

A large-scale construction site featuring a multi-story building under construction with extensive scaffolding. In the foreground, a group of construction workers in high-visibility yellow and orange gear are gathered in a circle, engaged in a discussion. To the left, a blue Liebherr 2440 crane is visible. The ground is covered in gravel and various construction materials and equipment are scattered around.

• EC  
ITB\*

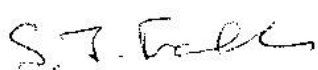
# ECITB COURSE CATALOGUE

CAT01 RV1 | December 2023



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Document	CAT01 ECITB courses catalogue	
Document owner	Products department, ECITB	
Reviewed and approved	Signature:  Name: Steve Franklin, Head of Products	Date: 04/12/2023

Version	Date	Author	Changes
RV01 (release version 1)	4/12/23	Catherine Lambert	First release

## ECITB training courses

ECITB training courses have been developed jointly with EC companies and the ECITB and delivered by ECITB approved training providers and trainers,. They are designed for face to face training (in person and over the internet). ECITB provides all of the training materials. The training is a mixture of presentations, discussions and practical exercises along with consolidation of the learning –

At the end of a course, a consolidation activity take places. This can be a knowledge test, a practical test, submission of a personal action plan linked to the training by the learner etc.



If the consolidation is a knowledge test, the question paper will include a minimum of one multiple-choice or short answer question for each of the enabling objectives. Short answer questions have an emphasis on real examples and test the candidates' understanding of how to behave appropriately in each situation.

If the consolidation is a practical test, the course materials will include a resource list and sometimes a drawing or representation of the required training rig.

## CCNSG (client contractor national safety group) Safety passport

### 2-day national course

Workforce safety is a critical priority and, the Client Contractor National Safety Group (CCNSG) Safety passport is the engineering construction industry safety card. It is a recognised badge of achievement in safety training.



CCNSG has proved a significant force for good in engineering construction health & safety since its introduction in 1990. Today its influence continues to grow. CCNSG training is fully backed by the HSE, which recognises the "sustained and significant contribution the CCNSG scheme has made to reducing injury rates in engineering construction."

Workers must have a valid CCNSG Safety Passport to enter many engineering and construction sites and about 30,000 people complete the course each year. It has also achieved recognition overseas with nearly 500,000 cards issued in total.

All individuals that are new into the Engineering Construction industry should undertake the initial 2-day CCNSG safety passport course. It is a face-to-face course with four short (20 questions) tests that must be passed. Successful attendees receive a CCNSG photo card that is valid for 3 years.:

### CCNSG renewal

Delegates can take a 1-day refresher course with a 60-question test or alternatively a test-only renewal which is an online 60-question test taken at an ECITB approved training provider's office. Renewal must be completed before the old card expires, and the new card will be dated 3 years from the expiry of the old card so no time is lost.

### CCNSG Leading a team safely

Following successful achievement of CCSNG card, this 1-day workshop is for those supervising onsite teams. This course introduces health and safety management within small teams, communicating health and safety requirements and processes effectively to help ensure workers operate on site more safely, lowering risk to themselves and others.

## Technical short courses

The following courses can be used to upskill your workforce, usually after completing initial H&S training or gaining a CCNSG card. These ECITB technical short courses are a mixture of knowledge theory and practical training and are based on ECITB Training Standards. They are an alternative to providers developing and approving their own courses through ECITB's provider course approval process (PCAS).

### Abrasive wheels (handheld and bench mounted)

A 1-day course that covers relevant health and safety factors; safe handling practices; the types of abrasive wheels and their operating equipment; safe operation and handling of angle grinders and bench/ pedestal grinders during engineering activities. It includes an assessment and 5 practical exercises covering fitting, checking and using cutting and grinding discs on a hand-held grinder; properly removing & replacing a bench mounted grinder stone; adjusting the tool rest, dressing the stone and performing a grinding activity.

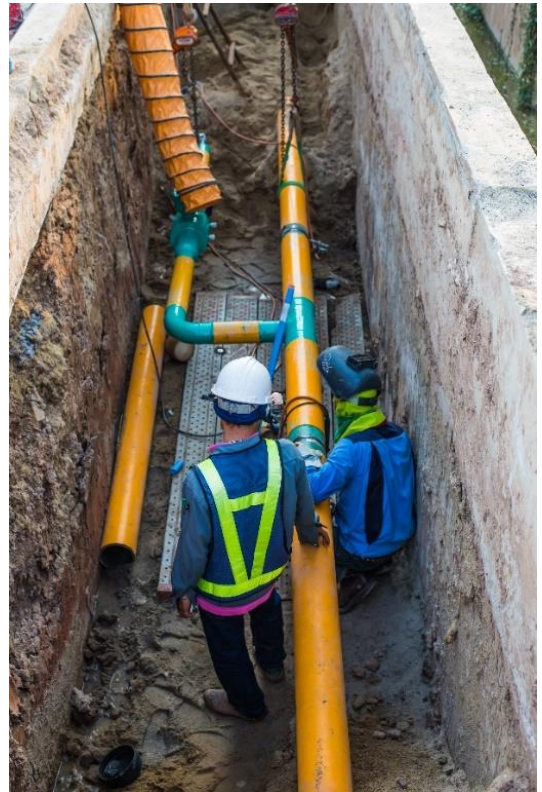
### Confined space working

#### Low risk confined space

A 1-day course that introduces relevant regulations, procedures, and practices; the equipment, hazards, and specific requirements for entering and working safely in low risk confined spaces; following procedures and dealing with emergencies. It includes an assessment and two practical exercises including a simulation of a dangerous situation occurring in a low risk confined space requiring completion of emergency exit procedures.

#### Medium risk confined space

A 1-day course is about working in confined space environments where there is a medium risk that a specified hazard may be present. It requires the use of escape breathing apparatus and involves the presence of one or more people - positioned outside the confined space - who have designated responsibilities for controlling the entry and dealing with emergencies. It includes an assessment and two practical exercises including a simulation of a dangerous situation occurring in a medium risk confined space requiring use of an escape set.



#### Firewatcher

A half-day course introducing the fundamental principles of the fire watcher role on an engineering construction site. The training includes how to follow a safe system of work, observe and monitor for the risk of fire especially in hot work areas and what to do if a fire is discovered including raising the alarm, evacuating others safely and discharging a fire extinguisher.

### Manual handling

A half-day (4.5 hours) course that covers common factors relating to manual handling operations including hazards and risks and the techniques required to perform manual handling operations safely. It includes an assessment and two practical exercising consisting of an individual and a team lift

## Working at height

A 1-day (6 hour) course that introduces safe working at height practices; work area and equipment preparation techniques required to work safely at height; safe working at height practices whilst performing engineering activities; completing work at height activities safely and reinstating the work area. It includes an assessment and two practical exercises covering preparing a work area for a working at height activity; inspecting lanyards and harnesses for defects; accessing a platform with a selection of tethered tools, using an inertia reel, lanyard and three points of contact to ascend and descend a fixed ladder and reinstating the work area when complete.

## Working safely with hand and power tools

A 1 ½ day (12 hour) course covering identifying and safely using a range of hand and power tools to carry out engineering tasks. Learners are introduced to the risks associated with working with hand and power tools and the importance of pre and post use checks when working with tools. It includes an assessment and four practical exercises covering measuring and drawing; using hand tools to measure, cut and file; using power tools to drill holes and secure a bar/channel to a surface.



## Foundation unmanned aircraft system (UAS) operations (5 days)

Companies from the EC and related sectors have worked together with ECITB to create a course to train someone to plan, carry out and complete use of an industrial drone to capture data safely and effectively.



This training course is ideal for existing employees who wish to develop their skills operating UAS for their employer or who want to enhance their employability prospects including UAS pilots seeking to offer services on industrial sites, those looking to gain a greater understanding of UAS as a career or business and managers who would like an understanding of how to manage contractors and operations on-site.

The course includes: terminology, related legislation, operating limitations, UAS systems and capabilities, control of the drone and factors that can impact its control, using the drone to capture images and data and how the data should be handled and stored (including in relation to data protection legislation),

typical hazards including the impact of weather and how to handle this, how risks can be mitigated and ensure they are as low as is reasonably practicable, the role human factors can play in errors in safe operation, how to plan and carry out commercial drone operations and post flight activities.



## Supervisor and personal skills

Effective supervision, chargehand, personal and leadership skills are integral to the successful running of engineering construction projects. With this in mind, the ECITB has worked with engineering construction companies across the UK to develop a range of courses that are ideal for developing Chargehand/Team leaders and Supervisors/Lead Engineers.

These courses provide tools and techniques and training that can result in increased confidence, increased effectiveness and ultimately increased respect in the workplace for those working in these positions.

### Giving supervisors the edge – ECITB’s supervisor training programme

This training programme includes 4 separate modules that focus on the most important areas for supervisor development, as perceived by employers. They can be taken sequentially or at separate times.

#### Module 1 Taking the lead (3 days)

Managing self, others and resources. Using effective communication to enhance leadership, delegating effectively, motivating others, empathising and ensuring inclusiveness.

#### Module 2 Achieving Performance (2 days)

Effective ways to lead, develop and influence teams, dealing effectively with change management and unplanned events.

#### Module 3 Sustaining Success (2 days)

Practical tools used to lead a team including task planning, project delivery and budgeting. Project planning and contracting and ensuring quality in delivery.

#### Module 4 Supervising for effective on-site safety (2 days)

Preparing a site-based work team to work safely through activity briefings, leading and monitoring the team and individuals. Tools for risk assessment and control measures for hazardous working environments and simultaneous operations.



## NAECI industrial relations

The National Agreement for the Engineering Construction Industry (NAECI) sets comprehensive terms and conditions of employment for hourly-paid engineering construction workers on major and basic engineering construction projects, repair and maintenance sites and events / outages throughout the UK. The NAECI has been in existence for nearly 40 years.

This is a specialist, two-day training course for site managers, supervisors and employee representatives working on engineering construction projects using the NAECI anywhere in the UK.

## Chargehand training



For new and experienced chargehands with little or no previous training. This is a highly interactive 2-day course which covers the basic requirements of 'Taking CHARGE'. As well as an awareness of basic knowledge and skills the course is designed to help individuals understand the changed relationship with their team and become more confident in their approach.

The aim of the ECITB Chargehand Development Courses is to enable an individual to understand the main differences between being a team member and a team leader. It asks two questions: 'What do I have to DO?' And 'What do I need to BE?' in the new role.

At the end of this interactive training, delegates should be more knowledgeable and skilful in communicating effectively, managing performance and engaging with people -resulting in more effective and safer working on-site.

## Coaching skills workshop

This 1-day course is suitable for team leaders at all levels of an organisation and for others who have a responsibility, or the need, to facilitate a person's development to make them effective in their position or help them towards a promotion. Prior knowledge of coaching is not assumed or required. An interactive course, that provides the opportunity in a safe and structured environment to practice coaching skills and receive feedback.

## Project control, estimating and risk

### ECITB certificate in project controls

This nine-month training course is ideal for those new to and moving into project control - especially trainee technicians and apprentices.

It is a comprehensive programme that covers all aspects of estimating, planning, scheduling, monitoring and control. Learners are taught through a blend of classroom workshops that include theory and practical exercises alongside assessments and work on a simulated project.

Modules include the fundamentals of project management and control, project initiation, risk and change management, estimating and scope definition, procurement, document control, planning and scheduling, work breakdown structures and cost control, progress monitoring and forecasting and jobsite management.

Learners research and review how estimating, planning, contracting and control etc. are undertaken in their own company and, in teams, they complete a simulated industrial project that runs throughout the duration of the course. This brings the learning to life and reinforces how to apply the skills.

This does not lead to a regulated qualification.



## Estimating methodology and practice

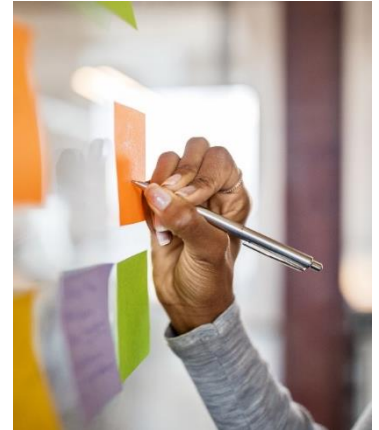
This 3-day course gives an overview of the principles and practices of estimating and how the role is linked to all activities company wide. It includes training on the technical abilities associated with preparing an estimate, including theory and putting the methods into practice with practical exercises throughout. It includes training on the interpersonal skills that are critical to gathering the information required to estimate as well as reporting the estimate to senior management as well as the

## Introduction to project controls

Ideal for those who require an introduction to the role of the project controller or project practitioners with little or no formal training in the subject of project controls or project management. This 3-day course gives an insight into the fundamentals of project control including estimating, planning, scheduling, cost engineering, risk, information management and communication.

## Managing risk as part of a project team

This 1-day course is an introduction for anyone who works in or with a project team and needs to develop their understanding of risk management. The course introduces delegates to risk terminology, the risk management process, the practical implementation of a risk management plan, and the tools and techniques commonly used in good practice project risk management.



## Project document managers' course

The principles of project document management, a 2-day course, that aims to enable an individual to understand the requirements for setting up, running and closing down document management on a project. The training focuses on the principles underlying the function in order to be transferable across companies. It includes setting up document management to ensure transferability across a company and the supply chain, understanding requirements, quality, legal and contractual requirements, setting up processes and leading the document management function.

## ECITB catalogues also available



CAT02 ECITB technical test catalogue



CAT03 ECITB training standard catalogue