



**A. & H. Construction
& Developments PLC**
Building and Civil Engineering Contractors

Employment and Training Statement

Desford Griffen Park



Application No: Ref: 21/00619/FUL

Rev3

This document has been formulated to discharge planning conditions relating to item 6. Of Application No Ref: 21/00619/FUL

6 Pre-commencement

Prior to the commencement on each phase of development on the site (as shown on the Proposed Plot Demise Plot Drg No: 2011 PL07 C (received 12.05.21), excluding demolition, an Employment and Training Statement for construction employment at the site shall be submitted to the local planning authority for their approval in writing.

The approved Statement shall be implemented in full prior to the commencement of any construction work within that plot.

Reason: To ensure that local employment is generated through the construction and operation of the building hereby approved in accordance with Policy DM4 of the SADMP (2016).



PART 1: INTRODUCTION

As a business, A. & H. Construction & Developments Plc fully recognise and understand the Employment and Training Opportunities that can be realised on a project in order to bring sustainable benefits to the Local Community, not just during the construction period but for many years to follow.

It is our intention to work with all parties, to extract as many employment and training opportunities as possible throughout the project.

The proposed development will be subject to a number of strict environmental controls and requirements. Measures have been developed through the consultation process with statutory bodies, such as Local Planning Authorities.

A. & H. Construction and Developments Plc intend that the works will be planned, managed and carried out such that the Environmental health, safety and welfare of all workers, client personnel members of the public and Environment are safeguarded. This includes ensuring that, the right training and job opportunities are available, along with the support and advice needed to fulfil the role.

By working with local agencies and local authority of Hinckley and Bosworth Borough Council, we will look to provide opportunities for all, to including the long-term unemployed; former armed forces men and women; ex-offenders; those with disabilities.

As part of the Employment and Training strategy, quarterly reports will be provided to HBBC to update them on progress of the actions set out in the Employment and Training Statement and the measures contained within this strategy will form part of those updates (excluding apprenticeships).

The information will be issued by the Contracts Manager: Brett Cartwright - 07918 162196

Email: brett.cartwright@ahconstruction.com

Training and Learning:

A&H Construction & Developments plc look to provide training opportunities and familiarisation of the construction throughout our projects, where possible.

This will be done through working with the local authority of Hinckley and Bosworth Borough Council, colleges and other providers, to discuss their needs as well as discuss the training opportunities available.

We will request a point of contact at each provider, so that the project team can liaise with them, to organise the training and learning opportunities.

We will provide an on- site training class room which can be utilised by the colleges and other providers as required.

We believe that by providing on- site training class room on a real live construction project that this will help further the trainees knowledge, experience and education.

Whilst on site the trainees will have the opportunity for the following training elements to take place:

- Setting out:
- Measuring:
- Level taking:
- Reviewing and reading drawings
- Environmental, Health and Safety:

To ensure the Health and Safety of the trainees whilst on site we will provide an area which will be segregated away from the main construction area which can be utilised for observation of the ongoing work activities along with setting out etc.

The attendees will be required to wear suitable footwear at all times but would be provided with hard hats and hi viz vests.

The site management team will liaise with the local colleges and other providers to inform them of dates available for them to attend site to carry out the on- site training. It is known that on-site training is a great alternative to using a classroom environment because it allows the trainees to get direct hands on experience.

Rather than feeling removed from the work environment they can see what they need to do in action. Many people actually learn better this way, as they're able to get their hands dirty and see what the job entails.

As the construction industry is a major employer, the requirement for people to enter the industry is still great. Only by providing the right training and real-life experiences to the trainees, will the construction industry continue to thrive and benefit by having people with hands on experience entering it.

Recruitment Guidance

It is A. & H. Construction & Developments plc intention to look at providing job opportunities, including apprenticeships, to local residents during the construction phase of the works.

A. & H. Construction & Developments plc is an Equal Opportunities Employer, and already engages local contractors on our project. The use of local contractors helps to create potential recruitment and training opportunities, such as in Bricklaying, Carpentry, Plumbing, Electrical, Mechanical and Groundworks.

A. & H. Construction & Developments plc will be in contact with the local job centres and recruitment agencies in relation to local recruitment and will work closely with our local, nominated contractors to ensure that when opportunities arise, local people are given the chance to fulfil the roles.

Due to the nature of the work and the timescales involved in the project we will require trained, competent and reliable operatives to help carry out the new construction project within the allocated timescales.

The site will operate a CSCS / CPCS or similar approved policy, which means that every candidate/operative must hold the relevant card to demonstrate that they have passed a basic health and safety test for construction and for their scope of work.

They will also be required to co-operate with our company policies and procedures. These would be clearly conveyed during the induction process.

Dependent on the nature of the job role, we may require individuals have a minimum of 1 year's experience, so they have a good understanding of the day to day onsite operations. This will play an important part in how effective the site is run and in particular how well the individual can perform to the high standards required.

It will also ensure that the project is completed within the allocated time scales and to the required standards.

Depending on the role and job description candidates may also be required to have a qualification in First Aid. Any individual engaged will be made aware of what is expected from them before the job role is for filled.



Employment Plan

On review of the project, we believe that there may be the potential for the following opportunities, which we would expect our nominated contractors to help us fulfill.

We believe these to be the most appropriate areas to employ local labour/subcontractors.

- General labour,
- Security Guard/Gate Man,
- Cleaner Contractor to maintain the welfare units,
- Painters and Decorators,
- General Construction operatives,
- Carpenters,
- Scaffolders,
- Cladding Operatives.

As Employers we strive to attract excellence and respect diversity. Recruitment and selection procedures will be informative, transparent and open to all qualified applicants regardless of background.

Person and vacancy specifications will clearly identify the skills required for the post and these requirements will be relevant to the role.

To assure fairness, consistency and the best assessment of the candidates' potential, recruitment and progression our panels will reflect diversity as well as a range of experience and expertise.

A. & H. Construction & Developments plc managers participate in active performance management, including career development guidance, and supervision of those who work in their teams.

A&H work closely with our local, nominated contractors to ensure that when opportunities arise that local people are given the chance to fulfil the roles.

Where employment and training roles are not available due to being fulfilled, we look to provide the opportunity of site visits for Schools/ Colleges / University students on C&BE courses to help further their knowledge and education.

The number of visits and persons allowed will be dependent on the nature of the works taking place.

Before any recruitment process can begin or before any vacancy can be advertised, authority to fill the post will be obtained from our Directors.

A range of information forms and other documents will be available to use at each stage of the recruitment and selection process:

- Obtaining authority to recruit and train.
- Advertising.
- Producing Job Descriptions, Employee Specifications and Training plans.
- Shortlisting and Interviewing.
- Appointing Staff and Trainees.

In order to promote these values, individuals who are members of recruitment and promotion panels will have received relevant training. Unsuccessful applicants will be given appropriate feedback if requested as this may be of assistance to them in considering their further career development.

The Directors are aware of, and understand their responsibilities to provide training opportunities, including equality and diversity training, and to support their managers in doing this.

A&H Construction & Developments plc managers participate in active performance management, including career development guidance, and supervision of those who work in their teams.



Advertising

An Advertising Request Form will be completed and issued to the Contracts Manager and Operations Director to arrange the advert & to send it out to enquirers.

Adverts will be placed in the press within two weeks. All posts will be advertised on the Company website, which is circulated within the Company and to a number of external organisations, including local Job Centre's.

Format of advertisement

If adverts are to appear in the press, the size of the advertisement will be no more than 100 words, excluding the headings for Department name, post title and salary range, and the standard response details which appear at the bottom. If adverts are only to appear on the web they can be longer.

Shortlisting and Interviewing

Where a large number of applications are received a shortlist will be produced. The Shortlisting Matrix may be used to determine the preferred applicants.

Preferred applicants will be invited to an interview and applicants may be judged against the core criteria for the job and the Interview Record Sheet may be used to compare candidates.



Shortlisting Matrix Guidance

The shortlisting matrix is an aid to choosing applicants for the next stage of the selection process. The Selection Committee is advised to guard against any general assumptions about the age of the applicants, the abilities of men/women, ethnic minorities or applicants with disabilities, which may not be relevant to the individual.

1. Shortlisting should be undertaken by either the Directors or by the Key recruiter with at least one Director. Shortlisting must be undertaken by more than one person in accordance with CRE and EOC guidelines.
2. The shortlisting should be conducted with close reference to the Employee Specification.
3. From the Employee Specification, put a brief summary of each item under the 'Essential' and 'Desirable' headings in the left-hand column. Only criteria which can be assessed from the information available at the time of shortlisting, e.g. application form, C.V, statement, should be used.
4. Number the applications and enter the same numbers onto the shortlisting form. Use further copies of the form if necessary.
5. Each candidate should be scored 1, 2 or 3 against each essential or desirable item. Use 4 if no evidence is available.
6. Only consider for interview applicants who meet all of the essential criteria. Use the desirable criteria when there are more candidates who meet the essential criteria than can be interviewed. Do not introduce new criteria at the shortlisting stage.
7. Should an applicant be successful at the shortlisting stage, having met all the relevant criteria, they should be put forward to the next stage of the process. This should be indicated by a Y or N in the bottom row.
8. Should there be large numbers of applicants, it may be necessary to carry out a further screening process after the shortlisting.
9. A note should be made of the screening method used and a record kept of those applicants screened out at this stage. Suitable screening methods can include random sampling. It may be necessary to have a two-stage interview process, with informal interviews being held before a shortlist is drawn up for final interviews.
10. Records should be kept of reasons for rejection and shortlisting. Recruiters should be prepared to provide feedback to an unsuccessful candidate if requested.



Guidance for Completing Interview Record and Outcome Forms

1. The Interview Record Sheet is for use to record assessments during the interview. Prior to the interview, the Key Recruiter or other person organising the interviews should list on a copy of the Interview Record Sheet the criteria to be assessed at interview, and the questions to be asked in order to gather evidence at the interview.
2. The Interview Record Sheets should then be copied so that there are enough for each panel member to have one for each interviewee.
3. At the start of the interview meeting, the panel should agree on which questions are to be asked by each panel member.
4. During the interviews, panel members can use the Interview Record Sheets to note whether interviewees exceed, meet or do not meet the criteria, and to make notes of overall assessment at the end
5. Following the completion of all the interviews, panel members should note their individual rankings for all candidates on the sheet.
6. The Chair of the panel may wish to use the Interview Summary Grid to record the individual rankings of the panel members for each of the candidates. This may help the panel to agree which candidates can be eliminated from consideration at an early stage, and which candidates need further discussion.
7. After the panel has agreed on the outcome of the interviews, the Chair of the panel should finally agree rankings of the candidates, whether they are appointable, and the reasons for appointing or not appointing candidates. This will provide the Chair of the panel with information to feed back to unsuccessful candidates if requested.
8. Following the interviews, the Interview Record Sheets of the individual members should be collected and kept on file, along with the Interview Outcome Sheet, and all other documents relating to the selection process.



SHORTLISTING MATRIX

Post Title:	Post Reference:
Name of Shortlister:	Shortlisting Date:

Scoring: 1 = Fully Meets Criterion - 2 = Partially Meets Criterion - 3 = Fails to Meet Criterion - 4 = No evidence for this criterion

Candidate Name/Number	Eligibility	Assessed against essential/desirable criteria								Shortlisting Decision	
		Experience		Education, Training Qualifications		Skills, Knowledge		Personal Attributes		Yes	No
	Essential	Essential	Desirable	Essential	Desirable	Essential	Desirable	Essential	Desirable		

INTERVIEW RECORD SHEET

Post:	Department:	Advert reference:	Date of Interview:	Chair of Panel:
--------------	--------------------	--------------------------	---------------------------	------------------------



Name of Candidate

Criteria	Questions/Evidence to be gathered	Exceeds	Meets	Does not meet
Eligibility to work in this country as required by the Immigration, Asylum and Nationality Act 2006	Birth Certificate / Provision of Passport / NI Number			
Competency for the task	CSCS Card / Certificates of training and competency			
Experience	References			
Overall Assessment			Overall ranking	

INTERVIEW SUMMARY GRID

Post:	Department:	Advert reference:	Date of Interview:	Chair of Panel:
-------	-------------	-------------------	--------------------	-----------------



Please rank candidates appropriately i.e. 1 = first choice, 2 = second choice etc

Panel Members	Candidate Names 1.	Candidate Names 2.	Candidate Names 3.	Candidate Names 4.
TOTAL:				



Recruitment of Apprentices:

In relation to the recruitment of Apprentices, a series of questions would be asked to determine if the person applying was fully aware of the requirements, their expectations and possible outcomes. These would be questions such as:

1. When did you become interested in construction and why?
2. What have you done to find out what it's like to work on a building site?
3. What skills do you already have which will help you in this position?
4. Explain why good communication skills are important on a building site?
5. How would you travel to work?
6. what would you do to make sure you arrived on time?
7. Do you know 2 people who would understand whether you are suitable for this job and would they act as referees for you?
8. Would you like to ask any questions?
9. Are you still interested in becoming a construction apprentice Y/N

Scoring Matrix

Question number	Skill	A (full answer)	B (mainly answered)	C (Partly answered)	D (Poor response)
1.	Industry				
2.	Industry				
3.	Skills				
4.	Communication				
5.	Org skills				
6.	Org skills				
7.	Refs				
8.	Questions				
9.	Decision				

The purpose of the questioning would be to determine if then candidate is suitable for the roles available and that the role is what they are looking to do as a full time career. It is important that the apprentice is committed to the role and can fulfill the requirements due to the time and cost involved in training an apprentice.

- The desired outcomes from the recruitment process would be as follows:
- Participants complete apprenticeships successfully or work towards completing an apprenticeship.
- Support is given to prepare learners for apprenticeship training.
- The companies involved develop a good knowledge of apprenticeships.
- Apprentices progress to jobs or further training.
- Economic and Social responsibility.
- Opportunities for residents have been enhanced.

Interview Record:

The specification for the apprenticeship vacancy is as follows:-

Trades:

- Able to demonstrate a clear commitment to becoming a qualified tradesperson.
- Good listening skills and able to communicate clearly.
- Well organised and disciplined (i.e. able to be on site at 7.30 a.m.).
- Personal presentation appropriate for the role.

Guidance:

- All applicants will be given the same information about the vacancy and the company.
- It is important that each applicant receives the same interview experience.
- Each applicant will be asked the same questions and the answers should be noted.
- At the end of the interview the applicant will be informed when a decision will be made but no information about this must be given.
- After the applicant has left the room the answers should then be rated so that the relative performance of the applicants can be judged accurately.
- The notes will be used to give unsuccessful applicants feedback.

In situations where full apprenticeships cannot be provided due to short timescales or small 'packages' of trade work, a range of alternative activities will be implemented, which can still help participants to prepare for an application for a full apprenticeship.

The following activities are examples:-

- Construction and Built Environment (C&BE) talks and careers activities in schools.
- Pre-apprenticeship training programmes (including work experience, completion of CSCS accreditation & successful CSkills application and assessment).
- Work experience placements.
- Site visits for Schools/colleges / University students on C&BE courses.



Reporting on Training and Employment

We shall keep Hinckley and Bosworth Borough Council up to date on the progress of the actions highlighted in the Employment and Training Statement and will issue quarterly reports outlining performance with regard to local employment and training. These will include the items as noted below.

The report will be collated by the Contracts and Project Manager as part of the monthly site reports produced.

- Number of courses undertaken
- Amount of training, and to what NVQ Level
- Number of work placements and work experience courses
- Number of advertisements made and to where
- Number of advertisement respondents
- An updated list of sub-contractors
- Details of work undertaken with local schools and colleges
- Details of employment related to the Job Centre and the Probation Service

Site Contact Details:

Contact details of the Project Manager and Site Supervisor responsible for on-site works to be provided;
Management of the Implementation of the installation of physical protection measures during construction;

- Project Manager: Trevor Knight – 07568 108187

Training for Construction Personnel in relation to the CMP control measures

- Project Manager: Trevor Knight – 07568 108187

Implementation of safe working practices during construction;

- Project Manager: Trevor Knight – 07568 108187
- Contracts Manager: Brett Cartwright – 07918 162196
- Environmental, Health and Safety Manager: Mike McQuillan – 0121 559 0255
- Environmental, Health and Safety Advisor: Anthony Shaw – 0121 559 0255

Regular inspection and maintenance of the physical protection measures and monitoring of working practices during construction;

- Project Manager: Trevor Knight – 07568 108187
- Senior Contracts Manager: Brett Cartwright – 07918 162196
- Environmental Health and Safety Manager: Mike McQuillan – 0121 559 0255
- Environmental, Health and Safety Advisor: Anthony Shaw – 0121 559 0255
- All personnel can be contacted via the office number – 0121 559 0255

End of document