

**A Guide to the  
CSCS affiliated Scheme for the Certification of  
Competence of Demolition Operatives**

Including the NVQ application and achievement  
process

June 2010

## Introduction

This booklet is aimed at giving operatives, employers, and their clients an easy to understand guide to the CCDO/CSCS Affiliated Card Scheme.

The Certificate of Competence for Demolition Operatives (CCDO) is a ConstructionSkills Certification Scheme (CSCS) affiliated competency card, which applies to the demolition industry.

It gives a step by step guide to the application and qualification process. It also identifies the appropriate card for the operative concerned. The following pages will also provide details of the qualifications and experience needed along with examples of the card design.

We hope that you find this booklet useful but if you require any further help, advice, or information please note the addresses and telephone numbers which are listed in the back of this booklet.

## **Before applying for any Demolition Card**

Throughout this booklet you will see that an Approved Asbestos & Demolition Safety Awareness Course is a prerequisite to all cards. Below is an outline of these requirements.

### **Asbestos Awareness Course**

Before applying for any of the CCDO/CSCS Demolition Cards the operative must have attended either an NDTG or UKATA Approved Asbestos Awareness Course within the last two years.

### **Demolition Safety Awareness Course**

Before applying for any of the CCDO/CSCS Demolition Cards the operative must have attended an NDTG Approved Demolition Safety Awareness Course within the last three years.

### **ConstructionSkills Touch Screen Test**

Before applying for any of the CCDO/CSCS Demolition Cards the operative must have undertaken the appropriate ConstructionSkills Health & Safety Test within the last two years.

Please note: each card in the scheme has its own requirements on the test that must be completed. Please refer to the individual card to ensure you undertake the correct test.

The Asbestos & Demolition Safety Awareness Course can be completed as a one day combined course available through the NDTG and our approved providers. Please contact us for further details.

## Demolition Site Operative 'Green Card'

**Experience Required:** Less than 1 year

**Card Life:** 2 Years

**Renewable:** NO

**Prerequisites:** CSCS/NDTG Health & Safety Touch Screen Test **AND** Attendance on an Approved One Day Asbestos & Demolition Safety Awareness Course.

**This card enables new or inexperienced operative's access to site but the card holder will only be permitted to carry out basic site duties under supervision. The card limits the level of work the operative can carry out on site. The minimum requirements for the applicant are listed at the back of this booklet.**

It is hoped that once an operative has been employed in the demolition sector for more than a year they should be put forward for industry assessment at Demolition Labourer Level.

Please note: this card is not meant to be a route for an experienced worker. Any individual who has over 1 years experience in the Demolition Industry should apply for a Demolition Operative (Labourer) or Demolition Experienced Worker Industry Assessment.



# How do I obtain a Demolition Site Operative Card?

Inexperienced worker or New Entrant



Application form CCDO/3 available from ConstructionSkills or NDTG



Has attended an approved Asbestos Awareness/Demolition Safety Awareness Course



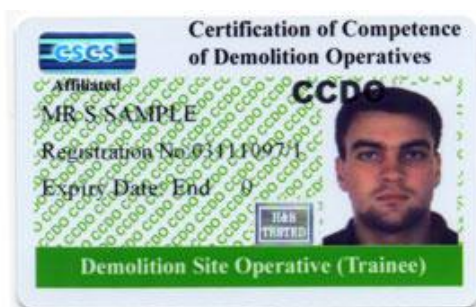
Has attended a CSCS/NDTG Touch Screen Test



CCDO3 Form to be sent to address on the back of the form



To download a copy of the CCDO/3 application form, please visit [www.ndtg.org/downloads/demolition\\_card\\_application\\_forms](http://www.ndtg.org/downloads/demolition_card_application_forms)



Demolition Site Operative Card issued

## Reclamation and Salvage Operative

**Experience Required:** Minimum 1 Year

**Card Life:** 5 Years

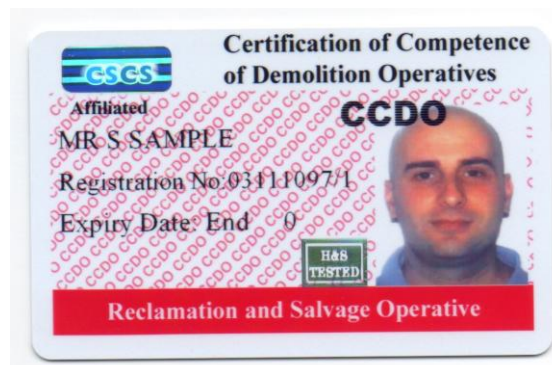
**Renewable:** Yes (Refer to Page 19)

**Prerequisites:** CSCS/NDTG Health & Safety Touch Screen Test **AND** Attendance on an Approved One Day Asbestos & Demolition Safety Awareness Course

**Aimed at:** Those who work predominantly in the removal of salvageable materials, such as Architectural salvage or soft stripping operatives.

**Assessment Process:** Operatives will be peer assessed through a question and answer session with an industry experienced Assessor, to demonstrate they have adequate knowledge of activities as outlined in the CCDO Scheme Guidance Notes.

**This card is endorsed by Salvo the trade association for the salvage industry**



## How do I obtain the **Reclamation and Salvage Operative Card**?

Reclamation or Salvage Operative with one year experience or more



Application form CCDO/1 available from NDTG



Has attended an approved Asbestos Awareness/Demolition Safety Awareness Course



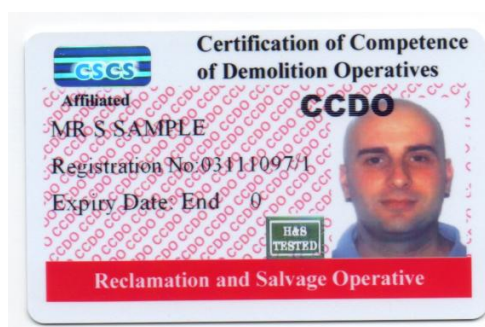
Demolition/CSCS Touch Screen Test taken during the last 2 years



Industrial assessment via NDTG for Reclamation and Salvage Operative



To download a copy of the CCDO/1 application form, please visit [http://www.ndtg.org/files/download/items/ccdo1\\_form.pdf](http://www.ndtg.org/files/download/items/ccdo1_form.pdf)



**Reclamation and Salvage Operative Card issued**

## Demolition Operative (Labourer) 'Red Card'

**Experience Required:** Minimum 1 Year (Practical Demolition Site Experience)

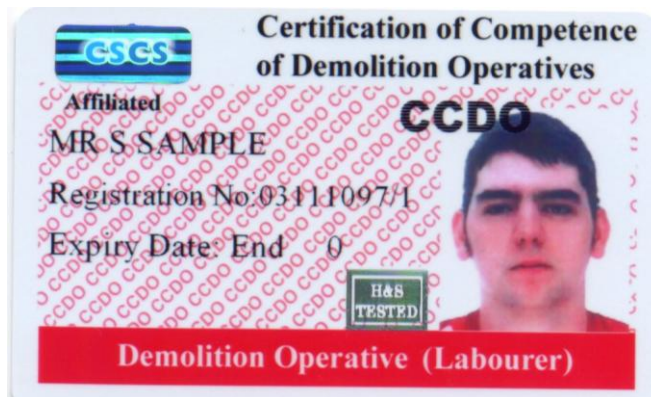
**Card Life:** 5 Years

**Renewable:** Yes (Refer to Page 19)

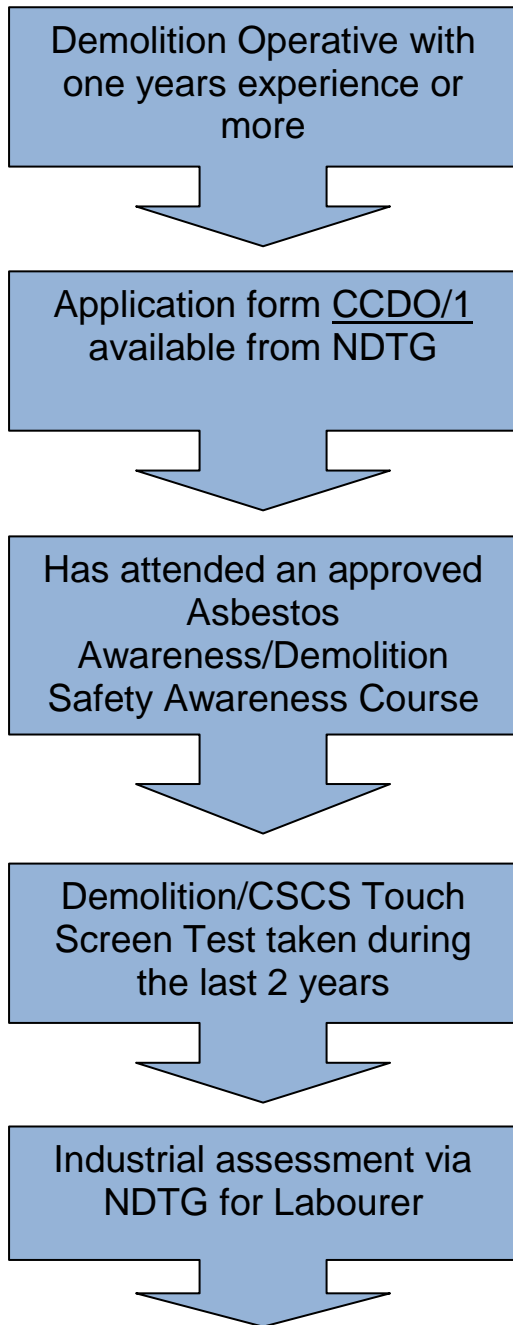
**Prerequisites:** CSCS/NDTG Health & Safety Touch Screen Test **AND** Attendance on an Approved One Day Asbestos & Demolition Safety Awareness Course

**Aimed at:** Operatives with a basic understanding of the Demolition Industry.

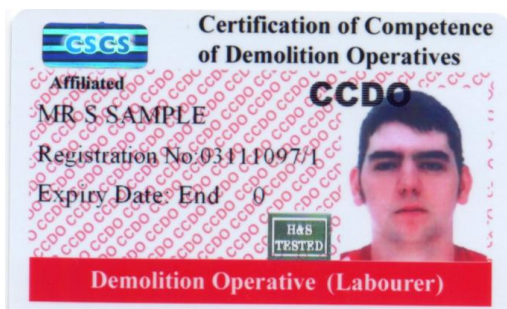
**Assessment Process:** Operatives will be peer assessed through a question and answer session with an industry experienced Assessor, to demonstrate they have adequate knowledge of activities as outlined in the CCDO Scheme Guidance Notes.



## How do I obtain a **Demolition Operative Labourer Card**?



To download a copy of the CCDO/1 application form, please visit [http://www.ndtg.org/files/download/items/ccdo1\\_form.pdf](http://www.ndtg.org/files/download/items/ccdo1_form.pdf)



**Demolition Operative  
Labourer Card issued**

## Demolition Experienced Worker (Blue Card)

**Experience Required:** Minimum 2 Years (Practical Demolition Site Experience)

**Card Life:** 3 Years

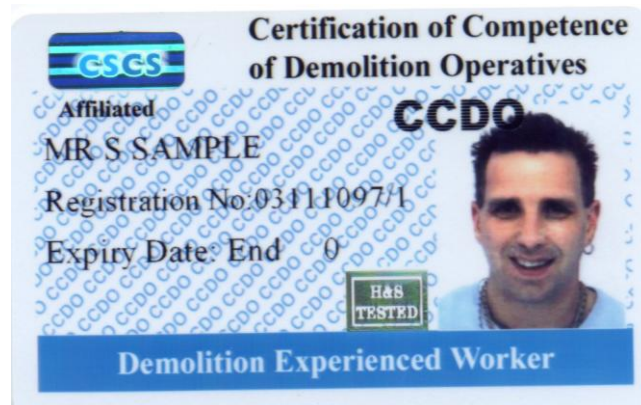
**Prerequisites:** CSCS/NDTG Health & Safety Touch Screen Test **AND** Attendance on an Approved One Day Asbestos & Demolition Safety Awareness Course

**Renewable:** NO (This card must be qualified through the NVQ Level 2 Process (Refer to Page 12-13))

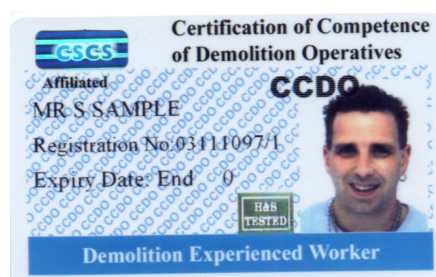
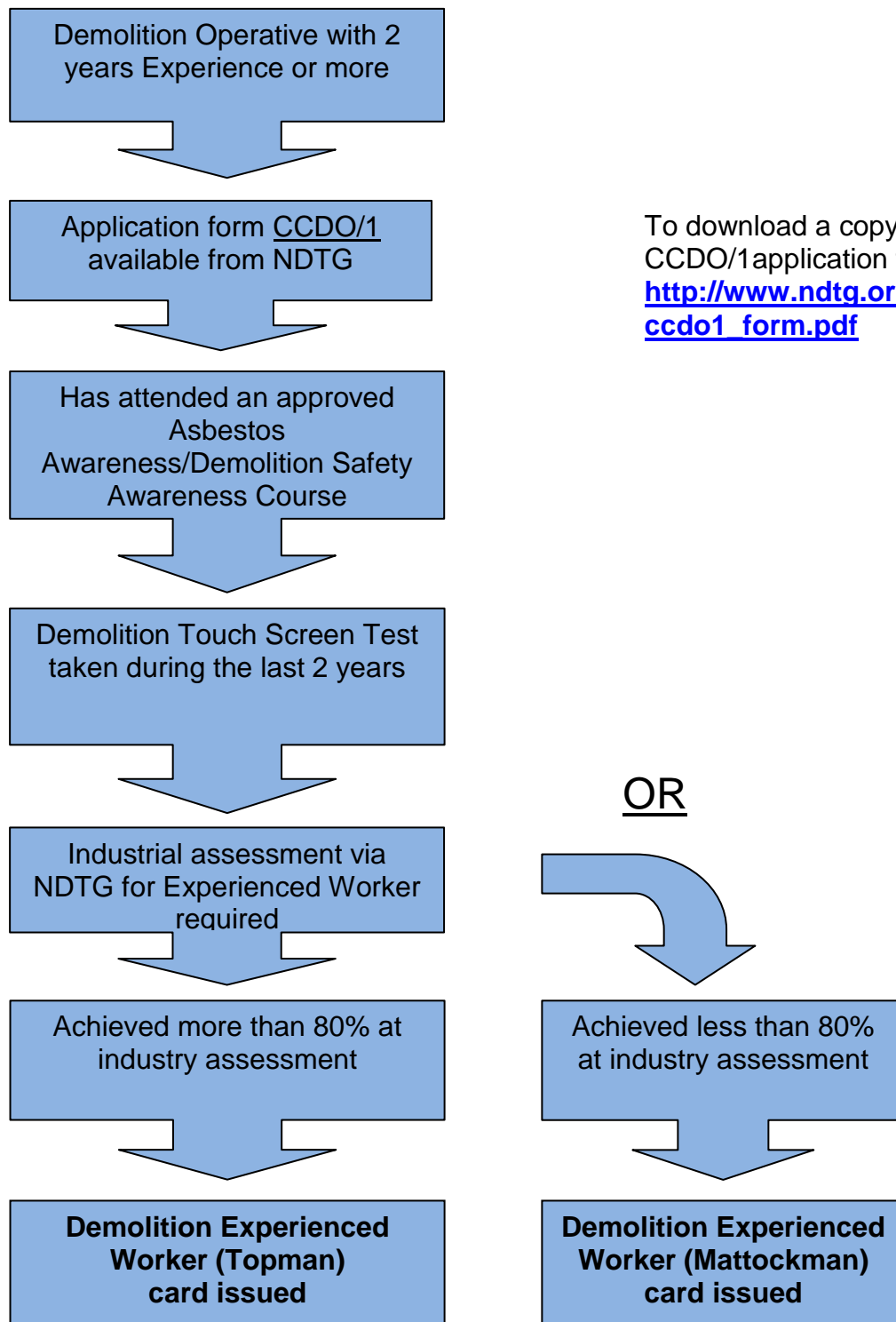
**Assessment Process:** Operatives will be peer assessed through a question and answer session with an industry experienced Assessor, to demonstrate they have adequate knowledge of activities as outlined in the CCDO Scheme Guidance Notes.

As with other cards in the scheme the process will require an industry assessment which have been mapped to the units within Demolition NVQ level 2.

**TEMPORARY CARD ONLY- This Card must be qualified through the NVQ Level 2 (Demolition) within the three years of the cards life. (Refer to page 12-13)**



# How do I obtain the Demolition Experienced Worker Card?



## **NVQ Application process for Demolition**

**IMPORTANT:** Operatives who apply for an Experienced Worker card must register and achieve an NVQ Level 2 (Demolition) within the three year life of the temporary card.

**Registration Process:** Please contact you're nearest approved NVQ Centre for a registration pack. A list of our Approved Centres can be found on our Website: [www.ndtg.org](http://www.ndtg.org)

**What Happens next?** On receipt of your application pack, the NVQ Accredited Centre will register your candidate onto the NVQ Scheme and will then allocate an assessor to the applicant.  
The Assessor will then be in contact to arrange a site visit.

**Assessment Process:** The induction between the Assessor and Candidate will explain the assessment process and identify evidence they will need to collect in order to achieve the units within the NVQ. The assessor will then monitor their progress and assist in the qualification process until the full NVQ is achieved.

**An NVQ is achieved by a process called On Site Assessment and Training (OSAT). This means that the applicant will not have to attend college or be away from the workplace for great periods of time as the process is carried out 'on site'. The only time they may be away is if extra training is identified when the assessor initially interviews the applicant or during one of his/her site visits.**

**The units which make up the Demolition NVQ level 2 are listed on the opposite page and a more detailed breakdown of the units is available on request.**

Please Note- Applicants who are based in Scotland and wish to take the SVQ route will need to contact their local Scottish CITB office.

## **N/SVQ QUALIFICATION STRUCTURE FOR DEMOLITION LEVEL 2**

MANDATORY CORE UNITS (all options)

**Unit No. VR 01 Conform to General Workplace Safety**

**Unit No. VR 02 Conform to Efficient Work Practices**

**Unit No. VR 03 Move and Handle Resources**

PLUS ONE OF THE FOLLOWING OPTIONAL DEMOLITION ROUTES

Mandatory units:

**Unit No. VR 154 Remove Components Prior to Demolition**

**Unit No. VR 155 Demolish/Dismantle Brick, Masonry and Concrete Structures**

**A) Plus two units from the following for Demolition Operative (Mattockman):**

**Unit No. VR 156 Demolish/Dismantle Fragile Roofs and Cladding**

**Unit No. VR 157 Demolish/Dismantle Timber-framed and Cladded Structures**

**Unit No. VR 158 Demolish/Dismantle Steel-framed Structures**

**B) A person wishing to achieve a Demolition Operative (Topman) Card must complete all units within the Demolition Option Route.**

**There is a Demolition Plant Operator NVQ level 2 option available under this qualification in respect of CPCS card categories for Demolition Plant and Machinery. For further information please contact the NDTG.**

## Demolition Operative (Topman)

In order to obtain this card the operative must have completed all parts of the CCDO Topman Process:

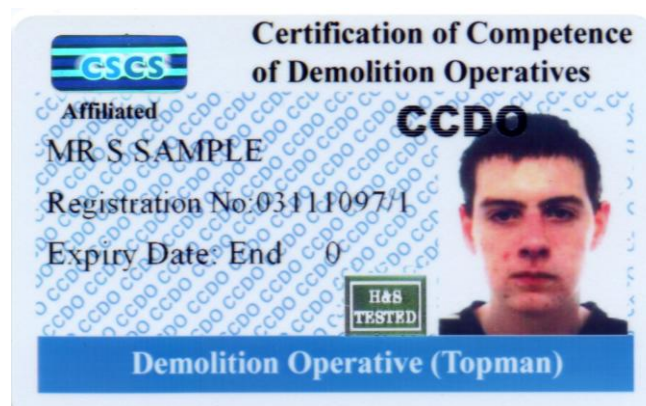
**Achieved over 80% on a CCDO Industry Assessment**  
**Achieved the NVQ Level 2 (Demolition) – including all optional units**

**Please note:** if the operative does not achieve over 80% on the CCDO industry assessment for Experienced Worker Level then he/she will be awarded the *Mattockman Card Status*. An NVQ will still need to be achieved at this level in order to qualify the card.

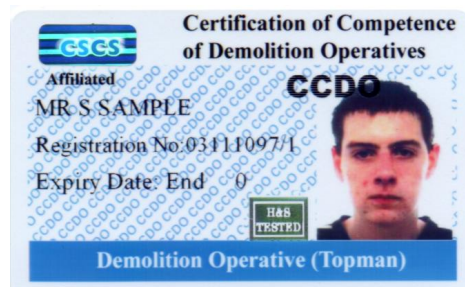
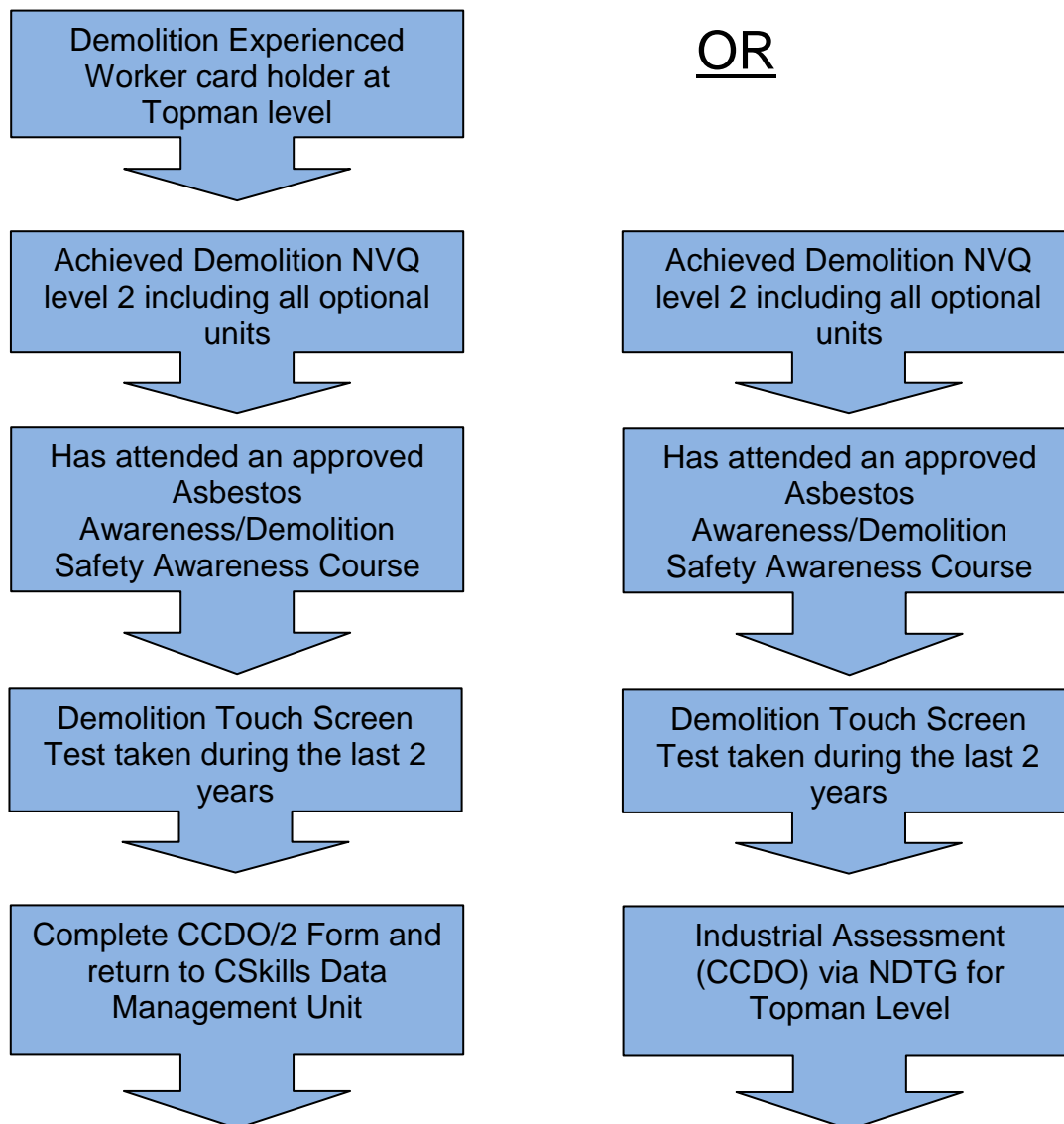
**Card Life:** 5 Years

**Prerequisites:** CSCS/NDTG Health & Safety Touch Screen Test **AND** Attendance on an Approved One Day Asbestos & Demolition Safety Awareness Course.

Renewable: **YES**



## How do I obtain a **Demolition Operative (Topman) Card**?



**Demolition Operative (Topman) Card issued**

# Demolition Experienced Worker (Supervisor) Card

**Experience Required:** Minimum 5 Years (Demolition Site Experience)

**Aimed at:** Key Personnel with the knowledge and skills to supervise a demolition project.

**Card Life:** 2 Years

**Prerequisites:** Demolition/Supervisor Health & Safety Touch Screen **AND** Attendance on an Approved One Day Asbestos & Demolition Safety Awareness Course

The candidate must be either a Full CCDO Topman Card holder **OR** undertake a CCDO Direct Entry Assessment (via NDTG)

**Renewable: NO** (This card must be qualified through the NVQ Level 3 (Construction Site Supervision - Demolition) process (Refer to Page 18))

## Assessment Process

**Direct Entry Industry Assessment-** *only applicable to candidates who do not hold a Full Demolition Topman Card*

Should the candidate not hold a full Demolition Topman Card, he/she will be required to undertake a Direct Entry Industry Assessment with an Industry Competent Assessor. The Industry Assessment is required to demonstrate candidates have adequate knowledge of Supervisory Skills based on the Demolition Route for the NVQ Construction Site Supervision Level 3.

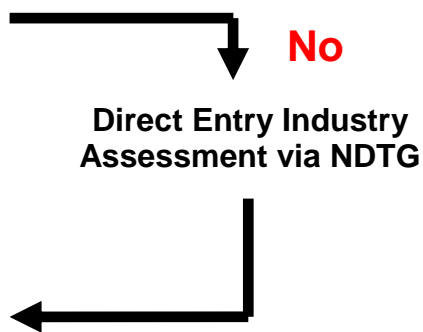
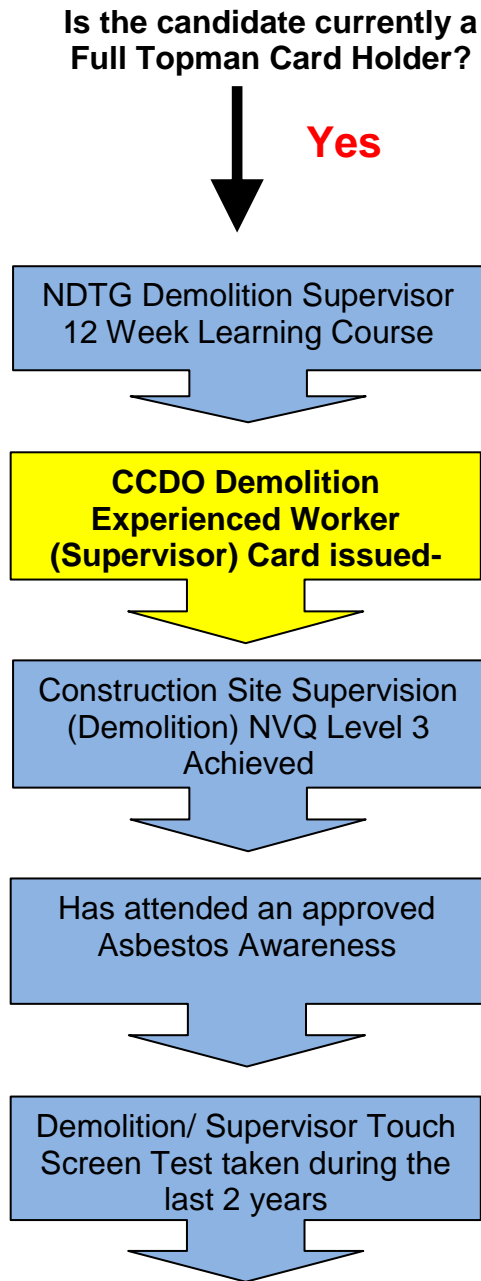
### **Demolition Supervisor 12 Week Learning Course**

This is a distance learning course with 3 Group Sessions which the candidate must attend (including Final Assessment). Weekly lessons will be sent out to the candidate to complete throughout the course.

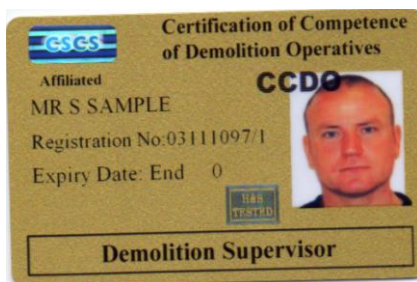
During the Mid Term Session of this course, candidates will be inducted onto the NVQ Level 3

**TEMPORARY CARD ONLY-** This Card must be qualified through the NVQ Construction Site Supervision Level 3 (Demolition) process within the two years of the cards life. (Refer to page 18)

# How do I obtain a Demolition Supervisor Card?



To apply for this course please download a copy of the CCDO/1 application form, please visit [http://www.ndtg.org/files/download/items/ccdo1\\_form.pdf](http://www.ndtg.org/files/download/items/ccdo1_form.pdf)



**Demolition Supervisor Card Issued**

**N/SVQ QUALIFICATION STRUCTURE FOR  
DEMOLITION  
(CONSTRUCTION SITE SUPERVISION)  
LEVEL 3**

**Please note: During the Mid-Term session of the 12 Week Distance Learning Course, candidates will be allocated an Industry Experienced Assessor who will mentor them through the NVQ Process.**

**MANDATORY CORE UNITS- ALL MANDATORY UNITS MUST BE ACHIEVED**

Unit No. VR 700	Maintain Systems for Health, Safety, Welfare and Environmental Protection
Unit No. VR 701	Assess and Recommend Work Methods
Unit No. VR 702	Plan Work Activities and Resources to Meet Work Requirements
Unit No. VR 703	Co-ordinate Work Control
Unit No. VR 704	Control Work Progress Against Agreed Programmes
Unit No. VR 705	Allocate and Monitor the Use of Plant, Equipment or Machinery
Unit No. VR 210	Develop and Maintain Good Working Relationships
Unit No. VR 713	Allocate Work and Check People's Performance
Unit No. VR 722	Plan Demolition Activities
Unit No. VR 723	Supervise Demolition Activities

**PLUS FOUR OF THE FOLLOWING OPTIONAL UNITS**

Unit No. VR 706	Maintain Supplies of Materials to Meet Project Requirements
Unit No. VR 707	Implement Communication Systems for the Project
Unit No. VR 708	Maintain the Dimensional Accuracy of the Work
Unit No. VR 709	Control Work Against Agreed Quality Standards
Unit No. VR 711	Co-ordinate Preparation for Site Operations
Unit No. VR 712	Manage Own Professional Development
Unit No. VR 714	Enable Learning Opportunities
Unit No. VR 715	Contribute to the Identification of a Work Team
Unit No. VR 718	Hand Over Property

Please Note: All 10 Mandatory Units plus 4 Optional Units must be achieved in order to qualify the Temporary Supervisor Card.

## Renewal of Cards

### Temporary Card Renewal

The following cards are **NOT** Renewable-

#### **Demolition Site Operative Card Demolition Experienced Worker (Mattockman/Topman/Supervisor) Temporary Card**

The Experienced Worker (Mattockman/Topman/Supervisor) cards must be qualified by the appropriate NVQ prior to the expiry of the card.

### Permanent Card Renewal

#### **Reclamation and Salvage Operative Card Demolition Labourer Card Demolition Full Topman/ Mattockman Card**

The following steps must be taken in order to renew any of the above cards:

- Passing a Demolition/CSCS Health & Safety Touch Screen Test (within the last 2 years).
- Attendance on an Approved One Day Asbestos & Demolition Safety Awareness Course (within the last two years). Contact the NDTG to book this course.
- Complete a CCDO/2 application form and return to the ConstructionSkills (with above certificates attached).

#### **Demolition Supervisor Card (Full Card)**

The following steps must be taken in order to renew this card:

- Passing a Demolition/ Supervisor Health & Safety Touch Screen Test (within the last 2 years). *Contact Thompson Prometric to book this test- 0344 994 4488.*
- Attendance on a One Day Demolition Supervisor Refresher Course (this course must be attended during the two year period prior to the renewal date). Please note: this course incorporates the Demolition Safety Awareness Course.
- Attendance on an Approved Asbestos Awareness Course within the last two years.
- Complete a CCDO/2 application form and return to the ConstructionSkills (appropriate certificates attached).

**Cardholders are written to, by ConstructionSkills Data Management Unit, advising them when their card is due to expire. It is the responsibility of the cardholder to ensure that ConstructionSkills have their current address so that any reminders sent will reach them. Reminders are not issued to the employers for the renewal of cards for their employees.**

Please note: It is a legal requirement under the Asbestos Regulations 2006 that any operative who may come into contact with Asbestos containing materials must undergo regular training in Asbestos awareness. This has been written into the CCDO scheme as a mandatory requirement of the card renewal process in that an approved Asbestos/Demolition Safety Awareness refresher course must be taken within the two years prior to the renewal of the card.

## **Minimum Training / Experience Requirements**

### **Demolition Site Operative Card**

The applicant is expected to carry out instructions and follow training given by:

- ❖ **The Site Supervisor or Site Manager.**
- ❖ **Any other competent person he is working with or for.**
- ❖ **Any other person who is providing specific on or off site training.**

Such instructions and training will be appropriate with the current competency of the operative and be part of his ongoing progress towards attaining the Demolition Labourer card.

Please note: This card is for operatives with less than One Years Experience Only.

**We recommend that any operative with over 1 year Demolition Site Experience should be encouraged to apply for Industry Assessment to obtain either the Demolition Labourer or Demolition Experienced Worker (Topman) card.**

### **Appeals process**

Should a person feel that they have been unfairly assessed as a result of the judgement made during the CCDO industry assessment process then please write to:

The Chairman  
National Demolition Training Group Ltd  
Resurgam House  
Paradise  
Hemel Hempstead  
Hertfordshire  
HP2 4TF

The same address should also be used in the case of the renewal cards which have passed their expiry date and in exceptional circumstances Demolition Experienced Worker cards where an NVQ has not been achieved within the lifetime of the card.

## Useful addresses

**The representative trade body for the Demolition Industry is:-**

National Federation of Demolition Contractors  
Resurgam House  
Paradise  
Hemel Hempstead  
Hertfordshire  
HP2 4TF

**Telephone:** 01442 217144 or **FAX** 01442 218268

**Web Site:** [www.demolition-nfdc.com](http://www.demolition-nfdc.com)

**Any training that is required for the Demolition Industry can be offered by:-**

National Demolition Training Group Ltd  
Resurgam House  
Paradise  
Hemel Hempstead  
Hertfordshire  
HP2 4TF

**Telephone** 01442 217144 or **FAX** 01442 218268

**Web Site** [www.ndtg.org](http://www.ndtg.org)

**Any enquiries regarding all CSCS or CPCS Categories that are not covered by NFDC or NDTG please contact:-**

CSCS Help Desk  
PO Box 114  
Bircham Newton  
Kings Lynn  
Norfolk  
PE31 6XD

**General Helpline** 0844 815 8777

**Demolition Helpline** 0844 826 8385 (Demolition)

**CPCS Helpline** 0844 815 7274

**Web Site** [www.cskills.org](http://www.cskills.org)

All bookings for Health and Safety Touch Screen tests can be made by calling the information and booking line on **0344 994 4488**. You'll need a credit or debit card and either your NI number or a ConstructionSkills registration number to book this test.