

Registered Design and Technology
Health and Safety Consultants

RDTHSC HANDBOOK 2019

D&T Association Health & Safety Training
Standards in Design and Technology



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- This handbook has been written to clarify the procedures and practices to be followed by all Registered Design and Technology Health and Safety Consultants (RDTHSCs) when preparing teachers and support staff to meet the D&T Association Health & Safety Training Standards in Design & Technology.
- **All RDTHSCs are required to read and familiarise themselves with the contents of this revised handbook and to use it as the basis of their practice.**
- If you have any issues, concerns or difficulties in relation to the adoption of the materials contained within this document, please e-mail Lata Patel – lata.patel@data.org.uk

Contents

• Introduction	2
• Quality Assurance	3
• The RDTHSC Code of Practice	4
• Training the trainers	6
• Making contact with schools and colleges	8
• The Closed User Group – ‘CUG’	10
• Training in practice	11
• The accreditation procedure	36
• How to become a RDTHSC – Procedure for a RDTHSC applicant	38

Introduction

- The RDTHSC Handbook has been updated to clarify the procedures and practices to be followed by all Registered Design and Technology Health and Safety Consultants (RDTHSCs), and trainers working under the quality assurance of an RDTHSC, when preparing teachers and support staff to meet the D&T Association Health & Safety Training Standards in Design & Technology.
- It is important that this handbook is read in conjunction with:
 - *D&TA Health and Safety Training Standards in Design & Technology 2018*
 - *BS 4163:2014 Health and safety for design and technology in educational and similar establishments – Code of practice*
 - *D&TA Risk Assessment in Secondary School & Colleges Design & Technology Teaching Environments, revised in 2017*
- The D&T Association, with the support of the TDA, NAAIDT and a range of professionals, covering all phases of education, developed this health and safety training scheme. It is managed by the D&T Association, which keeps a database of all accredited colleagues.
- The scheme has national status and can form the basis of local safety codes of practice and risk assessments. The scheme however is not mandatory. The standards are minimum standards and could be extended, for example, to provide additional control measures. Individual establishments could decide not to use the D&TA standards at all. It should be noted that there is no risk to an individual until an accident occurs. However, once there is an enquiry after an accident, an individual, a governing body or a Local Authority (LA) would have to give good reason for not following a nationally recognised scheme. Furthermore, they would have to prove to a court of law that any safety measures in place were at least as stringent as the nationally laid down standards. RDTHSCs and trainers need to be able to explain this to individuals or establishments contemplating not following this national scheme.
- BS 4163:2014, as a British Standard Code of Practice, provides the 'benchmark' against which the practices in education establishments would be compared. Implementation of this code of practice is not a legal requirement. However, it has 'quasi-legal' status in that it provides the means to demonstrate how to practically comply with the law. It shows that reasonably practicable steps have been taken to minimise risks from the machinery, equipment, processes and materials used.
- Specifically, BS 4163:2014 notes that:
 - *'Employees should be competent to undertake the tasks expected of them. The competence of relevant employees should be part of the risk assessment process.'*
 - *'Proper health and safety training should be provided to employees on induction into the school and when exposed to any new or increased risks.'*
 - *'The Design and Technology Association has published training standards which provide a framework that employers can use to cover all elements of health and safety training for D&T.'*
 - *'Refresher training should be undertaken at least every 5 years.'*
 - *'Accreditation provides a record of the training undertaken.'*
 - *'All employees and supporting adults should be trained in safe use of equipment, machinery and processes during initial training, or by in-service training.'*
 - *'All those involved in any aspects of food handling should have at least a recognized food safety certificate.'*
 - *'Learners should only work in a high-risk area when it is fully under the control of a person competent to work in the area (i.e. a person with demonstrated competency through the D&T Association training scheme).'*
- The D&T Association H&S Training Standards and Accreditation Scheme should be considered therefore to be the 'benchmark' for health and safety training in schools and colleges.

Quality Assurance

- The D&T Association continually strives to ensure the quality assurance of the health and safety training scheme.
- Quality assurance is achieved in a number of different ways, including:
 - use of the D&TA H&S Training Standards, matched to the requirements and expectations of the British Standard Code of practice, BS4163:2014;
 - adherence to the RDTHSC Code of Practice and the RDTHSC handbook;
 - use of common training materials to deliver the Primary, Core, Specialist and Specialist Extension Level H&S Training Standards, accessible to RDTHSCs on the Closed User Group (CUG) on the D&T Association website;
 - compulsory attendance by all RDTHSCs at conferences and the initial and refresher 'training the trainers' programme as required;
 - undertaking monitoring visits to existing RDTHSCs as required;
 - new RDTHSCs will be subject to a monitoring visit twelve months after becoming a fully registered trainer or at the Association's discretion;
 - access to the D&TA for advice and support as required.
- The D&T Association is responsible for the quality assurance of the H&S training delivered by RDTHSCs to meet the D&TA H&S Training Standards, and all RDTHSCs are required to sign the Code of Practice and agree to follow these QA procedures. Failure to comply is therefore not acceptable and will result in the withdrawal of RDTHSC status by the D&T Association.
- The D&T Association needs to be certain that all RDTHSCs are delivering training that fully meets the high expectations set by the D&TA H&S Training Standards and associated training materials, and requires the full support and compliance of all RDTHSCs to achieve this.
- The D&T Association recognises that pressure can be put on RDTHSCs to move away from the agreed procedures of the H&S scheme, for example to short-circuit the time needed to deliver training. However, the Association's expectations for both initial and refresher training are clearly set out.
- If RDTHSCs have concerns that any training being arranged with schools falls outside of the parameters set by the procedures that are in place, RDTHSCs should contact Lata Patel at the D&T Association with the course proposals and will be advised accordingly.

Professional Code of Practice

- The current RDTHSC Code of Practice is set out below. All RDTHSCs are required to agree to follow and sign a copy of this Code at both initial registration and at regular intervals.

A RDTHSC of the Design and Technology Association shall:

1. act in such manner as to support, uphold and enhance the good standing and reputation of Design and Technology, the D&T Association and encourage its growth;
2. not make a public statement claiming an advantage or superiority over other members unless such a claim could be sustained with evidence which would satisfy a court of law;
3. ensure that any publicity for which he/she may be held responsible is accurate, not misleading or likely to cause public offence;
4. protect all confidential information concerning clients obtained in the course of providing services and make disclosures only with the consent of the client or as required by law;
5. ensure has knowledge and understanding of BS4163:2014, The Health and Safety Training Standards, The D&T Association's Risk Assessment and other appropriate health and safety documentation.
6. in all aspects of his/her work, seek to promote work practices which support good practice on equal opportunities and inclusion and will provide advice to clients which is consistent with his/her own good practice;
7. maintain and improve his/her professional knowledge and competence by attending the compulsory health and safety conference and initial/refresher training courses in accordance with the five year rolling programme as required by the D&T Association
8. ensure training is based on the recommended minimum contact times for each set of the training Standards, to ensure that trainees are given sufficient time to demonstrate their practical capability in each of the required tasks
9. hold and maintain insurance (e.g. public indemnity, public liability) and certification (e.g. DBS) to cover all risks in relation to the services provided
10. have the necessary registration in place with the Information Commissioner's office (ICO) and comply with all data protection regulations

When working on behalf of the Association shall:

11. confirm all fees, (where appropriate), in writing which must include their own training fee and the registration/accreditation fee payable to the D&T Association, before undertaking the consultancy against a set specification
12. on completion of any training, submit information on-line, providing details of course members, including mailing address, email address and the areas to be accredited for each participant
13. NOT produce their own certificate of accreditation for course participants
14. ensure that his/her membership of D&T Association and/or registration as a RDTHSC is not used in the promotion of commercial products or services in such a manner as to imply an endorsement of such products or services by D&T Association
15. acknowledge any limitations in his/her knowledge and competence and decline any

request for service unless able to perform them in a professional and competent manner; it is recommended that, where appropriate, a consultant member refers such requests to other consultants on the D&T Association list;

16. declare any conflicts of financial or other interests in relevant organisations providing goods or services to prospective clients and ensure that his/her professional judgement is not influenced by any commercial considerations;
17. not publicise his/her services, or allow his/her services to be publicised, in association with any goods or services available from any other source in such a way as might call into question the independence of his/her professional advice or give rise to a conflict of interest when providing advice or consultancy;
18. follow the procedures and practices as set out in the current 'RDTHSC Handbook';
19. base all training on the materials available on the Health and Safety 'Closed User Group' of the D&T Association website, and ensure that trainees complete these materials as required for accreditation at the Primary, Core, Specialist and Specialist Extension Levels
20. only make these training materials available to trainees participating in training courses, and shall not make them available by any other means, e.g. by making them generally available to the public on personal websites

The D&T Association reserves the right to undertake monitoring visits to RDTHSCs as part of their quality assurance procedures.

If any clause in the Professional Code of Practice is infringed The Design and Technology Association will seek the reasons why and, if appropriate, provide support, mentoring and/or training, to address any issues

The D&T Association reserves the right to withdraw members from its RDTHSC list. The Member will be informed in writing if they are to be suspended from the list and will only be removed when they have had the chance to appeal against the decision. The decision of the D&T Association Board of Trustees shall be final.

Any RDTHSC convicted of any criminal offence, excluding motoring offences, must inform the D&T Association immediately.

Training the trainers

- The RDTHSC Code of Practice, No.7, notes that an RDTHSC:

'maintain and improve his/her professional knowledge and competence by attending the compulsory health and safety conference and initial/refresher training courses in accordance with the five year rolling programme as required by the D&T Association'

- The 'training the trainers' provision for RDTHSCs falls into 5 categories:

- **All new RDTHSC applicants – INITIAL TRAINING**

All new RDTHSCs are required to attend a 1-day course as an introduction to the delivery of the Core and Specialist Level Training Standards. This is an opportunity for new RDTHSCs to familiarise themselves with the training standards and the materials available to support training on the CUG. The course is seminar based.

- **All new RDTHSC applicants planning to deliver the Specialist Extension Levels – INITIAL TRAINING**

All new RDTHSCs planning to deliver the Specialist Extension Level Training Standards are required to attend a 1-day course. This is an opportunity for new RDTHSCs to familiarise themselves with the training standards and the materials available to support training on the CUG, including the practical assessment tasks to be completed by trainees. The course is workshop based.

Both of the above courses are compulsory for trainee RDTHSCs to attend before being able to become fully registered and deliver independent training.

- **All RDTHSCs**

All RDTHSCs are required to attend the RDTHSC H&S Conference, held every 2 years. The conference will provide a general H&S update, including issues relating to the delivery of the Primary, Core and Specialist Level Training Standards.

- **All RDTHSCs delivering the Specialist Extension Levels – REFRESHER TRAINING**

All RDTHSCs delivering the Specialist Extension Level Training Standards are required to attend a 1-day refresher course on the Specialist Extension Levels on which they wish to retain their accreditation to teach others. Initial training courses will be held if the subject content is changed significantly.

The courses are based on a 5-year rolling programme covering all of the Specialist Extension Level Training Standards. These refresher training courses provide the opportunity to consolidate and extend knowledge and understanding of specific training standards and provide RDTHSCs with the evidence that they have attended refresher training at last every 5 years, as required by BS4163:2014 (see opposite for further details).

The courses are workshop based.

- **All RDTHSCs – INITIAL/NEW TRAINING**

In addition, a programme of voluntary 'training the trainers' courses is provided.

Initial training courses provide the opportunity for RDTHSCs to add specific training standards to their own registration and prepare them to train others on these standards. If the required Train the Trainer course is not available on a subject you wish to add to your RDTHC certificate, please send an email to healthandsafety@data.org.uk on how to proceed. Each enquiry will be dealt with on a case by case basis.

As new training standards and courses are introduced, RDTHSCs are required to attend the appropriate 'training the trainers' course, to add these training standards to their own accreditation, before delivering training to others.

- All dates/details relating to the Conference and the refresher training courses on the Specialist Extension Level Training Standards will be available on the D&T Association website at the earliest possible date.
- Dates/details of other courses planned will be available on the D&T Association website at the start of each term.
- Non attendance at an advertised compulsory Train the Trainers course will lead to removal of the accreditation upon raising the invoice for the annual re-registration.

'Training the Trainers' 5 year training programme 2019 – 2023

	2019	2020	2021	2022	2023
ALL NEW RDTHSCs INITIAL TRAINING	INTRODUCTION TO CORE/Specialist Level TRAINING STANDARDS	INTRODUCTION TO CORE/Specialist Level TRAINING STANDARDS	INTRODUCTION TO CORE/Specialist Level TRAINING STANDARDS	INTRODUCTION TO CORE/Specialist Level TRAINING STANDARDS	INTRODUCTION TO CORE/Specialist Level TRAINING STANDARDS
ALL NEW RDTHSCs PLANNING TO DELIVER THE SPECIALIST EXTENSION LEVELS INITIAL TRAINING	INTRODUCTION TO Specialist Extension Level TRAINING STANDARDS	INTRODUCTION TO Specialist Extension Level TRAINING STANDARDS	INTRODUCTION TO Specialist Extension Level TRAINING STANDARDS	INTRODUCTION TO Specialist Extension Level TRAINING STANDARDS	INTRODUCTION TO Specialist Extension Level TRAINING STANDARDS
ALL RDTHSCs REFRESHER TRAINING	H&S CONFERENCE: General H&S update, including update on PHS, SCHS and Specialist Level Training Standards		H&S CONFERENCE: General H&S update, including update on PHS, SCHS and Specialist Level Training Standards		H&S CONFERENCE: General H&S update, including update on PHS, SCHS and Specialist Level Training Standards
ALL RDTHSCs DELIVERING THE SPECIALIST EXTENSION LEVELS REFRESHER TRAINING	Specialist Extension Level REFRESHER TRAINING Y1 WW Machinery (see below) No. of courses per year as required	Specialist Extension Level REFRESHER TRAINING Y2 Portable Power Tools (see below) No. of courses per year as required	Specialist Extension Level REFRESHER TRAINING Y3 Casting (see below) No. of courses per year as required	Specialist Extension Level REFRESHER TRAINING Y4 MW Machinery (see below) No. of courses per year as required	Specialist Extension Level REFRESHER TRAINING Y5 Welding (see below) No. of courses per year as required
ALL RDTHSCs INITIAL TRAINING NEW TRAINING	Additional voluntary training courses as required, e.g. Initial/Refresher training on existing Training Standards and on any new Training Standards introduced				

Specialist Extension Level REFRESHER TRAINING to cover all 11 Specialist Extension Level Training Standards over the 5-year period, 2016 – 2020

Specialist Extension Level REFRESHER TRAINING Y1: Woodworking Machinery, covering S1, S7, S8 and Sharpening competencies of S10HS

Specialist Extension Level REFRESHER TRAINING Y2: Portable Power Tools, covering S9 and S11, H&S for D&T Technicians covering S12

Specialist Extension Level REFRESHER TRAINING Y3: Casting, covering S3

Specialist Extension Level REFRESHER TRAINING Y4: Metalworking Machinery, covering S2, S6 and Grinding competencies of S10HS

Specialist Extension Level REFRESHER TRAINING Y5: Welding, covering S4 and S5

Making contact with schools and colleges

The Trainers Directory

- The trainers directory provides the first point of contact for RDTHSCs with schools and colleges. You are asked to check that your entry on the D&T Association website, located at: <https://www.data.org.uk/directory> is correct and up to date, i.e. address, telephone number, e-mail, details of personal website (if applicable) and details of the H&S Training Standards on which you are registered to train others.

Advertising on the D&T Association website

- As an additional way of advertising training more widely, RDTHSCs are also able to advertise training courses on the D&T Association website, located via the Training and Events tab.
- The D&T Association recognises that many RDTHSCs organise training directly with schools and colleges and that they may not be able to open the course to others. However, many schools and colleges are happy to share training courses with colleagues to share costs and make training more viable.
- RDTHSCs wishing to advertise their training courses on the website should prepare their details using the 8 headings detailed below.
- Prepare entries in Word, 10pt Arial text, check the spelling and accuracy and send it as an attachment to an email to lata.patel@data.org.uk who will enter it on the website. The proforma details can also be found under the 'News' section in CUG.

1. Title of course, inc. number of Standards being covered in brackets, and whether the course is either INITIAL or REFRESHER training (e.g. 'Wood Sawing Machines (S1HS) – Initial Training' or 'Woodworking Machinery Refresher Course (S1HS and S8HS) – Refresher Training')
2. Date(s), set out as follows, i.e. Tuesday, 9 February 2016
3. Time(s), set out as follows, i.e. 09:00 to 16:00
4. Your total price, as a charge per head, including cost of accreditation, e.g. £125.00
5. Number of spaces available
6. Contact details of how to reserve a place, i.e. name, telephone number and e-mail address
7. Course details, maximum of 50 words
8. Venue/address inc. postcode (the region this course will be advertised in will be linked to the venue address).

Contacting H&S Officers, Local Authority Advisers to discuss training opportunities

- Health and Safety training in design and technology was traditionally set up for the majority of schools by Local Authority Advisers and Inspectors for the teachers and technicians within their schools and colleges. This is rarely the case today and in the majority of Local Authorities, schools and colleges, heads of department find that they are required to make their own arrangements to organise training for their colleagues.
- RDTHSCs may find it useful to make direct contact with Local Authority Health and Safety Officers, and Local Authority Advisers where they are still in post. They may be keen to ensure that health and training is available within their area and as part of their employment brief may be able to advertise training opportunities via a Local Authority website or provide an opportunity for an RDTHSC to make a presentation on the D&TA Training Standards at a local teachers' meeting.

Contacting schools to host training

- In the absence of training provided by Local Authority Advisers and Inspectors, RDTHSCs will find it useful to contact schools direct to familiarise them with the H&S Training Standards that they are able to deliver.
- Schools, particularly those providing ITT, may be keen to host training. Sharing training courses with other schools can make numbers viable and training more cost effective. A host school may accept an offer of a free place in lieu of making a charge for the hire of facilities.
- The termly D&T Association Branch meetings, located via the Training and Events tab, provide a further way of meeting up with colleagues in your area and familiarizing them with the H&S training that you are able to provide.

Use of RDTHSC personal websites

- An increasing number of RDTHSCs are developing their own websites as an additional way of sharing training opportunities and other health and safety information with schools and colleges. Please note however that any materials provided for RDTHSCs on the Closed User Group (CUG) must not be transferred onto personal websites (see RDTHSC Code of Practice No. 20).

The Closed User Group - the 'CUG'

- The Closed User Group (the CUG) is accessed via RDTHSCs email address and password, it provides RDTHSCs with a secure site on which they can access all of the materials required to deliver the D&T Association H&S Training Standards.
- The CUG is set out under several headings:
 - Dashboard – Events – Delegates – Approvals – Resources – News – Contact
- **Dashboard, Events, Delegates** and **Approvals** relate to the Accreditation Procedures, explained further in the final section of this Handbook and in the News section headed 'CUG Health & Safety User Guide'.
- **Resources** include all of the training materials for use by RDTHSCs. These training materials:
 - have been written to help RDTHSCs prepare colleagues to meet the D&T Association Health and Safety Training Standards;
 - cover all of the Primary, Core, Specialist and Specialist Extension Level Health and Safety Training Standards and provide a clear structure for organising both INITIAL and REFRESHER training. They identify what needs to be covered to ensure that colleagues develop a secure understanding of the various Standards;
 - are available as PDF/Word/video files to be downloaded by RDTHSCs to use as the basis of their training materials. Each unit has been written to highlight the relevant theoretical and practical knowledge, skills and understanding that must be covered in order to meet the relevant Standards;
 - have been written in the expectation that colleagues will be issued with these materials as the basis of all training activities. Confirmation of their knowledge, skills and understanding following training will provide both the evidence required by the RDTHSC to register the trainee for accreditation through the D&T Association and a record for the trainee to keep as part of their personal D&T Health and Safety portfolio;
 - are based on the following publications:
 - D&T Association Health and Safety Training Standards in Design & Technology 2018
 - BS4163:2014 Health and safety for design and technology in educational and similar establishments – Code of practice
- News includes H&S updates and news items, including the 'Training the Trainers' event dates and an on-line copy of the current RDTHSC Handbook.
- RDTHSCs should ensure that they access the CUG on a regular basis. The D&T Association will inform RDTHSCs by email when updates are added to the website, so RDTHSCs must ensure that the D&T Association has a record of their current e mail address.
- There are a selected series of posters available on the D&T Association website for all RDTHSCs to highlight to delegates who have successfully completed a training course in that subject. Each poster contains a QR code which links to a reminder video. These posters have been designed to be printed and displayed next to a specific machine as a reminder of key pointers on the training covered.

Training in practice

- The D&T Association's expectations for training in schools and colleges by RDTHSCs on the Primary, Core, Specialist and Specialist Extension Level H&S Training Standards are set out on the following pages.
- When planning either initial or refresher training on these Standards please ensure that you are familiar with these notes.
- In addition, when planning training ensure that you:
 - are familiar with, and make full use of, the relevant training materials on the Closed User Group;
 - clarify for trainees whether the training is initial or refresher training;
 - adhere to the minimum contact hours for group training as set out to deliver initial and refresher training at the Primary, Core, Specialist and Specialist Extension Levels;
 - ensure that all trainees have the opportunity to complete the practical exercises as set out in the relevant training materials.

Initial and Refresher training

- When discussing and planning training with schools and colleges, it is very important to ascertain whether trainees require either INITIAL or REFRESHER training.
- Feedback to the D&T Association from schools and colleges confirms that this is an area of practice that can lead to confusion and dissatisfaction and is a contributory factor to poor evaluations by trainees.
- INITIAL training is intended for trainees who will typically have had little or no previous experience or certification on specific Training Standards, e.g. on the Core Training Standards or on those Standards relating to specific machinery and equipment.
- REFRESHER training is intended for trainees who can confirm that they have had previous training and experience on specific machinery and equipment, but whose certification may be out of date.
- Any advertising or correspondence with schools and colleges must clarify whether the training is at an INITIAL or REFRESHER training level.
- The D&T Association strongly recommends therefore that RDTHSCs should avoid mixing these two types of training within the same training session.
- There may be occasions when it is necessary to have trainees requiring both initial and refresher training at the same session. In these circumstances you must make it very clear that the time required to complete the various practical exercises will be set by the needs of the least experienced trainees.
- In this situation, schools and colleges must be advised in advance so as to avoid more experienced colleagues expressing their frustration at having to go over materials that they might feel is unnecessary, and that they have covered more than adequately before. Those colleagues requiring refresher training may of course be used in these situations to help and support their less experienced colleagues.
- When training on the high risk machinery and equipment covered by the Specialist Extension Levels it is vitally important to draw a distinction between those needing initial training, where trainees will typically have had little or no previous experience or certification on the machinery and equipment, and refresher training, where trainees

should have had previous training and experience on the machinery and equipment and should be able to demonstrate a level of capability.

- You may be asked **'What H&S training are colleagues in school required to have in order to teach or provide support in D&T?'**
- In relation to **INITIAL** training the following statements from 'BS4163:2014 Health and safety in educational and similar establishments – Code of practice' should help you to provide the appropriate answer:
 - *'It is essential that anyone in charge of a teaching space covered by this code of practice has recognized accredited training in health and safety.'*
 - *'All employers are required under the Health and Safety at Work etc. Act 1974 to provide, as far as reasonably practicable, all information, instruction, training and supervision necessary to ensure the health and safety at work of their employees.'*
 - *'Employers are required, under the Management of Health and Safety at Work Regulations 1999, to take into account all employees' capabilities with regard to health and safety.'*
 - *'The Provision and Use of Work Equipment Regulations (PUWER) 1998 (Regulation 9) require that all persons who use work equipment have received adequate training.'*
 - *'Employees should be competent to undertake the tasks expected of them. The competence of relevant employees should be part of the risk assessment process. Proper health and safety training should be provided to employees on induction and when exposed to any new or increased risks.'*
 - *'The Design and Technology Association (D&T Association) has published training standards which provide a framework that employers can use to cover all elements of health and safety training for D&T. The PUWER regulations require refresher training to be provided when necessary.'*
 - *'Accreditation provides a record of the training undertaken.'*
 - *'All employees and supporting adults should be trained in safe use of equipment, machinery and processes during initial training, or by in-service training. All those involved in any aspects of food handling should have at least a recognized food safety certificate.'*
 - *'This is included in the D&T Association publication Health and Safety Training Standards in Design and Technology.'*
 - *'Learners should only work in a high-risk area when it is fully under the control of a person competent to work in the area (i.e. a person with demonstrated competency through the D&T Association training scheme) and, where appropriate, risk assessments have been carried out taking into account the learners' capabilities.'*
- You may also be asked, **'When do we need to renew our certification?'**
- In relation to **REFRESHER** training, BS4163:2014 notes that:
 - *'Refresher training should be undertaken at least every five years.'*
- The Health and Safety Executive website notes that:
 - *'Poor supervision and inadequate training are two of the main causes of accidents. The law requires that all workers must receive adequate training, including refresher'*

training. It also makes good business sense to make sure your employees are working efficiently and safely. Training...must cover the type of machine and work the operator will be expected to do. This is important if the operator works on more than one machine.'

- **'Who needs refresher training?** Refresher training is important:
for operators who 'stand-in' occasionally for the regular operator - at least every three years;
for someone coming back to a machine they have not used for a while;
when the system of work changes;
when new controls have been fitted;
when new machines or equipment have been brought in;
after an incident or near miss to show how the incident can be avoided in future;
after any change in legislation or new guidance;
for **all staff** every three to five years.'
- In L114, the 'Safe use of woodworking machinery' Approved Code of Practice, it notes that:
 - *'refresher training is appropriate for trained and experienced operators of woodworking machines and is particularly important if they have not operated a particular class of machine for some time'.*
- **Competence** is the key word here - the ability of an individual to do a job properly. The Management Regulations are clear:
 - *'training needs to be repeated periodically to ensure continued competence'.*
- There is no precise answer therefore as to how frequent refresher training should be undertaken, colleagues regularly (i.e. every week) using equipment will need less frequent refresher training than those who infrequently use the equipment.
- In practice we should be encouraging schools and colleagues to be constantly updating their accreditation portfolios across their areas of specialism within the subject as part of their on-going CPD, and we should therefore encourage schools to work towards the implementation of a rolling programme of refresher training based on their specific needs and priorities.

Minimum times required to deliver initial and refresher training at the Primary, Core, Specialist and Specialist Extension Levels:

- The table provides a summary guide to the **MINIMUM** time required to train and accredit groups of trainees on the Primary, Core, Specialist and Specialist Extension Level Training Standards.
- All of the minimum times quoted assume that RDTHSCs are working with groups of trainees. Please note - these times can only be reduced when RDTHSCs are working with an individual or one or two colleagues, e.g. working on a one to one basis with a new technician.
- You are reminded that the D&T Association is responsible for the quality assurance of the H&S training delivered by RDTHSCs to meet these D&TA H&S Training Standards, and that all RDTHSCs have signed the Code of Practice to agree to follow these procedures.

D&TA Health and Safety Training Standards in Design and Technology			AUDIT
CODE	TRAINING STANDARDS		HOURS
PHS	PRIMARY		6
SCHS	SECONDARY CORE		6
SFHS	FOOD TECHNOLOGY		6
SMHS	SECONDARY MATERIALS		1
SMHS	SECONDARY MATERIALS (individual equipment)	Hand tools	1
		Drilling machine	1
		Guillotines, shears & trimmers	1
		Off-hand grinding machine	1
		Sanding/linishing machines	1
		Mortiser	1
		Polishing (buffing) machine	1
		Power fret-saws	1
		Power hacksaw/metal cutting bandsaw	1
		Heat processes	2
		Plastics moulding processes	1
Portable power tools (only inc. drills and sanders)	1		
SSHS	SYSTEMS AND CONTROL		1-2
STHS	TEXTILE TECHNOLOGY		6
S1HS	WOOD SAWING MACHINES	Band Saw	2
		Circular Saw	3
		Vertical Panel Saw	1
		Chop/Radial Arm Saws	1
S2HS	CENTRE LATHE/CNC LATHE		4-6
S3HS	CASTING N/F METALS		4-6
S4HS	METAL ARC WELDING	MMA	3
		MAG	3
		MIG	3
		TIG	3
		Spot Welding	1
S5HS	OXY ACETYLENE WELDING		4-6
S6HS	MILLING MACHINES/CNC CENTRE		4-6
S7HS	WOOD TURNING LATHE		4-6
S8HS	PLANER/THICKNESSER MACHINES		4-6
S9HS	PORTABLE POWER TOOLS	Portable Grinder	1
		Rotating portable saw	1
		Reciprocating portable saw	1
		Biscuit cutter	1
		Portable planing machine	1
		Portable router/router table	2
S10HS	GRINDING AND SHARPENING		4 to 6
S11HS	H&S FOR SITE STAFF – USING PORTABLE POWER TOOLS		6
S12HS	H&S FOR D&T TECHNICIANS		6

Use of the Course Components checklists

- The Course Components checklists on the CUG should be used by ALL RDTHSCs when planning training to ensure that every training session covers all of the components detailed for those specific Training Standards.
- Please note that there are 7 different Course Components checklists, covering:
 - Training on the Primary H&S Training Standards
 - Initial and Refresher training on the Secondary Core H&S Training Standards
 - Initial and Refresher training on the Specialist Level H&S Training Standards
 - Initial and Refresher training on the Specialist Extension Level H&S Training Standards

Use of the Course Components checklists by Trainee RDTHSCs

- New RDTHSCs applicants are required to be observed and mentored during the delivery of their first two training courses to ensure that they are following the training protocols relating to the D&TA H&S Training Standards, the RDTHSC Handbook and the RDTHSC Code of Practice, and to help to ensure that support is available if required.
- To further strengthen our Quality Assurance procedures, the first mentoring session will be completed by a RDTHSC as chosen by the delegate. If there is difficulty in finding a mentor, the D&T Association will help to appoint an appropriate person.
- The second mentoring/observation session will be made by the D&T Association, who will identify a senior RDTHSC to complete this task.
- A reminder that to complete this task, RDTHSCs acting as mentors should complete the relevant 'Course Components' sheet relating to the type of training course being delivered, e.g. at Primary, Core, Specialist or Specialist Extension Level, and at either an Initial or Refresher training level.
- The RDTHSC mentor should tick in the right hand column of the sheet to confirm the course components that have been satisfactorily covered during the training session, and sign at the bottom of the sheet with their name and RDTHSC number.
- The mentor should also complete the 'observation sheet' which relates to the presentation and delivery of style. It is important that complementary and development observations are added to this sheet.
- On completion of this process, the trainee RDTHSC is responsible for posting/scanning the completed 'Course Components' and the 'Observation' sheet to Lata Patel at the D&T Association.
- This mentoring process forms an important part of our Quality Assurance procedures and trainee RDTHSCs will be considered as on probation until this mentoring process has been completed.
- If it is deemed that appropriate procedures are not being followed by the new RDTHSC, or that the training they deliver is not adequate, a further visit will be made, and if there is no improvement, the D&T Association reserves the right to rescind the offer of being a RDTHSC, with no fees refunded.

COURSE: CORE LEVEL H&S TRAINING STANDARDS (INITIAL TRAINING)

MINIMUM CONTACT TIME: 6 HOURS

COURSE COMPONENTS: Please use this as a checklist to ensure that every training session covers all of the components detailed below

COURSE COMPONENTS	PLANNED
Introduction to the course – domestic arrangements/fire procedures etc.	
Clarify/share Objectives of the training	
Starter activity (see CUG)	
Introduction to the Core Level H&S Training Standards PPT/Core portfolio (see CUG)	
Activity(s) to support Portfolio Task 1 (see CUG)	
Activity(s) to support Portfolio Task 2 (see CUG)	
Activity(s) to support Portfolio Task 3 (see CUG)	
Activity(s) to support Portfolio Task 4. NB Activities to include Videos 1 and 2 (see CUG)	
Activity(s) to support Portfolio Task 5 (see CUG)	
Activity(s) to support Portfolio Task 6 (see CUG)	
Activity(s) to support Portfolio Task 7 (see CUG)	
Portfolio Task 8 (see CUG)	
Portfolio Task 9 (see CUG)	
Portfolio Task 10 (see CUG)	
Plenary activity Video 3 (see CUG)	
Confirm date/arrangements for completion of Portfolios	
Closing comments/questions	
Completion of paper form for CUG log-in and evaluation forms	

Name of Trainee RDTHSC:	
RDTHSC Mentor Carrying Out the Observation:	
Date of Observation:	Insert same date as placed on front cover.
Location of Observation:	

RDTHSC Mentor: Please complete ALL aspects of this form and return it to Lata Patel at the D&TA either in the post or via email (lata.patel@data.org.uk). When completing the form please do not delete or remove the small instructional text – simply type and expand each box as required. An electronic signature will suffice in the first instance but please do keep a copy for your own records. Please do not pass any details or contents of the completed form with anybody else except, Lata Patel at the D&TA or Lead RDTHSC for D&TA.

Accreditation content being covered:							
Please highlight/mark each topic being covered in the training you are observing:							
SCHS		S1HS	S2HS	S3HS	S4HS	S5HS	S6HS
	STHS	S7HS	S8HS	S9HS	S10HS	S11HS	S12HS
SMHS	Drilling Machine	Sanding machine	Mortise machine	Power fret saw	Guillotine, trimmers	Offhand grinder	
	Hand tools	Polishing machine	Power hacksaw, metal band saw	Heat processes	Plastics moulding machines	Power tools	

Trainee RDTHSC resources:
<p>Please comment upon the effectiveness and quality of handouts, presentations, exemplar materials and variety.</p> <p>Content of the resources.</p> <p>Are the resources in-line with the D&TA expectations (see RDTHSC Handbook for details).</p> <p>Referencing to BS4163:2014 and other CLEAPSS, HSE or D&TA documents</p>

Teaching and learning:
<p>Please comment upon: Organisation and planning:</p> <p>Please comment upon: Pace and time management:</p> <p>Please comment upon: Practical activities:</p> <p>Please comment upon: Knowledge and understanding of the Accreditation Scheme:</p>

Enhancement points for future courses:
<p>Please add constructive points that the trainee should consider for their next course:</p>

Primary H&S Training Standards – Initial Training

- The main objective of the Primary Level H&S training is to ensure that, by the end of the training, all course members have a broad knowledge and understanding of the Primary Standards, and are familiar with the evidence required to complete the Primary D&T H&S portfolio for accreditation.
- In the past, trainees have been required to complete their individual portfolios in the weeks/months following training. We recognise now that it is much more efficient for RDTHSCs to be able to sign trainees off for accreditation immediately after the end of the training session on the Primary Level training standards.
- RDTHSCs should now therefore aim to sign off trainees immediately after they have completed their Primary training, and are no longer required to check that their portfolios have been completed at a later date.
- To achieve this, you do have to make some alterations to the way in which you prepare trainees to attend a Primary H&S training course, so that they arrive for your training with much of the evidence that is required to complete their portfolios.
- To do this, you should provide trainees at least 1 week in advance of the course with:
 - blank H&S portfolios, so that they can become familiar with its' layout and content, either as a hard copy or by e-mailing the portfolio file for printing in school;
 - the pre-course information detailed below.
- Importantly, we recognise that to complete the Primary H&S training in this way does require more time, so that trainees have time to discuss and assemble the evidence they bring to the session.
- **We recommend that to complete the Primary H&S training will require a minimum of 6 hours training, e.g. ideally a full day.**
- For those of you who are training in ITT, we recognise that you will generally want to spend much longer on the Primary training and will probably want to work to the previous model, i.e. accrediting your students once they have had the opportunity to collect the portfolio evidence required from their placement schools. This is fine and your practice doesn't need to change. We would anticipate that these students would be logged-on as usual towards the end of their training year.
- Clearly, this change in procedure will not be trouble free. Inevitably there will be trainees who, despite your request, will arrive at the training session without the pre-course information requested. In these cases colleagues should be given 1 calendar month maximum to complete their portfolio, so that you can complete the accreditation process as soon as possible and within 1 calendar month of the training.
- The CUG provides all of the resources required to plan and deliver a training course on the Primary Level H&S Training Standards and RDTHSCs who are accredited to deliver these Standards should become familiar with these materials and must base their training upon them.
- The CUG resources include: a summary/overview of the materials, the Primary D&T H&S portfolio, a training audit, training plan, 2 videos, PowerPoint, a range of practical activities and 20 support sheets covering the full range of tools and equipment used within Primary D&T, recording the hazards and the control measures that should be in place.

- Please also ensure that the Course Components checklist covering Initial Training on the Primary H&S Training Standards on the CUG is used when planning your training, so as to ensure that your training sessions cover all of the components detailed for those Training Standards.

Pre course preparation

- RDTHSCs must ensure that the host venue knows your requirements for training in sufficient time to put all necessary arrangements in place.
- For example this may include informing the host that:
 - The tutor will arrive 30 minutes in advance of the start time to unload and set up.
 - A PC, digital projector, screen and sound will be required.
 - The room should be laid out with tables/chairs for group work in 3's and 4's.
 - If the host has agreed to prepare photocopying, masters will be e mailed/posted at least 1 week in advance with full printing requirements.
 - Trainees from the host school are requested to only respond to calls on their time in an emergency, and the office should be aware that staff should not be disturbed during the H&S training session.
- In addition, you need to ensure that all of your trainees receive the **PRIMARY H&S TRAINING PRE-COURSE PREPARATION** sheet (available in the CUG) so that they are fully aware of the evidence that they are required to assemble and bring along to the training session.
- And you need to ensure that all of your trainees receive either a hard copy or an e-mail copy of the D&T H&S portfolio so that they have the opportunity to become familiar with it before the training session. The portfolio should be printed single-sided as it provides the page dividers for the gathered evidence.
- The portfolio provides an opportunity for trainees to demonstrate how they personally, and how their school, manages H&S to provide their children with a safe and healthy working environment. The portfolio is essentially a collection of 6 pieces of evidence to demonstrate how this is achieved.
- If trainees are attending the training as a school or with other colleagues from their school, do encourage them to work together to collect the evidence required.

Training in practice

- Clearly, within the training time normally available, it is not possible to deal with all of the 35 Standards in turn, or to provide all the information course members need. To address this, the Primary Standards now form part of the Primary D&T H&S Portfolio of Evidence, with explanatory text to exemplify each Standard.
- The Primary Training PowerPoint must be used as the basis of your training. This provides a summary of the D&TA Standards, the accreditation procedure, and slides of the 6 portfolio tasks. RDTHSCs are advised to refrain from adding significantly to this PowerPoint so as to maximise on the time available for more active teaching and learning.

- Training should follow the sequence of the 6 required portfolio tasks so that trainees develop their knowledge and understanding of the Primary Standards in the context of the activities that they are being asked to complete.
- All of these activities are linked to the portfolio requirements. The style of presentation is left to the trainer. However, trainers should endeavour to make the teaching and learning as interactive as possible and it is hoped that by using the activities from the menu provided, this can be achieved.
- All trainees must have the opportunity to view the 3 video files that form part of the menu of Primary training materials.
- As the activities on each portfolio task are completed, trainees should be given time to discuss and file the relevant evidence required in their portfolios.
- RDTHSCs are welcome to submit further activities to the D&TA that can be added to the menu of activities so as to keep the Primary training up to date and as lively and as interesting as possible.

Primary H&S Training Standards – Refresher Training

- In practice, we envisage that there will be little need at this stage for refresher training on the Primary H&S Training Standards as it is quite usual practice for D&T coordinators in Primary schools to change on a regular basis.

Secondary Core Level Training Standards – Initial Training

- The main objective of Core Level training is to ensure that, by the end of the training, all course members should have a broad knowledge and understanding of the Core Level Standards, and should be familiar with the evidence required to complete the D&T H&S portfolio for accreditation at the Core Level Standards.
- In the past, trainees have been required to complete their individual portfolios in the weeks/months following training. We recognise now that it is much more efficient for RDTHSCs to be able to sign trainees off for accreditation immediately after the end of the training session on the Core Level training standards.
- RDTHSCs should now therefore aim to sign off schools/individuals immediately after they have completed their Core training, and are no longer required to check that their portfolios have been completed at a later date.
- To achieve this, you do have to make some alterations to the way in which you prepare trainees to attend a Core Level training course, so that they arrive for your training with much of the evidence that is required to complete their portfolios.
- To do this, you should provide schools and individuals **at least 1 week** in advance of the course with all of the pre-course information detailed below.
- Importantly, we recognise that to complete Core Level training in this way does require more time, so that trainees have time to discuss and assemble the evidence they bring to the session. Up until now we have recommended that Core Level training should take between a minimum of 4 hours and up to 6 hours.
- **We recommend that to complete Core Level training will require a minimum of 6 hours training, e.g. ideally a full day.**
- For those of you who are training in ITT, we recognise that you will generally want to spend much longer on Core training and will probably want to work to the previous model, i.e. accrediting your students once they have had the opportunity to collect the portfolio evidence required from their placement schools. This is fine and your practice doesn't need to change. We would anticipate that these students would be logged-on as usual towards the end of their training year.
- Clearly, this change in procedure will not be trouble free. Inevitably there will be trainees who, despite your request, will arrive at the training session without the pre-course information requested. In these cases colleagues should be given 1 calendar month maximum to complete their portfolio, so that you can complete the accreditation process as soon as possible and within 1 calendar month of the training.
- If accreditation cannot be completed within 1 calendar month and other training has already been carried out, the school/individual should be informed that the training completed to date will be logged on at the end of that period and that completing the accreditation of the Core level training standards at a later date will incur an additional charge of £24.00.
- As training on the Core Level Training Standards is essentially a seminar type activity, based on presentations, individual and group activities, course delegate numbers should not present a problem.
- Experience shows that Core Level training is particularly effective when departments undertake this training as a whole team. This facilitates a consistent approach to health and safety across the department and helps to clarify that responsibility for health and safety cannot be delegated, but is something that should be shared by all. Schools should be reminded that the Core Level Training Standards are relevant to colleagues working in all D&T areas, i.e. food, graphics, resistant materials, systems and control, textiles etc.

- The CUG provides all of the resources required to plan and deliver a training course on the Core Level H&S Training Standards and RDTHSCs who are accredited to deliver these Standards should become familiar with these materials and must base their training upon them.
- The CUG resources include: a summary/overview of the materials, the Core Level D&T H&S portfolio, a training plan, 3 videos, PowerPoint, and a full menu of practical activities.
- Please also ensure that the Course Components checklist covering Initial Training on the Core Level H&S Training Standards on the CUG is used when planning your training so as to ensure that your training sessions cover all of the components detailed for those Training Standards.

Pre course preparation

- RDTHSCs must ensure that the host venue knows your requirements for training in sufficient time to put all necessary arrangements in place.
- For example this may include informing the host that:
 - The tutor will arrive 30 minutes in advance of the start time to unload and set up.
 - The following publications will be required by the school for Core Level training: TDA/D&TA H&S Training Standards in D&T 2018; BS 4163:2014; D&TA Risk Assessment in Secondary Schools and Colleges D&T Teaching Environments; and the CLEAPSS Model Risk Assessments for D&T.
 - A PC, digital projector, screen and loudspeakers will be required.
 - The room should be laid out with tables/chairs for group work in 3's and 4's.
 - If the host has agreed to prepare photocopying, masters will be e mailed/posted at least 1 week in advance with full printing requirements.
 - Access will be required to the D&T environment for a short period after lunch to undertake risk assessments.
 - Trainees from the host school are requested to only respond to calls on their time in an emergency, e.g. cover lesson materials should be prepared in advance and cover staff should be aware that staff should not be disturbed during the H&S training session.
- In addition, you need to ensure that all of your trainees receive the CORE LEVEL TRAINING PRE-COURSE PREPARATION sheet (available in the CUG) so that they are fully aware of the evidence that they are required to assemble and bring along to the training session.
- And you need to ensure that all of your trainees receive either a hard copy or an e-mail copy of the D&T H&S portfolio so that they have the opportunity to become familiar with it before the training session. The portfolio should be printed single-sided as it provides the page dividers for the gathered evidence. Copies of the exemplified Core Level Standards do need to be added to the first portfolio task, 'H&S Standards in D&T', and these can be printed double-sided.
- In preparation for the training, trainees are asked to complete as many of the required tasks that they are able to, add as much of the evidence requested as they can to their portfolio, and to bring it along to the training.

- The portfolio provides an opportunity for trainees to demonstrate how they personally, and how their department, manages H&S to provide their students with a safe and healthy working environment. The portfolio is essentially a collection of 10 pieces of evidence to show how this is achieved.
- If trainees are attending the training as a department or with other colleagues from their department, do encourage them to work together to collect the evidence required.
- In departments where H&S is being well managed, collection of the evidence required for the portfolio should not take very long at all. Where this is the case, the only new evidence for the Core portfolio that will take course members any significant time is reading and signing off the exemplified Core Level Training Standards and photographing and commenting on their working environment. The evidence for the remaining tasks should be available and will involve trainees: knowing where the essential publications are kept, collecting their H&S training records, providing a 'suitable and sufficient' risk assessment, collecting evidence of their T&L strategies and format for recording training, and collecting copies of COSHH, PAT, LEV and maintenance records.

Training in practice

- Clearly, within the training time normally available, it is not possible to deal with all of the 36 Standards in turn, or to provide all the information course members need. To address this, the Core Level Training Standards in the 'Design and Technology Health and Safety Portfolio of Evidence', are exemplified to give trainees a fuller understanding of each Standard.
- The Core Training PowerPoint must be used as the basis of your training. This provides a summary of the D&TA Training Standards, the accreditation procedures, and slides of each of the 10 portfolio tasks. RDTHSCs are advised to refrain from adding significantly to this PowerPoint so as to maximise on the time available for more active teaching and learning.
- The training should follow the sequence of the 10 required portfolio tasks so that course members develop their knowledge and understanding of the Core Level Standards in the context of the tasks that they are being asked to complete. The match of the 10 tasks to the Core Level Standards is included on the CUG with a full menu of activities.
- All of these activities are linked to the portfolio requirements. The style of presentation is left to the trainer. However, trainers should endeavour to make the teaching and learning as interactive as possible and it is hoped that by selecting a range of activities from the menu provided, this can be achieved.
- All trainees must have the opportunity to view the 3 video files that form part of the menu of Core Level training materials, i.e. the 2 videos on the risk assessment process and the summary video confirming the 10 portfolio tasks.
- It is intended that course leaders should choose activities from the menu which will best meet the needs of their group and the time available to cover each of the 10 tasks. RDTHSCs are welcome to submit further activities to the D&TA that can be added to this menu so as to keep Core Level training up to date and as lively and as interesting as possible.
- As the activities on each portfolio task are completed, trainees should be given time to discuss and file the relevant evidence required in their portfolios.
- Trainees should be reminded that they are required to assemble **individual** portfolios for accreditation and that **departmental** portfolios are not appropriate.

Secondary Core Level Training Standards – Refresher Training

- The main objective of Core Level refresher training is to provide the opportunity for all trainees to update their D&T H&S portfolios for re-accreditation and also to extend their knowledge and understanding of H&S beyond that covered on the initial training course on the Core level training standards.
- It is expected that a refresher training course based on the use of a selection of these resources must be a minimum of between 2 and 4 hours duration. A long morning session would be ideal or alternatively for example 2 x twilight sessions.
- Again, this training is essentially a seminar type activity, based on presentations, individual and group activities, so course delegate numbers should not present a problem. Again too, the training will be particularly effective when departments undertake the training as a whole team, enabling the department to work together and bring their knowledge and understanding of H&S up to date and to a common level.
- The training materials required by RDTHSCs to plan and deliver the Core Level refresher course, including a video, master PowerPoint and individual and group activities, are all available on the CUG, and DVD copies of the video can be obtained from Lata Patel at the D&T Association.
- RDTHSCs who are accredited to deliver these Standards should become familiar with these materials and must base their training upon them.
- Please also ensure that the Course Components checklist covering Refresher Training on the Core Level H&S Training Standards on the CUG is used when planning your training so as to ensure that your training sessions cover all of the components detailed for those Training Standards.

Secondary Specialist Level Training Standards – Initial Training

- Training on the Specialist Level Training Standards can take a variety of forms, depending largely upon the previous training, experience and needs of the trainees.
- Trainees seeking accreditation on the Specialist Level in Secondary Materials, and Systems and Control will almost certainly need bespoke training on specific machinery and equipment detailed within these Standards. For example, a school or college may request training for support staff working in secondary materials just on the equipment and machinery on which they are required to support students.
- As a 'rule of thumb' we would advise RDTHSCs setting up a bespoke course to allow around 1 hour for each piece of equipment or machinery being covered, so as to allow sufficient time for demonstration and for trainees to then work through the various Assessment Task 2 exercises.
- Experienced teachers may well have completed initial training on the machinery and equipment covered by these Standards and have considerable teaching experience of using them with students. These colleagues are likely to require less hands-on training in order to meet the Specialist Level Standards.
- All trainees will clearly benefit from undertaking practical tasks that link to their curriculum practice, whilst at the same time providing the opportunity for them to learn how to use specific machinery and equipment. For example, you may consider setting up a focused task with an emphasis on making skills that trainees could then use with their students back in school. The D&T Association Key Resources for KS3 can provide a range of suitable contexts for such tasks that can be used in secondary materials, and systems and control.
- Colleagues seeking accreditation on the Specialist Level in Food Technology (SFHS) are required to hold current Level 2 Food Safety certification from a nationally recognised provider.
- The D&T Association organises a series of regular 1-day courses that cover both the Level 2 Food Safety certification and the Specialist Level in Food Technology (SFHS) in 1 day.
- Alternatively, trainees may obtain Level 2 Food Safety certification by other routes, for example by on-line training or by attending a training course set up in their local area. Trainees can then add the Specialist Level in Food Technology Standards (SFHS) by undertaking further training with RDTHSCs who are accredited to deliver these Standards.
- Course numbers for training on the Specialist Level Standards must be restricted so as to allow an appropriate level of supervision by the RDTHSC, and sufficient hands-on access to the machinery or equipment by the trainees. Clearly, because of the wide variety of machinery and equipment included in the Standards at the Specialist Level there can be no fixed rules. However experience would indicate that numbers should normally be kept to single figures.
- RDTHSCs are reminded that trainees should be accredited separately for the specific equipment and machinery in the Specialist Level in Secondary Materials (SMHS) on which they have trained, so as to ensure that their certification will clarify only the equipment and machinery they are competent to use.
- The training materials required by RDTHSCs to plan and deliver the Specialist Level Training Standards are all available on the CUG. RDTHSCs who are accredited to deliver these Standards should become familiar with these materials and must base their training upon them.

- Please also ensure that the Course Components checklist covering Initial Training on the Specialist Level H&S Training Standards on the CUG is used when planning your training so as to ensure that your training sessions cover all of the components detailed for those Training Standards.

Pre course preparation

- RDTHSCs are advised to ensure that the host venue knows your requirements for training in sufficient time to put all necessary arrangements in place.
- At the Specialist Level training this may include informing the host that:
 - The tutor will arrive 45 minutes in advance of the start time to unload and set up.
 - The following publications will be required by the school: D&TA H&S Training Standards in D&T 2018; BS 4163:2014; Risk Assessment in Secondary Schools and Colleges D&T Teaching Environments; and the CLEAPSS Model Risk Assessments for D&T.
 - If the host has agreed to prepare photocopying, masters will be e mailed/posted at least two weeks in advance with full printing requirements.
 - Exclusive use of the D&T environment(s) appropriate to the equipment being used will be required to complete practical tasks.
 - Trainees are requested to provide appropriate protective clothing and eye protection and wear appropriate footwear.
 - Trainees from the host school are requested to only respond to calls on their time in an emergency, e.g. cover lesson materials should be prepared in advance and cover staff should be aware that staff should not be disturbed during the H&S training session.
 - The environment and equipment to be used should meet BS4163:2014, i.e. machinery and equipment maintenance records should be in place, LEV should be tested in accordance with COSHH Regulations, PAT testing should be up to date.

Training in practice

- At this Level it is expected that practical hands-on training will form the major part of any training course. Following demonstrations and explanations, trainees are expected to undertake a series of practical tasks to develop their knowledge, skills and understanding of operating machinery and equipment under direct supervision, with particular attention to safe working practices.
- RDTHSCs will find it appropriate to start training sessions on these Standards by familiarising trainees with the relevant printed materials from the CUG and explaining the layout of these materials.
- At the Specialist Levels, this will involve an explanation of Assessment Tasks 1 and 2: Assessment Task 1 summarising the Hazards, Control Measures and Teaching Strategies relating to that piece of machinery or equipment, and Assessment Task 2, identifying the practical skills which training on that piece of machinery or equipment covers. In addition, trainees' attention should be drawn to the Supplementary materials that are available for RDTHSCs on the CUG.

- RDTHSCs must ensure that trainees are given sufficient time to complete the tasks detailed in Assessment Task 2 of each training unit. For many trainees this will often be the first time that they have used a particular piece of machinery or equipment and they should not feel under any pressure to rush the operations because of the time available or the number of trainees on the course.
- Whilst training is essentially focused on health and safety, in practice trainees must be given sufficient opportunity to develop practical competencies on the machinery and equipment before they can appreciate the relevant health and safety issues involved.
- RDTHSCs must ensure that trainees complete and keep the training materials provided to record that they have completed the 2 set Assessment Tasks and to demonstrate that they qualify for accreditation for the Standards being taught. Trainees who have completed Core Level training should be encouraged to lodge these materials in Section 3 of their H&S portfolios.

Secondary Specialist Level Training Standards – Refresher Training

- The main objective of Specialist Level refresher training is to provide the opportunity for all trainees to both consolidate and also to extend their knowledge, skills and understanding of working in food, resistant materials, systems and control and textiles, beyond that covered on the initial training courses on these training standards.
- To consolidate knowledge, skills and understanding, RDTHSCs should recap with trainees on the relevant Assessment Tasks 1 and 2 from the initial training materials. Typically this should involve demonstration of a selection of the Assessment Task 2 practical skills by the RDTHSC and practical completion of a selection of exercises by trainees to demonstrate their competence.
- Training should then provide the opportunity for trainees to extend their practical skills, for example by:
 - by working more independently for part of the session to complete an exercise from a drawing;
 - by developing new skills using new equipment;
 - by providing the opportunity for trainees to work through a focused task that could be undertaken by their students.
- Similarly, training should provide the opportunity for trainees to extend their knowledge and understanding, for example by:
 - providing the opportunity for them to discuss the use of machinery and equipment by students;
 - by covering such topics as PPE and the use of Apps to measure sound, light levels etc.;
 - by covering topics that link to Core training, such as their Records of Student Training, Risk Assessments, Maintenance Schedules and COSHH Assessments, in the context of the machinery and equipment being covered.
- Please ensure that the Course Components checklist covering Refresher Training on the Specialist Level H&S Training Standards on the CUG is used when planning your training so as to ensure that your training sessions cover all of the components detailed for those Training Standards.

Secondary Specialist Extension Level Training Standards – Initial Training

- The CUG provides training materials for all of the Specialist Extension Level Training Standards, including the summary Training Standards, the relevant knowledge, skills and understanding that have to be covered as Assessment Task 1 and the practical skills that have to be covered as Assessment Task 2.
- In addition, RDTHSCs should draw the attention of all trainees to the video resources and associated posters that are available for use by trainees following training. These can be introduced during training sessions and are intended to be used by trainees back in school as a recap of the practical competencies they have developed during their training with you.
- RDTHSCs who are accredited to deliver these Standards should become familiar with all of these materials and must base their training upon them.
- Please also ensure that the Course Components checklist covering Initial Training on the Specialist Extension Level H&S Training Standards on the CUG is used when planning your training so as to ensure that your training sessions cover all of the components detailed for those Training Standards.
- The Specialist Extension levels cover the **HIGH RISK** activities in secondary materials and the minimum contact times for group training that are detailed **must be adhered to**.
- In relation to INITIAL training, it is expected that training on each of the Specialist Extension Levels must be a minimum of between 4 and 6 hours duration to cover the Standards detailed and to complete the 2 Assessment Tasks required by the training materials on the CUG.
- It should be stressed that the Specialist Extension Level Standards are intended to provide trainees with a basic level of capability in the safe use of machinery and equipment of a type commonly provided in school workshops. In some cases employers may wish to carry out more extensive training to further raise skills.
- Course numbers for training on the Specialist Extension Level Standards must be restricted so as to allow an appropriate level of supervision by the RDTHSC and sufficient hands-on access to the machinery or equipment by the trainees to enable them all to complete the requirements of Assessment Task 2.
- It is important to recognise that as these are all high risk activities, the level of supervision of trainees is particularly important. It is not unusual for trainees on a Specialist Extension Level course to be using this high risk machinery and equipment for the first time. The number of trainees for the Specialist Extension Levels should always be kept as low as possible and never more than single figures. This is particularly important where space around a machine is less than that recommended by Building Bulletin 81.
- Considering numbers for Specialist Extension Level training in more detail, course numbers will also be dictated by the nature of the Specialist Extension Level being covered, for example:
 - S1HS Wood Sawing Machines involves trainees using a number of different pieces of machinery, i.e. circular saw, bandsaw, chop saw etc., and trainees can move from one machine to another, undertaking the variety of short exercises, following demonstration by the RDTHSC.
 - S2 Centre Lathe and S6 Milling Machine training exercises take far longer to set up and undertake, and course numbers need to be set to ensure that trainees have sufficient contact time on these machines to complete the required exercises. A maximum of 2 trainees per machine is generally considered to be appropriate for these 2 course units.

- Similarly, training numbers on S7HS Wood Turning Lathe, where the number of lathes available is generally low, must allow trainees sufficient contact time to develop personal capability and to complete the set exercises.
- Training on S8HS Planer Thicknesser will almost certainly be restricted to the use of 1 machine within the school, so trainees should not be expected to spend too much time waiting to use the machine, because of the number on the course. RDTHSCs have found it useful to combine for example S1HS and S8HS into a 2-day course, so that trainees can access a wider range of machinery at any one time and avoid undue waiting.
- S9HS Portable Power Tool training can involve trainees using up to 6 different power tools, and following individual demonstrations, trainees can work successfully in pairs to undertake the exercises, moving from one power tool to another. So, numbers are relatively less of a problem for this course unit, but must be kept to single figures in view of the breadth of high risk tools involved and the lack of experience of using them by trainees.

Pre course preparation

- RDTHSCs are advised to ensure that the host venue knows your requirements for training in sufficient time to put all necessary arrangements in place. At Specialist Extension Level training this may include informing the host that:
 - The tutor will arrive 45 minutes in advance of the start time to unload and set up.
 - The following publications will be required by the school: D&TA H&S Training Standards in D&T 2018; BS 4163:2014; Risk Assessment in Secondary Schools and Colleges D&T Teaching Environments; and the CLEAPSS Model Risk Assessments for D&T.
 - If the host has agreed to prepare photocopying, masters will be e mailed/posted at least two weeks in advance with full printing requirements.
 - Exclusive use of the D&T environment(s) appropriate to the equipment being used will be required to complete practical tasks.
 - Trainees are requested to provide appropriate protective clothing and eye protection and wear appropriate footwear.
 - Trainees from the host school are requested to only respond to calls on their time in an emergency, e.g. cover lesson materials should be prepared in advance and cover staff should be aware that staff should not be disturbed during the H&S training session.
 - The environment and equipment to be used should meet BS4163:2014, i.e. machinery and equipment maintenance records should be in place, LEV should be tested in accordance with COSHH Regulations, PAT testing should be up to date.
- In addition, RDTHSCs may want to provide more detailed requirements relating to individual machinery and equipment, e.g.
 - Circular Saw
Sharp TCT general purpose blade fitted
Mitre fence
Maintenance tools, i.e. spanner, spindle rod
Maintenance schedule
Suitable push sticks, at least 450mm long

- Band Saw
Sharp 6TPI or 10TPI blade fitted and spare blade available
Mitre fence
Maintenance tools
Maintenance schedule
Suitable push stick
Circle cutting attachment (if available)

Training in practice

- At the Specialist Extension Level it is expected that practical hands-on training will form the major part of any training course. Following demonstrations and explanations, trainees are expected to undertake a series of practical tasks to develop their knowledge, skills and understanding of operating machinery and equipment under direct supervision, with particular attention to safe working practices.
- RDTHSCs will find it appropriate to start training sessions on these Standards by familiarising trainees with the relevant printed materials from the CUG and explaining the layout of these materials.
- At the Specialist Extension Levels RDTHSCs will need to provide an explanation of the summary Standards on page 1, the layout of Assessment Task 1, describing the knowledge and understanding that they are required to cover, and Assessment Task 2, defining the practical competencies that they will be covering during the training. As above, trainees' attention should be drawn to the Supplementary materials provided, with particular reference to the video resources and associated posters.
- RDTHSCs can use the videos, posters and PowerPoints, where these are available, to support training, for example as an integral part of the course or as handouts circulated at the end of the course to remind trainees of the practical tasks covered.
- The D&T Association strongly recommends RDTHSCs to ensure that trainees fill in a separate checklist during the training course to record the tasks that they have completed. It is not unknown for trainees to avoid doing particular tasks, for example if they lack confidence, or sometimes if they are over confident, and RDTHSCs need to be sure that all trainees are completing all of the required tasks and achieve the appropriate standard.
- These checklists are available as the SEL Task Activity Sheets on the CUG for each of the Specialist Extension Levels. Trainees should fill these in as they complete each practical task, and at the end of the training the trainee and the RDTHSC should sign them. You should then keep these as your record of the tasks that individuals have completed. This record may be useful if trainees claim at a later date not to have completed particular operations.

- RDTHSCs must ensure that trainees are given sufficient time to complete the tasks detailed in Assessment Task 2 of each training unit. For many trainees this will often be the first time that they have used a particular piece of machinery or equipment and they should not feel under any pressure to rush the operations because of the time available or the number of trainees on the course.
- Whilst training is essentially focused on health and safety, in practice trainees must be given sufficient opportunity to develop practical competencies on the machinery and equipment before they can appreciate the relevant health and safety issues involved.
- All of the Assessment Task 2 activities have been chosen to meet specific learning objectives and cover specific health and safety points. Completion of these tasks should provide trainees with the confidence to undertake the type of activities that would typically be undertaken in school and college workshops, i.e. to prepare materials for lessons, and where relevant, to be able to teach the safe use of machinery and equipment. The tasks should allow the competency of an individual to gradually develop throughout a course of instruction to match the requirements of the relevant standards.
- It will be soon be apparent during initial training that many trainees will be using the machinery and equipment for the first time and for some trainees you may feel that although they complete the various tasks required satisfactorily, it would be advisable for their early use of this equipment back in school to be monitored for a designated period by a more experienced colleague.
- Where this is the case, we would advise you to request in writing to the head of department that a competent and accredited colleague in your establishment should work with the trainee and supervise them when using the machine for an appropriate length of time.
- The following exemplar pro forma may be used for this:
 - 'While...has successfully completed the training on the safe use of...it is advised that you or any other experienced colleague (with current certification) keep a watchful eye on him/her whilst using this machinery over at least the next six months, until he/she gains more experience in its' use.
This is in no way a doubt about his/her ability to use the above machines; if this were the case I would have failed him/her. It is simply a precautionary step to ensure that he/she moves from being an inexperienced user to one with sufficient experience to develop the confidence to be able to work alone.
I have also explained to...that if he/she needs any further help and guidance regarding his/her training I would be only too happy to help and can best be contacted via e-mail.'
- Sufficient time must be found towards the end of the training session for trainees to complete ticking off Assessment Tasks 1 and 2, and to fill in the application form to provide the information necessary for you to log them onto the website.
- In relation to Assessment Task 2, you should remind trainees that they should only tick off those practical tasks that they have actually completed. The ticked off tasks provide the evidence of exactly what tasks trainees have covered as part of the training session, and importantly, what they have not covered. You too will then need time to sign off the front pages of each trainee's training materials.
- RDTHSCs must ensure that trainees complete the CUG materials to record that they have completed the 2 set Assessment Tasks and to demonstrate that they qualify for accreditation for the Standards being taught. Trainees who have completed Core Level training should be encouraged to lodge these materials in Section 3 of their H&S portfolios.

D&T Association H&S Training Standards

S1HS Wood Sawing Machines

Summary of Assessment Task 2 practical exercises

TASK	COMPLETED
1. All machines – know how to remove blades and replace with sharpened blades	
2. Bandsaw – contour cutting	
3. Bandsaw – straight cutting	
4. Bandsaw – stopped cuts	
5. Bandsaw – bevel cutting	
6. Bandsaw –cutting round material	
7. Bandsaw –cutting circles	
8. Circular Saw – ripping to width using the rip fence	
9. Circular Saw – ripping narrow material to width	
10. Circular Saw – ripping to width using the tilt arbor	
11. Circular Saw – cross-cutting to length using the cross-cut slide	
12. Circular Saw – cross-cutting to length using the cross-cut slide and tilt arbor	
13. Circular Saw – cutting large sheet material	
14. Vertical Panel Saw – cutting man-made board accurately to size	
15. Chop/Radial Arm Saws – cross-cutting to length	
16. Chop/Radial Arm Saws – cross-cutting a mitre	
17. All machines – safety checks	

Name of trainee:

Signature:

Date:

Name of RDTHSC:

Signature:

Date:

Secondary Specialist Extension Level Training Standards – Refresher Training

- The main objective of Specialist Extension Level refresher training is to provide the opportunity for all trainees to not only consolidate, but also to extend their knowledge, skills and understanding of the various Specialist Extension Level H&S Training Standards, beyond that covered on the initial training courses on these training standards.
- In planning REFRESHER training, RDTHSCs are expected to combine groups of Specialist Extension Levels into a suitable 'refresher' training package as required, e.g.
 - Woodworking machinery refresher
 - Metalworking machinery refresher
 - Heat treatment refresher
 - Portable Power Tool refresher
- It is expected that training on each of these must be a minimum of between 4 and 6 hours duration, and as initial training, workshop based.
- As a 'rule of thumb' we would advise that REFRESHER training should generally take approximately half of the time required to deliver INITIAL training. RDTHSCs must allow sufficient time for demonstration and for trainees to then work through various practical exercises.
- To consolidate trainees' knowledge, skills and understanding, RDTHSCs should recap on the relevant Assessment Tasks 1 and 2 from the initial training materials. Typically this should involve the use of 'starter' questions to recap on knowledge and understanding, demonstration of a selection of the Assessment Task 2 practical skills by the RDTHSC and practical completion of a selection of exercises by trainees to demonstrate their practical skills and competence.
- Training should then provide the opportunity for trainees to extend their practical skills, for example by:
 - by working more independently for part of the session to complete an exercise from a drawing;
 - by developing new skills, using new equipment.
- Similarly, training should provide the opportunity for trainees to extend their knowledge and understanding, for example by:
 - covering topics such as BS4163 requirements, PPE, LEV, use of APPs to measure sound, light etc., blade technology, use of setting jigs;
 - covering topics that link to Core training, such as their Records of Training, Risk Assessments, Maintenance Schedules and COSHH Assessments, in the context of the equipment/machinery being covered.

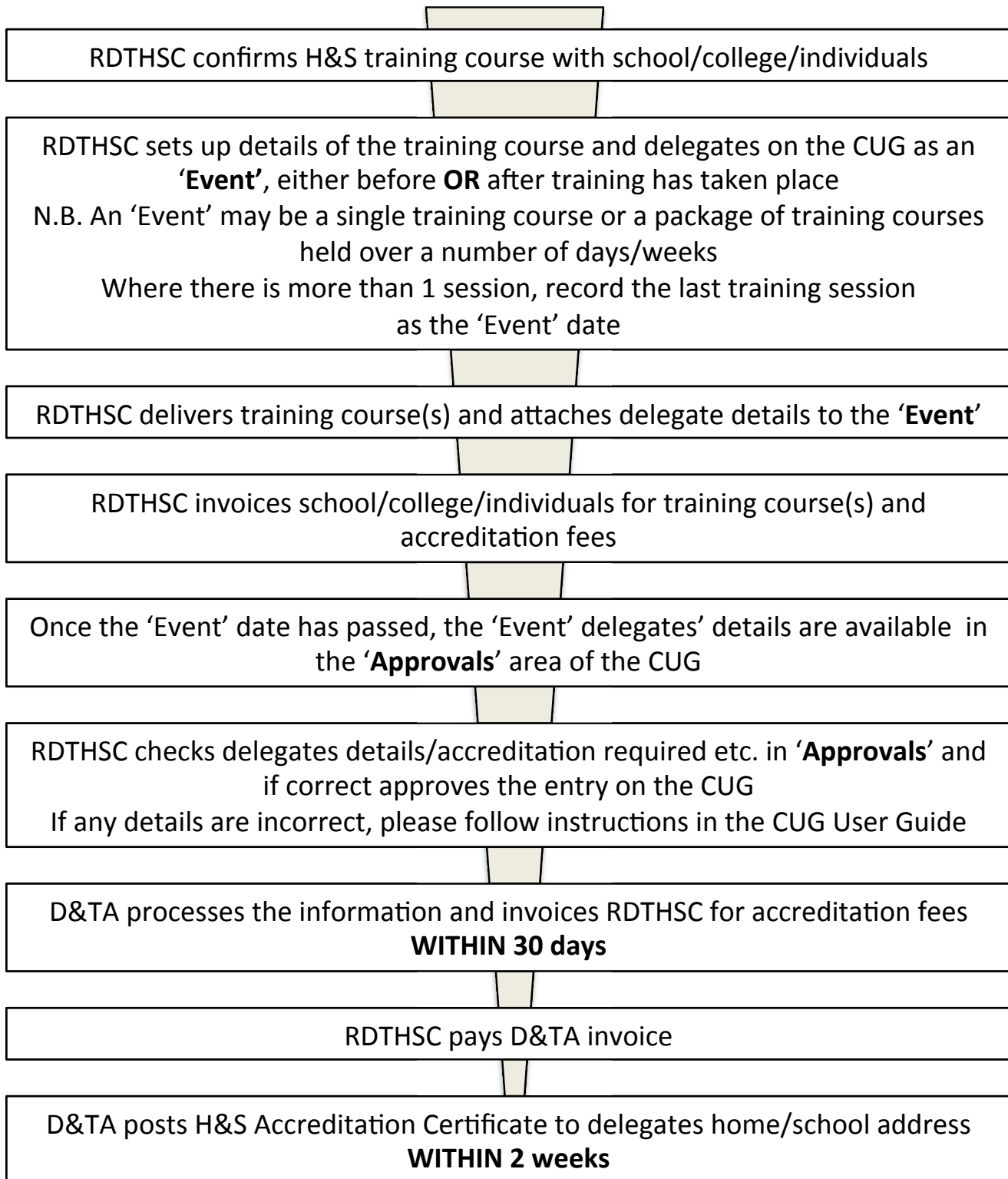
- The CUG provides a range of training materials for refresher training on the Specialist Extension Level Training Standards, including 'starter' questions and tests of trainees' knowledge and understanding.
- In addition, RDTHSCs should now draw the attention of all trainees to the video resources and associated posters covering the Specialist Extension Levels that are available for use by trainees following training, to use as a recap of the practical competencies they have developed during their training with you.
- RDTHSCs who are accredited to deliver these Standards should become familiar with all of these materials and must base their training upon them.
- Please also ensure that the Course Components checklist covering Refresher Training on the Specialist Extension Level H&S Training Standards on the CUG is used when planning your training, so as to ensure that your training sessions cover all of the components detailed for those Training Standards.
- There may well be occasions during refresher training when it becomes apparent that an individual clearly needs initial training and may well, for example, have been sent on the wrong course by a school or college. To try to preempt any difficulties in this respect, we recommend all RDTHSCs organising refresher training to advise trainees in advance that they are required to bring evidence of their previous training and certification to the course.

The accreditation procedure

- The accreditation procedure is set out in the graphic opposite.
- The RDTHSC Code of Practice (No.9) requires a commitment by all RDTHSCs to register all trainees on-line for accreditation on completion of training, providing details of their school and home addresses, their email address and the areas to be accredited. Do ensure therefore that your trainees complete a hard copy of the accreditation input form, either before attending, or at the end of their training session.
- Full details of how to complete the accreditation procedure are set out on the CUG, in the News section headed 'CUG Health & Safety User Guide'. The guide takes you through the steps required to set up your events, record details of your delegates and approve them for accreditation.
- If you experience any difficulties completing this process, please contact Lata Patel at the D&T Association.
- This accreditation process enables the D&T Association to continue to build up a very useful picture of the H&S training being undertaken nationally by the team of RDTHSCs.
- The RDTHSC Code of Practice (No. 10) requires you to agree that you will not produce your own certificate of accreditation for course participants. You may be asked to provide a certificate of attendance, but if you do so, please ensure that this **does not** record that specific Training Standards have been achieved, so that it **cannot** be interpreted as an accreditation certificate.
- For trainee ITT colleagues, it is anticipated that RDTHSCs may wish to complete all of the training being offered before registering the students on-line for accreditation towards the end of the year. In practice, some establishments are able to pay for this on behalf of their students, whilst in some cases the students themselves are required to meet the cost. In this latter case, by registering students towards the end of their training, students may well be able to seek help with the cost of accreditation from a future employer.
- In similar circumstances, RDTHSCs may be requested to plan and deliver a range of training courses for a department over a period of time. In this situation it would be appropriate to wait until the training programme has been completed before registering colleagues on-line for accreditation for all of the standards covered and to pay the single accreditation fee. Please note however that the delay in registering colleagues in these circumstances should not exceed 2 terms. Delaying accreditation beyond this period will compromise the timing of refresher training and re-accreditation.

D&TA H&S Training Standards and Accreditation Scheme

Accreditation Procedure



New RDTHSC application route (November 2018)



Applicant liaises with a current RDTHSC to mentor them and observe a training session (1st observation) at own cost. RDTHSC (or applicant) will accredit the delegates and is responsible for collecting the accreditation fee and adding details onto CUG. RDTHSC observes/guides applicant in the delivery of the session to help and assess competence and provide guidance and feedback.

Competency observation form and course components sheet is completed by mentoring RDTHSC and sent to office.

NB: If applicant adds details to CUG, these will not be processed until second observation has been completed and approval made.

Providing feedback is positive on the competency sheet, and on the condition that both compulsory Train The Trainer courses have been attended, the applicant is approved to arrange the final observation with their training quality assured by the Lead Consultant or an experienced RDTHSC that has been assigned by H&S Project Officer.

If feedback is not 100% positive, the applicant is asked to liaise with the RDTHSC to mentor/observe a second session, again at own cost.

H&S Project Officer will put applicant in touch with either Lead Consultant or another experienced RDTHSC to attend and quality assure first training (2nd observation) to ensure content is complete and training is of right standard, and to verify ID previously provided.

A short report by the Lead Consultant or other experienced RDTHSC is returned to the office for file.

Providing the final observation feedback does not raise any concerns, applicant will be contacted for confirmation on RDTHSC status with certificate being posted out shortly thereafter

After 12 months of training, a quality assurance visit is arranged for a sample on active new RDTHSCs

