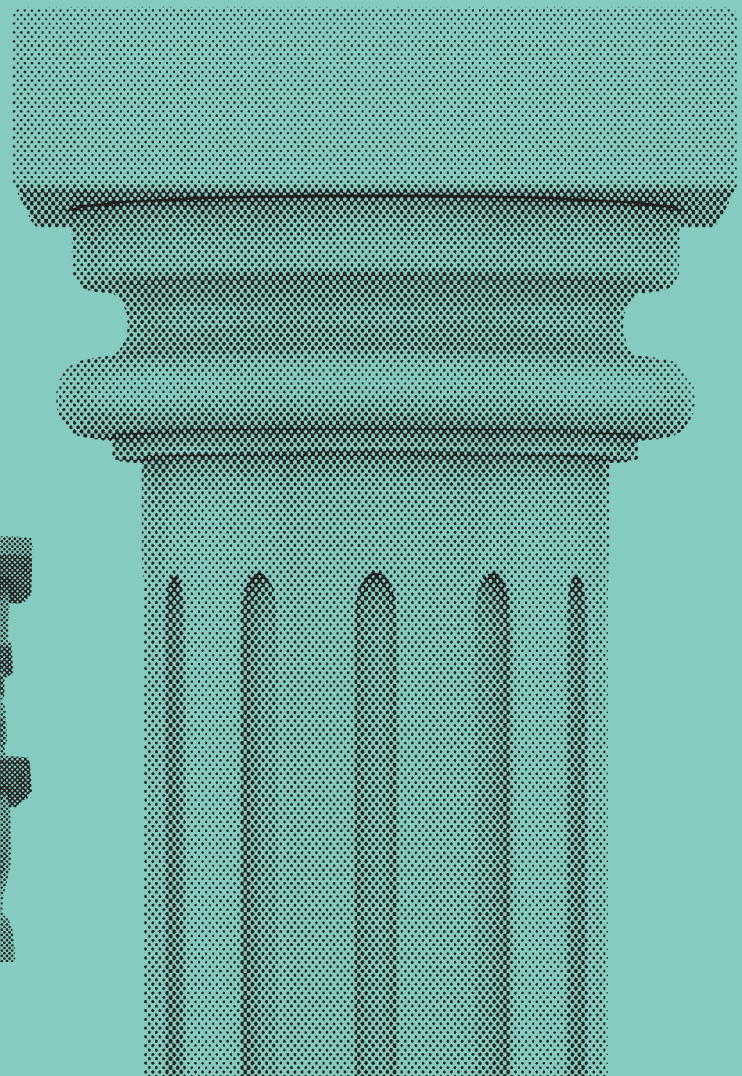




# PAS

## Rule Book



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## **The Plasterers Apprentice Scheme (PAS)**

has been created by the Plasterers Branch and is designed for plasterers entering the film and TV industry. Its purpose is to develop a new entrant's skills through on-the-job plastering and give new plasterers the ability to demonstrate their competence to future engagers/productions.

The scheme will give HODs and productions the confidence that when they're hiring a Plasterer that has come through the scheme, they're hiring the best and most competent plasterers in the industry.

The certification of PAS is solely administered and delivered by experienced Film & TV Fibrous Plasterers.

*NB: This scheme is primarily for new Plasterers and is not intended to supersede Plasterers that already possess a relevant Level 3 NVQ Diploma in Fibrous Plastering.*

## **Logbook/Record book**

All Plasterers joining the scheme will be classified in one of the categories set out below from 1st Year Apprentice to 4th Year Improver, or Certified Plasterer. New applicants entering the industry will begin as a 1st Year Apprentice. Each applicant shall on acceptance into the scheme be issued with a PAS record book and shall ensure that any work undertaken is recorded.

The record book must be completed and signed by the Head of Department (HOD) or Supervising Plasterer at the conclusion of each engagement giving a practical assessment of the work undertaken, including:

- Length of engagement
- General approach to work
- Experience gained in the categories listed
- Ability and aptitude.

The witness signing each engagement must have experience to make a professional judgement on the applicants' performance, including possessing a Level 3 NVQ Diploma in Fibrous Plastering. The witness must also provide their personal/work phone number and not the production or office numbers.

Applicants must submit photos of their record book to Bectu (comprised of the Plasterers Committee) for assessment and re-classification at the conclusion of each 45 weeks of continuous certified employment. Each member of the scheme shall be issued with an identification card designating their current status within the scheme. Members should present their

PAS cards for examination at the request of all prospective employers or HODs.

*NB: Continuous certified employment means 45 weeks accumulated employment, which can be completed over the course of one production or multiple.*

## Portfolio

Alongside the record book, applicants should also complete a portfolio/diary for each year of the scheme to act as complementary evidence to their record book. The portfolio should consist of photographic evidence of the work the applicant has undertaken during an engagement, along with a written summary of the process the applicant has implemented, and a list of the materials used. Work recorded in the portfolio should be signed and dated by both the applicant and the HOD/Supervising Plasterer. Applicants must submit photos of their portfolio for assessment and re-classification at the conclusion of each 45 weeks of continuous certified employment.

## Certified plasterers

Plasterers working in the Film and TV Industry that already possess a Level 3 NVQ Diploma in Fibrous Plastering or equivalent qualification may also apply to the scheme. Rather than completing the Record Book, certified applicants will need to submit evidence of their Level 3 NVQ Diploma along with the relevant documentation for grading.

Applicants that are already undertaking an accredited apprenticeship in fibrous plastering may apply to their respective grade if they

provide evidence of completion of their previous year. For example, an applicant who is currently undertaking the second year of an accredited apprenticeship may join the scheme as a 2nd year apprentice if they provide evidence of 1st year completion.

## Who can join?

The Plasterers Apprentice Scheme is open to all. Apprentices are encouraged to join their union as a 'New Entrant Plasterer' to benefit from a £5/month (for the 1st year) special join rate.

To join Bectu please call the Member Contact Centre on 0300 600 1878 or visit [www.bectu.org.uk/join](http://www.bectu.org.uk/join).

## How to apply

Applicants wishing to apply should fill out an application form and send it to [jigs@bectu.org.uk](mailto:jigs@bectu.org.uk) along with a passport-style photo. Applications can be received at any time. After payment, applicants will receive a Record Book in the post. Applicants that indicate they already hold a level 3 NVQ will not be issued with a Record Book.

## Payment

Members pay £10 for the Record Book. Non-members are required to pay £200. The PAS administration team will provide information on how to make payment after an application is received via [jigs@bectu.org.uk](mailto:jigs@bectu.org.uk).

## Grading

Once an applicant has completed the requirements for grading, they should send in the relevant documentation to [jigs@bectu.org.uk](mailto:jigs@bectu.org.uk). Applications for grading can be received at any time, and members will be notified of the deadline for grading meetings. All documents must be sent in by the deadline. Completed record books and portfolios are then submitted to the Committee in advance of the grading meeting. If additional information is required, the Bectu team will endeavour to contact you. Should you fail to send us the requested information, your record book may be transferred and considered at the following review meeting.

If an applicant passes the grading, they will receive a certificate of confirmation and a PAS ID card and be able to apply for the subsequent grade. Those that do not pass will be able to apply once they meet the requirements at a subsequent grading meeting.

## Bectu website listings

When you join the PAS Scheme, you will be entitled to store your personal information and qualifications on our publicly available PAS list of Accredited Plasterers, which can be found on the Bectu website: [www.bectu.org.uk](http://www.bectu.org.uk)

This list is updated after every grading meeting and can be used by productions and HODs to check eligibility for roles.

It's encouraged that you sign the GDPR form on the application form so that you can be included, and ensure all details are up to date.

Plasterers that already possess a Level 3 NVQ Diploma in Fibrous Plastering or equivalent qualification may also apply have their details published on the PAS list of Accredited Plasterers.

## De-recognition from the scheme

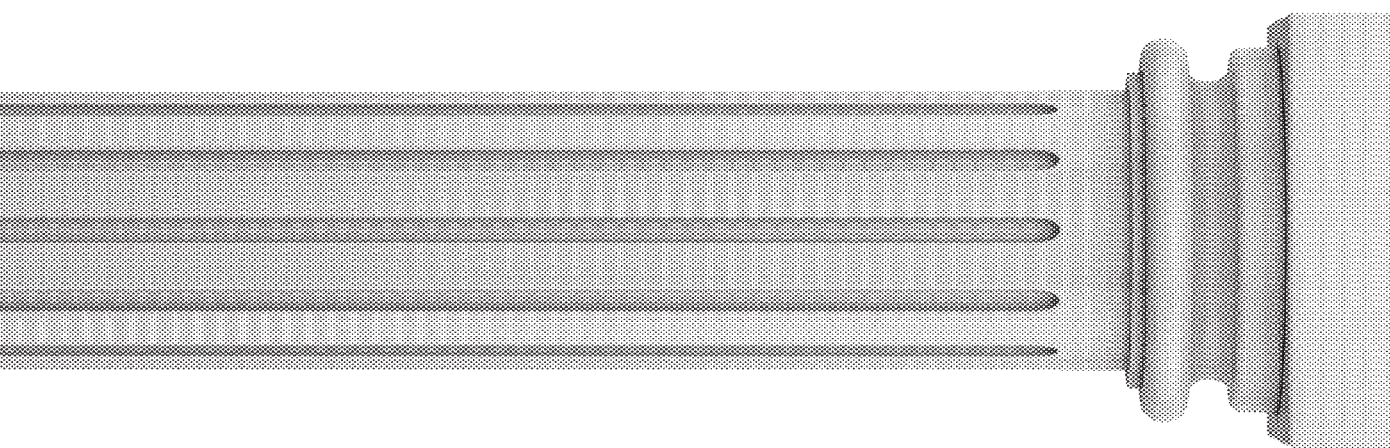
The Plasterers Branch and Bectu shall be entitled to withdraw any member from the Scheme who fails to comply with the requirements of the scheme or who fails to achieve and maintain safe working practices. In this case, the member shall return to PAS Record Book to Bectu.

## Appeals

If an individual considers that he/she has a grievance arising from the operation of the scheme, they can lodge an appeal in writing to Bectu by emailing [jigs@bectu.org.uk](mailto:jigs@bectu.org.uk). Any grievance will be considered by the Plasterers Branch and full-time Bectu Official, and the member will be notified of the outcome, usually within 1 month.

## Equality and diversity

The scheme is open to all applicants in accordance with the Equality Act (2010).



# Expectations for 1st, 2nd and 3rd Year apprentices

## 1st Year Apprentice

A first year apprentice must be able to demonstrate competence in gauging and casting in plaster from all types of mould, eg plaster, fibreglass, silicone.

### **During the first year, the apprentice must be able to do the following:**

- Make a profile from a drawing, transfer said profile to zinc and cut out and file down to a satisfactory standard.
- Horse up a running mould for this profile making sure it is strong and sturdy, capable of creating a mould of the profile.
- Mould should be run to the best of their ability; any marks or blemishes must be made good.
- Once mould is ready, should be shellacked and greased and a cast to come out to a satisfactory standard.

All the above should be carried out in normal working conditions (not examination) over the course of a minimum of 45 weeks of certified employment to be able to apply for 2nd Year Apprentice.

Furthermore, a first year apprentice must complete and pass a ScreenSkills approved health and safety Level 2 course, and a manual handling course through the Production Safety Passport (PSP) scheme.

Bectu provides an approved Level 2 course, Starting Safely, and a manual handling course Lifting Safely. Bectu members are offered a discounted rate of £10 for the course, and non-members pay £20 for the course. For information about Bectu health and safety trainings, please visit <https://bectu.org.uk/training>.

The alternative approved courses are:

### **Level 2:**

- First Option – Online Risk Awareness (RAW) safety training module
- Media Safety Ltd – Introduction to Health and Safety in Film and Media
- The Mark Milsome Foundation – Film and TV online safety passport
- Safe Elephant – The Safe Sets Starter Pack

### **Manual handling:**

- First Option – Manual Handling for Productions
- Safe Elephant – Manual Handling Awareness

## 2nd Year Apprentice

All the first year skills should now be perfected to the highest standard in a timeframe of no less than 45 working weeks.

### **During the second year, the apprentice must be able to:**

- Cut 45-degree mitres (both internal and external) and stop-in to satisfactory standard.
- As well as being able to make a plaster mould, second year apprentices must also be able to make a mould from silicone with plaster, a fibre glass case, or a fibre glass mould. Silicone moulds can either be brush-on or poured, depending on what is required.

By the completion of second year, the applicant must have also completed a certified:

1. Working at Heights Awareness Course
2. IPAF Operator Training Course – Mobile Scissor Lifts & Mobile Booms Lifts

All the above should be carried out in normal working conditions (not examination) over the course of a minimum of 45 weeks of certified employment to be able to apply for 3rd Year Apprentice.

## 3rd Year Apprentice

By the third year, apprentices should have a detailed understanding of all materials used in fibrous plastering. They should be able to take on more complex jobs, such as the ability to create moulds with more than one piece.

### **During the third year, the apprentice must be able to:**

- Understand texturing and be able to create detailed finishes with plaster, making it look like stone, wood, or any other required finish.
- As well as being able to cut and stop in 45-degree mitres, they should now be aiming to create acute and obtuse mitres.

All the above should be carried out in normal working conditions (not examination) over the course of a minimum of 45 weeks of certified employment to be able to apply for 4th Year Improver.

## 4th Year Improver

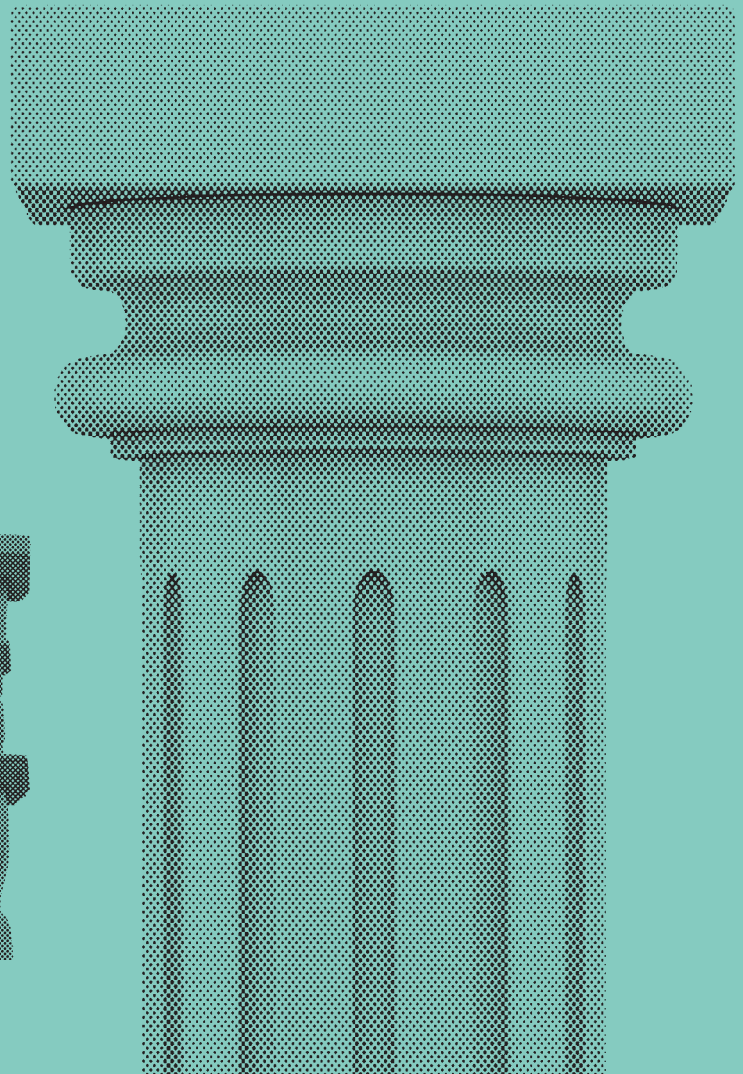
After completion of the third year as an apprentice, an apprentice is expected to undertake a fourth year of work as an improver. Working as an improver will enable apprentices to hone their skills to an excellent standard and ensure that productions work with highly skilled and experienced plasterers. All the above should be carried out in normal working conditions (not examination) over the course of a minimum of 45 weeks of certified employment.

Improver apprentices also need to undertake and pass a written exam towards the end of their 4th year. The exam will be arranged and assessed by an experienced plasterer on the Bectu Plasterers Committee at your place of work.



# PAS

## Rule Book



**Bectu Plasterers  
Apprentice Scheme**