks of activities; knows how to react to basic risks; knows main health hazards and why PPE is important.	Health Safety & Environment Test or CCNSG Certificate or equivalent recognised passport training S/NVQ Level 1.
Experience and Ability	From no experience; has physical capability to carry out duties; minimum standard of language skills; can identify deteriorating conditions which may lead to increased risk; is aware of personal responsibility for him or herself and others, is aware of what constitutes a good attitude.	Attends site induction; attends mandatory in-house training, works safely to agreed standard under supervision; demonstrates safe behaviour and wears appropriate PPE at all times.

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4. ASSESSMENT OF SKILLS, KNOWLEDGE, EXPERIENCE, ORGANISATION CAPABILITY (CONTINUED)

Site Worker		
	Description	Example of attainment
Risk Control Knowledge	As for trainee, plus: knows standards of health and safety required for site operations; can identify all foreseeable risks arising from their work activity and know what actions to take control these risks; can apply existing knowledge to new circumstances.	As for trainee, plus; S/NVQ Level 2 or 3.
Experience and Ability	As for trainee, plus: consistently works to agreed standards of health and safety; quickly identifies defects and unacceptable risks; demonstrates good attitude and example at work; capable of working safely with minimal supervision.	As for trainee, plus: commensurate with Level 2 achievement; plays full role in site consultation; demonstrates ability to report unsafe conditions to supervisor; demonstrates motivation to learn.

Supervisor		
	Description	Example of attainment
Risk Control Knowledge	As for site worker plus: knows how to lead in identifying remedial actions to mitigate risk in all foreseeable circumstances; understands implications of his or her own decisions on others; knows when to ask for specialist help.	As for site worker plus: S/NVQ Level 3. Knowledge of supervision equivalent to Site Safety Plus Site Supervisors Safety Training Scheme (SSSTS) (2 days) course, NEBOSH certificate etc.
Experience and Ability	Able to identify causes of problems and to deploy resources to solve problems on own initiative; demonstrates leadership skills, appropriate communication strategies; can read plans, think through problems and is flexible to adapt to changing circumstances.	3-5 years' experience of this operation; trained and qualified to a level where he can describe risks of the range of work activities he is responsible for, is capable of identifying remote risks, and anticipation problems of change.

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VW UK Accepted Record Schemes and Cards

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5. VW UK RECOGNISED SCHEMES / CARDS

Acronym and web link	Description
ACAD	Asbestos Control & Abatement Division of the Thermal Insulation Contractors Association (TICA) is a trade association representing persons in the asbestos and asbestos removal industry. CSCS Partner Card Scheme.
ACE (ECITB)	Engineering Construction Training Board operates the ACE Assuring Competence in Engineering Construction Scheme. CSCS Partner Card Scheme.
AITT	The Association of Industrial Truck Trainers covers all sectors of industry which use industrial trucks. AITT is an accredited body approved and listed by the Health and Safety Commission (HSC) in the Approved Code of Practice (ACoP) for fork truck operator training.
ALLMI	The Association of Lorry Loader Manufacturers and Importers runs a training accreditation service and standards body for the lorry loader industry. The aim of ALLMI training is to raise the standard of operators and instructors throughout the UK. CSCS Partner Card Scheme.
ARCA	Asbestos Removal Contractors Association provides training for those working in the asbestos removal industry. ARCA ARMI Cards are part of the CSCS Partner Card Scheme.
CCDO	The Certification of Competence of Demolition Operatives scheme is for personnel who work in on site demolition. CSCS Partner Card Scheme.
CISRS	The Construction Industry Scaffolders Record Scheme is for scaffolding operatives. CSCS Partner Card Scheme.
CCNSG	Client Contractor National Safety Group, nationally accredited safety passport scheme, developed to provide a standard general health and safety training for contractors in construction and related industries.
CPCS	The Construction Plant Certification Scheme is the main standard for plant operators CSCS Partner Card Scheme.
CSCS	CSCS cards list the holder's qualifications and most are valid for five years. All cardholders have to pass the appropriate CITB-Construction Skills Health and Safety Test. This is the industry's largest scheme.
CSR	The Construction Skills Register is a register of construction workers in Northern Ireland who have completed the industry approved CSR health and safety training course. CSCS Partner Card Scheme.
ECS (JIB)	Electrotechnical Certification Scheme - it's the sole ID and competence card scheme for electrotechnical operatives in England Wales and Northern Ireland (see SJIB below for Scotland) CSCS Partner Card Scheme. From the 1 st September 2015 the ECS H&S assessment was changed to include environmental questions.
EUSR	Energy and Utility Skills Register established for the electricity, gas, waste management and water industries is an independent skills register which provides a recognised standard across the whole of the energy and utility sector. CSCS Partner Card Scheme.
FASET	Fall Arrest Safety Equipment Training (FASET) is required for all operatives who are involved in erecting safety nets on site.
FISS	The Fencing Industry Skills Scheme. The scheme is underpinned by the National Highways Sector Schemes of 2A, 2C and 10B. CSCS Partner Card Scheme.
FPA Hot Work Passport	Fire Protection Association Hot Work Passport introduced in response to requests from industry for a national benchmark that can be used as an indicator of the levels of knowledge and understanding of fire safety held by hot work project managers and operatives.

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5. VW UK RECOGNISED SCHEMES / CARDS (CONTINUED)

Acronym & web link	Description
Gas Safe Register	Gas Safe Register is the official stamp for gas safety engineers, CORGI gas registration is no longer valid. To work legally on gas appliances and installations you must be on the Gas Safe Register.
IOSH Safety Passport	The IOSH safety passport is a credit-card size card outlining your workers' health and safety training. The IOSH passport matches the Health and Safety Executive's training syllabus and meets the government's guidelines for <u>introductory</u> health and safety training.
IPAF PAL	The International Powered Access Federation (IPAF) is an operative record scheme, for users of all forms of powered access equipment. CSCS Partner Card Scheme.
IRATA	The Industrial Rope Access Trade Association (IRATA) provides training and certification of all operatives involved in industrial rope access.
ITSSAR	ITSSAR is a body covering all sectors of industry which use industrial trucks (including FLT's) and it registers and monitors instructors and training organisations meeting its standards. ITSSAR specialises in all types of industrial truck and mobile materials handling equipment, abrasive wheels, slinging, signalling, and MEWPs. ITSSAR has now introduced a passport scheme which mandates training providers to specify the date of training on the card. Operatives on our sites with older ITSSAR cards without dates must demonstrate their qualification is still valid i.e. within equivalent renewal timescales such as the IPAF five year renewal frequency. Sites can contact HSEQS Training at Hoddesdon for guidance.
JIB ECS cards	See ECS (JIB) above for England, Wales and Ireland or SJIB (ECS) below for Scotland. CSCS Partner Card Scheme.
JIB PMES	The JIB Plumbers, Mechanical Engineering Services (PMES) scheme for skills, knowledge, competency and health and safety awareness for English and Welsh plumbers. CSCS Partner Card Scheme. These cards are still valid until their expiry date but from 2 nd February 2009 were replaced with the new joint UK-PHMES cards which unified the criteria, procedures, and grading definitions across England, Wales, Scotland and Northern Ireland. Only these cards have been available since 2 nd February 2009, replacing the JIB-PMES and SNIJIB cards. CSCS Partner Card Scheme.
Lantra Awards	Lantra Awards is a nationally recognised Awarding Organisation covering a wide spectrum of disciplines but primarily focussed on highways, lighting, traffic management and fencing. Traffic Management cards are part of the CSCS Partner Card Scheme.
MPQC (SPA)	The Mineral Products Qualifications Council. Initially, contractors must attend a 2 day course which covers health and safety awareness along with industry specific areas raising awareness of hazards and topics within the sector. The MPQC / SPA Contractor Safety Passport is valid for 3 years. All passports are issued by SPA. Following this a 1-day refresher course is required to renew your passport.
MPQC (Plant Operator Competency Scheme)	The Mineral Products Qualifications Council. The scheme is very similar to CPCS and NPORS in that they have a red to blue route. CSCS Partner Card Scheme.

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5. VW UK RECOGNISED SCHEMES / CARDS (CONTINUED)

Acronym & web link	Description
NPORS	National Plant Operators Registration Scheme, recognised by the HSE, provides training and assessments to employers in Construction and Civil Engineering and other sectors. The NPORS operator card shows that the holder has been assessed to be competent to drive, operate or undertake the duties specified on the reverse of their card. There are currently two routes into the scheme. One route is part of CSCS Partner Card Scheme and comes with the hologram on the card. The other is the traditional NPORS route and doesn't have the hologram.
NRSWA	The New Roads and Street Works Act (NRSWA) card is for both supervisors and operatives.
PASMA	Provides and governs the industry standard training scheme for mobile access towers. Standard and advanced courses deliver proficiency and competence as required by the Work at Height Regulations.
Personal Track Safety (PTS) (Sentinel)	Sentinel is an integrated management system for some safety critical competencies on the railway. Every cardholder must be registered and managed by a sponsor / employer. The system was introduced in April 1999 by Network Rail to improve the control and processes for track safety training / competence, certification and the supply of on-track labour.
RTITB	The Road Transport Industry Training Board (RTITB) is an independent and impartial training accreditation body, working extensively in the road haulage and distribution industry and recognised by CSCS. It also operates the RTITB Master Driver Certificate of Competence for professional LGV drivers.
SCORE	The SCORE BOARD, including the Scottish Builders Employers Federation, established the criteria for registration, based on Skill and Safety. SCORE is no longer affiliated to CSCS and sites should only accept cards where they were issued prior to December 2005. Existing holders of SCORE cards will generally be entitled to an equivalent CSCS card replacement and should contact CSCS in this respect.
SEMTA	SEMTA (formerly the Engineering and Marine Training Authority (EMTA)) The Science, Engineering, Manufacturing and Technologies Alliance is a not-for-profit organisation responsible for engineering skills for engineering and advanced manufacturing technologies sectors: aerospace and defence; automotive; composites; electrical; electronics; marine; metals; mechanical; rail; and space.
SICCS (NAS)	The Shopfitting and Interior Contracting Competence Scheme (SICCS) is a national skills registration scheme that provides a single skills card for this sector. The National Association of Shop fitters (NAS) introduced this on 1st December 2009. CSCS Partner Card Scheme.
SKILLcard	The engineering services 'SKILL card' provides a register of the skills and competence for people working in the mechanical sector of the building services engineering industry throughout the UK. CSCS Partner Card Scheme.
SJIB (ECS)	Scottish Joint Industry Board (SJIB) Electrotechnical Certification Scheme (ECS) - it's the sole ID and competence card scheme for Electrotechnical operatives in Scotland (see ECS (JIB) above for England, Wales and Ireland). CSCS Partner Card Scheme.
SNIJIB	The scheme for skills, knowledge, competency and health and safety awareness for plumbers in Scotland and Northern Ireland. CSCS Partner Card Scheme. These cards are still valid until their expiry date but from 2 nd February 2009 were replaced with the new joint UK-PHMES cards (see UK-PHMES).

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5. VW UK RECOGNISED SCHEMES / CARDS (CONTINUED)

<u>SOLAS</u>	FAS Safe Pass in Ireland has been dissolved. SOLAS is the new Further Education and Training Authority in Ireland. CSCS has a mutual recognition agreement with SOLAS which acts as an exemption to the Operative or Specialist CITB Health and Safety Test requirement providing that it has been completed within two years of the application being made. Note that SOLAS is not acceptable as an exemption to the Supervisor or Manager and Professional (MAP) level CITB Health, Safety and Environment test.
<u>SPA</u>	The Safety Passport Alliance (SPA) scheme is a multi-industry health and safety training scheme. Specifically the Construction module covers house building, refurbishment, and other construction industries. (Also see 'EPIC' above).
<u>UE</u>	Utilities Engineering (UE) (formerly Building Engineering Services (BES)) is a division of Construction Skills. It provides training assessment and certification for individuals operating in the gas, electric, water, oil, refrigerant and steam industries.
<u>VCA</u>	VCA scheme is the Dutch equivalent and similar to the CSCS scheme. The VCA scheme has essentially two parts. The health & safety & environmental management system element applies to companies who want to carry out work on another's premises.

6. ISSUE RECORD

Issue	Date	Comments
1	Sep 2012	First issue.
2	Jan 2014	EPIC removed and replaced with MPQC (SPA).
3	Feb 2014	UK-PHMES added for the joint UK card.
4	Jul 2015	Changes in relation to CDM 2015.
5	Sep 2015	All scheme links checked and revised accordingly. Specific scheme amendments detailed below.
6	Oct 2017	Amendment to ITSSAR card comments.
7	Sep 2019	Reviewed to reflect the changes to the CSCS partner card scheme.

7. WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY

Reviewed to reflect the changes to the CSCS partner card scheme.

8. BRIEFING REQUIREMENTS

All new employees will receive an introduction to the Integrated Management System (IMS) at induction, according to the nature of the role.

All employees with an email address receive the 'Record of Revisions' each month, which details changes to the IMS. All Line Managers retain the responsibility to ensure their staff are briefed on changes as appropriate.

The following table defines how revised issues of this document are briefed to existing employees according to related specific responsibilities.

Job role, department, function	Method of briefing revised issue
CR Director	CR Director is the document owner, approves changes, no briefing required.
All employees	Record of Revisions.

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9. IMS AUTHORISATION
Document owner approval:

Adrian Shah-Cundy, CR Director - 07.08.2019

Approval for IMS:

Sarah Howard, Senior IMS Manager - 23.09.2019

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