



BCSA CRAFT CERTIFICATE TRAINING GUIDE

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



FABRICATOR - WELDER

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

This course plan is for trainee fabricators and welders. On successful completion of this training and validation a BCSA CRAFT Certificate as a fabricator, welder or fabricator-welder will be awarded. This will demonstrate their competence to work within the constructional steelwork industry.

The BCSA CRAFT Certificate was developed for steelwork fabrication.

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 fabrication or welding coach(es) using the training materials 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
- Fabricate structural steelwork to company specific method statements

To Register the Trainee and Validator:

- The employer registers on www.bcsatraining.co.uk and selects one of the CRAFT Certificate training schemes to register each candidate using the Trainee Registration Form.
- 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 for BCSA members.
- 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 returned to BCSA 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 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) 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 (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. The Validator Registration Form 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.

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 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 with BCSA.

The Role of the Trainee is to:

1. Sign the Deed of Employment for Training 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 BCSA 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 BCSA 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 actions or inactions 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 1).

Training Modules to be Completed

Craft Fabricator

Module A:	Health and Safety Passport Course (Mandatory)
Module B:	Weld Fume Hazards (Mandatory)
Module 1:	Reading Drawings and Material Sizes
Module 2:	Marking Out/Off
Module 3:	Shearing Plates and Sections
Module 4:	Gas Cutting
Module 5:	Hand Held Grinding and Cutting
Module 6:	Arc Welding
Module 7:	Assembling Structural Steelwork
Module 10:	Drilling

Craft Welder

Module A:	Health and Safety Passport Course (Mandatory)
Module B:	Weld Fume Hazards (Mandatory)
Module 4:	Gas Cutting
Module 5:	Hand Held Grinding and Cutting
Module 6:	Arc Welding
Module 8:	MIG/MAG Welding
Module 9:	Submerged Arc Welding
Module 17:	Visual Weld Inspection
Module 18:	Weld Imperfections

Craft Fabricator Welder

Module A:	Health and Safety Passport Course (Mandatory)
Module B:	Weld Fume Hazards (Mandatory)
Module 1:	Reading Drawings and Material Sizes
Module 2:	Marking Out/Off
Module 3:	Shearing Plates and Sections
Module 4:	Gas Cutting
Module 5:	Hand Held Grinding and Cutting
Module 6:	Arc Welding
Module 7:	Assembling Structural Steelwork
Module 8:	MIG/MAG Welding
Module 10:	Drilling
Module 17:	Visual Weld Inspection
Module 18:	Weld Imperfections

Additional External Modules

Some specialist training and testing may be required and will need to be locally sourced and paid for by the employer, examples of such are:

- Welding test required to BS EN 9606 -1 (MAG 135 – Flux Cored 136)
- Slings and lifting materials and components

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 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 (the working at height safety test may also be required).

Further Information

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

Tel: 01325 366328

Email: pete.walker@steelconstruction.org

Or go to www.bcsatraining.co.uk

Appendix 1: 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