

Employment and Skills Plan

Site: St Michaels Convent, 354 London Road, Waterlooville

Landowner/developer: Linden Ltd trading as Linden Homes Southern.

The development of St Michael's Convent will contribute a number of employment opportunities to the people of the borough.

The Employment and Skills Matrix in this document outlines precise numbers of Apprenticeship opportunities, Graduate Placements and the number of locally advertised job roles. These three themes are the focus of our contribution but are not the sole contributors to local employment opportunities.

Apprenticeships: This development will engage a minimum number of 4 apprentices. All apprentices will be fully employed at the time they commence their programme. We are committed to Apprenticeship opportunities being created and actively engage all of the supply chain to maximise the opportunities for young people. We have engaged over 120 apprentices to date and have a retention rate of over 96% on our programme. A significant number of our apprentices are recruited from those that are NEET (Not engaged in Employment Education or Training) at the start of the programme.

Graduate opportunities: We will engage with graduates as part of this development. Our minimum engagement target will be 1. This will be through our academy that recruits, trains and provides relevant experience to those in pre and post graduate employment. We actively recruit local people for local jobs.

Local Employment opportunities: Our supply chain are committed to sourcing local labour and actively recruit using local Job Centre+ offices and other forms of local advertising. We envisage that this development will result in a minimum of 7 job opportunities being made available to those in the Borough of Havant.

Further to this we will engage with the Havant Skills and Employability Partnership to promote and develop all training and employment opportunities.

Contact details :

Mark Carrington Senior Planning Manager
Mark.carrington@lindenhomes.co.uk
Contact No: 02380 665100

David Cole Construction Director
david.cole@lindenhomes.co.uk
Contact No:02380 665100

Paul Boshier Site Manager
paul.boshier@lindenhomes.co.uk
Contact No 07501 228977

Please complete the employment and skills matrix at the end of this document with details of the following employment and training measures that will be provided for local people during the construction phase of the development. Please provide a method statement to support the employment and skills plan.

- Recruitment through Job Centre Plus and other local employment vehicles
- Work trials and interview guarantees
- Pre-employment training
- Apprenticeships
- Vocational training (NVQ)
- Work experience (14-16 years, 16-19 years and 19+ years)
- School, College and University site visits
- Construction Skills Certification Scheme (CSCS) cards
- Supervisor training
- Leadership and management training
- Support with transport, childcare and work equipment
- Any further details of in-house training schemes

Please complete the employment and skills matrix at the end of this document with details of the following employment and training measures that will be provided for local people during the occupation phase of the development. Please provide a method statement to support the employment and skills plan.

- Recruitment through Job Centre Plus and other local employment vehicles
- Work trials and interview guarantees
- Pre-employment training
- Apprenticeships
- Vocational training (NVQ)
- Work experience (14-16 years, 16-19 years and 19+ years)
- School, College and University site visits
- Construction Skills Certification Scheme (CSCS) cards
- Supervisor training
- Leadership and management training
- Support with transport, childcare and work equipment
- Any further details of in-house training schemes

Monitoring

Please provide details on how the Employment and Skills Plan will be monitored.

The Employment and Skills Plan will be monitored by Trevor Lee-Cann Construction Manager and David Cole Construction Director

Monitoring will take place on a monthly basis with a formal reporting period of every three months. This will take the form of the submission of an updated target matrix outlining progress against the agreed targets. It is envisaged that this will take place on site with the support of Trevor Lee-Cann / David Cole and the nominated Economic Development Officer for Havant BC.

The targets will be broken down into milestone achievements over the duration of the development. This will ensure that the targets are met over time and any areas not meeting the profile easily identified and remedied.

We would expect monitoring to commence six months into the project; approximately July 2013.

Employment and Skills Matrix

Category	NSAfc-CBA benchmark	Activity	Number of people	Supervision	Dates	Notes
Work placement (14-16 years)	1		0	Site Manager/Construction Manager	End of project	We will not meet this target due to H&S concerns
Work placement (16-19 years)	7		7	Site Manager/Construction Manager		
Work placement (19+ years)	Not defined		0	Site Manager/Construction Manager		
Curriculum support activities – individual engagement	4		7	Site Manager/Construction Manager		
Graduates - persons	0		1	Site Manager/Construction Manager		
Apprentice starts – persons	4		4	Site Manager/Construction Manager		
Existing apprentices – persons	4		4	Site Manager/Construction Manager		
Apprentice completions - persons	2		2	Site Manager/Construction Manager		

Jobs advertised through local employment vehicles – number	7		7	Site Manager/Construction Manager		
NVQ starts for sub-contractors	3		3	Site Manager/Construction Manager		
NVQ completions for sub-contractors	3		3	Site Manager/Construction Manager		
Training plans for sub-contractors – number	5		5	Site Manager/Construction Manager		
Supervisor training for sub-contractors - persons	4		4	Site Manager/Construction Manager		
Leadership and management training for sub-contractors - persons	2		2	Site Manager/Construction Manager		
Advanced health and safety training for sub-contractors - persons	4		4	Site Manager/Construction Manager		

Category	Steps to achieve
Work placement (16-19 years)	Work placements form part of all apprenticeship opportunities. Under the Linden Homes Apprenticeship Programme all new entrants undergo a two week work trial to ensure that they are suitable for the role. Learners are recruited from the local area and engagement is from those in the NEET group or those looking to enhance their level 1 qualification gained in full-time education. <i>This will be monitored by Trevor Lee-Cann/ David Cole and we will report quarterly on this target.</i>
Work placement (19+ years)	Please see Employment and Skills Matrix
Curriculum support activities – individual engagement	All young people engaged on the programme are supported with the application process, Health and Safety training and personal development to ensure they are able to attend interviews and work trials. <i>This will be monitored by Trevor Lee-Cann/ David Cole and we will report quarterly on this target.</i>
Graduates - persons	Recruitment for our Graduate Training Programme takes the form of access to our in-house Academy. We engage with over 100 pre and post graduate students at any one time. This offers them employment and the opportunity to continue with their study whilst gaining valuable work experience. <i>This will be monitored by David Cole and we will report quarterly on this target.</i>
Apprentice starts – persons	The Linden Homes Apprenticeship Programme has been implemented to ensure opportunities for young adults are available across our developments. Young people are recruited by our programme and placed with our supply chain to continue in their studies and gain valuable work experience. The dedicated apprenticeship team adopt Employment and Skills Plans targets and through negotiation with the supply chain implement the strategy to achieve the defined targets. <i>This will be monitored by Trevor Lee-Cann/ David Cole and we will report quarterly on this target.</i>

Existing apprentices – persons	We currently have over 120 Apprentices on the Linden Homes Apprenticeship Programme. Learners are sourced by our team for local projects and placed with our supply chain. <i>This will be monitored by Trevor Lee-Cann/ David Cole and we will report quarterly on this target.</i>
Apprentice completions – persons	The duration of this project means it is unlikely any learner who commences an apprenticeship will complete by the time the development is finalised. We will ensure this objective is met by placing our existing apprentices on our programme on the St Michael's site during the development. <i>This will be monitored by Trevor Lee-Cann/ David Cole and we will report quarterly on this target.</i>
Jobs advertised through local employment vehicles – number	Our supply chain will commit at the outset to advertise all employment opportunities through the JC+ offices in the Borough. <i>Adherence to this will be monitored by Trevor Lee-Cann / David Cole and we will report quarterly on this target.</i>
NVQ starts for sub-contractors	All of our supply chains are encouraged to assess training needs on an ongoing basis. This identifies the full range of training activities being undertaken by the contractor's staff. Linden Homes actively encourages staff development and the process clearly identifies starts on training linked to NVQ's. <i>This will be monitored by Trevor Lee-Cann/ David Cole and we will report quarterly on this target.</i>
NVQ completions for sub-contractors	All of our supply chains are encouraged to assess training needs on an ongoing basis. This identifies the full range of training activities being undertaken by the contractor's staff. Linden Homes actively encourages staff development and the process clearly identifies starts on training linked to NVQ's. <i>This will be monitored by Trevor Lee-Cann/ David Cole and we will report quarterly on this target.</i>

Training plans for sub-contractors - number	All of our supply chains are encouraged to assess training needs on an ongoing basis. This identifies the full range of training activities being undertaken by the contractor's staff. Linden Homes actively encourage staff development and the process clearly identifies completion of training linked to NVQ's. <i>This will be monitored by Trevor Lee-Cann/ David Cole and we will report quarterly on this target.</i>
Supervisor training for sub-contractors - persons	All of our supply chains are encouraged to assess training needs on an ongoing basis. This identifies the full range of training activities being undertaken by the contractor's staff. Linden Homes actively encourage staff development and have implemented its own programmes to ensure supervisor training is completed. The ongoing dialogue with contractors clearly identifies those who have completed this element of the programme. <i>This will be monitored by Trevor Lee-Cann/ David Cole and we will report quarterly on this target.</i>
Leadership and management training for sub-contractors - persons	All of our supply chains are encouraged to assess training needs on an ongoing basis. This identifies the full range of training activities being undertaken by the contractor's staff. Linden Homes actively encourage staff development and the process clearly identifies those within the organisation undertaking leadership and management training. <i>This will be monitored by David Cole and we will report quarterly on this target.</i>
Advanced health and safety training for sub-contractors - persons	All of our supply chains are encouraged to assess Health and Safety competencies on an ongoing basis. This identifies those staff who require initial and ongoing H&S training being undertaken by the contractor's staff. Ongoing dialogue with the supply chains identifies those engaged and completions. <i>This will be monitored by Trevor Lee-Cann/ David Cole and we will report quarterly on this target.</i>