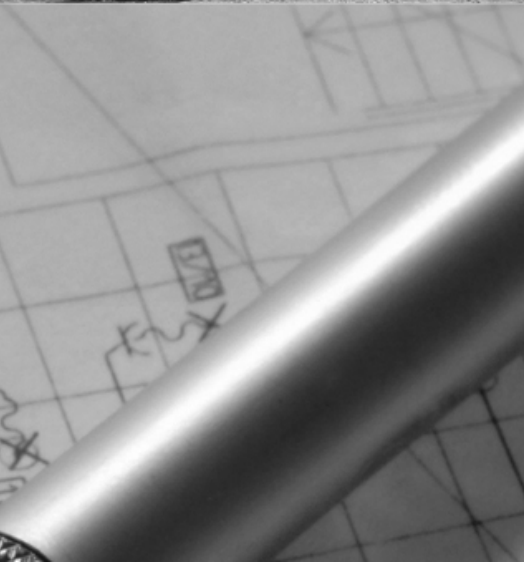


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workforce development | controlling lifting operations



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Candidate Induction Programme and Pack

Candidate Name:	
Date of Induction:	
Location of Induction	
Inductor Name:	

This document is yours to keep. It provides a handy reference to help you get the most from your qualification as well as providing you with essential contact information.

The person carrying out this induction may not be the person who carries out your assessments. The people who may be involved in your assessment are outlined below.

Assessor Name:	Ian Fisher	Derek Starkey
Mobile Telephone No:	0782 484 9297	0788 968 3376
Assessor Email Address:	ian@istraining.co.uk	derek@istraining.co.uk
Quality Assurance:	Sharon Fisher, Centre Manager	
Contact Number:	01772 796479	
QA Email Address:	sharon@istraining.co.uk	
Centre Name:	IS Training Ltd	
CAA Registration No:	13091	
Centre Postal Address:	85 Williams Lane, Fulwood, Preston, PR2 9UF	
Web Address:	www.istraining.co.uk	

Your assessor named above is available to help you achieve your qualification as quickly and as efficiently as possible. Please call or email him\her with any questions or concerns. If you assessor is unavailable please feel free to contact the QA\Centre Manager.

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Your induction Programme and Pack is designed to:

- Inform you about all those involved in your assessment and what their different roles and responsibilities will be throughout
- Ensure you know about your assessment centre and what you can expect from them in supporting you to achieve your NVQ
- Inform you about how an NVQ is assessed and what you should expect
- Inform you of your responsibilities
- Inform you about what you can do if things go wrong
- Inform you about how you can expect to “get started”
- Inform you about the structure of the award and how to identify, submit and organise your evidence

You will be asked to confirm that you have received and understood this induction by signing an induction verification sheet.

2. Introduction to the National Vocational Qualification process and CPCS

NVQs are nationally recognised qualifications. In order to achieve an NVQ you must be employed or working and have experience in the area of work in which you are seeking the qualification such as Appointed Person or Crane Supervisor.

To gain an NVQ you will need to prove that you are competent in a number of tasks in the workplace. You will need to demonstrate that you can do the work consistently to the nationally recognised standards and know why you have to do it in agreed ways.

You will be asked to gather evidence so that your assessor can judge whether you are competent or not yet competent. If you are judged by your assessor to be 'not yet competent', this does not mean that you are incompetent or that you are not capable of doing your job properly - it simply means that you haven't yet proved competence across each area of the nationally agreed standard for the qualification that you are working towards.

There is no pass or fail in NVQs and there are no tests or exams. Your assessor will measure your skills and knowledge against the national standards and advise you if you need to provide additional evidence.

NVQs are a mandatory part of the Construction Plant Competence Scheme (CPCS) in order to convert a red 'Trained Operator' card to a blue 'Competent Operator' card you must complete the relevant NVQ.

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3. Who will be involved in my qualification?

A number of people will be involved in your qualification at different times and at varying levels. The most important person is you, the candidate. Others include;

- **Your Employer:** *They will probably have paid for you to undertake your qualification as part of your development. As well as paying the costs they will also commit to providing you with time and opportunity to complete the qualification during your normal work activity.*
- **Your Assessor:** *You will be allocated a named assessor who will be trained and experienced in the field covered by your specific qualification. Your assessor is available throughout the process to guide and assist you and ultimately make the judgement as to when you are deemed competent.*
- **The Assessment Centre:** *IS Training Ltd is a CAA accredited assessment centre for construction qualifications. They are responsible for registering you, arranging assessment visits by your assessor and carrying out quality assurance to ensure that your qualification is robust and meaningful according to the NVQ standards.*
- **The Internal Verifier:** *This is the person employed by IS Training Ltd who is part of the quality assurance process. Prior to receiving your certificate your assessment decisions will be reviewed by the IV and checked for compliance against the standards and consistent across all awards. The IV will also be responsible for any complaints or appeals you may feel you need to make.*

4. How will I be assessed?

In most instances assessment will be by direct observation of your normal working activity along with professional discussions about how, where, when and why you do work related activity in a certain way.

This provides a combination of performance evidence (actually doing the job) and knowledge evidence (how and why you do the job).

Wherever possible your work activities will be recorded by your assessor using video and photographic evidence. Your assessor will ensure that your normal working activity is not interrupted. It's important to know that you cannot simulate working - it must be real working activity for it to be valid.

Professional discussions will be recorded and your assessor will use this information to make a judgement decision about your competence. Remember, there is no pass or fail with NVQs - you have either met the national standards (competent) or you haven't (not yet competent).

You may also be asked to supply electronic copies of safe systems of work for lifting operations that you have planned, supervised or worked on as part of a team. This includes risk assessments, methods statements, records etc. You can also submit photographs and videos yourself if you have them, but they must be relevant to lifting operations that you have worked on either as a planner, supervisor, slinger/signaller or crane operator.

Your assessor will agree with you in advance where and when you will be assessed at work. This assessment planning is vital as it allows you, the candidate, to prepare and make everyone on site aware of your assessor's presence. Your assessor will not get involved with any other operatives on site and your assessment process is strictly between you and your assessor.

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5. What is evidence and how will I collect it?

Evidence is anything which is naturally occurring in the workplace such as job sheets, time sheets, method statements and risk assessments etc. These will relate specifically to your own work activity and will be used by your assessor as part of his/her judgement decision of your competence.

In addition to documentary evidence your assessor will observe you carrying out your normally working activity and will record this using video and photographs as well as audio recordings describing what you are doing. All this evidence is then put together as an electronic portfolio which your assessor will use cross reference your performance and knowledge to the standards.

If there are any gaps in your evidence you will be asked to collect this and submit it during your next assessment or review visit.

You can also send photographs and videos directly to your assessor. The photographs and videos must be of you working and your assessor must be able to validate them.

6. What is a Portfolio and how long will it take to be deemed competent?

A portfolio is a collection of all the evidence you submit along with all the evidence you produce with you assessor. This evidence is cross referenced to the standards and is used to claim competence.

As these qualifications are aimed at experienced workers we anticipate that each candidate would be able to complete the crane and slinger/signaller NVQs within 6 months after being inducted. For those undertaking the Crane Supervisor and Appointed Person NVQs we would expect an experienced candidate to complete within 9 months after induction.

The actual amount of time it takes would depend on your past experience and the opportunities you have for assessment.

Your assessor will help you to plan a timely completion of the NVQ and will review your progress at interval of not more than 12 weeks. It's important that you stay in contact with your assessor to ensure that all available assessment opportunities are covered.

7. When will my initial assessment take place and what is involved?

Your initial assessment will take place as soon as you are ready and when you can agree a convenient date with your assessor. The assessment may be dependent on your work activities, for example, if you are undertaking the Slinger/Signaller or Crane Supervisor qualifications and you use cranes infrequently you may want to notify your assessor as soon as you are aware that you will be working with a crane . You assessment will be by direct observation carrying out these tasks as well as recorded discussions about your work activity.

For Appointed Person qualifications assessment will be by professional discussion.

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8. Equal opportunities, appeals and complaints

At IS Training Ltd we are committed to treating all our candidates fairly, consistently and equally.

This means that we respect you as an individual and you will have equal access to the qualifications which we deliver irrespective of your race, religion or gender. We will also ensure that you are not disadvantaged because of your working circumstances i.e. if you only work nights then we will work with you at night to ensure that you obtain your qualification. If you are only available at the weekend then we will be there with you.

We will also ensure that you have access to appropriate support if you have any difficulties which may affect you such reading and writing issues. Any issues of this kind are strictly confidential.

Your assessor is assigned to you and he/she will work closely with you to ensure that all the evidence that you submit is valid. Ultimately, your assessor will make a judgement decision about when he/she feels that you have met all the standards and therefore deemed to be competent.

If your assessor feels that you have not fully met the standard and therefore not yet competent, he/she will discuss this with you and agree an action plan. You may have a number of action plans according to how quickly you can gather the evidence.

If you do not agree with the decision made by your assessor you have the right to appeal the decision. The first step is to discuss your concerns with your assessor. He/she may be able to explain the decision further and clarify and possible misunderstanding.

If you are still not happy with the outcome you can approach the Internal Quality Assurance (IQA) person at IS Training Ltd. They will listen to your concerns and reasons for appeal. You will be notified of the outcome which will either support the judgement of the assessor or it may suggest that the assessor reviews his/her decision.

If you still feel that your concerns you can appeal to the awarding body directly.

Copies of all our forms can be downloaded from www.istraining.co.uk

At IS Training Ltd we are committed to providing a high level of service with complete respect for each individual whether an employer, NVQ candidate, visitor or general enquirer. If we do not meet with your expectations please do not hesitate to contact us on 01772 796479. Your satisfaction is our success.

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9. What is the centre's data security policy? What is a Unique Learner Number (ULN)?

IS Training Ltd is registered with the Information Commissioner, registration number Z2315016

We are required to collect certain personal information in order to register you for NVQ qualifications and to record your achievements. We will only ever use your personal information for this purpose and we will never disclose any information to a third party (other than CAA) unless we are required to do so by law.

We will only keep your personal information for as long as we are required to do so and we will protect it using all reasonable security measures available.

Before we register you for your qualification with Construction Awards Alliance (CAA) we are obliged to apply for a **Unique Learner Number (ULN)** if you do not already have one. This allows the records of all your future qualifications (including this one) to be centrally recorded.

This will help you at a later date by ensuring that you are given proper credit for your achievements and that you do not duplicate learning and assessments in areas that you may have already covered.

Registering for a ULN does not cost you or us anything and personal information is used only by the awarding body to keep a record of your learning achievements. You can opt out of registering for a ULN, however, you must give a reason why.

10. Planning your progress?

In order for you to complete your NVQ in a timely manner we will stay in touch with you at intervals not exceeding 12 weeks. In reality we will contact you more frequently either by email or telephone. It is important that you stay in touch with your assessor and if an assessment opportunity arises you should make contact immediately to try to arrange an assessment visit.

After you have completed your NVQ you may find that there are other career opportunities available to you. For example if you have completed the NVQ for either Slinger/Signaller or Crane Operator you may wish to progress to becoming a Crane Supervisor. This may be an option available to you through your current employment.

If you have completed the Crane Supervisor NVQ then you may consider becoming an Appointed Person. At this level you may be operating in a managerial position and you will be responsible for selecting plant and equipment, allocating staff to various roles and managing the safe systems of work for lifting operations.

Other progression options include Hire Desk Controller, Tackle Inspector, Depot Manager etc. Your assessor may be able to offer you some advice and your employer might welcome your interest in career progression.

You may of course wish to carry on in your current role safe in the knowledge that you have been deemed competent and that you have achieved a formal and nationally recognised qualification.

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Notes:

Contact my assessor to arrange
an assessment visit

Download ISTL policy
document at
www.istraining.co.uk

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Useful addresses:

Construction Awards Alliance (CAA) - the awarding body for your qualifications

<http://www.caalliance.co.uk/>

Construction Skills

<http://www.cskills.org/>

Cskills Grant Scheme 2011/2012

<http://www.cskills.org/levy-grant/claiming-grant/index.aspx>

Construction Plant Competence Scheme (CPCS)

<http://www.cskills.org/education/cpcs/index.aspx>

Construction Skills Certification Scheme (CSCS)

<http://www.cscs.uk.com/>

Health and Safety Executive (HSE)

<http://www.hse.gov.uk/>

For further information and advice about NVQs and qualification/career progression please contact Sharon Fisher on 01772 796479

IS Training Ltd is a CAA accredited NVQ assessment centre

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Qualification Structure

Each NVQ in the Controlling Lifting Operations/Plant Operations suite consists of a number of units which form the whole qualification as shown below. All the units in each qualification are mandatory - that is to say that in order to gain the full qualification you must achieve all the units. Certificates of unit credit are available for each complete unit when a full qualification is not achieved.

Cskills Awards L6 NVQ Diploma in Controlling Lifting Operations - Planning Lifts (Construction)

1. QCF210 Developing and Maintaining Good Occupational Working Relationships in the Workplace
2. QCF529 Planning Lifting Activities Using Cranes and/or Lifting Equipment in the Workplace
3. QCF530 Planning and Establishing Health, Safety, Welfare and Environmental Systems for Lifting Operations in the Workplace
4. QCF702 Planning Work Activities and Resources to Meet Work Requirements in the Workplace
5. QCF728 Evaluating and Selecting Work Methods to Meet Project or Operational Requirements in the Workplace
6. QCF729 Planning the Preparation of the Site for the Project or Operation in the Workplace
7. QCF732 Identifying, Allocating and Planning the Deployment and Use of Plant, Equipment or Machinery in the Workplace

Cskills Awards L3 NVQ Diploma in Controlling Lifting Operations - Supervising Lifts (Construction)

1. QCF210 Developing and Maintaining Good Occupational Working Relationships in the Workplace
2. QCF531 Supervising Lifting Operations Using Lifting Equipment in the Workplace
3. QCF700 Maintaining Systems for Health, Safety, Welfare and Environmental Protection in the Workplace
4. QCF703 Coordinating and Organising the Control of Work in the Workplace
5. QCF705 Allocating and Monitoring the Use of Plant, Equipment or Machinery in the Workplace
6. QCF708 Maintaining the Dimensional Accuracy of the Work in the Workplace
7. QCF711 Co-ordinating Preparation Work for Site or Lifting Operations in the Workplace
8. QCF713 Allocating Work and Checking People's Performance in the Workplace

Cskills Awards L2 NVQ Diploma in Controlling Lifting Operations - Slinger/Signaller (Construction)

1. QCF01 Conforming to General Safety in the Workplace
2. QCF572 Checking and Preparing Lifting Accessories to Carry Out Lifting Operations in the Workplace
3. QCF573 Attaching and Preparing Suspended Loads for Movement Using Lifting Accessories in the Workplace
4. QCF574 Guiding, Positioning and Placing Suspended Loads in the Workplace

Cskills Awards L2 NVQ Diploma in Plant Operations (Construction) - Cranes and Specialist Lifting Plant

1. QCF01 Conforming to General Safety in the Workplace
2. QCF02 Conforming to Efficient Working Practices in the Workplace
3. QCF387D Preparing and Operating Mobile Cranes to Lift and Transfer Loads in the Workplace
or
3. QCF387Q Preparing and Operating Lorry Loaders or Knuckle Boom Cranes to Lift and Transfer Loads in the Workplace