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| **Employment and Skills Plan** | | | | | | | | | | | | | | | | |
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| **Project** | |  | | | | | | | | | | | | | | |
| **Contractor** | |  | | | | | | | | | | | | | | |
| **Lead Contact** | |  | | | | | | | | | | | | | | |
| **Telephone** | |  | | | | | | | | | | | | | | |
| **Email** | |  | | | | | | | | | | | | | | |
| **Reference** | |  | | | | | | | | | | | | | | |
| **Build value** | |  | | | | | | | | | | | | | | |
| **NSAfC Benchmark** | |  | | | | | | | | | | | | | | |
| **Planned start** | |  | | | | | | | | | | | | | | |
| **Planned completion** | |  | | | | | | | | | | | | | | |
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| **1. Project Outline** | | | | | | | | | | | | | | | | |
| Please describe your project here.  Please include any elements of Sustainable Construction such as a [BREEAM](https://bregroup.com/products/breeam/) accreditation you are aiming for or plans for Solar Panels, EV charging, heat source pumps, extra insulation etc | | | | | | | | | | | | | | | | |
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| **2. Objectives of the Plan** | | | | | | | | | | | | | | | | |
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| **3. KPI Summary** | | | | | | | | | | | | | | | | |
| **KPI** | **Description** | | | | | | | | | | | | **Target** | | **Wks** | |
| 1 | Work Placements | | | | | | | | | | | |  | |  | |
| 2 | Jobs created by NSAfC projects (new entrants) | | | | | | | | | | | |  | |  | |
| 3 | Construction Careers Information, Advice and Guidance (CCIAG) Events | | | | | | | | | | | |  | |  | |
| 4 | Training Weeks on site | | | | | | | | | | | |  | |  | |
| 5 | Qualifying the Workforce | | | | | | | | | | | |  | |  | |
| 6 | Low carbon training (person hours) | | | | | | | | | | | |  | |  | |
| 7 | Case Studies Approved | | | | | | | | | | | |  | |  | |
| **Tota**l |  | | | | | | | | | | | |  | |  | |
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| **4. KPIs** | | | | | | | | | | | | | | | | |
| **KPI 1** | **Work Placements** | | | | | | | | | | | | | | | |
|  | CITB Industry Priority: Image and Recruitment | | | | | | | | | | | | | | | |
|  | NSAfC Benchmark: | |  | | Agreed Target: | | |  | | | Training Weeks: | | | | |  |
| Activity |  | | | | | | | | | | | | | | | |
| Partner/Contact | Hampshire County Council: Rachel Sale, [Rachel.Sale@hants.gov.uk](mailto:Rachel.Sale@hants.gov.uk)  Eastleigh College: Claire Mew, 02380 911164 [cmew@eastleigh.ac.uk](mailto:cmew@eastleigh.ac.uk) | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **KPI 2** | **Jobs created by NSAfC projects (new entrants)** | | | | | | | | | | | | | | | |
|  | CITB Industry Priority: Image and Recruitment | | | | | | | | | | | | | | | |
|  | NSAfC Benchmark: | |  | | Agreed Target: | | |  | | | Training Weeks: | | | | |  |
| Activity |  | | | | | | | | | | | | | | | |
| Partner/Contact |  | | | | | | | | | | | | | | | |
| Activity |  | | | | | | | | | | | | | | | |
| Partner/Contact |  | | | | | | | | | | | | | | | |
| Activity |  | | | | | | | | | | | | | | | |
| Partner/Contact | Department of Work and Pensions: Richard Waghorn, Employment Advisor, [Richard.Waghorn@dwp.gov.uk](mailto:Richard.Waghorn@dwp.gov.uk) Mobile – 07734 810875 Eastleigh College: Claire Mew, 02380 911164 [cmew@eastleigh.ac.uk](mailto:cmew@eastleigh.ac.uk) CoTrain: [richard@secbe.org.uk](mailto:richard@secbe.org.uk) | | | | | | | | | | | | | | | |
| **KPI 3** | **Construction Careers Information, Advice and Guidance (CCIAG) Events** | | | | | | | | | | | | | | | |
|  | CITB Industry Priority: Image and Recruitment | | | | | | | | | | | | | | | |
|  | NSAfC Benchmark: | |  | | Agreed Target: | | | | | | | | | | |  |
| Activity |  | | | | | | | | | | | | | | | |
| Partner/Contact |  | | | | | | | | | | | | | | | |
| Activity |  | | | | | | | | | | | | | | | |
| Partner/Contact | Winchester City Council, Alison Woods, 01962 848 347, [awoods@winchester.gov.uk](mailto:awoods@winchester.gov.uk)  Hampshire County Council: Rachel Sale, [Rachel.Sale@hants.gov.uk](mailto:Rachel.Sale@hants.gov.uk)  Eastleigh College: Claire Mew, 02380 911164 [cmew@eastleigh.ac.uk](mailto:cmew@eastleigh.ac.uk) | | | | | | | | | | | | | | | |
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| **KPI 4** | **Training Weeks on site** | | | | | | | | | | | | | | | |
|  | CITB Industry Priority: Training and Development | | | | | | | | | | | | | | | |
|  | NSAfC Benchmark: | |  | | Agreed Target: | | | | | | | | | | |  |
| Activity |  | | | | | | | | | | | | | | | |
| Partner/Contact | Hampshire County Council: Rachel Sale, [Rachel.Sale@hants.gov.uk](mailto:Rachel.Sale@hants.gov.uk)  Eastleigh College: Claire Mew, 02380 911164 [cmew@eastleigh.ac.uk](mailto:cmew@eastleigh.ac.uk) | | | | | | | | | | | | | | | |
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| **KPI 5** | **Qualifying the Workforce** | | | | | | | | | | | | | | | |
|  | CITB Industry Priority: Training and Development | | | | | | | | | | | | | | | |
|  | NSAfC Benchmark: | | 6 | | Agreed Target: | | | | | | | | | | |  |
| Activity |  | | | | | | | | | | | | | | | |
| Partner/Contact | Construction Industry Training Board: Liz Steele, 07768 003933, [elizabeth.steel@citb.co.uk](mailto:elizabeth.steel@citb.co.uk) | | | | | | | | | | | | | | | |
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| **KPI 6** | **Low carbon training (person hours)** | | | | | | | | | | | | | | | |
|  | CITB Industry Priority: Training and Development | | | | | | | | | | | | | | | |
|  | NSAfC Benchmark: | |  | | Agreed Target: | | | | | | | | | | |  |
| Activity |  | | | | | | | | | | | | | | | |
| Partner/Contact | Construction Industry Training Board: Liz Steele, 07768 003933, [elizabeth.steel@citb.co.uk](mailto:elizabeth.steel@citb.co.uk) | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | |
| **KPI 7** | **Case Studies Approved** | | | | | | | | | | | | | | | |
|  | Winchester City Council priority: Sustainable Construction | | | | | | | | | | | | | | | |
|  | Project specific-to be agreed pre-approval.  The council would welcome case studies on projects that improve green skills for example loft and wall insulation, solar panels, single room ventilation and ground source heating installation. | | | | | | | | | | | | | | | |
| Activity |  | | | | | | | | | | | | | | | |
| Partner/Contact | Winchester City Council, Alison Woods, 01962 848 347, [awoods@winchester.gov.uk](mailto:awoods@winchester.gov.uk) | | | | | | | | | | | | | | | |

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| **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 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, SMSTS & 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 included 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 KPI6 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. |

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

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| **ICF Ref:** | | | | | | | | | | | | | | |
| **Employment and Skills Areas** | | **Sept 2023** | **Oct**  **2023** | **Nov 2023** | **Dec**  **2023** | **Jan**  **2024** | **Feb**  **2024** | **March**  **2024** | **April**  **2024** | **May**  **2024** | **June**  **2024** | **July 2024** | **Aug**  **2024** | **Total** |
| **KPI 1** | Work Placements - persons |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *(1a)* | *(In Education)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *(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** | Low carbon training (person hours) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **KPI 7** | Case Studies Approved |  |  |  |  |  |  |  |  |  |  |  |  |  |