



KPI 1 - Work Experience [Image and Recruitment]

KPI Measure	= 1 completed work placement represents 1 outcome
Criteria	<p>In education: This target describes work experience attendance on 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. 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. This could include hosting students from CTSW Skills (vocational trade school students), local secondary schools (which schools are close to site?), City College Plymouth, Cornwall College, South Devon College, University of Plymouth, and Arts University Plymouth.</p> <p>Not in education: This target describes work experience attendance on projects for persons who are 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, JCP, Shekinah, Armed Forces resettlement programmes or local community organisations. It may also be appropriate for individuals seeking a career change.</p>
Evidence to be provided (for each outcome)	<ul style="list-style-type: none"> • Work Experience summary template (Template A – in education) • Work Placement Evaluation form (Template B – in education) • Work Experience summary template (Template C – not in education) • Work Placement Evaluation form (Template D – not in education) • Written confirmation of work placement participation e.g. school/ training provider/ JCP/ Building Plymouth



KPI 2 – Jobs Created [Image and Recruitment]

KPI Measure	= 1 individual represents 1 outcome
Criteria	<p>This target describes the creation of new and sustainable job opportunities for new entrants into the sector who are expected to be undertaking some form of training. And as a result of the project are required on the project site(s) by the main contractor or subcontractor.</p> <p>This target relates to:</p> <ol style="list-style-type: none"> a) Persons who are employed as Apprentices (including those through Shared Apprenticeships) b) Persons previously unemployed c) Graduates (within 3 years of graduation)
Evidence to be provided (for each outcome)	<ul style="list-style-type: none"> • Jobs created summary (Template E) • Notification of vacancy on site • Copy of offer of employment • Confirmation letter or statement from employer of 13 weeks employment (qualifying period)



KPI 3 – Construction Careers Information, Advice and Guidance events [Image and Recruitment]

KPI Measure	= 1 event represents 1 outcome
Criteria	<p>This target consists of the organisation and delivery of events focused on improving the image of the construction 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.</p> <p>The key target groups for delivery of this outcome are:</p> <ul style="list-style-type: none"> • Potential new entrants: (e.g. persons currently not in education, employment or training, career changers, or school students, school leavers, college students) • Undergraduates • Influencers (e.g. school / university / adult influencers, careers advisers, careers school staff, other providers, parents, community groups)
Evidence to be provided (for each outcome)	<ul style="list-style-type: none"> • Construction Careers Information, Advice and Guidance Events Record (Template F) • Confirmation from the participating organisation of the student engagement in the activity e.g. promotional material of event, email to confirm arrangements, photos



KPI 4 – Waged Training Weeks on site [Training and Development]

KPI Measure	= Total number of training weeks taking place on the project (One training week = 5 working days)
Criteria	<p>This target relates to and counts the number of weeks of formal training being undertaken by the site labour force working on a project. This will involve training following a recognised syllabus of study which has been accredited/ certificated by either an awarding body for that qualification or by the recognised issuing organisation.</p> <p>One training week = 5 working days. Days can be cumulative for any individual (i.e. if an individual undertook a 3 day course <i>certificated</i>, a 4 day training course <i>certificated</i> 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.</p> <p>This target relates to everyone working on the project:</p> <ol style="list-style-type: none"> New entrants who are undertaking apprenticeship standards Existing workforce undertaking upskilling qualifications Traineeships New entrants training but not on apprenticeship frameworks/ standards <p>Formula: Total Workforce (from labour flow) x 52 then multiply by 5%. For apprenticeships multiply no of starts by weeks of training, 1 year = 52 weeks. For example a workforce of 150 (not including apprenticeships), multiply by 52 = 7,800. 5% of 7800 = 390 training weeks. For example 5 apprenticeships undertaking a 2 year framework = 5 x 104 weeks = 520 weeks. NB The number of weeks must fall within the project duration and must accurately reflect the start point of the apprentice framework within the project.</p> <p>This KPI does not include Toolbox Talks, site inductions, competency card tests (but may include training leading to a recognised health and safety qualification).</p>
Evidence to be provided (for each outcome)	<ul style="list-style-type: none"> Waged Training Weeks on Site Record (Template G) Registration documents/written confirmation from training provider detailing course of study, duration and qualification Completion certificates



KPI 5 – Qualifying the Workforce [Training and Development]

KPI Measure	= 1 certificate represents 1 outcome
Criteria	<p>Qualifications gained – NVQ Level 2 and above 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 IIM, health and safety, (including IOSH, NEBOSH, SMSTS & SSSTS). Outcomes must be accredited by a nationally recognised professional institution or awarding body.</p> <p>This target relates to:</p> <ul style="list-style-type: none"> 5a) Qualifications – main contractor 5b) Qualifications – sub contractors <p>Industry certification gained (minimum duration of 3 hours) 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.</p> <p>This target relates to:</p> <ul style="list-style-type: none"> 5c) Short Duration training – main contractor 5d) Short Duration training - subcontractors
Evidence to be provided (for each outcome)	<ul style="list-style-type: none"> • Qualifying the Workforce Record (Template H) • Completion certificates



KPI 6 – Training Plans [Training and Development]

KPI Measure	= 1 new or renewed company training plan (expected to be refreshed annually)
Criteria	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.
Evidence to be provided (for each outcome)	<ul style="list-style-type: none"> • A copy of the training plan with start and completion dates



KPI 7 – Case Studies [Strategic Leadership]

KPI Measure	= 1 Case Study approved represents 1 outcome
Criteria	<p>This target consists of completing and submitting at least one promotional case study which describes either an example of best practice or a significant achievement on the project. Case studies counted against this measure must be compliant with the National Skills Academy for Construction case study guidelines.</p> <p>The case study should demonstrate how the project has delivered core elements of the Employment and Skills Plan, in particular around KPI delivery and especially highlighting best practice around apprentice recruitment, up-skilling of the project supply chain and areas of community engagement. The content of the case study should include reference Building Plymouth's intervention.</p> <p>The template is split into 4 headers:</p> <ul style="list-style-type: none"> • <i>Response</i> – What the project responding to? (KPIs/Targets/ESP delivery) • <i>Challenge</i> – The challenge the project faced and how it enabled the outcomes • <i>Results</i> – Outcomes of the actions taken by the project • <i>Transferrable Solutions</i> – Wider benefits to other projects • Case studies should include quotes from those involved in the activity and photos <p>The cases studies will be promoted through CITB and Building Plymouth.</p>
Evidence to be provided (for each outcome)	<ul style="list-style-type: none"> • Copy of approved case study using the National Skills Academy for Construction case study guidelines (Template 1) • Photos to support the Case Study