



BCSA CRAFT CERTIFICATE TRAINING GUIDE



British Constructional Steelwork Association
Competence **R**oute of Attainment in a **F**abrication **T**rade



This guide introduces the BCSA CRAFT Certificate training scheme to employers and outlines the training modules available for trainee development.

This course plan is for trainee constructional steelwork trades. On successful completion of this training and validation a BCSA CRAFT Certificate will be awarded. This will demonstrate their competence to work within the constructional steelwork industry.

The BCSA CRAFT Certificate was developed for a range of structural steelwork operations.

The prerequisite for enrolling a trainee on the course is that the employer will:

- Employ the trainee for the duration of the training.
- Ensure both parties sign the Deed of Employment for Training.
- Identify the appropriate person to register as the BCSA CRAFT Certificate Validator.
- Identify the appropriate personnel to coach the trainee in the workplace.
- Induct the trainee into the health and safety policies of the company at the commencement of employment.

Training Programme

The training will be delivered by the employer nominated structural steelwork coach(es) using the online training modules and workplace practical tests. The registered BCSA CRAFT Validator will ensure the evidence required to meet the training modules is witnessed and confirmed when the required standard of workmanship has been achieved repeatedly.

Key Skills to be Attained

- Able to work safely and minimise risk in steelwork activities.
- Identify hazards and address any appropriate solutions.
- Work to company specific procedures and processes.

To Register the Trainee and Validator:

- The employer registers each trainee on www.bcsatraining.co.uk by selecting one of the CRAFT Certificate training schemes and using the first-time login and creates a new account.
- Registration will require payment for the training (including VAT).
- Registration is valid for two years for the candidate.
- The employer will also need to identify and register the BCSA CRAFT Certificate Validator. *This is free of charge for BCSA members* (Appendix 1).
- The trainee attends the employer's induction on commencement of the programme.
- On completion of each training module the validation confirmation must be completed, signed and uploaded onto the BCSA web portal for unique certification to be issued.
- On completion of all the relevant modules a BCSA CRAFT Certificate will be issued which includes the trainee's name, the company name and a unique reference number.

The Employer's Role is to:

1. Assess each potential trainee to ensure they are able to meet the minimum standards to enable them to read and complete the modules provided for information and instruction. The trainee will also need to be able to satisfactorily complete health and safety training and an appropriate test on completion of training where required.
2. Identify from the existing employees an appropriate person to carry out the role of the BCSA CRAFT Certificate Validator. This is a key role in the validation of the evidence; the work produced by the trainee must be to a satisfactory standard and produced in such a way that the employer is confident that the work meets all the production requirements. The role of Validator is certified by BCSA to ensure the consistency of the process across the programme and this enables the employer to use skilled people already available in the workplace.
3. Select an appropriately qualified person(s) to carry out the Workplace Coach role and give them a full briefing on the process.
4. Sign a Deed of Employment for Training before the training commences (sample provided from BCSA - Appendix 2) confirming that the trainee will be given equal status as an employee and supported throughout the period of training and development.
5. Review the completed Evidence Sheets from each training module (which should be carried out by the Validator) and countersign the sheet to confirm the trainee meets the standards required by the company.

The BCSA CRAFT Validator

The BCSA CRAFT Certificate requires registered Validators to support the collection and verification of evidence. To ensure consistency throughout the process the employer should ensure that the person(s) selected for the role of Validator has an appropriate level of experience and qualifications to ensure the required standard of workmanship can be met by the trainee. At least three years experience for a Validator of a CRAFT trade if supported by a relevant qualification and five years experience for those that cannot provide evidence of qualification.

The Validator Registration Form (Appendix 1) gives a list of the relevant qualifications or professional body membership that provides evidence to support the role of Validator.

To register as a BCSA Validator, candidates must complete the application form and submit the appropriate evidence of qualification to training@steelconstruction.org

Validator certificates will remain live as long as they have actively contributed to BCSA CRAFT training modules within the previous two years.

The Validator's Role is to:

1. Hold a qualification that is relevant to the trade/occupation to be validated, or be able to demonstrate sufficient knowledge and experience of the role.
2. Ensure they are familiar with the work processes or tasks to be carried out by the trainee.
3. Monitor the working environment of the trainee to ensure health and safety is maintained during the training.
4. Liaise with the Workplace Coach and trainee to provide a good selection and variety of different workplace practices and procedures.
5. Ensure that the trainee is given sufficient time to practice the task before they are asked to complete a workplace practical test.
6. Organise regular review meetings with the relevant company personnel to discuss the progress of the trainee and set any additional coaching and practical tests as appropriate.
7. Review the evidence sheets and sign to agree the work produced by the trainee is to a good quality, meets the company standards and is carried out safely and efficiently.
8. Obtain a countersignature on the evidence sheet from the employer to confirm the trainee has been given adequate coaching and time to learn the production process.
9. Progress the Certification process for the trainee by uploading the signed evidence sheet to the validation section of the web portal www.bcsatraining.co.uk, this will make the module certificate available to download and print.

The Role of the Trainee is to:

1. Sign the Deed of Employment for Training (Appendix 2) which is an agreement between the employer and the trainee to ensure every effort will be made to work towards the successful completion of the training programme.
2. Attend the company health and safety induction and ensure the information given is fully understood, ask for further clarification of any company policies that are not clear.
3. Comply with the company rules and policies at all times.
4. Maintain regular discussions with their BCSCA Registered CRAFT Certificate Validator and Workplace Coach as to their progress.
5. Give full attention to the instructions and guidance offered by the Workplace Coach, where necessary ask for additional demonstrations or explanations of how the task can be carried out to the company standards and procedures.
6. Carry out all the tasks set by the Workplace Coach and Validator.
7. Obtain witness testimonies and signatures on the Trainee Evidence Sheets from relevant persons, such as their BCSCA CRAFT Certificate Validator, work colleagues or supervisors to confirm the task has been completed with competence.
8. Ensure that the Application Evidence Sheets contain the correct records and are relevant to the tasks completed.
9. To ensure that they carry out good working practices to ensure that the Health, Safety & Environment standards are met at all times.

Note: On completion of every task the trainee should ensure the workplace is left in a safe and tidy condition.

Health and Safety Information

There is a duty of care in terms of health and safety responsibilities by the employer or line management with regards to young people based on the premise that young people forget instructions more readily, are less able to identify and avoid risk, and may not be able to judge in the same way that an older, more experienced person can.

So in terms of an induction or training/development programme, it would be sensible to allow a trainee longer than a more experienced employee to fulfil the process. This would then ensure that the employer had taken reasonable steps and exercised tolerance to be sure that the trainee really has understood and absorbed the new information and the requirements.

Under the *Management of Health and Safety at Work Regulations 1999*, there is a greater degree of responsibility in respect of risk assessments prior to commencement of work on account of the trainee's inexperience, immaturity within a working environment and lack of general awareness of how their action or inaction can impact on their work colleagues. So before recruiting a young person the employer must not only assess the risks to their health and safety but also decide whether they should be prohibited from doing certain types of work or working with certain equipment (Sample Risk Assessment - Appendix 3).

Training Modules to be Completed

The occupations/trades courses that are available as CRAFT Training Schemes are:

- Structural Fabricator Welder
- Structural Steel Detailer (Pending)
- Structural Steel Erector (Pending)
- Surface Treatment – Blasting and Painting (Pending)
- Metal Decking Installer and Studwelding

Additional External Modules

Some specialist training and testing may be required to support some of the roles and the training which will need to be locally sourced and paid for by the employer.

Health & Safety

Module A: Health and Safety can also be achieved by attending a health and safety passport course and passing the relevant test paper that is associated with the course. Current Health and Safety courses that are deemed equivalent to the Health and Safety Executive Guidance - INDG 345 are:

- Client Contractor National Safety Group (CCNSG)
- The National Safety Passport (E Learning)
- Safety Pass Alliance (SPA)
- European Passport (VCA)
- Working Safely (IOSH)

The Final Assessment Process

1. BCSA will check that all the required documentation has been submitted and will authorise the final certification or request further evidence be produced.
2. Any queries on the application will be directed back to the employer who will then liaise with the BCSA CRAFT Certificate Validator and/or Trainee.
3. Once the Application is approved by BCSA the application will be progressed for certification.
4. If the Application is rejected, notice will be sent to the employer with a copy of the reasons why, along with the appeals process information.

Construction Skills Certification Scheme (CSCS)

Trainees who will be working on construction sites following the commencement of their employment may be expected to attend the CITB health and safety awareness course (one-day course), and/or attend and pass the Construction Skills Certification Scheme (CSCS) Card safety test to gain the Red Trainee CSCS Card.

Further Information

Further information can be obtained from Peter Walker, BCSA's Director of Health, Safety and Training on:

Tel: 01325 366328

Email: pete.walker@steelconstruction.org or go to www.bcsatraining.co.uk

Appendix 1 CRAFT Validator Registration

Name:	
Company Name:	
Company Address:	
Telephone No:	
E Mail Address:	

To register as a BCSA Validator, candidates must indicate which of the appropriate documents will be included with the application. This can also include holders of membership of one of the professional bodies; confirmation of their membership will be required to complete the registration.

Please tick (✓) the form below as appropriate and submit evidence of qualification:

Summarised CV with evidence of appropriate experience	
Train the Trainer Qualification	
Certificate of Education (Cert Ed)	
A1 or A2 NVQ Assessor/Internal Verifier	
Construction Skills Certification Scheme (CSCS) card	
National Vocational Qualification Level 2, 3 (or higher)	
City and Guilds qualification	
Relevant discipline HNC/HND	
Responsible Welding Coordinator (RWC)	
Level 3 Bolting Coordinator (NHSS20)	
Site Supervisor Safety Training (C/Skills)	
Site Manager Safety Training (C/Skills)	
Managing Safely (IOSH)	
Level 2 Supervising Staff Safely (BSC)	
Level 3 Certificate in Occupational Safety & Health (BSC)	
General Health and Safety Certificate (NEBOSH)	
Institution of Civil Engineers (ICE)	
Chartered Institute of Building (CIOB)	
Institution of Structural Engineers (IStructE)	
Institute of Civil Engineering Surveyors (ICES)	
Institution of Occupational Safety and Health (IOSH)	
Institute of Environmental Management and Assessment (IEMA)	
Association of Building Engineers (ABE)	
Royal Institute of British Architects (RIBA)	
Association of Project Management (APM)	

BCSA Validator certificates will remain valid as long as they have actively contributed to BCSA CRAFT training modules within the previous two years.

Please submit the completed application form and copies of the relevant documents (including a current CV with specific trade experience or site-work knowledge – 3 or 5 years experience) to training@steelconstruction.org

Employer's Signature:		Date:	
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Appendix 2: Sample of the Deed of Employment for Training

1.0 Statement Of Intent By The Company

- 1.1 It is the aim of the company to provide (*insert trainee's name here*) with the opportunity to learn the skills, practice and gain experience in the occupation of (Print the title of the occupation).
- 1.2 It is the intent of the company to provide the trainee with appropriate training to a recognised industrial standard and the opportunity to gain the certification on the completion of this training.

2.0 Training

- 2.1 The company will to the best of its ability:
- a. Teach and instruct the trainee in the occupation of
 - b. Provide the trainee with adequate practical training in the skills of the occupation detailed above.
 - c. Permit the trainee to have paid leave to attend any relevant courses or examinations necessary and reasonable to obtain the recognised qualifications to complete their training.
 - d. Endorse a certificate of training at the end of the training period subject to the conditions of satisfactory conduct and performance.

3.0 Covenants of The Trainee

- 3.1 I (*insert trainee's name here*) will:
- a. Faithfully and diligently carry out the duties given to me by the company and follow all reasonable instructions.
 - b. Treat all information about the company and its clients and its business as wholly confidential.
 - c. Deal properly with and keep securely any money or property entrusted to me by the company.
 - d. Keep a proper record of all work done and training received.
 - e. Attend all courses, training, examinations and interviews necessary to obtain the qualifications outlined above and shall apply myself diligently to the acquisition of the knowledge and skills taught on such courses.
 - f. Report any absence from any course or training in accordance with the rules for reporting absence as contained within the General Terms and Conditions of Employment for Weekly Paid Operatives.
 - g. Use my best endeavours to obtain the qualification outlined above.
 - h. Provide to the company, immediately upon request, for inspection purposes all certificates, reports and records of attendance, course work and examination results as are issued in respect of any of the courses I have attended.
 - i. As a representative of the company, behave in an appropriate manner whilst attending college or any training course.
 - j. Abide by all rules as laid down by the college and/or training body throughout any training period.
- 3.2 I (*insert trainee's name here*) authorise the company and its representatives to apply to any education or training provider for copies of any certificates, reports or records

of attendance, course work and examination results or any other information which the company may reasonably require in relation to the training being undertaken by myself pursuant to this Agreement.

3.3 I (*insert trainee's name here*) agree to comply with the requirements of the company's General Terms and Conditions of Employment for Weekly Paid Operatives which (save as expressly set out to the contrary in this Agreement) form part of my Terms of Employment with the company.

4.0 Pre-employment Medical Examination and Drugs/Alcohol Testing

4.1 I (*insert trainee's name here*) agree and understand that the offer of employment under this Agreement is conditional upon the satisfactory completion of a pre-employment medical examination and Drugs and Alcohol test which I agree to undertake as arranged by the company. I further agree that the company may have full access to the results /reports arising from any such examination or tests.

4.2 I (*insert trainee's name here*) agree that, when undertaking duties that are classed as safety critical (eg driving, machine operation), I may be subject to random Drugs and Alcohol Testing throughout the duration of this Deed of Employment for Training. I accept and agree refusal to undertake such test(s) may be classed as an act of gross misconduct and result in the immediate termination of this Agreement.

5.0 Course Attendance

5.1 The company shall pay to the trainee a salary in respect of normal working hours for each day spent in attendance at relevant courses, tests and examinations. If the trainee absents himself from such courses, tests or examinations without authorisation the company may withhold salary for the hours of non-attendance.

6.0 Discipline and Grievance

6.1 I (*insert trainee's name here*) agree to abide with the Discipline and Grievance Procedures operated by the Company, a copy of which has been provided to me.

7.0 Termination Of This Agreement

7.1 This Agreement may be terminated under the following circumstances:

<i>Reason</i>	<i>Notice Period</i>
On achievement of the completion of the training programme and the ability to demonstrate the necessary competence to be able to fully undertake their role in the workplace combined with acceptable attendance and disciplinary records.	One week's notice for each completed year of service
Failure to reach the required standard to achieve the Recognised Qualification.	One week's notice for each completed year of service
Any failure by the trainee to obtain a pass mark or standard in any examination or course work forming part of the relevant qualification at any time.	One week's notice for each completed year of service
An act of gross misconduct.	Immediate termination

7.2 Failure to attend at any relevant courses, tests and examinations, without permission and/or good reason, will automatically be construed as an act of gross misconduct in accordance with the company's Disciplinary Procedures and may result in the immediate termination of this Agreement.

7.3 Attendance at work and/or college under the influence of alcohol, non-medicinal or un-prescribed drugs or other abusive substance will automatically be construed as an act of gross misconduct in accordance with the company's Disciplinary Procedures and may result in the immediate termination of this Agreement.

8.0 Offer of Permanent Employment

8.1 There is no guarantee of an offer of permanent employment at the end of the training period. Any offer of permanent employment will be dependent upon the availability of a suitable position and the attainment of the necessary skills and qualifications leading to the successful completion of the training programme. In addition the trainee must also be able to demonstrate the necessary competence to be able to fully undertake their role in the workplace combined with acceptable attendance and disciplinary records. Employment will be deemed to be continuous from the date of this Agreement.

9.0 Refund of Training Fees

9.1 The trainee shall immediately upon demand reimburse to the company any course and/or examination fees paid by the company pursuant to this Agreement if the employment of the trainee with the company ceases (except as mentioned in Clause 9.2 below) in accordance with the following scale:

<i>Period in which Employment Ends</i>	<i>Proportion of Fees to be Reimbursed</i>
During any course of study or within the first year after its completion.	100%
Within the second year after completion of any course of study.	66%
Within the third year after completion of any course of study.	35%
After the third year following completion of any course of study.	Nil

The requirements of Clause 9.1 above will be transferable to any contract of employment appertaining to an offer of permanent employment made upon successful achievement of the recognised qualification. Any outstanding amounts owed in relation to clause 9.1 may be deducted from salary if required.

9.2 The trainee shall not be liable to make any reimbursement to the company under Clause 9.1 if the termination was as a result of:

- a. The resignation of the trainee on the grounds that they became entitled to and did resign summarily.
- b. Dismissal by the company other than on the grounds of the trainee's misconduct or incapability or for any other reason not directly referable to the trainee.

<i>Employer (print name):</i>	<i>Signed:</i>	<i>Date:</i>
<i>Trainee (print name):</i>	<i>Signed:</i>	<i>Date:</i>
<i>Witness (print name):</i>	<i>Signed:</i>	<i>Date:</i>

Appendix 3: Sample Risk Assessment – Young Person at Work

The specific hazards of the workplace will need to be identified and control measures introduced:

What is the Hazard?	What is the Risk?	Control Measures Used
Inexperience/immaturity	Lack of awareness of health and safety risks in the workplace	Specific Health and safety training close supervision and coaching
Use of hand tools	Incorrect use can result in injury	Demonstration of correct use by coach
Use of power tools	Incorrect use can result in injury	Demonstration of correct use by coach
Hand arm vibration syndrome (HAVS)	Use of power tools	Use the correct tool and any devices designed to reduce the risk including PPE if required
Noise	Direct from task or from general workplace activities	Select process that reduces noise or wear appropriate PPE
Manual Handling	Lifting, turning, pushing or pulling loads	Specific training with close supervision and coaching
Hazardous Substances	Dust, fumes or vapour from tasks.	Provide access to COSHH assessments
Work at height	Fall of person, tools or materials	To work only in areas with full collective protection
Slinging and lifting for bench loading only	Machinery use, moving parts and loads	Specific training with close supervision and coaching
Use of Gas cutting equipment	Explosive and flammable gas, hot material and sparks	Specific training with close supervision and coaching
Use of arc welding equipment	Electrical shock, burns and fire risk	Specific training with close supervision and coaching
Use of grinding and cutting discs	Electrical shock, pneumatic air, burns and fire risk	Specific training with close supervision and coaching
Plant and Machinery	Moving parts and potential flying projectiles	Specific training with close supervision and coaching
Mobile mechanical plant and equipment	Collision, overturning or loss of control	Minimum age of 18 years before specialised plant training is given and permitted to use machinery
Banking of reversing vehicles	Collision, overturning or loss of control	Minimum age of 18 years before specialised plant training is given and permitted to use machinery
Use of transfer bogies	Collision, overturning or loss of control	Specific training with close supervision and coaching

Appendix 4: Using the BCSA Training Portal

1. To open the Portal – www.bcsatraining.co.uk
2. To view the available courses – click on ‘Courses’ in the bottom right hand corner.
3. The ‘E’ Learning contains the Bolting Competency and Welding Competency Courses and will include other courses in the future.
4. The ‘Documents and Resources’ contains all the CRAFT training modules, you can select the individual modules, the Weld Fume Hazard is free to all members to use and the Module 5 Hand Held Grinding and Cutting is available at a reduced price to encourage the use of the training information.
5. If the apprenticeship course is preferred select the appropriately titled course:
The relevant training modules are already grouped under the apprenticeship course.
6. Go to the ‘login’ at the top right of the page.
7. Each trainee/apprentice will need to be registered by following the instructions given for creating a new account:
 - Fill out the *New Account* form with the trainee’s/apprentice’s details.
 - An email address is required for the registration (one per trainee).
 - An email message will be sent to the address.
 - Open the email and click on the web link it contains.
 - The account will be confirmed and login option available.
 - Now, select the course – (see 5 above).
 - Follow the instructions for PayPal – (see 8 below).
 - Access to the full course is now available.
 - The administrator/validator will need to enter the trainee’s/apprentice’s username and password to log in and access any course that they have been enrolled in.
8. You can select any course and follow the instructions for payment through the PayPal link (unless it is the Weld Fume Hazard Module which is free to members). This is a BCSA Paypal so it is not necessary for users to set up a Paypal system, just follow the instructions to pay.
9. The Training modules will now be available to download/save/print.
10. Completed modules will need the signed evidence sheet to be uploaded for each module using the trainee’s/apprentice’s login and password.
11. The Module Certificate will be made available and will include the trainee’s/apprentice’s name, date and unique certificate number.
12. Once all the modules are completed and certificates downloaded, they can be sent to training@steelconstruction.org for final course certification.