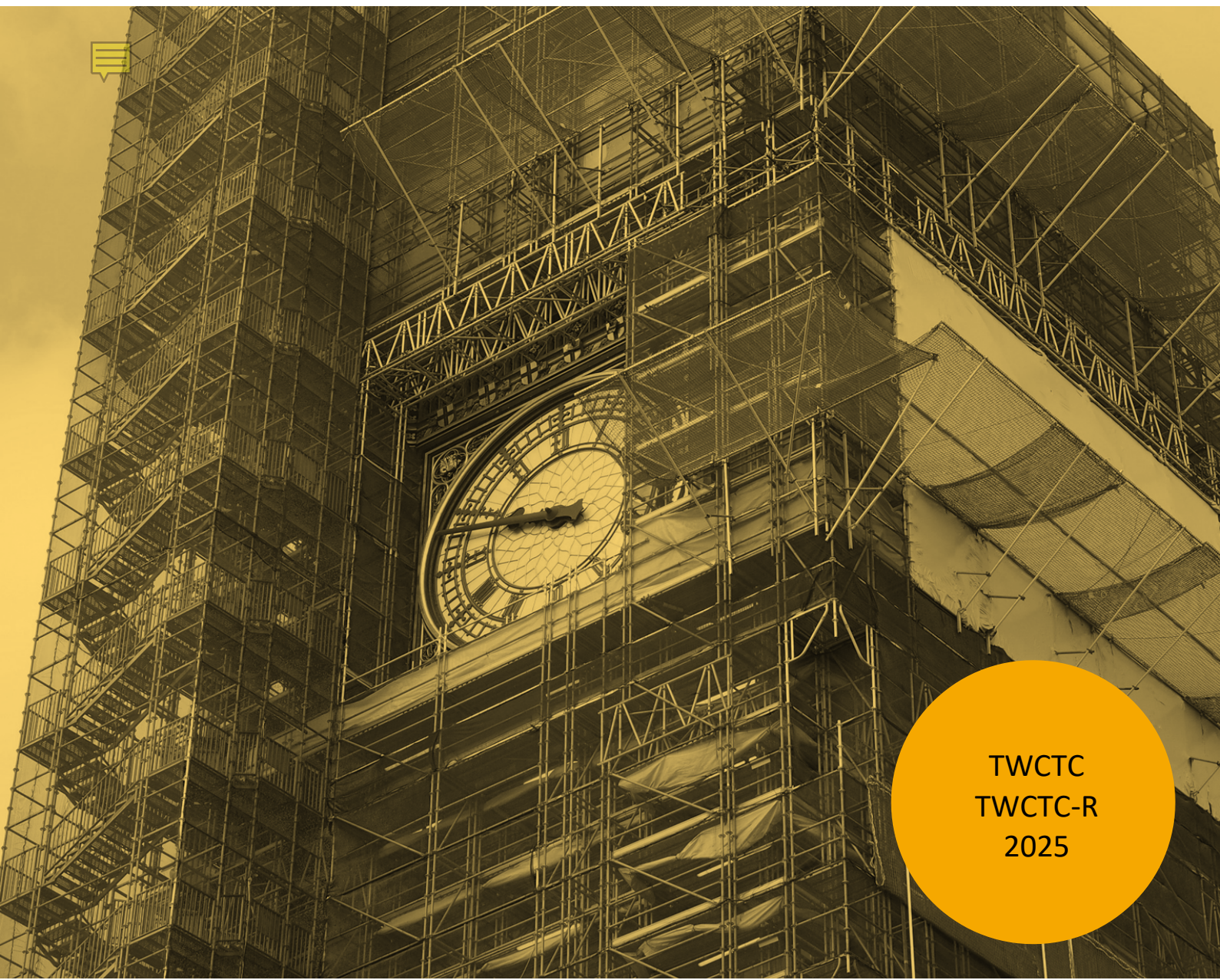# Scheme Rules – Appendix L Temporary Works Co-ordinator Training Course (TWCTC) and Refresher (TWCTC-R)

TWCTC
TWCTC-R
2025

Site Safety Plus
Temporary Works Co-ordinator Training Course (TWCTC)
Scheme Rules – Appendix L

Contents

1. Introduction

The two-day Temporary Works Co-ordinator Training Course (TWCTC) and one-day refresher course (TWCTC-R) are designed to help those who have responsibility for **managing** all forms of temporary works on site. The course seeks to improve the knowledge of this role and the temporary works environment. The development of these courses was supported by several organisations, including the Temporary Works Forum and the Health and Safety Executive.

Temporary works are safety- and business-critical and require careful co-ordination. An accepted way of achieving this is through the adoption of the management process outlined in BS 5975-1&2:2024, which introduces the temporary works co-ordinator (TWC) as a key figure. This course explains the role and its overall management context.

Temporary works on both smaller and larger sites can be high-risk activities. Therefore, understanding the essentials of good risk and safety management, as outlined in BS 5975-1&2:2024, is relevant for projects of all sizes.

The course gives emphasis to the importance of communication, co-ordination, co-operation and competency (the four Cs), and risk management, safety and business relations, allowing the TWC to:
- understand the need for and duties of a TWC
- understand the role of others
- have a detailed knowledge and understanding of BS 5975 in respect of this role.

1.1 Important notes

- The main aim of these courses is to focus on the process of co-ordination of temporary works, commonly expressed through the role of the TWC.
- These courses are **not** temporary works technical awareness courses, although there are elements of technical awareness that are signposted throughout and that must be included in the course exercises.
- Attendance does **not** confer competency as a TWC; this comes from a mixture of education, training and experience and should be judged by an appropriate senior individual, usually referred to as the designated individual (DI).
- Training is considered an essential element of TWC competence.

It is highly recommended that these points are clearly stated in any approved training organisation's course marketing material and joining instructions.

2. Purpose and scope

2.1 Purpose

The aim of these courses is to focus on the risk management of temporary works with particular attention on the role of the TWC.

They seek to consolidate and build on the risk management knowledge that learners undertaking this role will have established through other experiences on site (likely in other supervisory and management roles), and focus on how to avoid failure in temporary works by adopting appropriate procedural controls, as outlined in BS 5975-1&2:2024.

The refresher course is an opportunity for learners who have attended the substantive TWCTC to revise and update their knowledge and understanding.

2.2   Scope

The TWCTC course will cover the following topics:
- the need for and duties of a TWC
- the other key roles involved in temporary works
- the use of BS 5975-1&2:2024 in relation to the role
- typical documents used in temporary works
- other legislation and guidance that interact with temporary works
- the importance of the four Cs: communication, co-ordination, co-operation and competence
- the need for risk management.

The refresher course expects the same underpinning knowledge and understanding to be demonstrated by learners. It is the responsibility of the trainer to determine the learner's needs.

3.   Entry requirements

3.1   TWCTC

There are no entry requirements for the TWCTC.

Training centres **must** include this section of the appendix on any course marketing material and joining instructions, so that prospective learners (and their employers) can make an informed choice on whether they have suitable knowledge and experience to successfully complete the course. However, in line with the Quality assurance requirements' section on delivery methodology, it remains a training centre's responsibility to determine whether a learner is appropriate to attend the course.

Learners are expected to have a working knowledge of the following legislation:
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Corporate Manslaughter and Corporate Homicide Act 2007
- Construction (Design and Management) Regulations 2015
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- The Personal Protective Equipment at Work (Amendment) Regulations 2022
- The Manual Handling Operations Regulations 1992
- The Work at Height Regulations 2005.

A key issue for temporary works is health and safety, so learners need to be prepared to discuss how health and safety legislation is relevant to temporary works, as well as which Approved Codes of Practice (ACoPs) and guidance notes may assist or contribute to safe practices in temporary works.

Learners need to be prepared to discuss and explore all the core health and safety factors that are integrated into temporary works processes at all stages of a project, from initiation to closure. They will need to have working knowledge of all associated legislation, specifically the Construction (Design and Management) Regulations 2015 in terms of its intention and compliance. Learners must also have a thorough understanding of health and safety principles and understand the importance of risk management, design considerations, inspection and testing, and recording and monitoring requirements.

Learners who have achieved a certificate approved against the Health and Safety in Construction Site Supervision standard (such as SSSTS or SSSTS-R) or the Health and Safety in Construction Site Management standard (such as SMSTS or SMSTS-R), will have gained the knowledge to meet these

expectations. This is not a mandatory pre-requisite, but learners with these achievements will benefit from having this knowledge before attending the course.

To further support learners, CITB has created the Temporary works awareness eLearning, which provides a foundation of the points that will be expanded on in this course. It explores how health and safety legislation plays a pivotal role in temporary works, and how documents which are common to more generic construction activities are a useful aid for planning and ongoing management and monitoring of temporary works.

Learners may find it helpful to complete the Temporary works awareness eLearning, which is free to access, here.

3.2 TWCTC refresher

The TWCTC refresher course is only for delegates who have previously passed the two-day TWCTC or subsequent refresher course, and hold a valid TWCTC certificate. Evidence must be provided to the training provider of their eligibility. Failure to attend the refresher course prior to the expiry of an existing certificate will require learners to re-sit the full TWCTC course.

4. Learner numbers

For the TWCTC, the minimum number of learners per course is **four**, and the maximum number of learners per course is **20**. For the TWCTC refresher, the minimum number of learners per course is **two**, and the maximum number of learners per course is **20**. These minimum and maximum learner numbers are not subject to negotiation.

5. Course duration and attendance

The TWCTC is a two-day course designed to be completed over two consecutive days. Learners must attend the full course, lasting a minimum of 14 hours and 45 minutes (which includes course delivery and examination), to be eligible for certification. Learners must attend the days in order and, where they are not on consecutive days, must complete the course within two weeks.

The TWCTC refresher is a one-day course. Learners must attend the full course, lasting a minimum of seven hours and 45 minutes (which includes course delivery and examination), to be eligible for certification. Refer to the Quality assurance requirements for information on what to do in extenuating circumstances.

6. Course materials

6.1 Publications

This course, including its group work and exercises, is primarily constructed around BS 5975-1:2024 with some reference to BS 5975-2:2024. Learners are expected to have an awareness of the requirements of BS 5975-1:2024, and it is recommended that they bring a copy of BS 5975-1: 2024; however, their own organisation's procedures and guidance on temporary works may be more suitable for reference during the course.

For in-house courses, the trainer is expected to tailor the course around the organisation's procedures providing they are comprehensive and follow the philosophy of BS 5975-1:2024. In these cases, learners will also need a copy of their own organisation's procedures.

6.2 Supporting materials

	TWCTC	TWCTC-R
Scheme of work	**Mandatory**	
Lesson plan template (blank)	**Optional**	
Trainer reference	**Mandatory**	
Course workbook (produced by the trainer and meeting the specification provided in the Trainer reference)	**Mandatory**	
Course exercises (refer to the Trainer reference for full details)	**Four Mandatory**	**Two Mandatory**
Course exercise learner handout	**Optional**	
What do you know? paper	**Optional**	
Glossary of terms	**Mandatory**	
Temporary works documents (blank templates and completed examples) (CITB and/or trainer's own)	**Mandatory**	
Detailed drawings (Trainer's own)	**Mandatory**	
Temporary works image bank	**Optional**	
Simplified flowchart	**Optional**	
Learner personal review	**Optional**	**Mandatory**

Key information

- A scheme of work document is available to each training provider. This details the learning outcomes, assessment criteria, notes for guidance, reference and support materials available for the course. **It is mandatory for the document to be used to assist with lesson planning so that all learning outcomes are met in the delivery of the course (TWCTC) and meet the learners' needs (TWCTC-R).** Training providers may make minor adjustments to the programme to meet learners' needs, as long as the aims and objectives of the course are met.
- Training providers can access the supporting materials online in the CITB secure area.
- Training providers can also use additional support materials to meet the learners' needs, provided that the aims and learning outcomes of the course are met.

The Trainer reference includes:
- a specification for what must be, and what is recommended to be, included in the learner's course workbook
- an outline of the mandatory and optional exercises to support the course.

6.3 Recommended supporting publications

A further reading list is provided in the Trainer reference. This list must also be included in the course workbook.

7.   Course workbook (TWCTC and refresher)

The trainer **must** produce a course workbook that meets the specification outlined in the Trainer reference for both the TWCTC and the refresher. This specification has been introduced to enable a more consistent standard of trainer-generated support material. The trainer must make sure that the course workbook is kept up-to-date so that all information is current and accurate.

7.1   Distribution and format

The course trainer **must** provide a course workbook to each learner at the start of the course. Learners should be given the option of receiving this in either hard or digital copy. This workbook will be retained by the learner upon completion of the course.

7.2   Course workbook content

The notes are expected to cover the entire course subject matter (i.e. the scheme of work) and fulfil the minimum requirements outlined in the workbook specification contained in the Trainer reference. Course notes will not be acceptable if they:

- are copies of slides (slides should follow good practice and contain minimal textual information)
- include only specific company procedures that just say what must be done, without any background. These will not cover the entire course, however relevant they are.

This is not an exhaustive list. For in-house courses, the trainer is expected to insert company-specific procedural examples and requirements into the notes, or alternative methods, as agreed with the client.

7.3   Exercises and interaction with learners

Trainers must include the minimum number of exercises outlined in 6.2 above. Exercises must support the scheme of work and wherever possible draw on, or be centred around, at least one of the temporary works focus topics outlined in the Trainer reference.

Seven exercises are suggested in the Trainer reference, with an explanation of which areas of the scheme of work they support, and how they may be run. A complementary learner handout is available on the trainer portal – trainers have full flexibility to use this in whichever way they see fit – and therefore the document is provided in an editable Word format.

The course should encourage a high level of learner participation: in addition to exercises, further opportunities for learner engagement throughout the course are strongly recommended, for example through questioning and discussions. The course delivery must be supported by a variety of media, including case studies (a minimum of three), images, video, drawings and example documents. Refer to the Trainer reference for more detail on this.

Examples should be spread across the construction industry as far as reasonable, specifically buildings and civil works, including above- and below-ground temporary works situations.

8.   Learning outcomes

Learners taking this course should be able to achieve all the learning outcomes listed below by the end of the course.

Module 1 – What are temporary works?

1.   Types of temporary works
Describe the different types of temporary works and temporary works solutions.

Module 2 – The history of temporary works

2.   The history of temporary works and its legislative framework
Describe the history that set the requirements for a series of changes to create a robust, safety-conscious process for the design, management, installation and removal of temporary works.

3.   The causes and consequences of failure
Explain the hazards, risks, causes and consequences of failure in temporary works.

4.   The avoidance of failure
Describe the techniques used to avoid failure, focusing on the four Cs.

Module 3 – Who is involved with temporary works

5.   Stakeholders' and duty holders' responsibilities and accountabilities
Describe the key roles and responsibilities of the primary stakeholders responsible for managing the safe implementation, management and dismantling of temporary works, including the appointment of key roles.

Module 4 – Planning temporary works

6.   Management and control of design
Explain the management and control of the design, materials, components and key solutions.

7.   Key processes
Describe the key processes that form a safe system of work.

8.   Procurement
State the key elements involved in appointing competent organisations, designers and contractors to manage the execution of the works on site.

9.   Risk classification
Describe the importance of implementation risk classification and its impact on design and risk management.

Module 5 – Managing the construction, erection and dismantling of temporary works

10. Key activities required during the active life of the temporary works
Explain the key considerations for the co-ordination, supervision and checking of works on site during the construction, erection and dismantling of temporary works.

9.   Assessment

Trainers may wish to start the course with a *What do you know?* question paper to establish learner knowledge levels (an informal, initial assessment). Successful completion of the course requires:

	TWCTC	TWCTC-R
Completing mandatory exercises	Four mandatory exercises	Two mandatory exercises
Completing the learner personal review	Optional	Mandatory
Passing the trainer review	Mandatory	Mandatory
Passing the end-of-course exam	Mandatory	Mandatory

We recommend you remind learners at the end of the exam that attendance of the course and exam success does not confer competency as a TWC, but is for the purposes of continuing professional development (CPD).

9.1   Learner personal review

This document must be completed by the learner before the end-of-course exam. The trainer should use it to inform their trainer review. We recommend that trainers inform learners that this can be updated at any time during the course day – learners may find it useful to complete it as a reflection exercise at the point the topics are covered. It is a mandatory requirement for the TWCTC refresher, and optional for the substantive TWCTC.

9.2   Trainer review

The trainer review provides a pass or fail based on the learner's performance and engagement in the **course exercises**, **learner personal review** and engagement in the **course overall**. Further details are provided in the Trainer reference. The trainer review must be completed **before** the end-of-course assessment. If a learner is assessed as failing the trainer review, then they are not permitted to sit the end-of-course assessment.

9.3   Examination paper

The paper consists of 22 questions, selected by CITB, covering all aspects of the course. This exam paper must be taken at the end of the course. Each paper has:

- 18 multiple-choice and/or multiple-response questions (each worth one mark; no half marks available)
- 4 free text questions (each worth one to three marks. Part marks are available, but no half marks should be awarded).

The exam paper must be taken at the end of the course. The examination paper number will be notified when the course booking is accepted by CITB.

The exam pass mark is 78% (21 out of 27). The exam lasts for 45 minutes and must be completed within this time under exam conditions. The examination is open book: learners are permitted to use their course workbook – which may include any notes made by the learner during the course – for the duration of the exam.

The exam paper forms part of the overall assessment as to whether the learner has successfully passed the TWCTC or TWCTC-R.

9.4 Re-sits procedure

If a learner has achieved **all** of the following, then they may re-sit the examination one further time:
- Completed the mandatory course exercises
- Passed the trainer's review
- Gained at least 63% (17 out of 27 marks) in the exam.

The re-sit may take place on the same day or by attending the final day of another course within a 90-day period (the learner is not obliged to re-do the whole course). The re-sit may be conducted either face-to- face or in a remote setting.

The training provider must make the arrangements with the learner and ensure that the same exam paper is not used twice.

A charge may be made to the learner, however; this fee is left entirely to the discretion of the training provider. The training provider may also recover additional costs from the learner, which should be agreed in advance.

Subsequent arrangements will be at the learner's own expense.

If a learner fails the re-sit to TWCTC, they must take the TWCTC course again. The same principle applies to the TWCTC-R course.

When a learner scores less than 63% (17 out of 27 marks) in the final exam for TWCTC, the learner must attend the full TWCTC course again before they are allowed to re-sit the exam. The same principle applies to the TWCTC-R course.

10. Remote delivery

CITB permits the TWCTC and TWCTC-R courses to be delivered as a face-to-face course or remotely via your chosen video technology. The training must follow the scheme of work and deliver the same standard of training, meeting all Scheme Rules unless exceptions or amendments exist in this section.

10.1 Access to Quality Assurance team

The facility to monitor the delivery of any remote training must be made available to our Quality Assurance (QA) team for every remote course being delivered. The Site Safety Plus (SSP) QA team must be invited to attend **every** remote course being delivered. All links to attend should be sent to quality.assurance@citb.co.uk.

10.2 Learner numbers

For a remotely delivered TWCTC, the minimum number of learners per course is **four**. The maximum number of learners per course is **12**. For a remotely delivered TWCTC refresher, the minimum number of learners per course is **two**. The maximum number of learners per course is **12**. These minimum and maximum learner numbers are not subject to negotiation.

10.3 Course duration and attendance

The course duration for TWCTC and TWCTC-R remain the same. However, due to the delivery method, the courses may be spilt as follows:

- **TWCTC** may be completed over two, three or four consecutive days.
- **TWCTC-R** may be split into two sessions. These spilt sessions must be completed over two consecutive days.

In both courses, learners must complete the full course to be eligible for certification.

10.4 Technology

Where a course is delivered remotely, the trainer may choose suitable technology that allows for the course to be delivered in its entirety. At no point, should the difference in delivery method disadvantage the learner's training experience or gaining of knowledge. The chosen technology must not be a barrier to learner interaction or collaboration.

10.5 Course exercises

The mandatory exercises must be delivered in full.

- Learners must be encouraged to make the same levels of interaction that would be expected in a face-to-face setting – e.g. group exercises.
- Learners must have access to the support material required to complete each exercise.
- The trainer must keep a record of the learners' work for audit purposes.

10.6 Assessment

An alternative exam method is in place for any TWCTC or TWCTC-R that is delivered remotely. Due to the nature of the examination questions, it is compulsory to use an online examination tool. Classmarker or Microsoft Forms are recommended by CITB for online assessment. Any other online examination solution must be referred to CITB for approval prior to use, or examinations will be invalid. In these circumstances please contact quality.assurance@citb.co.uk.

Identification must be checked prior to the examination starting and recorded on the course results form (remote training version). During the examination, the trainer may invigilate a maximum of **six** learners. If a course is delivered with more than six learners, either two examination sessions must be conducted, or two invigilators must assess one examination. Each learner must be visible via the video at all times.

Exam material retention should be kept as outlined in the QA requirements. All other exam conditions apply as stipulated in Section 9.

11.   Trainer requirements

In addition to the QA requirements that set out the minimum trainer requirements for all SSP courses, trainers must have attended and achieved this course, as well as meet the criteria below:

Requirement 1	Requirement 2	Requirement 3
• be a member of the Institution of Civil Engineers (MICE/FICE) **or** • be a member of the Institution of Structural Engineers (MIStructE/FIStructE) **or** • be a member of the Institution of Royal Engineers (InstRE).	• be registered with the Engineering Council at IEng or CEng level.	• hold relevant practical and design experience of temporary works (such as falsework, formwork, access and protection).

To complement BS 5975-1&2:2024, we recommend that training centres describe their temporary works course trainers' skills, knowledge and experience for delivering this course on their course webpages, so that learners may better align themselves to a trainer they feel will best suit their needs. An example of this could be included in an area like 'Meet the team'.

It is good practice, but not mandatory, for trainers to also hold one or more of the following qualifications:
- NEBOSH National Certificate in Construction Safety and Health.
- Level 4 or 5 NVQ Diploma in Occupational Health and Safety Practice (or SVQ equivalent)*.
- A health and safety degree.
- NEBOSH Diploma in Occupational Safety and Health Part 2.
- NEBOSH Units A, B, C and D.
- IOSH Level 6 Diploma in Safety Management (or equivalent).

Note: The Level 5 NVQ/SVQ in Occupational Health and Safety has replaced the Level 4 within the Qualifications and Credit Framework. Holders of the Level 4 qualification with a valid certificate will be accepted.

Version history

Version	Date	Reason	Name
02.07	25/03/2025	Re-creation of appendix in Word format after original Word document could not be found. Incorporates comments and changes from Kieron Butler, Barbara Hastie and Jacqui Day, as well as an editorial review. Please note: due to formatting issues arising from converting **back** from PDF to Word, track changes have only been switched on once formatting has been sorted. Version number and date updated in footer.	Will Roszczyk
02.08	08/04/2025	HS&E Technical Developer review – approved formatting. Highlighted missing course info as comments, awaiting further info before approval.	Barbara Hastie
02.09	09/04/2025	Editorial review	Will Roszczyk
02.10	01/05/2025	Amendments to publication section by HSE/Courses. Changes made to reflect focus on part 1 of BS. Wording updated to reflect changes of the extract being removed or being provided.	Adam Chilvers Jacqui Day
03.00	01/05/2025	Editorial review, finalisation of document and PDF creation	Will Roszczyk