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TW16.005 Rev A – 18th October 2019
TWf INFORMATION SHEET No. 2

Temporary Works Training

1.0 Introduction

This update incorporates the procedures published in BS 5975:2019¹. It has been prepared by Ray Filip (RKF Consult Ltd) and Peter Pallett (Pallett Temporary Works Ltd) on behalf of the Temporary Works Forum (TWf). It clarifies the status and recommendations for both management and technical training in temporary works in the UK construction industry. In particular it will assist those procuring training to, not only identify the type of training needed, but the necessary pre-course assessment of the trainer's competence.

BS 5975: 2019 embodies the philosophy set out in the CDM Regulations 2015 (CDM2015); requiring employees to be competent; to understand the principles of risk management, to have relevant up-to-date training and qualifications, and to have the experience appropriate to the complexity of the project. The Principal Contractor (PC) is responsible for the construction and has a duty to control all temporary works on the project, whosoever provided.

2.0 Temporary Works Coordinators (TWC) and Supervisors (TWS)

BS 5975 identifies the various parties involved in temporary works and the likely lines of responsibility. It recommends a Principal Contractor's Temporary Works Coordinator (PC's TWC) to control all the temporary works. Where another contractor, appointed by either the PC or the Client has proven management skills, some of the PC's TWC duties can be delegated to a TWC. As the role of a Contractor can change from project to project - from being PC on one, to being subcontractor on another - there is only one TWC course and no necessity for a separate PC's TWC or TWC course.

Contractors may also deem it necessary to appoint Temporary Works Supervisor(s) to assist each project.

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¹ BS 5975:2019, Code of practice for temporary works procedures and the permissible stress design of falsework



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3.0 Scope

This Information sheet covers the temporary works training needs of the TWC, TWS, Temporary Works Designers (TWD) and other staff. The selection aid (**Figure 1**) lists the training courses that staff are likely to need to satisfy current requirements. The requirements for trainers are listed (see **5.0**).

It is important to note that the courses listed (see **7.0**) on are available from different providers. Some courses - not all - are run under a CITB scheme as the certifying body, and their courses have to be run by approved 'Site Safety Plus' (SSP) training providers.

The necessary company in-house courses on their organisation procedures (CPC) together with in-house specialist technical courses are listed in **Figure 1**, but will be run by the individual organisation.

Some of the frequently asked questions are given (see **8.0**).

4.0 Training competence

Competence in temporary works comes from education, training and experience which should be judged by an appropriate senior individual, usually referred to as the Designated Individual (DI)².

BS 5975: 2019, Clause 5.2, states clearly the aims and objective of temporary works training as:

5.2.1 All those managing temporary works should have, as a minimum, an understanding of:

- a) the procedures outlined in Section 2 of BS 5975;
- b) the specific procedures for the organization for whom the person works;
- c) the risk management aspect associated with the management of temporary works;
- d) technical knowledge relevant to both the role and the complexity of the work; and
- e) practical knowledge relevant to the complexity of the work.

5.2.2 Technical and practical knowledge training to satisfy **5.2.1d**) and **5.2.1e**) should be related to the role and depend on the scale and specialization of the works. The depth of knowledge varies from general awareness training through to courses for detailed temporary works design and identification and rectification of defects in temporary works. Certain projects might require job-specific technical training (e.g. railway work, demolition, airports, tunnelling, oil and gas): where required, this should be established at an early stage of the project.

5.2.3 Those procuring training should assess the actual trainer for competency, not the training provider; to ensure that the trainer has the relevant and up-to-date technical or practical experience in temporary works.

In consideration of Clause 5.2.3, the trainer requirements are listed (see **5.0**).

² CITB Scheme Rules – Appendix L (August 2019)



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5.0 Qualification requirements for trainers

The CITB Scheme Rules (August 2019) state that in addition to holding a current certificate for the course to be given - and in addition to the minimum trainer requirements in the CITB Quality Assurance Requirements - the trainer for the TWC and TWS courses should meet the following criteria:

- a) be a member of The Institution of Civil Engineers (AMICE/MICE/FICE); **or**
- b) be a member of the Institution of Structural Engineers (MIStructE/FIStructE); **or**
- c) be a member of the Institution of Royal Engineers (InstRE); **and**
- d) be registered with the Engineering Council at IEng or CEng level; **and**
- e) hold relevant practical and design experience of temporary works (such as falsework, formwork, access and protection).

It is good practice, but not mandatory to also hold a health and safety qualification (e.g. NEBOSH).

The Scheme Rules require any trainer to have achieved a Level 3 Award in Education and Training (formerly known as PTLLS, Preparing to Teach in the Lifelong Learning Sector).

A trainer for the TWGA course requires letters of endorsement that must endorse the trainer's ability to deliver a high level awareness course on temporary works. They must also have attended and passed the TWC course.

Trainers for in-house procedural and technical training should have the necessary experience.

6.0 Scheme of Works

Each CITB course has a Scheme of Work (SOW) document that helps define the course content and the methods of assessment. The trainer is expected to map their course content to the SOW to enable it to be checked by the CITB Quality Assurance team.

Each SOW is supported by a course appendix giving background to the course, its aims and objectives. Any entry requirements, delegate numbers and trainer requirements.

7.0 Courses

7.1 CITB (SSP)

[TWCTC - TEMPORARY WORKS CO-ORDINATOR](#)



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This is a CITB 2-day risk management course with examination leading to a qualification. The course is based on the temporary works procedures in Section 2 of BS 5975.

Intended for those who are currently, or who will be in the near future, appointed a TWC. Generally, delegates are working for a PC or an organisation requiring a TWC.

It is suitable for site managers, engineers and experienced technicians.

Companies are more frequently requiring this course as a pre-requisite for a delegate to become appointed as a TWC.

The course has to run by an approved 'SSP' training provider. The transferable course certificate is valid for five years.

TWSTC - TEMPORARY WORKS SUPERVISORS

This is a CITB 1-day risk management course with examination leading to a qualification. It is suitable for those delegates with a "hands on" practical role in day-to-day control of temporary works on site. The course is based on the temporary works procedures in Section 2 of BS 5975.

Intended for those who are currently, or who will be in the near future, appointed a TWS. Generally, delegates are working for a sub-contractor, utility, or contractor employing own workforce for temporary works.

It is suitable for site managers, site engineers, site supervisors or experienced trades-based foremen.

Many companies require this qualification in order for delegate to become a TWS.

The course has to run by an approved 'SSP' training provider. The transferable course certificate is valid for five years.

TWGATC - TEMPORARY WORKS GENERAL AWARENESS

This is a CITB 1-day awareness course for those who are not currently or who are not likely to be a TWC or a TWS, but have an interest in temporary works – mainly office based staff. It is intended for directors, contract managers, quantity surveyors, health and safety advisors, planners, architects, consulting engineers, proprietary supply organisations, authorities, utilities, etc.

The transferable course certificate is valid for five years. The course is suitable for continuing professional development (CPD).

This course has to run by an approved 'SSP' training provider.



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7.2 Other Courses

TWTAC - TEMPORARY WORKS TECHNICAL AWARENESS

These are typically 1- or 2-day courses presented by competent qualified training providers to give up-to-date technical information and techniques in temporary works. It is intended for all those in both building and civil engineering activities who require temporary works knowledge for performance of their jobs. As CDM2015 requires “workers” to be competent and trained to the level of the complexity of the task(s) in hand, these courses are essential for practising site and office staff.

In view of the number of subjects involved, each company will need awareness courses related to their type and range of work. Specialist contractors will often need either ‘below-ground’ or ‘above-ground’ temporary works to suit their workload. In some cases, the courses may be specific to a proprietary type of product.

Attendance on these courses provides employers with verification that delegates remain ‘current’.

These courses are run by several training organisations as both ‘public’ and ‘in-house’ courses.

TW DESIGN - TEMPORARY WORKS DESIGN

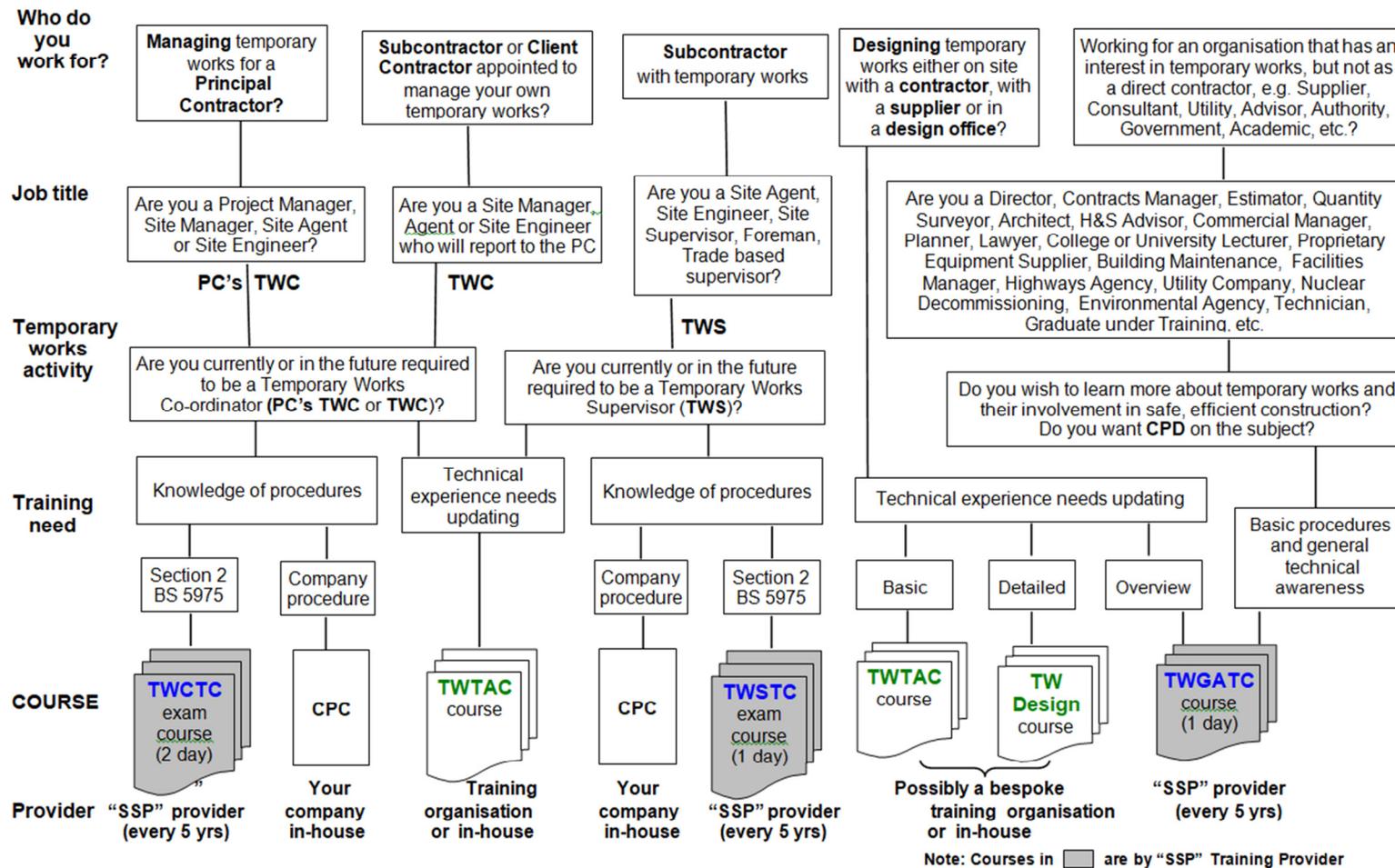
Specialised design courses offered by qualified trainers for graduates, technicians, CAD operators, etc. working in temporary works design offices or with suppliers. These courses are usually ‘in-house’ and company-based.

CPC - COMPANY PROCEDURES COURSE

BS 5975 recommends every organisation with temporary works involvement to have a procedure for handling temporary works, so it is a requirement for that organisation/company to have a method to train its staff on their procedures. These are ‘in-house’ courses/workshops organised by the organisation/company.



Figure 1 - Temporary works training selection aid



8.0 Frequently asked questions (FAQs)

8.1 Training courses

The CITB website provides details of CITB-approved training courses. These are scheduled at www.citb.co.uk/courses-and-qualifications/

Unfortunately, in a Google (or similar) search the CITB's National Construction College (NCC) features very prominently.

There are, however, several providers offering quality temporary works training. To run a certified course they have to pay CITB an annual fee to be 'SSP' registered, plus annual fees for each qualified trainer, plus a fee for every participant (and this doesn't include the trainer's costs to become PTTLS qualified and a CITB certified trainer).

It's important to remember that not all training providers in temporary works are CITB-approved. TWf maintain a list of members who are training providers at www.twforum.org.uk.

BS 5975 recommends that once you have found a training provider, you should ensure that the actual trainer is competent with the relevant and up-to-date technical or practical experience in the type of temporary works that your organisation is involved (see 4.0 (5.2.3)).

8.2 Is it mandatory to have a CITB certificate to be a TWC or TWS?

No. The CITB courses are one method of proving that a person has achieved a certain level of qualification in the subject. Although it is not a legal requirement, some clients and/or contractors may include the courses as a pre-requisite in their procedures to ensure that suitable candidates have an up-to-date qualification.

8.3 Is there a National Occupational Standard (NOS) for TWC or TWS?

Not at present. Those who are eligible to be TWCs or TWSs must be competent and related qualifications and/or training are one measure of proving overall competence.

A NOS is available for 'Install, construct, maintain, dismantle and remove temporary works' (see COSVR763, <https://www.ukstandards.org.uk/PublishedNos-old/COSVR763.pdf>)



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8.4 What is the examination pass mark and what happens if I don't pass?

All exams are multiple-choice questions and open book. They are a test of knowledge, not memory!

Exam	Questions	Pass	Resit ^{NOTE (1)}	Fail ^{NOTE (2)}
TWCTC	25	18 - 25	16, 17	0 - 15
TWSTC	25	18 - 25	16, 17	0 - 15
TWGATC	12	9 - 12	7, 8	0 - 6
NOTE (1)	Exam re-sit using a different exam paper within 90 days using any registered training provider (who may make an additional charge).			
NOTE(2)	A fail means you have to retake the whole course and examination.			

8.5 Can I make a complaint if I have failed?

Assuming that you have attended a CITB course, you are able to lodge a 'complaint', e.g. "I thought some exam questions were wrong" or "The trainer wasn't suitably qualified", by lodging your complaint with CITB at www.citb.co.uk/about-citb/contact-citb/

If the course was delivered by an outside organisation, then remember to advise them as well.

8.6 How long after passing this examination can I be appointed a TWC or TWS?

When the designated individual (DI) of the organisation for whom you work is satisfied that you understand your company procedures; and is also satisfied that you have the technical competence for the temporary works involved in the project.

8.7 If I pass the exam how long is the certificate valid for and is it transferable?

5 years. The CITB issue certificates for each of the three courses (TWCTC, TWSTC and TWGATC); after which time a refresher course is required.

The certificate is transferable and will be recognised by many companies.

8.8 If I pass the TWGATC can I become a TWC or TWS?

Possibly. The TWGATC is an awareness course aimed at anyone who has an interest or involvement in temporary works or for Continuing Professional Development. It is not aimed at persons who already are TWCs or TWSs (or



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who may become so in the near future). You would have to attend a TWCTC and/or TWSTC course at some point in the future.

8.9 Do all Project Managers have to be TWCs?

No. It depends on the size of project and type of work. For example, in general building and utilities it is often the case that there will be one TWC responsible for several sites - and the TWC may be an appointee in the local regional office.

8.10 Does the TWC have to be employed by the Contractor?

Not necessarily so. BS 5975 recommends that, whether being a PC's TWC or a managing contractor's TWC, the person, "... should either be an employee, or be an employee of an organisation contracted to provide the services of a TWC on behalf of the PC/contractor for all the organisation's temporary works on the site/project ..." ³.

This provision allows the small and medium sized companies (SMEs), i.e. those without defined temporary works experience, to contract others to manage their temporary works. There are a few specialist organisations offering this type of service. Obviously, the TWC role has responsibilities involving significant financial risk if anything goes wrong; so appointing a third party has legal, insurance and cost implications for a contractor when passing on their risk to an employee of another organisation.

8.11 Do I have to be a qualified TWS before I attend a TWC course?

No. The two courses are aimed at different levels of academic capability and operator experience.

8.12 Are there separate PC's TWC and TWC courses?

No. The risk management aspect of temporary works is similar, but obviously as a PC's TWC you take responsibility for all the temporary works on the site/project; not just your own organisation's temporary works. So the scope of the work will be greater and, to be a PC's TWC, you may need to have additional technical training to ensure you have the expertise for the complexity of the job. BS 5975, Clause 5.1.2, states, "... The PC's TWC and TWC should have the same level of management training. Their technical and practical skills should be commensurate with the complexity of the work...".

³ BS 5975: 2019, Clause 9.3.2.1 and 9.3.3.1



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8.13 Can a TWC or a TWS either undertake a design or check a design?

Yes. However, they must have the relevant training and their must DI approve. On larger sites, the TWC might actually have spent time as a designer in a temporary works design office.

The role of the TWC and TWS is a management role to **ensure** the works are carried out correctly to the procedures. Accordingly, they may carry out designs (but obviously can't check their own design and they need still have to have an independent check). The TWC has the role to ensure the temporary works has been designed and has been checked. Refer to BS 5975: 2019, Clauses 11.2.2.12, 11.3.2.4 and 12.2.4.

8.14 Can you have more than one TWC on a project?

Yes. When you have more than one contractor working on a site/project one, by law, has to be appointed the Principal Contractor. The PC should appoint a PC's TWC to manage all the temporary works. Where there is a requirement, the PC can authorise another contractor to manage their own temporary works. Therefore, that sub-contractor appoints a TWC who reports to the PC's TWC on all temporary works matters. See BS 5975: 2019, Figure 3.

Where the project is particularly large or complex, it can be split into more than one well-defined area and a PC's TWC appointed for each area. See BS 5975: 2019, Clause 5.1.4.6. To ensure correct lines of responsibility, one PC TWC is appointed "lead PC's TWC" to manage the interfaces. It is extremely rare that a building project would justify more than one PC's TWC.

8.15 Our company requires everything pre-designed, so why do I need technical training?

Relevant technical training will bring you up-to-date with current technology, materials and safety legislation appropriate to your work. It will also make you aware of basic concepts to prevent collapses and identify problems. Hence although "it's been designed" - and unless you have a technical awareness - you may not be able to spot and report any errors or omissions.

Everyone has a legal responsibility to keep up-to-date; it's a basic requirement in law.

8.16 Will the CITB courses cover my employers' temporary works procedures in detail?

Possibly. If the course is delivered for a specific organisation then an in-house tutor should be able to cover the company procedures in detail. If the course is held as a public course the delegates are likely to represent a number of different organisations. In this case, then the answer is probably "No." Remember, the examination is based on the procedures and terminology in Section 2 of BS 5975: 2019 and not your employer's procedures.



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Most organisations have temporary works procedures that follow the philosophy and recommendations of Section 2 of BS 5975: 2019. Delegates should expect to be given an in-house briefing or Company Procedures Course (CPC) on their own organisations' procedures at some point; preferably **after** the course to avoid any confusion in the examination. Some companies do the CPC as an e-learning module.

8.17 What happens if my employers' temporary works procedures are very different from BS 5975 procedures, or my employer does not have a temporary works procedure?

Use of the latest BS 5975 is not mandatory, although it is the current code of practice accepted by the industry and gives guidance and recommendations. Every organisation is strongly recommended to take note of its philosophy in the understanding that it may be used in evidence if there is an accident involving temporary works. Under the CDM Regulations you may have to prove that your risk management procedures are at least as good as, if not better than, the industry standard, i.e. as recommended in BS 5975.

If your employer does not have a temporary works procedure then you should express your concern to senior management to address the issues. If, however, you are a contractor BS 5975: 2019 states clearly at Clause 9.1.9 that if any contractors' procedures are deemed not acceptable (that includes not having one!) then the contractor should work to the Principal Contractor's procedures.

8.18 I am involved in a specialist field - will the courses cover my specialisation in detail?

The TWTAC and TWD courses, as either 'public' or 'in-house' courses, can be tailored to suit your specification. However, all the 'SSP' provider courses are aimed to be relatively generic to make them transferrable. The CITB scheme rules allow "some trainer discretion" and course content may be tailored to suit specialisations.

When reserving courses, it is important to select a suitably experienced and knowledgeable trainer that is able to tailor the training to offer a degree of relevant content on your specialisation field.

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