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**Development of Proposed  
CSC Competency Structure**

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*18 July 2011*

# CSC Qualifications Structure

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## Purpose

To facilitate the development of a health and safety competency and training regime for the construction sector that would lead to an improvement in the health and safety performance of the sector.

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## Background

CSC has agreed a number of project milestones for 2011, one of which relates to the establishment of a tiered pan-construction sector H&S qualifications structure:

CSC KPIs - Item 7: ***“Endorse individual training that meets agreed standards:- Implement NZQA aligned “tiered” qualifications framework (including training provider accreditation, refresher courses, endorsements, and “one card” promoted to the market as a recognized minimum standard)”***

The milestone for this initiative is: ***“The sector has agreed the framework by the end of 2011”***

This draft is a consolidation of discussions and documents from the CSC pre establishment period August 2009 through November 2010 and updated following the CSC meeting of 15 April 2011.

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## Principles

It is suggested that the following principles are used to develop the regime:

1. Ensuring those who work in any construction site are competent in H&S for their level of responsibility.
2. Industry safety training will flow from this CSC competency regime which is to be designed for hazard management and risk reduction
3. Safety training should be integrated into other industry training
4. Competency standards to be developed by industry experts in conjunction with management focused expertise and appropriate stakeholders
5. Requirement for [sector cards with] sufficient commonality to allow use in multiple construction sector environments

*Example for the removal of doubt: A commercial builder in control of a site (or other Principal) needs to know that the plasterer (or all the individuals in a contractor/builder’s direct labour workforce) is “safe” to come on his site. This is fundamentally different to the plasterer’s employer being satisfied that the plasterer is properly trained to be a plasterer, and to work safely and operate all the specialised tools of his trade safely.*

*In this instance the CSC card is intended to give the principal and head contractor comfort that the plasterer can work safely on the building site (alongside the carpenter, labourer, rigger, etc).*

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## CSC Qualifications Structure, Continued

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**Regime Proposal** It is proposed that the regime includes:

1. A tiered competency structure based on levels of risk/hazards exposure and responsibilities
  2. The specification of risk/hazard exposure and mitigation for plant, people and processes
  3. Competency standards specified and aligned for each tier
  4. Process for awarding and renewal of training provider accreditation
  5. An assessment process to determine if individual employees, and or approved management systems, meet the current and ongoing competency standards of the various tiers
  6. Protocols for transition into new system
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## A Tiered Structure for Qualification/Accreditation

### Background

– The tiered model offered below is designed to incorporate all parties working together in a construction site environment.

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### Tiers

	Building and Construction	Professional Services
Stage 1:	New Industry Entrant H&S License for someone who is new to construction worksites or has limited experiences. Also for those re entering the construction industry	Casual non supervised site visitor – Client, Architect, Inspector, etc
Stage 2:	Skilled (works independently and/or operates machinery)	Consultant, Engineer, or Project Manager located on and working on site
Stage 3:	Supervisor (a person responsible for one or more crews)	Consultant, Engineer or Project Manager located on and working on site and with responsibility for staff
Stage 4:	Site Manager (a person responsible for all workers on a site or a number of sites)	Consultant, Engineer or Project Manager responsible for multiple projects on different sites with staff responsibilities on each project

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*Note 1: While everyone needs to take responsibility for their own health and safety, managing health and safety to achieve superior results happens at the supervisor level.*

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*Note 2: Professional Services column is for Project Managers and Construction Engineers who do not fall into the chain of line management accountability and responsibility implicit in the B&C column. CSC should work with IPENZ/ACENZ on this*

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*Note 3: It is desirable to have the above levels incorporated in the LBP Scheme. CSC to liaise with the Board with a view to incorporating it into the Act.*

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*Note 4: The question was raised as to whether separate cards are required for levels 2,3,4 – rather that achievements be listed on a training card that accompanies the safety induction passport with details of learning and dates. Ideally the working group/s would make a recommendation with regard to this. Differentiation could for example be through different coloured cards*

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### Higher Level Qualifications

CSC to encourage Polytechs/ITOs etc to include relevant CSC competencies in their higher level qualifications (ie; Certificates/Diplomas etc). These need to be competency based not just knowledge based

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**Sector Specific  
Risks/Hazards**

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Competencies related to sector specific risks and hazards form part of this framework and are required to be developed by the particular sector for endorsement by CSC

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## A Tiered Structure for Qualification/Accreditation, Continued

### Renewal

There is a requirement for expiry and renewal of cards/passports to ensure currency of the skill/knowledge/behaviours of individual employees.

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1. For individuals whose employer does not have an independent third party audited H&S management system, renewal would be two yearly and would require refresher training.
2. For companies which have an independent third party audited H&S management system, the card renewal would be [more or less] automatic if the individual has demonstrated continuity of employment with that employer.

If the employee does not meet the continuity requirements above they would be required to undertake refresher training as per scenario 1 above

3. It is intended that for individuals who are required to be registered with a body in order to work in their trade, and that registration requires periodic renewal, that renewal will constitute automatically eligibility<sup>1</sup> to renew the CSC accreditation at Level Two.

Renewal would involve a fee [circa \$15?] for admin and issue of the new card/passport.

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<sup>1</sup> Subject to the registration body satisfying CSC that their H&S criteria is satisfactory

### Action:

1. Approve proposed tiered structure
2. Approve renewals regime
3. Agree mechanism for drawing in Project Managers and Construction Engineers
4. Agree policy for sector specific endorsements

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## Standards Specified and Aligned For Each Tier

### Background

It has been generally agreed in the pre establishment discussions, that any CSC training initiatives and frameworks would be designed so they can flow through to the endorsement, deletion or development of unit standards and so they can be integrated into national industry training and national qualifications.

In the case of unit standards, it has also been clear that, while there is a desire to utilise the best of existing unit standards as appropriate, there is also a desire for CSC to determine the specific competencies and then the ITOs and other standards setters and providers integrate these into their courses, standards or qualifications. There is also a desire to remove duplication.

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### Development Mechanism

To ensure this process is carried out efficiently and effectively there is a requirement for several concurrent streams of work to be carried out under a small CSC Steering Group (SG) of leading industry experts and H & S professionals as follows

- SG sets up 5 small sector specific groups (residential, commercial, sub trades & civil plus professional services) of industry experts and H & S professionals to develop items 1, 2 & 3 of the regime proposal on page 1 and report these to the SG
  - a. ensuring an appropriate balance in practicality and benefits
  - b. taking into account the work of the ITOs and training providers (as below) and also any existing, non-unit standard based, resources, competencies, etc
- SG requests that ITOs create an inventory of existing safety unit standards across the construction sector and then report this inventory to the respective sector specific groups for consideration

*It has been suggested that this should be led by BCITO and InfraTrain who would engage with members of the 'BETA Group' of building and construction related ITOs as appropriate*

- SG requests training providers to mirror the work of the above from their perspective and report this work to the respective sector specific groups for consideration
- SG reviews the 5 regimes as reported to it and
  - a. Identifies common competencies and harmonizes these across the 5 specific sectors
  - b. Identifies gaps and duplication in competencies and training and requests ITOs and other standard setters and training providers to address
- SG then recommends the competency framework (including sector specific competencies) to CSC for endorsement
- CSC endorses the Competency Framework

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## Standards Specified and Aligned For Each Tier, Continued

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### Integration

Outputs to be presented in the form of an industry consultation paper

ITOs integrate the outputs from consultation and formally advise ITOs and others as deemed necessary for smooth integration of CSC regime

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### Action:

- 1. Establish Steering Group to develop CSC H&S standards**
  - 2. CSC Governing Body to monitor and approve final model**
  - 3. Liaise with stakeholders to facilitate adoption/integration**
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## Map Protocols for Awarding and Renewal of Training Provider Accreditation

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**Comment**

Maintenance of the integrity of the CSC framework requires that training providers are assessed and accredited to ensure they are able to deliver to required standards.

The independence and integrity of the system requires that the party carrying out this function is not engaged in the provision of training

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**Action:**

**Discussions to be held with relevant parties at the appropriate time with regard to capability and willingness to undertake this function and how it might work.**

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## Managing Operations of the Competency System

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**Management Body**

There is a requirement for CSC to establish or engage a management body to carry out the logistics of managing the CSC database, processing reminders, processing training records and issuing CSC cards etc.

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**Awarding**

The above mentioned body would be responsible for processing individuals into the tier at which they have been assessed as competent and for issuing cards.

Applications may come; directly, or via training providers, or via employer's in house system administrators.

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**Action:**

- 1. Develop RFP for provision of management services**
  - 2. Approve renewal policy**
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## Protocols for Accrediting and Renewing Accreditation of Third Party H&S Management Systems

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**Comment**

Two of the principles underlying the establishment of the CSC have been:

1. Must fit with independent third party audited safety management systems ( auditors to be JASANZ accredited)
2. There will be no undermining of existing practices and procedures where they are working successfully in the industry at present

To ensure this is achieved and to prevent waste and duplication, there is a requirement to agree standards and principles for the accreditation of independent third party audited H&S management systems.

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**Accreditation**

It is envisaged that ACC Secondary accreditation of such systems will be deemed the standard for CSC approval. ISO 18001 or NZS/AS 4801 accreditation would be acceptable providing they meet ACC Secondary accreditation requirements. This means that management systems meeting these two latter standards will need to be extended to include the ACC Secondary accreditation requirements for subcontractors, suppliers and visitors to sites, as well as employee participation.

*Note: ACC claim their secondary accreditation was not intended to be used for these purposes and CSC would need to satisfy itself that meeting the requirements for secondary accreditation will support the objectives of the competency regime*

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**Renewal**

As per above

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**Action**

**Agree protocols**

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