



Forum Update

Issue 6

July 2010

NAS & SITF put new DVD into production!

Despite the current economic climate your trade association in conjunction with major stakeholder ConstructionSkills have brought together with the Health and Safety Executive the team to produce a new DVD. This latest production to go alongside our existing DVD library is focused upon workshop matters.

I must once again pay tribute to the ongoing support given to your trade association and its training division by colleagues at both the Health and Safety Executive (HSE) and ConstructionSkills in the giving of their time to this valuable production.

The DVD will focus upon employees statutory obligations to take reasonable care for the health and safety of themselves and others. However workshop managers and supervisors have a legal duty to co-operate with their employer in providing necessary supervision for health and safety. This job is not limited to producing a good quality product and getting the cake out of the door. Supervisors are a vital link in the chain for effective management of health and safety. Good supervisors lead by example; they get good results and develop a motivated, safety conscious workforce.

Supervisors are often expected to be management's 'eyes and ears' on the shop floor, but HSE investigations in the woodworking industry have shown that supervisors are often unaware of the full range of responsibilities they have as part of the management team. This production will look closely at the issue of helping and assisting managers in this area to know what their responsibilities are and carry them out.

This DVD is not however solely about the issue of supervision it also, with the assistance of the HSE, focuses on what is the regulators strategy for managing risk in such and environment including:

- ◆ Occupational Health – noise, dust, Local Exhaust Ventilation, manual handling etc...
- ◆ COSHH
- ◆ Wood working machine safety including suitable and sufficient risk assessments
- ◆ Is the right person using the right equipment
- ◆ Prevention is better than cure (maintenance)
- ◆ How well guarded are your machines including the use of push sticks
- ◆ Forklift/Transport/Storage issues
- ◆ Good Housekeeping
- ◆ Supervision for Safety (Do you know what is going on behind your back)
- ◆ Fire Safety Issues relating to architectural metalwork

This production will be hopefully available to members by the end of this year.

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Competence and Training

Competency can be a complex subject: it often means different things to different people. However the key aim of our strategy is to demonstrate through your National Association of Shopfitters that the bar is being raised significantly in shopfitting and interior contracting to provide a simple, repeatable method for assessment: a baseline level of competence that will satisfy the law.

The approach of the Shopfitting and Interior Contracting and Competence Scheme (SICCS) and the third party PAS 82 Shopfitting Management Standard Audit Protocol is to demonstrate the required level of corporate and individual competence.

Corporate competence standards apply to all organisations regardless of their make up and particularly within the global sphere of construction when engaged in respective duty holder roles. Competence in respect of the recently launched SICCS card scheme has two strands, for reasons of simplicity, which can be applied to both organisations and individuals:

- ◆ Sufficient knowledge, skills and experience of the specific tasks to be undertaken and the risks which the work will entail
- ◆ sufficient experience and ability to carry out their duties in relation to the project, to recognise their limitations and take appropriate action in order to prevent harm to those carrying out shopfitting work, or those affected by the work.

The card will identify an individual's competency, from apprentice through to director level. The pre-requisite Health and Safety Test will be further supported and enhanced by other qualifications which have been developed with our major stakeholder ConstructionSkills, the Sector Skills Council for our industry.

The National Association of Shopfitters (NAS) and the Shopfitting Independent Training Forum (SITF) in the last five years has become 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.

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. Have you got your SICCS card yet? The Scheme Booklet and Application Form with all the necessary details of how to apply can be found at www.shopfitters.org. The Scheme is your passport to demonstrate that you are a proud part of an accredited, qualified and competent workforce.

The John Rabey Award

Presentation of Award for NAS 1st Year Apprentices

At the NAS Autumn General Meeting

on

6th October 2010

at the

De Vere Venues

Holborn Bars

London, EC1N 2NQ

Shopfitters lead the way in rewarding their apprentices

Apprenticeships are the proven way to train your workforce. Apprenticeships can make your organisation more effective, productive and more competitive by addressing your skill gaps directly, even in the economically challenging times.

The National Association of Shopfitters (NAS) and the Shopfitting Independent Training Forum lead the way in rewarding young people as they progress through their apprenticeship. It has therefore never been more important, particularly during these testing times that we continue to recognise and reward the achievements of those individuals, companies and organisations who have demonstrated a real commitment to making a difference to the shopfitting industry.

We continue to see some truly exceptional entries from the three events that your trade association supports. These awards exist to celebrate the tangible differences that are being made, large and small, in shopfitting training. However, in the medium to long-term it is those that recognise their workforce is their greatest asset and nurture individuals through training that will be best placed to capitalise on the opportunities when the sector starts to recover from the worst economic cycle in living memory.

It is absolutely critical that our industry continue to challenge the youth of today. John Rabey, a past President of the National Association of Shopfitters had a passion in Shopfitting for young people to create and enjoy a craft of their choice and celebrating their achievements and hard earned successes. It is therefore entirely appropriate that each year SITF give a very warm welcome to Eileen Rabey and give her the opportunity to be able to carry out the wishes of her late husband John by presenting a first year NAS apprentice with their award for demonstrable improvement in their first year in shopfitting.

The Annual General Meeting (AGM) of the National Association of Shopfitters (NAS) provides the perfect backdrop to showcase the achievements and raise the profile of our second year apprentices, as well as a chance to remind members that help is at hand for employers who are either trying to retain their current apprentices, or hoping to take on a new one. The competition, which has been running for over 15 years, aims to recognise talent and encourage succession in the Shopfitting industry across the UK and is open to all NAS second year apprentices.

It gave the National Association of Shopfitters a great deal of satisfaction to see what started of as an off-the-cuff remark come to fruition with the support of the Business Services Directorate of ConstructionSkills. Now in its third year we continue to take pride particularly in the continuous support we receive not only for the second year but also for this prestigious event. This award gives us the opportunity to salute not only the apprentice but their respective employer by awarding bursaries to further the individual's fledgling careers within the sector. The majority of the current boards of directors and our National President have come up this route so it is safe to say that we know a little bit about vocational qualifications.

The awards in years two and three are backed by our Sector Skills Council ConstructionSkills, which is urging businesses throughout the UK to maintain their commitments to workforce training in order to preserve their future of shopfitting and interior contracting. The construction industry is experiencing a particularly challenging period and businesses may be tempted to eschew training as a means of cutting costs. Have you given your apprentice their possible moment of glory by putting them forward for these valuable awards?



Train your “Supply Chain” through The Shopfitting Independent Training Forum

Members of the National Association of Shopfitters that are running supply chains face a multitude of challenges and complexities on a daily basis – good economy or bad. The Shopfitting Independent Training Forum (SITF) was founded to develop a greater understanding of shopfitting and interior contracting and an integral part of this approach is to help members to standardize and simplify supply chain management processes to help improve efficiency, save time and decrease costs.

The supply chain of shopfitters and interior contractors are legally bound within the guidance of corporate competence as contractors and are therefore deemed to be a duty holder. It is a requirement on anyone appointing an organization to make reasonable enquiries to check that they are “competent to do the relevant work and can allocate adequate resources to it”. However there is also a reciprocal requirement that those contracted to the shopfitting and interior contracting supply chain has the pre-requisite level of knowledge, skills and experience. Dedicated and accredited training that has already been undertaken by NAS Members through the Shopfitting Independent Training Forum should as a consequence be promulgated down through your core supply chains. This is primarily to ensure compliance and to prevent harm to those carrying out shopfitting work, or those affected by the work.

Supply chain management has received in recent years a great deal of attention from both the legislators and other such respected practitioners. Tangible benefits have clearly accrued to firms that effectively manage their supply chain partners and they range from lower costs to higher return on investment. The Shopfitting Independent Training Forum (SITF) therefore recognises that effective training and development offers benefits to the individuals and organisation that make up the global Shopfitting and Interior Contracting sector.

These benefits to the industry would include:

- ◆ higher standards of work performance
- ◆ greater understanding and appreciation of factors affecting work performance
- ◆ sharing of ideas and dissemination of good practice
- ◆ effective management and implementation of change
- ◆ encouragement of team spirit
- ◆ increased motivation and job satisfaction for the individual within the sector
- ◆ greater understanding of shopfitting and interior contracting

A number of factors that affect partner-like behaviour also affect learning. Also, learning appears to have a positive impact on performance measures relating to end-customer satisfaction and being a more market-focused supply chain.

Specific Training for the Shopfitting and Interior Contracting Industry

Shopfitting Specific Health & Safety Courses

- 5 Day ConstructionSkills Site Management Safety Training Scheme (SMSTS)
- 3 Day ConstructionSkills Site Safety for Shopfitters & Interior Contractors (SMSTS)
- 2 Day ConstructionSkills Site Supervisors' Safety Training Scheme (SMSTS)
- 2 Day ConstructionSkills Site Management Safety Training Scheme Refresher (SMSTS)
- 1 Day Directors' Responsibilities of Health & Safety (SMSTS)
- 1 Day ConstructionSkills Health & Safety Awareness (SMSTS)
- 1 Day Site Waste Management
- 1 Day CDM 2007 Update
- 1 Day Achieving Behavioural Change (ABC)
- 1 Day How to Write an Effective Risk Assessment & Method Statement

Shopfitting Specific Health & Safety Mix and Match Courses

- ½ Day Asbestos Awareness
- ½ Day Fire Safety Awareness
- ½ Abrasive Wheels
- ½ Manual Handling
- ½ Hand Arm Vibration & Safe Use of Portable Power Tools
- ½ Safe Working at Height
- ½ Health & Safety Update for the Shopfitting Industry

First Aid Courses

- 3 Day First Aid at Work
- 2 Day First Aid at Work Re-qualification
- 1 Day Appointed Person Emergency
- ½ Day Basic Awareness First Aid Training

Shopfitting Management Courses

- 1 Day Contract Law & Contract Management
- 1 Day Mediation & 25 Nightmares

Shopfitting Specific Miscellaneous Courses

- 1 Day Theory of Shopfitting Estimating
- 2 Day Introduction to AutoCAD
- 1 Day Spray Paint Finishing for the Shopfitting & Interior Contracting Industry
- 1 Day Various Plant Training available on request

Other Courses

- Tower Scaffold and MEWP
- Fork Lift Truck 5Day/3 Day/1 Day Refresher

Courses arranged throughout UK and Northern Ireland—On-Site Training available—Programmes individually tailored to suit your specific requirements—Assistance with identifying training needs—Grants available for members In Scope and NAS

If you would like to book any of the above courses then please contact Sabrina Crozier or Anne Saxby on 01883 626841

Our Training Manager



Demetrios Cooper, our training manager, has 13 years front line health and safety experience in the shopfitting and interior contracting industry and has been running training courses for SITF since its inception in March 2007. His qualifications enable him to run our entire ConstructionSkills approved mix 'n' match courses as well as the SMSTS Courses.

So, whether you would like to know what courses are suitable for your company, need advice on Health & Safety matters on site or in the work place or require a Risk Assessment on your premises, Demetrios can help. He can also advise on what grants you can claim to ensure your workforce is fully trained.

Our Course Feedback

<p>Datum Contracts</p> <p>“The Tutor is helpful, gives a good clear and well understood lesson and makes you feel relaxed. “</p> <p><i>3 Day Site Safety</i></p>	<p>Vincent's Shopfitters</p> <p>“The tutor’s sense of humour and presentation made an enjoyable course and an excellent way to put across the necessary information.”</p> <p><i>Manual Handling</i></p>
<p>Hadley Shopfitters</p> <p>“Very Informative & Eye Opening. ”</p> <p><i>Asbestos Awareness</i></p>	<p>UCD Southwell Ltd</p> <p>“The day was very informative and the tutor was very knowledgeable and kept the seminar light hearted and interesting! “</p> <p><i>Commercial Awareness</i></p>

CURRENT COURSES RUNNING

3 Day Site Safety

9th 11th August 2010

Barceló Country Hotel, Hampshire

1 Day Site Waste Management

12th August 2010

Barceló Country Hotel, Hampshire

½ Day Asbestos Awareness

13th August 2010

Barceló Country Hotel, Hampshire

Estimating and Tendering

15th September 2010

Barceló Hinckley Hotel, Leicestershire

If you wish to book onto any of the above courses please contact Sabrina Crozier or Anne Saxby on 01883 624961 or sitf@shopfitters.org



WIN A FREE HALF DAY COURSE!

You have been told that a Health and Safety Executive Inspector is on site. What should you do?

- A) Stop work and report to your supervisor
- B) Stop work and go to the assembly point
- C) Carry on working unless you are asked to stop
- D) Finish what you are doing and go home

Please submit your answer by 2nd August 2010, and the winner will then be contacted by Anne Saxby to arrange the half day course of your choice!



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