

Employment and Skills Framework Plan – 32 New Lane, Havant

Project	32 New Lane, Havant
Contractor	To be confirmed
Lead Contact	Natalie Fellows
Telephone	07375 490164
Email	natalie@fellowsplanning.co.uk
Reference	N/A
Build value:	Band 6: £24 Million - £30 Million
NSAFC Benchmark	Benchmark 5.0 Factories, Band 6
Planned start:	Summer 2021
Planned completion	Summer 2022

1. Project Outline

Address of Site: 32 New Lane, Havant

Proposal: Redevelopment of existing industrial site comprising the erection of a distribution warehouse (Use Class B8) with ancillary offices, a vehicle storage deck, associated infrastructure and associated works.

The project includes the demolition of the existing premises and remediation measures to be carried out in the first phase of construction. The draft build programme indicates that demolition will commence in the Summer 2021 and be complete by Spring 2022. Some of the decommissioning will be carried out by the current occupier before that date.

The main build is anticipated to commence in Spring 2022, lasting approximately 14 weeks.

2. Objectives of the Plan

Havant Borough Council supports the Construction Industry Training Board (CITB) client-based approach working with developers to achieve positive outcomes for local people through development, whether residential or commercial schemes. The CITB has established benchmarks for all sizes of building projects, which this framework seeks to follow throughout the construction period.

This employment and skills framework plan seeks to meet various Key Performance Indicators (KSI's) against which this plan to be monitored against. This includes a range of employment, volunteering, apprenticeship, training and development activities during construction. This framework plan will form part of tender package issued to potential sub-contractors, suppliers etc. throughout the project and will help influence the selection process for the project supply chain.

A separate employment and skills initiative will be agreed between the Council and the operator/end-user prior to the first occupation of the development.

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3. KPI Summary			
KPI	Description	Target	Wks
1	Work Placements	2	
2	Jobs created by National Skills Academy for Construction (NSAfC) projects (new entrants)	6	62
3	Construction Careers Information, Advice and Guidance (CCIAG) Events	3	
4	Training Weeks on site	62/139	
5	Qualifying the Workforce	17	
6	Training Plans	5	
7	Case Studies Approved	1	
Total			

4. KPIs						
KPI 1	Work Placements					
	CITB Industry Priority: Image and Recruitment					
	NSAfC Benchmark:	2	Agreed Target:	2	Training Weeks:	2
Activity	2 x Work Experience placements commencing March 2022 The Appointed Contractor will provide work experience placements to local people potentially from colleges such as Havant South Downs College, Highbury College or Job Centre Plus. Typically, placements are 5 working days each. To be completed by the end of the Summer 2022.					
Partner/Contact	Havant Borough Council: Sarah Flamson, Employment Skills Lead, Economic Development Office Email: sarah.flamson@easthants.gov.uk Tel: 01730 234168 Mob: 07793 240165 Construction Skills Fund (Hampshire County Council): Hilary Ball, Project Coordinator Email: hilary.ball2@hants.gov.uk DWP/JCP: Matthew Leopold, Employment and Partnership Manager Email: matthew.leopold@dwp.gov.uk Havant South Downs College (HSDC): Will Sparrow, Leads the Construction T Levels Courses Email: will.sparrow@hsdc.ac.uk Highbury College: Martin Smith, Sector Lead Construction Email: martin.smith@highbury.ac.uk					

KPI 2	Jobs created by NSAfC projects (new entrants)					
	CITB Industry Priority: Image and Recruitment					
	NSAfC Benchmark:	6	Agreed Target:	6	Training Weeks:	62
Activity	3 x Local NEET/Unemployed persons to be recruited into a vacancy starting *September 2021 (once construction has commenced)					

	The Appointed Sub-Contractor will refer vacancies to Havant Borough Council and Hampshire County Council/Southern Skills Fund/JCP and Restart Programme to allow targeted recruitment for priority groups, including care leavers, young offenders and young people participating in Hampshire Futures internal study programme (unless another preferred programme is available, to be advised by HBC). To be completed by Spring 2022. And 3 x New Apprentices to be recruited via an apprenticeship scheme [in partnership with Solent Apprenticeship Hub, HSDC and Highbury College / Or Apprentices of Sub-Contractors] Appointed Sub-Contractor to include a number of training weeks to be agreed with HBC for any Apprentice's allocated to work on this project by either the Appointed Contractor or it's Sub-Contractors. On-going throughout project.			
Partner/Contact	Havant Borough Council: Sarah Flamson, Employment Skills Lead, Economic Development Office Email: sarah.flamson@easthants.gov.uk Tel: 01730 234168 Mob: 07793 240165 Construction Skills Fund (Hampshire County Council): Hilary Ball, Project Coordinator Email: hilary.ball2@hants.gov.uk Havant South Downs College (HSDC): Will Sparrow, Leads the Construction T Levels Courses Email: will.sparrow@hsdc.ac.uk Highbury College: Martin Smith, Sector Lead Construction Email: martin.smith@highbury.ac.uk Solent Apprenticeship Hub: Jamie Webber Email: Jamie.webber@southampton.gov.uk			
Activity	Existing graduates working directly on the project The Appointed Sub-Contractor to include number of training weeks for any existing graduate trainees allocated to work on this project. On-going throughout Project.			
Partner/Contact	TBC			
KPI 3	Construction Careers Information, Advice and Guidance (CCIAG) Events			
	CITB Industry Priority: Image and Recruitment			
	NSAfc Benchmark:	3	Agreed Target:	3
Activity	1 x site visit, providing careers information and experience of a live construction site, target date Summer 2022.			

	The Appointed Sub-Contractor will arrange a site visit for a group of young people from one of the local schools or College's listed below to provide an insight into the day-to-day activities on a busy construction site. It will also be aimed at young people with an interest in a career in the construction industry. Secondary Schools – Havant Academy, Warblington School or Park Community School Colleges – Havant and South Downs College (HSDC), Highbury College 2 x School Visits (or online presentation made to schools in light of Covid-19 restrictions) or attendance at a Careers Event, providing information and promoting careers within the construction industry to school/college students, target date Summer 2022. The Appointed Sub-Contractor will arrange a site visit for a group of students from one of the local schools or College's listed below to give them idea of the day-to-day activities on a busy construction site. It will also be aimed at students with an interest in construction related careers. Secondary Schools – Havant Academy, Warblington School or Park Community School Colleges – Havant and South Downs College (HSDC), Highbury College
Partner/Contact	Havant Borough Council: Sarah Flamson, Employment Skills Lead, Economic Development Office Email: sarah.flamson@easthants.gov.uk Tel: 01730 234168 Mob: 07793 240165 Havant South Downs College (HSDC): Will Sparrow, Leads the Construction T Levels Courses Email: will.sparrow@hsdc.ac.uk Highbury College: Martin Smith, Sector Lead Construction Email: martin.smith@highbury.ac.uk Park Community School: Susan Parish, Business and Community Manager Email: s.parish@pcs.hants.sch.uk Warblington School: Lucy Fletcher, Careers officer Email: l.fletcher@warblington.ac.uk Havant Academy: Emma Bagnall, Advice and Guidance Practitioner from EBP (Employment & Business Partnership) supports their careers offer and the school Email: ebagnall@EBPsouth.co.uk

KPI 4	Training Weeks on site			
	CITB Industry Priority: Training and Development			
	NSAFC Benchmark:	139	Agreed Target:	62/ 139
Activity	The Appointed Contractor will record and submit details of all activity within the KPI 4 Definition (see Appendix One). The activities that can be considered towards this target include: Traineeships, Apprenticeships and new entrants undertaking higher qualifications (existing graduate trainees working on the project can be included towards training weeks). Given the condensed build programme, the agreed training weeks have been reduced when compared to the Benchmark. It is imperative that			

	there is a smooth transition once the current occupier leaves the site and it is redeveloped to create new employment opportunities.
Partner/Contact	Not required

KPI 5	Qualifying the Workforce		
	CITB Industry Priority: Training and Development		
	NSAFC Benchmark:	17	Agreed Target: 17
Activity	17 x nationally recognised qualifications or industry certification for the project workforce for qualifications (11 Industry Certification Gained, 6 NVQ 2 or Equivalent Qualifications and above) to be completed by July 2022. The Appointed Contractor will provide training opportunities, including but not restricted to college days for University students, induction training, behavioural safety, asbestos training, scaffolding training, abrasive wheels etc, as best suited to the project workforce. This target applies to both main sub-contractor employees and where possible, all other subcontractors. These will be delivered at a frequency of approximately once a month from commencement, anticipated in September 2021 (following site set-up). Target Breakdown as follows: 5. a/b – Qualifications Gained (Equivalent NVQ2 and above) – 11 5. c/d – Industry certification gained – 6		
Partner/Contact	Havant Borough Council: Sarah Flamson, Employment Skills Lead, Economic Development Office Email: sarah.flamson@easthants.gov.uk Tel: 01730 234168 Mob: 07793 240165 Construction Skills Fund (Hampshire County Council): Hilary Ball, Project Coordinator Email: hilary.ball2@hants.gov.uk		

KPI 6	Training Plans		
	CITB Industry Priority: Training and Development		
	NSAFC Benchmark:	5	Agreed Target: 5
Activity	5 x new or updated Training Plans for the Appointed Sub-Contractor and its subcontractors, target dates May 2022. Appointed Contractor to liaise with Havant Borough Council and/or CITB's Adviser to provide support on training plans to groups of sub-contractors if required. Contact will be made with all sub-contractors prior to their final selection.		
Partner/Contact	Havant Borough Council: Sarah Flamson, Employment Skills Lead, Economic Development Office Email: sarah.flamson@easthants.gov.uk Tel: 01730 234168 Mob: 07793 240165		

KPI 7	Case Studies Approved		
	CITB Industry Priority: Strategic Leadership		

	Project specific-to be agreed pre-approval
Activity	1 x case study during the project Appointed Sub-Contractor to provide feedback on best practice or a significant achievement on the project and include this as part of a Case Study detailing works undertaken to achieve practical completion. HBC and HCC will provide case study template and guidance. This will be compliant with the National Skills Academy for Construction case study guidelines.
Partner/Contact	Havant Borough Council: Sarah Flamson, Employment Skills Lead, Economic Development Office Email: sarah.flamson@easthants.gov.uk Tel: 01730 234168 Mob: 07793 240165 Construction Skills Fund (Hampshire County Council): Hilary Ball, Project Coordinator Email: hilary.ball2@hants.gov.uk Hampshire County Council: James Maw, Development Coordinator (Employment and Skills) Mobile: 07928 668856 Email: james.maw@hants.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 Contractor - 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, SMSTS & SSSTS).

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

5c) Main Contractor and 5d) Sub Contractor – 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/updated.

For the client-based approach KPI 6 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)

ICF Ref:														
Employment and Skills Areas		August 21	Sept 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	April 22	May 22	June 22	July 22	Total
KPI 1	Work Placements - persons													2
(1a)	(In Education)								1			1		2
(1b)	(Not in Education)													
KPI 2	Jobs Created by NSAFc Projects (new entrants)													6
(2a)	(Apprenticeships)		1				1	1						6
(2b)	(New Entrants)								1	1				
(2c)	(Graduates)								1					
KPI 3	Construction Careers Events (CCIAG)			1			1			1				3
KPI 4	Training Weeks on site		5	5	5	5	6	6	6	6	6	6	6	62
KPI 5	Qualifying the Workforce													17
(5a)	(Qualifications gained main contractor)				1		1		1		1			6
(5b)	(Qualifications gained subcontractor)		1											
(5c)	(Industry certification gained main contractor)					1	1	1	1	1	1	1		11
(5d)	(Industry certification gained subcontractor)					1	1	1	1	1	1			
KPI 6	Training Plans		1		1		1		1		1			5
KPI 7	Case Studies Approved											1		1

Key:

Target Number & Completion
Ongoing for Duration of Project

Target Total &
Completion Date

Appendix 3: Construction Programme