

## **DRAFT GUIDANCE: Language Issues on IPAF Courses**

Due to the growing migration of workers in Europe and the rest of the world it is important that IPAF have a firm policy and guidance for training centres, instructors and employers sending their staff on IPAF courses.

### **Main Points:**

- It is the employers' legal responsibility to train their staff.
- It is also a legal requirement to comply with the local laws of the country in which the staff will be working.
- The employer or their appointed person has to conduct a risk equivalent (*names vary depending on country*) for the work to be carried out and communicate it to their staff.
- Machines should have documents and decals of the country in which they are working.
- It is either illegal or nearly impossible to stop migrant workers crossing borders due to economic factors.
- Communication on site is often a potential problem.

### **Effects of Main Points on IPAF Courses:**

IPAF training centres and instructors must hold the IPAF courses in the language of the country they are in using local legislative questions. It will remain the employers' responsibility to overcome the language barrier for their staff. This will apply to attending, understanding and passing any tests on a course to be undertaken. The same will apply to familiarisations, understanding decals, referencing the machine manual and on site communication issues.

The risk assessment is a perfect format for looking into these issues and documents the manner in which any potential hazards will be overcome.

### **Training Centres and Instructors:**

You have a duty to establish as far in advance as possible if there may be language problems for candidates attending your courses. If you become aware of a potential language barrier ask the candidates' employer of their steps to overcome any potential language issues.

If the employer proposes using a translator then the instructor must satisfy themselves that the translator has not helped the candidates answer the questions in any way (an independent translator is often useful). If the instructor believes any attempt to cheat has taken place then they must fail the candidates involved and document the reasons on the course paperwork and notify the employer in writing.

It is then recommended to notify IPAF.

**Employers:**

It is now a criminal offence for a UK employer to employ a foreign worker who does not have the right to work in the UK.

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