

COURSE OVERVIEW



Course: **Temporary Works Co-ordinator**

Category: **Site Management & Supervisor Courses**

Duration: **2.0 day**

Max Dels: **20**

Citrus Training

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ALTERNATIVE DATES

Location	Date	Spaces
Eastwood	18 Dec 2018	19 Available
Eastwood	08 Jan 2019	20 Available
Leeds	09 Jan 2019	20 Available
London	15 Jan 2019	17 Available

Course Summary

A training grant of up to 100 per person is available for companies that are registered with the Construction Industry Training Board (CITB). Delegates are required to attend both days, without full attendance and achievement in the examination the certificate cannot be awarded. Delegates must attend the days in order and, where not on consecutive days (group courses only), must complete the course within two weeks. Delegates unable to attend both days due to extenuating circumstances only (e.g. certificated sickness) will need to enrol onto a new course in order to maintain continuity of learning outcomes and attend both days again. Delegates should inform their trainer if they have any serious health issues, physical problems, special considerations or are taking any medication, which may create difficulties in undertaking elements of this training course. For TWCTC training held at your own location, please ensure that the classroom you make available has a 240v power supply and is a suitable size for the number of delegates attending. Please ensure that the area has been risk assessed, is free from harm and is suitable for training.

Who Attends

The Temporary Works Coordinator Training Course (TWCTC) is designed to assist Managers, Supervisors, Agents and Personnel on site who have responsibility for managing and coordinating all forms of temporary works. Pre-Requisites: The minimum requirement is a good understanding of spoken and written English. It is also recommended that delegates attending the course have background knowledge of temporary works. The course has the support of a number of organisations: Temporary Works Forum, CECA, Build UK (previously UKCG), HSE and FMB.

The Aim

This course is aimed at the process of co-ordination and management of temporary works, commonly expressed through the role of the Temporary Works Co-ordinator (TWC). This course is not a temporary works awareness course. It also focuses heavily on the

BS5975:2008 A1:2011 standards. > Understand the need for temporary works policy and procedure > Understand the background to temporary works Codes of Practice and relevant regulations including HASAWA, LOLER, PUWER, Work at Height and Management of Health and Safety at Work Regulations > Be aware of the roles and responsibilities of designers and other parties identified in CDM Regulations 2015 > Understand the contents of a design brief, the various levels of design and design checking > Understand and prepare a temporary works register including the monitoring of temporary works design > Recognise the different levels of risks associated with varying temporary works schemes > Produce a risk assessment/method statement for relatively straight forward temporary works > Understand the duties of various parties involved with temporary works including subcontractors > Understand the role of the Principal Contractor in relation to the selection and appointment of TWC's and the selection and appointment of Temporary Works Supervisors (TWS's).

Knowledge

By the end of the Temporary Works Coordinator (TWCTC) course, delegates will be aware of and be able to: > Understand the importance of communication, co-ordination, co-operation and competency. The '4Cs'; > Risk management: safety and also business related. Allowing the Temporary Works Co-ordinator (TWC) to: > Understand the need for and duties of a TWC > Understand the role of others > Have a detailed knowledge and understanding of BS5975 and A1:2011 in respect of this role.

Course content

> Various forms of Temporary Works > Temporary Works case studies, policy and procedures > BS5975:2008 A1:2011 > CDM Regulations > Regulations and Codes of Practice > Temporary Works Register and Design > Design checks and standard solutions > Temporary Works Co-ordinators, role and duties.

Methods

The Temporary Works Coordinator course (TWCTC) has a high proportion of discussions, best practice sharing, syndicate exercises and case studies and will be supplemented with video and classroom based tutorials. Delegates are increasingly finding the use of a laptop or tablet during these sessions helpful. The issue of the CITB CSkills Awards Temporary Works Coordinator certificate will be awarded to those persons who successfully complete the TWCTC course including the compulsory final examination (72% pass grade). Delegates are expected to be actively involved throughout the course. The TWCTC certificate is then valid for 5 years. To renew this certificate the course is undertaken again.

Course Information

Start time: 09:00

End time: 17:00

Duration: 2.0 day

Max delegates: 20