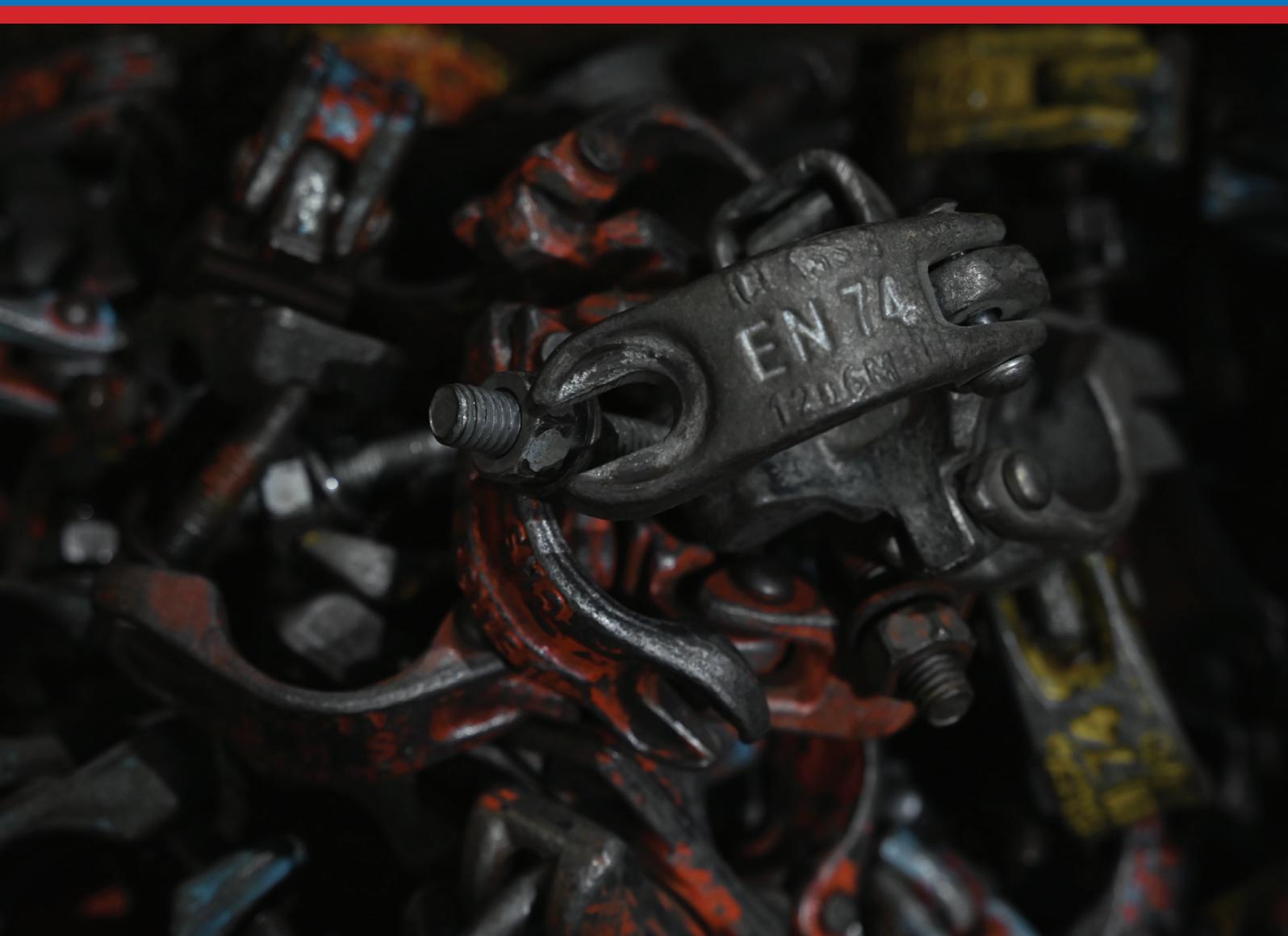




International Scaffolders Training Provider Compliance Guidelines



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Promoting Safe Working Practice
Through Education,
Training and Assessment

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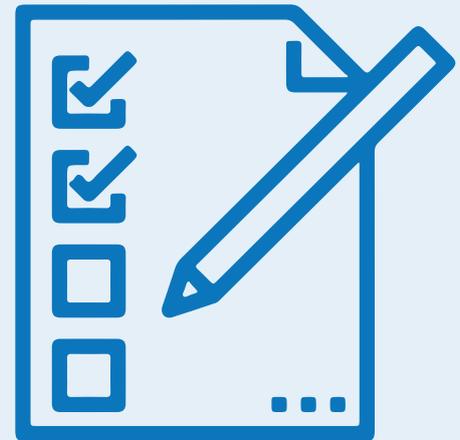
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Section 1

IST Provider Requirements



Introduction

Developed in line with recognised industry best practice and guidance, International Scaffolders Training (IST) offers a range of courses that ensure Operatives, Supervisors and Inspectors obtain the relevant knowledge, skills and behaviours to maintain a safe and productive workplace.

IST programmes combine interactive classroom sessions, with practical erection and dismantling of scaffold structures, delivered by qualified experienced instructors.

IST can be delivered in an approved training centre or onsite, providing the onsite facilities meet the required standard and have been submitted for approval prior to the course taking place.

A training provider must have IST centre approval to be eligible to deliver onsite training.

International Scaffolders Training can only be delivered by IST approved providers.

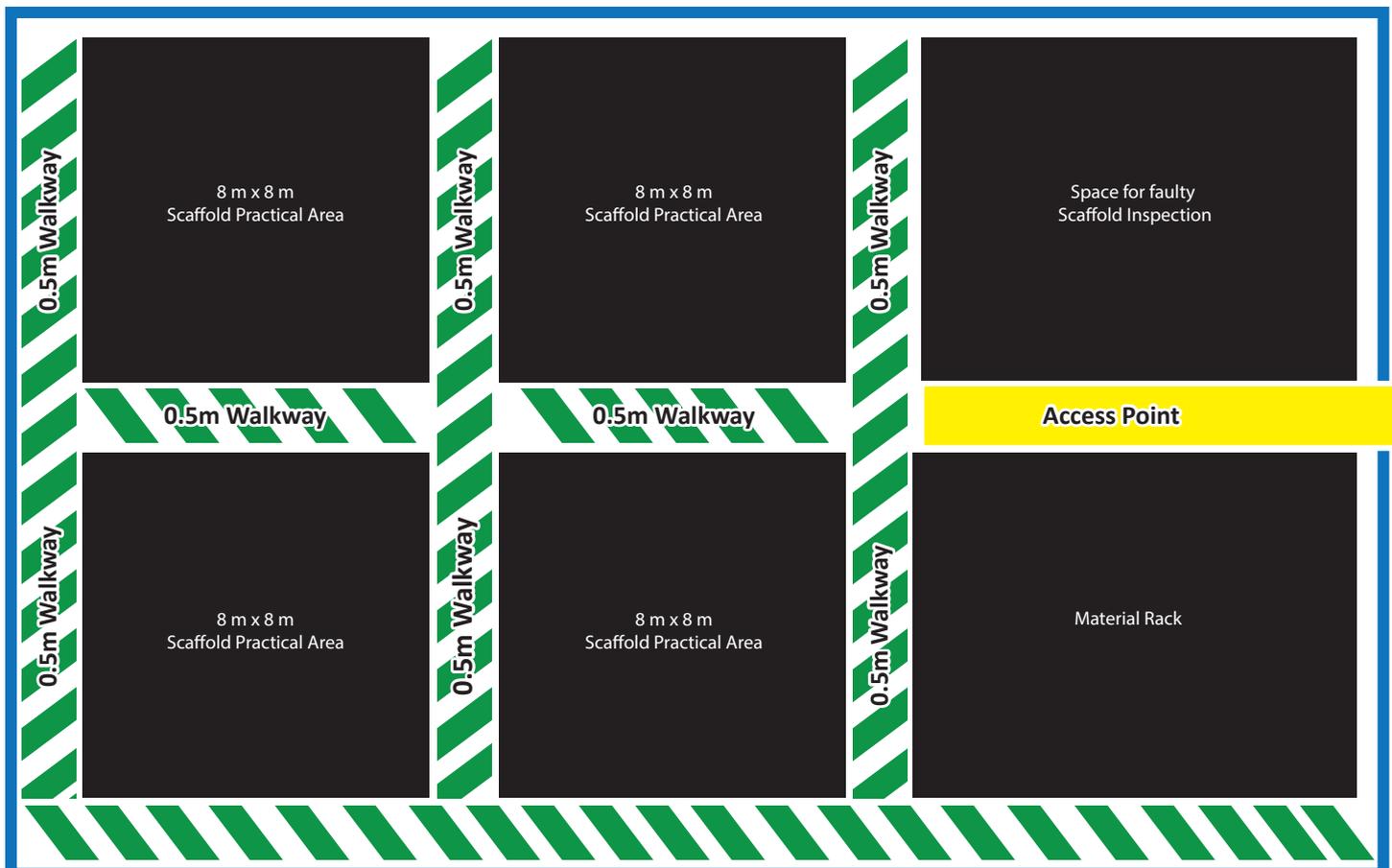
International Scaffolders Training (IST) Provider Requirements

An approved Training Provider will need to fully meet all IST requirements, which will include:

Practical Area Requirements:

- A covered and fully enclosed building
- Minimum Height 8m
- Minimum floor space 280m² (for provision of 1 course)
- Sufficient space for 12 candidates (3 gangs of 4) to erect and dismantle required structures safely
- Suitable floor/ground surface
- Adequate lighting, heating and ventilation
- Suitable agreed and approved steelwork/structures to erect and dismantle more complex exercises (eg suspended scaffold, truss out) which does not impede candidates carrying out floor-based exercises.
- Segregation of practical area consider walkways, handrails etc to keep others using the facility e.g. staff, candidates on other courses at a safe distance.
- Suitable housing of materials rack/stillages etc. within the building. (Racks must be designed).

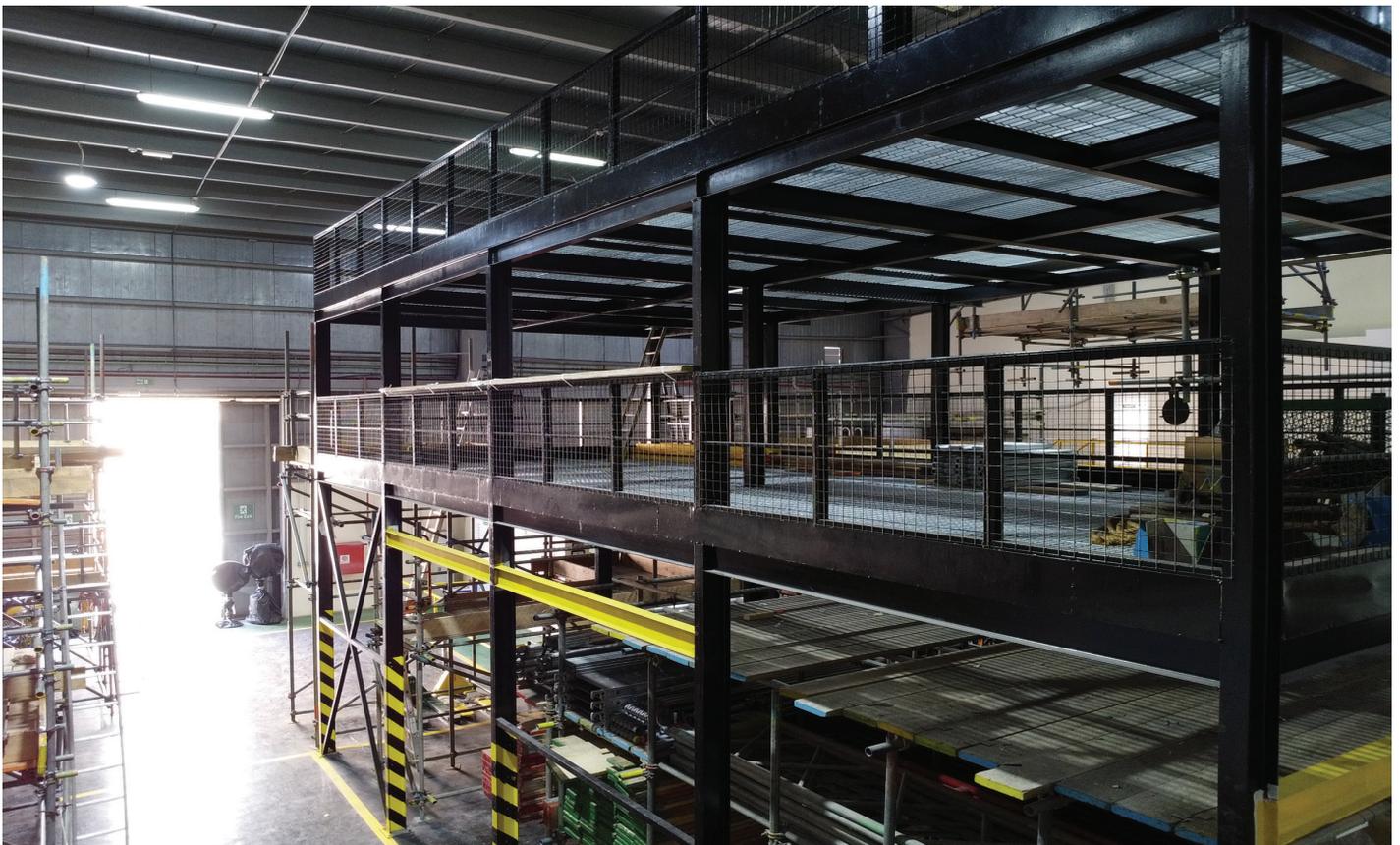
Suggested Floor Plan



Suggested Material Rack



Suggested Structure



Materials

All materials must comply with the relevant BS/EN standards or local equivalent.

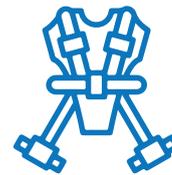
All materials tubes, fittings, prefabricated system scaffolds, boards, ladders and ancillary products must be serviced and maintained in good working order.

Retain sufficient stock levels to adequately deliver all approved courses (see material list page 13)

Current manufacturer's instructions/user guides must be retained by the provider and made available to candidates.



- PPE, Tools, Ancillary Items
- A sufficient stock of PPE, tools and ancillary items must be readily available for all candidates
- Safety Hat
- Safety Gloves
- Safety Boots
- Scaffold Belt
- Scaffold Spanner
- Spirit Level
- Tape Measure
- All PPE and tools must be stored securely
- The provider must ensure that all PPE, tools and ancillary equipment are inspected prior to use.
- The provider must keep records of regular and statutory inspections of PPE tools and ancillary items.
- Candidates may provide their own PPE and tools however these must be inspected by the instructor and ensure that they are fit for use prior to training commencing.



Classroom Facilities

- Sufficient space to comfortably house 12 candidates, the instructor and the relevant training equipment.
- Segregated from disruptions, noise and other candidates.
- Sufficient lighting, heating, air conditioning and ventilation, window blinds if required.
- Relevant training equipment, computer, projector, screen, whiteboard, training aids and props.
- Secure (lockable doors) when candidates are in the practical area.



Health Safety and Welfare

- Provide evidence that appropriate Health and Safety procedures in place
- Supply a current version of the Health and Safety Policy
- Provide evidence of thorough centre specific Risk Assessment for all elements of IST
- Provide effective Method Statements which eliminate or mitigate risks inherent in scaffold training.
- Risk Assessment and Method Statements (RAMS) must include rescue plans for candidates.
- Provide evidence that RAMS have been clearly communicated to all candidates prior to training commencing

Emergency procedures

- Fire and Emergency Arrangements
- Fire and emergency RAMS and procedures must be provided, ensuring that they comply with relevant legislation and best practice.
- Appointed, qualified Fire Warden.
- Appropriate emergency signage, and notice board
- Fire exits and escape route

- Fire exits and escape route
- Designated assembly point
- Fire fighting equipment (extinguishers in good working order regularly inspected)
- Evidence of fire drills taking place.
- Provide evidence that Fire and Emergency RAMS have been clearly communicated to all candidates prior to training commencing



Medical/First Aid arrangements

Medical/First Aid RAMS and procedures must be provided, ensuring that they comply with relevant legislation and best practice.

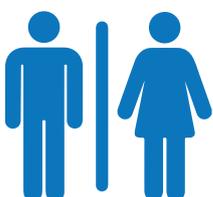
Including:

- A Fully trained and qualified First aider
- Instructors to be emergency first aid at work qualified
- Suitable and sufficient First aid equipment available
- Appropriate medical/first aid signage, and notice board
- Provide evidence that Medical/First Aid RAMS have been clearly communicated to all candidates prior to training commencing



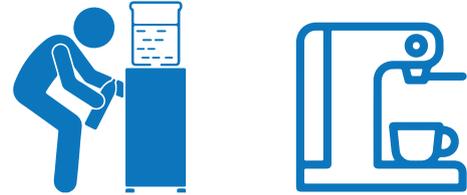
Toilets and Washroom Facilities

- Provide suitable toilet and washroom facilities
- Hot water and soap must be available



Catering and Refreshments(Optional)

- Provide Candidates with Lunch
- Provide suitable areas for eating, preparing food, making hot drinks.
- Provide drinking water for candidates



Insurance

Providers must have adequate insurance cover in place

Including:

- Employers Liability
- Public Liability
- Professional indemnity



Training Programmes/Course paperwork

The majority of the relevant IST programmes and paperwork will be provided by IST.

Including:

- Course Overview and content
- Programmes will be delivered in English.
- Translators may be present to assist candidates if English is not their first language.
- Course duration will be specified by IST and must be adhered to.
- A minimum of 6 hours training + suitable allotted breaks for refreshments, lunch etc per training day
- Consideration will be given to extreme weather conditions and religious holidays.
- A practical and theory assessment is included in all programmes with the candidate being required to successfully complete both elements to pass the course.
- Practical performance of each candidate will be reviewed throughout the course and the skills test
- Failure to demonstrate a suitable level of practical skills will result in a failure and the candidate will be required to complete the whole course again.
- If a candidate fails a theory test, they may return within a 6-week period to re-sit. If they fail for a second time, they will be required to complete the whole course again .
- Lessons Plans
- PowerPoint Presentation

- Multiple Choice question papers/question bank (80% pass rate)
- Design Drawing for each structure
- Practical skills assessments
- Certification
- Feedback/Course evaluation forms
- Card application details



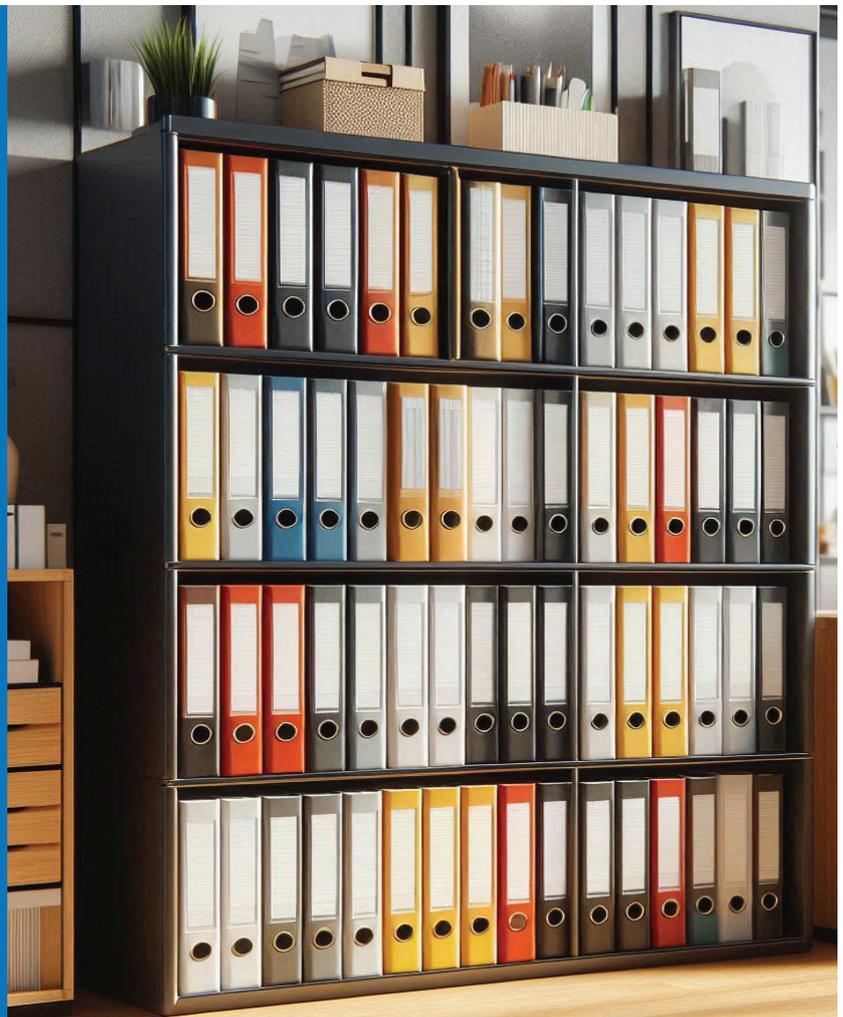
Centre Administration

The approved provider must produce and keep records of all associated paperwork relating to IST delivery. These will be audited annually or upon request by IST.

Including:

- Centre specific RAMS
- Centre specific Joining Instructions
- Proof of candidate eligibility for course attendance
- Any courses content which has been translated
- Proof of maintaining courses records date, candidate details, number of courses delivered, type of courses delivered
- Candidate performance review including test papers/practical Assessments, pass or fail
- Candidate course feedback
- Proof of registering IST courses, candidates and applying for their card in a timely manner. Within 10 working days of the courses being completed.
- PPE and stock Inspection records

Centre Administration



Instructor Requirements

IST will hold a database of registered Instructor.

Instructors must be registered with IST prior to delivering training and must meet the following requirements:

- Hold an Internationally recognised scaffolding qualification
- Minimum of 5 years verifiable practical onsite scaffolding experience required.
- Minimum of 10 years practical on site scaffolding experience (to deliver Scaffolder, Advanced, Advanced Inspection, Supervisor VOC, Refresher Training)
- Recognised Instructional/Teaching qualification (AET Level 3 or equivalent)
- Current Emergency First Aid at Work certification
- Attend relevant IST courses and hold IST card for the courses they wish to deliver.
- Observe and co-present relevant IST course with qualified instructor
- Deliver a course under observation and be signed off by a qualified instructor or IST auditor/representative .
- Instructors must deliver a minimum of 3 courses before progressing to the next course
- Instructors will oversee only 1 course at any given time
- IST limits each course to a maximum of 12 candidates, Instructors must not allow this number to be exceeded. *This is dependent upon centre capacity.
- Verification Of Competence (VOC) courses are limited to 9 candidates (3 groups of 3). The instructor will ensure that each candidate takes a turn leading operations during group practical exercises.
- Recognition of prior experience will be given for those you have previously delivered scaffolding training and are a registered scaffold instructors through other internationally recognised programmes.
- Instructors must ensure that they maintain current industry knowledge via continual professional development

***Instructors may have their accreditation withdrawn should they not perform to the required standard, neglect their professional duty or in any way bring IST into disrepute.**



Onsite Delivery

- Approved Providers can deliver IST programmes onsite providing they have been registered and approved in advance.
- The Provider must complete and submit an onsite delivery form, providing photographic/video evidence that adequate facilities, including practical area, classroom, materials, Instructor, welfare, sanitation, fire and emergency equipment and procedures are in place.
- If when arriving on site, the proposed onsite location fails to meet all of the relevant IST requirements the course must not go ahead.
- A maximum of 12 courses can be delivered at any one venue within each 12-month accreditation period.
- If the number exceeds 12 course this location will require to undertake an approval audit visit.
- See Fees page 12

IST Terms and Conditions

- Prior to Approval being confirmed a Training Provider must sign IST Terms and Conditions document
- The agreement will run concurrently with the 12-month accreditation period.
- The Terms and conditions and IST scheme highlight what is expected of the Training Provider.
- By signing the document, the Training Provider is agreeing to be bound the scheme rules the terms and conditions outlined.
- See Section 3-page 14 Additional Terms and Conditions



Section 2

IST Provider Approval

Gaining IST Approval

- Contact IST info@internationalscaffolders.com Tel; +971 04 338 7236
- Successfully Complete Pre Approval Desktop Audit (See Fees on Page 12)
- Arrange Centre Approval Audit
- Successfully Complete Annual Approval Audit

IST Terms and Conditions

Prior to an initial approval visit taking place, you will be required to complete an online desktop audit providing all relevant information, plus photographic/video supporting evidence.

- IST will confirm receipt of the submission.
- Those who have successfully completed the desktop audit will then be contacted to make arrangements for an approval visit to take place.
- IST will advise those who have failed the desktop audit of any remedial actions required and a suitable timescale for resubmission, should they wish to proceed with their application.

IST Audits - Centre Approval, Annual Approval and Intermediate Audits.

- Centre Approval Audits will be carried out by an approved IST auditor.
- IST course approval and centre capacity will be dependent upon having the required facilities, classrooms, materials, training structures, qualified instructors etc to deliver each course.
- Upon successful completion of an approval audit a IST Centre certificate and plaque will be issued to the training provider, they will be added to the IST website, and they can begin training.
- Annual approval audits will be graded. The frequency of further audits may be affected by the grade achieved.
- Any significant changes or modifications to a centre must be agreed in advance with IST. These could be structural changes or changes of use of the facility.
- Additional intermediate approval audits may be required to confirm the centre continues to meet IST conditions.
- A pre-approval desktop audit and full approval audit will be required for any additional centres a provider may wish to open.
- See SECTION 2 Page 12 for Fees.

Sanctions

- IST will advise those who have failed an approval audit of any remedial actions required and a suitable timescale for completion.
- Failure of an approval audit may result in sanctions being imposed and possible withdrawal of approval for the provider, the instructor or both.
- IST may impose a series of intermediate audits to ensure remedial actions have been implemented and remain in place.
- Sanctions may also be imposed for failing to meet the terms and conditions outlined on the Service Level Agreement
- Sanctions imposed will depend upon the severity of the non-compliance issues. Repeat offences or a major non-compliance issue may result in IST approval being withdrawn.

Interim unannounced audits will take place throughout the accreditation process.

Appeals

- The decision to grant Training Provider approval, impose sanctions, suspend or withdraw approval is made by the IST Auditor on behalf of IST.
- Any appeals against the IST Auditor's decision must be made in writing to IST. The appeal must be received within 7 days of confirmation of IST decision.
- The IST board will meet to consider the Training Provider Appeal within 14 Days.
- The Findings will be forwarded to the Training Provider.
- The decision of the Board will be final.

Fees

Service	Fee
Pre accreditation audit. Desktop/online	£ 500
Initial Accreditation includes audit and 12 months approval (Initial accreditation package includes relevant IST course resources)	£ 2,400
Additional course approval (per course)	£ 250
Cards (physical card and virtual online access)	£ 25
Certificates	£ 5
Onsite Registration administration fee	£ 50

All costs associated with the physical audit will be met by the training provider.

Travel: For journeys over 6 hours (total travel time) Premium Economy/Business Class travel will be required.

Accommodation: Must be 4* or above

Subsistence: Meals must be provided



Section 3

IST Supporting Information

Example of Material

SR	Description	Qty	Remarks
1.	Scaffolding Tube 6M	80	BSEN 1139 48.3mm/ Diameter 4mm/ Thickness
2.	Scaffolding Tube 4.50M	25	
3.	Scaffolding Tube 4M	126	
4.	Scaffolding Tube 3.50M	85	
5.	Scaffolding Tube 3M	120	
6.	Scaffolding Tube 2.50M	264	
7.	Scaffolding Tube 2M	290	
8.	Scaffolding Tube 1.50M	210	
9.	Scaffolding Tube 1.00M	48	
10.	Scaffolding Board 4M	210	BS 2482
11.	Scaffolding Board 3M	30	
12.	Scaffolding Board 2.50M	144	
13.	Scaffolding Board 2M	120	
14.	Scaffolding Board 1.50M	20	
15.	Double Coupler	825	EN 74
16.	Single Coupler	500	
17.	Swivel Coupler	240	
18.	B.R.C Clamp	120	
19.	Sleeve Coupler	105	
20.	Base Plate	60	
21.	Sole Board 450mm	60	
22.	Ladder 3.50m	12	
23.	Ladder 6.0m	1	
24.	Hatches	9	
25.	Ladder Clamps	48	
26.	Safety Gate	12	
27.	Gin Wheels	3	
28.	Gin Wheels Rope 18mm (12m Long)	3	
29.	Steel Ladder Beam 6m	8	
30.	Steel Unit Beam 3.50M	6	
31.	Steel Ladder Beam 4M	6	
32.	Steel Ladder Beam 3M	1	
33.	Fitting Bag	6	

Estimated amount of materials depend upon accreditation

IST Additional Terms and Conditions



- Approved Training Providers, Instructors and staff will work in the best interests of IST and not act in any way which could be deemed to bring IST into disrepute.
- IST logos may only be used by Approved Training Providers and in relation to the courses they have approval for.
- All Fees must be paid in advance when seeking approval and then in timely manner going forward.
- Approved Centres will be kept in a clean and safe condition, this includes practical areas, material storage, classrooms, welfare facilities etc
- Any significant changes to the Approved facility must be discussed with IST prior to it taking place. This may affect their approval status.
- Approved Providers must inform IST if they wish to move premises, this would be subject to the full approval process.
- Approved Training Providers will keep sufficient stock of materials and ancillary equipment to deliver all courses they are approved for
- All scaffolding materials and ancillary equipment must be maintained in good working order
- Sufficient levels of PPE must be retained for all candidates
- PPE and ancillary equipment must be inspected as per statutory requirements.
- Records of PPE and ancillary equipment inspections must be retained for audit purposes
- The Approved provider should have procedures in place to check PPE brought to the centre by the candidate and ensure it is good condition.
- Only registered IST Instructors can deliver IST training
- IST Instructors must not deliver courses they are not registered to deliver
- IST Instructors must deliver the courses as per IST programmes
- IST Instructors must supervise candidates at all times whilst at the centre
- All candidates should be treated with respect.
- All training, testing and assessments must be carried out in a proper and unbiased manner
- Candidates' performance (practical and theory) must be reviewed over the full duration of the course and relevant paperwork recording this must be retained for audit.
- Candidates will be informed at the end of the course if they have passed or failed.
- If they have failed, they will be provided with information as to where they did not meet the required standards and what they will need to improve on, prior to returning to the centre.
- This information will also be forwarded to the employer/sponsor if the candidate has not paid for the training.
- Candidates who fail to meet the required standards of the practical elements of the course will be deemed to fail and will need to re-sit the course after gaining more practical experience.

- Candidates who fail the theory element of the course may return for a resit within 6 weeks.
- Should the candidate fail the theory element for a 2nd time or not return within 6 weeks, they will be deemed to have failed and will need to re-sit the course at a later date.
- Those who have successfully completed the course will be issued with a uniquely numbered IST certificate and IST cards.
- Only IST certification must be issued following IST training
- Approved Providers will apply for the certificates and cards on behalf of the candidate
- Certificates and cards will be issued to the candidate directly if they paid for the course or their employer/sponsor if not.
- The decision to approve a centre, impose sanctions, suspend or withdraw IST approval remains at the discretion of IST Auditor, Representative.
- IST reserves the right to review and revise terms and conditions at any time
- IST will inform Approved Providers of any changes
- Approved Providers and Instructors must ensure they are working to the most up to date criteria.
- IST does not accept any liability in contract or negligence related to the delivery of International Scaffolders Training.