



**SCAFFOLDER – MQF/EQF LEVEL 3
INFORMATION HANDBOOK**

ON

**The process of validation of informal and non-
formal learning for Scaffolders**

The Assessment Board:

The Assessment Board is appointed by the Minister responsible for Jobsplus by means of Article 26 of the Employment and Training Services Act 2018 to ascertain proficiency or competency in a particular occupation.

This handbook describes the competences that candidates need to possess before sitting for the Health Care validation process. Successful candidates acquire an *Award as Scaffolder* Certificate pegged at Level 3 of the Malta Qualifications Framework and also the European Qualifications Framework and which is endorsed by the National Commission for Further and Higher Education (NCFHE).

Eligibility:

Candidates who are interested in acquiring the *Award as Scaffolder* can apply for their knowledge, skills and competences to be assessed, recognised and validated if they possess the necessary competences and skills as defined in this handbook.

The prospective candidate must have **3 years experience** in the respective field. This is in line with the L.N. 295 of 2012 which regulates the Validation of Informal and Non-formal Learning process. Prior to the assessment candidates need to present an official Employment History to confirm the years of experience to the Assessment Board.

The Assessment Board is free to contact the Institution and/or referee at will in order to confirm experiences and training claimed by the candidate.

Initial Assessment Plan:

The Assessment Board will conduct an induction session for candidates interested in acquiring the *Award as Scaffolder*, and review the portfolio and the experience presented to plan the appropriate assessments according to the individual's experience and needs. During the induction session, the candidate is also instructed on how to collect evidence used as a proof of their practical experience.

Evidence sources may include:

- Work Activity
- Witness Testimony
- Health & Safety Documents/ Reports/ Procedures
- Photographic Evidence / Risk Assessments / Instructions
- Work-based confirmation of evidence not observed by assessor.

Assessment Criteria:

The Assessment Criteria for the validation process are based on the National Occupational Standards. Following is an abstract of the list of competences that the candidate must possess prior to applying for the validation process. For further information you can download the National Occupational Standards from the following link: <https://ncfhe.gov.mt/en/services/Documents/Scaffolder.pdf>

SCF301: Apply Occupational Health and Safety during Work-Practices

1. Carry out safe working practices to prevent hazards and to ensure the safety of workers and members of the public
2. Carry out safe working practices using appropriate equipment and materials to prevent damages to work areas and injuries to himself and 3rd parties.
3. Set up safety barriers around a work environment hazard to protect workers and members of the public.
4. Use appropriate protective clothing and safety equipment and know the whereabouts of first-aid equipment.
5. Use, handle and store materials hazardous to health in a safe manner.
6. Carry out a risk assessment to cover the job assigned and the working area required for the job.
7. Locate and switch-off temporary or fixed electrical switch gear, isolating valves as instructed in the health and safety procedures.
8. Collaborate with construction team members.
9. State the factors affecting safety of scaffold structures.
10. List the types of scaffold inspection checklists.
11. State the main content that should form the scaffold register. (Inspection authority or company document).
12. Advise on health and safety precautions being applied on day-to-day bases.
13. Take all measures to keep adequate working distance from overhead electrical cables.

SCF302: Identify systems, equipment and components

1. Distinguish between types of scaffolding and access equipment based on their characteristics and classification.
2. State the criteria for the selection of scaffold.
3. State the tools, accessories and equipment used for scaffold erection and dismantling.
4. Identify and explain the characteristics and material requirements for Frame Scaffold, Birdcage scaffold, tower scaffold and modular scaffold.
5. Systematically keep records of the quantity of materials used by project.
6. Organize stores and construction sites facilities.
7. Organize and perform functional checks on plant and equipment including routine checks for accuracy on tools and instruments.
8. Break down a job into different phases and estimate the duration and production hours required.

9. Coordinate with others to ensure project plans consider site, roads, neighbours and neighbourhoods concerns and environmental legislation.

SCF303: Reading of drawings and calculations

1. Read and interpret simplified plans and specifications to select scaffold fittings and elements under supervision.
2. Read and interpret plans to establish important building datum grids and levels.
3. Calculate the quantities of scaffold fittings required to meet work schedules.
4. Calculate linear measurements of diagonals, diameters and right-angle triangles in 2D and 3D structures.
5. Set out scaffold 'standards' (posts) correctly spaced as indicated in drawings.
6. Set out scaffold 'standards' on pitch circle diameter around circular structures.

SCF304: Setting Out, Erecting and Dismantling Scaffolds and Access Equipment

1. Clean, check and store plant, tools and equipment according to manufacturer recommendations and workplace practices.
2. Dispose unwanted materials according to project environmental policy and keep areas cleared from unwanted materials.
3. Keep records and follow workplace procedures regarding scaffold inspections and for reported damaged items.
4. Set out, construct and dismantle frame scaffolds, birdcage scaffolds, tower scaffolds, modular scaffolds.
5. Set up, construct and dismantle independent tied scaffolds.
6. Assist in communicating complex information in unfamiliar and unpredictable context to colleagues and first line supervisors using the correct scaffold technical terms;
7. Co-ordinate and co-operate with colleagues, self-employed sub-contractors and all other construction site workers
8. Take agreed responsibility for completing given scaffold erecting and dismantling tasks and interact with the immediate environment to solve technical issues at one's own initiative.
9. Assist in the development of work schedules and maintains progress of material and labour.
10. Contribute to improve work activities.
11. Recognize the roles and responsibilities of scaffolding and construction teams.
12. Maintain interpersonal relationship to understand others and to avoid conflict.

Mode of Assessment:

A candidate will be assessed on all the above listed competences. Assessment will be made up from different components, namely:

A. Practical Work

During the practical test a candidate will be asked to perform a number of tasks in line with the assessment criteria. Assessment will be held in a real working environment such as the candidate's workplace. Information on the assessment venue will be provided by Jobsplus prior to the assessment. Multiple sessions might need to be scheduled.

B. Knowledge and Understanding

Candidates will be assessed on knowledge and understanding orally during an interview and/ or in writing through a written test paper.

C. Interview to verify product evidence and supplementary evidence

During the interview the Board will continue assessing candidates in relation to their knowledge, skills and competences in the respective occupation. Candidates are encouraged to present photographic evidence, workbooks or logbooks to illustrate their work.

To successfully pass from the assessment, candidates need to proof their competences in all enlisted criteria as defined in the National Occupational Standards. Following assessment candidates will receive a formal result slip issued by Jobsplus in collaboration with NCFHE. The result slip will indicate whether the candidate has obtained a Pass or a Fail in all criteria. Nonetheless persons who fail any of these criteria will have the possibility to sit for a re-sit.

Resits:

Candidates who do not pass from any of the enlisted criteria will be guided for further development in the failed criterion/criteria.

The failed criterion/criteria will be communicated in the result slip issued by Jobsplus. Date, time and venue of re-sit would be communicated to the candidate by Jobsplus. The candidate will be guided by the Assessment Board with respect to the areas for improvement prior to the re-sit.

Appeals:

Candidates who fail the assessment and wish to contest the decision taken by the Assessment Board can submit a formal request for further feedback to Jobsplus. An appeal can be lodged within 10 working days from the result slip issued by Jobsplus. In the eventuality that the candidate's final result is changed following the appeal, a new result will supersede the previous one.