

Schedule 38

**Training and Development Proformas
Part 1**

Employment and Skills Areas	Target for Forthcoming Contract Year
Unwaged Work Experience	
Work experience 14 – 16	
Work experience Post 16+	
School workshops	
Mentoring /Coaching	
Graduate Placements	
Other	
Employment	
Progression into employment opportunities	
Apprenticeships	
New Entrant	
Other	
Current workforce	
NVQs / Accredited learning	
Health and Safety Tests	
Construction Skills Certification Scheme (CSCS cards)	
In-house training (not accredited)	
Short courses	
Other	

Part 1

GLOSSARY

Unwaged work experience/other	Explanation
Work experience (14 – 16 yrs)	Offer standard work experience for two weeks which can include block placements for one week or more / or one or two days per week/ or one day per week for a term / or one day a month over six months.
Work experience Post 16+	Post 16+ qualifications (Diplomas, BTECs) require a level of work experience as part of their qualification requirements. These work experience periods will follow similar periods as those quoted for 14 – 16 year olds.
School workshops	Educational workshop activities can be held at schools to inform learners about career options. Site visits can be arranged.
Mentoring /Coaching	Learners can be mentored/coached by a nominated person in the sector. These sessions can be arranged once a month or once a term or at suitable times and intervals to be agreed. Support may include sending your staff into schools or colleges to coach teachers – produce real life case studies that teachers can use to bring the learning experience to life.
Graduates	Offer University student placements to newly qualified students who require work experience in order to complete their qualification. For further information on graduates and employment opportunities at Sheffield University and Sheffield Hallam University visit http://www.shef.ac.uk/placements/employers or http://www.shu.ac.uk/placements/employer.html
Employment	
Progression into	Provision of job opportunities to Jobcentre Plus and named agencies provided by Sheffield City Council

Employment opportunities	to fill vacancies and make use of their recruitment service which includes pre-employment training, if required.
Apprenticeships	Individuals who are employed by a company and enrolled on a relevant apprenticeship framework. For more information on general apprenticeships contact the National Apprenticeship Service http://www.apprenticeships.org.uk and for apprenticeships in construction contact http://www.cskills.org/workinconst/routestoconstruction/apprenticeships/index.aspx . The Yorkshire and Humber Apprentice Training Agency (YHATA) employs apprentices who are then “hired” out as a flexible workforce to employers – employers are responsible for paying a fee to YHATA which includes the apprentice salary. http://www.yhata.org/ .
New Entrant	A non-employed person that is seeking employment that includes training towards a qualification.
Current workforce	
NVQs / Accredited learning	Assessment of competence which provide the primary evidence for achieving a qualification. These can be at Levels 2, 3, 4 and 5. An accredited course means it is recognised by an awarding body.
Health and Safety Tests	Workers taking and passing the relevant CSCS health and safety test
Construction Skills Certification Scheme (CSCS cards)	Skilled cards demonstrate that the holder is competent in their respective role. Workers will need to have the appropriate NVQ or equivalent qualification and have passed the appropriate Health and Safety Test. Details can be found on http://www.cskills.org/supportbusiness/cardschemes/index.aspx
In-house training (non accredited)	Training which is conducted by an organisation for its employees e.g. health & safety
Short courses	Includes courses on a range of subjects – sustainability and modern construction methods, supervision, leadership and management, ESOL, new methods and technology and operational issues.

Schedule 38

Part 2

Employment and Skills Areas	Achievement in Previous Contract Year
Unwaged Work Experience	
Work experience 14 – 16	
Work experience Post 16+	
School workshops	
Mentoring /Coaching	
Graduate Placements	
Other	
Employment	
Progression into employment opportunities	
Apprenticeships	
New Entrant	
Other	
Current workforce	
NVQs / Accredited learning	
Health and Safety Tests	
Construction Skills Certification Scheme (CSCS)	

cards)	
In-house training (not accredited)	
Short courses	
Other	