



SHOPFITTING AND INTERIOR CONTRACTING COMPETENCE SCHEME (SICCS) BOOKLET



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FOREWORD

“Shopfitting and Interior Contracting Competence Scheme”(SICCS) - a National Skills Registration Scheme for the Shopfitting and Interior Contracting Industry.

The National Skills Registration Scheme for the Shopfitting and Interior Contracting Industry (SICCS) provides a single skills card for the shopfitting and interior contracting sector of the Construction Industry. The card was launched on 1st December 2009; the expectation is to see all shopfitting and interior contracting employees holding an NAS card (SICCS) within five years of the launch date.

The National Association of Shopfitters (NAS) and the Shopfitting Independent Training Forum (SITF) became increasingly aware of the need to raise its role as the authoritative body for shopfitting and interior contracting by developing a national scheme to demonstrate its continuing commitment to a qualified workforce and lifelong learning in the shopfitting and interior contracting sector.

This will continue to promote and further establish the “apprentice to boardroom” culture of qualifying the workforce and will demonstrate that the sector is able to work in a safe and competent manner. Developments in the global construction industry since 2006 have been reinforced by the Construction (Design and Management) Regulations 2007, a view of the long term skills needs by Leitch, the latest Occupational Health and Safety Issues, and advances in technology.

Individuals applying will be required to demonstrate the appropriate knowledge of working safely in the sector, in addition to being able to demonstrate the prerequisite level of competence for the respective occupation being undertaken. Previously acquired health and safety knowledge and accredited prior learning will be demonstrated by the respective individual’s ability to pass the Construction Skills Health and Safety Test.

Competence requirements will be confirmed and updated by the executive committee of the Shopfitting Independent Training Forum (SITF) and these will be outlined in the NAS Scheme Rules.

Throughout the process of establishing SICCS the NAS and SITF Management Committees have maintained a very strong focus on ensuring that the scheme is centred on the principles of independent assessment of operating ability and competence, and the raising of standards expected in the shopfitting and interior contracting sector. Whenever there is change, there comes a challenge and we look forward to working with the global industry to ensure that this scheme will establish a competent and safe specialist sector.

Brendan Turtle – NAS President

Richard Easton – Chairman of the Shopfitting Independent Training Forum

1 Introduction

1.1 What is the NAS Skills Card (SICCS)

- 1.1.1 The Shopfitting and Interior Contracting Competence Scheme (SICCS) is a national skills registration scheme that provides a single skills card for this sector within the global sphere of construction. What better time, therefore, for shopfitters and interior contractors to underline their independence and show the world at large the difference between themselves and the construction industry in general. It will be launched on 1st December 2009 at the request of employers, to allow them to further ally with regulations and requirements, and its goal is to apply common accredited standards for all occupations within the sector.
- 1.1.2 The Scheme is the recognition by the National Association of Shopfitters (NAS) and the Shopfitting Independent Training Forum (SITF) for an accredited, qualified and competent workforce from “Apprentice to Boardroom” within five years from its launch.
- 1.1.3 The Scheme is owned by the National Association of Shopfitters (NAS) and will be administered over by the Management Committee of the Shopfitting Independent Training Forum (SITF). It will be branded and serviced by ConstructionSkills. Applications will be processed by ConstructionSkills as NAS appointed Service Provider. Applications can be made via a dedicated telephone number, by post or by completing an application form available online, downloadable from www.shopfitters.org.
- 1.1.4 The Management Committee is made up of representatives of the industry and supported by representation from ConstructionSkills.

1.2 What are the aims of the Scheme

- 1.2.1 The Scheme aims to:
- Keep a record of workers in the shopfitting and interior contracting sector within the global sphere of construction who have achieved a recognised level of accredited ability and competence, and that is underpinned by the issue of an accredited skills card
 - Raise the standards of individuals applying who can demonstrate the appropriate knowledge of working safely in the sector, in addition to being able to demonstrate the prerequisite level of competence for the respective occupation being undertaken
 - Accredited prior learning and retained knowledge will be demonstrated by the respective individual’s ability to pass the ConstructionSkills Health and Safety Test
 - Encourage those who procure shopfitting and interior contracting to use certificated skilled workers
 - Be self financing; with any surplus funds being used for the benefit of the shopfitting and interior contracting sector

1.3 What are the benefits of the scheme

1.3.1 The Scheme (**SICCS**) aims to provide the following benefits to individuals:

- recognition of skills, competence and qualifications
- improved health and safety awareness
- improved employment prospects
- provision of training standards to equip individuals with relevant skills to be employed in the shopfitting and interior contracting sector

1.3.2 The Scheme (**SICCS**) aims to provide the following benefits to employers:

- identification of operatives with recognised industry skills, competence and qualifications
- better quality of work
- improved health and safety awareness amongst the workforce of the shopfitting and interior contracting sector
- provision of training standards to equip individuals with relevant skills to enter the industry
- a move to a qualified and carded workforce, which will help to improve customer satisfaction and the industry's image

1.4 What is the scope of the Scheme

1.4.1 The Scheme (**SICCS**) provides certification and accreditation for shopfitting and interior contracting within UK construction and associated industries. The certification scheme (**SICCS**) process is supported by assessment centres delivery S/NVQ's.

1.4.2 Membership of the Scheme is voluntary, but an accredited skills card should be considered mandatory on many construction sites and other work environments throughout the UK.

1.4.3 Compliance with the contents of this Scheme booklet is a requirement for members of the Scheme (individual's holding a **SICCS** card).

1.4.4 There are no age requirements for Scheme membership. However, in some cases legislation and/or company policy regarding the use of certain types of machine, plant or equipment may specify different age limits for a specific working environment. This may result in the cardholder being prevented from using such equipment.

1.4.5 Basic training and competency standards are defined by the Scheme for:

- Apprentices
- Experienced Workers
- Supervisors/Managers
- Directors
- Shopfitting Related Professionals

1.5 What is the structure of the Scheme

- 1.5.1 The structure of the scheme can be defined in the following terms; core elements, cards available, progression through the scheme and delivery of the scheme.
- 1.5.2 The purpose of this document is to outline the structure of the Scheme and the respective requirements for occupational cardholders.

Section A: Core Elements of the Scheme

- 1.5.3 The Scheme is comprised of a number of core elements, which are used to demonstrate the skills, competence and qualifications that determine eligibility for membership of the Scheme.

Training	Through the Shopfitting Independent Training Forum and other such accredited channels
ConstructionSkills Health and Safety Test	General Health and Safety awareness
S/NVQ (level three) where appropriate with full framework	Operating competence vocational qualification
Health and Safety DVD “A Safe Pair of Hands	Sector specific induction DVD

Section B: Cards that are available

Card Type	Checks Undertaken
<p>Shopfitting Site Visitor 5 year card</p> <p>Renewal Application</p>	<p>Confirmation of Operative level ConstructionSkills Health and Safety Test pass within 2 years prior to date of application.</p> <p>Confirmation of Operative level ConstructionSkills Health and Safety Test pass within 2 years prior to date of application.</p>
<p>Apprentice 4 year card</p> <p>Non renewable card</p>	<p>Registration to the appropriate Apprenticeship or NVQ level 3 as listed in Appendix A.</p> <p>Confirmation of Operative level ConstructionSkills Health and Safety Test pass within 2 years prior to date of application.</p>
<p>Experienced Operative 5 year card</p> <p>Renewal application</p>	<p>Achievement of appropriate NVQ level 3 or similar formal qualification as listed in Appendix A.</p> <p>Confirmation of Operative level ConstructionSkills Health and Safety pass within 2 years prior to date of application.</p> <p>Confirmation of Operative level ConstructionSkills Health and Safety Test pass within 2 years prior to date of application.</p>
<p>Supervisors and Managers 5 year card</p> <p>Renewal application</p>	<p>Achievement as a minimum of the three day Site Safety Plus for Shopfitters and Interior Contractors training programme accredited via ConstructionSkills Site Safety Plus syllabus. Supervisors and Managers will also hold an appropriate craft or technical qualification as listed in Appendix A.</p> <p>Confirmation of Supervisor or Management & Professional ConstructionSkills Health and Safety Test pass within 2 years prior to the application.</p> <p>Achievement of the two day Site Safety Plus for Shopfitters and Interior Contractors refresher programme accredited via ConstructionSkills Site Safety Plus syllabus.</p> <p>Confirmation of Supervisor or Management & Professional ConstructionSkills Health and Safety Test pass within 2 years prior to the application.</p>

- 1.5.5 There is a £25.00 application fee for **SICCS** cards which should be attached to the application. This is a non refundable fee for the service of processing the application. If your application is incomplete you will be given 90 days to resolve any issues. Any applications returned after 90 days will be subject to an additional £25.00 non-refundable application fee.

2 Training

2.1 What is the training requirement

- 2.1.1 It is recommended that any one applying for a **SICCS** card is supported by appropriate training that will elevate the individual to a required standard to pass the ConstructionSkills Health and Safety Test.
- 2.1.2 It is recommended that employers seeking accreditation to the card scheme will support their employees by the creation of a training plan which is tailored to suit individual requirements. This is particularly crucial as bad habits that may have been acquired may mean the individual being unsuccessful in passing the Health and Safety Test.
- 2.1.3 Training and competence are enshrined in the statutory obligations of the employer (Health and Safety at Work etc Act 1974, Construction, Design and Management Regulations 2007). The **SICCS** scheme provides employers with a way of ensuring that their employees have an appropriate level of skill as defined by the industry. For **SICCS** card holders this demonstration of skill will have taken place on the satisfactory completion of the Health and Safety Test. It is the responsibility of the employer and the employee with the possible assistance of a training professional, to determine the appropriate level is identified and delivered.

2.2 How can I get training?

- 2.2.1 Training will be accessed primarily through the Shopfitting Independent Training Forum however further support may be accessed from:
- Other accredited training providers
 - In house trainers
 - Colleagues
- 2.2.2 It is ultimately the responsibility of the employer and the employee to choose the training channel which better suits their learning needs.

2.3 How much does training cost?

- 2.3.1 There is no set fee for training; this will be determined by the chosen provider. It is however recommended that ConstructionSkills levy payers engage with the Shopfitting Independent Training Forum for their needs. Courses sourced from the Forum may be grant aided.

2.4 What do I do next?

- 2.4.1 Sit and Pass the appropriate level ConstructionSkills Health and Safety Test.

3 The ConstructionSkills Health and Safety Test

3.1 What is the requirement for the Health and Safety Test?

3.1.1 All new applicants, and those adding a category or renewing a **SICCS** card, must have an understanding and knowledge of current basic Health & Safety

as demonstrated through holding a ConstructionSkills Health & Safety Test pass that has been achieved within the last two years. The level of test required depends of the card type being applied for.

3.1.2 All categories of card will require as a minimum the ConstructionSkills Health and Safety Test at the appropriate level which consists of multiple choice questions on general health and safety awareness.

3.1.3 **SICCS** strongly recommends appropriate health and safety training before attempting the ConstructionSkills Health and Safety Test.

3.1.4 There is no limit to the number of times the ConstructionSkills Health and Safety Test can be taken.

3.2 How can I book a test?

3.2.1 The ConstructionSkills Health & Safety Test can be taken at independent test centres found in convenient locations around the country.

3.2.2 Individuals can contact the ConstructionSkills Health & Safety Test Helpdesk directly on **0344 994 4488** or book online at www.cskills.org/healthsafety.

3.2.3 Individuals are advised to have their **SICCS** card number to hand when booking their test, or their National Insurance number if new to the Scheme.

3.2.4 Individuals are advised to book the ConstructionSkills Health & Safety Test in plenty of time.

3.2.5 Employers may book a mobile test unit or become an internet test centre. For further details on internet testing or for booking a mobile testing unit please contact the ConstructionSkills Health & Safety Test Helpdesk on **0344 994 4488**.

3.2.6 A copy of the ConstructionSkills Health & Safety Questions & Answers book may be purchased from major book stores. It contains all the questions and answers for the ConstructionSkills Health & Safety Test. Please note the questions from the Managerial and Professional Health and Safety Test are contained in a separate book.

3.3 How much does the test cost?

3.3.1 The cost of the Test is currently £17.50, however the cost is determined by ConstructionSkills and is subject to change so please go to www.cskills.org/healthsafety for details on how to access the most up-to-date information.

3.3.2 Please be advised however that the cost of the Health and Safety Test is not grant supported.

4. Scottish / National Vocational Qualifications (S/NVQ)

4.1 What is the requirement for S/NVQ?

4.1.1 SICCS requires an individual to prove operating competence through:

Entry Requirements

Candidates should be employed in the shopfitting and interior contracting sector before commencing an apprenticeship. This is because to achieve an S/NVQ you need to produce work based evidence.

All applicants take ConstructionSkills Apprenticeship skills learning exercise and basic skills literacy and numeracy assessment at an appointed centre as part of the selection process.

S/NVQ Level 3 – Applicants must be able to demonstrate or provide evidence of substantial skills already gained in the area from previous or current employment.

Course Content	Areas covered include:
	<ul style="list-style-type: none"> • Timber and its properties • Joints and fixings • Setting out and assembly of doors and frames • Setting out and assembly of stairs • Setting out and assembly of storage and display units • Use of hand and power tools • Use of woodworking machines • Health and safety – externally tested

S/NVQ Level 3 covers more complex skills and site supervision

Course Assessment:

Students will be continually assessed throughout their training. Most of the assessment will take place in the workplace, plus students will take some external tests/examinations for key skills (if required) and technical certificate. Student's progress will be reviewed regularly and achievable targets set to ensure completion on time.

- 4.1.2 **SICCS** will require confirmation of the achievement of the appropriate S/NVQ (level three or above with full framework where appropriate).
- 4.1.3 A copy of the S/NVQ certificate should be attached to the application form and sent to ConstructionSkills as the service provider. This will enable an appropriate card to be issued. Originals should not be sent as they cannot be returned.

5 Renewing a SICCS Card

5.1 What are the requirements for renewing the SICCS Card

- 5.1.1 An applicant is required to have passed the appropriate level ConstructionSkills Health and Safety Test within two years of the application receipt.
- 5.1.2 If renewing a Supervisors or Managers card applicants are required to achieve the two day Site Safety Plus for Shopfitters and Interior Contractors refresher programme accredited via ConstructionSkills Site Safety Plus syllabus.
- 5.1.3 If renewing a Directors card applicants are required to have achieved the one day Site Safety Plus Directors Responsibilities for Health and Safety training programme accredited via ConstructionSkills Site Safety Plus syllabus, achieved within 2 years prior to application.
- 5.1.4 The £25.00 card application fee should be attached to the application. This is a non refundable fee for the service of processing the application. If your application is incomplete you will be given 90 days to resolve any issues. Any applications returned after 90 days will be subject to an additional £25.00 non-refundable application fee.
- 5.1.5 The application should be sent to ConstructionSkills as the nominated service provider.
- 5.1.6 The card start date will be the date from the expiry date of the previous card. If a delayed application is made the card will be back dated to the start of the expiry date of the previous card.
- 5.1.7 The application process for renewals is the same as for the initial card application.
- 5.1.8 Following application for a card please allow between two and four weeks for delivery. If the card has not been received after 4 weeks, contact the **SICCS** Helpline on 0844 847 4409.

6 Fair Processing Notice

6.1 How will you handle my personal data?

- 6.1.1 The **SICCS** scheme is operated by ConstructionSkills which are the nominated service provider of the National Association of Shopfitters (owner of the scheme).
- 6.1.2 “Personal Data” is an individual’s contact details and any information obtained directly from an individual, or from third parties, or as a result of a relationship with the individual and ConstructionSkills in its capacity as a Sector Skills Council and Industrial Training Board.

- 6.1.3 ConstructionSkills may use personal data for the purpose of administering the **SICCS** Scheme and for purposes connected with ConstructionSkills role as a Sector Skills Council and Industrial Training Board, and in providing goods and services. The National Association of Shopfitters/Shopfitting Independent Training Forum may also disclose personal data to third parties (including our nominated service provider or agents e.g. approved Test Centres, the individual's employer or prospective employer and funding bodies) for the purposes outlined above, but we will not otherwise pass personal data to third parties for marketing purposes.
- 6.1.4 If either the scheme owner (NAS) or the nominated service provider (ConstructionSkills) transfers personal data to a third party in another country, all parties will make sure they agree to apply the same levels of protection as are required to apply to information held in the UK, and that they use the personal data only for the purposes outlined above.
- 6.1.5 Individuals have a right to request a copy of any personal data held about them (for which ConstructionSkills may charge a small fee) and to correct any inaccuracies in their personal data.
- 6.1.6 If **SICCS** is given information from a third party about another individual, the party providing it must be able to confirm that the individual has been appointed by them to act on his/her behalf and has agreed that the party providing the information can give consent on his/her behalf to the processing of his/her personal data.
- 6.1.7 By signing a **SICCS** application form, an individual gives consent to these terms and the processing of the personal data contained thereon.

7 Appeals

7.1 How do I lodge an appeal?

- 7.1.1 Appeals or disputes in the first instance should be referred, in writing, to:

The **SICCS** Manager
Shoptitting and Interior Competence Scheme (**SICCS**)
Shared Services
Bircham Newton
King's Lynn
Norfolk PE31 6RH

- 7.1.2 The **SICCS** Scheme Manager will endeavour to resolve the matter.
- 7.1.3 If the **SICCS** Scheme Manager is unable to resolve the matter, it will be referred to an Appeal Panel, appointed by the Management Committee of the Shopfitting Independent Training Forum for a final and binding decision.

8 SICCS Manager

8.1 What is the role of the SICCS Manager?

8.1.1 The **SICCS** Manager is responsible for the management of the scheme and will be a person appointed by the National Association of Shopfitters. For scheme administrative support, the Scheme Manager will be assisted by ConstructionSkills Schemes Co-ordinator. The **SICCS** Manager can be contacted at ConstructionSkills, Bircham Newton, King's Lynn, Norfolk PE31 6RH.

9 SICCS Processing

9.1 Who completes the SICCS Processing

9.1.1 The processing of **SICCS** application form is currently completed by the ConstructionSkills Shared Services department based at Bircham Newton.

9.1.2 The turnaround time for producing **SICCS** cards is normally 15 working days from receipt of the correctly and fully completed application.

Further sources of information

Shopfitting & Interior Contracting Certification Scheme (SICCS)

SICCS Helpdesk: 0844 847 4409

SICCS Website: www.shopfitters.org

The above should be consulted for information such as:

How do I get a **SICCS** card?

How do I find a **SICCS** S/NVQ Centre?

ConstructionSkills Health & Safety Test

H&S Booking number: 0344 994 4488

H&S Website: www.cskills.org/healthsafety

These above sources will be able to provide information on:

How do I prepare for the test?

How do I book the test?

CITB-ConstructionSkills Grant

Grant Website www.cskills.org/grant

This source will be able to provide information on:

What is Grant?

What Grants are available?

How much Grant can I claim?

How do I claim?

10 SICCS Health and Safety Statement

The National Association of Shopfitters and the Shopfitting Independent Training Forum considers that it has a duty to help reduce accidents and ill health in the shopfitting and interior contracting sector of the construction industry. It aims to fulfil this duty by creating a greater understanding of health and safety matters in all of its scheme requirements. The **SICCS** scheme has been designed to record the independent assessment of the training delivered to individuals to ensure they meet the requirements of the shopfitting and interior contracting sector. Safe systems and safe methods of work must form an integral part of all training and testing activities, providing a cornerstone on which to build health and safety awareness.

The Health and Safety at Work etc Act 1974 places a general duty on employers to ensure the health, safety and welfare of their employees. A similar obligation is placed on training establishments to safeguard candidates. The Act requires employers to provide a safe working environment, safe access to and from the workplace, safe equipment and machinery. In addition, they must provide all employees and candidates with information, instruction, training and supervision, together with adequate facilities and arrangements for their welfare.

Legislation also places general duties on employees who must take reasonable care for health and safety of themselves and others who may be affected by their actions or omissions. Employees must co-operate with their employer in health and safety matters; and not interfere with, or misuse, anything provided under the various regulations in the interest of health and safety.

The correct and safe use of equipment is of utmost importance. Employers and employees should never attempt to use an item of plant or equipment outside of its design purpose and must comply in full with manufacturer's instructions at all times. The general approach to using plant and equipment should be to create a safe and productive environment, thereby reducing the risk of injury whilst maintaining production outputs.

Employers must ensure that supervisors responsible for overseeing the use of equipment have received adequate training and are competent, thus providing a safe working environment. This will enable the employer to reduce the risk of accidents happening as a result of supervisors not understanding the limitations placed on plant and equipment.

To maintain a trained and competent workforce, the employer should regularly carry out risk assessments to identify the competence needs of their employees and determine the aims, objectives and extent of any training needed to meet competence requirements.

Additional requirements in health and safety are placed upon employers to regularly review the performance of employees. This could lead to refresher and familiarisation training resulting from a changing working environment, technical advancements, skill fade, issue of new equipment or attachments, and amendments to legislation.

The training environment must provide close and continuous supervision of individuals. This is particularly important for young and inexperienced individuals who need to gain a better understanding of health and safety matters associated with construction plant/equipment and general building activities.

As well as general health and safety, special attention should be given to working at heights and in confined spaces, manual handling, hazardous substances and the use of personal protective equipment (PPE). The need to follow all given instruction must be strongly emphasised.

Appendix A

Qualification requirements

A qualification must be in one of the occupations listed below unless specified in the Table below:

- Bench Joinery
- Carpentry & Joinery
- Shopfitting Bench Work
- Shopfitting Site Work
- Woodmachining
- Metal Work
- Painter and Decorator
- Polisher
- Setter Out

Card Level	Qualification(s)
Shopfitting Site Visitor	No qualification required.
Apprentice	Registered as working towards an Apprenticeship or S/NVQ Level 3 in the appropriate occupation or enrolled on a Technicians Apprenticeship.
Experienced Operative	Achievement of one of the following: <ul style="list-style-type: none"> • S/NVQ Level 3 in the appropriate occupation • City & Guilds Advanced Craft when part of an Indentured Apprenticeship
Supervisor	Achievement of one of the following: <ul style="list-style-type: none"> • S/NVQ Level 3 in the appropriate occupation • City & Guilds Advanced Craft when part of an Indentured Apprenticeship • Construction Contracting Operations S/NVQ Level 3 • Construction Site Supervision S/NVQ Level 3 • City & Guilds in Supplementary Studies <p>If you hold a supervisory qualification that is not shown in this list contact the SICCS Helpline for further advice.</p>
Manager	Achievement of one of the following: <ul style="list-style-type: none"> • S/NVQ Level 3 in the appropriate occupation • City & Guilds Advanced Craft when part of an Indentured Apprenticeship • City & Guilds in Supplementary Studies • Construction Contracting Operations S/NVQ Level 3 • Construction Site Supervision S/NVQ Level 3 • Construction Contracting Operations S/NVQ Level 4 • Construction Site Management S/NVQ Level 4 • HND/ HNC in management <p>If you hold a management qualification that is not shown in this list contact the SICCS Helpline for further advice.</p>

<p>Director</p>	<p>Achievement of one of the following qualifications in the stated occupations</p> <ul style="list-style-type: none"> • S/NVQ Level 3 in the appropriate occupation • City & Guilds Advanced Craft when part of an Indentured Apprenticeship • City & Guilds in Supplementary Studies • Construction Contracting Operations S/NVQ Level 3 • Construction Site Supervision S/NVQ Level 3 • Construction Contracting Operations S/NVQ Level 4 • Construction Site Management S/NVQ Level 4 • Construction Senior Management S/NVQ Level 5 <p>If you hold a senior management qualification that is not shown in this list contact the SICCS Helpline for further advice.</p> <p>Please note that all applications for Director cards will be verified for eligibility with the Scheme Owners prior to issue.</p>
<p>Shopfitting Related Professional</p>	<p>The following occupations are available:</p> <ul style="list-style-type: none"> • Health and Safety Manager • Estimator • Surveyor <p>Achievement of one of the following qualifications in the stated occupations</p> <ul style="list-style-type: none"> • S/NVQ Level 4 or higher in the appropriate occupation • Construction Contracting Operations - Surveying S/NVQ Level 4 • Construction Contracting Operations – Estimating S/NVQ Level 4 • Occupational Safety and Health S/NVQ Level 4 • Member of the Royal Institute of Chartered Surveyors • Member of the Institute of Occupational Safety and Health • Higher National Certificate (HNC) • Higher National Degree (HND) • BTEC Advanced Diploma <p>If you hold a qualification that is not shown in this list contact the SICCS Helpline for further advice.</p> <p>Please note that all applicants applying for a card with a HNC, HND or BTEC Advanced Diploma must also hold an NVQ Level 3 for a Shopfitting Craft Occupation.</p>