

Expectations of Usage for Employing Organisations

Purpose and Scope of this Document

SkillGuard for Utilities has a wide range of functionality around managing the utilities' workforce, but not all organisations will necessarily use all of them. The purpose of this document is to define the minimum expectations around the use of the SkillGuard for Utilities System for employing organisations (contractors) in relation to projects or contracts for participating Utility companies (hereon referred to as Entities).

This is because participating Entities may vary in their requirements or expectations for their own suppliers in terms of the management and maintenance of SkillGuard records for their workforces. It is also possible that employing organisations may choose to add members of their workforce into SkillGuard for Utilities, even if not all are currently working for an Entity, for the many benefits that SkillGuard for Utilities brings.

So, this document lays out the minimum usage expectation for Employing organisations to ensure that records are appropriately maintained.

This document is not designed to detail the core processes associated with the administration of the System or expectations for individual card holders. Nor does it detail the full scope of the

SkillGuard for Utilities System available for contractors to use or the cost and subscription arrangements. Such information is available on the SkillGuard for Utilities portal, including Frequently Asked Questions. Additionally, regular briefing and training workshops are run to cover System usage and answer all queries. For more details on the System: <https://utilities.skillguard.co.uk/>

Definitions

“Employing Organisation” means a company registered on the System as employing one or more recordholders on the System who work in the utilities sector. This covers all sizes of employing organisations, including contractor and sub-contractor companies and labour agencies.

“Entity” means a utility company operating in the UK (such as Thames Water).

“Recordholder” means any individual who has a Record on the System other than Authorised Users. Recordholders make up the Workforce in SkillGuard for Utilities.

“Training Provider” means an organisation that is designated an approved Training Provider within SkillGuard for Utilities. Such organisations may award relevant competencies to recordholders on an Employer Organisation's behalf.



SkillGuard for Utilities

About SkillGuard for Utilities

SkillGuard for Utilities is a workforce and supply chain management System provided as a cross-industry platform for use by Entities and Employing Organisations working in the utilities sector. It can also be used by agencies supplying labour into this sector. The System is for managing required and trusted information about the workforce to reduce duplication of data and data sources, maximise on efficiency and help ensure workforce safety.

At the System's heart is the individual's record, paired to a corresponding Smartcard, which holds a comprehensive set of relevant information to provide real-time "authority to work". This can include qualifications at all levels, from national awards down to site-specific events or briefings, job roles, work status, hours worked for fatigue monitoring, summary occupational health status, including work restrictions and much more. The information is transferable and portable, so as a Recordholder changes employment or goes to work on sites for a variety of different Entities, Recordholder information is available on the System or on the corresponding Smartcard, eliminating unnecessary duplication and making current information easily available as and when needed.

Recordholder credentials can be checked and reviewed by authorised Card Checkers using the SkillGuard app or web card reader. This provides access to key data about Recordholders on site, such as their

current competencies, to ensure they have the appropriate pre-requisites to work and also may be used to log Recordholder swipe in and out times for the purposes of access control.

Every aspect of the check is audited and recorded on the System.

Historic data is retained in the System to enable Recordholders to change employment without losing their historic record, as well as providing historic information for analysis and reporting.

The Rules and Functions of the System are Determined by Reference Point Ltd Under Advisement from the Advisory Board Representing the Industry

It is expected that in due course, the Advisory Board may seek additions or changes to the Minimum Expectations – for example, that some of the competencies that must be logged on SkillGuard for all recordholders with these qualifications may only be awardable by Approved Training Providers.

At present, however, the minimum expectations are described overleaf.

Therefore, this document lays out the minimum expected usage for an Employing Organisation using the System. The minimum usage ensures a base consistency across System users that is expected by certain user roles.

Expectations of Usage (Minimum Usage) for Employing Organisations

As SkillGuard for Utilities has a wide range of functionality, it is expected that there will be variation about what is required among users, including participating Entities.

Therefore, this document lays out the minimum expected usage for an Employing Organisation using the System. The minimum usage ensures a base consistency across System users that is expected by certain user roles.

NB: Participating Entities will notify their suppliers should their requirements be different from the minimum usage.

As an Employer Organisation using the System:

- Recordholder personal details: Only the minimal information that must be logged in order for the record to be created (forename, surname, date of birth, NI number and unique e-mail address) is required as a minimum, plus a photograph is required to generate the Smartcard.
- Employer Organisations must maintain their eligible worker records, including payment of any required subscriptions and requesting a virtual or physical smartcard for each worker and to ensure the minimum competencies required to be recorded on the System are accurate and up to date (see overleaf for list of competencies).
- If acting as Principal Contractors on Entity projects, they are expected to

regularly spot check workers' SkillGuard for Utilities smartcards (using the App or Web Card Reader) to ensure each worker has the valid competencies for the activity they are doing.

- If acting as Principal Contractors on Entity projects, they are expected to use the App to log any site-based inductions or similar site-based events.

This is the minimum usage expected, however, organisations are encouraged to utilise as much of the functionality as desired with an aim of feeding back any comments to the Advisory Group for future consideration or inclusion as part of minimum requirements or in terms of System development.

Minimum Competencies to be Recorded onto the SkillGuard for Utilities System

Employing Organisations are entitled to add as many 'competencies' as they wish for their workforce, including employer-based (and if principal contractors, site awarded competencies such as toolbox talks and briefings also). It is also possible for Employing Organisations to authorise their Training Providers to award relevant competencies to recordholders on the Employing Organisation's behalf. The "core" competencies that should be recorded on the System are listed below. For these core competencies, evidence of completion for each award is expected to be uploaded onto the SkillGuard for Utilities System. A certificate or scanned-in card may be uploaded as acceptable pieces of evidence.

- Base competency for the activity the recordholder is engaged to do, such as:
 - o EUSR - Utility Safety Health & Environment (SHEA) – Water;
 - o EUSR - Water Hygiene Card.
 - o CSCS or CPCS.
- Other relevant Safety awards, such as
 - o IOSH Managing Safely.
 - o Cable Avoidance.
- SMSTS, SSSTS etc for those appointed as a Supervisor.
- First Aid qualifications for those identified as a nominated first aider by the employer.
- The Principal Contractor will also award Site Specific or Contract Specific Inductions to Recordholders when they are on site.