



Havant Thicket Reservoir – Main Pipeline Works

Skills, Employment and Education Plan

HTR-WAB-PI-ZZ-RP-Z-0001

15th January 2024

Rev: S4-P04

Suitable for construction approval

Ward & Burke Construction Limited,
Unit N, Bourne End Business Park,
Cores End Road, Bourne End,
Bucks SL8 5AS

PH: +44 1494 775954

Email: info@wardandburke.com

Issue and Revision Record

Havant Thicket Reservoir – Main Pipeline Works

Skills, Employment and Education Plan

Document Title: Skills, Employment and Education Plan

Project Number: C725

Client Project Number: HTR-WAB-PI-ZZ-RP-Z-0001

Client: Portsmouth Water Limited

Project Location: Meyrick Road, Havant, PO9 1NR

Rev	Date	Originator	Checker	Approver	Description
P01	08/09/22	EMcD	JT	BC	Internal Review and Comment
P02	20/10/22	EMcD	JT	BC	Suitable for construction approval
P03	02/06/23	EMcD	JT	BC	Suitable for construction approval
P04	15/01/24	TH	AON	BC	Suitable for construction approval
P05	22/02/24	TH	BC	BC	Suitable for acceptance

Document Status: S4

Document Reference: HTR-WAB-PI-ZZ-RP-Z-0001

Information Class: Standard

This document is issued for the party which commissioned it and for specific purposes connected with the above-captioned project only. It should not be relied upon by any other party or used for any other purpose.

Ward and Burke Construction Limited accept no responsibility for the consequences of this document being relied upon by any other party, or being used for any other purpose, or containing any error or omission which is due to an error or omission in data supplied to us by other parties.

This document contains confidential information and proprietary intellectual property. It should not be shown to other parties without consent from us and from the party which commissioned it.

Contents

Issue and Revision Record

2

1 Abbreviations and Definitions

4

2 Project Outline

5

2.1 Objectives of the Plan

5

2.2 Scope of Document

Error! Bookmark not defined.

3 KPI Summary

6

4 KPIs

7

4.1 KPI 1

7

4.2 KPI 2

7

4.3 KPI 3

8

4.4 KPI 4

9

4.5 KPI 5

9

4.6 KPI 6

9

4.7 KPI 7

9

Appendix 1: Summary of CITB Key Performance Indicator Definitions

11

Appendix 2: Employment and Skills Plan Monthly Targets (Year 1)

13

Appendix 3: Construction Programme

15

1 Abbreviations and Definitions

CCIAG	=	Construction Careers Information, Advice and Guidance
CITB	=	Construction Industry Training Board
Client	=	Portsmouth Water Limited
Contractor	=	Ward and Burke Construction Limited
CoPC	=	City of Portsmouth College
CPCS	=	Construction Plant Competence Scheme
CSCS	=	Construction Skills Certification Scheme
CTEC	=	Civil Engineering Training Centre
CTP	=	Career Transition Partnership
CYF	=	Construct Your Future
HBC	=	Havant Borough Council
HCC	=	Hampshire County Council
HSDC	=	Havant and South Downs College
IOSH	=	Institution of Occupational Safety and Health
NEBOSH	=	National Examination Board in Occupational Safety and Health
NEETS	=	Not in Education, Employment, or Training
NSAfc	=	National Skills Academy for Construction
NVQ	=	National Vocational Qualification
SIP	=	Supported Internship Team
SMSTS	=	Site Management Safety Training Scheme
SSSTS	=	Site Supervision Safety Training Scheme
TCS	=	Technical Construction Skills for the Unemployed
WBCL	=	Ward and Burke Construction Limited

2 Project Outline

The objective of the Havant Thicket Reservoir Project is to provide a new resource to supply drinking water in the water-stressed Southeast of England, while maximising the community and environmental benefits of a new raw water reservoir.

Ward and Burke Construction Limited (WBCL) have been appointed by Portsmouth Water Limited (PW) to design, construct, commission and draw down a new pipeline connecting Bedhampton Pumping Station to Havant Thicket Reservoir, including an emergency discharge structure at the Hermitage Stream, culvert upgrades and an Under Track Crossing.

2.1 Objectives of the Plan

Havant Borough Council has adopted a National Skills Academy for Construction (NSAfC) programme in partnership with the Construction Industry Training Board (CITB). This provides a framework for public sector organisations with responsibility for procuring construction work to embed employment and skills interventions; including Apprenticeships, work placements, job creation and upskilling opportunities that are relevant and proportionate to the construction activity. It ensures that all tiers of the construction supply chain can grow their business by supporting employment, skills and Apprenticeships.

This Employment and Skills Plan will contribute to the following priorities:

- Ensure children and young people in Havant thrive and achieve their full potential
- Support young people to achieve the skills they need to play an active role in society, particularly as the participation age rises (the age at which a child must stay in education or training)
- Promote employment opportunities for young people
- Provide opportunities for all to develop the skills needed to play a full part in Hampshire's economic success
- Support new and existing businesses to grow, including continuing to support local businesses through procurement processes

3 KPI Summary

KPI	Description	Target	Weeks
1	Work Placements	5	140
2	Jobs created by NSAfC projects (new entrants)	9	180
3	Construction Careers Information, Advice and Guidance (CCIAG) Events	5	
4	Training Weeks on site	332	
5	Qualifying the Workforce	28	
6	Training Plans	12	
7	Case Studies Approved	4	
Total			320

4 KPIs

4.1 KPI 1

KPI 1	Work Placements
	CITB Industry Priority: Image and Recruitment
	NSAFC Benchmark: 5 Agreed Target: 5 Training Weeks: 140
Activity	3x T Level Construction placements to be provided for up to 9 weeks: commencing September each year Ward and Burke will provide work experience placements for T Level Construction students studying at Havant and South Downs College and City of Portsmouth College. HSDC and CoPC will recruit suitable learners from the course to attend work experience. The minimum expectation to achieve this outcome will be 315 hours per placement / 45 days. Start date of T Level placement will begin from January 2025.
Activity	2x work placements to be provided for Supported Internship Placements through HSDC: commencing September / March each year Ward and Burke to provide work experience placements to students studying on the Supported Internship Programme at HSDC. HSDC will work with Ward and Burke to recruit appropriate students for the work placements. Work experience should typically last for the duration of 6 months and would normally be at least 20 hours per week. This can be flexible and agreed between Ward and Burke and the HSDC Supported Internship Team to suit both business and the learner. If a SIP through HSDC is not possible, HCC Supported Internship Programme will also provide suitable learners.
Partner/Contact	HSDC T Level Construction: Will Sparrow will.sparrow@hsvc.ac.uk HSDC Supported Internship Programme: Helen Robinson helen.robinson@hsvc.ac.uk CoPC T Level Construction: Louise Threapleton HCC SIP: Elinor Harvey Elinor.harvey@hants.gov.uk

4.2 KPI 2

KPI 2	Jobs created by NSAFC projects (new entrants)
	CITB Industry Priority: Image and Recruitment
	NSAFC Benchmark: 9 Agreed Target: 9 Training Weeks: 180
Activity	4 x new Apprentices to be recruited. Target start dates and named trades to be confirmed after supply chain contractors have been appointed Ward and Burke will contact Fareham CTEC to prioritise recruitment of local young people completing construction courses. Supply chain contractors to consider employing Apprentices via Youth Hub where appropriate. The Youth Hub works with 16-24 year olds seeking to employment across Havant Borough and will connect with Fareham CTEC to support recruitment of apprenticeships. The Apprenticeship roles will be identified on successful selection of sub-contractors and will be written into their contracts.

70% of candidates must be from Havant and East Hants post codes.	
Partner/Contact	Fareham College CTEC: David Richardson Havant Youth Hub: Hannah Haynes hannah.haynes@havant.gov.uk
Activity	5 x local candidates to be recruited into trades, target start dates dependent on schedule through local CSCS course, Job Centre and Youth Hub. On contract award, Ward and Burke will notify the client of further roles to be recruited locally through the supply chain Ward and Burke and their sub-contractors to refer vacancies to Havant and Cosham Job Centre and Havant Youth Hub to allow targeted recruitment of individuals who have completed Construction Pre-Employment Training, including but not limited to CITB H&S and CSCS. Those who are successful in securing roles should be supported through the Hampshire County Council CYF scheme to ensure retention within their role. Ward and Burke to contact HSDC and Job Centre Plus, Bounce Back, CTP and other agencies to broaden scope for recruitment if required. Funding for CSCS courses are provided by local training providers and will be available to residents over 19. Some additional funding is available from the council, but only in very rare circumstances. No funding is available for those between 16 and 18. No under 16s to be recruited due to employment law requirements and Health and Safety. NB: Apprentice and Job Centre / Youth Hub recruitment is aspirational and dependent on suitable candidates. In the absence of Apprenticeships, Ward and Burke will provide up to 30 jobs for local people.
Partner/Contact	Fareham CTEC: David Richardson Havant and Cosham Job Centre: Jamie Buchanan Jamie.buchanan@dwp.gov.uk Brockenhurst College: Gemma Conway glconway@brock.ac.uk Havant Youth Hub: Hannah Haynes hannah.haynes@havant.gov.uk HCC TCS: Christopher Cunningham christopher.cunningham@hants.gov.uk

4.3 KPI 3

KPI 3 Construction Careers Information, Advice and Guidance (CCIAG) Events	
CITB Industry Priority: Image and Recruitment	
NSAFC Benchmark:	4
Agreed Target:	5
Activity	5 x Careers Assemblies, providing information and promoting careers within the construction industry to school students in summer term and winter term 2024 Ward and Burke will support local schools interested in careers in construction, to promote the industry. We will liaise with local schools and colleges to ensure we make this option available to the most appropriate students from the local area.
Partner/Contact	Please see schools appendix.

4.4 KPI 4

KPI 4	Training Weeks on site		
	CITB Industry Priority: Image and Recruitment		
	NSAFC Benchmark:	332	Agreed Target: 332
Activity	Ward and Burke will record and submit details of all activity within the remit of KPI 4 The activities that can be included towards this target are Traineeships, Apprenticeships and new entrants undertaking higher qualifications (existing graduate trainees working on the project can be included towards the training weeks). The 345 weeks will be made up of 285 training weeks and 60 Traineeship weeks.		
Partner/Contact	Not required, see previous.		

4.5 KPI 5

KPI 5	Qualifying the Workforce		
	CITB Industry Priority: Image and Recruitment		
	NSAFC Benchmark:	28	Agreed Target: 28
Activity	28 x nationally recognised qualifications or industry certification for the project workforce. Ward and Burke will provide training opportunities, including but not restricted to NVQs, Apprenticeship NVQs, SMSTS, CSCS, CPCs, TWC and TWS. This target applies to both main contractor employees and subcontractors. We will liaise with all stakeholders to set up a robust training schedule to show ongoing workforce development of both main and sub-contractor workforce.		
Partner/Contact			

4.6 KPI 6

KPI 6	Training Plans		
	CITB Industry Priority: Image and Recruitment		
	NSAFC Benchmark:	12	Agreed Target: 12
Activity	12 x new or updated Training Plans for subcontractors Ward and Burke to liaise with CITB’s Adviser who could link to provide support on training plans to groups of sub-contractors if required. We will liaise with all sub-contractors on-site to ensure we achieve these outputs and have up-to-date matrix plus policy in place to show the commitment to skills training.		
Partner/Contact	CITB: Liz Steele, 07768 003933, elizabeth.steel@citb.co.uk		

4.7 KPI 7

KPI 7	Case Studies Approved
	CITB Industry Priority: Image and Recruitment
	4 cases studies
Activity	An assortment of T Level, Supported Internship, Apprenticeship, Graduate, Environmental case study totalling a minimum of 4 across the project

Ward and Burke to provide feedback on best practice or a significant achievement on the project. HBC will provide case study template and guidance. We would expect there to be numerous opportunities to develop case studies through the project and will produce the case study towards the end of the programme.

Partner/Contact [HBC Economic Development: James Maw james.maw@havant.gov.uk](mailto:james.maw@havant.gov.uk)
[HBC Economic Development: Hannah Haynes hannah.haynes@havant.gov.uk](mailto:hannah.haynes@havant.gov.uk)

Appendix 1: Summary of CITB Key Performance Indicator Definitions

KPI 1a: Work Placements (In Education). Key Industry Priority: Image and Recruitment

This target describes work experience attendance on NSAfC Projects for students from schools, colleges and Universities (14 years plus) who undertake a work-experience placement for a minimum of 5 working (consecutive or non-consecutive) days. Longer duration traineeships can be counted under KPI 4. This KPI is aimed at providing students with the opportunity to carry out tasks agreed by the education provider and the employer enabling the learner to gain a meaningful insight into the construction sector.

KPI 1b: Work Placements (Not in Education). Key Industry Priority: Image and Recruitment

This target describes work experience attendance on NSAfC Projects for persons not enrolled in a course of education/study and who undertake a work-experience/pre-employment placement for a minimum of 5 working (consecutive or non-consecutive) days. This can include individuals from organisations such as Princes Trust, Probation Service, Jobcentre Plus, Women into Construction, Armed Forces re-settlement programmes or local community organisations. It may also be appropriate for individuals seeking a career change.

This KPI is aimed at providing persons with the opportunity to carry out tasks agreed by their supporting organisation (where applicable) and the employer enabling the individual to gain a meaningful insight into the construction sector.

KPI 2: Jobs created by NSAfC projects (new entrants). Key Industry Priority: Image and Recruitment

This target describes the creation of new and sustainable job opportunities for new entrants into the sector. And as a result of the project are required on the project site (s) by the main contractor or subcontractor. This target relates to (SPONSA reporting lines):

- Persons who are employed as Apprentices
- Persons previously unemployed
- Graduates

KPI 3: Construction Careers Information, Advice and Guidance (CCIAG) Events. Key Industry Priority: Image and Recruitment

This target consists of the organisation and delivery of events focused on improving the image of the sector. Events are aimed at increasing awareness of the opportunities available within the industry, what it is like to work in Construction and how to get into the sector. To be counted, the activity must be formally structured, agreed by the project and the participating organisation, and recorded on the CCIAG form. The key target groups for delivery of this outcome are:

- Entrants 14-19: (e.g. NEETs, school students, school leavers, college students)
- Undergraduates
- Influencers (e.g. school / university / adult influencers, careers advisers, careers school staff, other providers, community groups)

KPI 4: Training Weeks on site. Key Industry Priority: Training and Development

This target relates to and counts the number of weeks of formalised training being undertaken by the site labour force working on a NSAfC Project. This will involve training following a recognised syllabus of study which has been accredited by either an awarding body for that qualification or by the recognised issuing organisation.

One training week = 5 working days. Days can be cumulative for any individual (i.e. if an individual undertook a 3 day course (certificated) a 4 day training course (certificated) and a qualification which is made up of 3 days of training the contractor could claim 2 training weeks). This target can include apprenticeship programmes counted in training weeks. This target relates to all employees:

- New entrants who are undertaking apprenticeship frameworks
- New entrants who are undertaking traineeships or equivalent
- New entrants undertaking technical/higher level qualifications

KPI 5: Qualifying the Workforce, Key Industry Priority: Training and Development

5a) Main Contractor and 5b) Sub Contactor - Qualifications

This target relates to persons gaining a nationally recognised qualification equivalent to Level 2 or above. Achievements can include vocational awards/ diplomas, apprenticeship completions, professional qualifications, leadership and management courses including ILM, health and safety, (including IOSH, NEBOSH, SMILLER HOMESTS & SSSTS).

Outcomes must be accredited by a nationally recognised professional institution or awarding body.

5c) Main Contactor and 5d) Sub Contactor – Short Duration Training

This target relates to persons gaining industry certification. Achievements can include short duration courses; project specific learning e.g. products, installation, technologies, or may relate to occupational competence, licence to practice or sector specific training e.g. the environment, sustainability, health and safety

Outcomes must be accredited by public education establishments, employers or other training providers and may be held externally or in-house and must be a minimum duration of 3 hours

For the client-based approach KPI5 relates to those who are working as part of the NSaFC project workforce; this includes main contractor employees and subcontractors. For funded approach KPI5 relates to those working as part of the supply chain workforce.

KPI 6: Training Plans. Key Industry Priority: Training and Development

This target relates to the annual company plan which details the organisational structured approach to training and developing the workforce. The plan must show the start and end date so that it demonstrates that this is a plan rather than a matrix. This target can include new plans and plans to be renewed

For the client-based approach KPI6 relates to those who are working as part of the NSaFC project workforce; this includes main contractor employees and subcontractors. For funded approach KPI 6 relates to those working as part of the supply chain workforce.

KPI 7: Case Studies Approved. Key Industry Priority: Strategic Leadership

This target consists of completing and submitting a promotional case study which describes either an example of best practice or a significant achievement on the NSaFC project. Case studies counted against this measure must be compliant with the National Skills Academy for Construction case study guidelines.

The completed case study must be approved by a representative of CITB and the client/contractor's internal Communications team and available for inclusion on the National Skills Academy for Construction website and for additional promotional purposes.

Appendix 2: Employment and Skills Plan Monthly Targets (Year 1)

KPI 1 Work Placements

Employment and Skills Area	May -24	Jun -24	Jul -24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan -25	Feb-25	Mar-25	Apr-25	Total
KPI 1 Work placement-persons	5		Agreed Target:	5		Training Weeks:		140					
(1a) (In Education) (1 x traineeship = 4 x WE)													
(1b) (Not in Education)													
KPI 2 Jobs Created by NSAfC Projects (new entrants)													
(2a) (Apprenticeships)													
(2b) (New Entrants)													
(2c) (Graduates)													
KPI 3 Construction Careers Events (CCIAG)													
KPI 4 Training Weeks on site													
KPI 5 Qualifying the Workforce													
(5a) (Qualifications gained main contractor)													

(5b) (Qualifications
gained
subcontractor)

(5c) (Industry
certification gained
main contractor)

(5d) (Industry
certification gained
subcontractor)

KPI 6 Training Plans

KPI 7 Case Studies
Approved

Appendix 3: Construction Programme