

Programme: RIAI Project Supervisor Design Process

- Presenters:** Cathal Mooney Dip. SHWW, CMIOSH
Paddy MacNeill MRIAI Dip SHWW, CMIOSH Scott MacNeill Architects
- CPD points:** 14 structured
- Class size:** 16 maximum
- Venue:** See booking schedule
- Cost:** For a limited time, the RIAI is offering a discount to non-RIAI Members on the PSDP course (original price €1600). This discount applies to the next three courses scheduled and will be reviewed thereafter.

RIAI non-members - **€1,250** (including discount)

The RIAI, in partnership with SBD Safety By Design and Scott MacNeill Architects, is pleased offer the "RIAI Project Supervisor Design Process" course, an intensive two day programme designed specifically for professionals who are familiar with the Design and Construction process, to non RIAI members. Non-RIAI members who attend the programme will receive a letter from the RIAI confirming their attendance on the course and giving details of the associated CPD hours. This is an intense and interactive course from start to finish with involvement from participants in workshops and discussions. The HSA has attended the course and reviewed the materials presented and has supported the approach taken by the RIAI/Scott Mac Neill/Safety By Design.

Attendees receive comprehensive handouts each day:

Day 1 Handouts include the power point presentation and background information into fulfilling the role of PSDP and the duties of others, an ideal reference for the future.

Day 2 Handouts include the PowerPoint presentation and an introduction to a ten part management system for the undertaking of the role of PSDP. Handouts include section by section guidance notes and working templates of critical documents and forms. These templates and forms are made available on disc to all candidates on successful completion of the examination.

Course Aim: To provide professionals who are familiar with the Design and Construction process with the knowledge and a system to assist them in undertaking the role of the Project Supervisor Design Process.

Main topics;

1. Introduction
2. Role of the Client
3. Role of the PSDP
4. Design Stage Start
5. Risk Register/Risk Assessments
6. Design Stage Meetings
7. Preliminary Plan
8. Construction Stage/Temporary Works
9. Safety File
10. PSDP Management System

The course is delivered by the means of lectures and workshops.

Eligibility Criteria for attending the RIAI Project Supervisor Design Process programme

For the programme to provide the greatest benefit to all participants it is essential that those participating have a proven level of existing knowledge. Non-RIAI members who attend the programme will receive a letter from the RIAI confirming their attendance on the course and giving details of the associated CPD hours. It is essential, therefore, that suitable entry criteria are in place to ensure;

- 1) that all participants can contribute effectively to the workshops
- 2) that all participants achieve the learning outcomes defined for the programme, and
- 3) that the interests of those engaging the services of individuals accredited on the basis of passing the programme assessment are protected through ensuring that all accredited individuals are appropriately qualified.

On this basis, the entry requirements for the programme are as follows:

All participants in the programme must be able to demonstrate Qualification to the level of

- FRIAI, MRIAI, or
- Architect (i.e. Registered Architect under the Building Control ACT 2007), or
- RIAI (Arch. Tech.)
- Membership of Engineers Ireland, ACEI or SCS.

The RIAI is not in a position to assess qualifications or experience solely for the purposes of entry to this programme, therefore all prospective participants must have one or more of the above qualifications.

AND,

since the programme is based on participants having an existing level of knowledge of health and safety in design, participants must also have

- attended the RIAI 'Designing for Safety' CPD programme, or
- attended the ACEI equivalent designing for safety programme, or
- attended the EI equivalent designing for safety programme

Please Note:

Non-RIAI members are eligible to attend the PSDP programme only and cannot complete the PSDP assessment exercise. Non-RIAI members who attend the programme will receive a letter from the RIAI confirming their attendance on the course and giving details of the associated CPD hours.

BOOKING FORM Project Supervisor Design Process

Venue	Date	Time	X	No. Places
DUBLIN (RIAI) 8 Merrion Square, D2	8+9 November 2010	9am to 5pm	<input type="checkbox"/>	

Member Name & Number _____

Practice/Organisation _____

Address _____

Phone _____ Fax _____ Email _____

Eligibility:

I am (at least one of the three following MUST be ticked)

- Member of Engineers Ireland
- Member of ACEI
- Member of SCS

AND

Indicate the date on which 'RIAI Designing for Safety' was attended _____ or if claiming eligibility on the basis of equivalent or higher programme please give details:

Cost: Non RIAI members - €1250

Price includes sandwich lunch both days and all course materials are included.

(Please note that we cannot process your application until payment has been received. Local Authority bookings must be accompanied by a Purchase Order number, without this the booking cannot be processed.)

Cheque Amount enclosed _____

Visa Mastercard Laser

Card No. _____ Expiry Date _____

Name and Address on card (if different from above)

Name: _____

Address: _____

Purchase Order Number (Local Authority bookings only): _____

Copyright Declaration:

I undertake that I will not reproduce any of the information or documentation included in the PSDP course or forward any of the information or documentation received at the PSDP course to any 3rd party.

Signed: _____ Date: _____

Please note that the RIAI will charge a €50 administration fee on bookings cancelled more than 5 working days in advance of programme delivery. Cancellations made within 2-5 working days of programme delivery will be charged 75% of the full fee. Cancellations on the day of the programme or on the day before will result in the full amount being charged. Substitution, subject to eligibility, is allowed.

Return to RIAI, 8 Merrion Square, Dublin 2 or Fax (01) 661 0948. For further information contact: Teresa Harte, RIAI, 8 Merrion Square, Dublin 2. Tel (01) 676 1703 Fax (01) 661 0948 e-mail: tharte@riai.ie