

Temporary works training course Training Guide

Guidance for trainees attending temporary works training courses



Temporary works training course

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1. Introducing temporary works training

- 1.1 [BS 5975-1:2024 clause 4.2.1](#) states that all those managing or influencing temporary works should have, as a minimum:

Requirement	How can it be achieved?
a. An understanding of the procedures outlined in BS 5975-1:2024 Section 2 ;	Covered by attending CITB temporary works training courses
b. Up-to-date knowledge of their organization's procedures;	Covered by bespoke in-house temporary works training courses that can also lead to the relevant CITB TWCTC or TWSTC qualification
c. An understanding of the principles of risk management;	Covered by attending CITB temporary works training courses
d. Technical knowledge to both the role and the complexity of the work;	Some technical knowledge covered in CITB temporary works training courses and bespoke in-house training courses
e. Practical knowledge relevant to the complexity of the work.	Practical knowledge and experiences are gained over time

- 1.2 [BS 5975-1:2024 clause 8.1.6](#) states that a contractor's procedures should include measures for appointing competent people into the roles of TWC, TWS, TWD and TWDC.

- 1.3 [BS 5975-1:2024 clause 8.3.2.1](#), and [clause 8.3.4.1](#), states that the **designated individual** should be satisfied the TWC and TWS have the necessary competency.

Temporary works training

- 1.4 The Construction Industry Training Board's (CITB) Site Safety Plus (SSP) courses are accepted in the construction industry as providing adequate knowledge and understanding for managing temporary works and designed for those about to be appointed as a TWC or TWS.

Course title	Who is it for?
2-day temporary works coordinator training course (TWCTC)	Designated individuals, project site management, contracts managers, quality managers, safety managers and advisors, and project or site engineers

1. Introducing temporary works training

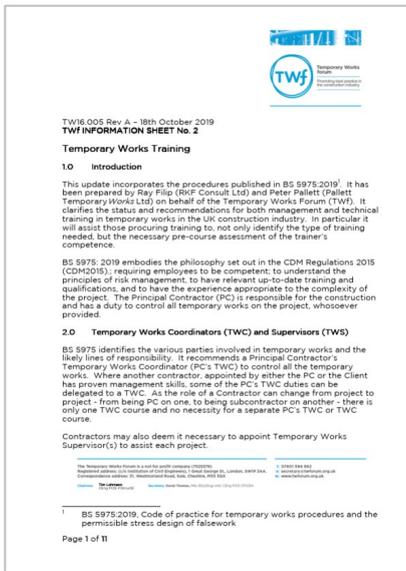
Course title	Who is it for?
1-day temporary works coordinator training course refresher (TWCTCR)	Those needing to regain the TWCTC qualification. Must be attended within 5 years of attaining previous TWCTC qualification
1-day temporary works supervisor training course (TWSTC)	Site supervisors, works supervisors, and site engineers
Temporary works general awareness eLearning course (TWGATC)	An eLearning course for anyone requiring general understanding of temporary works

- 1.5 CITB temporary works training courses are based upon management procedures. Technical knowledge and practical knowledge will be gained by fulfilling the role and being mentored by a more experienced and qualified person undertaking the role of either temporary works coordinator or supervisor. More commentary on training can be found at [BS 5975-1:2024 clause 4.2](#).
- 1.6 Whilst there are no pre-requisites for attend temporary works training courses, delegates who have achieved CITB's Site Supervision Safety Training Scheme (SSSTS) or Site Management Safety Training Scheme (SMSTS), or an equivalent qualification, will likely have a base level of knowledge and understanding related to the management control of temporary works and associated legislation and other industry guidance.
- 1.7 Suitability for attending a temporary works training course should be checked by the employer and training provider by undertaking an initial assessment prior to booking. Those attending should be in a construction-related role capable of fulfilling the requirements of either temporary works coordinator or supervisor.
- 1.8 Attendance on, or successful completion of, any temporary works training course DOES NOT confer competency. Skills, knowledge, and experience must also be assessed to determine suitability to be appointed into a specific temporary works role. This should be assessed in line with a company's temporary works process and usually by the designated individual of the employing organisation.
- 1.9 In 2022, the [Temporary Works forum \(TWf\)](#) developed their own FREE temporary works general awareness eLearning course, followed in 2023 by the FREE 'role of the designated individual' eLearning course.

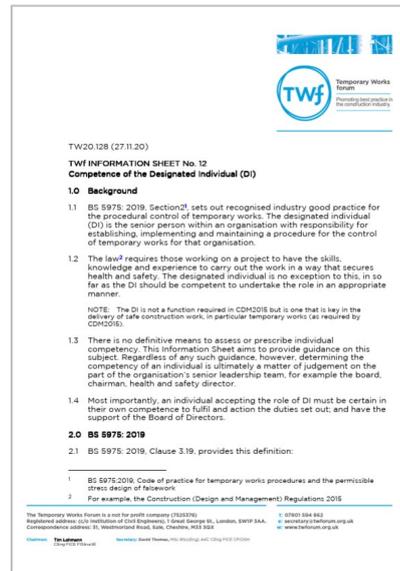
1. Introducing temporary works training

Course title	Who is it for?
Temporary works general awareness eLearning course	An eLearning course for anyone requiring general understanding of temporary works
The role of the designated individual eLearning course	An eLearning course for anyone appointed by an organisation's executive board as the designated individual for temporary works

1.10 In addition, the [TWF](#) provides a range of information sheets relating to temporary works competency and training as follows:



Twf Information Sheet No 2 Temporary works training



Twf Information Sheet No 12 Competence of the Designated Individual

Learning outcomes

- 2.1 The following high-level learning outcomes have been extracted from the CITB scheme of work for both the temporary works coordinator training course (TWCTC) and the temporary works supervisor training course (TWSTC).
- 2.2 The learning outcomes for the temporary works coordinator training course refresher (TWCTCR) are the same as the temporary works coordinator training course (TWCTC).

Learning Outcome (Module)	By the end of the topic the learner will be able to	TWCTC	TWCTCR	TWSTC
1. Types of temporary works	DESCRIBE the different types of temporary works and temporary works solutions	✓	✓	✓
2. The history of temporary works and its legislative framework	DESCRIBE the history that set requirements for a series of changes, to create a robust, safety-conscious process for the design, installation, management, and removal of temporary works	✓	✓	✓
3. The causes and consequences of failure	EXPLAIN the hazards, risks causes and consequences of failure in temporary works	✓	✓	✓
4. The avoidance of failure	DESCRIBE the techniques used to avoid failure, focussing on the 4Cs	✓	✓	✓
5. Stakeholders' and duty holders' responsibilities and accountabilities	DESCRIBE the key roles and responsibilities of the primary stakeholders responsible for managing the safe implementation, management and dismantling of temporary works, including the appointment of key roles	✓	✓	✓
6. Management and control of design	EXPLAIN the management and control of the design, materials, components, and key solutions	✓	✓	✓
7. Key processes	DESCRIBE the key processes that form a safe system of work	✓	✓	✓
8. Procurement	STATE the key elements involved in appointing competent organisations, designers and	✓	✓	✗

2. About your course

Learning Outcome (Module)	By the end of the topic the learner will be able to	TWCTC	TWCTCR	TWSTC
	contractors to manage the execution of the works on site			
9. Implementation risk classification	DESCRIBE the importance of implementation risk classification and its impact on risk management	✓	✓	✓
10. Key activities required during the active life of the temporary works	EXPLAIN the key considerations for the co-ordination, supervision and checking of work on site during the construction, erection and dismantling of temporary works	✓	✓	✓

Course programme

2.3 The following provides an outline of the topics covered on the 2-day TWCTC and 1-day TWSTC and TWCTCR.

Training Course		Module	Topic
2-day TWCTC	1-day TWSTC & TWCTCR		
Day 1	AM	Introducing temporary works 1. Types of temporary works 3. The causes and consequences of failure	1. 1.1 Examples of temporary works 2. 1.2 Permanent works and temporary works 3. Exercise 1 4. 1.3 Choice of temporary works 5. 1.4 The causes and consequence of failure 6. Exercise 2 7. Workbook 1
		Law and guidance 2. The history of temporary works and its legislative framework 4. The avoidance of failure	8. Case Study 1 9. 1.5 The Loddon Bridge Disaster 10. 2.1 The Bragg Report 11. 2.2 The British Standard 12. 2.3 Summary of law and guidance 13. 2.4 Avoiding Failure 14. 2.5 The HSE 15. Workbook 2
		Organising and planning temporary works	16. 3.1 Temporary works roles 17. 3.2 Temporary works competency and training

2. About your course

Training Course		Module	Topic
2-day TWCTC	1-day TWSTC & TWCTCR		
		5. Stakeholders' and duty holders' responsibilities and accountabilities	18. 3.3 Temporary works procedures Appointing the temporary works team 19. Workbook 3 Organising
Day 2	PM	Organising and planning temporary works 7. Key processes 8. Procurement	20. 3.3 Temporary works procedures the temporary works process 21. 3.4 The temporary works implementation plan 22. 3.5 The temporary works register 23. Workbook 4 Planning
		Designing temporary works 6. Management and control of design	24. 4.1 The temporary works design brief 25. Exercise 3 26. 4.2 Designers' responsibilities 27. 4.3 Design and build guidance 28. 4.4 The design checking process 29. 4.5 Design alterations 30. Workbook 5
		Implementing temporary works 9. Implementation risk classification 10. Key activities required during the active life of the temporary works	31. 5.1 Execution risk 32. Exercise 4 33. 5.2 Implementation risk classification 34. Exercise 5 35. 5.3 Bringing temporary works into use 36. Inspecting and testing temporary works 37. Taking temporary works out of use 38. Exercise 6 39. Workbook 6 40. Learner personal review
		Course Assessment	Trainer review and feedback Final exam Exam results Final exam resit if required

Course assessment

2.4 All courses are assessed as follows:

- a. Final exam
- b. Learner personal review for TWCTC refresher only
- c. Trainer review for all courses
- d. Course exercises, case studies, workbooks, and quizzes set by your tutor

2. About your course

The final exam

2.5 The final exam will be either a paper-based format for classroom courses or in electronic format, i.e., Microsoft Forms or ClassMarker, for online courses. The table below summarises the final exam criteria. The exam is open book, and you may use all useful publications and course notes during your exam.

Exam Criteria	TWSTC	TWCTC & TWCTCR
Time allowed	45 minutes	
Number of questions	20	22
Highest possible score	25 points	27 points
Number of <u>multiple-choice questions</u>	17	18
Number of <u>free-text questions</u>	3	4
Pass Mark	19 points	21 points
Pass Percentage	76%	78%
Percentage you must achieve to be offered a resit	60%	63%

2.6 The exam is invigilated by your course tutor, and where required, an additional invigilator. You will be provided an exam briefing immediately prior to starting your exam.

Exam resit policy

2.7 If you're not successful in passing the exam at your first attempt you may be eligible for a resit, but you must pass the trainer review, have completed all mandatory exercises and have achieved the minimum score. You must resit the exam within 30-days from the date you sat your initial exam.

Learning needs

2.8 You may be eligible for additional help if you have a specific learning need, or difficulty, such as dyslexia, dyspraxia, dyscalculia, and ADHD.

2.9 Dependent upon your needs you can request additional time for the final exam and, if required, ask for a reader, and, if required, a scribe, to help read the exam questions and completing the exam paper for you based on your verbal responses.

Learner personal review

2.10 During the course you may be required to complete a learner personal review (see figure 1) that will need to be handed to your trainer for review. This summarises, in your own words, how you intend to put into practice 3 key areas of learning.

figure 1 – learner personal review

Learner personal review and trainer review			
Learner name			
Course date			
Competencies		Notes	
Answer these questions during the course. This form should be completed and handed to the trainer before you start your end-of-course exam.			
3Ps	1. What do you do to make sure 'people' are least likely to be the cause of problems involving temporary works		
	2. Describe one process you would like to improve or would identify as particularly key to preventing potential incidents		
4Cs	3. Describe two ways you make sure you communicate effectively when you are involved in temporary works	1. 2.	
	4. Describe two ways you make sure you co-operate and collaborate when you are involved in temporary works	1. 2.	
Responsibility	5. Identify two TWC responsibilities that are areas for your development and explain how you can resolve them	1. 2.	
Learner signature			

Please turn over for Trainer review

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Learner personal review and trainer review
Version 02.02. December 2023

2. About your course

Trainer review

2.11 Additionally, your trainer will undertake an assessment of your performance during the course including your participation, your commitment to learn and your actions and behaviours demonstrated throughout the course (see figure 2). You must achieve a 'pass' in at least 2 of these key performance criteria.

Figure 2 – trainer review

Trainer review and feedback	
1. Delegate demonstrated a commitment to group work through collaborative working.	
Unsatisfactory	Pass
2. Delegate demonstrated commitment to overall course.	
Unsatisfactory	Pass
3. Delegate answers are acceptable, realistic and proportionate to the knowledge, actions and behaviours demonstrated throughout the course.	
Unsatisfactory	Pass
A learner must achieve at least two pass ratings (or above) to be awarded a pass in the trainer review. A trainer may use their discretion if they feel a 1:1 conversation could support and "upgrade" their initial assessment of an unsatisfactory rating.	
Any other feedback or observations	
Trainer signature	

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Learner personal review and trainer review
Version 02.02, December 2023

2. About your course

Group exercises

2.12 CITB require 11 exercises to be completed that are covered in all 3 courses. The table below provides an exercise summary.

2.13 TWCTC has 7 mandatory exercises, TWSTC has 6 mandatory exercises and TWCTCR has 4 mandatory exercises. Optional exercises are included at the tutor's discretion.

CITB Exercise No	Exercise Summary	TWSTC	TWCTC	TWCTCR
1A	1. List as many different types of temporary works and related specialist technical terminology	Mandatory	Mandatory	Optional
1B	2. Define temporary works and describe how they differ to permanent works	Mandatory	Mandatory	Optional
2A	3. Identify hazards and risks in two different temporary works	Mandatory	Mandatory	Optional
2B	4. Explain the causes of failure linked to the 3 P's, the impact, and consequences of failure	Mandatory	Mandatory	Mandatory
3A	5. Describe the purpose of specific documents such as the temporary works register, design brief etc	Mandatory	Mandatory	Mandatory
3B	6. Describe what role you have in carrying out specific actions relating to the safe execution of temporary works	Mandatory	Mandatory	Mandatory
4	7. Identify key features of temporary works in an image or drawing	Optional	Mandatory	Optional
5	8. Explain what should be addressed in a temporary works process	Optional	Optional	Mandatory
6	9. Record who is responsible for specific actions for the safe execution of temporary works	Optional	Optional	Optional
7A	10. Carry out an audit of specific temporary works documents	Optional	Optional	Optional
7B	11. List the activities of a temporary works supervisor	Optional		

2.14 For complete coverage, all mandatory and optional CITB exercises shown above, have been amalgamated into exercises, case studies and workbooks throughout the [Study Pack](#) covering all learning outcomes in the course programme.

2. About your course

2.15 Additionally, the workbooks provide an opportunity to check understanding of topics covered in the course programme and to assist in navigating useful publications provided by your training provider and tutor that can be used in your final exam.

Name	Topic covered	TWSTC	TWCTC	TWCTCR	CITB Exercise
Exercise 1	Design and build risks	Mandatory	Mandatory	Optional	2A, 4
Exercise 2	Explain the causes of failure	Mandatory	Mandatory	Mandatory	2B
Exercise 3	Identify design inputs and outputs	Mandatory	Mandatory	Optional	2A, 4, 7A
Exercise 4	Identify execution risks and controls	Mandatory	Mandatory	Mandatory	3B, 5, 6, 7B
Exercise 5	Identify category and class	Optional	Optional	Mandatory	5, 6
Exercise 6	Identify who is responsible	Mandatory	Mandatory	Mandatory	3B, 6
Case Study 1	Loddon Bridge Disaster	Mandatory	Mandatory	Mandatory	2B
Case Study 2	Tutor guided	Optional	Mandatory	Optional	2B
Case Study 3	Tutor guided	Optional	Optional	Optional	2B
Workbook 1	Introducing temporary works	Mandatory	Mandatory	Mandatory	1A, 1B
Workbook 2	Law and guidance	Mandatory	Mandatory	Mandatory	2B, 5
Workbook 3	Organising	Mandatory	Mandatory	Mandatory	3B, 6
Workbook 4	Planning	Mandatory	Mandatory	Mandatory	3A, 5, 6, 7A
Workbook 5	Designing	Mandatory	Mandatory	Mandatory	3A, 5, 6, 7A
Workbook 6	Implementing	Mandatory	Mandatory	Mandatory	3B, 5, 6, 7B

Appeals

2.16 You may appeal an assessment decision by contacting your training provider or tutor.

How to answer multiple-choice questions

3.1 The following table provides a better understanding of how to answer multiple-choice questions.

Step	What you should try to do
1. Read each question carefully	Take the time to carefully read each question-and-answer choice. Use a highlighter to ensure you catch words in the question like “not” that could easily trip you up. Many students choose the answer that is the opposite of the correct response simply because they miss a word, misread the question, or forget what the question is asking.
2. Come up with your own answer	Once you understand what the question is asking, think about what the right answer should say or contain. Use that ideal answer as a benchmark to measure the available choices. This can help you avoid falling into a trap.
3. Look for common types of wrong answers	It is hard to write a good multiple-choice exam, so instructors often fall into patterns, particularly when formulating wrong-but-attractive choices. If you learn to recognize frequently used options, they will be easier to eliminate.
4. Eliminate answers in two rounds	<ul style="list-style-type: none"> i. The process of elimination is central to success on multiple choice exams. In general, you want to conduct your eliminations in two rounds. ii. During the first round, eliminate anything that is flat out wrong: the answers that contain false information, that are irrelevant to the question, etc. In a perfect world, this would lead you to one correct answer. Often, this leaves you with two options, over which you are likely to agonize. iii. This is where the second round of elimination comes in. Before you obsess over your remaining answer choices, re-read the question. Remind yourself what you are looking for in a correct response. Then, compare the remaining responses. If you cannot find a difference between them, then it is likely that neither is correct, and you have eliminated the correct response earlier. iv. Usually, you will be able to find a few differences among the remaining options. So, which answer corresponds most with the course material and the question posed?
5. Do not obsess over your choices	Excessive wavering between two answer choices is usually a waste of time. If you’re down to a couple of options, you have a 50% chance of choosing the right answer. Compare your remaining choices, isolate similarities, and differences, and make a choice. Usually, multiple choice exams have lots of questions, and they are all worth the same amount.

3. Exam guidance

Step	What you should try to do
	Don't waste time obsessing over a hard question when an easy question does just as much to raise your score.
6. Manage your time	<p>Before the exam begins, look at how many questions there are and divide your time into segments. Tell yourself: "I will have completed 10 questions by the x minute mark, 15 by the y minute mark, etc." When those time markers arise, check to see how many questions you have completed. If you are behind, start to push yourself to make quicker decisions once you've narrowed your choices down to two.</p> <p>Do not check the time after every question! This is a waste of your time. However, you need to be aware of the clock to ensure you get to all of the questions. As mentioned, usually questions are weighted equally on these types of tests, so there is little benefit to completing hard questions rather than easy ones.</p>
7. Answer every question	If you have not completed all the questions when there are only a couple of minutes left, pick a letter and guess on all remaining questions. You have a 25% of guessing correctly! And a guessed correct response is worth just as much as one that is based on careful reasoning, time management, and studying.

How to answer free-text questions

3.2 The free-text question will start with an action verb that will indicate the level of detail required in the answer. Completing the course [workbooks](#) will assist in developing your skills in providing an adequate response relating to the action verb within the question.

Action verb	Meaning	Example question	Model answer
Define	To give the meaning of a word, phrase or concept, determine or fix the boundaries or extent of. A relatively short answer, usually one or two sentences, where there is a generally recognised or accepted expression.	<p>DEFINE (<i>Part 1</i>) the term 'hold point' <i>and using your experience</i></p> <p>GIVE (<i>Part 2</i>) <i>an example</i></p>	<p>(<i>Part 1</i>) A hold point is a stage in the temporary works process where no further progress is to be made until the necessary permit or action has been completed. (<i>Part 2</i>) An example would be carrying out a pull test on a construction fixing securing access scaffolding to the façade of a building prior to allowing people to access.</p>

3. Exam guidance

Action verb	Meaning	Example question	Model answer
Describe	To give a detailed information about the main features of something, but without trying to explain it. When describing something, the examiner should be able to picture what you are talking about.	<i>DESCRIBE the mechanical hazards associated with a bench grinder</i>	An entanglement hazard would be associated with the rotating spindle that the abrasive wheel is mounted on. Drawing in and trapping is associated with the gap between the tool rest and the rotating abrasive wheel. Friction or abrasion hazards would be associated with the surface of the rotating abrasive wheel and puncture hazards could be created by flying fragments or pieces of ejected broken wheel.
Explain	To give the reader a thorough understanding of what you are portraying, this command word tests your ability to know or understand the why or how something is happening.	<i>EXPLAIN how sensitive protective equipment (trip device) can reduce the risk of contact with moving parts of machinery</i>	Sensitive protective equipment is designed to identify the presence of a person or body part within the danger zone of machinery. Examples of such devices include pressure mats and light beams which are connected to the machine controls and would stop the machine rapidly should a person or body part be detected.
Give	To give short, factual answers, or an example of or the meaning of something. Normally a single word, phrase or sentence is sufficient.	<i>IDENTIFY <u>four</u> types of safety sign <u>and</u> GIVE an example in each case</i>	<ol style="list-style-type: none"> 1. Prohibition signs - e.g. no smoking 2. Warning signs - e.g. Caution Hot Surface 3. Mandatory Signs - e.g. Wear Ear Protection 4. Emergency or Safe Condition Signs - e.g. first-aid box
Identify	To give to reference to an item, which could be its name or title. Normally a single word or phrase is enough provided it is clear and concise.	<i>IDENTIFY <u>four</u> hazards associated with excavations</i>	<ol style="list-style-type: none"> 1. Collapse of the sides 2. Water ingress 3. Falling materials 4. Underground Services
List	Same as 'Identify'		

3. Exam guidance

Action verb	Meaning	Example question	Model answer
Outline	A summary of the most important points or issues, but without providing a long explanation/description.	<i>OUTLINE <u>four</u> hazards associated with excavations</i>	<ol style="list-style-type: none"> 1. Collapse of the sides due to unsupported trench or incorrect angle of the sides 2. Water ingress through heavy rain or burst water main 3. Falling materials such as the spoil dug from excavation or materials and tools stored at ground level could fall in 4. Contact with underground services such as striking electricity, gas or water utilities
Provide	Same as 'Outline'		

3.3 In summary,

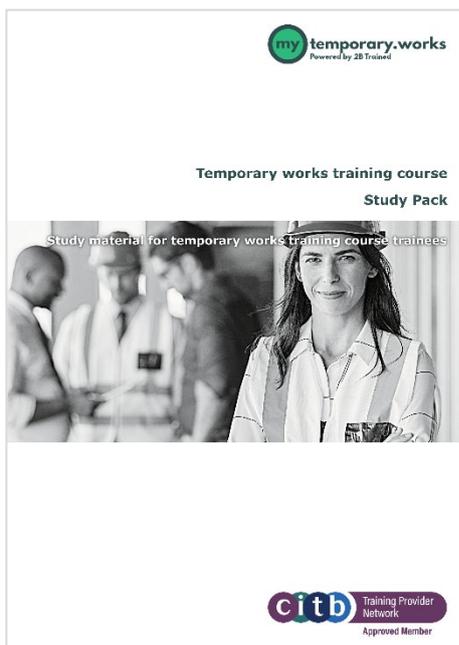
1. Read each question fully and make sure you answer the question as it has been written.
2. For *multiple choice questions*, eliminate the wrong answers from the list to reduce the choices to get closer to the right answer.
3. For *free-text questions*, note the action verb used and the marks available as this will indicate how much information you need to provide, and how many examples.
4. Take your time and make use of the whole time available to you.
5. To make best use of your time, progress through the exam paper answering easier questions first.
6. Bookmark any more challenging questions and return to them.
7. Refrain from changing answers unless you know the answer you have given is incorrect.
8. If you are unsure of the answer, consider the topic of the question to guide you to find the answer in any reference material you are permitted to use.
9. Leave time to review your answers.
10. Submit your answer paper once you have answered all questions.

4. Useful publications

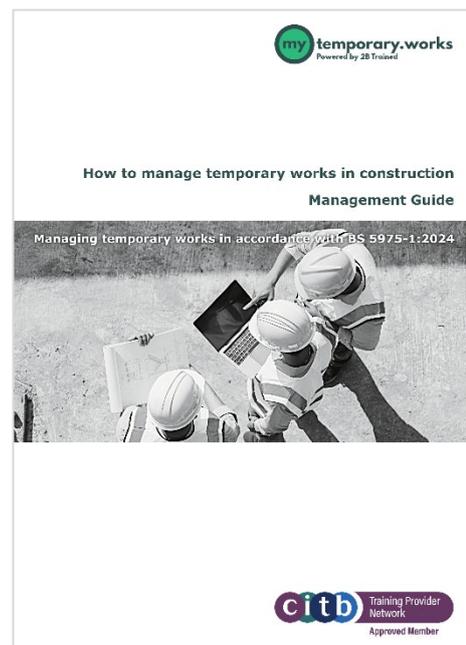
- 4.1 You will be provided with a range of study material to use during your training courses. It includes a range of reference material, tutor-guided exercises and case studies, and workbooks to assist in your learning.
- 4.2 All study material covers the requirements of CITB's trainers reference document identifying the learning outcomes that will be achieved by completing tutor-led exercises, cases studies, and self-study workbooks. It covers all CITB's mandatory and optional exercises. To be eligible for the final exam you must complete all mandatory exercises, case studies, and workbooks.
- 4.3 All reference and study material follows CITB's scheme of works, and the training course syllabus covering all learning outcomes for temporary works coordinator training course (TWCTC) and refresher (TWCTCR) and temporary works supervisor training course (TWSTC).
- 4.4 The Study Pack is completed with reference to the publication How to manage temporary works in construction – Management Guide which provides practical advice and guidance for the design and build of temporary works in the construction industry. It is based on BS5975-1:2024 Management procedures for the control of temporary works and other associated legislation and industry guidance and in addition, it provides the necessary knowledge requirements in relation to BS5975-1:2024 clause 4.2.1.

Course publications

- 4.5 The following publications will be used during your training course. All reference documents will be provided by your training provider and tutor.

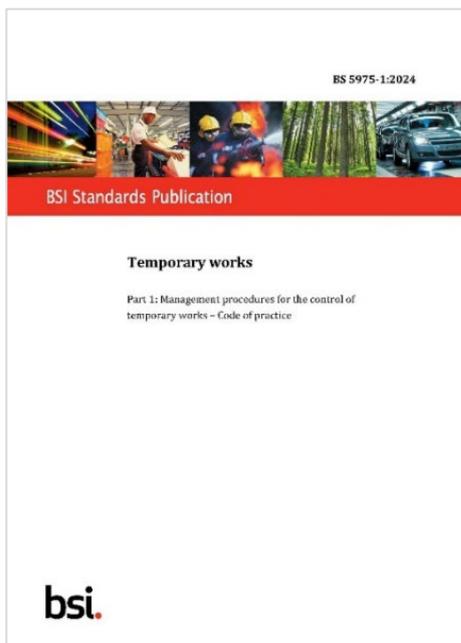


Temporary works training course
Study Pack



How to manage temporary works in construction
Management Guide

4. Useful publications



BS 5975-1:2024 Part 1: Management procedures for the control of temporary works
Code of practice



How to manage temporary works in construction
Document Pack

