Energy Training for Construction Workers for Low Energy Buildings

BUILD UP SkillsQualiBuild

Report Title: Review of Piloting Phase of the Construction Worker Skills Register

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1.0 Executive Summary

As stated in the Introduction below, a key finding of BUILD UP Skills–IRELAND was that ‘at operative and craft level, all workers involved in building construction and renovation will require training’. The greatest area of learning is in relation to understanding buildings as energy systems, and relationships between sub-systems (such as a plumbing pipe penetrating a cladding of external wall insulation), not the skills acquisition to carry out whatever works are deemed necessary. This training starts with Foundation Energy Skills (FES) but must continue beyond. The QualiBuild Consortium propose that the Construction Worker Skills Register (CWSR) is the ideal location to store one’s record of this continuously evolving training history. In this way it can also become a place where quality-oriented builders can be found by the Public, or privately where the member, or his or her employer, can track CPD records and compare with annual CPD obligations (that are likely to be imposed on all builders once Construction Ireland Register Ireland (CIRI) becomes statutory).

In the following report the requirements for the CWSR, the entry requirements for the various users of the Register, their obligations, the governance of the Register and benefits of registration are set out in Section 3. Section 4 deals with the design, functionality and use of the new web-based Register itself. Section 5 looks at legal, copyright and data protection issues. Finally Section 6 looks at the piloting phase. How long this period was, who the eligible members were, how they were contacted and supported, how successful DIT was in persuading them to join, and what was the outcome.

It is clear the creation of the CWSR has been an iterative process, founded on initial scoping (see D4.1), developed through scoping exercises and internal discussions in DIT, further discussions and feedback from the Consortium members, then in the latter stages by feedback from those eligible to register, concluding with further adjustments due to that feedback.

Some approaches, that might be acceptable even advisable in other countries, were explored but finally judged inadvisable in the context of Ireland’s construction industry. For example, the DIT team sought to make the CWSR available to a wider group of construction workers than those specifically engaged with craft and general operative work: this was judged inadvisable by the wider Consortium because professional bodies (with their own CPD focus) exist to serve those other groups of construction workers. When the DIT team sought to garner additional commercial value for small building companies by facilitating their promotion of the number of employees on the Register, the wider Consortium judged it inadvisable as they believed that this might encourage a view in Industry that the CWSR was somehow competing with the full-featured register of builders...
and building companies that has been created by the Construction Industry Federation, i.e. CIRI – Construction Industry Register Ireland. A third example of this iterative process was the changing status of the SafePass card regarding eligibility (explored in Section 3.3.1). Perhaps it was only by pushing up against these limits that the full functionality of the CWSR could be established so clearly.

It may thus be seen that the organisational, political and cultural context of the Irish Construction Industry has played a key role in shaping the Construction Worker Skills Register, as it should. Hopefully it is a skills register that is ‘a good fit’ for the Industry, one that will come to be seen as beneficial - complementary to the organizational and standards-focused structures that are both in place and evolving alongside it: a Register worthy of promotion by all key parties BECAUSE it promotes and stores a record of the skills that construction craft workers and general operatives need to cultivate if we are to deliver the super-low energy buildings that this society needs.
2.0 Introduction

This report, prepared as part of Work Package 4 of the BUILD UP QualiBuild project, details the development and piloting phases of an online registration system for construction workers in Ireland, called the Construction Worker Skills (CWS) Register.

The BUILD UP QualiBuild programme was established in November 2013 as part of wider efforts to create employment in the sector and to assist Ireland in achieving the EU 2020 energy efficiency target. It addresses one of the main issues identified within the Irish BUILD UP Skills (BUSI) Roadmap – a gap in the delivery of new or retrofitted buildings that meet the increasingly onerous low energy standards required. The Roadmap identified that there is generally a knowledge gap, not a skills gap.

‘Maintaining insulation and airtight fabric envelopes, while integrating mechanical and electrical installations will require a common knowledge base and understanding of individual responsibilities among all those involved in the process. At operative and craft level, all workers involved in building construction and renovation will require training’ (ref: BUILD UP Skills–IRELAND Analysis of the national status quo, 2012).

The overall objective of Work Package 4 of the QualiBuild project was to fully explore and develop a Quality Building Training Registration System for operatives and craft workers in the Construction Industry in Ireland. The Objectives of Work Package 4 are to:

- Review all the national existing Registration Systems
- Develop a suitable and appropriate Registration System model
- Consult at national level the proposed registration
- **Develop and pilot the proposed registration system**
- Explore the future development opportunities of the register

The current numbers involved in the Construction Industry total approximately 60,000 people and to date there are only a small number of registers for this cohort – mainly in electrical and plumbing/heating sectors. The Construction Industry Federation of Ireland operates a register for construction workers in Ireland called the Construction Industry Register in Ireland (CIRI). A comparison of the QualiBuild craftworker register and the CIRI register is detailed in Report D4.1 of this work package.

Following a study of existing registration schemes in Ireland, nationwide consultation with stakeholders on the development of a register for craft workers and the findings of the Irish BUILD
UP SkillsRoadmap (all detailed in D4.1), the need for an online *skills register* was identified for site operatives and craftworkers in Ireland.

A skills register would provide a platform for Construction Workers to record and maintain their training and CPD records for view by potential clients, employers and the general public and supports achieving the following goals:

- To highlight the work of those construction workers who maintain higher standards;
- To raise and promote awareness of quality in building;
- To ensure that clients/consumers are better informed about the construction industry, be better prepared and have a greater sense of awareness and confidence before meeting with construction professionals.

The CWSR was piloted in mid-July 2016 and received 29 registration applications before the Project end date. The on-line system can now be accessed through the QualiBuild web-site, [www.constructionworkerskillsregister.ie](http://www.constructionworkerskillsregister.ie) or [www.cwsr.ie](http://www.cwsr.ie). The QualiBuild project *per se* concluded on 31st July 2016, however a number of QualiBuild initiatives created, including the CWSR, will continue thereafter. It is envisaged that this registration system will eventually be managed by a ‘best placed’ but yet to be decided public body following consultation.

This report details the development and piloting of the Construction Worker Skills Register including the scope, functions and objectives of the CWSR, the development of the online registration system and the piloting phase of the register.
3.0 Role and use of the Construction Worker Skills Register

Following our research into existing registration systems and feedback from nationwide consultations, the following decisions were made regarding the scope and functions of the online registration system to be developed.

3.1 Objectives of the CWSR

The Construction Worker Skills (CWS) Register is an online skills register to display the building training history of site operatives and craft workers engaged in construction activities in Ireland. The main objective of the CWSR is to record and maintain the training records of registered members for view by potential clients and should fulfil the following:

- Provide a location where construction workers can store and update their training records;
- Provide a means of demonstrating the level of knowledge and training achieved by individual construction workers;
- Raise awareness of training and skills development in the construction industry in Ireland;
- Promote the importance of training to potential clients / employers looking for construction workers - creating a direct link between training and employment opportunities;
- Provide reassurance and transparency to potential clients.

The Construction Worker Skills Register should not in any way guarantee the quality of work or service provided by construction workers on the register. Its purpose is simply to display their up to date training records.

3.1.1 Discussion on ways in which the Register’s Objectives have narrowed

The list above is very clear and has a focus limited to recording and promoting the skills and training of construction craft workers. What is very interesting is that when this work package was first proposed it had a larger remit. Over time, through discussion with CIF, CIRI and internally, this has become more focused. It is hoped that through this refocusing any potential for conflict with the full featured builders’ register controlled by the Construction Industry Register Ireland (CIRI) board has been removed.

Examples of this reduction are:
• A shift from the ambition of ‘maintaining the records of all construction personnel’ (as per original description of the workpackages) to recording the training and qualifications of the construction craft workers only.

• The down play of the commercial interests of those entered on the Register. The original description of the workpackages mentioned that ‘Company profiles may also become part of the registration systems identifying their competencies and compliance’. This is now entirely absent. CIRI started its development by focusing on large construction companies and their management. They claim to be better builders because of their alignment with CIRI’s focus on ethical trading, training, building standards and building control. The fact that the CWSR made reference to company profiles may have caused some of the initial disquiet that CWSR might be, or might become, a competitor.

• The original description of the workpackages also stated that the ‘development of the registration system will be linked with the national primary legislation in the Building Control Act’. Again this statement suggests that not just will members be trained to be aware of the Building Control Act and the differences between compliant and non-compliant construction, but that the Register’s managers would engage with the Building Control Authority or influence the Act. Again this seems to suggest a level of power, engagement and even lobbying that may be appropriate for a full scale national register of builders but not a register dedicated to the training of construction craft workers.

In trying to clarify the role of the CWSR and leave the central ground entirely clear for the CIRI Register to inhabit it is hoped that the CIRI Register does indeed engage in a productive, positive manager with the Government on questions such as low energy standards and better building control.

3.2 The Main Functions of the Register

To meet the objectives stated above, it was decided that the Register should have 3 main functions for the 2 main user groups – construction craft workers and the general public:

• To provide an online resource for potential clients, employers and the general public looking for trained construction workers;

• To provide an online platform for construction craft workers in Ireland to publicly display their training and skills development history;
• Alternatively to provide a private record of training that can be accessible to the human resource officer of a large construction company employing the construction craft worker. (This third function is not promoted as much as the first two.)

General public users use the register to access, search and select relevant publically available information for each registered member including name, address and relevant up to date training qualifications.

The Construction craft worker accesses the online platform to create an account, enter relevant data and submit a request for acceptance onto the register and receive a unique registration number. Once registered, the users can access their account, update information and amend / add relevant training records.

3.3 Entry Requirements

3.3.1 Discussion on limiting membership and the role of the Register
One of the objectives of the register is to encourage as many site operatives and craft workers onto the register as possible and in so doing so encourage engagement with continuous training and upskilling. For this reason, it was decided to make the entry requirements as broad as possible so as not to exclude any particular cohort of construction worker.

DIT explored a number of ways in which the Register might have greater functionality (so as to increase both usage and value). One of these was to provide a means of promoting the number (or percentage) of CWSRed members a firm has, another was to use the uploading of a tax clearance cert as a signal that the registered member can legally trade, but it was felt these features were not core to the Register’s central focus on promoting training and that these might be perceived as measures that would allow the CWSR to compete with CIRI - the nascent (full-featured) register of all builders.

DIT initially saw the Register as relevant to all construction site workers, including site engineers (who have an academic degree but might spend most of their working life on site). However this was felt to expand the membership type to serve a group already served by their professional associations with existing CPD obligations. At the same time it is acknowledged that many construction craft workers move beyond their initial craft education to management and even professional roles. So while site engineers (and other building professionals) are excluded; construction craft workers and operatives who have joined professional organisations (such as CIOB) or have gone on to take degrees in professional subjects are included and may join. This discussion is
a good indication of the difficulty of drawing lines with the large overlapping groups of construction workers.

It was further DIT’s view that (a) graduating from the FES or FES Train the Trainer courses AND (b) having possession of an up-to-date SafePass card, were key requirements for joining the Register. However during the piloting stage (in July) examples began to emerge of applicants who were being rejected due to the lack of a SafePass card despite being the kind of construction craft worker the Register should serve. Mark Keyes, project leader in ITB, put this eloquently in an email to the partners in June 16:

“In my experience, there are a number of situations were a construction worker may not have a valid Safe Pass, e.g. many sole traders undertake private work only and may not be on site as such or may be unemployed for a period. We did not set a valid Safe Pass as an entry requirement for FES (mainly because we acknowledged that we were not excluding the unemployed), the requirement was evidence of current or past qualification/experience as a construction worker. Participants on the course were informed at FES training of the plans for a register and it was indicated that all that completed successfully would be eligible (there was no reference to Safe Pass).

To my knowledge, Robert is a qualified plumber who has undertaken significant post-apprenticeship training including energy related programmes. He would have attended FES training in good faith with the anticipation that he would be entitled to the same benefits as all other successful candidates. To exclude him from the register on the basis of Safe Pass status would be contrary to the objectives of QualiBuild in my opinion.”

As a result of this it was agreed in the latter days of the piloting phase that a current SafePass should not be a mandatory requirement for membership. Since early October graduates of the FES or FES Train the Trainer, who are otherwise eligible, can now join if they haven’t yet obtained a SafePass, or if they have one which is out of date, due to unemployment etc. When up-to-date it may be displayed in the Primary Skills page (below their craft qualification and their FES or FES Train the Trainer qualifications. Subsequent to the pilot closing DIT changed the guidance document and website content to reflect this revised approach and the CWSR in LIT reviewed applications that may have been blocked for this reason alone. As a result six extra people joined the Register in early October 2016.
3.3.2 Training Requirements
A SafePass can be obtained by completing a Solas SafePass Health and Safety Awareness Training Programme which provides workers in construction with a basic knowledge of health and safety on construction sites. Construction workers are required by law to hold a valid Safe Pass card, if working on site.

The QualiBuild Foundation Energy Skills (FES) training programme is a training course for all construction workers to develop the skills necessary for the delivery of low energy buildings.

The FES Train the Trainer programme is a training course to up-skill trainers of construction related craft apprenticeship in low energy building technology and standards and the delivery of training on the fundamental principles of this subject area to construction workers.

By setting this training as a mandatory entry requirement ensures that, as a minimum, all construction workers registered on the CWSR will have received training in health and safety and quality, energy efficiency, best practice & system thinking.

3.3.3 Certificates of Insurance and Tax Clearance
The requirement for submitting insurance and tax clearance certificates as part of the required application process was explored and we sought legal advice in this regard.

In relation to requiring the submission of insurance certificates, we were advised, there would be a risk that

- The CWSR is not a broker and cannot provide any assurances that the insurance cover that is in place is adequate or up to date.
- Reliance would be placed by a register user on a simple confirmation on the database that insurance certificates have been furnished.
- Insurance could lapse;

With regard to requesting tax clearance certificates, we were advised that

- A tax clearance certificate only speaks as of the date on the certificate and does not have an "expiry date" and it is not otherwise possible to check compliance as of any other particular date without a further certificate.

We were advised that caution should be exercised to ensure that the CWSR is not seen to be verifying a member’s insurance, the sufficiency of that insurance or tax clearance status. Ultimately it is the responsibility of the client / employer to verify their construction worker’s insurance cover and tax clearance status and so, it was decided not to request such details from applicants.
3.3.4 PPS Numbers
It was decided early on in the development of the Register that some sort of identification should be required as part of the application process in order to assist with the verification of applications. We were advised by our legal expert that PPS numbers should not be obtained or published, as the CWSR would lack a legislative basis upon which to request this information. Instead, it was decided that applicants would be required to provide a copy of either their passport or driver’s licence. Solas, for instance, requires the same identification of these training for SafePass cards.

3.3.5 Range of construction craft activities
These are the occupations currently shown on the Register. Most occupations listed were created by DIT (in seeking to describe the range of roles of construction craft workers) but, as applicants have the ability to add to the list, there have been additions that the QualiBuild Project team would not consider to be inherently construction craft worker activities.

Air Tightness Tester; Air Tightness Tester (NSAI Certified); Architectural Technologist; Banksman; BER Assessor; Bricklayer; Builder; Building Service Engineer; Carpenter; Carpet Fitter - Floor Layer; Cavity Insulation Installer; Ceiling Fixer; Cement Worker; Clerk of Works; Construction Equipment Operator; Crane Operator; Demolition Operative; Dry Liner; Electrician; Fitter; Foreman; Framer; Gas Fitter; General Operative; Geothermal Installer; Glazier; Ground Worker; Hazardous Materials Removal Worker; Heavy Equipment Operator; Insulation Installer; Joiner; Kitchen and Bathroom Fitter; Landscaper; Lift Installer; Mechanic; Painter and Decorator; Passive House Designer; Pipefitter; Plasterer; Plumber; Project Manager; Roofer; Scaffolder; Sheet Metal Worker; Shopfitter; Site Manager; Solar Photovoltaic Installer; Solar Thermal Installer; Steel Erector; Steel Fixer; Steeplejack; Stonemason; Surveyor; Thatcher; Tiler; Wastewater Treatment Installer; Water Network Operative; Welder; Window Fitter.

The non-craft occupations include Architectural Technologist, Building Service Engineer and Air Tightness Tester. Does this show that (a) non craft workers want to join, despite being served by professional associations; or (b) that some construction craft workers progress quite far beyond their original trade/vocational background? It is not yet clear.

3.4 Registered Member Obligations
Once accepted onto the register, the registered member must agree to the following:
3.4.1 **Abide by the Code of Conduct.**
During the exploratory phase of this work package, a code of conduct was identified as an essential requirement of any register. This Code of Conduct is detailed in Section 2.6 of this report.

3.4.2 **Pay an annual renewal fee.**
In order to facilitate a successful piloting phase and to encourage maximum numbers onto the register, it was decided that the initial registration fee should be included in the cost of the mandatory FES courses. The initial registration period lasts for the first 12 months of registration plus the months up until the end of year 2. An annual renewal fee will then become payable at the start of year 3. The advantage of this system is that after year 2 of registration, all fees become payable at the start of the year and it facilitates the issuing of annual Construction Worker Skills Register logos.

3.4.3 **Keeping Uploaded Documents Up to Date.**
When a document is due to expire, registered construction workers receive an email notification 6 weeks in advance and 2 weeks in advance of the expiration date. If the Safe Pass is not updated by the expiry date, construction workers are removed from register on the date of expiry until their record is updated. If any other document is not updated by the expiry date, this training item is removed from the public profile until the document is uploaded.

3.4.4 **CPD – industry context and requirement**
Engagement with Continuous Professional Development (CPD) was identified as a registration requirement during the exploratory phase of register development. The QualiBuild consortium decided to delay imposing a specific requirement for ongoing CPD for the following reasons:

- All registered members must complete either the **FES training course** or the **FES Train the Trainer** course. In order to complete these, and gain access to the register, those attending the FES training course are obliged to attend three days of structured training, as well as undertake home study and pass an exam (approximately 30-40 hours of CPD training). As **FES Train the Trainer** is a QQI special purpose award at Level 7, delivered only by certain higher education colleges at present, those attending undertake 20 ECTS of formal education, which equates to 100 hours of structured and self-directed learning.

(Note that in Ireland 20 hours of formal accredited training is considered to be 1ECTS in the **European Credit Transfer and Accumulation System (ECTS)**. While this system originated with the Bologna Agreement for Higher Education it has increasing acceptance at Further Education level too.)
• CPD will of course form part of the impending Mandatory Registration System. If CIRI is mandated to be that system, their CPD Policy may well be adopted unchanged. For an industry unused to any structured upskilling beyond initial craft education and later management certificates or degrees this is already a sea change, likely to be resisted in some circles or levels.

• CIRI, The Construction Industry Register Ireland is the most likely body to be made the statutory register for all Irish builders. While still a voluntary body it requires its members to engage in CPD to raise standards, aid productivity and create a culture of upskilling and formal CPD amongst builders. Its CPD Policy states: “All CIRI members are required to ensure that the personnel within their Organisations are competent and informed on current thinking and developments relating to their role and to the type and level of their individual responsibility. Each organisation will be required to plan, record and verify the CPD activities of its personnel, and should be able to provide evidence that the training and development activities undertaken address the needs identified. CPD is not an onerous additional demand on resources, but should focus and build on existing core activities”. The Policy requires that site supervisors undertake 20 hours of CPD (equivalent to 1 ECTS), craft workers 10 hours and site operatives five hours. It can be seen that FES, which may be considered only an introduction to holistic thinking in energy efficiency is 3 to 4 times longer than the annual upskilling a craftworker is required to take to meet CIRI’s current policy. The question arises is their target far too low given the level of change facing the Industry: should our craft workers not engage in at least three days of training every year?

• In all of this context the QualiBuild team felt it was best not to place a specific CPD obligation on members beyond the foundation training that allowed them join CWSR in the first place.

3.5 Governance of the Register

A relevant national body will take over the operation of the Construction Worker Skills Register and appoint a Board. This Board has oversight of the Register, its data and processes, tasks its manager and makes judgments on any appeals received. In the interim period, between the completion of the Project and the appointment of a permanent Board, an Interim Board has been established. This is made up of 5 members of the QualiBuild Steering Committee – one member each from Limerick Institute of Technology, Dublin Institute of Technology, Institute of Technology Blanchardstown, the Irish Green Building Council and the Construction Industry Federation. The Register is managed by Limerick Institute of technology for this interim period.
3.6 Benefits of Registration

- Registered members can create an online profile and upload records of training events. This facility can be of use to members in three ways,
  
  a) as a place to hold a record of their training and skills development history,
  
  b) to download or print the record in an attractive format with the Construction Worker Skills Register logo, and
  
  c) as a public display of their engagement with training and continuous professional development (cpd)

- Registered members can use the annual Construction Worker Skills Register logo in their promotional material;

- Inclusion on a register of skilled construction workers is a means of generating new business leads.
4.0 Creation of ConstructionWorkerSkillsRegister.ie

4.1 Tendering Procedure

In order to develop the online system, the QualiBuild consortium went out to tender to recruit a suitable company to design, develop and configure the on-line database and records management system and provide 2 years technical maintenance and support post system launch. The successful tenderer was required to develop:

- A secure database, hosted on a cloud platform, to store all data and documentation relevant to the register with a scalable capacity to store, review, print and recall all appropriate information;
- A suitable user interface to facilitate different levels of data access.

The project was tendered in February 2016 and the successful tenderer, Irish WebHQ, met Principal Investigator, Joseph Little, for the first time in early March.

4.2 Domain & Hosting

On 24th May DIT wrote to Hosting Ireland (based in Co.Waterford) to ‘lay claim’ to two domain names on behalf of the QualiBuild Project Partners. These names are www.cwsr.ie and www.constructionWorkerSkillsRegister.ie.

DIT has also paid an annual fee for a mid-range, cloud hosting package from Hosting Ireland to hold the Register. Irish WebHQ have informed DIT that if the numbers on the Register grow to thousands that a higher end package may be required, however that is unlikely until a national partner take over the Register.

4.3 Branding and Logos

A branding specialist, Danielle Townsend, was engaged to develop branding and logos for the Construction Worker Skills Register and design the website home page. The brief for the branding specialist was for the brand to have a strong visual presence. The logo, for instance, is intentionally ‘stamp’ like. The builder’s site helmet was chosen as an image that is common to domestic and commercial building projects – the need for safety unifies all. Other images, like cranes or graphics representing certain types of buildings, could immediately associate the Register with a limited part of the construction industry. The QualiBuild colour scheme was deliberately chosen for the CWSR to
relate the two, though the ‘stamp’ logo itself was later made a darker colour to make it stand out on the CWSR homepage.

![Figure 1 – Construction Worker Skills Register and QualiBuild logos](image1)

The Brand reflects the aim of providing transparency to the building sector and acts as a stamp of recognition to those who engage in training. The tagline *train, register, promote, search* is used on the website and in the footer of the printable training record.

![Figure 2 – Branding and tagline](image2)

This tagline is used to describe the key functions of the register for registered members in order to encourage engagement with the registration process.

- **Train:** Encourage engagement with training
- **Register:** Join the Register
- **Promote:** Use the register to promote training history
- **Search:** Appear in the ‘Search the Register Tool’

### 4.4 Website Design and Development

#### 4.4.1 Design

The design which can be seen at [www.constructionworkersskillsregister.ie](http://www.constructionworkersskillsregister.ie) or [www.cwsr.ie](http://www.cwsr.ie) is intended to be attractive and, given its audience, to have a strong, ‘no frills’ aesthetic. The overall design and functionality of the graphical user interface (GUI) is intended to be accessible and intuitive. There are many ways to login, register and search. The construction workers are frequently told why the CWSR exists, how to go through registration process, what use is made of information
provided. The clients/Public are equally informed. The ‘Search the Register’, ‘Join the Register’ buttons and the ‘train, register, promote, search’ tag line (on the homepage banner) reinforce the typical actions of the two types of users in simple and strong ways.

![Home page of website](screen grab from cwsr.ie)

**Figure 3 – Home page of website (Source: screen grab from cwsr.ie)**

### 4.4.2 Key Guiding Principles

The key guiding principles for the design of the website were as follows:

- A secure, central place to store, review, print and recall;
- Easy access and navigation for all users;
- Clear, clean design with simple graphics and ease of use by all users with a particular focus on ensuring that construction workers and the general public can input and access data efficiently;
- Flexible to allow change if taken over by another body;
- Integrated online fees collection;
- Display of complete training history of building skills for each register member;
• Provide relevant up to date information

The home page was designed to bring the two register user groups directly to the two main functions of the register - Join the Register and Search the Register.

4.4.3 Functionality
The design of the website needed to fulfil the following functions:

• Entering and storage of personal (name, address, contact details) and trading/business details of construction workers including details of key competency & skills training which has been completed, with expiry dates of training certification clearly shown.

• Integrated online fees collection and payment system which can be reviewed annually by the administrators.

• Uploading of documents in a variety of formats: e.g. PDF, jpeg, Word, HTML, etc.

• Adherence to all relevant data protection and legal issues concerned with the storage and use of personal data.

The services of a legal advisor were obtained to assist the website designer and this advice was incorporated into the website. This is discussed in section 3.4 of this report.

• Ease of use for both the construction workers and general users to accommodate those with relatively low level IT skills;

• Display of a complete ‘quality building training’ history of an individual to be viewed, located, and printed speedily.

• Flexibility for expansion and development of the register.

• The system needs to facilitate data entry in a clear and unambiguous way. Automatic responses from the system to new users should generate relevant username/passwords, log in details and unique registration numbers using appropriate levels of security.

4.4.4 Search the Register
The ‘Search the Register’ function, for use by the general public is easily accessible on the website home page. The search function is set out graphically in three easy steps as follows:
**Figure 4 – Search the Register function, process and button (Source: screen grab from cwsr.ie)**

The search tool enables the public to search for a construction worker in their area and the search tool can be filtered by name, business name, occupation and location.

The public can view the list of all registered members fulfilling the search criteria and can view their up to date training records. The search tool thus, creates a link between training and employment opportunities.

Prior to seeing the search results, the user is required to confirm they have read and accepted the CWSR User and Website Terms and the Privacy and Cookie policy.

**4.4.5 Join the Register**

The ‘Join the Register’ function, for use by the general public is easily accessible on the website home page. The search function is set out graphically in three easy steps as follows:
The process for the joining the register is as follows:

- Complete the training required for registration – Safe Pass and FES or FES Train the Trainer;
- Enter details on the online registration system;
- Allowing potential employers to view training record;
- Submit online application.

Applicants are required to confirm acceptance of the Code of Conduct, Terms and Conditions and Applications prior to submission of their application. The applicant receives an email from the CWSR confirming receipt of their application and a login password.

Applications are sent to the administrator for verification and processing. Once accepted, the registered member receives an email confirming acceptance onto the register, a registration number and a jpeg of the Construction Worker Skills Register logo for use in their own promotional material.

The registered user can log in using their email address and the login password. Once logged in, the registered user can update their profile or training record and upload any additional training certificates received. The administrator is informed of any changes to a profile or training record, verifies the amendment and confirms publication of the update on the register.

*Figure 5 – Join the Register function, process and button (Source: screen grab from cwr.ie)*
Registered users can download and print a pdf copy of their building training history with the Construction Worker Skills Register logo. A sample pdf is contained in Appendix 1 of this report.

4.4.6 Administrator Functions

The administrative functions of the register are substantial and varied and the system needed to be designed to support this function as much as possible and to ensure that handing over the register in the future would be uncomplicated. The system was designed to

- Allow administrators to easily analyse data, automatically produce reports highlighting registered users whose records are out of date (or due to expire etc.);
- Provide different levels of administrative access (Basic, Advanced etc.) to restrict access to certain legal and confidential documentation;
- Issue, automatically, registration renewal requests and track the status of such renewals etc.;
- Generate the following automatic reports:
  - Records update report: Report highlighting which records have been updated by Users (Construction Workers). Such report to be generated on a daily basis. Report to be accessible/issued to System Administrator
  - Expiry Report: Report which highlights those Users (Construction Workers) records where relevant data is due to expire within a stated period e.g. 1 month. Report to be accessible/issued to System Administrator. Automatic communications (email/letter) to be capable of being issued to User – Construction Workers
5.0 Data Protection and Legal Issues

As part of the website development process, legal advice was sought regarding data protection obligations, the preparation of register member (registered construction workers) and register user (general public) terms and conditions, disclaimers and privacy and cookie policies and use of the logo.

5.1 Register Member and User Terms and Conditions, Disclaimers, Privacy and Cookie Policy

We were advised to provide disclaimers, register terms, website terms, privacy and cookie policies for each user group of the register. We that in mind we retained Arthur Cox Solicitors, one of Ireland’s largest legal practices, to advise us. They have prepared Code of Conduct, General Website Terms + Conditions, Register User Terms, Register Member Terms, Privacy Cookie Policy which have been circulated to the QualiBuild Partners. Subsequently, following feedback, key aspects were revised or justified. The documents are available to read in Appendix 4 - 8 of this Report, but in general are seen by, and engaged with, users of the website: www.constructionworkersskillsregister.ie

The themes they relate to are:

- Registration applications, renewals, suspension / terminations
- Membership obligations
- Public accessibility of information
- Use of the logo
- Indemnity

All users of the website must interact with the legal terms of the website:

- **Register Member** (construction worker) – Before submitting their registration application, the applicant must confirm they have read and accept terms by way of a tick box that accompanies a hyperlink to the Register Member terms, Website Terms, Privacy & Cookie Policy. In addition, the following disclaimer is placed next to the register member tick box.
By submitting or renewing an application to become a Register Member, you warrant that all such information furnished by you is complete, accurate and up to date and has been provided in compliance with all applicable laws and third party consents (if required) and you agree to notify us of any changes to your data.

- **Register User** (general public) - Before proceeding to search, the user must confirm they have read and accept terms by way of a tick box that accompanies a hyperlink to the Register User terms, Website Terms, Privacy & Cookie Policy. In addition, the following disclaimer is placed next to the register user tick box.

The CWSR is published for information purposes only. The data relating to each Register Member that is published on the CWSR is comprised solely of data furnished by each such Register Member. The QualiBuild network does not guarantee that this data is complete, accurate or up to date. We take reasonable measures to check the identity of each Register Member but we do not independently verify the data provided or the skills or training of any Register Member or the quality of services provided by that Register Member. In the event you wish to engage any of these service providers, you should conduct your own enquiries in relation to current business details, insurance cover, tax clearance status and the skills and qualification of the member. We disclaim all liability and responsibility arising from any reliance placed on such data and/or materials on this site by you or arising from any services provided by the Register Member to you.

### 5.2 Data Protection Obligations

We were advised by Arthur Cox Solicitors that through the creation and populating of this Register the QualiBuild Consortium has become a controller of personal data. In accordance with the Data Protection Acts 1988 and 2003 we are therefore bound by the following obligations:

- Ensure “appropriate” security measures are taken against unauthorised access to, or alteration, disclosure or destruction of, the data, in particular where the processing involves the transmission of data over a network, and “against all other unlawful forms of processing”;
- Assess the risk relating to any unauthorised use of the data, the harm that would result and then assess the security measures that it should implement;
• Take “all reasonable steps” to ensure that employees and any other persons engaged by the data controller that have access to the data are aware of and comply with these security measures;

• Assess all data collected and retained against the need to collect such data and ensure that only the minimum amount of personal data is held by reference to the purposes for which it is obtained;

• Limit access to personal data within the organisation (i.e. the data that is not being made publicly available) on a "need to know" basis in order to administer the database, with greater access limitations or controls applying to any financial data with audit logs showing access to the database;

• Place strict controls on the ability to download personal data from an organisation’s systems. Such downloading can be blocked by technical means (disabling drives, USB ports etc);

• Use "strong" passwords using string of different characters etc. or access authentication which are unique to each individual, use of screen locks when inactive;

• Encryption “is considered an essential security measure where personal data is stored on a portable device or transmitted over a public network. As with passwords, this measure is pointless unless the key to decrypt the data is kept secure. The key should meet the standards of complexity required for passwords [as referred to above”;

• Complete anti-virus software and software patch updates on a regular basis with supporting policies to protect against infection;

• Implementing firewalls is “essential” and must be properly configured;

• Use of backup system in order to recover loss or damaged data and use of data breach/incident response plans;

• In respect of the processing of payment information, consideration should be given to engaging a payment processor or, if credit card details are obtained, no CVV numbers should be retained on file once the payment has been processed;

• Technical measures should be deployed on the website database to prevent scraping of data by spiders or other programs to the extent technically possible;
Consider submitting an application to register, as a data controller of this database, with the Office of the Data Protection Commissioner pursuant to Section 16 of the DPA and the Data Protection Act 1988 (Section 16(1)) Regulations 2007.

With this in mind, since the conclusion of the QualiBuild project, we have been reviewing our data control measures. In Autumn 2016 The QualiBuild Partners will make a submission to the Data Protection Commissioner of Ireland.

5.3 Copyright and trademark

The QualiBuild Partners believe that a secure, credible national register should be protected: this should include protection of the name and trademarks. DIT went to Tomkins PLC for support in this area. In a communication in June 2016 Ms Judy McCullagh of Tomkins explained:

“I think it would be advisable to proceed with filing what is referred to as a collective mark for the CONSTRUCTION WORKER SKILLS REGISTER Logo. A collective mark is a particular type of Trade Mark which is owned by an organization or an association and is used by its members to identify themselves as having a certain level of quality, accuracy, skill or otherwise. I think that this mark is most appropriate in relation to your proposed activities. If, however, the mark will also be used in relation to training services such that members can sign up to particular course, details of which can then be recorded on the Register, it may be advisable to separately file a standard Trade Mark Application covering education/training services.”

DIT proceeded to place a contract with Tomkinson to register the collective mark. The filed the trademark in 15th July (see Appendix 9). They have informed the DIT Team that by the end of 2016 the registration process will be complete. They have been paid in full.
6.0 Piloting Phase

6.1 Accessing potential applicants

6.1.1 Graduates of Foundation Energy Skills (FES) & FES Train the Trainer courses

In July 2016, the list of graduates from the Foundation Energy Skills and the FES Train the Trainer course were contacted and invited to participate in the pilot phase of the CWSR. 253 graduates, located nationwide, were contacted and invited to provide feedback on the registration process.

<table>
<thead>
<tr>
<th>QualiBuild Foundation Energy Skills (FES) Course</th>
<th>No. of graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Location Daytime</td>
<td>13</td>
</tr>
<tr>
<td>Dublin Location Evening</td>
<td>8</td>
</tr>
<tr>
<td>Cork Location Evening</td>
<td>8</td>
</tr>
<tr>
<td>Cork Location Daytime</td>
<td>4</td>
</tr>
<tr>
<td>Cavan Location Daytime</td>
<td>13</td>
</tr>
<tr>
<td>Galway Location Daytime</td>
<td>17</td>
</tr>
<tr>
<td>Limerick Location Evening</td>
<td>18</td>
</tr>
<tr>
<td>Dublin Location Daytime</td>
<td>17</td>
</tr>
<tr>
<td>Limerick Location Evening</td>
<td>13</td>
</tr>
<tr>
<td>Galway Location Evening</td>
<td>12</td>
</tr>
<tr>
<td>Belmullet Location Daytime</td>
<td>20</td>
</tr>
<tr>
<td>Portlaoise Location Daytime</td>
<td>21</td>
</tr>
<tr>
<td>Waterford Location Evening</td>
<td>15</td>
</tr>
<tr>
<td>Dublin Location Daytime</td>
<td>16</td>
</tr>
<tr>
<td><strong>Total FES Graduates</strong></td>
<td><strong>195</strong></td>
</tr>
</tbody>
</table>

*Table 1* — Those graduating the FES Course *(Source: LIT, ITB)*

<table>
<thead>
<tr>
<th>QualiBuild FES Train the Trainer Course</th>
<th>No. of graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin, Sligo and Cork</td>
<td>59</td>
</tr>
</tbody>
</table>

*Table 2* — Those graduating the FES Train the Trainer Course *(Source: LIT, ITB)*
6.1.2 Reaching potential applicants and best practice data gathering in July 2016

On 16th June 2016, with an awareness of the deadline looming and the resulting, significant, compression of the period within which the piloting phase could take place Seamus Hoyne, project leader in LIT, contacted all parties to reach consensus on what approach was best.

“The spirit of the project and the proposal was the DIT would develop and pilot the register. It was originally planned that DIT would manage the piloting of the register including getting people onto the register. This would have been in the context of the FES and register being developed in the original timelines of the project. The original plan didn’t work out so now the project consortium needs to agree a mechanism to see if we can get the FES participants onto the register.”

The issue was not simply a matter of reaching eligible graduates of the two courses once, but rather to (a) reach out and support them repeatedly till a sufficient number joined; and (b) ensure that the approach taken to obtain the data was of a best practice nature that could not cause any later complications or embarrassment to a national body that might take on the Register.

Data on all the graduates was available but it had been obtained by the institutes of technology (IoTs) in the process of registration for those courses. Solicitors in Arthur Cox had informed us that some of this information contained data that should not be retained on a national database (for instance a citizen’s PPS number). Therefore while an easy route could be to novate data across from the IoTs to the Register and then ask each applicant to accept or reject that their data be stored there, it was felt more correct to encourage each applicant to upload the data themselves. It was expected this would slow the registration process, increase the number of questions asked, and likely reduce the numbers who successfully registered; but the Project Partners also felt this was the best practice approach and would serve the future managers of the Register best.

On foot of that communication DIT agreed to the following tasks:

1) To place a sub-contract for a telephone support service;

2) To write to each eligible graduate explaining the benefits of joining the Register and referring them to the website and the person providing the telephone support service (see letter in Appendix 3);

3) To provide by email a step-by-step guide to joining the Register (see guide in Appendix 2);

4) To engage the telephone support service for the maximum length of time possible to ensure the maximum uptake.
In early July the interview for the telephone support service took place and the person, Grace Ryan, started work on 14th July. She worked for 58 hours till the close of the Project. See Section 6.3 for feedback she received and Section 6.4 for the overall statistics relating to contact and joining in that short piloting phase.

6.2 Registration Process for Pilot Phase

Each applicant is required to go through the following process in order to submit an application. There are a number of steps to complete during the online application process and this registration process is set out in more detail below:

6.2.1 Step 1: Enter Personal Details

The details entered in this section are for correspondence with the register administrator and do not appear on the public side of the register, unless they are the same as the applicant’s ‘Trading Details’. The following details are requested and all fields marked with an asterisks must be filled out:

<table>
<thead>
<tr>
<th>Personal Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Email</strong> *</td>
<td>This is the email address used for login and to receive emails from the CWSR. On submission of the application, the applicant receives an email from the CWSR containing their password.</td>
</tr>
<tr>
<td><strong>Name</strong> *</td>
<td>As it appears on their identification</td>
</tr>
<tr>
<td><strong>Address</strong> *</td>
<td>This is the address the CWSR uses for correspondence to the applicant. This can be different to the address that appears on the public side of the register.</td>
</tr>
<tr>
<td><strong>Phone Number</strong> *</td>
<td>CWSR administrator will use this number to contact the applicant.</td>
</tr>
<tr>
<td><strong>Upload copy of Identification</strong> *</td>
<td>This field has been removed from the application process for the piloting phase but will become a mandatory field immediately following the pilot phase. The QualiBuild consortium felt that it was unnecessary for the pilot phase as identification had already been submitted as part of the enrolment procedure to the FES courses. When the FES courses are rolled out to private training providers, all applicants will be required to upload identification. This identification will be cross checked with all other uploaded documents as part of the application verification process.</td>
</tr>
</tbody>
</table>
6.2.2 Step 2: Enter Trading Details

The details entered in this section of the application form appear on the public register, except for ‘Employment Status’. Fields marked with an asterisks * must be filled out. These are the details that also appear in the downloadable PDF with the CWSR logo. This provides the applicant the opportunity to enter their business or employment contact details if they prefer.

<table>
<thead>
<tr>
<th>Trading Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupation*</td>
<td>More than one occupation can be entered, if the applicant provides a number of different construction services</td>
</tr>
<tr>
<td>Employment Status*</td>
<td>The applicant can select either ‘self-employed’, ‘I work for an employer’, ‘I employ others’, ‘apprentice’. This information will not be publicly displayed on the register. This information can be used in the future to determine registration fees or renewal fees. For example, a discount may be offered to apprentices. This information is also useful for generating statistics on registered members.</td>
</tr>
<tr>
<td>Business Name</td>
<td>An applicant can enter the name of their business or the business they work for. This field can also be left blank if not applicable to the applicant.</td>
</tr>
<tr>
<td>Business Address, Phone, Email*</td>
<td>These are the contact details that will appear in the public search tool of the CWSR and in the downloadable PDF of the applicant’s training history.</td>
</tr>
<tr>
<td>Website</td>
<td>This field can also be left blank if not applicable to the applicant.</td>
</tr>
<tr>
<td>Available to Work in*</td>
<td>The applicant can select one or more locations that they are available to work in. The areas range from ‘Nationwide’, narrowed down to specific counties. This information is used to refine the search in the public search tool and to ensure that the registered member only receives relevant business enquiries from the public.</td>
</tr>
</tbody>
</table>

Table 4 – Trading status details required

The final part of the Trading details section requires the applicant to choose if they want their details to be visible to the public in the CWSR in the public search tool. They can choose either of the following options:

- **I would like my training record to be visible to the public.**

  For workers available to accept business enquiries and see the promotion of their training history as means of generating business leads
or

- I would **not** like my details to be visible to the public

  For workers such as employees who do not wish to receive business enquiries directly but would like to use the register as a means to record and update their own cpd.

Where workers do not want to accept business enquiries but would like to appear on the register, they can choose

- I would like my training record to be visible to the public and in the available to work field they can select ‘not available’.

### 6.1.3 Step 3: Primary Qualifications / Training

Applicants upload the details of their training and membership of any other registration schemes or professional bodies. In this section, the applicant is required to upload a copy of their Safe Pass card and their Foundation Energy Skills Certificate or their FES Train the Trainer Certificate.

The applicant must submit the following details:

<table>
<thead>
<tr>
<th>Primary Qualifications / Training</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Copy of FES Cert</strong>*</td>
</tr>
<tr>
<td>The applicant must upload a copy of either their Foundation Energy Skills Certificate or their FES Train the Trainer Certificate</td>
</tr>
<tr>
<td><strong>Date of completion</strong>*</td>
</tr>
<tr>
<td>The applicant must enter the date of completion of the FES training course.</td>
</tr>
<tr>
<td><strong>Copy of Safe Pass</strong>*</td>
</tr>
<tr>
<td>The applicant may also upload a copy of their Safe Pass card.</td>
</tr>
<tr>
<td><strong>Expiry Date</strong>*</td>
</tr>
<tr>
<td>Safe Pass cards are valid for 4 years from the date of the training course. Registered members will receive email notification, 6 weeks and 2 weeks in advance of an expiry date. If the Safe Pass is not renewed, the construction worker will be removed from the register’s public search tool until the Safe Pass is renewed.</td>
</tr>
<tr>
<td><strong>Safe Pass Number</strong></td>
</tr>
<tr>
<td>Each Safe Pass has a unique number. For validation, this safe pass number can be verified with SOLAS, the issuing body.</td>
</tr>
</tbody>
</table>

*Table 5 – Primary Qualifications / Training

**Primary Qualifications / Training**

This section is optional. The applicant may add more than one primary qualification / training
It is envisaged that craft workers will submit details of their craft certificate or equivalent in this section.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>The application form contains a link to an explanation of National Framework Qualification (NFQ) Levels. This field can be left blank if not applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrediting Body</td>
<td>The applicant will find this information on their certificate / award or can leave blank if not applicable</td>
</tr>
<tr>
<td>Upload copy of certificate/award</td>
<td>Where details of Primary Qualifications are entered, the applicant must upload a copy of the relevant certificate.</td>
</tr>
</tbody>
</table>

**Table 6 – Additional Primary Qualifications / Training**

The applicant can add more than one Primary Qualification or Training Course.

<table>
<thead>
<tr>
<th>Membership of other Registration Schemes / Professional Bodies</th>
</tr>
</thead>
<tbody>
<tr>
<td>This section is also optional. The applicant may add the details of more than one registration scheme or professional body.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registration Scheme / Professional Body</th>
<th>This field can be left blank if not applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Number</td>
<td>This field can be left blank if not applicable.</td>
</tr>
<tr>
<td>Registration Expiry</td>
<td>Where details of a registration scheme are entered, the applicant must upload a copy of the relevant certificate.</td>
</tr>
<tr>
<td>Upload copy of registration certificate*</td>
<td></td>
</tr>
</tbody>
</table>

**Table 7 – Membership of other Registration Schemes / Professional Bodies**

**Additional Training (CPD)**

This section is also optional. It is envisaged that the applicant will enter details of short CPD courses completed. Again, where details of a course is entered, evidence of successful completion of the course will have to be entered.

<table>
<thead>
<tr>
<th>Course Title</th>
<th></th>
</tr>
</thead>
</table>
### NFQ Level
The application form contains a link to an explanation of National Framework Qualification (NFQ) Levels. This field can be left blank if not applicable.

### Accrediting Body
The applicant will find this information on their certificate/award or can leave blank if not applicable.

### Upload copy of certificate/award
Where details of Primary Qualifications are entered, the applicant must upload a copy of the relevant certificate.

#### Table 8 – Additional Training (CPD)

On completion of the online application form and prior to submission of the application, the register member must accept the CWSR Code of Conduct and member terms.

### 6.3 Feedback on the CWSR

The following selection of opinions (each from a different person) are provided anonymously from the feedback that DIT’s telephone support service gathered from graduates of *Foundation Energy Skills (FES)*. The feedback where people stated that they had already registered, or would do so without difficulty, is not listed below:

- **Not convinced registering will be beneficial, got no business from CIF register** [i.e. CIRI Register]. Feels companies will not accept pdf of training record from QualiBuild, e.g. says GMIT will still need original certs. Nevertheless says he will apply.

- **Hopes to have new SafePass by end July, will apply then.**

- **Does not want to apply because got no benefit from another apply he was on. Gets his business from word of mouth.**

- **Sales rep for a building supplies co. Doesn’t see much benefit in registering.**

- **Foreman in construction co. Happy to register to get pdf of training record.**

- **Director of XXXX [deleted] Construction Ltd. No SafePass so can’t apply himself but brought 8 people on course. Emailed him apply instructions and will organise employees to apply.**

- **Wants to register but lost his SafePass, resitting exam Aug 6. Will apply when he gets it.**

- **Suggested a facility to upload a photo might be good idea to help sales, friendly face?**
• Will look at email and ring back if prob. Not sure if he is staying in construction. Will decide mid Aug.

• Won’t register because he has management role and gets all he needs from Charter Institute of Building.

• SafePass well out of date. Only does projects for himself. Unlikely to apply.

• Did course as part of her research on sustainable energy retrofits. Delighted with it and with Emmet who was excellent tutor.

• SafePass expired but will renew that and register asap.

• Not happy that there is no screening of those who have access to register. Had details with National Guild before, got no business from it, only nuisance calls, people chasing payment.

• Registering now with daughter.

• Architect, has no SafePass.

• Learned a lot on course. Very busy. Will apply.

The issue of whether possession of an up-to-date SafePass card should be mandatory or not was discussed in Section 3.3.1 above. That discussion was concurrent with the piloting phase. The feedback makes clear what a striking issue the possession of an up-to-date SafePass card became: a bigger issue than had been anticipated. Interestingly the desire to join the CWSR seemed to trigger a re-application to SafePass for many. Surely this was a positive thing in itself? Nonetheless as of 6th October 2016, uploading the card (whether current or not) is now encouraged, not required.

6.4 Statistics and Analysis

195 construction workers have graduated with a certificate in Foundation Energy Skills (FES). 58 part-time or full-time lecturers/trainers graduated with a certificate in the more indepth FES Train the Trainer course. All of these were invited to apply to register. The pie charts below (Figures 6 and 7) show the results on 29th September, after the intense 16-day effort to engage graduates of the FES and FES Train the Trainer courses respectively. 15% of the FES graduates (29 people) and 5.2% of the FES Train the Trainer (3 people) joined. As per Figure 8, on the day of issue of this report (08.10.16), a further 6 had been accepted onto the Register.
6.4.1 Foundation Energy Skills - Statistics and Analysis

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Said they would apply to register</td>
<td>81</td>
<td>41.5%</td>
</tr>
<tr>
<td>Left several messages / no replies</td>
<td>6</td>
<td>3.1%</td>
</tr>
<tr>
<td>Ineligible to join Register</td>
<td>37</td>
<td>19%</td>
</tr>
<tr>
<td>Uncontactable</td>
<td>9</td>
<td>4.6%</td>
</tr>
<tr>
<td>May register</td>
<td>17</td>
<td>8.7%</td>
</tr>
<tr>
<td>Applied by 29.07.16 (source LIT)</td>
<td>29</td>
<td>14.9%</td>
</tr>
<tr>
<td>Will apply or consider applying, but not before end of July</td>
<td>16</td>
<td>8.2%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>195</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

*Table 9 - of FES course graduates contacted regarding the CWSR by 29.07.16 (source: DIT Team)*

*Figure 6 – Pie chart showing the breakdown of graduates of FES contacted regarding the CWS by 29.07.16 (source: DIT Team)*
It is interesting to assess why graduates of the FES course were deemed ineligible:

- Many had no valid SafePass card;
- Some are owners of building companies who do not work on site themselves but have either registered the company or organised for their employees to register;
- Several are members of the prison service;
- Others are architects or engineers;
- Two are involved in research;
- One is eligible but is just 6 months away from retirement so didn't want to apply.

The reasons people were categorised as ‘uncontactable’ was that they had supplied wrong numbers, their numbers were now out of service, they made no reply or had no voicemail set up.

The group categorised as ‘may register’ would not commit as to whether they would register or not. They usually said they would read or re-read the invite email and decide.

Those that said they ‘would apply, or consider applying, but not before end of July 2016’ said so because they were on holidays (the piloting phase unfortunately was during the official Builders’ Holiday in Ireland) or because they knew they had to renew their SafePass card (which at the time was mandatory for registration).

For the Construction workers the main barriers to applying on line to register were:

1) Lack of time, very busy;
2) No valid SafePass card – some claimed they didn’t need them to do small jobs, private work;
3) A lack of confidence in their computer skills: this group were happy to hear they could apply on phone;
4) Lost FES certs;
5) The lack of business they had got from other registers they had joined.

Of these there is no solution that external forces can bring to item (1), item (2) is no longer an obstacle (see Section 3.3.1); item (3) is a fascinating insight: DIT’s new CPDBE01U - IT for Site Workers part-time course may prove useful for this cohort; item (4) is presumably easily solved by the issuing educational body (though a fee may be charged); the best solution to item (5) is the
success of the CWSR: once it’s well-managed, well-promoted and grows to a dominant position it will be used. A profusion of small registers serves no-one.

6.4.2 FES Train the Trainer - Statistics and Analysis

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Said they would apply to register</td>
<td>11</td>
<td>19%</td>
</tr>
<tr>
<td>Left several messages / no replies</td>
<td>3</td>
<td>5.2%</td>
</tr>
<tr>
<td>Ineligible to join Register</td>
<td>28</td>
<td>48.3%</td>
</tr>
<tr>
<td>Uncontactable</td>
<td>3</td>
<td>5.2%</td>
</tr>
<tr>
<td>May register</td>
<td>2</td>
<td>3.4%</td>
</tr>
<tr>
<td>Applied by 29.07.16 (source LIT)</td>
<td>3</td>
<td>5.2%</td>
</tr>
<tr>
<td>Will apply or consider applying, but not before end of July</td>
<td>8</td>
<td>13.8%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>58</td>
<td>100%</td>
</tr>
</tbody>
</table>

*Table 10 - of FES Train the Trainer course graduates contacted regarding the CWSR by 29.07.16 (source: DIT Team)*

*Figure 7 – Pie chart showing the breakdown of graduates of FES Train the Trainer contacted regarding the CWSR by 29.07.16 (source: DIT Team)*
Graduates of the FES Train the Trainer course (all of whom are part-time or full time teachers) were deemed ineligible:

- Because, as full time lecturers/trainers, they have no SafePass training and card;
- Many of this group also saw no value (for themselves) in being on CWSR because they do not do site work (despite being very supportive of construction workers joining it).

Other categories of responses were as per the list given for FES graduates above.

Two graduates of the FES Train the Trainer course separately suggested that a section be created on the CWSR to list approved trainers who can train the employees of construction companies in low energy building methods. This approach and functionality had not occurred to the QualiBuild team beforehand. While the FES Train the Trainer course was created to enable teaching in a structured academic setting, this idea is surely a practical measure to facilitate the delivery of low energy training through a wider range of pathways. While training so delivered may not be certified by specific higher or further education bodies it should be credible and broadens the access routes of the market to high quality training on low energy design and construction. Trainers could provide certificates of attendance which are likely to be accepted by CIRI or others as credible ‘unstructured CPD’ learning. If judged necessary, such training outside a formal learning environment can be audited for quality. The QualiBuild team will propose this augmentation to the national body that will take over the management of the Register.

6.4.3 Overall enrolment on CWSR

With no additional campaigning or telephone support since the end of the piloting phase six additional members joined, bringing the total on 8th October to 38 (see Figure 8). Some of these may have been prevented from joining by a lack of SafePass card (until 6th October). It is interesting to note that eight of these have chosen to keep their details private. This group may be made up of trainers or construction workers not seeking work, but may also include construction workers who are employed by large companies who have a strong preference that their employees’ details are private, yet who may see the value in a central location for CPD/training records.

Based on data from DIT team, 15% of all those who graduated from the two QualiBuild programmes had joined the CWSR by 8th October. This may seem low until one considers that the promotional period was 16 days long during the Irish Builders’ Holiday: an unfortunate truncation of the pilot phase at the time of year that construction workers were least available.
Figure 8 – Pie chart showing the breakdown of those on the Register on 08.10.16
(subsequent to SafePass requirement being removed) (source: CWSR Manager, LIT)

A further promotion and engagement with the remaining graduates, especially as the SafePass is no longer a mandatory item, is likely to be quite successful. This is especially likely when one considers that only 2-3 of the 253 people that made up the two groups of graduate stated (to the DIT telephone support) that they saw no value in the Register, 73% of the FES graduates said they will or might register, and 41.4% of the FES Train the Trainer said the same. Both the latter statistics should improve considerably once the requirement for SafePass has been removed (see Section 3.3.1). The perception of the CWSR and its value is surely very positive.

Post-QualiBuild it is clear that engagement by different national bodies will greatly support each other: (1) the roll-out of further FES and FES Train the Trainer courses by higher and further education bodies throughout the country, (2) the adoption of the Construction Worker Skills Register by a credible national body, such as Solas, and the ensuing promotional campaign of that Register. The first will increase the number eligible to join the Register, the second will ensure a greater number do join the Register, contributing to the growing critical mass which in itself will further underscore its value as a central register of well-trained quality construction craft workers.

The ground work is done.
Construction Worker Skills Register Training Record

Date: 16.06.2016

Name: John Smyth
Registration Number: 1600000
Occupation: Plumber

Address: Road,
Townland
County

Phone: 123 4567890
Email: sample@emailaddress.ie
Website: www.samplewebsite.ie

Education and Training

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Date of Completion</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Certificate – Craft (Plumbing)</td>
<td>30 June 2002</td>
<td>N/A</td>
</tr>
<tr>
<td>Gas Installer Domestic Training Course</td>
<td>01 December 2011</td>
<td>30 November 2016</td>
</tr>
<tr>
<td>Safe Pass</td>
<td>June 2013</td>
<td>June 2017</td>
</tr>
<tr>
<td>Foundation Energy Skills</td>
<td>15 March 2016</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Membership of Professional Bodies / Registration Schemes

<table>
<thead>
<tr>
<th>Title</th>
<th>Registration No.</th>
<th>Date of Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Worker Skills Register</td>
<td>1600000</td>
<td>12 June 2016</td>
</tr>
<tr>
<td>SEAI Renewable Installers Register</td>
<td>-</td>
<td>15 September 2015</td>
</tr>
<tr>
<td>SEAI Registered Contractor</td>
<td>130000</td>
<td>10 May 2013</td>
</tr>
<tr>
<td>Registered Gas Installers of Ireland</td>
<td>-</td>
<td>30 February 2007</td>
</tr>
</tbody>
</table>

The Construction Worker Skills Register encourages engagement in training and skills development within the building sector.

train, register, promote, search
Guidance on completing an online application for the Construction Worker Skills Register

There are 2 places on the home page where you can access the online application form. Click on ‘Register’ here or here.
Step 1: Enter Personal Details

User Registration

- The details entered in this section are for correspondence with the register administrator
- Fields marked with an asterisks * must be filled out

This email address will be used for your login and to receive emails from the CWS Register. On submission of your application you will receive an email with your login password

You will receive CWS Register correspondence to this address

CWS Register administrator will use this number to contact you

Click on ‘Next’ when all the fields above have been filled out
Step 2: Enter Trading Details

User Registration

- The details entered in this section will appear on the public register, except for ‘Employment Status’
- Fields marked with an asterisk (*) must be filled out;
- You will need to upload scans of certificates received for training courses completed and of your latest Safe Pass card;
- If you have access to a scanner, please scan these and upload the scanned copies;
- If you do not have access to a scanner, please take a photograph of your documents and upload the photographs;
- Please ensure all copies of certificates are fully legible.

- You can upload the following file types
  **Images:** JPG, PNG, JPEG, GIF
  **Documents:** MSWORD, PDF, XLS, PPT
### Step 2: Enter Trading Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name*</td>
<td>John Smyth</td>
</tr>
<tr>
<td>Occupation*</td>
<td>Banksman</td>
</tr>
<tr>
<td>Employment Status*</td>
<td>Carpenter</td>
</tr>
<tr>
<td>Business Name</td>
<td>Cavity Insulation Installer</td>
</tr>
<tr>
<td>Business Address*</td>
<td>Cement Worker</td>
</tr>
<tr>
<td>Business Phone*</td>
<td>Construction Equipment Operator</td>
</tr>
</tbody>
</table>

**You must select an Occupation**  
Select your occupation from the drop down menu.

**You can select more than one occupation**  
Click into the box again to select another occupation.
Step 2: Enter Trading Details

If your occupation does **not** appear in the drop down menu

- Select ‘Other’
- Type your occupation into this box. Please don’t type two occupations together: enter them separately. If they are not listed it may be because they are not craft construction worker roles (such as site engineer).

- Select ‘Employment Status’ from the drop down menu. This information will not be displayed in the CWS Register public search tool.

Enter Business Name (optional entry)

- This address, phone number & email will appear on the public register

Enter your website (optional entry)
Step 2: Enter Trading Details

Select the location you are available to work in from the drop down menu. You can select more than one location by clicking into the box again after the first selection.

Select if you want your information to appear in the Register’s public search tool

Select if for example, you do not wish to accept business enquiries from the public

Click on ‘Next’ when all fields marked with * have been filled out
Step 2: Enter Trading Details

- If you do not wish to receive business enquiries from the public, you have 2 options:
- **Option 1** - All your information is visible on the register in the public search results and you state you are **not available** for work
- **Option 2** - Your information does not appear on the register in the public search results

### Option 1
Select ‘not available’ and Select I would like my training record to be visible to the public on the register

### Option 2
Select ‘not available’ and Select I would NOT like any of my details to be visible to the public on the register
Step 3: Enter Primary Skills

The first part of this section is obligatory. The second part is advisable, if the applicant has a Safe Pass card.

User Registration

<table>
<thead>
<tr>
<th>Personal Details</th>
<th>Trading Details</th>
<th>Primary Skills</th>
<th>Additional Training/CPD</th>
</tr>
</thead>
</table>

Foundation Energy Skills or FES Train the Trainer

- Click on ‘choose file’ to upload a scanned copy or photo of your FES, or FES Train the Trainer, Certificate
- Enter the date of completion of training dd/mm/yyyy

Safe Pass

- Click on ‘choose file’ to upload a scanned copy or a photograph of your most recent Safe Pass card.
- Select the month and year of expiry and press return
- Enter your safe pass number
Step 3: Enter Primary Skills

This section of the application form is optional.

- Enter the name of the training course
- NFQ: National Framework Qualification. Please enter level if known. ‘More Info’ explains NFQ levels
- Select the awarding body from the drop down menu (details of the awarding body will be on your cert)
- Click on ‘choose file’ to upload a scanned copy or a photograph of your certificate
- Click to add additional primary qualification training details
Step 3: Enter Primary Skills

This section of the application form is optional

Enter the details of any other registration scheme or professional organisation/body that you are a member of

Click on ‘choose file’ to upload a scanned copy or a photograph of your certificate

Click if you wish to enter the details of more than one registration scheme
Step 4: Enter Additional Training / CPD

User Registration

<table>
<thead>
<tr>
<th>Personal Details</th>
<th>Trading Details</th>
<th>Primary Skills</th>
<th>Additional Training/CPD</th>
</tr>
</thead>
</table>

This section of the application form is **optional**. Enter the details of any other training courses you have completed.

Fill out all fields relevant to the course completed

Leave blank if not applicable

Leave blank if the certificate does not expire

Click on ‘choose file’ to upload a scanned copy or a photograph of your certificate

Click to add more training courses
Step 5: Submit your application

- Confirm that you have read and accept all CWS Register Member Terms, the Website Terms of Use and Privacy & Cookie Policy

Click on ‘Register’ to submit your application

Confirmation

Thank you for applying to join the register. Your application will be verified by the register administrator. You will be notified by email when this process has been completed. You will be issued with a Construction Worker Skills Register Registration number and where applicable your information will appear on the public register. Please check your email to verify your account.

- You will see this confirmation acknowledging receipt of your application.
- You will receive an email to confirm when your application has been processed.
Step 6: Login to your account

- Upon registration, you will receive an email from the Construction Worker Skills Register – This email contains your Login password

Login Form

- Enter your email address.
- Enter your password – sent to you in an email from the CWS Register
- Answer the question. (In this example enter 22 in the box (12 + ten).)
- Click if you have lost your password. You will receive an email with a new password
CODE OF CONDUCT
Revised: 11th September 2016

1. Introduction
This Code of Conduct applies to all persons registered on the Construction Worker Skills Register (hereinafter the CWS Register). All Register members are required to abide by this Code of Conduct. Failure to comply with this Code of Conduct may result in suspension or termination of registration.

2. The Operator
The CWS Register has been developed as part of the BUILD UP Skills QualiBuild project. The BUILD UP Skills QualiBuild project was established in November 2013 as part of wider efforts to create employment in the construction sector and to assist Ireland in achieving the European Union’s 2020 energy efficiency target. QualiBuild is funded by the European Commission’s Build Up Skills Initiative (BUSA) and is being managed and coordinated by Limerick Institute of Technology with partners Dublin Institute of Technology, Blanchardstown Institute of Technology, the Irish Green Building Council and The Construction Industry Federation. The project per se concludes on 31st July 2016, however a number of initiatives it created, including the Register, will continue thereafter.

It is anticipated that a relevant national body will take over the operation of the Construction Worker Skills Register and appoint a Board. This Board will have oversight of the Register, its data and processes, tasks and management and will make judgments on any appeals received. In the interim period, between the completion of the Project and the appointment of a permanent Board, an Interim Board has been established. This is made up of 5 members of the QualiBuild Steering Committee – one member each from Limerick Institute of Technology, Dublin Institute of Technology, Institute of Technology Blanchardstown, the Irish Green Building Council and the Construction Industry Federation.

3. Registration
Construction Workers, who offer construction related services in Ireland, and apprentices training to become construction workers can become registered members. To register with the CWS Register, each applicant must:

- Demonstrate that he/she has completed a Solas Safe Pass Health and Safety Awareness Training Programme and either a QualiBuild Foundation Energy Skills (FES) course or a QualiBuild Train the Trainer course;
- Complete the online application form and submit all associated documentation;
- Accept and agree to the obligations set out in this Code of Conduct and the Construction Worker Skills (CWS) Register Terms and Conditions;
- Pay the registration fee (outside of exemption periods).

All applications are submitted to the CWS Register for verification. The CWS Register management reserves the right to request further information it deems necessary, prior to accepting the construction worker onto the Register. An application for membership or renewal may only be considered successful when a confirmation email to that effect has been received.
The CWS Register may, at any time, suspend and/or terminate a construction worker’s registration if it has formed the opinion that the construction worker has breached the terms of his or her registration, or has otherwise failed to comply with the terms of this Code of Conduct or with other directions issued by the CWS Register.

4. Publically accessible information

The CWS Register is made available to members of the public or other users of the site for the sole purpose of enabling such users to identify construction workers who have partaken in training that may be relevant to construction work that they wish to commission, to thereby support the procurement of construction services from a contractor or for obtaining information relating to such services. All other uses of the CWS Register, or of the data contained within the Register, is strictly prohibited.

During the application process (and at any time thereafter), a Register Member can opt in or out of making his or her details searchable through use of the public search tool on the CWS Register.

The data that is published on the Register relating to each Register Member comprises solely and exclusively of data furnished by each Member and is published by the operator for information purposes only.

The following details are publically searchable fields on the Register: name; business address; occupation; email address; telephone Number; website (if applicable); preferred location for work; list of training courses completed and date of completion and/or date of expiry (if applicable); membership of any other registration schemes or professional organisations and date of expiry (if applicable).

The private address (unless same as business address), the unique Safe Pass number, and passport or driving licence of a Register Member will not be disclosed at any stage and are retained so that (a) contact can be made by letter and (b) to ensure the unique identity of each registered member. The website is securely hosted by Hosting Ireland: they use servers with a number of layers of security to ensure client data is protected.

The CWS Register does not guarantee the accuracy, authenticity, integrity or quality of the data or that the data is complete, accurate or up to date.

The CWS Register disclaims all liability and responsibility arising from any reliance placed on such data and/or materials by any user of the CWS Register, or by anyone who may be informed of any of the data or other content. The CWS Register accepts no responsibility for retaining the information appearing on the site and/or for keeping the CWS Register up-to-date or complete, nor does the CWS Register accept liability for any failure to do so.

All data and other information publicly posted or privately transmitted through the CWS Register is the sole responsibility of the person from whom such data originated and the CWS Register will not be liable for any errors or omissions in any Data or as a result of any Register Member or Register User’s use of the Site.

The CWS Register reserves the right to limit the amount of data appearing on the profile of a Register Member. The CWS Register also reserves the right to review and delete without prior notice any data that, in its sole judgment, breaches this Code of Conduct or the CWS Register Member Terms or which might be offensive, illegal, or that might violate the rights of, harm, or threaten the safety or commercial interests of others or the CWS Register.
5. Registration Renewal
Initial registration is for twelve months plus all months up to the end of (calendar) year 2 of registration. Following this initial period of registration, registrations are subject to annual renewal, unless suspended or terminated by the CWS Register during that period or otherwise cancelled by the construction worker.

In the event that a Register Member’s membership of the CWS Register is not renewed by the prescribed renewal date in accordance with the instructions set out in the renewal notice issued to the Register Member (including payment of the relevant renewal fee), the Register Member shall no longer have log-in access to the CWS Register and all profile information of that user shall be deleted or suspended from the CWS Register.

Any Register Members that have not consented to publication of details on the CWS Register but who use the CWS Register logo must immediately cease all use of the logo on expiry of membership.

6. Evidence of Registration
Upon registration, the CWS Register will issue each registered construction worker with a Certificate of Registration and a soft copy of the annual Construction Worker Skills Register logo.

All Register members may log into the CWS Register to generate a pdf of their record which contains the ‘Construction Workers Skills Register’ logo.

Each Register Member may link to their profile, provided such link is not established in a way that damages the reputation of the CWS Register or suggests any form of association, approval or endorsement on the part of the CWS Register without express written permission from the CWS Register. The CWS Register reserves the right to withdraw linking permission without notice.

7. Membership
The CWS Register may, at its sole discretion, refuse to accept an application for, or renewal of, membership and may, at its sole discretion, delete or suspend the profile of any Register Member where the CWS Register has reason to believe that any of the data on such profile is inaccurate; that the Register Member is not in a position to provide construction services; that the Register Member breaches any of the CWS Register Member Terms or Code of Conduct, or in the event the CWS Register receives any complaint from a member of the public concerning such Register Member.

By submitting or renewing an application to become a Registered Member, the applicant warrants that all such information furnished by that applicant is complete, accurate and up to date and has been provided in compliance with all applicable laws.

Without prejudice to the generality of the foregoing, Register members warrant that they have the consent of any third parties whose data they submit to the Site including where applicable to use such data for the purpose of publication in the CWS Register.

Each Register Member undertakes that they shall notify the CSW Register promptly of any changes in the applicable data.

All Register members must acknowledge and agree that they are solely responsible for any data they submit including keeping such data accurate and up to date and ensuring that they comply with applicable laws in furnishing and/or updating such data.

By submitting your Data to the CWS Register, you grant us an irrevocable, non-exclusive, perpetual, fully sublicensable, worldwide licence to use, publish, reproduce, display, adapt, modify and
distribute such Data and to prepare derivative works of, or incorporate into other works, such Data in any form.

Register members represent and warrant to the CWS Register that they own all of the rights to such Data and that the use of his or her data by us will not infringe the rights of any third party.

8. Use of the logo
All Register Members may log into the CWS Register to generate a pdf of the record for that Register Member which shall contain the ‘Construction Workers Skills Register’ logo, which is licensed to the Register Member strictly in accordance with the following:

The CWS Register, and/or its licensors, grant a limited, personal, royalty-free, non-transferable, non-sub-licensable, revocable licence to each current Register Member of the Logo solely for use on the printable record for that Register Member available from the CWS Register, on electronic media and on promotional material controlled by the Registered Member (this includes advertising on registered member’s website, emails and letterheads & vehicles) solely for so long as such Register Member has a current membership. Any uses of the Logo where it is used otherwise than on the printable record generated from the CWS Register shall be subject to compliance with any branding guidelines issued by us from time to time. The Register Member must cease all use of the Logo on expiry or termination of membership and ensure that all uses of the Logo on its advertising and promotional materials are removed.

A construction worker whose registration has lapsed, or been suspended, terminated or cancelled, shall promptly remove all reference to registration from his or her printable material, website, communications, assets and property and shall not in any way represent himself or herself or his or her business as being on the Construction Worker Skills Register.

9. Appeals and Complaints
A member of the public may make a complaint to the CWS Register if they believe a Register member has breached this code of conduct. Complaints will be addressed to the CWS Register at complaints@CWSR.ie. Any such complaint will be considered by the CSW Register and, in the event that the complaint is upheld, may take such actions as are referred to in Section 3 above. No such action will be taken on foot of a complaint without an opportunity being given to the Registered Member to respond to the complaint.

Registered Members can appeal the decision of the CWS Register to the Registration Board. Please email: appeals@cwsr.ie. Decisions by the Registration Board are binding.

10. Indemnity
Register members agree to indemnify and keep indemnified, CWS Register parent, subsidiaries, officers, directors, shareholders, agents and employees, including costs and legal fees, from any claim or demand made by any third party due to or arising out of:

(i) His or her use of the CWS Register,
(ii) Reliance placed by any third party on any Data,
(iii) His or her breach of the CWS Register Member Terms
(iv) Or the infringement by the Register member of any intellectual property, identity or other right of any person or entity.

The CWS Register reserves the right, at the Register member’s expense, to assume the exclusive defence and control of any matter for which they are required to indemnify the CWS Register and
Register members must agree to cooperate with the CWS Register defence of these claims. Register members agree not to settle any matter without prior written consent from the CWS Register. The CWS Register will use reasonable efforts to notify the Register member of any such claim, action or proceeding upon becoming aware of it.

11. Amendments to the Code of Conduct
The CWS Register reserves the right to review and amend this Code of Conduct at its discretion and may also issue other directions to Register members including a direction requiring compliance with an amended Code of Conduct. Register members shall be made aware of any proposed amendments to the Code of Conduct by email or by way of an update to the Code displayed on CWS Register site.

Register members should check the CWS Register Code of Conduct and CWS Register Member Terms periodically for changes, as by using the CWS Register after changes to the Code of Conduct or Member Terms have been posted, Register members are agreeing to accept those changes, whether or not they have reviewed them.

For the most up to date version of the Code of Conduct and Member Terms, which are binding on all registered construction workers, visit www.constructionworkersskillsregister.ie

12. Assignment and Entire Agreement
The CWS Register may assign or subcontract any or all of their rights and obligations under the CWS Register Member Terms to a third party at any time, at its discretion. Register members may not, without prior written consent from CWS, assign or dispose of any of their rights or obligations arising under the CWS Register Member Terms.

This Code of Conduct, the CWS Register Member Terms, the Application Form and any document referred to printable record for that Register Member and understanding between the CWS Register and Register Members relating to the CWS Register Site, and supersedes and replaces any and all prior agreements, arrangements, statements and understandings between us. Nothing in this clause shall limit or exclude any liability for fraud, including fraudulent misrepresentation.
TERMS OF USE FOR WEBSITE

Revised 11th September 2016

By accessing or using www.cwsr.ie website (the “Site”), you acknowledge and agree to the disclaimers and terms and conditions (“Terms”) set forth below. Please ensure that you (referred to as the “User”, “you” or “your”) read these Terms with care. If you do not agree to these Terms, you should not use the Site. These Terms apply to your use of the Site which is administered by Limerick Institute of Technology as manager of the ‘Build Up Skills Qualibuild’ EU-funded project (“the Operator”, “We”, and/or “Us”), on behalf of the Qualibuild consortium (made up of Limerick, Institute of Technology, Dublin Institute of Technology, Blanchardstown Institute of Technology, the Irish Green Building Council and The Construction Industry Federation). We reserve the right, in our sole discretion, to change, modify, add or remove portions of these Terms at any time. You should check these Terms periodically for changes as by using the Site after we post any changes to these Terms, you are agreeing to accept those changes, whether or not you have reviewed them. By using the Site, whether as a guest or a registered user, you agree to be legally bound by these terms and conditions just as if you had signed this agreement.

Certain areas of the Site are reserved for registered users, including the provision of the Construction Workers Skills Register database (the “CW Register”). Additional terms apply to those areas, such as specific terms for the CW Register that is available only to registered users which shall incorporate these Terms. You are responsible for making all arrangements necessary for you to have access to the Site. You are also responsible for ensuring that all persons who access the Site through your Internet connection are aware of these terms, and that they comply with them.

The footer contained at the end of this web page states when the last changes were made to these Terms. References to the Site includes any webpage containing the www.cwsr.ie domain name (including but not limited to the CW Register) or any page, application or interface that is enabled for use by a mobile device.

ACCEPTABLE USE OF THE SITE

It is impossible to provide an exhaustive list of exactly what constitutes acceptable and unacceptable use of this Site. In general, we will not tolerate any use of the Site which damages or is likely to damage our reputation, the availability or integrity of the Site or which causes us or threatens to cause us to incur any legal, tax, regulatory or other liability. We therefore request you to treat our Site with respect, and not to use the Site for any illegal purpose, or in such a way as to infringe or breach other’s rights or to cause or threaten to cause us damage. We ask you to comply with any relevant notices, policies and terms imposed by third parties whose website, products or services you access through the Site. We also ask you to co-operate with any reasonable security or other checks or requests for information made by us from time to time and to comply with all instructions and policies from us from time to time in respect of the Site.

We reserve the right to suspend the use of the Site generally or block your access to any part of the Site and/or to suspend or terminate your rights to use the Site or any part of it if we suspect misuse or breach of these Terms (including any other terms relating to the use of any part of this Site). We reserve the right to take such action as we deem necessary including reporting any misuse of the Site to the relevant enforcement or other authorities and to our legal advisers and/or instituting legal proceedings against you for reimbursement of all costs on an indemnity basis (including, but not limited to, reasonable administrative and legal costs) resulting from the breach or misuse. We further
reserve the right to disclose your identity and any evidence we have which relates directly or indirectly to misuse of this Site. In the event of such a breach, your right to use our Site will cease immediately.

You must not misuse the Site by knowingly introducing viruses, Trojans, worms, logic bombs or other material which is malicious or technologically harmful. You must not attempt to gain unauthorised access to our Site, the server on which our Site is stored or any server, computer or database connected to our Site to make unauthorised alterations to the Site by any means.

By breaching this provision, you may commit a criminal offence under the Criminal Damage Act 1991 and/or the Criminal Justice (Theft and Fraud Offences) Act 2001. We will report any such breach to the relevant law enforcement authorities and we will co-operate with those authorities by disclosing your identity to them. We will not be liable for any loss or damage caused by a distributed denial-of-service attack, viruses or other technologically harmful material that may infect your computer equipment, computer programs, data or other proprietary material due to your use of our Site or to your downloading of any material posted on it, or on any website linked to it.

You agree not to use the Site or cause or permit the Site to be used:

(a) to jeopardise or prejudice the operation, quality, security or integrity of the Site, or the operation, quality, security or integrity of any telecommunications network;

(b) to impersonate any person or entity or to cause harm or distress to any persons using the Site;

(c) to harvest or otherwise collect information about others, including e-mail addresses, or upload any information about a third party without their consent, except in context of consulting the CW Register;

(d) for any commercial purpose including but not limited to any direct marketing, surveys or contests, nor to use the Site to participate in or cause others to participate in sending chain letters, junk e-mail, spam, duplicative or unsolicited messages, advertising or promotional material or otherwise interfere with other users' enjoyment of the Site;

(e) to distribute, download, upload or transmit any material which contains viruses, trojan horses, worms, or any other harmful or detrimental programs;

(f) to transfer, upload or store illegal material including that are deemed threatening or obscene;

(g) to transfer, upload, store or otherwise store any material that you do not have a right to make available under any law or contractual obligation which includes a breach of third party intellectual property rights;

(h) to attack the Site via a denial-of-service attack or otherwise commit any act that interferes with the proper working of the Site; or

(i) contrary to the terms and conditions of any Internet Service Provider you may use or contrary to applicable law.
In addition, you shall not:

(j) use or remove any copyright, trade mark or other proprietary rights notices contained in or on the Site or any material obtained via the Site and/or the CW Register; or

(k) deploy or use any robot spider, website search/retrieval application, or other automated device, process or means to access, retrieve or index any portion of the Site.

If any material on this Site, your use of this Site, or services advertised on this Site, is contrary to the laws of the jurisdiction in which you are located then this Site is not intended for your use and we ask that you do not use this Site. You are responsible for compliance with the laws of the jurisdiction in which you are located.

INTELLECTUAL PROPERTY

All materials incorporated in or accessible through the Site, including, without limitation, text, data feeds, photographs, images, graphics, illustrations, logos, button icons, audio clips, video clips, software, and other content, and the compilation, collection, arrangement, and assembly thereof (including the look and feel of the Site), are protected by Irish and international copyright laws, and are owned, controlled or licensed by the Operator, or by the original creators of such materials or their permitted licensors. All such rights are reserved. Such materials may be used only for viewing the Site in the ordinary course or as a resource for availing of the services offered by us through the Site. You must not use any part of the materials on the Site for commercial purposes without obtaining a license to do so from us or our licensors. You may print off one copy, and may download extracts, of any page(s) from the Site for your personal reference. Any other use of such materials including any copying, reproduction, modification, sale, distribution, extraction, re-utilisation, transmission, republication, downloading, display, posting, performance, or other exploitation thereof by any means or medium without the prior written permission of the copyright owner is strictly prohibited. All trade marks (whether registered or unregistered) on this Site, including but not limited to “Construction Worker Skills Register”, “Qualibuild” or “Build Up Skills” may not be used without our prior written permission. If you print off, copy or download any part of the Site in breach of these Terms, your right to use the Site will cease immediately. You must, at our option, return or destroy any copies of the materials you have made.

Nothing displayed on our Site should be construed as granting you any licence or right of use of any logo, information or trade mark displayed on it, without the express written permission of the relevant owner, except as expressly provided in these Terms.

DISCLAIMERS OF WARRANTIES

Save for registered members of the CW Register, use of this Site is free and we take steps to ensure it is available to all permitted users, including disabled users. We do not warrant that the Site will be continuously available, or that your use of the Site will be uninterrupted or error-free, or that the Site and server will be free from attack. We do not guarantee the security of the online services or any systems connected with the use of the Site (including the internet and your hardware and software) used in accessing the services, or any information passed through such systems.

THIS SITE IS PROVIDED BY THE OPERATOR ON AN “AS IS” BASIS. TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, THE OPERATOR DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED. NEITHER THE OPERATOR, NOR ANY OF
OUR RESPECTIVE LICENSORS, LICENSEES, SERVICE PROVIDERS OR SUPPLIERS WARRANT THAT THE SITE OR ANY FUNCTION CONTAINED IN THE SITE WILL BE UNINTERRUPTED OR ERROR-FREE, THAT DEFECTS WILL BE CORRECTED, OR THAT THE SITE OR THE SERVERS THAT MAKE THE SITE AVAILABLE ARE FREE FROM VIRUSES OR OTHER HARMFUL COMPONENTS. THE OPERATOR DOES NOT WARRANT OR MAKE ANY REPRESENTATIONS REGARDING THE USE OR THE RESULTS OF THE USE OF THE MATERIALS INCORPORATED IN THE SITE OR ANY THIRD-PARTY SITE ACCESSED THROUGH THE SITE IN TERMS OF THEIR CORRECTNESS, ACCURACY, TIMELINESS, RELIABILITY, OR OTHERWISE AND YOU WILL BE SOLELY RESPONSIBLE FOR ANY DAMAGE TO YOUR COMPUTER SYSTEM OR LOSS OF DATA THAT RESULTS FROM THE DOWNLOAD OF ANY SUCH OFFERING, CONTENT OR MATERIAL.

These disclaimers apply to the fullest extent permitted by law.

ADVERTISING

Part of the Site may contain advertising and sponsorship. Advertisers and sponsors are responsible for ensuring that material submitted for inclusion on the Site complies with international and national law. The Operator will not be responsible for any error or inaccuracy in advertising materials. The inclusion of advertising or promotional material on our Site does not imply that we agree with, are associated with or endorse the third party, the relevant advertising or promotional material or the goods and services advertised and any dealings or contractual relations between you and the advertisers of such goods and/or services are solely a matter between you and the relevant advertiser or third party.

LIMITATION OF LIABILITY

You expressly understand and agree that (to the fullest extent permitted by law) the Operator shall not be liable for any indirect, incidental, special, consequential, exemplary or punitive damages, or any other damages whatsoever, including but not limited to, damages for loss of profits or contracts, income or revenue, goodwill, anticipated savings, data or other intangible losses (even if we have been advised of the possibility of such damages), arising out of, or resulting from: (a) the use or the inability to use the Site; (b) the use or download of any content or other material on the Site or any website or websites linked to the Site; (c) unauthorised access to or alteration of your transmissions or data; (d) statements or conduct of any third party on the Site; (e) any errors or omissions in any data on or made available through the Site; or (f) any other matter relating to the Site. This does not affect our liability for death or personal injury arising from our negligence, nor our liability for fraudulent misrepresentation, nor any other liability which cannot be excluded or limited under applicable law.

If you are dissatisfied with any portion of the Site, or with any of these Terms, your sole and exclusive remedy is the discontinuation of your use of this Site.

RELIANCE ON INFORMATION

COMMENTARY AND OTHER MATERIALS POSTED ON OUR SITE ARE NOT INTENDED TO AMOUNT TO ADVICE ON WHICH RELIANCE SHOULD BE PLACED. THE ACCURACY OF THE INFORMATION ON THE SITE IS NOT GUARANTEED AND IS SUBJECT TO CHANGE AND THEREFORE THE OPERATOR CANNOT ACCEPT RESPONSIBILITY FOR ANY LOSS DAMAGE OR EXPENSE INCURRED UPON USING THE INFORMATION PROVIDED. WE THEREFORE DISCLAIM ALL LIABILITY AND RESPONSIBILITY ARISING FROM ANY RELIANCE PLACED ON SUCH MATERIALS.
BY ANY VISITOR TO OUR SITE, OR BY ANYONE WHO MAY BE INFORMED OF ANY OF ITS CONTENTS.

LINKS

The Site may contain links to third party websites. These links are provided solely as a convenience to you and not as an endorsement by the Operator of the content on such third party websites. The Operator is not responsible for the content of linked third party sites and does not make any representations regarding the content or accuracy of materials on such third party websites. If you decide to access linked third-party websites, you do so at your own risk and in accordance with the prevailing terms and conditions of such third party sites.

The Operator generally welcomes the hyper-linking to the Site from other appropriate websites provided such links are to the Site’s homepage (and no deeper within the Site) and provided we give our consent to the establishment of such links. Notwithstanding the foregoing, we reserve the absolute right to refuse to consent to such links without giving reasons. Other than to the Site’s homepage, written permission is required for links to pages within the Site. Any links to the Site from another website must be presented in such a manner that the viewing of the Site is not impaired by framing or similar techniques that may impair the visitor’s user experience.

GOVERNING LAW

These Terms will be governed by, and construed and enforced in accordance with, the laws of Ireland (excluding Northern Ireland). You hereby unconditionally and irrevocably submit to the exclusive jurisdiction of the courts of Ireland (excluding Northern Ireland). Those who choose to access this Site from other locations do so on their own initiative and are responsible for compliance with applicable local laws. The rights and remedies contained in this Agreement are cumulative and not exclusive of rights or remedies provided by law.

PRIVACY

We are committed to protecting your privacy and security. All personal data that we collect from you will be processed in accordance with our Privacy & Cookie Policy. You should review our Privacy & Cookie Policy, which is incorporated into these Terms by this reference and is available [insert hyperlink].

In accessing this Site, you accept that electronic mail passing over the Internet may not be free from interference by third parties. In consequence, the Operator cannot guarantee the privacy or confidentiality of any information relating to the User passing over the Internet. You shall be responsible for your communications to this Site, including its lawfulness, truthfulness and accuracy.

ADDITIONAL TERMS

These Terms (including the Privacy & Cookie Policy and, to the extent relevant the terms relating to the CW Register [insert hyperlink]) constitute the entire agreement between the Operator and you with respect to your access to and use of the Site and any third-party site accessed through the Site.

The Operator may assign or subcontract any of its rights and obligations under these Terms to a third party, without your consent, in connection with any transfer of the management of the CW Register to such third party.
If any provision of these terms shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from these Terms and shall not affect the validity and enforceability of any remaining provisions.

Our failure to exercise or delay in exercising a right or remedy provided by these Terms or by law does not constitute a waiver of those or any other rights or remedies. No single or partial exercise of a right or remedy provided by this Agreement or by law prevents further exercise of that right or remedy or the exercise of another right or remedy.

CONTACTING US

If for any reason you wish to contact us, we can be reached at:

CWS Register Manager  
Qualibuild Consortium  
Renewable Energy and Sustainable Building Research and Development,  
Development Unit,  
Limerick Institute of Technology,  
Nenagh Road, Thurles, Co. Tipperary  
E41 PC92  
Republic of Ireland

manager@cwsr.ie  
Tel: +353 504 28040

Thank you for visiting the Site.
Welcome to the Construction Workers Skills Register (the “CWS Register”). The CWS Register is administered by Limerick Institute of Technology on behalf of the Qualibuild Build-Up Skills project. This project is co-funded by Intelligent Energy Europe Programme of the European Union. The Qualibuild project is managed and coordinated by Limerick Institute of Technology (LIT) with partners Dublin Institute of Technology (DIT), Blanchardstown Institute of Technology (ITB), the Irish Green Building Council (IGBC) and The Construction Industry Federation (CIF).

These CWS Register User terms and conditions (“CWS Register Terms”) apply to each Register User (each as defined below). Please read these terms before you start to use the CWS Register as a Register User, as by accessing and using the CWS Register, you indicate that you have read, understand and accept the terms and conditions of these CWS Register User Terms and that you agree to abide by them each time you access and use the CWS Register.

If you do not agree to these CWS Register Users Terms, please refrain from accessing and using the CWS Register. Note that use of the CWS Register is also subject to our general website Terms at [insert link to Terms] and Privacy & Cookie Policy at [insert hyperlink] and references to the CWS Register User Terms shall be construed as including the Terms and Privacy & Cookie Policy.

We reserve the right to at any time and without liability to withdraw, suspend or amend any aspect or feature of the Data, Site and/or the CWS Register without notice or liability. We will not be liable if for any reason the CWS Register is unavailable at any time or for any period. Access to our Site, the Data and/or the CWS Register is provided on an “as is” basis. We also reserve the right, in our sole discretion, to change, modify, add or remove portions of these CWS Register User Terms at any time. You should check these CWS Register User Terms periodically for changes as by using the CWS Register after we post any changes to these CWS Register User Terms, you are agreeing to accept those changes, whether or not you have reviewed them.

1. THE CWS REGISTER

1.1 We, at Limerick Institute of Technology, on behalf of the Qualibuild network, (“Operator”, “we”, “us” and “our”) operate a register of skilled construction workers (the “CWS Register”) on the Site through which sole traders aged 18 years or over and other businesses (such as partnerships or companies) who offer construction related services in Ireland can become registered members of this Site in accordance with the procedure set out in Section 3.1 below. Once an applicant has been accepted, such applicant then becomes a “Register Member” and certain details of such Register Member for consultation by Register Users.

1.2 The CWS Register is made available to members of the public or other users of the Site for the sole purpose of enabling such users to identify relevant contractors for the purpose of engagement on a construction project, for procuring construction services from such contractors or for obtaining information relating to such services (the “Register Users”). All other uses of the CWS Register, or of the data contained within the CWS Register, is strictly prohibited including but not limited to any use of the CWS Register for any other purpose, including extracting or replicating any of the Data or other information appearing on the CWS Register for professional or
commercial purposes or for the purposes of marketing to or advertising to Register Members without our express permission.

2. **REGISTER USERS**

2.1 The data relating to each Register Member that is published on the CWS Register is comprised solely and exclusively of data furnished by each such Register Member (the “Data”) and is published by the Operator for information purposes only.

2.2 In particular, we do not guarantee the accuracy, authenticity, integrity or quality of the Data or that such Data is complete, accurate or up to date. We take reasonable measures to check the identity of each Register Member but we do not independently verify the Data or the skills or training of any Register Member. It is the responsibility of each Register User to verify the accuracy and currency of any Data on the CWS Register and no reliance should be placed by any Register User on any of the Data or on any other material that is made available to Register Users on or through the CWS Register or which is generated from the CWS Register. We disclaim all liability and responsibility arising from any reliance placed on such Data and/or materials by any user of the CWS Register, or by anyone who may be informed of any of the Data or other content. We accept no responsibility for keeping the information appearing on the Site and/or the CWS Register up to date or complete, nor do we accept liability for any failure to do so. You understand that all Data and other information publicly posted or privately transmitted through the Site is the sole responsibility of the person from which such Data originated and that we will not be liable for any errors or omissions in any Data or as a result of any Register Member’s or User’s use of the Site.

3. **INDEMNITY**

3.1 You agree to indemnify and keep indemnified, our parent, subsidiaries, officers, directors, shareholders, agents and employees, including costs and legal fees, from any claim or demand made by any third party due to or arising out of (i) your use of the CWS Register, (ii) reliance placed by any third party on any Data, (iii) the breach of these CWS Register User Terms by you, or (iv) the infringement by you of any intellectual property, identity or other right of any person or entity arising out of your use of the CWS Register.

3.2 We reserve the right, at your expense, to assume the exclusive defence and control of any matter for which you are required to indemnify us and you agree to cooperate with our defence of these claims. You agree not to settle any matter without our prior written consent. We will use reasonable efforts to notify you of any such claim, action or proceeding upon becoming aware of it.

4. **ASSIGNMENT AND ENTIRE AGREEMENT**

4.1 We may assign or subcontract any or all of our rights and obligations under these CWS Register User Terms to a third party at any time, at our discretion. You may not, without our prior written consent, assign or dispose of any of your rights or obligations arising under these CWS Register User Terms.

4.2 These CWS Register User Terms and any document referred to in these Terms contain the entire agreement and understanding between us and Register Users relating to our Site, and supersedes and replaces any and all prior agreements,
arrangements, statements and understandings, except for any fraud or fraudulent representation by either you or us.
Welcome to the Construction Workers Skills Register (the “CWS Register”). The CWS Register is administered by Limerick Institute of Technology as part of the Qualibuild Build Up Skills project. This project is co-funded by Intelligent Energy Europe Programme of the European Union. The QualiBuild project is managed and coordinated by Limerick Institute of Technology (LIT) with partners Dublin Institute of Technology (DIT), Blanchardstown Institute of Technology (ITB), the Irish Green Building Council (IGBC) and The Construction Industry Federation (CIF).

These CWS Register Member terms and conditions (“CWS Register Terms”) apply to each user of the CWS Register including Register Members and Register Users (each as defined below). Please read these terms (including any documents provided to you by us) before submitting an application to become a Register Member, as by availing of the CWS Register, you indicate that you have read, understand and accept the terms and conditions of these CWS Register Terms and that you agree to abide by them each time you submit or update Data (as defined below) or otherwise access and use the CWS Register.

If you do not agree to these CWS Register Member Terms, please refrain from accessing and using the CWS Register. Note that use of the CWS Register is also subject to our general website Terms at [insert link to Terms] and Privacy & Cookie Policy at [insert hyperlink] and references to the CWS Register Member Terms shall be construed as including the Terms and Privacy & Cookie Policy.

We reserve the right to at any time and without liability to withdraw, suspend or amend any aspect or feature of the Data, Site and/or the CWS Register without notice or liability. We will not be liable if for any reason the CWS Register is unavailable at any time or for any period. Access to our Site, the Data and/or the CWS Register is provided on an “as is” basis. We also reserve the right, in our sole discretion, to change, modify, add or remove portions of these CWS Register Member Terms at any time. You should check these CWS Register Member Terms periodically for changes as by using the CWS Register after we post any changes to these CWS Register Member Terms, you are agreeing to accept those changes, whether or not you have reviewed them.

1. THE CWS REGISTER

1.1 We, at Limerick Institute of Technology, on behalf of the Qualibuild network (“Operator”, “we”, “us” and “our”) operate a register of skilled construction workers (the “CWS Register”) on the Site through which sole traders aged 18 years or over and other businesses (such as partnerships or companies) who offer construction related services in Ireland can become registered members of this Site in accordance with the procedure set out in Section 2.1 below. Once an applicant has been accepted, such applicant then becomes a “Register Member” and certain details of such Register Member for consultation by Register Users.

1.2 The CWS Register is made available to members of the public or other users of the Site for the sole purpose of enabling such users to identify relevant contractors for the purpose of engagement on a construction project, for procuring construction services from such contractors or for obtaining information relating to such services (the “Register Users”). All other uses of the CWS Register, or of the data contained within the CWS Register, is strictly prohibited including but not limited to any use of the CWS Register for any other purpose, including extracting or replicating any of the
1.3 Each Register Member can opt out of publishing his or her details on the CWS Register in the public search tool. All Register Members may log into the CWS Register to generate a pdf of the record for that Register Member which shall contain the ‘Construction Workers Skills Register’ logo (the “Logo”), which are licensed to the Register Member strictly in accordance with Section 1.4. Any other uses of the Logo by a Register Member shall be subject to a specific licence from the Operator.

1.4 We, and/or our licensors, grant a limited, personal, royalty-free, non-transferable, non-sub-licensable, revocable licence to each current Register Member of the Logo solely for use on the printable record for that Register Member available from the CWS Register, on electronic media and on promotional material controlled by the Registered Member and solely for so long as such Register Member has a current membership. Any uses of the Logo where it is used otherwise than on the printable record generated from the CWS Register shall be subject to compliance with any branding guidelines issued by us from time to time. The Register Member must cease all use of the Logo on expiry or termination of membership and ensure that all uses of the Logo on its advertising and promotional materials are removed. The data relating to each Register Member that is published on the CWS Register is comprised solely and exclusively of data furnished by each such Register Member (the “Data”) and is published by the Operator for information purposes only.

1.5 In particular, we do not guarantee the accuracy, authenticity, integrity or quality of the Data or that such Data is complete, accurate or up to date. We disclaim all liability and responsibility arising from any reliance placed on such Data and/or materials by any user of the CWS Register, or by anyone who may be informed of any of the Data or other content. We accept no responsibility for keeping the information appearing on the Site and/or the CWS Register up to date or complete, nor do we accept liability for any failure to do so. You understand that all Data and other information publicly posted or privately transmitted through the Site is the sole responsibility of the person from which such Data originated and that we will not be liable for any errors or omissions in any Data or as a result of any Register Member or Register User’s use of the Site.

2. MEMBERSHIP – REGISTER MEMBERS

2.1 Membership of the CWS Register can be obtained by eligible users who work in the construction industry or offer construction related services and who complete the prescribed form at [insert webpage] (the “Application Form”) and submit any associated documentation to us for the purpose of completing membership application. An annual fee is also payable, details of current fees are set out in [insert webpage]. The Operator reserves the right to request such further information as, in its sole discretion, it deems necessary prior to establishing or updating a profile for an applicant or Register Member (as applicable).

2.2 In the event that a Register Member’s membership of the CWS Register is not renewed by the prescribed renewal date in accordance with the instructions set out in the renewal notice issued to the Register Member (including payment of the relevant renewal fee), the Register Member shall no longer have log in access to the CWS Register and all profile information of that user shall be deleted from the CWS
Register (save for copies of a Register Member’s file (including any personal data) that may be retained on our files for legal purposes pursuant to our Privacy& Cookie Policy (insert hyperlink)). Any Register Members that have not consented to publication of details on the CWS Register but who use the Logo must immediately cease all use of the Logo on expiry of membership.

2.3 We may, in our sole discretion, refuse to accept an application for, or renewal of, membership and we may, in our sole discretion, delete or suspend the profile of any Register Member where we have reason to believe that any of the Data on such profile is inaccurate; that the Register Member is not in a position to provide construction services; the Register Member breaches any of the CWS Register Member Terms or in the event we receive any complaint from a member of the public concerning such Register Member. We reserve the right to limit the amount of Data appearing on the profile of Register Member. We also reserve the right to review and delete without prior notice any Data that, in our sole judgment, breaches these CWS Register Member Terms or which might be offensive, illegal, or that might violate the rights of, harm, or threaten the safety or commercial interests of others or us.

2.4 By submitting or renewing an application to become a Register Member, the applicant warrants that all such information furnished by that applicant is complete, accurate and up to date and has been provided in compliance with all applicable laws. Without prejudice to the generality of the foregoing, you warrant that you have the consent of any third parties whose data you submit to the Site including where applicable to use such data for the purpose of publication in the CWS Register. Each Register Member undertakes that it shall notify us promptly of any changes in the applicable Data. Any application for membership or renewal shall only be deemed accepted until such time as we have sent a confirmation email to that effect.

2.5 You acknowledge and agree that you are solely responsible for any Data you submit to us including keeping such Data accurate and up to date and ensuring that you comply with applicable laws in furnishing and/or updating such Data. You warrant to us that you have the right, authority and capacity to enter into and be bound by these CWS Register Member Terms.

2.6 By submitting your Data to the CWS Register, you grant us an irrevocable, non-exclusive, perpetual, fully sublicensable, worldwide licence to use, publish, reproduce, display, adapt, modify and distribute such Data and to prepare derivative works of, or incorporate into other works, such Data in any form. You represent and warrant to us that you own all of the rights to such Data and that the use of your Data by us will not infringe the rights of any third party.

3. INDEMNITY

3.1 You agree to indemnify and keep indemnified, our parent, subsidiaries, officers, directors, shareholders, agents and employees, including costs and legal fees, from any claim or demand made by any third party due to or arising out of (i) your use of the CWS Register, (ii) reliance placed by any third party on any Data, (iii) the breach of these CW Register Member Terms by you, or (iv) the infringement by you of any intellectual property, identity or other right of any person or entity.

3.2 We reserve the right, at your expense, to assume the exclusive defence and control of any matter for which you are required to indemnify us and you agree to cooperate with our defence of these claims. You agree not to settle any matter without our prior
written consent. We will use reasonable efforts to notify you of any such claim, action or proceeding upon becoming aware of it.

4. **LINKING TO OUR WEBSITE**

4.1 Each Register Member may link to the profile for that member, provided such link is not established in a way that damages our reputation or suggests any form of association, approval or endorsement on our part without our express written permission. We reserve the right to withdraw linking permission without notice.

5. **ASSIGNMENT AND ENTIRE AGREEMENT**

5.1 We may assign or subcontract any or all of our rights and obligations under these CWS Register Member Terms to a third party at any time, at our discretion. You may not, without our prior written consent, assign or dispose of any of your rights or obligations arising under these CWS Register Member Terms.

5.2 These CWS Register Member Terms, the Application Form and any document referred to in these CWS Register Member Terms or the Application Form contain the entire agreement and understanding between us and Register Members relating to our Site, and supersedes and replaces any and all prior agreements, arrangements, statements and understandings, except for any fraud or fraudulent representation by either you or us.
PRIVACY & COOKIE POLICY

Revised 11th September 2016

1. Introduction

1.1 Welcome to www.cwsr.ie (the “Site”). The Site is part of the QualiBuild Build Up Skills project, which is co-funded by Intelligent Energy Europe Programme of the European Union. The QualiBuild project is managed and coordinated by Limerick Institute of Technology (LIT) with partners Dublin Institute of Technology (DIT), Blanchardstown Institute of Technology (ITB), the Irish Green Building Council (IGBC) and The Construction Industry Federation (CIF).

1.2 We, at Limerick Institute of Technology, on behalf of the QualiBuild network (“the Operator” and/or “We”) recognise that privacy and security is a major concern. We respect your right to privacy and comply with our obligations under the Data Protection Acts 1988 and 2003. The purpose of this Privacy & Cookie Policy is to outline how we deal with any personal data you provide to us while visiting our website through the domain www.cwsr.ie (the “Site”). If you are not happy with this Privacy & Cookie Policy you should not use the Site.

1.3 Your use of the Site, and any disclosure of personal data via the Site, signifies your consent to us collecting and using personal information about you in accordance with this Privacy & Cookie Policy. Please read this Privacy & Cookie Policy carefully and check it periodically since it may change from time to time and such changes will be posted on the Site.

2. Types of Information collected

2.1 Personal Data

This is data that identifies you or can be used to identify or contact you and include your title, name, surname, gender, email address, contact details, educational or training records and bank or credit card details. This information is required for you to become a registered user of the Site and access certain areas or features of the Site.

If you have provided us with the personal data of another person, you confirm that he or she consents to the processing of his or her personal data and that you have informed him or her of our identity and the purposes (as set out above or elsewhere) for which that personal data will be processed.

2.2 “Non-Personal Data” & Cookies

Like most websites, we gather statistical and other analytical information collected on an aggregate basis of all visitors to the Site.

A cookie is a small file that is sent by our web server to your computer, which stores information which we can access when you make return visits to our Site. Storing cookies is usual practice for any website that needs to remember what its users’ preferences are and we use cookies to gather data on an anonymous basis on the number of visits to the Site and user preferences. On login, we use a cookie to store
your registration/login authentication details. After login, we set a cookie, which indicates when you're logged in, and who you are, for most interface use. We also set a cookie to customize your view of the main site interface. By using the Site, you consent to the use of these cookies. Most computers are set up to automatically accept cookies. However, you can reset your browser settings to refuse cookies, or to alert you when a cookie is being sent so you can choose whether or not to accept it.

**Google Analytics**

The Operator uses Google Analytics. Google Analytics is a website tool that is widely used by website owners to understand how visitors engage with their website. Google Analytics collects information anonymously. Further information is available at [http://www.google.com/intl/en/analytics/privacyoverview.html](http://www.google.com/intl/en/analytics/privacyoverview.html). Users can download the “Google Analytics Opt-out Browser Add-on” from this link if they do not wish information collected from a website visit to be sent to Google Analytics.

3. **Purposes for which we hold your Information**

3.1 **Personal Data**

We will only process your personal data for specific purposes: i.e.

(a) to establish you as a member of any registered areas of the Site and administer your profile on the Site;

(b) planning and managing the Operator’s activities on the Site, including analysis of activities on the Site;

(c) internal record keeping; and

(d) to respond to any queries you submit to us.

3.2 **Non-Personal Data**

We use the non personal data gathered from visitors to the Site in an aggregate form to get a better understanding of where our visitors come from and to help us better design and organise the Site.

4. **Retention and Disclosure of Data**

4.1 We only share your personal information in accordance with the Data Protection Acts 1988 and 2003. We shall not pass your personal data to any third party including marketing affiliates and partners unless we have procured your express consent to do so. We may, however, verify the information you provide to us from time to time with professional bodies and/or Government databases.

4.2 We may disclose your personal data if we are under a duty to disclose or share your personal data as required by law and when we believe that disclosure is necessary to protect our rights and/or comply with a judicial proceeding, court order, search warrant or legal process served on the Operator or the Site or regulatory order or other statutory or legal requirement.

4.3 We keep a record of all transactions made through the Site together with any e-mail correspondence sent to the Operator through the Site. This means that any queries or
problems may be dealt with efficiently and also so we can ensure that any information that we send to you is relevant.

4.4 On expiry of membership, the relevant Register Member’s details shall be deleted from the CW Register but a copy is retained by us on our internal records for legal purposes for a period of 7 years from expiry of the relevant membership and shall be maintained in accordance with our standard security measures for such data. We also retain a copy of any correspondence received from users of the Site for a period of 7 years.

5. **Transfer of Site**

5.1 We reserve the right to transfer information (including your personal data) to a third party in the event of a transfer of all or substantially all of the assets of the Operator relating to this Site provided that the third party agrees to adhere to the terms of the Privacy & Cookie Policy and provided that the third party only uses your personal data for the purposes that you provided it to us. You will be notified in the event of any such transfer and you will be afforded an opportunity to opt-out.

6. **Security**

6.1 Your personal data is held on secure servers hosted by our Internet Service Provider. The nature of the Internet is such that we cannot guarantee or warrant the security of any information you transmit to us via the Internet. No data transmission over the Internet can be guaranteed to be 100% secure. However, we will take all reasonable steps (including appropriate technical and organisational measures) to protect your personal data.

6.2 Whilst logged in to the Site all communication between your computer and our server takes place over an SSL secured internet connection, generally regarded as offering the highest level of commercially available internet security.

6.3 Any external links to other websites are clearly identifiable as such, and we are not responsible for the content or the privacy policies of these other websites.

7. **Updating, Verifying and Deleting Personal Data**

You may inform us of any changes in your personal data, and in accordance with our obligations under the Data Protection Acts 1988 and 2003 we will update or delete your personal data accordingly. To find out what personal data we hold on you or to have your personal data updated, amended or removed from our database, or if you have questions about your personal data or our Privacy & Cookie Policy, please email CWS Register Manager at manager@cwsr.ie. Any such data subject requests may be subject to the prescribed fee.
You may receive unsolicited approaches from companies/entities offering registration services or requesting payment of fees in relation to this trade mark. The only office authorised to collect fees for the processing and administration of this trade mark is the Patents Office. Anybody in receipt of such approaches or payment requests may contact the Irish Patents Office to confirm their authenticity.
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Dear sir/madam,

Re: Construction Worker Skills Register, CWSR (www.constructionworkersskillsregister.ie)

We are writing to you as a successful graduate of the Foundation Energy Skills (FES) training programme, or FES Train the Trainer programme, to invite you to join the Construction Worker Skills Register in its piloting phase.

The CWS Register, which has been developed as part of the QualiBuild Project is a platform in which the craftworkers and general operatives of Ireland’s Construction Industry can record, present and, if they wish, promote their ongoing education, training and qualifications.

Aim of Register
The aim of the registration system is to:

- Provide an online platform for construction workers to store and display their training history;
- Raise awareness of the value of training and skills development in the construction industry;
- Similarly raise awareness amongst potential clients and employers;
- Provide an easily accessible platform for potential clients and employers to source skilled construction workers (where those registered have chosen to make their record searchable);
- Provide reassurance and transparency to potential clients.

Registering
We invite you to visit www.constructionworkersskillsregister.ie to learn more about the registration process and then join in by uploading your own training history! As the piloting phase ends at the end of July 2016, we would appreciate if you could register as soon as possible.

Your use of the Register
Registration will enable you to create an online profile and upload your training records and qualifications which you have attained. This online facility can be used in three ways:

a) As the key location where you record your ongoing training and skills development history.

b) As a public display of your engagement with training and continuous professional development (CPD). During registration (or thereafter) you can choose whether to make your training and skills records visible to the public (which could include potential clients and employers).
c) To generate a printable or downloadable record of your training in an attractive format with the Construction Worker Skills Register logo. In large companies, this can be useful for the manager tasked with recording CPD of employees, whereas in small companies this could be a useful addendum to tenders.

In addition, registered members will receive an annual Construction Worker Skills Register logo in .jpeg format for use in promotional material.

Fee
There will be no registration fee charged for all those taking part in the piloting phase of the register. A minimal annual renewal fee will become payable from the 1st January 2018 (as yet to be agreed).

Email and assistance in registering
We have also emailed the email address you originally used to apply for the above courses with an attached acrobat file (.pdf) that gives step-by-step instruction on registering. This .pdf is also available on the website for download or viewing from the ‘About the Register’ page of the CWS Register website. If you have any further queries or issues regarding registration, please contact register@cwsr.ie. You may be contacted by Grace Ryan, a member of our team, who can provide further assistance.

In the future it is intended 10,000s of construction workers will be on the Register, representing a significant proportion of the total number building in Ireland. We look forward to receiving your application and appreciate your participation in this pilot phase of the Register. We also welcome any feedback you may have (to register@cwsr.ie) on the registration process.

Yours sincerely,

Joseph Little
Assistant Head of School, Dublin School of Architecture, DIT