



Shaping public
construction



Social Value, Employment and Skills Plan Guidance



Summary of the Employment and Skills Areas

The following document details the SCF approach to the completion of Employment and Skills Plans (ESP) on all projects. However, Government directives will take precedence for all activities planned through the delivery of the ESP, as will client-led initiatives as detailed in the tender documents where applicable or developed thereafter through mutual agreement.

The purpose of this document is to provide outline details of the Employment and Skills Areas that are contained within the ESP. This document details the definitions for measuring outputs and evidence requirements. The Target ESP plan by sector and value is contained at the end of this document.

Full CITB guidance and further information can be found [here](#).

Please note, the following information has been adapted to suit the needs and the requirements of SCF and is further developed from the summary included in the above guidance. However, targets detailed in the ESP plans based around sectors and values remain the same as the CITB published guidance for the National Skills Academy Client-Led approach.

KPI 1: Work experience placements

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. In most cases, work experience will be non-paid, but can form part of a formal paid programme of work activity to assist with employability.

All young and or inexperienced work experience placements should be in compliance with the HSE's Young People and Work Experience Guide reference INDG364 and the Construction Leadership Council's Guidance for Employing Young People and Inexperienced Workers.

- This target describes work experience attendance on SCF 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 5. 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 target describes work experience attendance on SCF 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, Probation Service, Job Centre Plus, Prison Services, Department for Work and Pensions funded programmes, Armed Forces re-settlement programmes or local community organisations that provide support for individuals into employment including underrepresented groups and individuals seeking a career change.
- As part of a blended approach, there can be provision for virtual work experience where relevant and agreed with the client lead. Virtual work experience can be regional or project-based but must be attributed and specific to the project. Main Contractor's, clients and educational providers' specific programmes can apply where relevant, on the condition that students/learners are involved in a structured programme of activities which must include student and learning tasks.

This target relates to (data reporting lines)

- Work Experience Placement (In Education)
- Work Experience Placement (Not In Education)

KPI Measure: 1 completed work placement represents 1 outcome

Evidence:

1. Written confirmation from the learning provider or employer of the student participation in the activity
2. Learner evaluation form



KPI 2: Jobs created by SCF projects (new entrants)

This target describes the creation of new and sustainable job opportunities for new entrants into the sector. And as a result of the project, the successful candidate(s) are required on the project site(s) or associated offices by the main contractor or subcontractor.

This target relates to (data reporting lines)

- Persons who are employed as Apprentices
- Under-employed - zero hours contracts for example re-skilling individuals to gain full-time employment
- Re-skilling from other industries
- Under-represented groups
- Persons previously unemployed (including ex-offenders / ROTL)
- Graduates and undergraduates
- School leavers
- NEETS
- Client-driven / community driven target groups (care leavers for example)

KPI Measure: 1 individual represents 1 outcome

Evidence:

1. Notification of vacancy on site (or equivalent engagement evidence from group)
2. Copy of offer of employment
3. Confirmation letter or statement from employer following one month minimum employment (qualifying period)
4. Self-certification evidence of employment / previous employment status or evidence from employer

*If GDPR permissions are not in place, this information can be anonymized but must be verifiable



KPI 3: Construction Careers Information, Advice & Guidance (CCIAG) events

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.

The key target groups for delivery of this outcome are:

- Entrants 14-19: (e.g. persons currently not in education, employment or training, or school students, school leavers, college students)
- Young people (under 25) for example involved through Princes Trust programmes
- Under graduates
- Influencers (e.g. schools/universities, adult influencers, careers advisors, learning providers, community groups)
- Junior school level careers events/workshops/lessons
- Other groups as identified in KPIs 1 & 2 above

KPI Measure: 1 event represents 1 outcome.

Please also record separately the total number of beneficiaries for recording purposes.

Evidence:

1. Confirmation from the participating organisation of the student engagement in the activity
2. Completed documentation detailing activity delivered and numbers attended



KPI 4: Training weeks on project

This target relates to and counts the number of weeks of formal training being undertaken by trainees/new entrants working on a SCF 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.


One training week = 5 working days, including formal training and site-based work for day release for example, or block placement weeks in study or on site/office or a full curriculum week.

This target relates to (data reporting lines)

- New entrants undertaking apprenticeships
- Consultant based undergraduate / apprentice
- New entrants undertaking traineeships (to include regional flexibilities)
- New entrants undertaking technical/ higher level qualifications
- T - level work experience

KPI Measure: Total number of training weeks currently taking place for the project

Suggested Evidence:

1. Registration documents/written confirmation from training provider detailing course of study, duration and qualification
 2. Completion certificates
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KPI 5: Qualifying the workforce

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.

Specific support is to be encouraged using VCSE's and Tier 2 suppliers/subcontractors who are up-skilling as a result of this project either directly or indirectly, for example through increased business turnover.

In addition, beneficiaries as detailed in KPI's 1-2 are to be targeted for this KPI supporting employability through the attainment of formal qualifications. For example, 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.

This target relates to (data reporting lines)

- Qualifications achieved - subcontractors (all tiers)
- Qualifications achieved - VCSE's
- Qualifications achieved - beneficiaries as detailed in KPI's 1 & 2
- Short Duration training certification - subcontractors (all tiers)
- Short Duration training certification - VCSE's
- Short Duration training certification - beneficiaries as detailed in KPI's 1 & 2

KPI Measure. 1 Qualification /certification achieved represents 1 outcome

Evidence:

Completion certificates including CPD certificates



KPI 6: Training plans

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.

KPI Measure: 1 new or annually renewed company training plan (which can include Tiers 2 + supply chain and VCSE's)

Evidence:

A copy of the training plan with start and completion dates



KPI 7: Case studies approved

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 SCF project. Case studies counted against this measure must be compliant with the SCF Marketing Guidelines.

These case studies are to be provided to the SCF team in a timely manner for further promotion, as well as promotion through the Main Contractors social media streams as appropriate.

KPI Measure: 1 Case Study approved represents 1 outcome

Evidence:

Copy of approved case study

E & S Benchmark Target outputs

1.0	Residential	£3.6–£6m	£6.1–£10m	£10.1–£15m	£15.1–£20m	£20.1–£30m	£30.1–£40m	£40.1–£50m	£50.1–£60m	£60.1–£70m	£70.1–£80m	£80.1–£90m	£90.1–£100m
1	Work Placements – persons	6	8	11	14	16	20	22	23	25	25	26	26
2	Jobs Created by NSAfC	4	7	12	14	16	18	19	22	23	25	26	28
3	Construction Careers Information, Advice & Guidance (CCIAG) Events	2	4	5	6	7	9	10	11	12	12	13	14
4		99	167	261	365	522	731	939	1148	1357	1656	1775	1984
	a. Apprenticeships												
	b. Traineeships												
	c. New entrant trainees												
5	Qualifying the workforce	9	15	20	24	29	32	36	39	43	45	50	51
6	Training plans	4	5	5	5	6	6	6	7	7	7	8	8
7	Case Studies	Project specific – to be agreed pre-approval											

SCF Benchmarks based on CITB Guidance

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Benchmarking Categories

The CITB guidance on benchmarks under the client based approach covers 17 categories. We have included benchmarks for 3 categories, the remaining categories are listed below, if you require the benchmarks for any of these categories please speak to the Framework Management Team.

3.0 Highways and roads

4.0 Infrastructure (excluding highways) - water, sewerage, electricity, gas, communications, air transport, railways and harbours

5.0 Factories and warehouses (including garages)

7.0 Health

8.0 Offices and commercial

9.0 Regeneration

10.0 Refurbishment/Decent Homes

11.0 Water supply and waste disposal

12.0 Off-site structures

13.0 Judicial – Courts, young offenders institutes and prisons

14.0 Housing repairs and maintenance

15.0 Non-housing repairs and maintenance

16.0 Highways

17.0 Courts, young offenders' institutes and prisons' refurbishment

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scfframeworks.org.uk

South East & London: 01962 845942

SCF, The Castle, Winchester, SO23 8UJ

South West: 01392 382444

SCF (Room 120), County Hall, Exeter, EX2 4QD