

**DESIGN &
TECHNOLOGY
ASSOCIATION**

Registered Design and Technology
Health and Safety Consultants
RDTHSC HANDBOOK 2024



Because design and innovation matter

www.designtechnology.org.uk

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The Design & Technology Association

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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 (RDTHSC's) when preparing teachers and support staff to meet the D&T Association Health & Safety Training Standards in Design and Technology.

All RDTHSCs are required to read and familiarise themselves with the contents of this 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 email Lata Patel: lata.patel@designtechnology.org.uk

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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 trainee RDTHSCs (those new colleagues, working towards full RDTHSC accreditation) 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 and Technology.
- It is important that this handbook is read in conjunction with:
 - **Health and Safety Training Standards in Design and Technology (D&T Association 2025)**
 - **BS 4163:2021+A1:2022 Health and safety for design and technology in educational and similar establishments – Code of practice**
 - **Risk Assessment in Secondary Schools & Colleges: Health & Safety Guidance for Design and Technology Teaching Environments (D&T Association 2023)**
- The D&T Association, with the support of 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&T Association (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 trainee RDTHSCs need to be able to explain this to individuals or establishments contemplating not following this national scheme. BS 4163:2021+A1:2022 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 4163:2021+A1:2022 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 and when exposed to any new or increased risks.'

'The Design & 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.'

'A programme of refresher training should be undertaken over a five year period.'

'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 recognised 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 an authorised training scheme).' i.e. D&T Association.

- 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 Design & Technology 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, BS 4163:2021+A1:2022;
 - adherence to the RDTHSC Code of Practice and the RDTHSC handbook;
 - use of common training materials to deliver the 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 the biennial conference and the initial and refresher 'Train the Trainers' programme as required;
 - undertaking monitoring visits to existing RDTHSCs as required;
 - new RDTHSCs are likely to be subject to a monitoring visit twelve months after becoming a fully registered trainer or at the Association's discretion;
 - included membership to CLEAPSS, providing access to further key documents e.g. Model Risk Assessment Templates;
 - access to the D&TA for advice and support as required particularly through the Senior RDTHSC group (see below).
- The Design & Technology 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 Design & Technology 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 Design & Technology Association recognises that pressure can be put on RDTHSCs to move away from the agreed procedures of the H&S scheme, for example to shorten the time needed to deliver training, and as a result, not adhere to minimum training times. 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, they should contact Lata Patel (lata.patel@designtechology.org.uk) at the Design & Technology Association with the course proposals and will be advised accordingly.
- The Senior RDTHSC group is a small group of consultants with broad experience and expertise. They are utilised in an advisory role to help inform, and provide feedback and opinions on a range of areas relating to the H&S accreditation process, allowing for an improved decision-making process. This group is reviewed regularly.

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 **upon legislation changes**.

An RDTHSC of the Design & 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 they have knowledge and understanding of **BS 4163:2021+A1:2022**, 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 their 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 their own good practice;
7. maintain and improve their 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 delegates are given sufficient time to demonstrate their practical capability in each of the required tasks;
9. hold and maintain insurance (i.e. 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 online, 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 their membership of D&T Association and/or registration as an 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 their 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 their professional judgement is not influenced by any commercial considerations;
17. not publicise their services, or allow their 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 their 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 delegates complete these materials as required for accreditation at the Core, Specialist and Specialist Extension Levels;
20. only make these training materials available to delegates 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 & 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.

Train the Trainers

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

‘maintain and improve their 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 ‘Train the Trainers’ provision for RDTHSCs falls into 5 categories:

1. All new RDTHSC applicants (trainees) – 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.

2. All new RDTHSC applicants (trainees) planning to deliver the Specialist Extension Levels – INITIAL TRAINING

All trainee 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 delegates. The course is workshop based.

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

3. 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 Core and Specialist Level Training Standards. The cost of this is covered as part of RDTHSC membership.

4. 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 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 BS 4163:2021+A1:2022 (see next page for further details). The courses are workshop based and at cost to the RDTHSC.

5. All RDTHSCs – INITIAL/NEW TRAINING

In addition, voluntary ‘Train the Trainers’ courses are available for those wishing to add to the courses / standards they deliver. These provide the opportunity for RDTHSCs to add additional specific training standards to their own registration and prepare them to train others on these aspects. If the required ‘Train the Trainers’ course is not available on a subject you wish to add to your RDTHC certificate, please send an email to:

healthandsafety@designtechnology.org.uk on how to proceed. Each enquiry will be dealt with on a case-by-case basis. When new training standards and courses are introduced, RDTHSCs are required to attend the appropriate ‘Train the Trainers’ course, to add these new 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, and also emailed to all RDTHSCs.
- Dates/details of other courses planned will be available on the D&T Association website.
- Non-attendance at an advertised compulsory Train the Trainers course will lead to removal of the accreditation upon raising the renewal certificate for the annual re-registration.

‘Train the Trainers’ programme 2025 - 2029

Who for?	2025	2026	2027	2028	2029	2030	2031
Trainee RDTHSCs	Introduction to Core Level Training Introduction to H&S Specialist Extension Levels	Introduction to Core Level Training Introduction to H&S Specialist Extension Levels	Introduction to Core Level Training Introduction to H&S Specialist Extension Levels	Introduction to Core Level Training Introduction to H&S Specialist Extension Levels	Introduction to Core Level Training Introduction to H&S Specialist Extension Levels	Introduction to Core Level Training Introduction to H&S Specialist Extension Levels	Introduction to Core Level Training Introduction to H&S Specialist Extension Levels
All RDTHSC's	STHS, S10HS, SMHS	S4HS, S5HS H&S Conference	S3HS, S9HS	SFHS, [S2HS, S6HS] H&S Conference	[S1HS, S7HS, S8HS], PHS	STHS, S10HS, SMHS H&S Conference	S4HS, S5HS

There will be additional voluntary training courses as required, e.g. Initial/Refresher training on existing Training Standards and on any new Training Standards introduced.

Course in [squared brackets] delivered as a single course.

Specialist Extension Level REFRESHER TRAINING to cover Specialist Extension Level Training Standards over the 5-year period, 2025 – 2029

2025 - STHS Secondary Textiles, S10HS Grinding and sharpening, SMHS Secondary Materials (individual equipment)

2026 - Welding, covering S4HS and S5HS

2027 - Casting, covering S3HS, Portable power tools covering S9HS

2028 - Secondary Food Technology, Metalworking Machinery, covering S2HS, S6HS

2029 - Woodworking Machinery, covering S1HS, S7HS, S8HS, Primary H&S

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.designtechnology.org.uk/consultant-directory/> is correct and up to date, i.e. address, telephone number, email, details of personal website (if applicable) and details of the H&S Training Standards on which you are registered to train others. If this needs amending, please email: info@designtechnology.org.uk

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 page.
- 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, checking the spelling and accuracy and send it as an attachment to an email to lata.patel@designtechnology.org.uk who will enter it on the website. The proforma details, and examples of course descriptions can 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, 11th February 2025
 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 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. Similarly, Multi Academy Trusts may also have a similar post holder, managing H&S across a school trust.

Contacting schools to host training

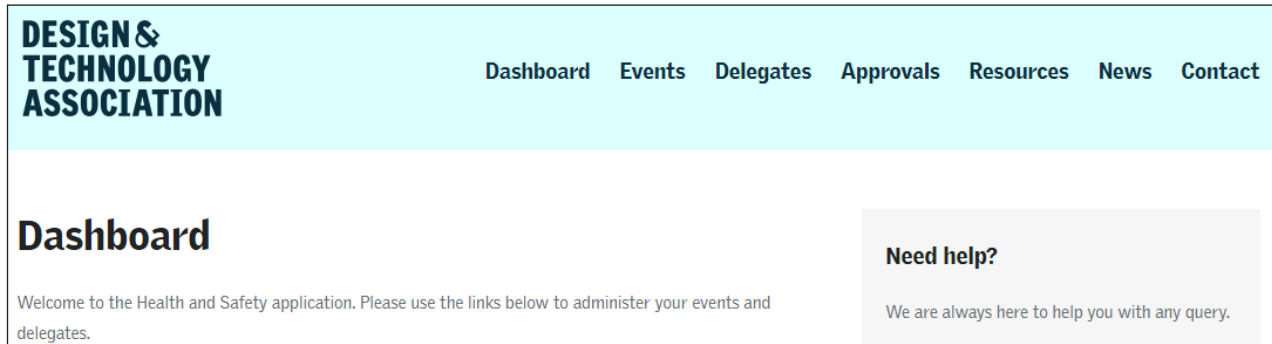
- In the absence of training provided by Local Authority Advisers and Inspectors, RDTHSCs will find it useful to contact schools directly to familiarise them with the H&S Training Standards that they are able to deliver.
- Schools, particularly those providing ITT, may be keen to host training. Sharing 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.
- Local D&T network meetings (if available in your area) 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 and social media

- An increasing number of RDTHSCs are developing their own websites and using social media platforms 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 resources 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 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 the 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 delegates will be issued with these materials as the basis of all training/accreditation. 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 2025.
 - BS 4163:2021+A1:2022 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 'Train the Trainers' event dates and an online 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 there are updates / additions, so RDTHSCs must ensure that the D&T Association has a record of their current email 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 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 delegates 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 Core, Specialist and Specialist Extension Levels;
 - ensure that all delegates 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 delegates 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 delegates.
- INITIAL training is intended for delegates 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 delegates 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.
- Although the D&T Association recommends that RDTHSCs should avoid mixing these two types of courses, there may be occasions when it is necessary to have delegates 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 delegates.
- In this situation, schools and colleges must be advised in advance 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 delegates will typically have had little or no previous experience or certification on the machinery and equipment, and refresher training, where delegates 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 ‘BS 4163:2021+A1:2022 Health and safety in educational and similar establishments – Code of practice,’ should help you to provide the appropriate answer:
 - *‘Anyone in charge of a teaching space covered by this British Standard is advised to consider the desirability of having 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 & 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 recognised 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 an authorised 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, BS 4163:2021+A1:2022 notes that:
 - *‘Refresher training should be undertaken at least every five years’.*
- The Health and Safety Executive 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 or if the method of control or operation of the machine have been significantly changed'.*
- **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 delegates 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 delegates. 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.

Name: _____ Audit date: _____

Initial analysis for Design and Technology H&S training.

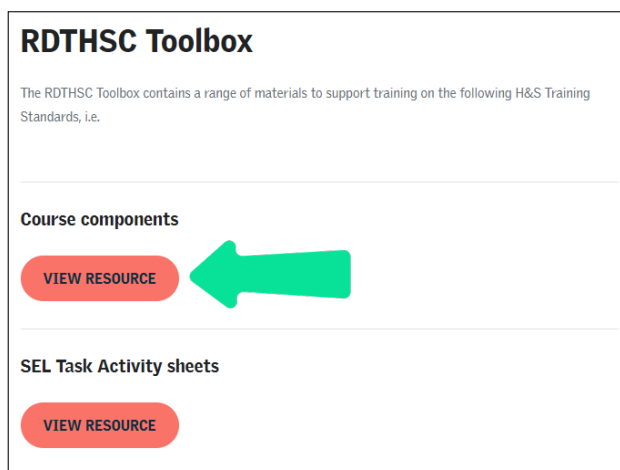
Use the table below and record in the right hand AUDIT column:

C Where current D&TA accreditation is in place**R** Where REFRESHER training is required

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
SSHS	SYSTEMS AND CONTROL		1-2
STHS	TEXTILE TECHNOLOGY		6
SMHS	SECONDARY MATERIALS (individual equipment)	Hand tools	1
		Drilling machine	1
		Guillotines, shears & trimmers	1
		Off-hand grinding machine	1
		Sanding/finishing machines	1
		Mortiser	1
		Polishing (buffing) machine	1
		Power fret-saws	1
		Power hacksaw/metal cutting bandsaw	1
		Heat processes	2-4
		Plastics moulding processes	1
		Portable power tools (only inc. drills and sanders)	1
S1HS	WOOD SAWING MACHINES	Narrow Band Saw	3
		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 – Metal Arc Welding	3
		MAG	3
		MIG	3
		TIG	3
		Spot Welding	1
S5HS	OXY ACETYLENE WELDING		4-6
S6HS	MILLING MACHINES/CNC CENTRE	Vertical Milling Machine	4-6
		Horizontal Milling Machine	4-6
		CNC Milling Machine	4-6
S7HS	WOOD TURNING LATHE		4-6
S8HS	PLANER/THICKNESSER MACHINES	Overhand Planer	2-4
		Thicknesser	2-4
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 the components detailed for those specific Training Standards. This can be found under 'Resources' and in 'RDTHSC Toolbox'



- Please note that there are 6 different Course Components checklists.
- 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 RDTHSC 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. Please note, the process for becoming an accredited RDTHSC is shown at the back of this handbook.
- To support our Quality Assurance procedures, the first of two mentoring sessions will be completed by an RDTHSC as chosen by the delegate. (If there is difficulty in finding a mentor, the D&T Association will help to appoint an RDTHSC.)
- The second mentoring/observation session will be made by a selected RDTHSC as chosen by the D&T Association.
- 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 Form' which relates to the presentation and delivery of style. It is important that complementary and development observations are added to this sheet. In addition, the mentor should also send back the 'Course Components' sheet (shown on the next page).
- 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 an RDTHSC, with no fees refunded.

DESIGN & TECHNOLOGY ASSOCIATION

COURSE:

CORE LEVEL H&S TRAINING STANDARDS**(INITIAL TRAINING)**

MINIMUM CONTACT TIME:

4 TO 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	

Trainee Observation Form

Name of Trainee RDTHSC:	
RDTHSC Mentor Carrying Out the Observation:	
Date of Observation:	
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@designtechnology.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 instance, but please do keep a copy for your own records. Please do not pass any details or content of the completed form with anybody else except Lata Patel at the D&TA.

Accreditation content being covered:													
SCHS	<input type="checkbox"/>	S1HS	<input type="checkbox"/>	S2HS	<input type="checkbox"/>	S3HS	<input type="checkbox"/>	S4HS	<input type="checkbox"/>	S5HS	<input type="checkbox"/>	S6HS	<input type="checkbox"/>
STHS	<input type="checkbox"/>	S7HS	<input type="checkbox"/>	S8HS	<input type="checkbox"/>	S9HS	<input type="checkbox"/>	S10HS	<input type="checkbox"/>	S11HS	<input type="checkbox"/>	S12HS	<input type="checkbox"/>
SMHS	Drilling machines <input type="checkbox"/>	Sanding machines <input type="checkbox"/>	Mortice machine <input type="checkbox"/>	Power fret saw <input type="checkbox"/>	Guillotine, trimmers <input type="checkbox"/>	Offhand grinder <input type="checkbox"/>							
	Hand tools <input type="checkbox"/>	Polishing machine <input type="checkbox"/>	Power hacksaw, metal band saw <input type="checkbox"/>	Heat processes <input type="checkbox"/>	Plastics moulding machines <input type="checkbox"/>	Power tools <input type="checkbox"/>							

Trainee RDTHSC resources:	
Please comment upon the effectiveness and quality of handouts, presentations, exemplar materials and variety:	
Content of the resources:	
Are the resources in line with the D&TA expectations (see RDTHSC Handbook for details) referencing to BS 4163:2021+A1:2022 and other CLEAPSS, HSE, or D&TA documents:	

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 have completed the practical elements as expected, showing competence and understanding of the Standards required to complete the Primary D&T H&S accreditation.
- Whilst the course can be run at a school for an entire cohort, due to the nature of primary schools and D&T leaders, these will also be advertised courses on the D&T Association website, whereby teachers from different schools are expected to attend.
- It is likely most likely that RDTHSCs will be able to sign delegates off for accreditation immediately after the end of the training session on the Primary Level training standards.
- To help with this, you may want to provide delegates 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 emailing the portfolio file for printing in school;
 - the pre-course information detailed below. You may also feel they have suitable time during the course.
- **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 may want to accredit the trainee teachers 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 trainee teachers would be logged-on as usual towards the end of their training year.
- The CUG provides all 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, videos, PowerPoint, a range of practical activities and supporting materials.
- 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, to ensure that your training sessions cover all 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 (if not arranged as a D&T Association advertised course)
- 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 emailed/posted at least 1 week in advance with full printing requirements. If the host has agreed to prepare photocopying, masters will be emailed/posted at least two weeks in advance with full printing requirements.
- Delegates 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 delegates 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 your delegates receive either a hard copy or an email 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 delegates 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 pieces of evidence to demonstrate how this is achieved.
- If delegates 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 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 portfolio tasks. RDTHSCs are advised to refrain from adding significantly to this PowerPoint so as to maximise the time available for more active teaching and learning.
- Training should follow the sequence of the required portfolio tasks so that delegates develop their knowledge and understanding of the Primary Standards in the context of the activities that they are being asked to complete.

- All 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 delegates must have the opportunity to view the video files that form part of the menu of Primary training materials.
- As the activities on each portfolio task are completed, delegates 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 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 delegates 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.
- RDTHSCs should aim to sign off schools/individuals immediately after they have completed their Core training.
- To achieve this, it is important delegates 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 the pre-course information detailed below.
- 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 Initial Teacher Training (ITT), we recognise that you will generally want to spend much longer on Core training and will probably want to accredit your delegates once they have had the opportunity to collect the portfolio evidence required from their placement schools. This is acceptable, and we would anticipate that these delegates would be accredited as usual towards the end of their training year.
- Inevitably there will be delegates who, despite your request, will arrive at the training session without the pre-course information requested. In these cases they should be given 1 calendar month maximum to complete their portfolio, so that you can complete the accreditation process as soon as possible.
- 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 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 £26.40.
- 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 all colleagues working in D&T.
- The CUG provides all 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, 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 to ensure that your training sessions cover all the components detailed for those Training Standards.

Pre-course preparation

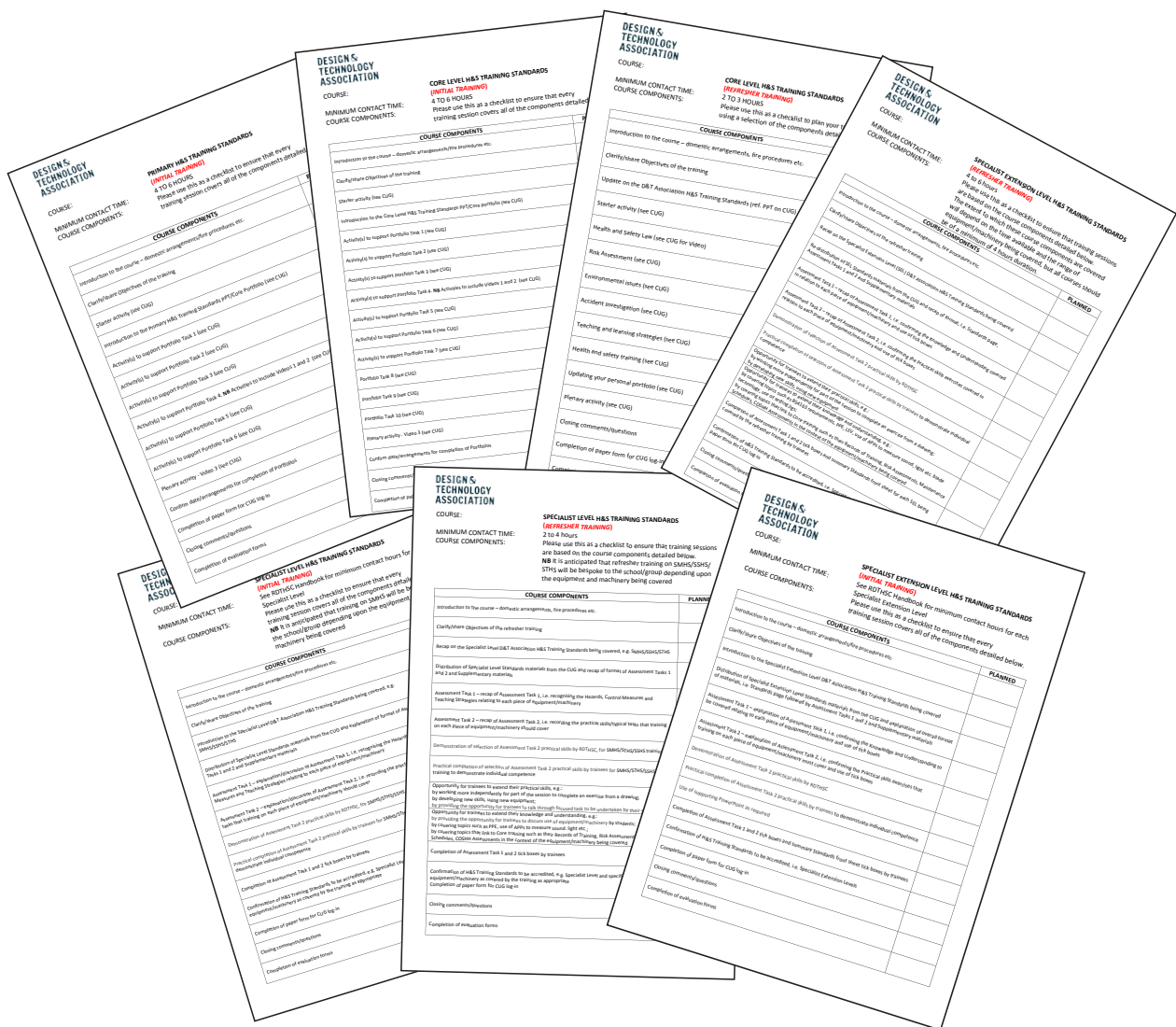
- RDTHSCs must ensure that the host venue knows your requirements for training in sufficient time to put all necessary arrangements in place.
- For example this may include informing the host that:
 - The RDTHSC will arrive 30 minutes in advance of the start time to prepare materials and resources for the course.
 - The following publications will be required by the school for Core Level training: Health and Safety Training Standards in Design and Technology. (D&T Association 2024); BS 4163:2021+A1:2022; Risk Assessment in Secondary Schools & Colleges: Health & Safety Guidance for Design and Technology Teaching Environments (D&T Association 2024); 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 emailed/posted at least two weeks 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
 - Delegates 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 your delegates 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 your delegates receive either a hard copy or a digital 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, delegates are asked to complete as many of the required tasks 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 delegates 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 delegates are attending the training as a department or with other colleagues from their department, 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 delegates 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 delegates: 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 delegates a better 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 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 delegates 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.
- As the activities on each portfolio task are completed, delegates should be given time to discuss and file the relevant evidence required in their portfolios.
- Delegates 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 delegates 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 two twilight sessions.
- Again, this training is essentially a seminar type activity, based on presentations, individual and group activities, so course delegate numbers do not present a problem. Once again, 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.
- 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 to ensure that your training sessions cover all the components detailed for those Training Standards.



Secondary Specialist Extension 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 delegates. The main objective of Specialist Extension Level initial training is to ensure all delegates are confident and competent on the specialist machinery and process they are likely to use in D&T. They should demonstrate their knowledge, understanding and practical skills using the specified equipment and processes.
- Delegates 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, to allow sufficient time for demonstration and for delegates to then work through the various Assessment Task 2 (Practical Assessments) 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 delegates 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 delegates could then use with their students back in school.
- 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 courses made available throughout the year to cover both the Level 2 Food Safety certification and the Specialist Level in Food Technology (SFHS) in 1 day.
- Alternatively, delegates may obtain Level 2 Food Safety certification by other routes, for example by online training or by attending a training course set up in their local area. Delegates 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 to allow an appropriate level of supervision by the RDTHSC, and sufficient hands-on access to the machinery or equipment by the delegates. 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 delegates 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 to ensure that your training sessions cover all 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 RDTHSC will arrive 45 minutes in advance of the start time to prepare materials and resources for the course.
 - The following publications will be required by the school: Health and Safety Training Standards in Design and Technology. (D&T Association 2024); BS 4163:2021+A1:2022; Health and Safety Training Standards in Design and Technology. (D&T Association 2024); and the CLEAPSS Model Risk Assessments for D&T.
 - If the host has agreed to prepare photocopying, masters will be emailed/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.
 - Delegates are requested to provide appropriate protective clothing and eye protection and wear appropriate footwear.
 - Delegates 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 BS 4163:2021+A1:2022, 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, delegates 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 delegates 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 (that is required to know / understand), and delegates should demonstrate Assessment Task 2, identifying the practical skills which training on that piece of machinery or equipment covers. In addition, delegates' attention should be drawn to the Supplementary materials that are available for RDTHSCs on the CUG.
- RDTHSCs must ensure that delegates are given sufficient time to complete the tasks detailed in Assessment Task 2 of each training unit. For many delegates 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 delegates on the course.
- Whilst training is essentially focused on health and safety, in practice delegates 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 delegates 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. Delegates 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 delegates to both consolidate and also to extend their knowledge, skills and understanding of working in all D&T specialties, beyond that covered on the initial training courses on these training standards.
- To consolidate knowledge, skills and understanding, RDTHSCs should recap with delegates on the relevant Assessment Tasks 1 and 2 from the initial training materials. Typically this should involve demonstration of the Assessment Task 2 practical skills by the RDTHSC and practical completion of exercises by delegates to demonstrate their competence.
- Training should then provide the opportunity for delegates 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 delegates to work through a focused task that could be undertaken by their own students.
- Similarly, training should provide the opportunity for delegates to extend their knowledge and understanding, for example by:
 - providing the opportunity for them to discuss how and if students in their class use machinery and equipment;
 - 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 to ensure that your training sessions cover all the components detailed for those Training Standards.

Secondary Specialist Extension Level Training Standards – Initial Training

- The CUG provides training materials for all 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 delegates to the video resources and associated posters that are available for use by delegates following training. These can be introduced during training sessions and are intended to be used by delegates 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 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 to ensure that your training sessions cover all 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 delegates 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 to allow an appropriate level of supervision by the RDTHSC and sufficient hands-on access to the machinery or equipment by the delegates 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 delegates is particularly important. It is not unusual for delegates on a Specialist Extension Level course to be using this high risk machinery and equipment for the first time. The number of delegates 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 delegates using a number of different pieces of machinery, i.e. circular saw, bandsaw, chop saw etc., and delegates 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 delegates have sufficient contact time on these machines to complete the required exercises. A maximum of 2 delegates 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 delegates 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 delegates 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 delegates can access a wider range of machinery at any one time and avoid undue waiting.
- S9HS Portable Power Tool training can involve delegates using up to 6 different power tools, and following individual demonstrations, delegates 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 delegates.

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 RDTHSC will arrive 45 minutes in advance of the start time to prepare materials and resources for the course.
 - The following publications will be required by the school: Health and Safety Training Standards in Design and Technology. (D&T Association 2024); BS 4163:2021+A1:2022; Risk Assessment in Secondary Schools & Colleges: Health & Safety Guidance for Design and Technology Teaching Environments (D&T Association 2024); and the CLEAPSS Model Risk Assessments for D&T.
 - If the host has agreed to prepare photocopying, masters will be emailed/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.
 - Delegates are requested to provide appropriate protective clothing and eye protection and wear appropriate footwear.
 - Delegates 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 BS 4163:2021+A1:2022, 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, delegates 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 delegates 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, delegates' 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 delegates of the practical tasks covered.
- Although not compulsory, the D&T Association suggests that RDTHSCs may find it useful to get delegates to fill in a separate checklist during the training course to record the tasks that they have completed. It is not unknown for delegates 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 delegates 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. Delegates should fill these in as they complete each practical task, and at the end of the training the delegate 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 delegates claim at a later date not to have completed particular operations

- RDTHSCs must ensure that delegates are given sufficient time to complete the tasks detailed in Assessment Task 2 of each training unit. For many delegates 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 delegates on the course.
- Whilst training is essentially focused on health and safety, in practice delegates 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 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 delegates 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 delegates will be using the machinery and equipment for the first time and for some delegates 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 delegate 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 their ability to use the above machines; if this were the case I would have failed them. 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 they need any further help and guidance regarding their training I would be only too happy to help and can best be contacted via email.'*
- Sufficient time must be found towards the end of the training session for delegates 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 delegates 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 delegates 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 delegates training materials.
- RDTHSCs must ensure that delegates 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. Delegates 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

SIHS Wood Sawing Machines



Summary of Assessment Task 2 practical exercises

TASK	COMPLETED
1. Bandsaw – know how to remove blades and replace with sharpened blades	
2. Bandsaw – contour cutting	
3. Bandsaw – straight cutting	
4. Bandsaw – stopped cuts	
5. Bandsaw – safety checks	
6. Circular Saw – ripping to width using the rip fence	
7. Circular Saw – ripping narrow material to width	
8. Circular Saw – ripping to width using the tilt arbor	
9. Circular Saw – cross-cutting to length using the cross-cut slide	
10. Circular Saw – cross-cutting to length using the cross-cut slide and tilt arbor	
11. Circular Saw – cutting large sheet material	
12. Circular Saw – safety checks	
13. Chop/Radial Arm Saws – cross cutting to length	
14. Chop/Radial Arm Saws – cutting a mitre	
15. Chop/Radial Arm Saws – safety checks	
16. Vertical Panel Saw – Cut manufactured board accurately to size	
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 delegates 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 delegates to then work through various practical exercises.
- To consolidate delegates' 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 delegates to demonstrate their practical skills and competence.
- Training should then provide the opportunity for delegates to extend their practical skills, for example by:
 - working more independently for part of the session to complete an exercise from a drawing;
 - developing new skills, using new equipment.
- Similarly, training should provide the opportunity for delegates 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 delegates' knowledge and understanding.
- In addition, RDTHSCs should draw the attention of all delegates to the video resources and associated posters covering the Specialist Extension Levels that are available for use by delegates 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 pre-empt any difficulties in this respect, we recommend all RDTHSCs organising refresher training to advise delegates 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 on the next page.
- The RDTHSC Code of Practice requires a commitment by all RDTHSCs to register all delegates online 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 delegates 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 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 the training being offered before registering them online for accreditation towards the end of the year. In practice, some establishments are able to pay for this on behalf of their ITT students, whilst in some cases the students themselves are required to meet the cost. In this latter case, by registering them towards the end of their training, they 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 delegates online for accreditation for all the standards covered and to pay the single accreditation fee. Please note however that the delay in registering delegates in these circumstances should not exceed two 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



RDTHSC confirms details of H&S training course with school/college/individuals.



RDTHSC sets up details of the training course and delegates on the CUG as an **'Event'**, either before OR after training has taken place.

N.B. An 'Event' may be a single training course or a package of training courses held over a number of days/weeks. Where there is more than one session, confirm details of H&S training sessions, by putting last date of training as the 'Event' date.



RDTHSC delivers training course(s) and attaches delegate details to the **'Event'**.



RDTHSC invoices school/college/individuals for training course(s) and accreditation fees.



Once the 'Event' date has passed, the 'Event' delegates' details are available in the **'Approvals'** area of the CUG.



RDTHSC checks delegates details/accreditation required etc. in **'Approvals'** and if correct approves the entry on the CUG, If any details are incorrect, please follow instructions in the CUG User Guide.



D&TA processes the information and invoices RDTHSC for accreditation fees within 30 days.

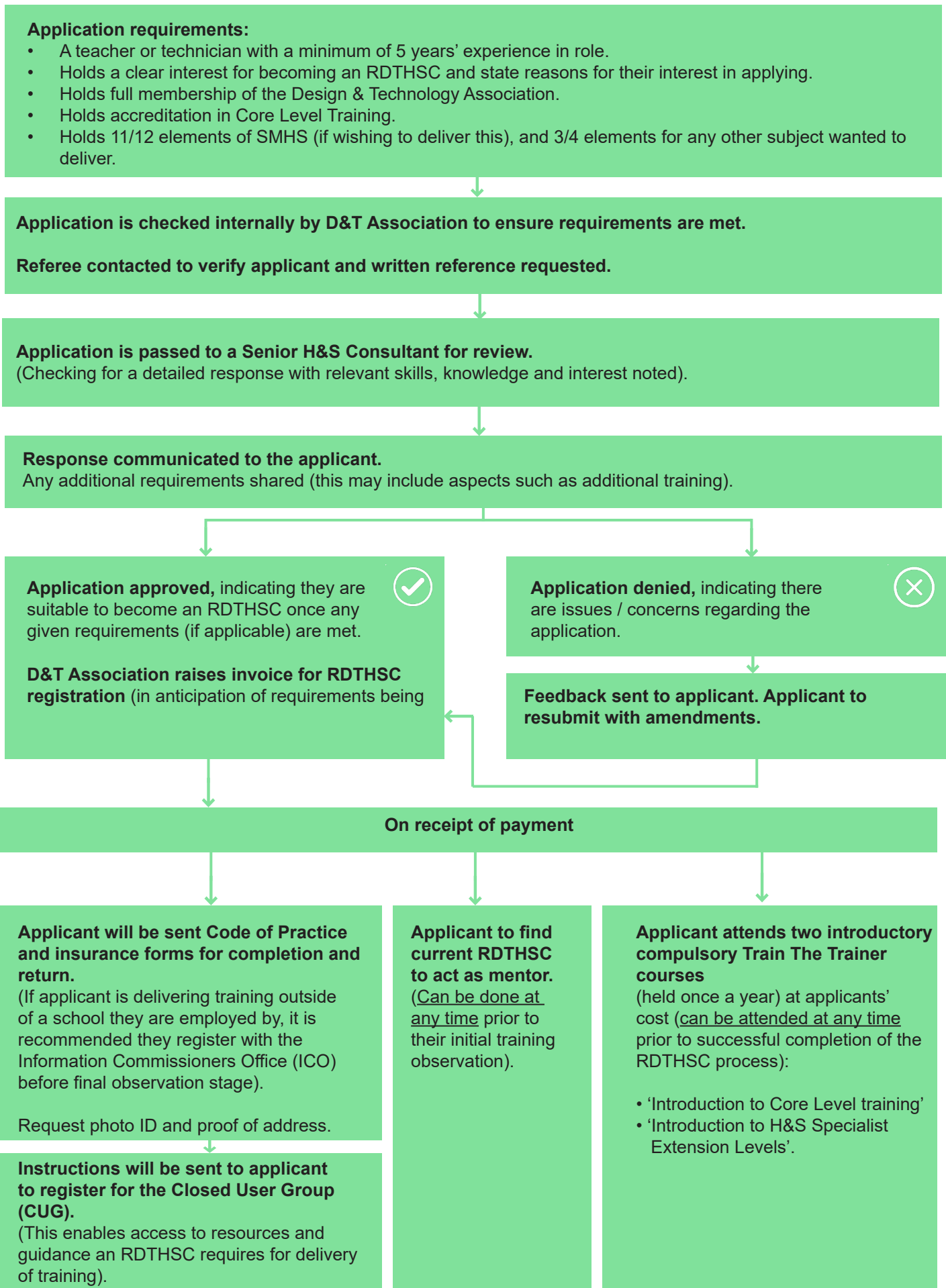


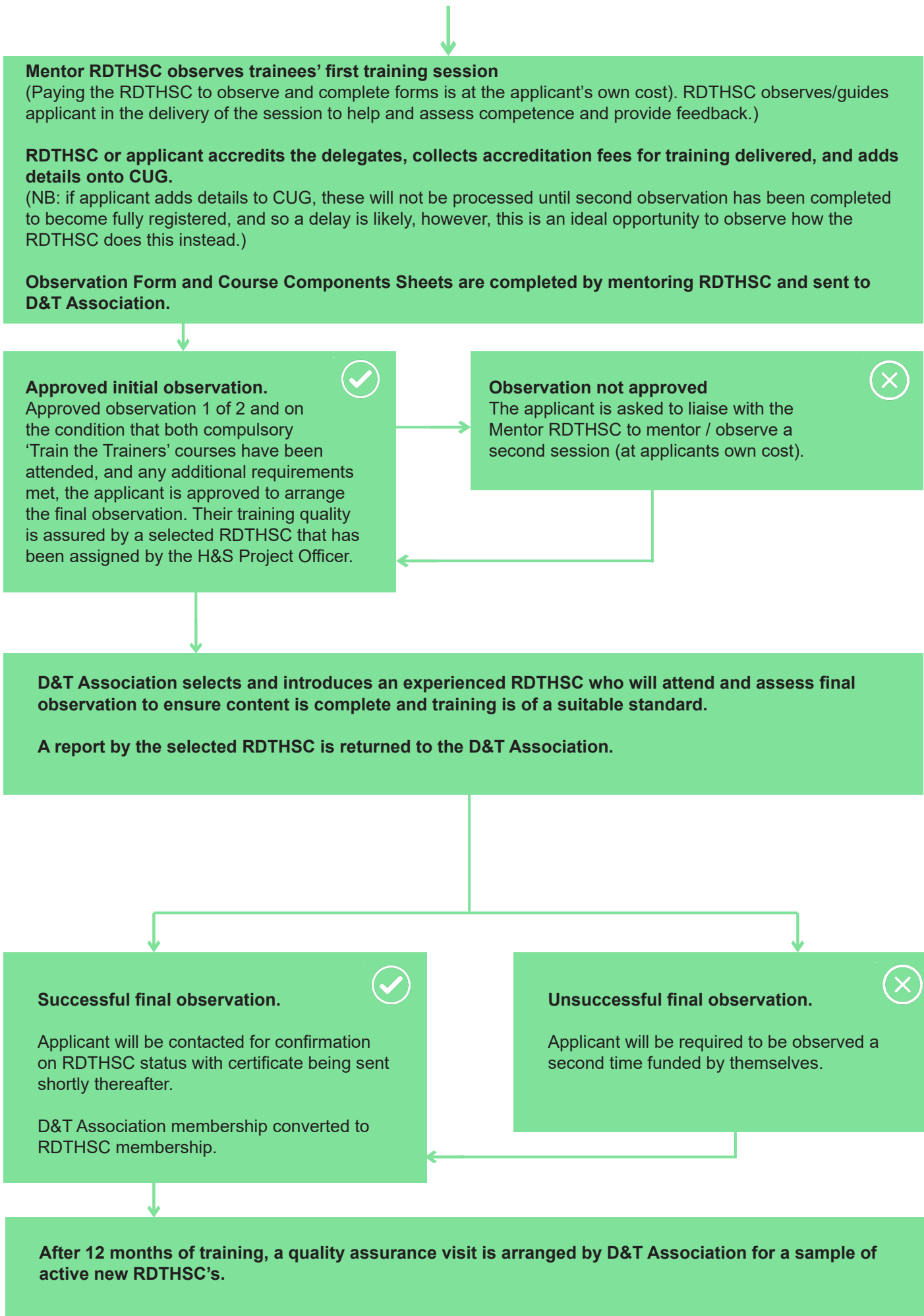
RDTHSC pays D&TA invoice.

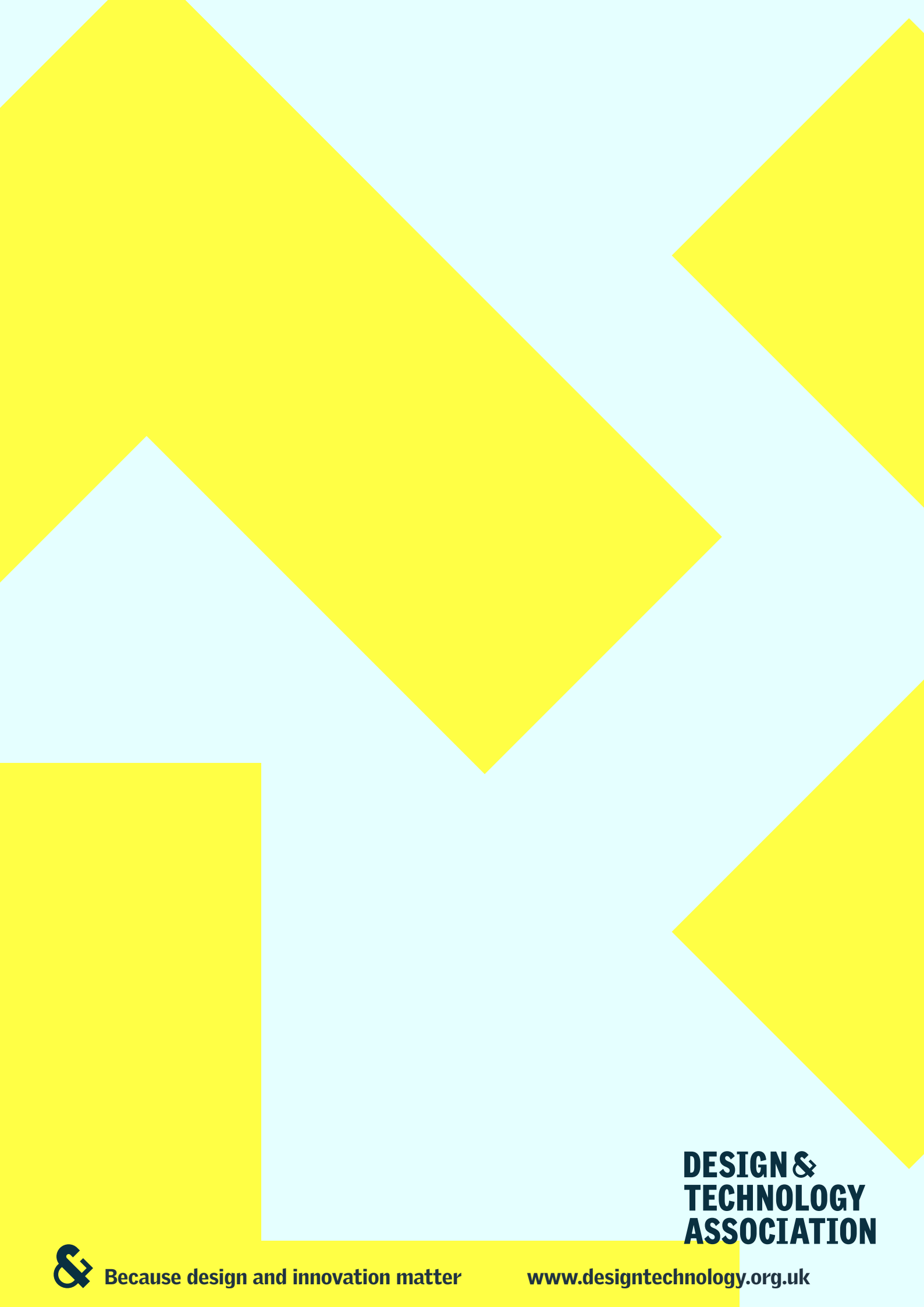


D&TA posts H&S Accreditation Certificate to delegates home/school address within 2 weeks.

New RDTHSC application route







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