

**Meeting:** CFTF  
**Date:** Thursday 21 November 2019  
**Time:** 10:30am – 12:30pm  
**Location:** Anderson Group  
**Chairman:** Steve Hammond  
**Paper:** Minutes



**Attendees**

Steve	Hammond	Chairman	Dacian	Keran	O99 Training Academy
Robert	Thompson	A J Morrisroe	Terry	Hall	PERI
Martina	Oyite	Byrne Bros	Niamh	Burke	Realtime Civil
Martin	Cunningham	Carey's	Mick	Bray	Tamdown
Tony	Sheehan	Getjar	Anthony	Rayfield	Tamdown
Ovi	Gradinaru	J P Dunn			
Niamh	Faughnan	JRL Group	Dave	Armsworth	CONSTRUCT
Tracy	Botley	O'Halloran & O'Brien	Dave	Campbell	CONSTRUCT
Martyn	Price	O'Halloran & O'Brien	Hannah	Rolfe	CONSTRUCT

**Apologies**

Colin	Laidlaw	Addington Formwork	Urte	Sonnenburg	J Reddington
Neil	Jackson	Blanchard Wells	Darren	Dennis	Marney Construction
Ian	Ellis	BASF	Neil	Marney	Marney Construction
Jan	Rejek	CITB	Marin	Gazulli	MGB Contractors
Terry	Bradley	CCL	Sarah	Bloom	Stephenson Group
Sean	Brosnan	C J O'Shea	Tracy	Dennis	Tarmac
Julia	Stevens	Constructionarium	Sharon	O'Flynn	Toureen
Alex	Warrington	Expanded	Kay	O'Mahony	Toureen
Elaine	Keyes	Ground Construction	Jarom	Covington	Rapideps
Theo	Prinsloo	Ground Construction	Debby	Wilson	RMD Kwikform

**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 18 September 2019 and Matters Arising**

The minutes of the last meeting held on 18 September 2019 were approved by the group.

There were no matters arising.

**3. CITB Update**

Jan Rejek was unwell and was therefore unable to give the usual CITB update. The Chairman, Steve Hammond, gave the CITB update in his absence.

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## **a. CITB Direction**

The chairman recently attended a CITB meeting and the following information was distributed:

- [Apprenticeships Answered](#)
- [Apprenticeships off-the-job training flowchart](#)
- [Apprenticeships off-the-job training myths and facts](#)
- [Cambridge Regional College](#)
- [CITB Business Plan](#)
- [CITB England Business Plan](#)
- [CITB Scotland Business Plan](#)
- [CITB Wales Business Plan](#)
- [Constructing a Better Britain](#)

The Chairman felt CITB are moving in the right direction but that it's apparent that they are sending out a lot of information.

The Chairman reminded members that the consensus is next year, and members will be asked for their views on continuing the CITB. The chairman noted the value that the levy gives to the sector as a whole, not just for individual companies.

Members raised a number of issues regarding CITB:

- NVQ Grant takes a long time to be processed. It should be 29 days but in some cases it has taken months.
- Members were concerned about the lack of continuity of advice they were receiving from CITB. CITB is supposed to be a one-stop shop but the information members are getting is contradictory.
- The move to Peterborough has obviously caused some problems but members do expect a good level of service at all times. CFTF should feed this back to Jan Rejek.

The Colchester Institute are running a Groundworks course. The chairman suggested that they could talk at the next CFTF meeting. Members were concerned that the closest Groundworks course is in Stratford, which is logistically difficult for many members.

## **b. Apprenticeships**

Members discussed registering apprentices with the awarding body and were concerned how long this takes. Members are also concerned how long it takes for apprentices to get their certificates. Colleges can't release information due to GDPR.

The chairman reminded members that all apprentices now have to do 20% off the job training. Examples of off the job training include, but are not limited to: a company induction, toolbox talks, eLearning modules and an NVQ visit. Members were advised to engage training provider if struggling to reach that 20%. The secretariat will circulate the [off-job training document](#) to all members.

Members discussed the issue that apprenticeships traditionally start in September, which does not always work for businesses. It was agreed that a rolling course start date, or having 6 over the year, would be more beneficial to employers

Members expressed issues with retention of apprentices and To combat this issue, there was a discussion held around a foundation course or two week boot camp, which those involved agreed would be a beneficial way to sift out those who are really interested in the career and those who would likely drop out. It was suggested that CFTF could put together a programme

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and take it to course providers to deliver. The Chairman raised the point that CFTF already have a lot on the horizon and would need to prioritise its actions if this were to happen soon.

Actions:

- Secretariat to circulate documents from CITB meeting
- Secretariat to look at pre-apprenticeship programme options
- Chairman to invite Colchester Institute to a future CFTF meeting

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#### **4. Training Standards & Qualification Review**

##### **a. Steelfixing**

CITB are undertaking a review of the National Occupational Standards (NOS) and NVQs across the construction industry. Steelfixing is currently under review and members have been invited to respond (sent 17 October). Joe Mitchell from Mitchellson and Tony Sheehan from Getjar have been involved with the first stage review.

Tony Sheehan gave an update on the Steelfixing standards and as there are differing opinions between those that have reviewed that standard, a physical meeting will be held to finalise the standards. This is due to take place in mid-December, and Tony will report back once this has occurred. The final result will be circulated to members.

Members also questioned and discussed what the Level 3 standard would comprise of and whether it would be for a Supervisor.

##### **a. Confined Spaces**

CITB are also reviewing the Training Standards that are listed on the directory, as well as developing new standards. For Confined Spaces, three new standards have been developed for low, medium and high risk. Members have been invited to respond (4 November). Joe Mitchell from Mitchellson has been involved.

Members thought that the 6 hour difference between the low and medium risk seemed very small. If there is such a small difference between the standards then companies would most likely book operatives on the medium risk course. Members suggested that there should be an option to complete an 'upgrade' course between the low and medium risk courses, rather than having to complete both.

##### **b. Concrete Pump Supervision**

Feedback from the pilot course run was that more practical elements would enhance the course. In the short term, this could be resolved by members opening up their sites to allow training to take place around actual operations.

The chairman asked whether any members would be willing to help host both the supervisors and operators course.

In the longer term, CFTF are looking at some video or virtual reality (VR) options which allow the training to be completed fully in a classroom environment. The VR would replace the practical /site element of the course. This could provide both the opportunity for us to seek funding from CITB or from CONSTRUCT to help support the development of video or VR.

The chairman spoke about the Bam Nuttal immersive learning programme initiative. The way that people interact and learn is changing, the industry needs to come up with new ideas to keep up with this.

Members would be happy to get involved in the development of this and agreed to the idea of a breakout group.

It was suggested that a proposal is put together based on the feedback to ask the CONSTRUCT Council to release some funds for us to develop these materials.

##### **c. Upcoming Reviews**

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CITB are undertaking a number of review of the National Occupational Standards (NOS) in 2019/20. They are:

Construction Site Supervision (Continued from 2018)
Construction Site Management (Continued from 2018)
Accessing Operations and Rigging
Controlling Lifting Operations (including Supervising & Planning
Demolition
Construction and Civil Engineering Operations
Geomatics and Site Surveying
Steelfixing
Insulation and Building Treatments
Construction Senior Management

When further reviews are announced next year that are relevant to CFTF members, the secretariat will circulate these to members that may want to be involved.

The secretariat will also do this for any CITB Training Standard reviews. When new standards are development, CITB are sending them around to relevant parties to comment before they are published.

**Actions:**

- Tony Sheehan (Getjar) to report back following the Steelfixing WG meeting
- Joe Mitchell (Mitchellson) to report back following the confined spaces WG discussions
- Secretariat to look at options for video or VR for the concrete pump supervisor course
- All members who are willing to host a concrete pump operator and/or supervisor course on site to contact the secretariat.
- Secretariat to circulate any future relevant reviews of training standards and qualifications

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**5. Training Development**

**a. A New Approach to Manual Handling – presented by Martin Cunningham, Careys Civil Engineering**

Martin Cunningham from Carey's Civil Engineering has been working on a new concept for manual handling training that is more specific to our industry and better embed behaviours. Martin talked the group through his plan and there was general interest from other members.

Martin explained that standard manual handling training about picking up a box is not always relevant and yet a quarter of all injuries in Construction is back related. The concept that he has been working on uses the Alexander Technique to teach operators how to use their body correctly for heavy lifting, to benefit their spine and posture. Martin received a lot of interest from CITB and the University of Bath.

The issues with currently manual handling courses is that it's impossible to break habits in a 4 hour course. Martin's proposal is to introduce a 6 week programme, where operators are assessed and taught on the job. Using physiological learning, operators will be recorded while working using sensor pads and then shown the real-time data to illustrate where and when they were tensing. They will then be brought back to the classroom to analyse their technique.

Members agreed that more tailored course that embedded behaviours would be useful, and would want it to be grant funded by writing a relevant Training Standard. They also liked the idea of a Train the Trainer course so that it could be delivered in house.

**b. Panel Soffit System Formwork**

The Training Standards have now been approved and sent to CITB's product team to release. CITB are now releasing new standards in batches, and we expect this to be published in February 2020.

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Although this is still considered 'in development', members are able to claim through the grant scheme if they undertake the training.

PERI are running a 'taster course' on 3 December and we are planning to hold a full course in Q1 2020. Dates for which will be circulated to members after the meeting

The working group for the System Formwork course is in progress.

### **c. Temporary Works – Concrete Specialist**

A working group is scheduled to take place after this meeting to develop the temporary works – concrete specialist training standard. This will allow members to claim grant for undertaking such training and CFTF will look to run a course for this in Q1 once the standard is written.

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## **6. Upcoming Courses**

Responding to member requests and from the training survey data, we are planning to run some courses in the first quarter of 2020 these include:

- a. Concrete Pump Supervision
- b. Concrete Pump Operations
- c. Mental Health First Aid
- d. Panel Soffit System Formwork

Mental Health first aid we are planning two courses:

- Half-day Mental Health First Aid Awareness Course
- 2-day Mental Health First Aid

These are expected to be held at Carey's office in King's Cross, and dates for February will be notified to members shortly with [booking details](#).

Members suggested that Mental Health First Aider should be added in your email signature so that your colleagues are aware.

Panel Formwork, as previously discussed, will include a taster session from PERI on 3 December. We will also look to run at least one course with PERI in Q1 2020 and approach other system formwork providers to deliver the same (i.e. to the Training Standard) using their own systems, to give members choice.

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## **7. Funding for Training**

### **a. Current Training Fund Update**

[CFTF funds are still available for members](#) to access for a range of training, and Dave Campbell has been out visiting members to talk through the funding opportunities and to map their training plans to potential funding.

CFTF have this funding until 31 March 2020, and can be used for training that has taken place from 1 April 2019 that is listed on the CITB Training Standards directory. This includes NVQs, as long as they are achieved by 31 March 2020 too. Some funds are ring fenced for the courses we are running on Concrete Pump, MHFA and Panel Formwork.

Members with less than 100 employees can claim 100% of the training cost minus any standard grant and those with over 100 employees, 50%.

CFTF want to ensure that as many members gain access to this fund as possible, so those of you that have had visits from Dave may not have had confirmation on the amount you will receive until further visits have been undertaken in December.

### **b. Member Visits**

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Dave has been booking in and visiting members to talk through funding and other training issues. Some members are very engaged. The chairman reiterated that these one to one visits were very important.

Five members have been visited and there are another five in the diary before the end of the year. If you want to book in a date with Dave, please email [training@construct.org.uk](mailto:training@construct.org.uk).

**c. Changes to CFTF funds for 2020-2021**

CITB are introducing changes to the CFTF funds for 2020-2021. This will mean the way CFTF applies for additional funding is changing and will require more input from members in advance of any bid for funding.

Dave Campbell talked members through these changes with a [presentation](#).

The current additional funding pot is going to be replaced with the Skills and Training fund from 1 April 2020. CFTF have got to work with members to see whether they want to continue making their own Skills and Training fund applications, or through CFTF going forward.

Currently there is only funding for companies with up to 100 employees. However, there is a pilot running for companies with 100-249 employees. CFTF Member, Getjar, have submitted an application for the pilot. There looks to be no additional funding support for companies with 250+ employees.

In January, Dave Campbell will be engaging with members about their training needs for the next year and collating these together. CFTF will then need to submit either a 1 year or a 3 year business plan. Some members seemed keen to secure 3 years' worth of funding, others were concerned about the amount of background work it would take to work out the bid. March 2020 is the deadline to submit the bid to CITB.

The likely push back is that April 2020 is too soon for such a drastic change and a risk to undertake in the consensus year.

Members were urged to put in their Skills & Training fund applications for this year, now. Members are reminded to contact CFTF if they require assistance with the form.

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**8. Other updates from the Chairman and GTO**

**a. CPCS Accreditation**

CPCS Industry Accreditation is going to be defunct as of 2024 and there is a programme to upgrade the card from Grandfather Rights. Candidates need to attend a professional discussion rather than undertaking a full NVQ. Members were advised to check their training records for industry accreditation.

**b. CSCS Cards and Work Experience**

A discussion was held around CSCS cards and work experience candidates, members agreed that work experience was better than an interview. However, concerns were raised over having to obtain a CSCS card for work experience operatives. The chairman noted that there is no legal requirement for CSCS cards and it is up to the company.

A second issue raised was that some companies and clients are enforcing a rule that CSCS cards must be held by operatives over the age of 18, this leaves out those who are 16-18 who may be undertaking work experience or apprenticeships.

The chairman mentioned a document called '[Future Building, Guide to Successful Work Experience](#)' and this will be sent out to all CFTF Members.

Members were also concerned that there is no definition for a labourer card, causing speculation and confusion on site. It was suggested that CFTF could put forward a definition on behalf of all members.

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**Action:** CFTF to draft a 'labourer' definition

**c. Fatalities in Construction**

Members were notified by the Chairman of a recent fatality near the Cambridge area involving a banksman and a moving vehicle. The chairman was writing a new handout on danger zones around moving vehicles which could be adapted for COSNTRUCT/CFTF.

**Action:** Chairman to forward handout to Secretariat

**d. Other updates**

1. CSCS Operations Director Gordon Jenkins is leaving his position at the end of the year after 24 years with the organisation. Gary Mortimer, who is CSCS's current Service Delivery Manager, and formally employed by CITB, will be taking over from Gordon.
2. CFTF Meetings for next year will take place on:
  - 5 February
  - 4 June
  - 10 September
  - 26 November.

Robert Thompson from A J Morrisroe offered to host the meeting on 5 February 2020.

3. On 5 February meeting we are expecting presentations from CSCS on the latest changes and updates on the card scheme, and from Julia Stevens from the Constructionarium, who will give an overview of their work with universities, grad schemes and other careers work which might be of interest to members.

**e. Questions and acceptance of the Q4-update 2 Strategy Update – *paper circulated***

Dave has made some minor updates to the progress across the Strategy from his last report which covered the current quarter (Q4).

The report was accepted by members and there were no objections.

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**9. Any Other Business**

**a. CFTF becoming an ATO**

Members thought that CFTF becoming an ATO would be beneficial to the organisation. CFTF are specialist to the industry and are therefore best set to provide the training, they are a larger voice. The automatic process for grants would mean further funding opportunities. Members did not back this proposal in the September meeting, but CFTF can begin work on it again.

**Action:** CFTF to scope out process of becoming an ATO.

**b. Card Checker Software**

A discussion was held around electronic card checker software. This software would replace the online card checker.

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**10. Meeting Close**

**Next meeting**

**5 February 2020 – A J Morrisroe & Sons, Borehamwood**