

Minutes of **C.F.T.F MEETING** held on
Thursday 30th November 2017
At AJ Morrisroe & Sons Ltd

This document contains hyperlinks to further information

PRESENT:

Robin Holdsworth- CONSTRUCT Executive Secretary & CFTF Treasurer
Tracey Stafford – CFTF Group Training Officer & Secretary
Steve Hammond –Anderson Group - Chairman
Sarah Bloom - Stephensons
Sean Brosnan – CJ O’Shea
Tony Sheehan – Getjar
Robert Thompson – AJ Morrisroe
Elaine Keyes – Ground Construction
Martina Oyite – Byrne Bros
Ovi Gradinaru – JP Dunn Construction
Lisa Durkan – JRL Group
Kay O’Mahony – Toureen Group
Patricia O’Donoghue – Toureen Group
Annette Jones – Foundation Developments Ltd
Tracy Botley – O’Halloran & O’Brien Ltd
Sara Pillai – Carey Civil Engineering Ltd
Jan Rejek - CITB

1. Apologies for absence received from

Kerry Ratcliffe, Tamdown Group; Robert Morrison, Keltbray Structures Ltd; Andrew MacLeod, Togher Construction Ltd; Debbie Illey, Build UK Secretariat Team.

2. Minutes from last meeting / matters arising

Tracey made a correction to the minutes of the last meeting relating to CRO CSCS Cards and clarified that any cards with any expiry date later than 30th September 2017 are still valid until the expiry date shown on the card/records.

Steve Hammond provided an update on the review of Site Safety Plus courses – specifically relating to the Health and Safety Awareness course; Directors Health and Safety; SMSTS and SSSTS; all changes come into effect from 2nd January 2018 and are listed in annex 1 to these minutes.

Tracey reported CONSTRUCT took a stand at the Skills London event on 24th & 25th November with the support of representatives from Anderson Group, AJ Morrisroe, Careys and Peri Ltd. Attendee numbers at the event were reported as a total of 33,611 individuals (17,402 attendees on 24th and 16,209 attendees on 25th). Those on the CONSTRUCT stand spoke with approximately 200 individuals over the two days including a mix of school children; teachers; parents and graduates. Employers involved took details of applicants and CV and schools and colleges interested in further presentations. The CFTF group discussed the effectiveness of our attendance; future attendance at skills events and the benefits of involvement.

3. Apprenticeship Trailblazer Standards update

Tracey reported delays in the approval and launch of trailblazer standards across UK industry are still occurring; the responsibility for the approval process now sits with the newly formed Institute for Apprenticeships, IFA. A list of the apprenticeship standards in development or ready for delivery can be found at:

- <https://www.instituteforapprenticeships.org/apprenticeship-standards/?includeInDevelopment=true>

Martina Oyite confirmed the end point assessment for the Formwork Standard has been reviewed by the assigned IFA Relationships Manager and he raised a number of queries on the draft copy which have now been answered. Martina is now having is problems with collating costings for the delivery of the apprenticeship from potential training providers and is chasing a number of contacts. Rob Thompson offered assistance with this through his contacts from Building Crafts College.

Tracey reported the SHE Technician Trailblazer standard has been approved but is not ready for delivery as work is still being undertaken to get the end point assessment approved.

Tracey reminded the group on the availability of CITB apprentice grants for Level 2 & 3 and Higher Level and Degree apprenticeships. These grants for construction related apprenticeships remain available in addition to the Apprenticeship Levy support available from Government; a registration process must be followed with CITB to ensure the payment of these grants. Details on the current CITB apprentice grants can be found at:

- <https://www.citb.co.uk/grant/grants-for-training/apprenticeship-grant-england-wales/> for level 2 & 3 and
- <https://www.citb.co.uk/grant/grants-for-training/higher-graduate-and-degree-apprenticeship-grant/> for higher and degree apprenticeships.

4. CITB Grants and Funding Update

Tracey provided a summary of the changes CITB are working to implement from April 2018 which includes the development and introduction of a Construction Training Directory which will include details of all CITB Approved Training Organisations (ATO) and the CITB assured courses and qualifications they offer as an ATO; CITB are developing over 500 course standards which will directly link to what grants are paid for training; a Construction Training Register will be introduced which will contain records of training undertaken by individuals and also facilitate the automation of grant payments to employers. Employers who currently deliver in house courses will need to consider applying to be an Approved Training Organisation if they wish to claim grant for any courses they deliver which match to a course standard. The following links relate to the above developments:

- Approved Training Organisation Process - <https://www.citb.co.uk/training-and-courses/become-an-ato/>
- Training Standards for short duration courses - <https://www.citb.co.uk/qualifications-standards/training-standards/>
- CITB Grants from April 2018 - <https://www.citb.co.uk/grant/update-grant-reform/whats-changing/>

5. Industry training news including card schemes

Tracey reported a SAFed route for welders to obtain CSCS cards has been introduced which involves the Zurich assessment route, more details at :

- <https://www.cscs.uk.com/news/new-safed-route-for-welders-to-obtain-cscs-cards/> and <https://www.cscs.uk.com/news/wq-inspection-certification-route-for-welders-to-obtain-cscs-cards/>

Robin informed the group Government has launched the Industrial Strategy White Paper in the past week and the focus for construction is skills and innovation; this has been welcomed by the Construction Leadership Council. More on this here :

- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/664563/industrial-strategy-white-paper-web-ready-version.pdf

The Construction Leadership Council has released an updated recommendation regarding agreed standards of qualification and skills required by construction occupations and who needs to hold a card carrying the CSCS logo. Read the full revised document here:

- <http://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2017/11/CLC-decision-on-card-scheme-logo-22.11.17.pdf>

Post meeting note: Tracey contacted Brian Morrisroe and Sarah Garry at Build UK for clarification on the requirements of the revised document and it has been confirmed CITB are the recognised standard setting body and CONSTRUCT with member assistance identify the appropriate qualifications for each occupation in our sector and ensure these qualifications are what we require.

The Construction Industry Training Board (CITB) has revealed its bold new strategy and proposals for its future offer – *Vision 2020: The Future CITB*. This includes withdrawal from administering card schemes; withdrawal from delivery of training and apprenticeships; selling NCC College locations and a move of head office from Bircham Newton to Peterborough. CITB staff were informed of the changes on 15th November. More on this item here:

- <https://www.citb.co.uk/news-events/uk/2017/citb-shares-bold-new-plans-for-future/>

6. AOB

Tracey – Mates in Mind. Progress on developing an agreement between CONSTRUCT and Mates in Mind has not moved forward and it is looking unlikely that an agreement on costs for members will be reached any time soon.

Kay O’Mahony asked if any member directly employs an Occupational Health Nurse? Members responded they generally use an external service/company. Elaine shared details with Kay for a company/nurse she uses.

Ovi Gradinaru – asked for clarification if holders of FAS CSCS experienced plant operator cards issued in Ireland are accepted on sites in England or do they need to be converted to CPCS cards? The general response was it depends on the main contractor but there is a process for applying for the FAS CSCS card to be converted to CPCS which includes completion of the CPCS theory test for the plant categories held; passing a HS&E test; and applicants must also complete the CPCS Skills validation interview for each category - this is available at the FAS Mount Lucas training facility. Elaine shared details of the National Construction Training Centre, Mount Lucas -

<http://www.laoisoffalyetb.ie/mount-lucas>

Robin gave an outline of a Home Office Committee –ECHO- which he has been involved in on behalf of CONSTRUCT. This committee is undertaking to make improvements to checking immigration and work status of employees and introducing digital pilot schemes including biometric residents' permits. Robin asked for a volunteer to take his place on the ECHO committee and to attend the meetings going forward. Robert Thompson, AJ Morrisroe volunteered. **Actions: Robin to notify ECHO of change in contact; Tracey to add ECHO feedback to CFTF agendas for 2018 and Robert to attend ECHO meetings and report back.**

2018 CFTF Meeting dates

All meetings to start 10.30am with a 10.15am arrival please

Thursday 22nd February – venue TBC

Thursday 3rd May

Thursday 3rd August (TBC)

Thursday 22nd November (TBC)

Annex 1 – Site Safety Plus course changes

The Site Safety Plus Team have had a busy 2017.

Our 4 primary courses have been developed into a modular format comprising Learning Outcomes and Assessment Criteria. This new format alongside notes for guidance and publication details are available in the new Scheme of Works (that will be sent to you shortly). Trainers can use this document to help with lesson planning if desired. **Exam pass rates have been increased to 80%.** Delegates can re-sit on the day with a different exam paper.

For those of you who were unable to attend one of our Forums, a copy of the main presentation highlighting the forthcoming changes was sent out to you following the events.

You will be provided with revised documents detailing the changes from the start of December. Please find below a summary of some of the main changes to be aware of:

Revisions made to the courses and exams relate ONLY to HSA, SSSTS, SMSTS and DRHS. The remaining Site Safety Plus suite of courses will be reviewed in turn from early 2018. The course content and exam papers you hold for any of these courses remains current. Delivery and pass marks also are unchanged.

HSA course changes

- Content includes new elements relating to mental health and environmental awareness.
- HSA exam papers have been revised and now include 3 safety critical questions, which will need to be answered correctly by delegates to pass the exam.
- At the end of the course an exam must be completed on the same day. This can either be the traditional exam paper or electronic HS&E Operatives test online. If a delegate is taking an electronic test on a different date to the course, the paper test will need to be taken on the day.

SSSTS course changes

- Content includes an element of stress and mental health awareness and environmental issues.
- There is a scenario-based case study exercise for SSSTS including a method statement and risk assessment to test learning. This will be assessed via the trainer review alongside the new exam papers.
- Revised exam papers include 4 safety critical questions which will need to be answered correctly by delegates to pass the exam. The papers also include new style questions as well as the traditional multiple choice, e.g. image questions and written question and answers. Marking guidance will be provided to trainers.

SMSTS course changes

- Content includes stress and mental health awareness.

- Revised exam papers include 5 safety critical questions which will need to be answered correctly by delegates to pass the exam. Papers are now 20 multiple choice and 5 written questions. These are short one word/list answer type questions. Marking guidance will be provided to trainers.

DRHS course changes

- The DRHS course has been completely reviewed and a 2-part scenario has been introduced, which will develop the director's skills as well as producing an action plan taking steps to put things right on site.
- An 'action plan and skills matrix' which will be developed around each delegates specific business needs – this will not be assessed but will provide them with something tangible to walk away with and work on to improve their own site/business.
- Exam papers have been revised and updated.
- A supporting mandatory publication has been introduced for the DRHS course - (Book A) GE700 - cost £30.90 / Levy £25.75

Scheme Rules

- The Scheme Rules have been split so that any Quality Assurance items are in a separate supporting document (Requirements for Approved Training Organisations)
- Minimum numbers for all courses are 4 delegates **with no appeal option** The exceptions to this are HSA and DRHS which are 3 delegates. Maximum numbers are all 20 with the exception of DRHS at 12.
- Courses must be notified to CITB 5 working days prior to commencement (this has been reduced from 10 working days).
- To deliver the SSP suite of courses, trainers must have verifiable knowledge, skills and experience of health and safety in construction at the appropriate level. Trainers must have a minimum of **3 years** relevant industry experience at Site Management/Supervisor level or above (in a clear position of responsibility and decision making).

All of the SSP changes will come into effect from 2nd January 2018.

Any new / updated documents, including Scheme of Works, exam question and answer papers and Scheme Rules, will be made available from the beginning of December ready for the go live date of 2nd January.

SMSTS

It is highly recommended that this course runs consecutively over five days to maintain continuity and flow. However, day release is an option, based on one or two days per week for up to a maximum of five weeks. Where courses are interrupted by Bank Holidays, this time period may be extended to seven weeks.

Should a training provider wish to deliver the course over half-days or as an evening course, the required contact hours are 40 and 42 hours respectively. Half-day courses will require an

attendance of a minimum of four hours and evening classes for a minimum of three and a half hours at any one time. These extended hours take into account the stop-start nature of the delivery.

SSSTS

There is no mention of half days being allowed however it is alluded to that the 2 days can be split in to 1 day per week.

Delegates must attend the days in order and, where not on consecutive days, must complete the course within two weeks.

Health and Safety Awareness

Cannot be split in to 2 half days

Directors Role for Health and Safety

There is no mention of splitting the course in 2 half day sessions, however I have split the course and informed SSP prior with no problem.

Hope this all makes sense, any issues or for clarification please let me know

Steve