

# CIF TRAINING SERVICES PROSPECTUS



## CONSTRUCTION INDUSTRY FEDERATION



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QQI

Quality and Qualifications Ireland  
Dearbhú Callochta agus Callochtal Éireann



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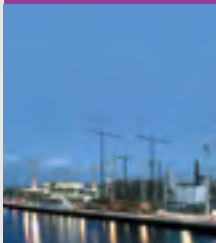
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# CIF LEARNING & DEVELOPMENT

## What we do

This long-established service department has been delivering consistently for CIF members and non-CIF members over a number of decades. Our watch word is quality with strong customer focus while providing accredited programs. The T&D Department has been delivering high quality training for the construction sector for many years.

Over the past ten years, the Department has focused on providing a wide range of training programs to meet our members needs for staff development whilst enabling member companies to meet their legislative and compliance needs.

The Department is responsible for developing new program content as well as working with strategic delivery partners to meet our member needs. As part of this work, the CIF Manpower, Education & Training Sub Committee to the CIF Executive Body are consulted on training needs and future provision of training for the wider construction sector; this subcommittee is supported by Dermot Carey, CIF Director & Robert Butler, CIF Head of Department.

In 2016, the CIF Virtual Academy was launched to provide quality online learning that is readily available to members at a time and place which suits the learner. We have developed a number of test programs to establish what our member's needs are and how best we can develop content to meet the ever-growing demand for online training programs.

### WHO WE ARE – CIF LEARNING & DEVELOPMENT



#### **Dermot Carey – Director, Safety & Training**

Dermot Carey, Director of CIF Safety & Training Department. Dermot has responsibility for developing and guiding the CIF's policy in these areas. Along with shaping policy, the role involves liaising with Government departments, the Education sector and members, and providing assistance with member's regulatory compliance from a health and safety perspective. Included in this role is the operation of the Safe-T-Cert accreditation service and its day-to-day operations in the Republic of Ireland.

**01 4066057 / 091 514942 / [dcarey@cif.ie](mailto:dcarey@cif.ie)**



#### **Robert Butler – Head of Learning & Development**

Robert Butler, Head of Department for CIF Learning & Development. Robert has responsibility for business development, revenue management, development of new program content including eLearning. Robert is responsible for the management of the accreditation of all CIF programs while ensuring the highest standards and quality for the delivering for the CIF's programs. Robert also assumes responsibility for developing business relationships with strategic delivery partners.

**01 4066071 / [rbutler@cif.ie](mailto:rbutler@cif.ie)**



### **Conor Greham – Business Development Executive, Learning & Development**

Conor is responsible for new business development for the CIF Learning & Development department. He liaises with members and non-members in relation to courses taking place throughout the different regions. He advises on courses that are most applicable to companies and to individual learner's requirements.

**01 406 6031 / [cgreham@cif.ie](mailto:cgreham@cif.ie)**



### **John Egan – Executive Safety & Training**

John Egan provides executive support for members of the CIF, primarily in the sphere of health and safety. One of John's key objectives is to develop and deliver health and safety policies and initiatives for the construction sector. John also participates on CIF working groups and the Construction Safety Partnership Advisory Committee (CSPAC).

**01 406 6097 / [jegan@cif.ie](mailto:jegan@cif.ie)**



### **Caroline Treacy – Administrator, Learning & Development.**

Caroline is responsible for the day to day venue & tutor calendar management of the Department supporting the Head of Department. Caroline provides administration for the following CIF programs; CIF IOSH MSIC, CIF Core Safety Management Renewal Dublin Region, CIF Site Safety Supervisor Program, Temporary Works, Safety representative Program, Site Managers a Practical Approach to Building Regulations Program, Assigned Certifier Program, Environmental Programs along with the CIF IR/HR for Construction Managers program.

**01 406 6029 / [ctreacy@cif.ie](mailto:ctreacy@cif.ie)**



### **Kim Hutchinson – Administrator, Learning & Development.**

Kim is responsible for credit control and aged debt control. Kim's key responsibilities are in dealing with QQI for our accredited programs. Kim provides administration for the following CIF programs; QQI Level 6 Building Control program, QQI Level 6 Project Supervisor Construction Stage, CIF IOSH Project Supervisor Design Process, CIF Appointed Persons for Crane program, CIF /EPA Radon program, CIF Core Safety Management Renewal Regional programs, CIF Management & Inspection of Scaffolding program, Conservation Theory Heritage Contractors program, Air Tightness Program. Kim also controls the CIF Virtual Academy programs.

**01 406 6051 / [training@cif.ie](mailto:training@cif.ie)**

## CIF Tutor Panel

CIF Learning & Development have an extensive panel of construction professionals who provide program content on behalf of the CIF. These experts have decades of experience and provide detailed course content with real world experience on how your business can work more efficiently, more safely.

## CIF Training Facilities

CIF Learning & Development has a purpose-built training facility on the second floor of the Head Office building in Dublin 6, which is where the Learning & Development team are situated. We also use the Cork regional office for Learning & Development programs. Other regional venues are used to ensure members can easily access training programmes.

Our online offering is continually developing to allow our membership improved access to training such as the Core Safety Management Renewal Program (CSMP). Our virtual academy can be found via this link: <https://ciftraining.ie/product-category/cif-virtual-academy/>

CIF offer free Continual Professional Development (CPD) content for our membership to access at any time at no cost via the link: <https://ciftraining.ie/product-category/cif-virtual-academy/#cpd>

## CIF Accredited Programmes & External Accrediting Bodies



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Accrediting bodies externally audit CIF Learning & Development annually or more often, depending upon activity. CIF welcomes external reviews as it helps to improve the way we work, to deliver and manage our programs and content.

# Why Train with CIF Learning & Development

CIF Learning & Development will expertly guide you on your training needs. CIF Learning & Development provides a complete package; educational consultation, professional trainers, your choice of location, tailored content & comprehensive course materials.

CIF Learning & Development provide a range of programs to meet member needs. We are totally member focused and want to engage with our membership to become their strategic training partner that enhances our members day to day business operations.

At CIF Learning & Development we are focused on your learning and development needs and offer many strong reasons as to why you should consider training with us:

- **Tutor Expertise** – Our experienced practitioner differentiates CIF learning & Development from other providers. We have a dedicated tutor panel with decades of construction experience so that your employees can get the best we can offer you to help with their career development and progress.
- **Small Class Sizes** – Our courses are small groups (usually between 15-20 people) and are highly interactive. This allows for scope to ask questions and join in discussions. Attendees are encouraged to actively join in, contributing with their own experiences and also challenge and learn from each other. Individual and group exercises are designed to get people thinking about, reinforcing and applying their learnings.
- **Quality Program Materials and Certificate of Completion** – All program attendees will receive the program content and a certificate for completing each program.
- **Quality Venues** – We always use easy accessible venues that are centrally located and which provide the right balance of comfort and technology to facilitate your learning experience.
- **Learning with your peers** – Our programs are primarily aimed at industry participants, so you can expect to be training alongside an engaging peer group.
- **Post course feedback** – The feedback on our programs provide a platform to continue discussions and conversations from attended courses while providing the Department with information on how CIF can continually improve the overall offering.
- **In-house training** – In addition to our scheduled programs we also provide bespoke programs offering expertise, convenience and cost effectiveness.
- **Track record** – Our team of professionals have many years' experience of planning, designing and delivering training programs. We look forward to working with you.
- **Alumni group** – In addition to the peers you will meet on the course, we also have an alumni group for you to join and network with.

## Do you want CIF to Provide Training on your Site or In-house ?

CIF Learning & Development can provide any of our programs on site or in-house and we can also tailor the program content to suit your business needs. Call CIF Learning & Development to discuss your specific needs and let CIF Learning & Development provide you with a tailored training solution to meet your business development needs.







# **CIF LEARNING & DEVELOPMENT VIRTUAL ACADEMY**



# Online Course: BCAR – Building Control (Amendment) Regulations

## WHO IS THE PROGRAMME AIMED AT?

The Building Control (Amendment) Regulations 2014 (S.I. No. 9 of 2014) ("the Regulations") came into effect on the 1 March 2014. The Regulation represents one of the most significant changes to the Building Control Code since the introduction of the Building Act in 1990. The Regulations impact on all stages of the building process from initial design to completion.

The BCAR program provides the learner with a deeper understanding on how the legislation needs to be applied in the real world, so it has a direct impact on how they plan to work and build for the future. It is a complex space, but Kevin Sheridan breaks down this space in bite size pieces so learners can take away key milestones making them easy to apply.

**The fee for the BCAR Online Training Program is €65 for CIF members and €115 for non-CIF members per attendee.**

**This is an online program, please register & pay online to receive your access code by return email and access the online module via the link provided:**  
**<https://ciftraining.ie/product-category/cif-virtual-academy/>**

**If you have any queries, please contact Kim Hutchinson on 01 4066051.**

# Online Course: Core Safety Management Renewal (CSMP)

## Online



The Online CIF Core Safety Management Program Renewal, is designed to renew the CIF's core safety programs including the Managing Safety in Construction (MSIC), Project Supervisor Design Process (PSDP) and Project Supervisor Construction Stage (PSCS) programs.

These three programs need to be renewed every three years to update the CIF Safety Management card /CIF Verification of Competency card. This online program provides a quick, but thorough means of updating your knowledge for the above-mentioned programs. The online program is ideal for those who cannot attend a public course or to reduce travel and lost time by completing the modules online at your desk or at home. There is also the classroom lead program which is available via our website.

**This is an online program; please book online to receive your access code by return email. The fee for the CSMP Online Training Program is €165 for CIF members and €215 for non-CIF members per attendee.**

**If you have any queries, please contact 01 4066029 or 01 4066051**

## Online Course: Update on Contracts and Legislation

This free CPD module unit provides key updates on construction legislation and contracting for main contractors and subcontractors. Sean Downey brings his specialist knowledge to clarifying key aspects of legislation and how this legislation can impact your business. This program is essential for those companies keen to be ahead of the curve in this critical area on contracting.

**This is an online program; please register online to access the module.**

**If you have any queries, please contact Kim on 01 4066051.**

## Increased Costs Recovery in Public and Private Sector Contracts

Rising costs and mechanisms for their recovery on construction projects is a contentious issue for all those involved. In this presentation, Mr. Anthony Hussey (Hussey Fraser Solicitors) and Mr. Enda O'Keefe (Maples) address differing perspectives in relation to the recovery of labour costs arising from the introduction of the Sectoral Employment Order (SEO) in October 2017

### **DURATION:**

44 minutes

### **CPD POINTS:**

1 CIRI CPD point

## Fire safety briefing Technical Guidance Document B Fire Safety & Volume 2 Dwellings

This fire safety briefing is relevant to construction personnel concerned with Technical Guidance Document B Fire Safety & Volume 2 Dwellings, with a specific focus on Passive Fire Protection. The briefing is tailored to provide answers to building regulation queries for Fire Safety including those concerned with the newly implemented volume 2 Dwellings which came into effect as of 30th June 2017. The specific area of fire stopping, its design, installation, specification and certification is addressed to provide designers, supervisors and certifiers a greater understanding of the concerns being experienced on site. A case study of the 'Central Bank of Ireland Headquarters', Dublin's recently completed docklands landmark is also presented.

### **CPD POINTS:**

2 Structured CIRI CPD points

### **DURATION:**

1 hour 26 minutes

## Management of Respirable Crystalline Silica (RCS) in Construction

Silica is one of the most common substances on earth and crystalline silica is found widely in rocks, sands and clays – the raw material for many construction products. Fine dust is generated from cutting / grinding silica containing materials which creates a high respiratory risk to construction workers. Inhaling RCS can lead to serious health effects such as silicosis. Chronic Obstructive Pulmonary Disease (COPD) and lung cancer. This webinar discusses the health issues arising from exposure and how this exposure can be managed on a construction site. It also addresses PPE issues such as face fitting.

### **DURATION:**

34 minutes

### **CPD POINTS:**

1 Structured CIRI CPD point

# GDPR - The Path Towards Compliance



Lorraine Valentine, Regulatory Compliance & Information Security Specialist for CIF/CPAS provides an overview of the General Data Protection Regulation (GDPR).

The GDPR came into effect on the 25th May 2018 and is designed to safeguard data protection rights for individuals. GDPR has the potential for significant impact for those who manage personal data including all organisations in the construction industry.

## **DURATION:**

25 minutes

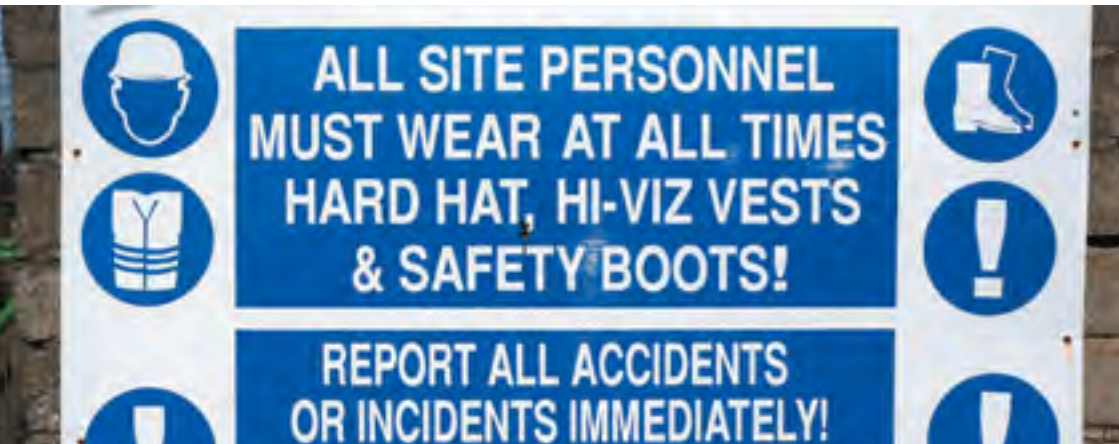
## **CPD POINTS:**

1 Structured CIRI CPD point.

As part of CIF's commitment to offer our members quality content this section of our website (<https://ciftraining.ie/product-category/cif-virtual-academy/#cpd>) will be updated with new CPD content on a monthly basis, the above content list is just a sample of what is available to you. For future free CPD content check in monthly using the above link for new short CPD content.



# **CIF LEARNING & DEVELOPMENT HEALTH & SAFETY PROGRAMMES**



The CIF Managing Safely in Construction program is a tailored management program which has, for over two decades been seen as leading safety management education in Ireland. The CIF IOSH Managing Safely in Construction program is often sought by clients as an approved way of verifying qualification for the Safety management role on site during the pre-qualification process. This program provides in-depth knowledge on key safety topics relevant to our sector today along with how they can be easily applied on site.

### WHO IS THE COURSE AIMED AT?

The CIF Managing Safely in Construction is intended for construction personnel who supervise / manage construction activities on site.

### COURSE OBJECTIVES

Upon completion of the course, delegates should be able to:-

- Apply best practices to Safety and Health management in principles and practices as part of a construction safety management strategy.
- Take account of work activities, unsafe conditions and risks from human factors.
- Achieve compliance with recognised standards.
- Ensure that adequate Information, Training and Supervision is provided.
- Investigate all incidents involving injury or damage to determine the cause and take appropriate control measures to prevent reoccurrence.
- Communicate effectively on Safety and Health issues with management, contractors and all those on site who can be affected by work activity.
- Understand the main legal responsibilities of Clients, Designers, PSDP, PSCS, Contractors, Sub-contractors, Managers, Employees and others involved with construction projects.
- To achieve IOSH MSIC Certificate and CIF Safety Management card.



## **COURSE CONTENT (35 STRUCTURED CIRI CPD POINTS)**

### **DAY 1**

Introduction & Course Assignment.  
Construction Health and Safety Legislation.  
Managing Accident Investigation.

### **DAY 2**

Practical Risk Assessment.  
Fire Prevention, Electricity in Construction.

### **DAY 3**

Safety in Excavations.  
Plant, Machinery & Equipment; Competence Certification and Management, Confined Spaces

### **DAY 4**

Safely Managing Work at Height.  
Scaffolding – Planning, Managing & Inspecting.

### **DAY 5**

Health Issues on Site.  
Final day examination.

## **CERTIFICATION**

This program is part of the CIF's Core Safety Management training portfolio. On successful completion, delegates will be awarded a CIF Verification of Competency card and an IOSH MSIC Certificate.

## **COURSE FEE**

The fee for the program is €795 for CIF members and €895 for non-CIF members per attendee. Group rates for in-house programs are available upon request to [rbutler@cif.ie](mailto:rbutler@cif.ie) or by calling 01 4066071.

## **DURATION**

This course is held over five days, one day a week over five weeks. Daily start time is 9:30am to 4:30pm.



# CIF IOSH Managing the Role of the Project Supervisor Design Process (PSDP)



This CIF/RPS IOSH accredited PSDP program is aimed at those involved or planning to be involved in Design coordination. Our tutor, Jim Leahy brings real world experience along with a practical solution-based approach to provide the learner with the best possible learning outcomes. This IOSH accredited program provides the learner with key learning outcomes to enable those who coordinate design activity on site to achieve compliance with the PSDP duties under the current Construction Regulations.

## WHO IS THE COURSE AIMED AT?

This programme is aimed at construction personnel who supervise / coordinate design activities on site.

## COURSE OBJECTIVES

Upon completion of the course, delegates should be able to:-

- Understand the requirements of the regulations.
- Understand the duties of a Project Supervisor Design Process (PSDP).
- Understand and identify the information to be supplied for the developed Safety and Health plan as well as the Safety file.
- To achieve IOSH PSDP Certificate and CIF Safety Management card.



## COURSE CONTENT (14 STRUCTURED CIRI CPD POINTS)

### DAY 1

- Accidents in Construction and Maintenance.
- Overview of the Safety Health & Welfare at Work Construction Regulations.
- Duties of the Project Supervisor Design Process.
- Duties of Clients.
- Practical Session: Provision of Information.
- Closed Book Examination end of Day 1.

### DAY 2

- The Safety File / Practical Session.
- Reducing Risk by Design and Designers Responsibility.
- Practical Session: Design Risk Assessment.
- Provision of Information for the Project Supervisor Construction Stage.
- Syndicate exercise: Preliminary Safety & Health Plan.
- Incident Prevention and Project Supervision.
- Close Book Exam end of Day 2 / Course Conclusion & Review.

### CERTIFICATION

This programme is part of the CIF's Core Safety Management training portfolio. On successful completion, delegates will be awarded a CIF Safety Management card and an IOSH PSDP Certificate.

### COURSE FEE

The fee for the programme is €795 for CIF members and €895 for non CIF members per attendee. Group rates for in-house programme available upon request to [rbutler@cif.ie](mailto:rbutler@cif.ie) or by calling 014066071.

### DURATION

This course is held over two consecutive days. Daily start time is 9:00am to 5:00pm.

# Managing the Project Supervisor for Construction Stage Role (PSCS)



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This CIF programme is recognised as the leading programme of its type in Ireland and is often sought by client's as an approved way of verifying qualification for safety coordination role on site during pre-qualification process. This QQI Level 6 Special Purpose Award programme provides the learner, with easily applied tools for use on site to enable better compliance with Construction Regulations. More and more the client in construction are seeking a way to verify levels of knowledge and competence, this programme goes a long way to demonstrating the card holders practical understanding and knowledge of this duty holder.

## WHO IS THE COURSE AIMED AT?

The programme is aimed at Senior Project team members and those who must carry out the role of Project Supervisor for Construction Stage for the commercial / domestic construction sector.

## COURSE OBJECTIVES

Upon completion of the course, delegates should be able to:-

- Understand the requirements of the role of the Project Supervisor for Construction Stage as specified in the Safety, Health and Welfare at Work (Construction) Regulations.
- Possess the tools to implement a set of procedures to manage the role.
- Understand the duties of the Client, Designers, Project Supervisor Design Process (PSDP) and Main Contractor.
- To achieve a QQI Level 6 Special purpose award and CIF Safety Management card verifying the leaning outcomes.

## **COURSE CONTENT (21 STRUCTURED CIRI CPD POINTS)**

### **DAY 1**

Course Introduction & Assignment Brief  
Legislation Overview.  
Duties of Client / Designers / Project Supervisor Construction Stage.  
Construction Stage Health and Safety Plan.

### **DAY 2**

Review of preliminary Safety and Health Plan / Preparation of Construction Stage Plan  
Review of Particular Risks / Risk Assessment / Emergency Procedures.  
Training requirements including Site Induction and Toolbox talks / Contractors site documentation.  
Requirement for Method Statements / Statutory Forms / Permits to Work.  
Sub-contractor co-ordination on site.  
Incident / Near miss Reporting.

### **DAY 3**

Duties of Contractors and Others / Contractor Assessment / Key Definitions.  
Sub-contractor Health and Safety Questionnaire, Pre-Appointment / Insurance requirements.  
Duties of the Project Supervisor Construction Stage - Safety File.  
Assessment process is by assignment and final day examination.

## **ASSIGNMENT**

Each delegate will have to complete over the three weeks of the program a set assignment as part of the overall assessment process which can involve up to 35 hours of self-directed learning.

## **CERTIFICATION**

This programme is part of the CIF's Core Safety Management training portfolio. On successful completion, delegates will be awarded a CIF Safety Management card and the QQI Level 6 Special Purpose Certificate.

## **COURSE FEE**

The fee for the programme is €795 for CIF members and €895 for non CIF members per attendee. Group rates for in-house programme available upon request to [rbutler@cif.ie](mailto:rbutler@cif.ie) or by calling 014066071.

## **DURATION**

This course is held over three days, one day a week over three weeks. Daily start time is 9:00am to 5:00pm.

# CIF Site Supervisor Safety Program (SSSP)



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## WHO IS THE PROGRAMME AIMED AT?

The Site Supervisor Safety Program (SSSP) provides supervisors with a foundation of health, safety, welfare and environmental issues, as well as their legal responsibilities relevant to their work activities. It will highlight the requirement to promote health and safety to supervise effectively.

This course is endorsed by the CIF Safety Committee. This program is designed to meet the needs of site supervisors employed in small to medium sized construction companies.

## COURSE OBJECTIVES

The course aims to ensure that all those given supervisory responsibilities fully understand their identified duties:-

- to ensure they know what is expected of them.
- to ensure that they contribute to the safety of the workplace.

At the end of the course, delegates will be able to:

- Understand how health and safety legislation is structured and how it applies to supervisors.
- Identify how their supervisory role fits in with the management structure in controlling site safety.
- Carry out risk assessments and understand the need for method statements.
- Carry out effective site inductions, toolbox talks and method statement briefings.
- Be able to monitor site activities effectively.
- Understand the importance of timely intervention when bad practice is identified on site.

## **COURSE CONTENT (14 STRUCTURED CIRI CPD POINTS)**

### **DAY 1**

- The role of the Site Supervisor
- Safety Health & Welfare at Work Act 2005
- Safe Systems of Work
- Management of Safety & Health
- Risk Assessment & Method Statements
- Safety Policies
- Planning for work
- Putting people to work
- Safety Health & Welfare at Work Construction Regulations 2013
- Safety Health & Welfare at Work Confined Spaces Regulations 2001
- Management & Leadership

### **DAY 2**

- Safety Health & Welfare at Work General Application Regulations 2007
- Behavioural Safety
- Working at Height
- Occupational Health
- Fire Prevention & Emergencies
- Segregation of Plant & Persons
- Group Exercise
- Workshop Exercise & Examination

## **CERTIFICATION**

This course is delivered by means of a two-day program and provides the delegate with key learning outcomes to raise the individual's awareness of the safety concerns and issues which impact Site Supervisors on modern construction sites. On successful completion, delegates will be awarded the red CIF Safety Management card and the CIF Site Safety Supervisor Certificate.

## **COURSE FEE**

The fee for the program is €350 for CIF members and €450 for non-CIF members per attendee. Group rates for in-house program available upon request to [rbutler@cif.ie](mailto:rbutler@cif.ie) or by calling 01-4066071.

## **DURATION**

This course is held over two consecutive days. Start time is 9:00am to 5:00pm.

# CIF Appointed Person Lifting Operations



## WHO IS THE PROGRAMME AIMED AT?

Supervisors and managers with a responsibility for lifting operations who have sufficient experience of the use of cranes to meet the requirements specified in Safe Use of Cranes. The position of an Appointed Person carries a great deal of responsibility and only suitable personnel should be selected for this role.

## COURSE OBJECTIVES

To make candidates aware of the Appointed Person's responsibilities and how best to fulfil them.  
To reduce the risk from daily operations where multiple cranes are in use.

## COURSE CONTENT (21 STRUCTURED CIRI CPD POINTS)

Construction Regulations, legislation and Codes of Practice

- Safe Systems of Work Including Method Statements and risk assessments
- Personal Responsibilities duties and roles
- Cranes: Types and Terms structure and size
- Crane Documentation
- Crane Stability and Ground Pressure Loading pad size
- Duty Charts and Safety Devices
- Basic Terminology
- Lift Loads and load planning
- Environment
- Selection of cranes
- Selection of lifting gear
- Selection of personnel
- Instruction and supervision
- Consultation with other responsible bodies if necessary
- Ensuring that there is an effective procedure for reporting defects and incidents and taking any necessary corrective action
- Responsibility for the organisation, control and safety of the lifting operation.

## CERTIFICATION

This course is a three day program. On successful completion, delegates will be awarded a CIF Verification of Competency card and the CIF Appointed Persons Certificate

## COURSE FEE

The fee for the programme is €795 for CIF members and €895 for non CIF members per attendee. Group rates for in-house programme available upon request to [rbutler@cif.ie](mailto:rbutler@cif.ie) or by calling 01-4066071.

## DURATION

This course is held over three days one day a week over three weeks. Start time is 9:00am to 5:00pm.

# CIF Management & Inspection of Scaffolding

This Scaffold Inspection course is designed to meet the needs of personnel who are required to sign the weekly inspection record GA3 Form. The requirements for "Training for Inspection" are set out in the Code of Practice for Access and Working Scaffolds. The course will deal with how to approach an inspection, explain the various elements of a scaffold and will involve a series of workshops.

## WHO IS THE PROGRAMME AIMED AT?

The program is designed for those who are actively involved in inspecting and undertaking weekly checks of scaffold systems. The program is to be attended every three years to renew the respective CIF Safety Management Card. The aim is to provide delegates with key legislative changes, updates on case law and current trends within the industry regarding safety update including H.S.A publications & safety alerts.

## COURSE OBJECTIVES

Upon completion of the course, delegates should be able to:-

- Identify key hazards with scaffolding systems
- Understand Code of Practice for Access and Working Scaffolds
- Be able to complete the GA.3 form weekly
- Know when scaffold design is required.

## COURSE CONTENT (7 STRUCTURED CIRI CPD POINTS)

- Introduction
- Construction Site Safety Awareness
- Health and Safety Legislation
- Principles of System Scaffold
- Types of Scaffold
- Practical examination of Scaffold
- Key components
- Completion of CR.8 form.

## CERTIFICATION

Note: this is a 1 day inspection programme and is not designed to equip learners to erect scaffolding. On successful completion, delegates will be awarded a CIF Verification of Competency card and the CIF Scaffold Management & Inspection Certificate.

## COURSE FEE

The fee for the program is €265 for CIF members and €365 for non-CIF members per attendee. Group rates for in-house programs available upon request to [rbutler@cif.ie](mailto:rbutler@cif.ie) or by calling 01-4066071.

## DURATION

This program is a one day duration. Start time is 9:00am to 5:00pm.



# CIF Core Safety Management Programme (CSMP) Renewal

This program has been developed by CIF Learning & Development to provide a renewal for the CIF' MSIC /PSCS /PSDP programs which should be done every three years. It is part of the CIF Professional Development (CPD). It comprises of a half day's up-skill briefing with short workshops to ensure that participants are aware of all legislative changes, new and current safety issues, and impending changes within the construction industry.

## WHO IS THE COURSE AIMED AT?

This program is designed and aimed at those who have successfully completed any one the of the Core Safety Management programs (CIF MSIC, PSCS, PSDP). The program is to be attended every three years to renew your CIF verification of Competency Card. The aim of this program is to provide each learner with key legislative changes, updates on case law and current trends within the industry regarding safety updates including H.S.A publications & safety alerts.

## COURSE OBJECTIVES

Upon completion of the course, delegates should:-

- Understand the requirements of the current regulations.
- Appreciate the duties of key duty holders.
- Understand and identify the information to be supplied for the developed Safety and Health Plan as well as the Safety file.
- Obtain an updated CIF Safety Management card.

## COURSE CONTENT (4 STRUCTURED CIRI CPD POINTS)

- H.S.A Program for Work & H.S.A Construction Statistics
- Construction Legislation & Case Law
- Working with H.S.A Inspectors to get the best results
- HR in Safety
- Occupational Health & Safety Alerts

## CERTIFICATION

This programme is the renewal for CIF's Core Safety Management training portfolio. On successful completion, delegates will be awarded a CIF Safety Management card and an CIF Renewal Certificate.

## COURSE FEE

The fee for the program is €165 for CIF members and €215 for non-CIF members per attendee. Group rates for in-house programs are available upon request to [rbutler@cif.ie](mailto:rbutler@cif.ie) or by calling 014066071. You can also renew your CSMP online via the link provided: - <https://ciftraining.ie/product-category/cif-virtual-academy/>

## DURATION

This course is held over a half day Daily start time is 9:00am to 12:30pm.

# CIF Temporary Works Programme



## WHO IS THE PROGRAMME AIMED AT?

This one day course is designed to provide training for those involved in the temporary works process but who are not undertaking the role of Temporary Works Co-ordination or Supervisor as defined in BS5975:2008 + A1:2011 (referred to hereafter as 'BS5975').

The course assumes limited or no detailed previous knowledge of temporary works. Attendance does not confer competency as a Temporary Works Co-ordinator or Supervisor but is for the purposes of raising awareness and Continuing Professional Development (CPD).

## COURSE OBJECTIVES

- What is deemed temporary works
- How temporary works are used
- The role of safety in temporary works
- Common issues associated with temporary works
- The management processes
- Understand what constitutes temporary works
- Know how temporary works are used
- Understand the importance of safety and how to overcome common issues
- Common issues associated with temporary works
- Understand the need for management processes

Its aim is to provide delegates with a clear understanding of what temporary works are and to gain an understanding and knowledge of industry recognised systems which can be used to control and reduce the risks arising from temporary works.

## COURSE CONTENT (7 STRUCTURED CIRI CPD POINTS)

- What constitutes temporary works, their function and to understand their safety critical importance.
- Familiarise delegates with industry recognised general procedures for managing temporary works and the tools available to help with the process.
- To identify the references to temporary works in current Legislation and HSA guidance and the relationship between temporary works designers and the PSDS/PSCS.
- To be able to identify common temporary works issues and the temporary works management process.
- Raise awareness of the roles and responsibilities involved in the temporary works process.
- Raise standards and improve knowledge which could be applied across the industry, thus avoiding unnecessary supplementary training.
- To allow delegates to appreciate the statutory requirements and the health & safety roles and responsibilities relating to temporary works.
- To allow delegates to demonstrate they have received formal training on general temporary works awareness.

## CERTIFICATION

This course is a one-day program. On successful completion, delegates will be awarded the CIF CPD Certificate.

## COURSE FEE

The fee for the program is €265 for CIF members and €365 for non-CIF members per attendee. Group rates for in-house program available upon request to [rbutler@cif.ie](mailto:rbutler@cif.ie) or by calling 01-4066071.

## DURATION

This course is delivered over one day. Start time is 9:00am to 5:00pm.



## CIF QQI Level 5 Safety Representative



**QQI**

Quality and Qualifications Ireland  
Dearbhú Cáilíochta agus Cáilíochtaí Éireann

This 4-day course outlines the role and function of the Safety Representative. The course content follows the current QQI guidance on training for Safety Representatives. CIF Learning & Development working in partnership with Denis O'Sullivan Safety are launching this program for the first time in 2018.

Successful participants will receive a QQI Level 5 Certificate.

### PROGRAMME AIM

To promote Health & Safety in the workplace and to allow participants receive a QQI Level 5 recognised qualification.

### ON COMPLETION OF THIS COURSE PARTICIPANTS WILL BE ABLE TO:

- Describe the role and function of the Safety Representative
- List the legal requirements involved
- Assess, investigate and help prevent accidents in the workplace
- List the main requirements of a Safety Statement

### COURSE PROGRAMME (28 STRUCTURED CIRI CPD POINTS)

1. Legislation relating to Safety health and welfare at work
2. Role and function of the Construction Safety Representative
3. Safety Statement
4. Communication skills
5. Planning & organising safety meetings
6. Ergonomics and manual handling
7. Hazard identification/risk assessment
8. Accident recording and investigation
9. Ergonomics and VDUs, Office environment, Internal transport (Sample)
10. Information sources

Course content may vary to suit individual clients as applicable.

### METHODS OF TRAINING

This course is highly participative and utilizes a range of syndicate exercises, case studies and questionnaires to reinforce key messages.

### NUMBER OF PARTICIPANTS:

15

### PROGRAMME FEE:

CIF Members €550 Non Cif Members €650

### DURATION:

4 Days





# **CIF LEARNING & DEVELOPMENT ENVIRONMENTAL MANAGEMENT PROGRAMMES**

# CIF Environmental Management for Construction



This CIF programme has been developed to outline the current legislative requirements and construction industry best practice for ensuring protection of the environment in conjunction with sustainable development principles. The construction industry in Ireland is benefitting from a resurgence in capital investment expenditure, which will increase the demand for raw materials, energy, water, labour, plant and equipment (collectively termed “input”), with consequential increase in waste generation, emissions to air and water, and demand for treatment / disposal services (collectively termed “outputs”).

## WHO IS THE COURSE AIMED AT?

It is intended to meet the needs of personnel with responsibility for pollution prevention and effective waste management on construction sites. The course should assist construction site management to understand and comply with legal obligations and implement best practice with respect to environmental management.

## COURSE OBJECTIVES

Having completed the programme, each participant should:

1. Recognise the most prevalent environmental issues facing the construction sector;
2. Understand how to undertake a pre-construction environmental site assessment to determine baseline levels, and to identify any constraints for development works;
3. Understand the practical measures that may be taken to effectively manage soil and stone, waste, air quality, water and wastewater at a construction site to ensure regulatory compliance and prevention of pollution;
4. Understand the most pertinent environmental legislation for construction;
5. Possess the tools necessary to effectively manage environmental considerations onsite.

## COURSE CONTENT (7 STRUCTURED CIRI CPD POINTS)

1. Legislation Overview
2. Environmental Management Systems
3. Air Quality
4. Land Management / Site Assessment / Use of Soil and Stone / Contaminated Land
5. Water for Construction / Wastewater Collection / Storm water
6. Waste Policy / Waste Management / Waste Collection / Treatment and Disposal
7. Energy Management
8. Pollution Prevention / Hazardous Materials / Fuelling / Noise and Nuisance
9. Sustainable Construction / Green Building
10. Resources for Construction Site Management

## COURSE FEE

The fee for the programme is €215 for CIF members and €315 for non-CIF members per attendee.

## DURATION

This course is held over one day. Daily start time is 9:00am to 4:00pm.

# CIF Environmental Management for Construction Focusing on Land/Waste/Water



This 2-day CIF program has been developed in conjunction with the 1-day course offering in Environmental Management for Construction. The 2-day program is designed to focus on four key thematic areas (land, waste, water and pollution prevention) in detail, incorporating four workshops to provide practical tools and advice for construction site management. The workshops will enable participants to develop a Waste Management Plan, a Land Management plan, a Water Management Plan and a Pollution Prevention Plan tailored for the construction sector.

## WHO IS THE COURSE AIMED AT?

It is intended to meet the needs of personnel with responsibility for pollution prevention and effective waste management on construction sites. The course should assist construction site management to understand and comply with legal obligations and implement best practice with respect to environmental management.

Having completed the program, each participant should:

1. Recognise the most prevalent environmental issues facing the construction sector;
2. Possess the tools necessary to effectively manage environmental considerations onsite;
3. Understand the most pertinent environmental legislation for construction;
4. Be able to classify waste and ensure proper segregation and handling;
5. Know how to develop a site waste management plan;
6. Understand the requirements for waste collection and for record-keeping;
7. Know how to undertake a pre-construction environmental site assessment to determine baseline levels,  
and to identify any constraints for development works;
8. Be able to develop a land management plan;
9. Understand the requirements for handling excess soil and stone;
10. Understand the limitations and licensing arrangements for use and disposal of waters;
11. Be able to develop a water management plan;
12. Understand the welfare requirements for provision of a safe and reliable water supply;
13. Utilise the general hierarchy of controls to prevent pollution;
14. Know the requirements for correct storage and handling of hazardous materials;
15. Be able to manage and adequately clean-up spills;
16. Recognise best practice with regards to control of noise and dust generation.



## COURSE CONTENT (14 STRUCTURED CIRI CPD POINTS)

### MODULE 1: WASTE MANAGEMENT

- Legal Requirements
- Waste Policy
- Waste Avoidance
- Classification of Waste
- Site Waste Management Plans
- Waste Collection and Transportation
- Tracking of Waste Movements
- Waste Treatment and Disposal / Recovery
- Workshop: Develop a Waste Management Plan

### MODULE 2: LAND MANAGEMENT

- Legal Requirements
- Derelict Sites
- Soil Categories
- Land Stripping
- Site Restoration & Reinstatement
- Use of Soil & Stone
- Article 27
- Pre-Construction Site Assessments
- Contaminated Land
- Workshop: Develop a Land Management Plan

### COURSE FEE

The fee for the program is €550.00 for CIF members and €650.00 for non-CIF members per attendee.

### DURATION

This course is held over two consecutive days. Daily start time is 9:00am to 5:00pm.

### MODULE 3: WATER MANAGEMENT

- Legal Requirements & Government Policy
- Surface Water & Groundwater
- Waste Water & Trade Effluent
- Licensed Discharges
- Water Management at Construction Sites
- Potable Water
- Water Conservation & Reuse
- Workshop: Develop a Water Management Plan

### MODULE 4: POLLUTION PREVENTION

- Legal Requirements
- Pollution Linkage & Hierarchy of Control
- Storage & Handling of Hazardous Materials
- Good Housekeeping Measures
- Substitution of Hazardous Materials
- Management & Reporting of Spills
- Emergency Preparedness
- Control of Noise
- Workshop: Develop a Pollution Prevention Plan







# **CIF LEARNING & DEVELOPMENT BUSINESS & MANAGEMENT PROGRAMMES**

## BUSINESS MANAGEMENT SKILLS

### WHO IS THE PROGRAMME AIMED AT?

The target participants are people from technical, administrative or professional backgrounds who are involved in the customer interface and the commercial aspects of the business utilising skills and knowledge not normally associated with their traditional roles in the organisation.

### COURSE OBJECTIVE

The objective of this program is to provide participants with the business management skills required to enable them to fully interact with the regular customer interface and commercial environment of the organisation. At the end of this program, participants will have sufficient knowledge to enable them to become established in the commercial/sales environment.



## COURSE CONTENT (14 STRUCTURED CIRI CPD POINTS)

- Assessing potential customers.
- Developing a feel for the potential customer in terms of business viability.
- Establishing the key bench marks which identify a potentially successful customer.
- Conducting initial assessment from home base. Determining if there is any point in moving to more cost incurring stages.
- Planning and preparation associated with customer meetings and responses.
- Focusing on establishing what the customer is likely to want.
- Anticipating the customer position. The questions they are likely to ask. The issues they are likely to raise.
- Developing strategies in response to same.
- Obtaining and assessing the necessary information.
- Reporting and documenting the results of customer assessment.
- Avoiding the lure of business at any cost.
- Progressing the business prospect through formal proposals, follow up and proposal amendment, final proposal and business agreement or negative close out.
- Establishing the pitfalls and problems which may arise at each stage.
- Avoiding the danger of “representing” the customer need at the expense of the company requirement. Remaining objective about the prospect.
- Establishing the real value of the business prospect.
- Defining income potential, overheads and potential profits.
- Determining the sales budget for the prospect in terms of justifiable and non-justifiable costs.
- Identifying cost cutting and savings potentials. Proposing and justifying same from a commercial and technical standpoint. Selling alternatives to the customer.
- Relationship building with target personnel within customer organisations. Establishing and maintaining contacts. Obtaining their support for you and your company.

## LEARNING PROCESS.

The learning process is a combination of trainer led presentations augmented by case study review, planning and role-playing activity to enhance participation and learning.

## CERTIFICATION

CIF certificate of attendance /CPD will be awarded for this two-day program.

## COURSE FEE

Members Fee: €495 / Non-Members Fee: €595

## DURATION

This course is held over two days. Daily start time is 9:00am to 5:00pm.



# PROJECT MANAGEMENT STRATEGIES

## WHO IS THE PROGRAMME AIMED AT?

The target participant is a manager or a team leader who regularly manages a series of projects and will appreciate and gain benefit from exposure to a structured, consistent approach to dealing with the myriad of issues which can arise in the lifecycle of even a small project.

## COURSE OBJECTIVE

This program is a practical format for getting things done. It is not a formal Project Management Program but a tool kit to enable people to manage projects and day to day issues more effectively.

## COURSE CONTENT (7 STRUCTURED CIRI CPD POINTS)

- Project definition.
- Goal setting.
- Measures of success.
- Timescales and time management.
- Problem/issue identification.
- Problem solving techniques.
- Information gathering and analysis.
- Decision making.
- Planning.
- Performance monitoring.
- Giving and receiving feedback.
- Effective communications.
- Reporting progress externally.
- Preparing for formal presentation.
- Making and supporting a case in a positive manner.

## LEARNING PROCESS.

As with all CIF programs, the process is interactive and focused on the actual working environment. Participants are introduced to the concepts through formal presentations and reinforce the learning through facilitated activity in which the learning is applied to the work environment. At the conclusion of the program, the participants have developed a process capable of being implemented in the working environment with minimum alteration.

## CERTIFICATION

CIF certificate of attendance /CPD will be awarded for this one-day program.

## COURSE FEE

Members Fee: €265 / Non-Members Fee: €365

## DURATION

This course is held over one day. Start time is 9:00am to 5:00pm.

# TEAM STRUCTURES AND RESPONSIBILITIES.



## WHO IS THE PROGRAMME AIMED AT?

The target participant will be responsible for the activities of an established team and to wants to affirm or enhance existing skills, or may be about to embark on the journey of establishing and operating a team-based structure.

## COURSE OBJECTIVE

At the end of this program, participants will know how to establish a team in a structured manner in which objectives, structures, roles and responsibilities are established, agreed and committed to by all team members.

## COURSE CONTENT (14 STRUCTURED CIRI CPD POINTS)

- The operation of a team.
- Sharing responsibilities and team leadership.
- Developing an understanding of what responsibility means.
- Individual and communal responsibilities.
- Team organisation, administration, communications.
- Obstacles to effective operation.
- Addressing and resolving conflict.
- Establishing and obtaining commitment to operating targets.
- Identification and commitment to the “rules” under which the team will operate.
- Identification of the difficult responsibilities which teams encounter.
- Strategies for utilising the strengths of individuals to the benefit of the team.
- Team identity.

## LEARNING PROCESS.

The process employed during this program is a highly interactive one in which the presenter, having introduced the concepts, facilitates the group in addressing and resolving the various issues which arise. The learning process takes account of and builds on the knowledge and experience of participants.

The focus throughout is on practicality with participants establishing themselves in team structures during the course and thus gaining real hands on experience of how the team structure operates, the opportunities which arise, and the associated challenges and risks.

## CERTIFICATION

CIF certificate of attendance / CPD will be awarded.

## COURSE FEE

Members Fee: €495 / Non-Members Fee: €595

## DURATION

This course is held over two days. Daily start time is 9:00am to 5:00pm. On day 1, participants will explore the program content in an interactive process and on day 2, participants will build on the learnings of day 1 through the review of case studies and role-playing activity designed to reinforce learning and build confidence.

# INTERNAL AUDITING OF QUALITY AND OTHER MANAGEMENT SYSTEMS

## WHO IS THE PROGRAMME AIMED AT?

The target participant is either presently a member of an internal audit team or is about to become a member of an Internal Audit Team focusing on Quality, Health and Safety Management systems as well as systems associated with product registration and CE marking.

## COURSE OBJECTIVE

At the end of this program, participants will understand the background philosophy of the internal audit function as applied to various management systems to which organisations hold accreditation. They will also have gained an insight into the application of a positive, improvement focused auditing function and will have tested their learning by reference to case study materials.

## COURSE CONTENT (7 STRUCTURED CIRI CPD POINTS) STAGE 1.

### STAGE 1.

- Introduction to the purpose of internal auditing.
- The philosophy of internal auditing as a communication, involving and improvement focused process.
- A review of the requirements of international standards such as ISO9000, OHSAS 18000, ISO14001 as regards the internal auditing process.
- The role and responsibilities of the internal auditor.
- Internal audit methodologies.
- Planning the audit.
- Communicating with auditees and setting the scene for a successful audit.
- The process of performing an internal audit.
- Engaging positively with auditees.
- Recording outcomes.
- Dealing with feedback and non-conformances.
- Dealing with negative reactions.
- Communicating results and outcomes.
- Some key do's and don'ts.



## LEARNING PROCESS.

The learning process is a combination of formal presentations supported and reinforced by case studies and practical examples.

## STAGE 2.

Stage 2 of the program is a practical session in which participants practice the internal auditing skills addressed in stage 1. Using purpose specific case studies, the participants plan and undertake an internal audit in accordance with the learning in stage 1. The process includes the completion of all paperwork and the provision of reports to designated management within the "organisation". A workshop environment will be used to enable participants to interact and share learning experiences.

## CERTIFICATION

CIF certificate of attendance / CPD will be awarded.

## COURSE FEE

Members Fee: €265 / Non-Members Fee: €365

## DURATION

This course is held over one day. Start time 9:00am to 5:00pm.



# CREATING A TEAM BASED ENVIRONMENT

## WHO IS THE PROGRAMME AIMED AT?

The target participant is in the process of exploring the concept of team working with a view to establishing a team based working environment. They are likely to be people who will establish teams and devolve leadership to others and who need to be comfortable with what they are getting into or they may be people who will be responsible for leading, guiding and empowering teams within their organisations.

## COURSE OBJECTIVE

At the end of this program, participants will appreciate and understand the issues, challenges, opportunities and benefits associated with team structures. They will know what is involved in implementing a team-based environment.

## COURSE CONTENT (7 STRUCTURED CIRI CPD POINTS)

- Team Structures verses Conventional Structures.
- Empowerment and what it means.
- Empowerment as a challenge and opportunity.
- What is involved in empowering others.
- The scope and range of responsibilities applicable to team-based structures.
- Establish a mission or focus for the team.
- Obstacle identification.
- Seeking and obtaining commitment.

## LEARNING PROCESS.

The process employed is practical and interactive. Participants explore the concepts and issues which relate to the creation of the empowered team-based organisation from a conceptual standpoint and then explore how these concepts might be employed.

## CERTIFICATION

CIF certificate of attendance / CPD will be awarded.

## COURSE FEE

Members Fee: €265 / Non-Members Fee: €365

## DURATION

This course is held over one day. Start time 9:00am to 5:00pm.

# ASSERTIVE COMMUNICATION SKILLS AND STRATEGIES



## WHO IS THE PROGRAMME AIMED AT?

The target participant is anybody who interacts with people in the course of their working day. It is particularly relevant to people who must influence others in order to achieve their goals and objectives and who may have to deal with difficult or challenging personalities.

## COURSE OBJECTIVE

At the end of this program, participants will have identified and developed communication strategies which allow them to be positive and assertive when using all types of communication.

## COURSE CONTENT (7 STRUCTURED CRI CPD POINTS)

- The basic principles of communication through oral/verbal/written and indirectly.
- A definition of assertiveness. How it can be recognised and how it manifests itself.
- Assertiveness and Aggressiveness, the key differences.
- Key personal ingredients to ensure assertive and effective communications
- Developing a positive mind-set and approach. Enhancing personal self-confidence.
- Preparing and planning for situations where assertive communication styles are required.
- Examples of styles of communication which result in assertive and effective communication processes and outcomes.
- Strategies for dealing with and responding to difficult people including people who you are intimidated by or whom you fear.
- Examples of forms of words or the emphasis placed on words, tone of voice, voice projection which are indicative of a confident, assertive, non-aggressive style.
- Examples of indirect communications - body language which is indicative of confidence, assertive but not aggressive approach to other people.
- Examples of displaying assertiveness by doing nothing including avoiding accidental intimidation of others.

## LEARNING PROCESS

The learning process is a combination of instructor led presentations augmented by practical examples and case studies which allow participants to obtain hands on experience of using confident, effective and assertive communication styles to good effect. Participants will also be provided with opportunities to prepare and plan for communications in a variety of scenarios using case study material provided as part of the course material.

The learning process is highly interactive, it responds to the real needs of participants and support materials such as case studies can be adapted to the needs of the participant group where this will be of benefit to all.

## CERTIFICATION

CIF certificate of attendance / CPD will be awarded.

## COURSE FEE

Members Fee: €265 / Non-Members Fee: €365

## DURATION

This course is held over one day. Start time 9:00am to 5:00pm.

# PRESENTATION SKILLS.

## WHO IS THE PROGRAMME AIMED AT?

People, whose job requires them to give formal presentations to groups.

Participants may already have practical experience and wish to update or refresh their skills or may be about to undertake presentations as an additional responsibility.

## COURSE OBJECTIVE

At the end of this program, participants will have enhanced their existing knowledge and experience of making presentations to groups of people or will have acquired sufficient knowledge to enable them to take on the challenges of formal presentations to groups within the workplace and elsewhere.

## GROUP SIZE.

Participant groups - Maximum fifteen people.

## COURSE CONTENT (7 STRUCTURED CIRI CPD POINTS)

### PART 1.

#### GENERAL OR PLENARY SESSION.

- Basic concepts.
- Defining a purpose or objective for the presentation.
- Research and information gathering.
- Preparation and planning.
- General organisation and approach
- Type and nature of presentation.
- Format.
- Role of participants.
- Interaction of and with participants.
- Type and application of handouts.
- Use of visual aids including; Power point, flip charts etc.
- Oral presentation skills including:
  - Voice projection.
  - Contact skills.
  - Use of notes.
  - Use of microphones and sound systems.
- Pre-presentation preparation including:
  - Set up of presentation area.
  - Set up and testing of equipment and facilities.
  - Essential do's and don'ts.
  - Pitfalls and how to avoid them.
  - What to do when things go wrong.

## **PART 2.**

### **GROUP OR SYNDICATE SESSIONS.**

Participants work in groups reviewing relevant case studies and engaging in preparation and planning activity related to the presentations types featured in the case study.

## **PART 3.**

A plenary session in which the participants review the outcomes of part 2 and reinforce the learning achieved in parts 1 and 2.

## **PART 4.**

- Questions and answers.
- Conclusion.

### **LEARNING PROCESS.**

The training process is a combination of formal presentations, group activity, case study review, syndicate or group activity and related feedback.

### **CERTIFICATION**

CIF certificate of attendance / CPD will be awarded.

### **COURSE FEE**

Members Fee: €265 / Non-Members Fee: €365

### **DURATION**

This course is held over one day. Start time 9:00am to 5:00pm.



# Emotional Intelligence (EI) Group Workshop

## WHO IS THE PROGRAMME AIMED AT?

Emotional Intelligence (EI) is increasingly being used in organisations and companies to help employees understand better how to be more effective in their work relationships and in client/customer interactions. EI is about how well you recognise and manage your emotions, how well you interpret and deal with the emotions of others and how you use this knowledge to manage your relationships with others. So rather than acting instinctively to a strong unhelpful emotion, understanding your EI through a self-completed online questionnaire will help you step back and modify your behaviour.

## COURSE OBJECTIVES (3 CIRI CPD POINTS)

- How to use emotional intelligence to enhance your personal leadership.
- Connect authentically with others by understanding your core attitude.
- Make better quality decisions.
- Managing conflict through understanding your unhealthy emotions. Avoiding the “if only” feeling having reacted negatively to a situation.
- Manage yourself in relation to flexibility, goal directedness, emotional resilience.
- Manage relationships through understanding your level of comfort in relation to conflict, trust, emotional expression and control.
- EI can be developed at any time through awareness and creating new habits and behavior.

## COURSE CONTENT

Introduction to Emotional Intelligence

- Definition and background
- Practical uses related to Construction Industry

Report Exploration

- Snapshot report presented to each participant (based on completed online questionnaire)
- Exploration of each scale in a general context
- Specific strengths and development areas explored in group work context

Developing Emotional Intelligence

- Specific actions for developing EI
- Exercises and group coaching to reinforce learning's
- Review and Close

## CERTIFICATION

CIF Certificate of attendance.

## COURSE FEE

The fee for the program is €285 per delegate for CIF members & €350 for Non-CIF members.

## DURATION

This course is delivered over a half day. Start time is 9:00am to 12:30pm.

## VENUE

CIF, Construction House, Canal Road Dublin 6

# Construction HR / IR for Construction Managers



## WHO IS THE PROGRAMME AIMED AT?

This two-day program for line management, business owners, HR professionals who would like to update their day-to-day management skills on current employment case law and employment practices.

## COURSE OBJECTIVES

The program is to provide the participants with an awareness of the obligations of employers and employees' entitlements under current Irish employment law. Real-life situations that the participants may come across in their daily working day will be examined and we will provide practical solutions in dealing with employment issues that can arise for organisations.

## COURSE CONTENT (14 CIRI CPD POINTS)

### MODULE 1

This four-module program will provide an overview for HR and operational / site managers of employment law. Topics include;

- Overview of employment law
- What are most common mistakes made by employers which can result in costly litigation and how to avoid
- Role of 3rd Party institution including the Work Place Commission and Labour Court



## MODULE 2

This module covers all aspects of workplace grievance and disciplinary processes for management working in the Construction Sector including;

- Natural Justice – what it means and how to apply it in your businesses
- SI 146
- The dos and don'ts in conducting a disciplinary hearing
- Probationary review periods
- Dismissals
- Redundancy
- Current case law

## MODULE 3

Module 3 covers industrial relations in the Construction Sector including Sectoral Employment Orders (SEO). Topics include;

- Dispute resolution
- Construction Sectoral Employment Orders (SEO)
- Industrial Relations Procedures.
- Dealing with unions in the Sector
- Role of 3rd Parties
- Current Industrial Relations within the Construction Sector

## MODULE 4

This module will provide the participants with the knowledge to help mitigate against costly litigation with the implementation of good policies and procedures;

- How to construct a contract of Employment and Handbooks.
- What are an employer's obligation under the Organisation of Working Time Act
- How to implement policies and procedures
- Record keeping
- Current best practice

## CERTIFICATION

CIF CPD Certificate of attendance is issued for this program.

## COURSE FEE

The fee for the program is €660 for CIF members & €860 for non-members.

## DURATION

This course is held over two days, one day per consecutive week. Start time is 9:00am to 5:00pm.

## VENUE

CIF, Construction House, Canal Road Dublin 6







# **CIF LEARNING & DEVELOPMENT BUILDING REGULATIONS PROGRAMMES**



## WHO IS THE PROGRAMME AIMED AT?

This program is aimed at construction professionals, site managers, site supervisors and those who wish to obtain a recognised qualification in Building Regulations over ten modules. It also offers opportunities for those who have a specialised interest in specific sections of the who can be attended these modules as electives and a CPD certificate issued for the modules attended

This qualification will assist your business in the identification of core requirements for compliance with the Building Regulations. The CIF QQI Level 6 Building Regulations Program is a 10-day modular course which has been developed by Construction Professionals, Fire Engineers, Contractors, House builders and Developers. It carries a QQI Level 6 Special Purpose Award which is recognised on the National and European Education Framework. The program will be invaluable to those working in the Construction sector as it will enable those attending to have a detailed working knowledge of the Building Regulations.

This CIF QQI Level 6 Building Regulations Program also offers elective modules for Continuing Professional Development (CPD) which will be certified by CIF on a modular basis. Participants must attend all modules and have completed the assessment process to receive the QQI Level 6 award.

## COURSE OBJECTIVES

Upon completion of the course, delegates should benefit as follows:-

Possess a strong working knowledge of the Building Regulations, Technical Guidance documents and the Building Control Regulations.

Understand and adhere to the Building Control Regulations and to fully appreciate the process for certification of compliance.

Understand the obligations pertaining to the practical application of the Building Regulations as well as the potential changes pending from the Department of the Environment.



## **COURSE CONTENT (70 CIRI CPD POINTS).**

The various topics covered during the Building Regulations program are:

- Legislation 1, 2 & 3 including Part D – Material & Workmanship
- Part A & Part C – Subsoils + Substructures
- Part B & Part J – Fire Safety
- Part E – Sound
- Part G & Part H – Hygiene and Drainage
- Part F & Part L – Ventilation & Conservation
- Part K & Part M – Stairways and Access
- Final Revision and Examination

## **CERTIFICATION**

There are currently two options available to delegates attending this program;

Option 1 delegates can opt to select one or more modules without examination for CIF CPD Certification.

Option 2 is for delegates attend the full accredited program undertaking set assignments and examination upon completing all modules, successful delegates will achieve a QQI Level 6 Special Purpose award.

## **COURSE FEE ELECTIVE MODULAR OFFERING**

The fee for the program is €265 for CIF members and €365 for non-CIF members per attendee per day. Group rates for in-house programs available upon request to [rbutler@cif.ie](mailto:rbutler@cif.ie) or by calling 01-4066071.

## **COURSE FEE FULL PROGRAMME QQI AWARD**

The fee for the program is €1,650 for CIF members and €2,150 for non-CIF members per attendee. Group rates for in-house programs available upon request to [rbutler@cif.ie](mailto:rbutler@cif.ie) or by calling 01-4066071.

## **DURATION**

This course is held over two consecutive days monthly as detailed in the program schedule. Daily start time is 9:00am to 5:00pm.

# CIF / CDETB Air Tightness Program



## WHO IS THE PROGRAMME AIMED AT?

This course is aimed at construction trades on site as well as site supervision. It enables delegates to achieve a better theory and practical knowledge of air tightness on site.

## COURSE OBJECTIVES

To create a deeper knowledge and understanding of air tightness and on methods used to detect leakage.

## COURSE CONTENT (7 CIRI CPD POINTS)

- Theory & Practical Program
- Overview of Thermal Performance
- Introduction to Air and Wind Tightness
- Demonstration of Site Leakage Test to Improve Air Tightness
- Demonstration of Materials and Practical Applications of Air Tightness
- Theory and Calculation of Air Tightness
- Demonstration of Air Tightness Test for Building Regulations and Certification
- Summary and Question & Answer Session.

## CERTIFICATION

This course is a one-day program is aimed at providing clarity on air tightness. A CIF certificate of attendance will be awarded to participants.

## COURSE FEE ELECTIVE MODULAR OFFERING

The fee for the program is €165 for CIF members and €215 for non-CIF members per attendee per day.

## DURATION

This program is a one-day delivery. Start time is 9:00am to 4:30pm.

## VENUE

Ballyfermot CDETB, Ballyfermot Hill, Chapelizod, Dublin 10.

# CIF/EPA Radon Prevention Measures on Site Course

## **WHO IS THE PROGRAMME AIMED AT?**

This program is targeted directly at General Operative and Site Foremen who install Radon barrier systems. The program has two structured CIRI CPD points for attendance.

## **COURSE OBJECTIVES**

To provide those involved in installing Radon barriers and system of the correct way and preventative measures to be put in place to protect system once installed.

## **COURSE CONTENT (2 CIRI CPD POINTS)**

- Background – what is radon and why it is harmful
- What is required under the Building Regulations and TGD-C
- How to install a radon sump
- How to install a membrane
- Examples of good practice will be shown as well as common on-site mistakes
- The importance protecting the membrane post installation will be shown.

## **CERTIFICATION**

Certificate of attendance is issue for this program.

## **COURSE FEE**

The fee for the program is €45 per attendee per day.

## **DURATION**

Start time is 4:00pm to 6:15pm

## **VENUE**

Regionally.

# CIF Site Managers a Practical Approach to Building Regulations



## WHO SHOULD ATTEND THIS PROGRAM

All those involved in site supervision or site management who wish to fully understand this now complex role with an aim to achieving compliance with current regulations and best practices.

## PROGRAMME DURATION

This program is delivered over two consecutive days.

## PROGRAM CONTENT (14 STRUCTURED CIRI CPD POINTS)

### MODULE 1: CODES, STANDARDS, ETC. TO BE AWARE OF ON SITE

Building Regs and TGDs Planning, Fire and DAC  
Building Control (Amendment) Regulations CE Marking / Agrément Certs  
Other Standards Health and Safety.

### LEARNING OUTCOMES MODULE 1

After this module, participants would be expected to have a broad understanding of the various certification and approval regimes under which site works are constructed.

Participants would be expected to be able to give a broad list of the various regulatory regimes that apply to a specific job on which they are engaged. This will allow them to seek information in the correct places when needed during construction.

### MODULE 2: MANAGEMENT OF CERTIFICATION ON SITE

Products and materials Persons arriving on site  
Material and Product ordering processes  
Elements that require design from Builder/Main Contractor/ Sub- Contractor Ancillary Certificates to BCARs Documentation.

### LEARNING OUTCOMES MODULE 2

After this module participants would be expected to be able to prepare a guideline plan to manage certification and documentation on site during a construction project.

Participants should also be aware of the range of different Ancillary Certificates published for BCARs compliance and where to find guidance on which ones to use/request in various circumstances.

### MODULE 3: PRODUCTS WITH UNUSUAL CERTIFICATION REQUIREMENTS

Fill Material	Precast and Pre-Assembled Items
Concrete	Windows and Doors
Masonry Units	Mechanical items including commissioning
Anchors	Electrical systems including fire safety systems
Reinforcing Steel	Pedestrian Restraint Systems and Fall Arrest Systems
Structural Steel	Irish Water

### LEARNING OUTCOMES MODULE 3

After this module participants should be familiar with some of the less straight-forward certification items they might encounter on site. They should know where to look for guidance on these items when they encounter them.



## **MODULE 4: SAMPLE CONSTRUCTION PROJECT**

Preliminary Items prior to commencement Ground Works and Foundations Structure  
First Fix Second Fix External Works  
Final certification and documentation handover.

### **LEARNING OUTCOME MODULE 4**

This module should tie together the elements already covered to date and encourage the participants to apply their learnings to “real world” scenarios. (Hand-outs with project specifics and specific challenges Engagement of participants).

## **MODULE 5: DEMONSTRATION OF LEARNING**

Provide candidates with a handout detailing a range of orders, suppliers, issues that could be encountered during a construction project. Participants to analyse each issue and detail what type of documentation and certification they would expect to encounter, provide, or be provided with.

Please contact Robert Butler Head of Learning & Development on 014066071 or by email [rbutler@cif.ie](mailto:rbutler@cif.ie)

### **MEMBERS FEE:**

€450

### **NON-MEMBERS FEE:**

€550

### **DURATION:**

This program is held over 2-days. Start time is 9:00am to 5:00pm.

### **LOCATION:**

CIF Construction House Dublin 6 and venues regionally



# Working with the Assigned Certifier - a Site Managers Approach



## WHO SHOULD ATTEND THIS PROGRAM

Site Management or supervision who deal with the Assigned Certifier, who wish to fully understand their role in this critical aspect of construction activity. This one-day program is essential for those working with an Assigned Certifier

## PROGRAMME DURATION

This is a one-day program.

## PROGRAM CONTENT (7 STRUCTURED CIRI CPD POINTS)

### MODULE 1 BCAR LEGISLATION

- Regulations & Certification structure
- Duty holders & roles
- Inspection plans
- Implementation rules & procedures

### LEARNING OUTCOMES MODULE 1

After this module participants would be expected to have a broad understanding of the Building Control (Amendment) Regulations regime. Participants would be expected to be able to give a broad list of the various parties involved and the type of certifications expected from each. This will allow them to approach construction projects with an understanding of their role as an SME building contractor and how they expect to interact with other stakeholders.

### MODULE 2 PRACTICAL IMPLEMENTATION OF BC(A)R ON SITE

- Products & Materials
- Persons arriving on site
- Elements that require design from Builder/Main Contractor/Sub-Contractor
- Ancillary Certificates to BCARs
- Documentation

### LEARNING OUTCOMES MODULE 2

After this module participants would be expected to be able to prepare a guideline plan to manage BC(A)Rs certification and documentation on site during a construction project and how this might link with other required records including products and materials. Participants should also be aware of the range of different Ancillary Certificates published for BCARs compliance and where to find guidance on which ones to use/request in various circumstances.



## **MODULE 3 UNDERSTANDING THE ASSIGNED CERTIFIER'S ROLE & REQUIREMENTS**

- Assigned & Ancillary Certifiers
- Assigned Certifier's Duties
- Ancillary Certifiers Duties
- Builder Certification Requirements

### **LEARNING OUTCOMES MODULE 3**

After this module the participant would be expected to have a broad understanding of the duties of the other BC(A)R stakeholders. This understanding should allow the participant as the "Builder" to ensure a more managed interaction with the certifying parties and give the Builder confidence with regards to how his/her duties relate to those of the other parties.

### **MODULE 4 SOME WORKED EXAMPLES**

The participants will be invited to examine some practical examples of BC(A)Rs related issues and discuss how these examples would be approached. This can then be extrapolated to a more general approach to encompass many or most BC(A)Rs related issues.

Please contact Robert Butler, Head of Learning & Development on 014066071 or by email [rbutler@cif.ie](mailto:rbutler@cif.ie)

#### **MEMBERS FEE:**

€275

#### **NON-MEMBERS FEE:**

€375

#### **DURATION:**

This program is a one-day delivery. Start time is 9:00am to 5:00pm.

#### **LOCATION:**

CIF Construction House Dublin 6 and venues regionally

# Free CPD Programs with CIF in partnership with Saint-Gobain

Saint-Gobain free CPD courses for IHBA & other CIF members. For further details and registration for the courses listed below please go to Saint-Gobain website via

<http://www.saint-gobain.ie/technical-academy/courses-cpds>

CIF does not take booking for these programmes and members must book via links provided.

## **ACOUSTICS (DRY LINING SYSTEMS) (6 STRUCTURED CIRI CPD POINTS)**

A one-day course undertaken in the Saint-Gobain Technical Academy, Dublin. This one-day course provides attendees with an overview of the key characteristics of sound performance and measurement assessed within buildings, with specific focus on how to specify, detail and achieve required sound performances using internal drylining systems. Attendees will be briefed on the common design and site issues that may cause detrimental performances and gain appreciation for specifications and workmanship detailing that help to provide high quality low risk solutions.

### **ATTENDANCE REQUIREMENTS**

Attendees are expected to have a basic knowledge of construction principles.

### **KEY TOPICS**

- Fundamental principles of sound and its measurement
- Differences between airborne and impact sound in buildings
- How to design for sound insulation solutions
- The effect of site detailing and workmanship
- The control of sound within a room
- Key regulations and guidance

## **SAINT-GOBAIN FREE CPD COURSES FOR IHBA MEMBERS.**

For further details and to sign up for this course, please book via our Saint-Gobain website which can be accessed via the following link: <http://www.saint-gobain.ie/technical-academy/courses-cpds>.

CIF will not be taking the bookings and your members must book via the link.

## **DRY LINING FOR INSTALLERS AND SUPERVISORS (5 STRUCTURED CIRI CPD POINTS)**

Offers dry-lining contractors and supervisors with an in depth look at the required components, performance characteristics and detailing of a full range of Gyproc metal framed systems and timber framed solutions

## **SAINT-GOBAIN FREE CPD COURSES FOR IHBA MEMBERS.**

For further details and to sign up for this course, please book via our Saint-Gobain website which can be accessed via the following link: <http://www.saint-gobain.ie/technical-academy/courses-cpds>

CIF will not be taking the bookings and your members must book via the link.

## **FIRE DETAILING (DRY LINING SYSTEMS) (5 STRUCTURED CIRI CPD POINTS)**

Provides attendees with an overview of the key areas that a specifier, installer or site supervisor needs to consider when undertaking the specification, construction and sign off of fire related performances on the internal fit out of dry lining systems in a building project

### **SAINT-GOBAIN FREE CPD COURSES FOR IHBA MEMBERS.**

For further details and to sign up for this course, please book via our Saint-Gobain website which can be accessed via the following link: <http://www.saint-gobain.ie/technical-academy/courses-cpds>. CIF will not be taking the bookings and your members must book via the link.

## **RENOVATION SOLUTIONS (5 STRUCTURED CIRI CPD POINTS)**

Attendees will gain an understanding of basic thermal, moisture management and acoustic theory and appreciate these in the context of renovation internal fit-out solutions

### **SAINT-GOBAIN FREE CPD COURSES FOR IHBA MEMBERS**

For further details and to sign up for this course, please book via our Saint-Gobain website which can be accessed via the following link: <http://www.saint-gobain.ie/technical-academy/courses-cpds>. CIF will not be taking the bookings and your members must book via the link provided.





# **CIF LEARNING & DEVELOPMENT HERITAGE PROGRAMME**

# CONSERVATION THEORY FOR HERITAGE CONTRACTING

## WHO IS THE PROGRAMME AIMED AT?

Conservation Theory for Heritage Contracting is a one-day program for owners, principals and directors of Construction Firms dealing with heritage projects. This satisfies the requirement to have “knowledge of conservation theory” as specified under the Register for Heritage Contractors. At the end of the program, participants will be more aware of the different aspects of heritage projects. They will have a better understanding of the ways to meet the needs of their clients and of the heritage buildings.

## COURSE OBJECTIVES

To give participants an understanding of the underlying principles of conservation and architectural heritage requirements. At the end of the program, participants will be more aware of the different aspects of heritage projects. They will have a better understanding of the ways to meet the needs of their clients and of the heritage buildings.

## COURSE CONTENT (7 STRUCTURED CIRI CPD POINTS)

- Conservation Theory
- Legislation & Policy on Architectural Heritage Protection
- Case Study: The Client’s Perspective
- Economic Value of Heritage
- Legislation & Policy on Archaeology & Development
- Testing and Investigation
- The Contractor’s Perspective

## CERTIFICATION

Those who attend this program will receive a CIF certificate of attendance.

## COURSE FEE

The CIF member rate €285 and non-member rate is €385.

## DURATION

This course is held over 1-day.

## PARTICIPANTS

25 Maximum



# **CIF LEARNING & DEVELOPMENT PARTNERING WITH THIRD LEVEL INSTITUTES**

# BSc in Construction Management (Online)

## - CIF in partnership with Sligo IT

### WHO IS THE PROGRAMME AIMED AT?

Construction Management is a professional field that focuses on each part of the construction process of any built environment. It typically encompasses commercial building sites or multi-unit residential sites. Construction Management of the site may be maintained by a general contractor or a separate entity, and the construction management personnel or company answers to the developer and is responsible for overseeing every aspect of the project from start to finish.

### COURSE CONTENT

The Sligo IT' B.Sc. in Construction Management is a degree program offered via on-line distance learning over a period of 2 year's part -time. The program is specifically designed to facilitate industry professionals including; Engineers, Architects, Technicians, Foremen, Qualified Carpentry and Joinery Craft persons. The program prepares graduates to assume technical, management, academic and research and development level positions within in the construction industry.

The course is delivered over two years. The course consists of twelve subject modules, three per semester, and learners may take as few modules as they wish and complete the program over a number of years to suit their own circumstances. Professionally qualified and experienced Civil Engineers, Architects and Quantity Surveyors will teach the various modules which are summarised on the following pages.

The program includes a significant amount of on-line testing in each of the modules and the objective of the final written and practical examinations is to ensure the validity of the on-line test results. Written examinations will be held in the Institute (or at alternative approved examination centre) at the end of each semester.

For further information about the BSc in Construction Management Program contact:

Email: [admissions@itsligo.ie](mailto:admissions@itsligo.ie)

Phone: +353 (0)71 91 55222



# CPD Certificate in Information Technology for Site Workers - CIF in partnership with DIT



## WHO IS THE PROGRAMME AIMED AT?

Information exchange between clients, design teams, builders and finally facility managers is increasingly carried out digitally using Information Technology (IT). The growing use of Building Information Modelling (BIM) and the focus on Lean Construction processes are driving this, while the growing availability of internet access and wireless technologies on Irish building sites is accelerating the trend at site level.

Key advantages of IT on site are that it facilitates a high level of communication exchange at all times, the easy recording of a wide range of information and greater accuracy in a number of processes. This is invaluable for efficiency, for controlling resource use, and for quality control and certification under the Building Control (Amendment) Regulations. However, the adoption of IT on Irish building sites is as yet uneven. It is only when foremen, supervisors and site managers have developed knowledge and skills in the use of IT through wireless devices that the many benefits of BIM, Lean Construction and quality control processes will be fully realised to the benefit of construction companies and their clients.

## COURSE CONTENT

The CPD Certificate in Information Technology for Site Workers is a one semester, part-time, upskilling program for construction site workers. The program is suitable for site workers who wish to carry out their existing work in a more efficient and inter-connected way; or to expand their role, to progress their career, re-skill or seek employment.

Content will be delivered via lectures, practical workshops and tutorials. The program has been structured and resourced to provide a positive student experience, underpinned by best practice curriculum design and appropriate support services. A teacher-to-student ratio has been selected that will ensure good learning and student retention for students who may be quite unfamiliar with many IT concepts and tools.

## ENGAGEMENT AND CPD REQUIREMENTS OF CIRI

The program will have 51 hours of structured learning and 49 hours of self-directed learning (much of which can draw from current projects on site). It provides suitable continuous professional development (CPD) under CIRI Pillar 3 (Technology & Innovation) for Supervisors and Craft Workers. The hours will exceed the annual requirement for CPD for Supervisors and Craft Workers.

## FEE & APPLICATION

Due to 20% discount provided by CitA Skillnet the usual student fee of €1,050 (incl. registration fee) has been reduced to €840 in 2018. Numbers are limited so apply to DIT before 20th August. CIF does not taking bookings for this program. Application: Visit: <http://www.dit.ie/architecture/findacourse/cpd/cpdcourses/> for further information. For further information contact: Email: [joseph.little@dit.ie](mailto:joseph.little@dit.ie)

# Bachelor of Technology (Ord) Construction Site Management

## - CIF in partnership with DIT

### WHO IS THE PROGRAMME AIMED AT?

Are you qualified in a construction trade? If so, you can obtain advanced entry to 'DT149A - Bachelor of Technology in Construction Site Management' and achieve a construction degree over three-years, through part-time study in DIT Bolton Street.

### COURSE CONTENT

The program provides students with knowledge, skills and competencies in the broad areas of construction technology, management, building quantities, contract administration, and surveying and levelling processes and procedures, in conjunction with health and safety issues and other appropriate legislation.

The B.Tech Degree (Ordinary) in Construction Site Management is a three year, part-time program. The program modules are structured in such a manner that there is a progressive spread of learning throughout the three years focusing on:

- Construction Technology
- Construction Management
- Building Quantities and Contract Administration
- Surveying and Levelling
- Health and Safety
- Academic Research

### CERTIFICATION

'DIT. B.Tech. Deg. Ord. in Construction Site Management' is an NFQ Level 7 Qualification. It is fully accredited by the Chartered Institute of Building (CIOB) and the Institute of Clerks of Works Construction Inspectorate (ICWCI). It is also supported by the Construction Industry Federation.

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### COURSE FEE

The cost per module (in academic year 2018) is €250. There are eight modules per year (four in each semester) resulting in an annual cost of €2,000.

<http://dit.ie/currentstudents/studentsservices/feesandgrants/welcometofeesgrants/fees/collegeofengineeringbuiltenvironment/>

### DURATION

This is a 3-year part-time Program. It is taught over one day and one evening over 13 weeks of each semester (see Organisation of the Program above).

### CONTACT

For further information about the Program:

Email: [joseph.little@dit.ie](mailto:joseph.little@dit.ie)



# PROJECT MANAGEMENT

# Project Management - Advanced Professional Certificate

This course is for Construction Industry people who want to become truly competent in project management. CIF learning & Development working in partnership with Johnston & Mather have been running courses for the construction industry for many years, first for the School of Construction and Engineering at Reading University and then for the RIBA. Last year we restructured our most popular course, extending it to include the syllabus for the Association for Project Management's professional qualification, the PPQ.

It's often the case that we do not really learn this subject but pick up bits and pieces along the way – enough to get by most of the time, but not enough to do the project management job with proper skill. This course is for people who are not satisfied with that sort of position and are not content to bluff their way through situations which are not fully understood.

Our course will teach you how to set up a project, how to cope with complexity, how to interpret and manage the client's aspirations and expectations; it will enable you to establish and lead the project team, and give you a range of tools that you can use to optimise the way your project runs, and manage it through uncertainties and contingencies.

Our method is very practical. You will work in teams and you will be exposed to simulated situations which will test your performance and correct your approach; this is so that when you go back to your real work, you will have valuable experience which can be applied and enable you to lead with confidence and authority.

The course is blended with days of attendance and some distance learning. All the course material is online on our Moodle website. During the course the students are divided into teams and asked to carry out case studies based on 'real life' scenarios. The course is structured into three blocks (a block is two days of face-to-face learning), which are linked by distance learning.

## **BLOCK 1: PROJECT MANAGEMENT – THE FUNDAMENTAL PROCESSES**

Subjects covered include:

- Programming and Scheduling
- Planning and Control
- Team building: Belbin approach
- Project Structures
- Stakeholder management techniques
- Risk Management
- Earned Value Management
- Project Execution Plan
- Project Management terms
- Managing aims and Objectives

## **BLOCK 2: PROJECT MANAGEMENT TECHNIQUES AND PRACTICE**

Subjects covered include:

- Governance
- Strategy
- Safety and CDM
- Organisations, Project Organisations and Change
- Agile
- Supply Chain Management
- Design Management
- Configuration management and change control
- Roles & Responsibilities in a project organisation
- Procurement
- Quality Management

## **BLOCK 3: PROJECT MANAGEMENT COMPETENCE**

Subjects covered include:

- Governance structure and roles
- Scope management
- Communication and information management
- Sustainability
- Risks and issues, risk management plan
- Cost estimating
- Conflict management
- BIM: collaboration and co-operation

## **CIRI CPD POINTS 42CPD POINTS**

This course is accredited by the Association for Project Management [APM] in the UK for its PMQ and PPQ qualifications. The PPQ marks the threshold for professional membership of the APM. The exams themselves are not included in the course.

## **COURSE FEE:**

CIF Member €2,150 CIF Non-Members €2,750

Time: 09.00am to 5.00pm

Program module dates: Each block requires two days of teaching.



# CIF LEARNING & DEVELOPMENT TERMS & CONDITIONS

## HOW TO BOOK:

Please complete the Delegate Profile Form & Booking Form and send in with Payment to Learning & Development, CIF, Construction House, Canal Road, Dublin 6 or by email to [training@cif.ie](mailto:training@cif.ie).  
Cheques should be made payable to CIF. Alternatively, you can book and pay online at [www.ciftraining.ie](http://www.ciftraining.ie)

## BOOKING TERMS AND CONDITIONS:

Payment MUST be included. Only course places with payment will be confirmed. Where applicable, Invoice terms remain 30 days from date of issue strictly.

## COURSE FEES & METHOD OF PAYMENT

To avail of the CIF Member Rate please quote the company CIF Membership Number.  
A Non-CIF Member Rate will be charged unless a valid CIF membership number is included on the booking form.

## METHODS OF PAYMENT

Methods of payment accepted include, Cheque / EFT Bank Transfer / Credit card / Debit Card.

Please contact CIF Learning & Development Department on 01 4066029 / 01 4066051 PRIOR to submitting forms if you wish to pay by EFT Bank Transfer / Credit / Debit card. Any charges of €350 or less must be paid upon booking,

Please accompany all multiple bookings and EFT payments with a remittance sent to [remittances@cif.ie](mailto:remittances@cif.ie) as this will reduce account errors.

## PLEASE ENSURE YOU HAVE ENCLOSED THE FOLLOWING:

Booking form and one current passport/digital photo and payment in full.

## CANCELLATION POLICY:

10 working days' notice will incur a 50% cancellation fee.

5 working days' notice or less will incur a 100% cancellation fee. A 'no show' on the day also incurs a 100% cancellation fee.

Substitute delegates are permitted on all courses.

CIF charges an administration fee of €75 for delegate transfers.

CIF reserves the right to cancel course dates in the event of insufficient enrolments.

## CIF BANK DETAILS:

Construction Industry Federation.

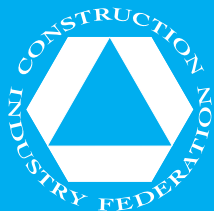
AIB, 1 Lower Baggot Street, Dublin 1. Account 07253026 / Sort Code 931012

IBAN IE10AIBK93101207253026 / BIC AIBKIE2D

CIF Learning & Development Construction House,  
Canal Road, Dublin 6.

Contact: Caroline on 014066029 / Kim on 014066051





## CONSTRUCTION INDUSTRY FEDERATION

### EASTERN REGION

#### Dublin Office,

Construction House,  
Canal Road,  
Dublin 6

t: 01 406 6000 f: 01 496 6953

e: [cif@cif.ie](mailto:cif@cif.ie) w: [www.cif.ie](http://www.cif.ie)

### WESTERN/MIDLAND REGION

#### Galway Office,

Construction House,  
8 Montpellier Terrace,  
The Crescent, Galway

t: 091 502 680 f: 091 584 575

e: [cifgalway@cif.ie](mailto:cifgalway@cif.ie) w: [www.cif.ie](http://www.cif.ie)

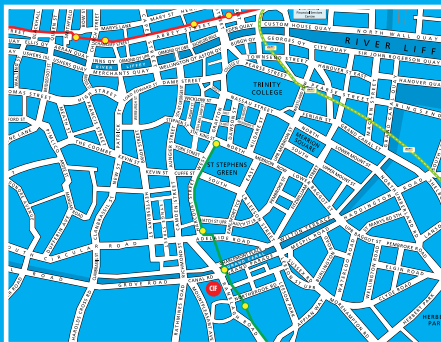
### SOUTHERN REGION

#### Cork Office,

Construction House  
4 Eastgate Ave.,  
Little Island, Cork

t: 021 435 1410 f: 021 435 1416

e: [cifcork@cif.ie](mailto:cifcork@cif.ie) w: [www.cif.ie](http://www.cif.ie)



[www.ciftraining.ie](http://www.ciftraining.ie)