

**Meeting:** CFTF  
**Date:** Wednesday 18 September 2019  
**Time:** 11:00am – 13:30pm  
**Location:** Ele & Castle Skills Centre, 33 Heygate Street, Elephant and Castle, London, SE17 1AZ  
**Chairman:** Robert Thompson (Vice Chair)  
**Paper:** Minutes



**Attendees**

Robert Thompson	Vice Chairman	Paul Kirkbride	Peri
Martina Oyite	Bryne Bros	Tracy Botley	O'Halloran & O'Brien
Tony Sheehan	Getjar	Sean Brosnan	C J O'Shea
Niamh Faughnan	JRL Group	Mark Buckton	NOCN (Speaker)
Robert Aitken	Realtime Civil Eng.	Dave Armsworth	CONSTRUCT
Jan Rejek	CITB	Dave Campbell	CONSTRUCT

**Apologies**

Steve Hammond	Chairman	Ana Ungurean	Modebest
Ian Ellis	BASF	Joe Mitchell	Mitchellson
Martin Cunningham	Carey's	Debby Wilson	RMD Kwikform
Terry Bradley	CCL (GB)	Tracy Dennis	Tarmac
Wayne Garrod	Formwork Company	Neil Jackson	Southern Concrete
Andrew MacLeod	Tougher Construction		

**1. Welcome & Apologies**

The Chairman welcomed everyone to the meeting.

It was noted that the apologies that had been received would be recorded in the minutes.

**2. Minutes of Last Meeting held on 11 July 2019 and Matters Arising**

The minutes of the last meeting held on 11 July 2019 were approved by the group.

There were no matters arising.

**3. CITB Update**

The Chairman invited Jan Rejek (CITB) to give an update.

CITB would formally move its HQ to Peterborough from 1 October 2019. CITB will move out of providing direct training and they were still in the process of finding a buyer for the Bircham Newton site.

CPCS was being transferred to NOCN Group, CSCS to Teleperformance, and CISRS was still in negotiation.

CITB were still recruiting ATOs, with 1,000 on the books in April 2019 and looking to move to 2,000 by the end of March 2020. There were more than 20,000 courses on the [training](#)

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[directory](#). [Training Standards](#) are taking roughly 5-6 months from development through to approval.

CFTF members noted that there was some kickback to employers from ATOs in regards to automatic grant, i.e. they were being asked to process the grant rather than the ATO doing this within the 10 day period. CITB were engaging with ATOs regarding to reduce the instances of this, but members should ensure that delegates have their company CITB Registration Number with them to ensure the ATO can process the grant.

CFTF members noted their frustration at the difficulty of claiming grant for in-house training.

CITB were beginning a consultation review of [Training Standards](#) and [National Occupational Standard \(NOS\)](#).

Jan noted that CITB Advisors can assist with grants and apprenticeship funding support for employers. He highlighted that a two year apprentice attracts and [grant](#) of £8,500 and a three year of £11,000. There is also a £500 grant for smaller companies taking on apprentices.

Members highlighted that there was a lack of Quantity Surveying (QS) apprenticeships nationwide and the quality of current provision was not good.

Jan highlighted the [Skills & Training Fund](#) for employees under 100 employees. He noted that while there were some organisations with pre-filled out templates for employers, these needed to be sufficiently individual to ensure a successful bid.

CITB also has the [Flexible Fund](#) for the development of 'innovative training solutions' which required a consortium of at least 3 employers, or a federation/association. Funds range from £10,000 to £500,000 within a minimum company/industry contribution of 30%. The [Structured fund](#) was aimed at reducing the key skills gaps, which may include the development of training hubs around the country.

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#### 4. Presentation from NOCN

Mark Buckton from NOCN delivered a presentation which can be viewed [here](#), which covered the areas of work NOCN is working, including CSkills awards which they have taken over from CITB. They also act as an End-Point Assessment Organisation (EPAO) and their SiteRight Scheme for training standards.

Mark requested referrals or members who are interested in becoming end-point assessors for the Formwork Apprenticeship to get in touch. Please contact the secretariat if you would like more information.

Members requested Mark send a list of the End-Point Assessments they are approved to deliver and those that they are applying to deliver, which are listed below:

Standards NOCN are approved for
Carpentry and Joinery
Advanced Carpentry and Joinery
Property Maintenance Officer
Bricklayer
Steelfixer
Lifting Technician

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Details of these can be found [here](#).

<b>Standards NOCN are applying for now/soon and we have told the ESFA we will apply 'in Principle'</b>
Painter and decorator
Plasterer
Scaffolder
Formworker
Floorlayer
Piling attendant
Roofer
Wall and Floor Tiler
Construction plant operative
Construction Site Engineering Technician
Construction Site Management
Construction Site Supervisor
Construction Quantity Surveyor
Construction surveying technician
Groundworker
Highway electrical maintenance and installation operative
Highways maintenance skilled operative
Hire Controller (Plant, Tools and Equipment)
Construction design management (degree)
Highways electrician / service operative
Highways Maintenance Supervisor

This will allow providers to comply with the ESFA requirement for them to select either an existing EPAO or an EPAO in Principal. More information can be found [here](#).

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## 5. Preliminary Analysis of CFTF Training Survey

Dave Campbell gave a preliminary overview of the training survey results, which closed a few days before the meeting. Members discussed continuing trying to get a greater response to obtain further more representative results. The presentation slides can be viewed [here](#) (slides 2-3) or the initial analysis is below:

- 9 Contractor Members completed (25% response rate)
- All expressed an interest in one or more of the training CFTF has funding for already
- Other training being undertaken was widespread, but with just under half seeking SSSTS, SMSTS and working at height
- Almost all respondents were interested in undertaking concrete specialist Temporary works
- Almost all respondents were interested in System Formwork Training
  - Most wanted it to be a standalone course and an NVQ unit
  - Most expected training to take between 2-3 days
  - There was an even divide of those wanting on-site and dedicated training facilities
- Members are seeing significant reduction in grant claims
  - 55% were claiming significantly less than they pay in levy
  - 33% claiming slightly less than they pay in levy

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- It is still hard to find apprentices
  - Training provision is difficult to find close by and to meet minimum numbers

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## 6. Career Update

Dave Campbell updated the meeting on Construction Ambassadors, which is now going to be merged into STEM Ambassadors. Slides from the presentation can be found [here](#) (slides 4-5).

- Industry will be encouraged to sign up to STEM Ambassadors
- Current Construction Ambassadors resources will be reviewed by STEM Ambassadors and reissued
- Current ambassadors will need to re-register and undergo 45-min induction (online)
- Face-to-face for additional help also available

With the changes with the Ambassador scheme, the group agreed that CONSTRUCT specific resources should be developed, and noted that some work had already taken place while Tracy Stafford was in post, but not completed. Members attending that had worked on such materials – or have their own that they are willing to share to develop the wider industry’s materials – should forward these onto the secretariat.

**Action: CFTF Members to forward on any preliminary work on career promotion developed for industry, and any company resources they would be willing to share, to the secretariat.**

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## 7. Training Standards and Approved Training Organisations Status

Dave Campbell gave a presentation the CITB Training Standards Review/Development and on the potential for CFTF to become an Approved Training Organisation (ATO) in its own right. The slides can be viewed [here](#) (slides 6-9).

There was discussion with the meeting on the merits of this when many members are already employer ATOs, and perhaps CFTF could support more members to achieve this status. There were also synergies on the audit and development of standards with NOCN rather than CFTF starting from scratch. Members agreed that CFTF should focus on the information, advice and guidance on training, skills and funding as its priority.

Relevant Training Standards and NOS/NVQs that were being reviewed by CITB would be circulated to members when received from CITB.

The [Panel/Soffit System Formwork Training Standard](#) had been written and was now awaiting approval from CITB to be added onto the Training Standards Directory. Any changes to the Formwork NVQ was requested so it could be added as an optional unit.

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## 8. Other updates from the Chairman and GTO

With the upcoming changes to the CSCS card scheme and the touch screen test, members requested that they be invited to present to the group at a future CFTF meeting.

Members were referred to the Q4 Update of the CFTF Training Strategy that was circulated with the papers for the meeting. There were no further questions, and members accepted the report.

## **9. Any Other Business**

Members raised some concerns regarding the change of management of CFTF since Tracy Stafford's departure at the end of 2019, particularly the regularity of communications.

Dave Campbell outlined Build UK were providing 'caretaker' support to ensure relevant paperwork was completed for CITB funding requirements from that time, until CONSTRUCT/CFTF made a decision on how they would like to manage CFTF moving forward. Dave Campbell presented a proposal to CFTF and CONSTRUCT Council in May which was accepted and formally began from 1 May 2019. This included developing a CFTF strategy that was subsequently agreed at the CFTF meeting in July 2019, and has been delivering and reporting to this strategy since then. Communications have been focused on monthly round-up in the newsletter.

Dave noted that members were keen for more regular communications via email, and would step this up moving forward. Dave would also recheck that all CFTF contacts were receiving the CONSTRUCT monthly newsletter which features around 50% of training & skills content in each edition.

Members were also keen for visits to help support members with their training and funding issues, and Dave agreed to begin booking these in.

### **Future CFTF Meetings**

It was agreed that a further CFTF meeting would be held on 21 November 2019.

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