

**Meeting:** Concrete Frame Training Forum (CFTF)  
**Date:** Thursday 22 February 2018  
**Time:** 10:30 am – 13:30pm (sandwich lunch follows)  
**Location:** JP Dunn Construction Ltd, 1<sup>st</sup> Floor Wellington House,  
209-217 High Street, Hampton Hill, Middlesex TW12 1NP  
**Chairman:** Steve Hammond  
**Paper:** Minutes



#### Attendees

Steve Hammond	Anderson Group	Ovi Gradinaru	JP Dunn Construction
Lisa Durkan	JRL Group	Sean Brosnan	CJ O'Shea & Co
Colin Laidlaw	Addington Formwork	Sarah Bloom	Stephensons
Louise Kerr	Kilnbridge Construction	Martyn Price	O'Halloran & O'Brien
Dave Smith	Oliver Connell & Son	Robert Thompson	AJ Morrisroe
Tony Sheehan	Getjar	Sharon O'Flynn	Toureen Group
Joe Mitchell	Mitchellson Formwork	Tracey Stafford (GTO)	CONSTRUCT
Katherine Cottrell	CITB		

#### Apologies

Elaine Keyes	Ground Construction	Robert Morrison	Keltbray Structures
Garry Malpass	Southern Concrete	Neil Jackson	Southern Concrete
Kerry Ratcliffe	Tamdown	Craig Moorcroft	Coinford
Andrew Macleod	Togher Construction	Martina Oyite	Byrne Bros
Jan Rejek	CITB		

#### 1. Welcome & Apologies

The Training Group Officer welcomed everyone to the meeting, introductions were given and details of an expected fire alarm test shared.

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

#### 2. Minutes of Last Meeting held on 30<sup>th</sup> November 2017 and Matters Arising

The minutes of the last meeting held 30.11.17 were approved and signed by the Chairman.

Matters arising:

##### **CFTF Treasurer & Build UK Secretariat**

CONSTRUCT Chairman, Steve Regan has confirmed the CFTF group is to continue its current format with Tracey being responsible for the Training Strategy for CONSTRUCT. He foresees little direct involvement from the Build UK secretariat team; the Trade Association Manager may attend a meeting at some point in the year. It was proposed the role of treasurer for the Group will be undertaken by informally by Tracey Stafford who will liaise with the CONSTRUCT Secretariat team to ensure finances are correct – this was agreed by the CFTF Chairman and no objections were raised.

##### **Construction Leadership Council qualifications list**

Tracey is in the process of putting this sector specific list together and will circulate to members as soon as ready for review and sign off.

##### **Mates in Mind**

Tracey reported the deal with Mates in Mind for a collective membership had not been successful and has been overtaken other developments in the Mental Health arena. Tracey provided an outline of a presentation given by Martyn Coyd, Mace Group at the CONSTRUCT HS&E meeting on 6<sup>th</sup> December 2017 which included details of the Better Mental Health Charter and the guiding

principles it would introduce. The BMHC is being formulated by industry with the support of the Health in Construction Leadership Council and plans to introduce a collective approach to provision and recognition of staff training provision with all who sign the Charter committing to the BMH Principles. Members discussed the effectiveness of a Charter and who would be responsible for getting clients and contractors to sign up to the Charter. Martyn's presentation can be viewed [here](#)

### **Trailblazer Apprenticeships Update**

Tracey extended congratulations to Martina Oyite and the Formwork Trailblazer group on successfully reaching the point of submitting the End Point Assessment for review by the Institute for Apprenticeships. They now await confirmation of whether this has been signed off allowing the standard to go live.

A new Lifting Technician Apprenticeship is now ready for delivery and has been designed for those wishing to undertake an apprenticeship as a crane operator. The apprenticeship covers mobile, crawler and tower cranes plus slinging and signaller duties. More information is available from the Construction Plant Hire Association [website](#)

The SHE Technician Trailblazer has been progressed by the employer group and the end point assessment plan has been approved; it is now hoped the apprenticeship will go live in quarter 2 of 2018. Please note this is a multi-industry apprenticeship and is not solely for construction industry.

The group discussed at length the outcome of the SHE Technician apprenticeship and what qualification this would lead to and what level of competence an apprentice would achieve via this route of training vs NEBOSH and IOSH routes of training. **Action:** Tracey agreed to confirm the qualification outcome for this apprenticeship.

*Post meeting note: Tracey contacted the lead employer for this trailblazer - Ian Nixon, Costain, who has confirmed the apprenticeship is a level 3 qualification in its own right and is equivalent to NEBOSH Certificate or the new IOSH qualification. The plan is for the Apprenticeship to gain TechIOSH membership with IOSH so that it is given recognition by the professional institute. In doing this the individual will be able to gain a CSCS card upon completion of the apprenticeship; they should be able to gain the Professionally Qualified - Construction H&S Officer card using this route.*

The Assembly Technician Trailblazer is to undergo a full review by industry to readdress the needs of industry. Laing O'Rourke plan to lead the review. This apprenticeship did not originally get to final approval sign off stage and has not gone live for delivery.

The development of the Groundworks Trailblazer is still on going.

### **Development and Introduction of T Levels**

Martyn Price took the opportunity to update the group on T levels and reported Construction is one of the agreed industry areas for which T Levels will be developed. Within construction there will be three pathways – Design and Surveying; M&E and General Construction. T levels will be delivered by colleges but the development process requires strong involvement by industry to ensure the content is developed to meet industry requirements and provision of the mandatory work experience elements are met. Martin distributed a publication by written by the Construction Cross Industry Task Force on T Levels, a copy of which is circulated with these minutes.

### **Bridge into Construction pilot course**

Tracey highlighted the Bridge into Construction Pilot which is currently underway and is a one year education course delivered to provide students with the introductory knowledge and skills they need before embarking on a construction apprenticeship. The pilot is being delivered by Collab Group with the support of Build UK. More information [here](#)

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Robin has been in touch with the Home Office and has put Robert Thompson forward as his replacement on the ECHO Committee. Robert has yet to receive any communication regarding any scheduled meetings; item to remain on CFTF agendas. Robert explained the ECHO Committee was set up by the Home Office to work with employers to develop an online passport / right to work /immigration checking system. The introduction of the General Data Protection Regulations (GDPR) on 25<sup>th</sup> May 2018 will have considerable impact on how and why personal data is collected, used and stored which will obviously impact on the work of the ECHO Committee but all employers MUST review their procedures and take action before GDPR comes in to avoid fines for noncompliance.

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#### 4. CFTF Training Plan Jan- March 2018

CITB funding support for the Q1 of 2018 will continue under the old rules.  
Allocation for training course provision for the quarter is confirmed as £6250  
Allocation for the services of a Group Training Officer is confirmed as £7000

Governance of the Group –Steve Hammond remains elected Chairman; Tracey Stafford is the appointed Group Training Officer and elected Secretary. Robin Holdsworth is still assisting the Secretariat team at Build UK with banking and payment of invoices whilst the change of signatories with the Bank for the CONSTRUCT accounts is being sorted.

Targets and objectives have been submitted to CITB for this first quarter as required by the funding rules and these specifically relate to areas of school engagement, work experience, involvement in Open Doors and use of Go Construct website and resources.

Training course provision using CITB funding allocation

- Temporary works supervisor / coordination joint course delivered by Swanton Consulting on 21<sup>st</sup> & 22<sup>nd</sup> February with full quota of 16 attendees
- Mental Health First Aider course booked for 27-28<sup>th</sup> February with 14 of the available 16 places taken.

As some funding still remains available the CFTF members requested Tracey arrange a further Mental Health First Aider course to take place before the end of March 2018. **Action: Tracey to arrange.**

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#### 5. CFTF Training Group Plans April 2018-March 2019

CITB has confirmed plans for funding supported training groups from April 2018 with plans allowing groups to have the freedom to focus on the needs of sector or local construction needs. There are two funding streams available - £28,000 for admin/support and an additional fund for projects delivering sector outcomes aligned to the CITB core priorities. The CITBs 6 core priorities include the 3 headline areas of Careers, Qualifications & standards and Training & development.

Training Groups such as CFTF will now be required to agree and sign a Memorandum of Understanding in partnership with CITB. This MOU along with the Standard Training Group Model set out the purpose, governance and group coordination requirements.

The new rules require the Training Group to have a minimum of 20 engaged and active members and a minimum of 2 meetings to be held per year. In addition to the appointment of a Chairman, Group Training Officer and Secretary the Standard Training Group Model also requires a Vice Chairman to be appointed. Volunteers were requested to undertake the Vice Chairman role and Robert Thompson, AJ Morrisroe came forward and his appointment as Vice Chairman was seconded by Sean Brosnan and Sarah Bloom.

Steve Hammond has, as current Chairman of the CFTF Group signed the new MOU. Submission of the signed MOU is also the application for £28,000 in admin/support funding to assist with the appointment and provision of a Group Training Officer for the coming year. This will be submitted to CITB by the 5<sup>th</sup> March deadline.

Applications for further funding to deliver Sector Specific projects which align to the CITB 6 core priorities must be made in a Business Plan format and submitted by 5<sup>th</sup> March 2018. The CFTF draft Business Plan, drawn up by Steve Hammond and Tracey Stafford was discussed by the CFTF members in attendance. The application mainly centres on the creation of a toolkit of resources to assist members with engaging in a schools and community programmes to promote the sector, wider industry and individual employers. An additional element looking at the creation of sector specific training courses was also discussed. Generally the ideas put forward were supported by the members present. **Action:** Tracey to finalise the Business Plan and submit by the 5<sup>th</sup> March deadline.

The Training Group funding for the 2018-19 Grant year will not include grant for provision of short duration training courses as the funding for these will be available via the normal grant scheme. This means the CFTF will no longer be arranging and offering subsidised training events for members.

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## 6. CITB Agenda for Change Presentation – Katherine Cottrell, CITB Local Manager

This presentation raised a lot of discussion from the group including concern on the introduction of standards and whether this will limit the amount and opportunity to claim grant; the impact on in house delivered training; which generic, sector specific or tailored courses will be recognised for grant purposes; whether one man band trainers should become Approved Training Organisations; main contractor demands for training and admin costs involved in the whole process.

Steve Hammond and Tracey Stafford wish to extend their thanks to Katherine for the presentation and fielding the questions and issues raised.

The presentation slides used by Katherine have been circulated with these minutes and more information on the Grant Scheme changes can be found on the CITB [website](#)

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## 7. Any Other Business

- a) Tracey asked for volunteers to form a small working group to assist CITB with the identification of Sector Specific course titles relating to Concrete Occupations and the subsequent writing of Standards for the titles identified. Thanks go to Dave Smith, Tony Sheehan and Robert Thompson for volunteering to assist. **Action: Tracey to put names forward to CITB and set up initial conference call meeting.**
- b) Tracey raised CITB has a number of dates set for March to April for Employer Forum meetings – more details can be found [here](#)
- c) Tracey highlighted IPAF has announced plans to introduce multiple language options for the delivery of the theory part of PAL courses, practical elements may also be an option if the training centre has a qualified trainer who speaks another language. More information at the IPAF [website](#)
- d) Sharon O'Flynn asked the frequency other employers undertake occupational health medicals on their workforce? General consensus was yearly for high risk safety critical occupations and 3 yearly for all others. Toureen have been asked by one main contractor to undertake yearly medicals on all workers hence the question.

- e) Sharon O'Flynn queried a labourer card one of her workers had provided – it had the CSCS Logo and was accompanied by a certificate of achievement at the Level 1 Health Safety in a Construction Environment qualification but she did not recognise the scheme who issued the card. Further investigation following the meeting identified the card as being issued by GQA Qualifications who are an Awarding Body offering qualifications covering glass, construction, coating and print industries. *From their website - As of the 1<sup>st</sup> of September 2017, GQA's established Q-card is a formal partner of the Construction Skills Certification Scheme, with CSCS now no longer issuing glass, glazing or fenestration related cards. In addition to CSCS Q-cards for their glass and glazing related occupations, the agreement also extends access to the GQA CSCS card for those achieving a GQA Construction related Qualification, including, but not limited to, occupations such as Labourers, Bricklayers, Steel Fixers and Site Supervisors.* The card therefore is acceptable but the skills and competence of the individual should be confirmed against the job role they are employed to undertake.
- f) Ovi Gradinaru circulated details of a new product Voidex, a temporary manhole cover, which is available from Tecdura a sister company of JP Dunn Construction Ltd. This product also won the CONSTRUCT Health and Safety Award in 2017. Flyer included circulated with these minutes.

**Future Meetings – all 10.30am start.**

**Thursday 3<sup>rd</sup> May – Anderson Group**, Springfield Lodge, Colchester Road, Chelmsford Essex CM2 5PW.

**Thursday 2<sup>nd</sup> August – Morrisroe proposed.**

**Thursday 22<sup>nd</sup> November – venue tbc**