**Insert Sector Name – Kick-Off Questionnaire**

**Appendix A**

This questionnaire will inform your strategy and, along with the Route to Competence and SKEB Statements, will help us understand what training, qualification and competence does and should look like for your sector, and help identify potential training gaps and how they can be addressed.

It is recommended that, when the document is complete, a RAG (red amber green) status is given to each section.

For example, if there is no apprenticeship in place, mark this as red. If there is an NVQ but work is needed to bring it up to the required standard, mark this as amber. Of if an Experienced Worker Route is in place and no work is required, mark this as green.

This will help you identify gaps and then identify next steps.

1. **Sector Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Answer** | | **Additional Notes** |
| What does your occupation do? |  | |  |
| Is it safety critical? |  | |  |
| What are the functions within your occupation?  *Example: there are 10 different types of roofing functions* |  | |  |
| How do individuals currently enter your occupation?  *Example: most occupations have 3 distinct entrances:*  *- New entrant (apprenticeship)*  *- Partially trained (graduate)*  *- Experienced worker* |  | |  |
| What kind of activities take place within the occupation?  *Example: installation, team leader, supervision, etc* |  | |  |
| What National Framework Qualifications (NFQ’s) are relevant to your occupation and are there existing occupation specific frameworks that roll out these qualifications? |  | |  |
| Number of businesses are in the sector? |  | |  |
| Number of (or %) businesses involved with Higher-Risk buildings (HRBs) |  | |  |
| Number of workers in sector (or %) split between direct employees and indirect |  | |  |
| Recognised sector and stakeholder organisations | Member led trade associations |  |  |
| Certification organisations |  |  |
| Sector Skills organisations |  |  |
| Awarding organisations |  |  |
| Skills certification scheme |  |  |
| Professional institutions |  |  |
| Other sector stakeholders |  |  |
| What occupations are there within the sector?  *Example: Installer, designer, manufacturer, site supervisor* |  | |  |
| Cross over with other occupations (\*see note 1): | | |  |

1. **Organisational Competence**

Are there any schemes for accredited third-party certification of organisations under the ISO17065 or equivalent in place? (\*see note 2)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ISO17065 scheme or equivalent in place? | Scheme scope e.g., Type of building, activity etc | Scheme coverage e.g., number of businesses certified or registered | Alternative trade association scheme(s)? | Comments |
|  |  |  |  |  |

1. **Individual Competence**

What existing competence measures are there in place for your sector? (Consider any differences across the 4 nations)

|  | Recognised standard/ system in place | Fit for purpose? | Workforce coverage  (\*see note 5) | Comments |
| --- | --- | --- | --- | --- |
| Initial validation of competence (\*see note 3) |  |  |  |  |
| Periodic revalidation of competence (\*see note 3) |  |  |  |  |
| Technical knowledge assessment |  |  |  |  |
| Level 2 vocational competence - based qualification e.g., S/NVQ |  |  | *(Numbers currently a) have completed the VQ Level 2 and b) working towards one?)* |  |
| Level 3 vocational competence - based qualification e.g., S/NVQ |  |  | *(Numbers currently a) have completed the VQ Level 4 and b) working towards one?)* |  |
| Apprenticeship  e.g., England,  Modern Apprenticeship (Scotland), Wales Apprenticeship |  |  | *(Numbers currently a) have completed an apprenticeship and b) working towards one?)* |  |
| Experienced Worker route(s)  (EWR) e.g., Experienced Worker Practical Assessment (EWPA),  On-Site Assessment & Training (OSAT) |  |  | *(Numbers currently a) have completed the experienced worker route and b) working towards one?)* |  |
| Alternative qualification for your occupation? |  |  | *(Numbers currently a) have completed the qualification and b) working towards one?)* |  |

1. **Other training and Competence Achievement – Mandatory or CPD**

What other generic or sector specific training exists for your sector?e.g., fire safety (\*see note 4), CPD, upskilling or short duration training

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Recognised standard/ system in place | Fit for purpose? | Validation period? | Workforce coverage  (\* see note 5) | Comments  (**\***see note 6) |
| Generic fire safety training |  |  |  |  | *Free CITB fire safety awareness in construction and the built environment available* [*CITB eCourses :: Learningprograms*](https://ecourses.citb.co.uk/learningprograms/viewprogram/id,19?_ga=2.116822020.305836178.1683211957-1885028374.1683211957) |
| Sector- specific fire safety training |  |  |  |  |  |
| Sector- specific CPD/ upskilling training |  |  |  |  | *Please detail the following:*  *a) Course modules*  *b) Review dates*  *c) Timeframes*  *d) Costs*  *e) Training standards*  *f) Delivery mechanisms* |
| Short duration training standards |  |  |  |  |  |

1. **Checking Individual Training and Competence Achievement**

|  |  |
| --- | --- |
| Sector covered by card scheme  If so, which one? |  |
| Card scheme currently linked up to digital recognition of skills and training (apps, online etc.)? |  |
| Further Comments: | *Considerations for comments:*   * *How do you check that the person who turns up to do the job has the necessary skills, knowledge, experience to do it?* * *What particular things are you checking for?* * *What do you need a card scheme to show you in the future? Is there enough granular detail for what you need?* |

**Additional comments?**

Are there any concerns in relation to competence overall within your sector?(\*see considerations)

|  |
| --- |
| *Considerations for comments:*   * *What else do we need to explore as part of this process?* * *What are your biggest concerns when it comes to measuring competence of those within your sector?* * *How far away from a ‘competent workforce’ do you think the sector is? Do you have most of this already in place with only a few tweaks required? Or are there bigger issues to overcome?* |

Notes:

**\*1** – Occupational cross over highlights if your sector is getting involved in other occupations and there may be a need to develop or revise

standards e.g., dry-liner may plaster wall, carpenter may put up dry-lining on stud wall

**\*2** - ISO17065 = conformity or key measure that members must proof in order to be a member of a body or certification scheme.

Or any other recognised quality management or similar standard

**\*3** – Any set of training or qualifications in place to measure competence other than VQ or apprenticeship. Include any validation period

**\*4** – Mandatory fire safety in buildings training was a recommendation from the Setting the Bar report ([Setting the bar](https://www.constructionproducts.org.uk/media/556580/setting-the-bar-9-final-1.pdf) page 54) and needs to be

carefully considered.

**\*5** – How much of the Workforce do these qualifications, training apply to? This could be a % or number.

**\*6** –Considerations for comments:  
 What does training look like? (Manufacturers training, independent training providers, provided by federations and associations)?

Is there enough good quality colleges, training providers, trainers and assessors to deliver the CPD/ upskilling training?

Are there pockets of delivery that could be built upon?

How much is CPD used within your sector?

Does the training/ CPD require large investment in rigs and resources to make this a reality?

What does that training look like and in the future would you see any of it becoming a mandatory part of a Competence Framework?