

Meeting: Concrete Frame Training Forum (CFTF)
Date: Thursday 3 May 2018
Time: 10:30 am – 13:30pm (sandwich lunch follows)
Location: Anderson Group, Springfield Lodge, Colchester Road,
Chelmsford, CM2 5PW
Chairman: Steve Hammond
Paper: Minutes



Attendees

Steve Hammond	Anderson Group	Robert Aitken	Real Time Civil Engineering
Lisa Durkan	JRL Group	Colm Henry	Real Time Civil Engineering
Tony Sheehan	Getjar	Niamh Burke	Real Time Civil Engineering
Elaine Keyes	Ground Construction	Ovi Gradinaru	JP Dunn Construction
Craig Moorcroft	Coinford	Sean Brosnan	CJ O'Shea & Co
Martina Oyite	Byrne Bros	Robert Thompson	AJ Morrisroe
James Wayling	Peri Formwork	Michael Ryan	Foundation Developments
Andy Hammond	Anderson Group	Susan Maher	Careys Civil Engineering
Kevin Smith	CITB	Tracey Stafford (GTO)	CONSTRUCT

Apologies

Garry Malpass	Southern Concrete	Sarah Bloom	Stephensons
Kerry Ratcliffe	Tamdown	Sharon O'Flynn	Toureen Group
Andrew Macleod	Togher Construction	Kay O'Mahony	Toureen Group
Jan Rejek	CITB	Joe Mitchell	Mitchellson Formwork
		Davina Debidin	AJ Morrisroe

1. Welcome & Apologies

The Training Group Officer welcomed everyone to the meeting, including representatives from Peri Formwork and new contractor members Real Time Civil Engineering, both attending for the first time. Introductions were given and it was noted apologies had been received and these would be recorded in the minutes.

Kevin Smith was in attendance from CITB and informed the group Jan Rejek would return as the group contact for the August meeting.

2. Minutes of Last Meeting held on 22nd February 2018 and Matters Arising

The minutes of the last meeting held 22.02.2018 were approved and signed by the Chairman.

Matters arising:

Membership.

O'Halloran and O'Brien Ltd are no longer members of CONSTRUCT or the CFTF after they decided not to renew membership.

Real Time Civil Engineering have joined CONSTRUCT and are welcome to attend CFTF meetings going forward.

Tracey reminded members the CFTF Group is open to non-CONSTRUCT members so please do mention to your supply chains and provide Tracey's details to any potential new member.

Construction Leadership Council qualifications list

This is now complete and available on the CONSTRUCT [website](#) in the training section of Useful stuff. A copy circulated with minutes.

Trailblazer Apprenticeships Update

The Safety Health and Environment (SHE) Technician Apprenticeship standard is now live on the Institute of Apprenticeships website and is available for training providers to take on delivery. [Link](#) to SHE Technician standard.

Post meeting note: Cognitia Consulting Ltd are now approved to deliver this apprenticeship course for apprentice levy paying employers – link to provider details [here](#)

Delays in training certificate issue

Tracey extended her apologies for the delays in certificate issue for the February Temporary Works course and the two Mental Health First Aider courses. The Temporary works certificates are now with the training provider and will be posted out during w/c 7.5.18. Mental Health First Aid England has an additional 8-10 week back log of work to process certificates on top of the usual 4 week processing period, this is following the increased delivery of the course, delegates will receive certificates by email in due course once they catch up on the workload.

Post meeting note – Tracey has chased the MHFA certificates again with the providers who have in turn contacted Mental Health England for an update on progress.

3. ECHO Committee

Robert Thompson has not received any new information on this committee and had nothing to report.

4. CITB Training Model and Grants Update

CITB Business Plan and news

- i. CITB has appointed Peter Lauener as the new Chairman from 1st May 2018.
- ii. CITB has advertised vacancies for Chairs and Members to join 3 new Nations Councils, there are being formed as part of their “Agenda for Change” programme. The newly appointed Nations Councils, for England, Scotland and Wales will have an important role in supporting the CITB Board in its strategic leadership, by providing insight into industry challenges, across nations, regions and sectors and acting as a sounding board for CITB’s Trustees. The Councils will meet four times a year.
- iii. CITB has published its 3 year business plan detailing how CITB will become streamlined over the next 3 year to meet the big construction challenges, namely improving skills, productivity and keeping pace with modernisation. CITB has set itself some KPIs to help track progress and have included some big figures on how funds raised by the Levy will be allocated. A Vision 2020 Road Map highlights key milestones along the transformation programme, a copy of which is included at the end of these minutes. The full Business Plan can be viewed [here](#).

Course Standards Development process

- iv. CITB are now working directly with industry to develop course standards which will form the backbone of the new grants scheme. These standards once developed, will allow for cross industry standardisation of training with a view to removing grant aid to unnecessary retraining where a worker has already completed training to the industry standard. CONSTRUCT is working with CITB to develop standards for concrete related course subjects – Tracey Stafford has more information on this.

Members asked what the current time frame is for Standards to be written and released. Members were under the impression CITB claims could be made under the transition arrangements for the first 6 months of the grant year only.

Action: Tracey and Kevin to check on these timelines and report back.

Update – Tracey has spoken with the Standards development team and they are not working to an exact time frame for all the Standards to be written as this will be an ongoing process but it is expected a number of Standards will be released in one go within the next 3 months rather than publishing Standards in a piecemeal fashion. Employers can continue to claim for training provided whilst the Standards are still “in development” and grant will continue to be awarded throughout this transition period; the six month time frame has been dropped by CITB. Once a Standard becomes live employers and ATOs will need to ensure they map their courses to the Standard and grant rules will change for that particular course at that point. CITB expect most Standards to cover the training content industry is providing as the Standards are being developed with industry.

Training Model

- v. Kevin Smith (CITB) described the new CITB Training Model which is the collective name for the new Construction Training Directory (CTD) and Construction Training Register (CTR) which went live on 3rd April. The CTD is planned to help employers find and book the training they need quicker and easier with a recognised provider – known as Approved Training Organisations (ATOs). A login is not required to use the CTD to locate training and bookings, can still be made direct with the provider. The CTR will hold records of training completed and also facilitate claiming grant with eventual auto claim and auto payment across the grant scheme, currently this auto facility only includes short duration training achievements but will be extended to all grants at some point. Currently a transitional claim and payment process is in place to help with the changes and allow CITB to operate the grants scheme whilst the new systems bed in. Employers are encouraged to check the training providers they use are looking at becoming an ATO especially if the courses they provide appear to map to a Standard on the course list. Additionally employers who deliver training in house will need to also be registered as an ATO with CITB if they wish to claim grant for training provided; training deliver must be mapped to a Standard. Handout on the above circulated with meeting minutes

Members responded with mixed reviews on the service and support provided by CITB on the new systems; comment was made that one login should be issued across the board for all online systems as individuals have been issued with multiple logins and passwords for different parts of the systems.

The amount of information provided by CITB at present is almost an overload to the average business. If medium companies are struggling to keep up with all the changes that currently occurring small and micro businesses do not stand a chance. It was suggested that rather than constantly sending immediate information updates CITB should consider producing a guidance booklet that companies can reference as and when required other members agreed that this would be a preferred method. This will also alleviate the need to trawl endless internet pages going round in circles and still not finding the answer, which eventually leads to people giving up – perhaps, cynically, this is what CITB want.

*Members also felt it would be a great help if ATOs could be allowed to register NVQ starts on the CTR against individual employee records so this could be tracked easier if the employee changed employers before completing the NVQ. The question was also asked how employers would “release” employee records on the CTR and what would happen if an employer didn’t release the on line record? **Action: Kevin Smith to feed these comments back in to CITB and provide answers where they are available.***

Grants Available and Claiming Process.

- vi. Kevin Smith (CITB) provided an outline of the 2018-19 Grants Scheme - Grants in the 2018-2019 scheme are payable for construction related skills training and qualifications only. The

grant scheme is designed to support training to the whole supply chain with claims for grant being available for PAYE, NET CIS and gross paid subbies in some instances, a change from before. Kevin recommended checking the CITB website for information on the rates of grant and who it can be claimed to support. Grant claims and payments will be recorded against the individual employee to stop more than one employer claiming for the same training for the same person.

The headline grants support the following Training and Qualifications:

- a) Construction Apprenticeships – (PAYE Only) – attendance and achievement
- b) Long period qualifications - attendance and achievement
- c) Short period qualifications – achievement only
- d) Approved plant training and achievement of NVQs in plant
- e) Work Experience within a recognised degree course
- f) Short duration courses – 3 tiers of grant depending on the course completed; check the CITB website for which tier applies to which course standard; paid on course completion and achievement not per day; 20 week window to claim (changed from 13 weeks) from when training completed; if undertaken via an ATO then grant should be automatic but employers must check if grants are received or claim if not. There is a cap on the amount of grant that can be claimed calculated by CITB.

Posting meeting note: There is a cap on how many claims you can make for short duration achievements in one grants scheme year. CITB work out this number from the 2017 or 2018 Levy Return, based on how many PAYE employees declared the sub-contractor wage bill.

CITB add:

- the number of PAYE employees
- the number of [Construction Industry Scheme \(CIS\) sub-contractors](#) who you deduct CIS tax from (Net CIS sub-contractors), which is calculated by dividing your total Net CIS wage figure by £36,000 – the average sub-contractor wage based on earnings of £750 per week over 48 weeks

If your Net CIS wage figure is less than £3 million, CITB use your total CIS (gross and net) wage figure instead, up to a maximum of £3 million.

CITB take the sum of the two figures and multiply it by 3 to get the total cap figure for your entire workforce for the year.

Note: if your cap works out to be less than 21 achievements in a grant year, it will be adjusted up to 21.

Additional handouts on this item are circulated with the minutes.

*Member comments and questions included if the limit on NVQs (2 per level per lifetime) starts from April 3rd 2018 or if previous NVQ achievements count; it was felt this limit and the short duration training achievement limit would limit development and CPD opportunities. A request was made for the NVQ limit to be reconsidered; it was noted that additional plant related NVQ units attracted an additional grant of a lesser amount capped at 3 additional plant units. **Action: Kevin Smith and Tracey Stafford to feed these comments in to CITB through own communication channels.***

Further CITB plans - Phase 2

- vii. Tracey and Kevin outlined Phase 2 of CITBs plans including during 2018-2019 a review of the apprenticeship and plant related grants. Plus through research, CITB may provide increased rates of grant targeting specific skills areas to encourage employers to train in these areas of skill need. The Training and Skills funding for SMEs and the flexible, structured and commissioned funding for specific projects are also remain available to industry. The application process for these additional funding routes has been streamlined with the removal of application windows; introduction of application review dates and there is now an option to submit an Expression of Interest prior to a full application to allow

employers and CITB to discuss a bid and its chances of success. A series of Case Studies have also been developed to give employers an insight into what projects have previously received funding. Read more on additional funding [here](#) along with the case studies.

5. CFTF Funding Update 2018-19

The Q1 Training Group funding for provision of training courses amounting to £6250 has been spent and claimed in full against the Temporary Works and Mental Health First Aider courses delivered.

a) CITB admin support funding

Tracey reported CFTF has successfully secured the £28,000 admin support funding under the CITB new funding rules. This funding has been awarded with the understanding that CFTF will operate and serve members as outlined the Standard Training Group Model. Your continued support is vital to the group continuing to operate and attract this funding.

b) Additional Training Funding for CFTF

The bid proposal for additional training funding discussed at the last meeting was submitted to CITB applying for £27,500 in funding. Positive feedback has come back from CITB but we still await a final decision on whether the bid has been successful. The bid was to fund work to create a toolkit of resources including presentation materials and a Construction Taster Activity (CTA) specific to the RC Frame Sector. This toolkit and development work would build on the RC Frame Skills Pathway booklet and poster developed in 2017 which is aimed at secondary schools, colleges and career changes.

The bid also included a request for support to develop some specific training courses in relation to the duties of a concrete supervisors, work at heights, edge protection and a mock trial event.

The Group discussed how and what is used currently to interact with schools and community programmes and ideas were shared on what the construction activity could look like. All agreed the presentation materials and activity tailored for use by members would be very useful. Volunteers for a separate working group were requested – Steve Hammond, Martina Oyite, Tony Sheehan, and Robert Thompson volunteered to work with Tracey to take this forward once the funding decision is known. CFTF members will be informed of progress and given the opportunity of input at the August meeting.

6. Card Scheme News

- a) CSCS has a new Chairman of the Board – Carolyn Uphill took up the post on 1st May 2018
- b) CSCS Logo and partner card schemes – a number of members have come across some different cards displaying the CSCS logo and confusion on whether these should be accepted has been expressed. Just to remind all of a note sent out from the CSCS website relating to GQA cards in particular and the importance of checking cards against the 35 CSCS partner card schemes already operating, a visual list of these cards is available on the CSCS website along with links to the different websites. It remains vital to check the cards against the specific card scheme validation processes as the CITB card checker only works for true CSCS cards, CPCS and CISRS and there are still fraudulent cards in circulation.
- c) CPCS News – CPCS is up for sale by CITB. No further details are known as only organisations invited to bid to purchase have the full details. The Management Committee whom Tracey is a member of await further details on the sale and how the new owners will choose to operate the scheme. The sale is expected to be completed by October 2018.

7. Any Other Business

a) Tracey – Dave Armsworth, CONSTRUCT HS&E Manager will be attending a Train the Trainer course for the Mental Health First Aider course in June with the view that CONSTRUCT will be able to run the 2 day MHFA courses for members to attend going forward.

b) Steve Hammond - **School engagement**

Schools and colleges are advised to integrate the Gatsby Benchmarks in to their career programme (see document circulated with minutes). There is a requirement for schools and employers to work together, providing up to date information on industry and encourage young people in to work. Members should embrace any request from schools and colleges and encourage their companies to assist in employer engagement programmes, not just tick a box because of 106 agreements.

c) Steve Hammond - **Apprenticeship Levy funds withdrawal**

Figures have been published under a freedom of information request on how much Apprenticeship Levy funding has been paid by employers and how much has been spent between May 2017 and February 2018. Figures are just £108 million paid from accounts out of the roughly £2 billion paid in by employers. Steve reminded the group that employers have until April 2019 to spend their Apprenticeship Levy. After this time (2 years) HMRC will start to drawdown the excess money that has not been used. From the concept of the levy employers were informed of this, initially employers were given 18 months to spend which was then increased to 2 years, the funds are withdrawn on a first in first expire month by month basis. Discussion on this identified some members saying that they were unaware of this and their directors see this levy as yet another tax. Steve then informed the group that everyone was aware of the protocol and should ensure that they spend their money by next year or start losing it.

d) Steve Hammond - **Suitable College Tutor (s)**

Steve asked the group if they had any thoughts on the suitability, quality and quantity of tutor with the construction sector of colleges. He informed the group of current shortfalls at various colleges and requested that suitable candidates should be informed about the opportunities a FE colleges. As most companies are now embracing the fact that they need to start enticing young people in to the industry and are now recruiting more it is important that new entrants get the right tuition. The problem of lack of tutor was felt throughout the group and put it down to the lack of wages available at FE colleges, if one group member had recently employed a tutor from a college = enticing them with a higher wage. Ideal candidates would be someone wanting a change from site work either because of injury, age or change of circumstances. It is vital the right individual applies, they might be the best at their trade but this does not mean they can pass this information on. To counteract the downside, wages, there are many positives including Holidays, job satisfaction and less commercial pressure.

Steve reported he has fed this information back up through local and borough councils and has also requested some councils to provide up to date labour statistics with regards to tutors.

This problem is only going to get worse unless government, CITB, training providers and employers start to address the problem now.

e) Robert Thompson and Tracey Stafford provided an outline of a Pilot project to create a Training Association for industry. The proposal has been drawn up by the London Legacy Development Corporation and has the support of three main contractors. A meeting is taking place on 10th May at 2.30pm at the LLDC offices in Stratford for CONSTRUCT members to attend and learn more on this opportunity. Rob and Tracey consider this is a good opportunity to develop a training provision for our sector, something members of CONSTRUCT and CFTF has been asking for. **Action: interested members to attend meeting on 10th May and Tracey to feedback to all on the outcomes from the meeting.**

8. Meeting Closed

Future Meetings – all 10.30am start.

Thursday 2nd August – AJ Morrisroe & Sons Ltd, Borehamwood.

Thursday 22nd November – venue tbc

Vision 2020 Roadmap

Indicative milestones for our Transformation programme

