

**Meeting:** Concrete Frame Training Forum (CFTF)  
**Date:** Thursday 22 November 2018  
**Time:** 10:30 am – 13:30pm  
**Location:** Kilnbridge Construction Ltd, Cody Business Park.  
**Chairman:** Steve Hammond  
**Paper:** Minutes



**Attendees**

Steve Hammond	Anderson Group	Niamh Burke	Real Time Civil Engineering
Lisa Durkan	JRL Group	Ovi Gradinaru	JP Dunn Construction
Tony Sheehan	Getjar	Sean Brosnan	CJ O'Shea & Co
Martyn Price	O'Halloran & O'Brien	Robert Thompson	AJ Morrisroe
Sarah Bloom	Stephensons	Roshan Valji	Careys Civil Engineering
Sharon O'Flynn	Toureen Group		
Laura Moore	Kilbridge Construction	Tracey Stafford (GTO)	CONSTRUCT
Jan Rejek	CITB	Beth Penwarden	GLA
Andy Barron	CITB		

**Apologies**

Susan Maher	Careys Civil Engineering	Martina Oyite	Byrne Bros
Kerry Ratcliffe	Tamdown	James Wayling	Peri Formwork
Tracy Botley	O'Halloran & O'Brien	Kay O'Mahony	Toureen Group
Shirley Ratcliffe	CITB	Elaine Keyes	Ground Construction

**1. Welcome & Apologies**

The Training Group welcomed Jan Rejek, CITB back to the group and guest speakers Andy Barron, CITB and Beth Penwarden from Greater London Authority. Introductions were undertaken and apologies noted.

**2. Minutes of Last Meeting held on 2<sup>nd</sup> August 2018 and Matters Arising**

The minutes of the last meeting held 2.08.2018 were approved and signed by the Chairman.

**Matters arising:**

- Regional careers fair – information was circulated but nothing came back from anyone so this hasn't been progressed.
- Construction Ambassador course took place on 9<sup>th</sup> October with 8 people in attendance – Morrisroe hosted the course; Morrisroe; Anderson, Real Time, Getjar; JRL Group; O'Halloran & O'Brien and Expanded attendees. Good basis to start from and very useful to be able to gain access to the resources via Go Construct especially in printed format; some confusion of the communication on what events were being attended.
- Tracey informed the group she has resigned from her position as Training Manager from CONSTRUCT and will no longer continue as the GTO for the CFTF Training Group. Her last day of employment is 31<sup>st</sup> December 2018. Tracey was not able to inform the Group what steps were being taken to replace her as this would be the responsibility of the Trade Association Chairman and Council. The CFTF members expressed that they would want the CFTF meeting to continue going forward as this is a valuable source of information; funding opportunities and a place to exchange views and network. Andy Barron and Jan Rejek, CITB said there were CITB staff looking for new opportunities who could be interested in the vacancy.

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3. **Mayor's Construction Academy presentation – Beth Penwarden, Great London Authority**  
Beth is the Principal Policy Officer - Business Engagement, within the Regeneration and Economic Development Team at the GLA.

Beth outlined the wider Mayor's Construction Academy programme, which includes work to map construction skills demand across the capital, and look at how they can ensure Londoners benefit from the jobs created through developments in the city and a campaign to promote apprenticeships to young Londoners and their parents, carers and other influencers. These elements are in development at this time; information on delivery will be shared as the projects progress towards the delivery phase. The MCA Hubs – the final element of the programme – will be coordinating centres in sub-regional geographies across London tasked with bringing together employers, providers and employees to improve the skills and employment outcomes around developments. GLA anticipate around 6 or 7 hubs will go live in the new year and will communicate the locations and leads of those hubs ASAP.

The GLA and IPPR are partnering to deliver The London Progression Collaboration – a business support project tasked with maximising the return on investment of the apprenticeship levy for London business and Londoners. The LPC will work with apprenticeship levy-paying employers to help grow their own schemes, but also to re-distribute any unspent levy to employers both in their supply chain and the wider sector, ensuring any apprenticeship levy generated in construction stays in construction. For employers not paying the apprenticeship levy, including those benefiting from the re-distribution of apprenticeship levy funds, a free end-to-end business support service will be available.

The project is in a scoping phase just now; if you are able to either lend your support in the form of a letter setting out that such a service would be useful, or have time to speak with our team to help refine the service itself, Beth would be delighted to hear from you. Contact details are below and a draft letter example is at the end of the minutes. Please provide your support before Christmas.

Beth can be contacted via the following - T: 020 7084 2743; M: 07701 393 758 ;  
E: [beth.penwarden@london.gov.uk](mailto:beth.penwarden@london.gov.uk)

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4. **CITB Updates (Andy Barron)**

- Future of Training Groups – CITB has opened a second window of funding for training groups to make applications before 30<sup>th</sup> November 2018. This includes being able to claim for a subsidy towards construction related skills training. Employers with less than 100 employees can gain access to up to 100% funding (less relevant grant); Employers with more than 100 employees can again access to up to 50% funding (less relevant grant). Funding is also available for courses which are not normally grant aided. This is only available for forward planning and courses must take place in the period January – March 2019. Funding is also available for careers related development projects and activities. Results of applications will be confirmed by CITB by 17<sup>th</sup> December.

**Action: Tracey to circulate the information and spreadsheets and members to respond by Thursday 29<sup>th</sup> November for a collective application to CITB which Tracey will coordinate.**

- CITB are looking at funding for training groups from 1<sup>st</sup> April 2019 and how this can be improved and made long term beyond consensus to allow training groups to plan and ensure GTO funding is available. Information on this will be released by CITB before the end of 2018.
- CITB is seeking feedback on the Short Duration Training Grants as this is an underperforming area of the scheme currently. Specifically feedback on what employers want to claim for and can't and how the wider Training Model is impacting on grant claiming for employers.
- Andy also provided an update on the CITB 2020 Vision Roadmap which is on track to reach and deliver the key points. CITB will be moving to their new headquarters by 2020 and are also moving out of providing direct training delivery but only if provision is in place of the same level or better.
- Targeting Careers – the Go Construct website has seen an increase in users with 1.3 million visits. CITB is now beginning to drill down on how visitors to the site use it, what they view and what they do next. A number of specific Careers campaigns have been launched this last year

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targeting school leavers using social media and more work to educate young people, parents and schools will be taking place going forward.

- Training Model - CITB acknowledge there have been issues with the training model and the online systems and changes are being made all the time to improve this. The feedback from industry has been vital to get things working right and over the next year more changes will be implemented to improve the training directory and auto grants claim systems. CITB is also keeping the whole year open to claim grants until the end of March 2019 for any training which took place during the 2018-2019 grant year.
- CITB is continuing to work with ATOs to improve the application process and is providing increased support and information to ATOs on the commitment and action they need to undertake to make the process work, including correct auto claiming of grants for short duration training.

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## 5. Industry News

- CPCS Sale update** – NOCN have been successful in the bid to buy and are nearing the completion of the purchase and negotiation stages. NOCN presented to the CPCS Management Committee in September and now the CPCS MC are considering how they will be involved with NOCN in the delivery of the CPCS scheme once new owner is operational. CITB will be continuing to give some support to NOCN in the early stages of the transfer.
- CSCS news**

CSCS is focusing on: developing a plan to deal with the Industry accreditation / grandfather rights cards withdrawal as these do not meet the CLC requirements; consultation with industry is required on this to work out best course of action.

CSCS is encouraging the use of electronic card checkers on sites on a more wide spread basis. Cards have been cancelled in the past when identified by previous scams and fraudulent activities and the only way to identify these cards is to scan them; if a card is found to be cancelled, remove from the individual – CSCS has no means of getting cards back from people. CSCS reports a noticeable increase in fake qualification certificates in circulation and being used to gain access to a CSCS card. CSCS is taking action to check and validate certificates more closely at application stage and work is being undertaken to improve checking process between CSCS and awarding bodies.

CSCS has also changed the employer application process and from Monday 26<sup>th</sup> November they will no longer be accepting bulk employer applications via post or email. A new online application portal and process is available from their website.
- T Levels** – Tracey and Martyn Price (OHOB) provided an update on T Levels being developed including three related to Construction. The main two T Levels for CFTF member interest are the Onsite Construction and Building Services Engineering. The T Levels will be rolled out from 2021 and will be one of the three major options available to students aged 16-19; the other two being A Levels or an apprenticeship. The T Levels will provide a mixture of technical knowledge and skills, provided at college and an industry placement of at least 45 days. These will be at level 3 and will give students the option of moving into a skilled occupation or further study e.g. higher or degree apprenticeship. The On Site Construction T Level will cover Carpentry & Joinery; Plastering; Bricklaying; Painting & Decorating. Plus Maths, English and Digital Skills. The main concerns are the content of the courses; whether industry and employers can accommodate the minimum of 45 days on site experience and the quality of all of this; plus a major marketing campaign is needed for parents.
- Apprenticeship Providers** – members have reported a number of issues around provision of apprenticeship courses, including the Formwork Standard which was recently launched. Colleges and providers are slow to take up the new standards and some have stayed with the old Framework courses. End point assessment providers are also in short supply for some subjects. A discussion was had about whether CONSTRUCT members could become EPAs for apprenticeship standards relating to RC Frame occupations. Martyn shared some useful

information with Tracey on the End Point Assessment process which are circulated with the minutes.

- e) **QEOP Training Association developments and request for support** – Tracey provided an update on the QEOP Training Association developments and the information they are now seeking from employers in relation to training and apprenticeship needs. After a brief discussion the group asked Tracey to go back to QEOP and ask that they contact each employer separately as each has different needs and capabilities to assist.

**Action: Tracey to respond back to Paolo at QEOP and provide members contact details.**

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**6. Training course provision from CONSTRUCT**

Dave Armsworth is still looking at dates and venues for more MHFA courses, he had hoped for one to take place next month but has been let down by the venue contact. Keep a look out for emails from Dave and the CONSTRUCT team in 2019 for more course date options and also the addition of a 4 hour adult mental health awareness course.

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**7. CFTF/CITB funding**

- Training Admin Funding claimed and paid - £14,000 for CFTF Training Officer Admin duties claimed in July 2018 for the period April to September 2018. The next claim is due to be made at the end of December 2018 for a further £14,000 to take us to end of March 2019 grant year.
- Additional training grant project and funding claimed. Development work is underway by TUTS UK Ltd to develop the pilot course for the Supervising Concrete Operations course and they hope to be able to run a pilot course early in 2019 with construct members, attendees would be asked to provide feedback to the trainer on the course content, duration etc. Work on the careers activity project including a practical activity and supporting power point presentations has hit a go slow. Tracey has let this slip but is hopeful that this will be taken up again and completed before the funding expires. Funding claimed so far is £ 4182.67

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**8. AOB**

- Tony Sheehan asked the Group for help finding a concrete placing boom training provider – members said to try Camfaud Concrete Pumps; Reilly Concrete Pumps or White Waters Training Ltd. This is an area of massive shortfall of training and assessment provision.
- Ovi Gradinaru asked the Group about NPORS cards and the CSCS logo process – members provided answers to his questions.
- Sharon O'Flynn asked for help finding a provider of training for resin injection.

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**9. Meetings in 2019**

Members felt a meeting date should be set for early 2019. Tracey mentioned an AGM could be required to confirm the new training group officer to the post.

**Next meeting Thursday 28<sup>th</sup> February 2019 – starting at 10.30am**

Sharon O'Flynn from Toureen Ltd offered to host this meeting at the Aldenham Golf Club, Church Lane, Aldenham, WD25 8NN

## The London Progression Collaboration – Evidencing employer commitment

**Template Employer Letter** (please put on company headed paper)

*Dear Kamal Motalib,*

**The London Progression Collaboration**

*I understand that the London Progression Collaboration aims to help businesses maximise the value of the apprenticeship levy in construction in order to support the creation of more apprenticeships in the capital.*

*[Employer Name] is happy to express our commitment to participating in the London Progression Collaboration, and to working with IPPR and GLA on the programme. However, we reserve our right to withdraw our commitment should the business support offer vary significantly from the outline discussed, or should our own circumstances change.*

*Yours,*

*[NAME]*

*[ROLE]*

*[BUSINESS]*