Training and Qualifications in Drilling and Sawing
Contents

Page 3 - Introduction

Page 3 - The role of the Drilling and Sawing Association (DSA) and Mission Statement

Page 4 - Checklist for Qualifying your Workforce

Page 5 - Choosing the Right Training

Page 6 - Drilling and Sawing – Routes for Training and Qualification
  - Specialist Apprenticeship Programmes (SAP)
  - Specialist Upskilling Programmes (SUP)
  - On-site Assessment and Training (OSAT) and Experienced Worker Practical Assessment (EWPA)

Page 7 - More about:
  - DSA Apprenticeship (Page 7)
  - NVQ Level 2 in Diamond Drilling (Page 10)
  - Supervisory SUP (Page 11)
  - Demolition SUP (Page 12)

Page 13 - Training Programmes

Page 13 - Training Courses

Page 14 - Training Provided by Manufacturers

Page 15 - CSCS Cards

Page 16 - CITB Grants

Page 17 - CITB Grants for the 2014/2015 Grants Scheme

Page 18 - DSA Membership

Page 19 - Useful Contacts

This guide is issued by DSA to provide general information on best practice and is not a substitute for obtaining independent professional advice.

Every effort has been made to see that the information is correct at the time of publication and DSA and the organisations responsible for its content cannot accept any liability arising in any way from relying on this guide.

© DSA Ltd February 2014 all rights reserved.

Requests to use any part of this guide should be made in writing to:
The Drilling & Sawing Association Ltd
Unit 3, Brand Street
Nottingham
NG2 3GW
Telephone: 0115 986 7029
Fax: 0115 985 0341
www.drillandsaw.co.uk
Introduction

This guide has been produced by the Drilling and Sawing Association (DSA) in partnership with industry training body CITB and the National Specialist Contractors’ Council (NSCC) to help you identify the appropriate training to qualify your workforce. Ensuring that all your employees have achieved the relevant qualifications and hold the right CSCS cards can assist you in gaining access to sites.

The DSA is committed to its Members in helping create a positive role within the Specialist Contractor sector of the construction industry.

Working hard over many years DSA was the first “Specialist Contractor Association” to develop and implement our own apprenticeship scheme in association with CITB, with Competency cards being issued well before CSCS cards and NVQ’s. DSA has been pushing hard to change the mind-set of the Construction industry over many years to give Drilling and Sawing the recognition it deserves as a highly skilled trade.

DSA members benefit from approved operator training courses and the adoption of national safety standards and working codes of practices, as well as affiliation with other recognised construction industry national associations. The DSA also provides a forum for members to meet within an organised framework to discuss and share their ideas on new technologies and the future development of the industry as a whole.

Mission Statement

The DSA`s mission is to promote the work of professional drilling and sawing contractors by highlighting the main advantages of cutting concrete with diamond tools, which include precision cutting within the shortest time scale, reduced noise, dust and debris and maintenance of structural integrity.
Checklist for Qualifying your Workforce

Develop a Training and Development Plan with the support of your CITB Company Development Advisor to identify and map out the training needs of all your employees.

For each operative, find a training provider that delivers the appropriate training and register them for the S/NVQ.

Identify the CSCS card that the operative requires, book the relevant Health, Safety and Environment Test and make sure that they pass it.

Complete and submit the CSCS application form for the appropriate CSCS card.

Support the operative to carry out the training and obtain the S/NVQ.

Claim CITB Grant for the achievement of the S/NVQ.

Complete and submit a new CSCS application form for a Skilled Worker card in Drilling and/or Sawing.

Identify and plan refresher training as required.

If the operative progresses to a supervisory or management role, review their training and qualification requirements by contacting the CITB National Specialists Team.
Choosing the Right Training

Operatives qualified in the Drilling and Sawing trades should hold the Level 2 NVQ in Specialist Concrete Operations – Drilling and Sawing and obtain the blue CSCS Skilled Worker Card in the occupation Diamond Drilling and Sawing.

Depending on the level of experience and competence of the operative, there are a number of training routes available to obtain the S/NVQ:

- **New entrant with no previous experience in construction**

  There is a Specialist Apprenticeship Programme (SAP) available

- **Operatives with construction experience but little or no knowledge of Drilling and Sawing** –

  Specialist Up-skilling Programme (SUP) – for 360 Pedestrian Operated Crusher & Breaker

- **Experienced Drilling and Sawing operatives** –

  On Site Assessment and Training (OSAT) and Experienced Worker Practical Assessment (EWPA) routes

When registering an operative for the S/NVQ, the DSA will usually carry out a pre-course interview to assess and profile the operative’s existing skills and assign them to the appropriate training route. An NVQ Level 2 is the minimum qualification required to obtain a skilled operative (Blue) CSCS Card. Details of the different training routes, including duration, cost and grant available, can be obtained from the DSA.
Drilling and Sawing – Routes for Training and Qualification

<table>
<thead>
<tr>
<th>Course</th>
<th>Type of Candidate</th>
<th>Duration</th>
<th>Delivery</th>
<th>Training and Assessment</th>
<th>Cost</th>
<th>Aims and Objectives</th>
<th>CITB Grant support</th>
</tr>
</thead>
</table>
| **Specialist Apprenticeship Programme (SAP)** | New entrants with no previous construction experience  
Aged 16+ | 24 months | 21 days off-site training  
On-site training  
On-site assessment | The employer must allow for off-site training and on-site assessment and provide a mentor for the apprentice.  
The apprentice must complete a portfolio | Depends on numbers and location but should not exceed CITB grant available | NVQ Level 2 Specialist Concrete Occupations  
TOTAL GRANT = £9,333 |   |
| **Specialist Upskilling Programme (SUP) – 360 Pedestrian Operated Breaker** | Operatives with construction experience and transferable skills but little or no knowledge of Remote Controlled Machines  
Requires a minimum of 5 days occupational training | 12 months | 5 - 10 days off-site training  
On-site assessment | The employer must allow for off-site training and on-site Assessment.  
The operatives must complete a portfolio | Depends on numbers and location but should not exceed CITB grant available | NVQ Level 2 Demolition Plant  
TOTAL GRANT = £3,385.50 |   |
| **Specialist Upskilling Programme (SUP) – Occupational Work Supervision** | Operatives with construction experience and transferable skills looking to progress to a supervisory role or supervisors looking to gain qualification. | 12 months | 10 days off-site training  
On-site assessment | The employer must allow for off-site training.  
The operatives must complete a portfolio | Depends on numbers and location but should not exceed CITB grant available | NVQ Level 3 Occupational work supervision  
TOTAL GRANT = £2,714.50 |   |
| **On-Site Assessment and Training (OSAT)** | Experienced Drilling and sawing operatives without the S/NVQ  
Must be working on Drilling and Sawing operations.  
Typically 4 - 6 assessor visits over 6 months  
Up to 4 days off-site training (if required)  
On-site assessment | Typically 5 visits over 6 months  
Up to 4 days off-site training  
On-site assessment | The employer must allow for off-site training and on-site assessment.  
The operatives must complete a portfolio | Typically £3,200 – varies dependant on location | NVQ Level 2 Specialist Concrete Occupations  
NVQ Achievement Grant = £400  
+ 22% Supplementary Payment (if eligible)  
TOTAL GRANT = £488 |   |
| **Experienced Worker Practical Assessment (EWPA)** | Experienced Drilling and Sawing operatives without the S/NVQ  
Must be working on Drilling and Sawing operations.  
1-2 Days  
Simulation Based Activities and Observations | 1-2 Days | Simulation Based Activities and Observations | The operatives must complete a portfolio  
Employers Endorsement | Typically £950 | NVQ Level 2 Specialist Concrete Occupations  
NVQ Achievement Grant = £400  
+ 22% Supplementary Payment (if eligible)  
TOTAL GRANT = £488 |   |
More about DSA Apprenticeships

Apprenticeships are practical work-based schemes developed by the construction industry to help plug the skills gaps in the sector. Apprenticeships offer a structured training programme for an Apprentice, combining college study with on-the-job training. Apprenticeships lead to respected qualifications – NVQs and SVQs, which prove that the standards of work expected in the industry have been met, supported by work on core skills.

The DSA has developed a Drilling and Sawing Apprenticeship for our sector called the Level 2 NVQ Diploma in Specialist concrete occupations (Construction) in England and Wales and the SVQ Level 2 and 3 in Specialist Concrete Occupations for Scotland. The elements of an apprenticeship are

- Training and assessment - an assessor will award the NVQ Diploma by verifying the achievements such as courses off-site and the evidence gained on site;

- Work Based Evidence - gathering and recording a wide range of work experience. College training: Key Skills

- Key Skills - aims to promote and recognise those skills that are essential to all jobs. Key Skills include such experience as dealing with customers and working out the cost of materials. Depending on the requirements of the Framework, apprentices work towards achieving Key Skills at level 1 or 2.

- Diploma - after consultation with industry the Sector Skills Council developed the Construction Diploma, these new off- the-job training qualifications are a response to the changing needs of industry. They deliver the underpinning knowledge and understanding relevant to the S/NVQ. They are delivered by a taught programme of off-the-job training.

- Employment Responsibilities and Rights - all employers and employees have responsibilities and rights under employment law, and employment can be affected by other laws as well. This key element is included in the apprentices training programme.

Course Summary: The aim of this scheme is to train new starters in the Drilling and Sawing industry as operators and provide existing operators with the means of gaining additional categories of equipment to their existing skills. The training programme consists of 21 days classroom training covering various modules set out within the qualification such as Diamond Drilling, further training takes place on-site carried out by the operatives supervisors followed by 4 days minimum assessment carried out by our assessor.

Course Content: Groups of approximately 5-10 delegates can be accommodated – per intake. The on-site training will be carried out during normal working hours under the supervision of a designated experienced person from the employer based on the DSA Code of Safe Working Practices.
Within the programme, individuals will receive training in:

- Health and Safety
- Track Sawing
- Security of the Workplace
- Chain / Ring / Hand Sawing
- Operating Power Tools
- Concrete Bursting
- An Efficient Working Environment
- Hydraulic Crunching
- Access Equipment
- remote controlled Crushing and Breaking
- Diamond Drilling
- Wire Sawing
- Floor Sawing

The apprentice will also receive the following certification:

- IPAF Scissor Lift and Boom
- PASMA Mobile Tower
- Fire Marshall
- Manual Handling
- Abrasive Wheel
- Asbestos Awareness
- Confined Space
- Health and Safety Awareness
- Remote controlled Crushing
- First Aid

The Advantages of the Scheme

- Apprentices are benefitting businesses across the construction industry and more and more employers recognise the value of investing in training to create competent and qualified workforce for the future.

- 40% of contract costs are allocated to Operative labour. Testimonies from current employers of apprentices on the scheme, shows that a trained and competent operator can work more efficiently and productively which results in fewer problems on site and less damaged to equipment. (DSA 2012 Survey – Current Employers Benefits of the Scheme)

- The scheme is linked to the NVQ Diploma Level 2 in Drilling and Sawing and an Apprenticeship Deed from the CITB.

- There are substantial grants available from the CITB for training via this route – see PRICES

- It is another factor in persuading clients that we have a professional, trained workforce, working to a code of Safe Working Practice.

- Scheme is recognised by the UKCG – United Kingdom Contractors Group.

- Apprentices will have access to discounts via Oyster travel cards and NUS + discount card.
The Level 2 S/NVQ Diploma in Specialist Concrete Occupations (Construction) consists of a number of mandatory and optional units

<table>
<thead>
<tr>
<th>Mandatory Units</th>
<th>Optional Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conforming To General Health, Safety And Welfare</td>
<td>Carrying out concrete bursting operations</td>
</tr>
<tr>
<td>Conforming To Productive Working Practices</td>
<td>Carrying out concrete crushing operations</td>
</tr>
<tr>
<td>Moving Handling And Storing Resources</td>
<td>Carrying out wire sawing of concrete</td>
</tr>
<tr>
<td>Establishing Work Area Protection And Safety</td>
<td>Erecting and dismantling access/working platforms</td>
</tr>
<tr>
<td>Reshaping Using Hand Sawing Techniques</td>
<td></td>
</tr>
<tr>
<td>Forming Drill Holes Or Core In The Structural Fabric</td>
<td></td>
</tr>
<tr>
<td>Forming Saw Cuts In Structural Fabric Material</td>
<td></td>
</tr>
</tbody>
</table>

If an employer is registered with CITB, is eligible to receive grants and the 22% Supplementary Payment, funding of up to £9,333 is available over the two years of the apprenticeship. Funding is different for Scotland. Full details are available from CITB Apprenticeships, your Company Development Adviser or the CITB website for a copy of the employer pack

More about NVQ Level 2 in Drilling and Sawing

The Level 2 NVQ Diploma consists of 11 Units:

<table>
<thead>
<tr>
<th>Mandatory Units</th>
<th>Optional Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conforming To General Health, Safety And Welfare</td>
<td>Carrying out concrete bursting operations</td>
</tr>
<tr>
<td>Conforming To Productive Working Practices</td>
<td>Carrying out concrete crushing operations</td>
</tr>
<tr>
<td>Moving Handling And Storing Resources</td>
<td>Carrying out wire sawing of concrete</td>
</tr>
<tr>
<td>Establishing Work Area Protection And Safety</td>
<td>Erecting and dismantling access/working platforms</td>
</tr>
<tr>
<td>Reshaping Using Hand Sawing Techniques</td>
<td></td>
</tr>
<tr>
<td>Forming Drill Holes Or Core In The Structural Fabric</td>
<td></td>
</tr>
<tr>
<td>Forming Saw Cuts In Structural Fabric Material</td>
<td></td>
</tr>
</tbody>
</table>

A Level 2 NVQ Diploma in Diamond Drilling and Sawing can be achieved through one of the following routes:

**On Site Assessment and Training (OSAT) Summary**: This route enables candidates to develop skills and knowledge in Diamond Drilling and Sawing. This route is linked to apprenticeships and trained operatives.

**Who this route is for**: It is suitable for anyone who is aged 19 or over and has worked in the diamond drilling and sawing trade for a number of years.

**What the route entails**: An assessor will observe the operative on-site to assess how they execute the different aspects of their job that are relevant to the NVQ. The assessor may consider training courses for the operative to attend if required.

**Duration**: This route is based around the assessor gaining access to the operative to observe them on-site.

**Experienced Worker (EWPA) Summary**: EWPA offers experienced operatives a way of achieving a qualification through simulation.

**Who this route is for**: It is available to experienced workers who do not require any further training and has a minimum of 2 years’ experience in drilling and sawing.

**What the Route entails**: This route normally consists of the operative attending an off-site location to have their skills and knowledge assessed. A recorded discussion and job knowledge question session are the standard methods undertaken to assess the operative’s occupational knowledge and understanding.

**Duration**: 1-2 Days
More about Supervisor SUP

Summary: The program consists of 10 days off-site and will cover the following courses:

- SSSTS
- Construction site supervisor
- Behavioural issues
  and courses based on the diploma units towards their NVQ Diploma Level 3 qualification.

This modular training programme is designed to provide the underpinning knowledge for a specialist sector craft operative to up-skill to a supervisory role and in so doing help develop their work-based evidence for the Level 3 NVQ Diploma in Occupational Work Supervision (Construction).

Course Objectives / Outline: This programme concentrates on the skills, knowledge and expertise to enhance the learners’ awareness of the approach to supervision and handling people and different situations combined with the essential elements of Health & Safety and Environmental awareness. This will enable the individual and their company to gain the skills required to produce greater business efficiency and profitability through the learner understanding their own leadership style and the impact and influence this may have on others around them by linking to theory of leadership and management, but related to their specific work situations.

Qualifications Gained:

- Site Supervisor Safety Training Scheme (CITB) 2 Day – UKCG Training Standard requirement
- ABC Behavioural issues
- Monitoring and Allocating
- Method Statement and risk assessment
- Level 3 NVQ Diploma in Occupational work supervision
- Environmental Awareness and Sustainability
- Allocation and Effective Use of Time and Resources
- Effective Communication and Motivation

How the operative benefits from this programme:

- Meets UKCG training standards
- Compliant with on-site requirements
- Provides confidence and understanding to undertake their job role more effectively

How the employer benefits from this programme:

- Covers contractual health and safety requirements and employer responsibilities
- Work is carried out to the highest of standards including meeting deadlines and completing documentation
- Gaining a highly skilled work force
- Provide larger scope of business with main contractors
More about Demolition SUP

The DSA has recognised the need to react to forthcoming changes to the operation of remote controlled machines and have secured substantial up-skilling grants for its members. These changes mean that anyone operating remote machines will require a CPCS test for the new D91 category. This programme is intended for Novice level.

Content

The programme will be open to any individual nominated by their employer.

The Training Programme will consist of 5 off-site training days which are spread over a period of 12 months and will include:

- 3 Days classroom and practical training
- 2 Days Mock Testing – to be undertaken once on-site experience is gained
- 1 Day on-site assessment

The classroom training is carried out at nominated training centre in England and Scotland where groups of approximately 4-6 persons can be accommodated. The on-site monitoring will be carried out during normal working hours under the supervision of a designated experienced person from the employer based on the DSA Code of Safe Working Practice. A log book will be provided to prove working hours.

Operatives will receive training in the following:

- Introduction to the machines
- Roles and responsibilities
- Preparing for work
- Traveling and manoeuvring
- Setting up for work
- Working tasks
- Shutting down
- General maintenance

Advantages of the programme

- The programme is linked to an NVQ level 2 Diploma in Demolition Plant.
- There are substantial grants available from the CITB for training via this route
- It is another factor in persuading clients that we have a professional, trained workforce
- In line with current changes to new CPCS categories
# Training Programmes

<table>
<thead>
<tr>
<th>Title</th>
<th>Number of Days</th>
<th>Training Provider (see page 19 for contact details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialist Up-Skilling for 360 Pedestrian Operated Breaker</td>
<td>5</td>
<td>Drilling and Sawing Association</td>
</tr>
<tr>
<td>Level 3 Specialist Supervisory Up-Skilling</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Level 6 Managerial</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Diamond Drilling (Basic / Advanced)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Floor Sawing</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Hand Sawing</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Table Sawing</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Track Sawing</td>
<td>2</td>
<td>Training and Assessment Consultants Limited</td>
</tr>
<tr>
<td>Wire Sawing</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Hydraulic Bursting</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Hydraulic Hand Crushing</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Hydraulic Remote Controlled Crushing</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Safe Use of Diamond Blades</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Health and Safety for Drilling and Sawing Operatives</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

CITB Grant is available for these courses, dependant on the course duration. Contact your CITB Company Development Advisor for more details.
## Training Courses Provided by Manufacturers

Contact DSA for full details of content, location and prices

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hilti GB</td>
<td>Diamond Drilling</td>
</tr>
<tr>
<td></td>
<td>Track Sawing</td>
</tr>
<tr>
<td></td>
<td>Wire Sawing</td>
</tr>
<tr>
<td>Husqvarna</td>
<td>Floor Sawing</td>
</tr>
<tr>
<td></td>
<td>Robotic Crushing / Breaking</td>
</tr>
<tr>
<td></td>
<td>Ring Sawing</td>
</tr>
<tr>
<td></td>
<td>Track Sawing</td>
</tr>
<tr>
<td></td>
<td>Wire Sawing</td>
</tr>
<tr>
<td>Tyrolit</td>
<td>Track Sawing</td>
</tr>
<tr>
<td></td>
<td>Wire Sawing</td>
</tr>
<tr>
<td></td>
<td>Floor Sawing</td>
</tr>
<tr>
<td></td>
<td>Hand Operated Crushing</td>
</tr>
<tr>
<td></td>
<td>Bursting</td>
</tr>
<tr>
<td>Golz UK Ltd</td>
<td>Slurry Fox</td>
</tr>
<tr>
<td>Pentruder UK Ltd</td>
<td>Track Sawing</td>
</tr>
<tr>
<td></td>
<td>Floor Sawing</td>
</tr>
<tr>
<td></td>
<td>Diamond Drilling</td>
</tr>
<tr>
<td>ICS Blount Europe</td>
<td>Chain Saw</td>
</tr>
<tr>
<td>Premier Diamond Products Ltd</td>
<td>Dry Diamond Drilling</td>
</tr>
<tr>
<td>Pro-point Equipment Ltd</td>
<td>Safe use of Diamond Blades and Core Bits</td>
</tr>
<tr>
<td>Major Diamond Supplies Ltd</td>
<td>Trailer Drilling Rig</td>
</tr>
</tbody>
</table>

CITB Grant may be available for these courses, dependant on the course duration. Contact your CITB Company Development Advisor for more details
**CSCS Cards**

**DSA CSCS Occupations**

<table>
<thead>
<tr>
<th>Occupation</th>
<th>CSCS Card</th>
<th>Qualification (S/NVQ)</th>
<th>Health, Safety and Environment Test required</th>
<th>Card Validity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labourer</td>
<td>Construction Site Operative –Green</td>
<td>Level 1</td>
<td>Operative</td>
<td>5 years</td>
</tr>
<tr>
<td>Apprentice /Trainee</td>
<td>Trainee – Drilling and Sawing Red</td>
<td>Working towards Level 2</td>
<td>Operative</td>
<td>3 years (Non-Renewable)</td>
</tr>
<tr>
<td>Experienced Operative (No Qualification)</td>
<td>Experienced Worker - Drilling and Sawing and Demolition - Red</td>
<td>Working towards Level 2</td>
<td>Operative</td>
<td>1 year (Non-Renewable)</td>
</tr>
<tr>
<td>Experienced Operative (Qualification)</td>
<td>Skilled Worker – Drilling and Sawing and Demolition - Blue</td>
<td>Level 2</td>
<td>Operative</td>
<td>5 years</td>
</tr>
<tr>
<td>Site Supervisor / Foreman</td>
<td>Advanced Craft / Supervisory – Gold</td>
<td>Level 3</td>
<td>Supervisor</td>
<td>5 years</td>
</tr>
<tr>
<td>Site Manager / Contracts Manager</td>
<td>Manager – Black</td>
<td>Level 4</td>
<td>Manager</td>
<td>5 years</td>
</tr>
<tr>
<td>Senior Manager / Director</td>
<td>Professional – White</td>
<td>Member of approved professional body</td>
<td>Manager</td>
<td>5 years</td>
</tr>
</tbody>
</table>

To obtain a CSCS card, an individual must pass the Health, Safety and Environment Test relevant to the CSCS occupation – see table above.

When preparing for the test, the individual should ensure that they use the range of revision materials available, including the latest edition of the ‘Question and Answer’ book and practice DVD.

To book a test, which costs £17.50, and order revision materials, call 0344 994 4488 or visit [www.citb.co.uk/Cards-testing/Health-Safety-environment-test/](http://www.citb.co.uk/Cards-testing/Health-Safety-environment-test/)

---

1. Download the CSCS application form at [www.cscs.uk.com](http://www.cscs.uk.com)
2. Contact a training provider to register for the S/NVQ if not already held
3. Pass the relevant Health, Safety and Environment Test
4. Complete the CSCS application form for the appropriate card and submit it to CSCS along with a passport photo and payment of £30.00
5. Await the issue of the CSCS card, which should take 10 - 20 days depending on the payment method
CITB Grants

Employers registered with CITB can claim grant for carrying out training and obtaining qualifications for their employees and labour only sub-contractors – even if they don’t pay a levy contribution due to the Small Business Levy Exemption.

If you are carrying out training for any of your workforce, you should be claiming CITB grants for attendance and achievement on a wide range of courses including:

- Apprenticeships including Specialist Apprenticeships and Upskilling Programmes
- S/NVQ achievements
- Site Safety Plus
- Technical and Professional courses
- Short Duration off-the-job training.

Details of all the current grants applicable from 1 August 2014 – 31 July 2015 can be found on page 17.

You can claim for planned attendance on training courses that meet all your business needs through a Training and Development Plan. The grant is £50 per person for each full day (6 hours or more) and £25 per person for each half day (3 hours or more) of training completed and you will receive payment instalments throughout the year. This is available for a maximum number of days, based on the numbers of PAYE staff and labour-only sub-contractors you have declared on your CITB Levy Return. Grant is also available for training of 30 minutes or more which forms part of an approved Modular Training Programme (MTP).

If you do not have a Training and Development Plan, you can claim grant for Short Duration off-the-job training. The grant is £50 per person for each full day and £25 per person for each half day of training and you will need to complete and submit a claim form after each training course or qualification. This is also available for a maximum number of days, based on the numbers of PAYE staff you have declared on your CITB Levy Return, up to a maximum of £5,000 per employer per Grants Scheme year. A claim form can be downloaded at

www.citb.co.uk/levy-grant/claiming-grants-available/
CITB Grants for the 2014/2015 Grants Scheme

Employers registered with CITB who pay the levy and submit their Levy Returns on time may be eligible for a Supplementary Payment of 22% on top of the grant rates quoted below.

<table>
<thead>
<tr>
<th>Training or Qualification</th>
<th>Grant Code</th>
<th>Amount of Grant</th>
<th>How to Claim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apprenticeship – SAP</td>
<td>A08</td>
<td>Total of up to £7,650 (VQ Level 2)</td>
<td>Claim forms sent for both automatic payment of attendance grants on receipt of CAS deeds and VQ achievement and completion grants</td>
</tr>
<tr>
<td>1st year attendance</td>
<td></td>
<td>£1,125 paid in 4 quarterly instalments</td>
<td></td>
</tr>
<tr>
<td>2nd year attendance</td>
<td></td>
<td>£2,000</td>
<td></td>
</tr>
<tr>
<td>VQ Level 2 achievement</td>
<td></td>
<td>£3,000</td>
<td></td>
</tr>
<tr>
<td>Completion incentive</td>
<td></td>
<td>£400</td>
<td></td>
</tr>
<tr>
<td>Contribution towards training costs</td>
<td></td>
<td>£2,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>£1,250</td>
<td></td>
</tr>
<tr>
<td>Specialist Upskilling Programme (SUP) 360 Pedestrian Operated</td>
<td>A08</td>
<td>Total of up to £2,775</td>
<td>Claim forms sent</td>
</tr>
<tr>
<td>Attendance</td>
<td></td>
<td>£1,125 paid in 4 quarterly instalments</td>
<td></td>
</tr>
<tr>
<td>VQ Level 2 achievement</td>
<td></td>
<td>£400</td>
<td></td>
</tr>
<tr>
<td>Completion incentive</td>
<td></td>
<td>£700</td>
<td></td>
</tr>
<tr>
<td>Specialist Upskilling Programme (SUP) Occupational Work Supervision</td>
<td>A08</td>
<td>Total of up to £2,225</td>
<td>Claim forms sent</td>
</tr>
<tr>
<td>Attendance</td>
<td></td>
<td>£1,125 paid in 4 quarterly instalments</td>
<td></td>
</tr>
<tr>
<td>VQ Level 2 achievement</td>
<td></td>
<td>£400</td>
<td></td>
</tr>
<tr>
<td>Completion incentive</td>
<td></td>
<td>£700</td>
<td></td>
</tr>
<tr>
<td>S/NVQ Level 2</td>
<td>A31</td>
<td>£400</td>
<td>Claim form sent. (Claim form should be submitted if not received within 3 months of achievement)</td>
</tr>
<tr>
<td>Achievement – via OSAT or EWPA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction-related Work Experience</td>
<td>A19</td>
<td>£30 per day to a maximum of £7,200</td>
<td>Submit claim form</td>
</tr>
<tr>
<td>When required for a construction degrees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Safety Plus</td>
<td>A29</td>
<td>£50 per day</td>
<td>Claim form sent (Claim form should be submitted if not received within 3 months of achievement)</td>
</tr>
<tr>
<td>Directors Role for Health &amp; Safety</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMSTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSSTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health and Safety Awareness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short Duration off-the-job training</td>
<td>B201</td>
<td>£50 per day</td>
<td>Submit claim form on completion of training</td>
</tr>
<tr>
<td>Attendance – 1 day or more courses (Minimum of 6 hours per day)</td>
<td></td>
<td>£25 for ½ day</td>
<td></td>
</tr>
<tr>
<td>Attendance – ½ day courses (Minimum of 3 hours per day)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training &amp; Development Plan</td>
<td>B102</td>
<td>£50 per day</td>
<td>Contact your CITB Company Development Advisor</td>
</tr>
<tr>
<td>Attendance on any appropriate training course – minimum of 3 hours duration (Shorter training sessions can be applied for)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**DSA Membership**

The Drilling and Sawing Association is the only organisation that represents the interests of companies operating in the drilling and sawing industry and in 2014 we celebrated our 30th birthday. We are committed to improving standards within the industry by improving the standards of safe working practice, education and training.

Membership is open to Drilling and Sawing Contractors and Suppliers of Drilling and Sawing Equipment. By joining us as a Contractor, Supplier, Associate or Affiliate member you could raise your company’s profile to a significant number of professional construction organisations.

In order to join the DSA companies will need to satisfy eligibility criteria but existing members enjoy a range of benefits

- **Raise your profile and generate more business** – promotion of your business as a reputable contractor through the DSA website, advertising material and listed in the Concrete Cutter Magazine that is distributed to thousands of potential clients.
- **Safe working** – access to the DSA Code of Safe Working Practice which provides a comprehensive statement of safe working practices in the Drilling and Sawing Industry.
- **Having a voice** – we actively encourage comments, discussions, new ideas and sharing of best practice. Members contribute to our AGM and quarterly board meetings to improve working practices and safety within our industry.
- **Save money** – we have access to a wide range of discounted products and services which are exclusively available for our members including our Insurance Scheme, funded training & NVQ’s and Diploma’s, publications and access to our Supply Members DSA discount structure.
- **Free advice** - we provide the latest information on legislation, training and marketing via email and website and quarterly Newsletters.
- **Membership of the National Specialist Contractors Council (NSCC)** – providing the DSA and its member’s representation on a range of influential committees and organisation within the Construction Industry and with Government and decision makers. NSCC also provides free business helplines, access to an adjudication service and regular newsletters on construction matters.
- **Access to standard documentation** - including Health and Safety at Work Policy, day work rates, risk assessments, environmental policy and so on.
- **Training** - Developing your staff can make a real difference to your business. DSA membership gives you access to a wide range of discounted courses, funding for NVQs to have your workforce qualified. We also offer a fully funder Apprenticeship Scheme, designed by DSA in conjunction with the CITB, specifically for Drilling and Sawing Operations.

**Join DSA today**

For details of the different membership categories and criteria and an application form contact us today

**telephone:** 0844 879 3452  
**email:** dsa@drillandsaw.org.uk  
**website:** www.drillandsaw.co.uk
# Useful Contacts

| **Drilling and Sawing Association** | **0844 879 3452**  
Represents the interests of the drilling and sawing sector and offers advice, training and other services.  
Joel Vinsant (Secretary)  
www.drillandsaw.co.uk |
|-----------------------------------|-------------------------------------------------|
| **Training and Assessment Consultants Ltd** | **0115 985 2455**  
Provides training and VQ assessment services for companies in the Drilling and Sawing sector  
info@tacltd.org.uk |
| **CITB Company Development Advisor** | **0300 456 5037**  
A local point of contact to advise employers on training and grant | central.sharedservices@citb.co.uk |
| **CITB Levy and Grant Team** | **0344 994 4455**  
For all CITB Levy and grant enquiries  
levy.grant@citb.co.uk |
| **CITB National Specialists Team** | **0300 456 5557**  
Provides national support to Specialist Contractors  
nstenquiries@citb.co.uk |
| **CITB National Specialist Accredited Centre** | **0300 456 5561**  
VQ assessment and delivery of OSAT and EWPA support  
enquiry.nsac@citb.co.uk |
| **CSCS Helpline** | **0344 994 4777**  
For all CSCS Card enquiries  
www.cscs.uk.com |
| **CSCS Health, Safety and Environment Test** | **0344 994 4488**  
Booking centre for the Health, Safety and Environment Test  
www.citb.co.uk/Cards-testing |