



H & K TRAINING SERVICES LIMITED
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TRAINING INFORMATION SHEET

TWC Temporary Works Co-ordinator

Course overview	This course provides delegates who have responsibility for managing all forms of temporary works with the knowledge and confidence to engage with contractors, to reach an assessed standard of knowledge.
Course duration	2 day 7.5 hours each day
Suitability	This course is designed for those on site with responsibility for managing all forms of temporary works.
Venue	Ashford, Kent Training Centre (address above) or client's premises.
Tutor(s)	Alex Wren
Delegate numbers	Expected 10-12 but no more than 20. Minimum of 4 for the course to run.
CPD	Unlikely to be relevant but some potential for management.
Assessment	Formative through tutor evaluation, activities and examination.
Certification	This course is accredited by CITB
Materials	All required course materials and equipment will be provided.
Dress code	Casual but no soiled footwear or clothing at our Training Centre please.
Course fees	To be determined through contact with the Training Centre and dependent upon location and format of course.
Booking	Through Hayley Ford at the above contact details and via our booking form. Joining instructions will be provided in advance of the course commencement.
Cancellation	7 working days or more – no cancellation fee. 2 – 6 working days = 50% booking fee is chargeable. Less than two working days = 100% of booking fee is chargeable. Transfer to another course through application to the course administrator.

Contents

Course explanation and aims

Modules

- The importance of the '4Cs': communications, cooperation, coordination and competency in managing temporary works as a Temporary Works coordinator
- Understanding the need for, and the duties of, a temporary works coordinator
- Understanding the roles of others
- Understanding BS5975, the code of Best Practice for Temporary Structures on Building Sites
- Statutory aspects of temporary works
- Risk assessments and method statements
- Management of the temporary works process

Assessment, Activities and Examination