



North West Independent Roof Training Group

**FIND OUT MORE – FOCUS ON TRAINING  
JOIN THE GROUP!**

Contact Brian Wharton, MloR, Group Training Officer

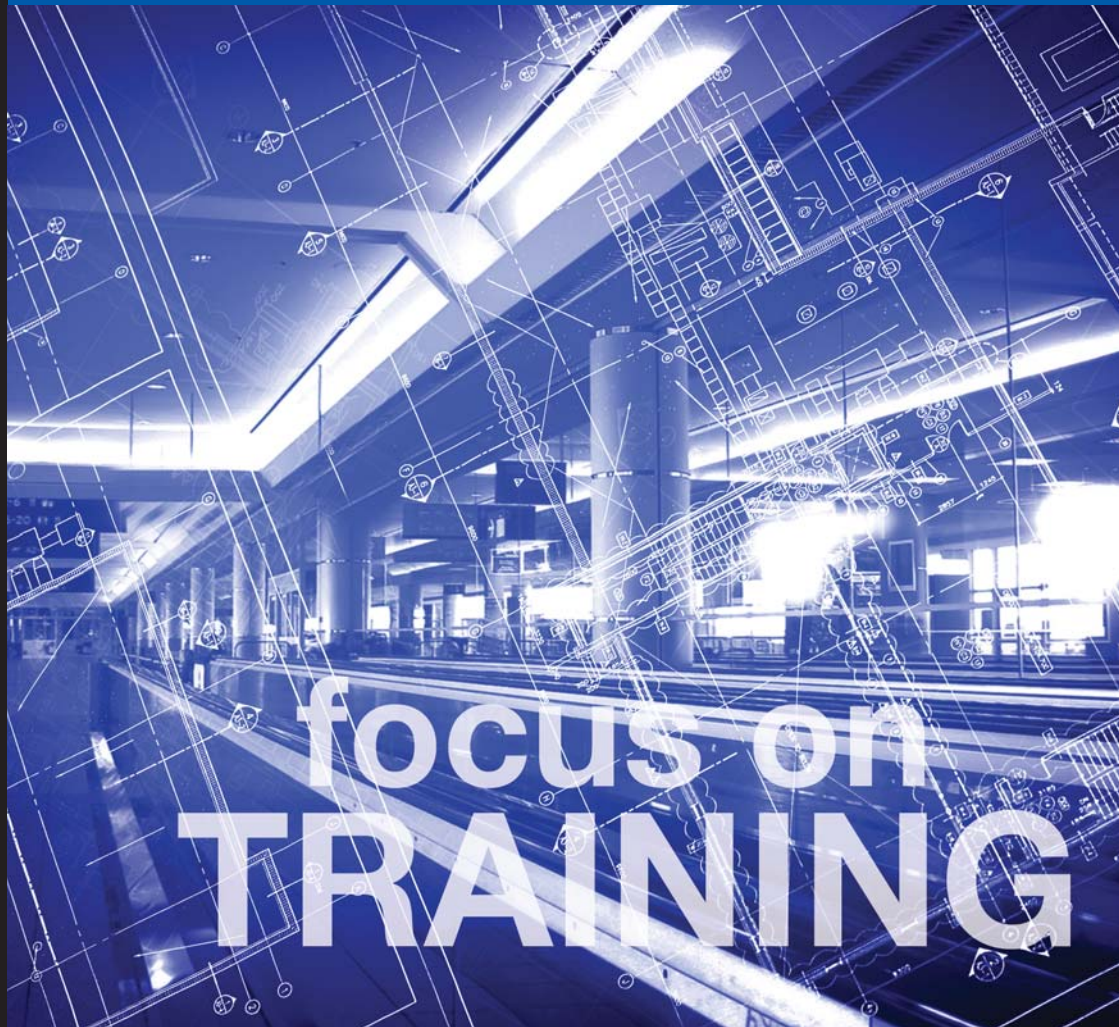
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**NORTH WEST INDEPENDENT ROOFING TRAINING GROUP:**  
Priest Hill Farm, Moss Side Lane, Thornley, Preston PR3 2ND



focus on  
**TRAINING**

## ABOUT THE GROUP

Formed in late 2002, the North West Roof Training Group has independent status and works closely with Construction Skills to support, organise and co-ordinate roof training for all its full members.

It is a non-profit making body with a very reasonable annual membership fee. Funding is via annual grant from Construction Skills, and also, membership fees. Membership is open to any roofing contractor based within the Region who is in-scope with CITB-Construction Skills and can show a commitment to training.

The Group is run by a Committee, with day to day operations being the responsibility of the Group's Training Officer, Brian Wharton, who will assist with a wide range of training issues, as included in this brochure.

One of the main objectives of the Group is to establish a range of specific roofing and safety related courses demanded by the members. In addition, there is close liaison with Apprentice Training and On Site Assessment & other Training Providers. The Group is represented at National level to ensure that the requirements of Roofing Contractors within the North West are also understood and taken into consideration.

### TRAINING IS GOOD FOR BUSINESS - FOCUS ON TRAINING AND JOIN THE GROUP



To contact the Group Training Officer, Brian Wharton, MLOr, please use any of the following methods:

Tel 07966 045585 Tel 01772 780247

Fax 0772 782047 Email [rooftraining@aol.com](mailto:rooftraining@aol.com)

The Group's web site [www.northwest.rooftraining.co.uk](http://www.northwest.rooftraining.co.uk) is regularly updated, and in particular, the News section.

### HOW CAN THE GROUP HELP YOU?

#### Supporting your business

- Training courses, apprenticeships
- Health and safety, card schemes and systems to qualify your workforce
- Assistance with training plans, grants for training via Construction Skills Company Development Officers based in the North West
- Business Improvement
- We can help your business to both update your skills, or get carded
- Advise on Health and Safety Test
- Keep updated with breaking news, forums and discussion groups, and an information resource

#### Working closely with Construction Skills, we can help you to grow your team or develop your workforce:

- Roofing apprenticeships
- Training courses
- Carding your workers
- Health and Safety
- Management and Leadership
- Technical and Professional

**You can also learn how to develop a training and development plan for your workforce, and discover what grants are available to help you develop your business and complete your Levy Return online.**



## Health & Safety

Making sure you, and your colleagues, are up to speed on health and safety keeps everyone safe on site



- The Health and Safety Test proves you meet the minimum standard to get on site
- Site Safety Plus skills you up to be safe
- Construction (Design and Management) Regulations help keep businesses working together throughout the projects to ensure high standards of Health and Safety are maintained.

### Legislation

Legislation is an important driver for health and safety, and sets out the key priority areas for industry to work on. More changes are expected with regard to legislation that directly impacts upon the construction industry.

More detailed information on specific areas of legislation:

- Work at height
- General construction health, safety and welfare
- Vibration
- Noise
- Hazardous substances
- Fire safety

#### Health & Safety Test

The Construction Skills Health & Safety Test is the industry standard, taken by thousands of people every year. It is designed to ensure everybody working in construction has a minimum level of health and safety awareness.

Passing the test is an essential part of qualifying for the major card schemes such as Construction Skills Certification Scheme (CSCS) and affiliated schemes. Without the right card, it's increasingly difficult to get on site.

#### Site Safety Plus

The ConstructionSkills' Site Safety Plus Scheme is a comprehensive health and safety training programme designed to provide the construction industry with a range of courses for individuals seeking to develop their skill set in this area.

They are designed to give everyone from operative to senior manager the skill set they need to progress through the industry. From a one day Health and Safety Awareness course to the five-day Site Management Safety Training Scheme, courses will ensure everyone benefits from the best possible training.



## Grant availability

Employers can claim CITB-ConstructionSkills Grant to offset the cost of employees attending eligible training courses. Employers must be in-scope and registered with CITB-ConstructionSkills at the time of training.

We can help with full details about CITB - Construction Skills Grant

### Levy & Grant

As an employer, to claim grant you must first register with CITB ConstructionSkills who will also offer support in training your workforce.

- Advice on training and building training plans
- Help in claiming grants to support training your workforce
- Claiming grants for new recruits - apprenticeships and scholarships
- Updates on construction news and regulations

The Group works very closely with Construction Skills, concentrating specifically on roofing training.

### Management, Supervisory and leadership

Better management processes help deliver better performance through higher quality work, delivered correctly first time round, with less wastage of materials and less accidents on site. By improving management skills there will be the dual benefits of increased demand for skills in the workplace and improved overall standards of performance within organisations.

High performance managers are those who, by unlocking the potential of others in their companies, can achieve dramatic improvements in their organisation's performance.

ConstructionSkills has a range of products and services designed to help you keep your skills, and those of your managers and supervisors, up to date:

- Management and leadership courses delivered through National Construction College

### Technical and professional

Training can give your workforce new skills, or develop existing ones, to keep your business competitive. Your workforce will be more dedicated, skilled and loyal which could, in turn, improve your business.

As the Sector Skills Council, ConstructionSkills works with all sections of industry, from professional to craft and new build to repair and maintenance, to help employers make the most of training and skills. In many instances, we can help to advise on CITB-ConstructionSkills Grant to help pay for training.

If it's training you're after, we can guide you on courses through Regional Training Providers, the Institute of Roofing (IoR) and the National Construction College, including the one day Technical and Professional Health and Safety Awareness course designed to help professionals prepare for the Professionally Qualified Persons Health and Safety Test and CSCS card.



## Health & Safety

Ensuring workers are aware of all the health and safety issues on site helps to reduce accidents, has a positive effect on your business profitability, reduces downtime and lessens the risk of litigation. We can help on many levels, with services to help develop health and safety skills and grants available to support training.

One of the simplest ways to ensure workers' health and safety knowledge is up to date is to attend a half-day Safety Awareness Course and then sit the Health and Safety Test. This helps prove workers have met the minimum standard and helps them qualify for most card schemes.

The CSkills Site Safety Plus course is designed to help people from apprentice level through to senior manager develop a thorough understanding of the key health and safety issues within the construction industry. This can be followed up by a refresher course after the initial 5 years.

Further health and safety training is available through various Training Providers and the National Construction College, including Construction Design and Management, working at height, and health and safety awareness courses.

Building your business requires the right skills at every level, from roof operative to company management. Technologies, processes and contractual relationships shift all the time and you need to keep up with new ways of working to stay ahead of the game.

This means taking time to review the skills and strengths of your team and thinking about the skills that will be needed in future. There is a range of products which can help:

- Training and Development Plans make planning and delivering training easier and ensures you claim the grant you are entitled to
- The Investors in People standard helps structure the continual development of your workforce

### Training plans

While training individuals in your workplace is essential, it's important to bear in mind how you can improve your business as a whole. We can put you in touch with your CSkills Company Development Adviser who will help you develop and deliver a Training and Development Plan and possibly guide you towards Investors in People (IIP) achievement.

Developing and implementing a plan allows you to claim grants for training in many different disciplines that will benefit your business, like computer skills, administration and sustainability, as well as construction-related training. Even tool-box talks qualify for grant!

A Training and Development Plan helps you to map out your needs for the year ahead. Your local Company Development Advisor can help you establish the most appropriate way to develop your staff's skills to meet your future business needs and then help you produce the plan.

Training is good for your business and we will help you work out what you need. Did you know that if you have a training plan produced and registered with Construction Skills that there is a grant payment of £500?

## On-Site Assessment & Training (OSAT)

OSAT helps experienced workers get the qualifications to prove they can do the job. It turns their existing skills and experience into a nationally recognised qualification such as an NVQ or SVQ. Having these qualifications also helps qualify them for a Construction Skills Certification Scheme (CSCS) card.

The whole process is carried out whilst your workforce is on site so they don't have to take time off to go to College.

We can put you in contact with OSAT providers in the north west and can help to get you started.

### Why complete OSAT?

Companies, their staff and individuals are already seeing the benefits of OSAT in their workplace. These include:

- helping your workers achieve vital skills so they achieve CSCS cards quickly and easily
- taking account of existing skills so workers only train towards the things they don't know how to do
- no downtime because it's carried out on site
- being easier for employees for whom reading or writing is difficult
- achieving qualifications to show to potential customers
- more qualified and competent employees, who do the job better, complete work faster, have fewer accidents, and waste less time correcting mistakes.



*'OSAT confirms quality and competence in the workplace. It also creates greater awareness of health and safety issues. Ultimately the OSAT scheme generates a higher quality and more employable workforce.'* (John Mortimore)

### Costs

OSAT centre fees can vary, depending upon circumstances. Sometimes there is no cost at all, and there are even completion grants.

## Experienced Worker Practical Assessment (EWPA)

This is a fast route available for workers with a minimum of five years roofing experience who don't need any further training.

It involves spending a day having your skills and knowledge assessed at an off-site location, normally your NVQ centre. This can sometimes be done at weekends.

All the skills needed to pass the NVQ are included in one task, which is observed by an approved assessor.

### The 4 Steps of EWPA

**Step 1:** You will be contacted by a member of staff to arrange your first appointment.

**Step 2:** An assessor will introduce you to the process and make an initial assessment to ensure you are suitable to qualify through this method. They may also ask you to bring some items of 'evidence' with you. Evidence you provide can be in a written form, such as witness statements from customers or supervisors worked with in the past, or it can take the form of photographs of your work, site plans, qualifications or proof of employment.

**Step 3:** You will undertake a practical assessment of your skills which will be observed by the assessor. This will be followed by professional discussion to assess your knowledge of the subject.

**Step 4:** If you are successful, you should receive your full CSCS card within 7 working days and your NVQ certificate will also arrive a few weeks later. If you do not pass the assessment all is not lost: the work you have done can still count towards your qualification through OSAT.

## Investors in People

The Investors in People (IIP) Standard is increasingly being used as a business development tool by organisations across the UK. It provides a framework for improving the performance and competitiveness of businesses through a planned approach to setting objectives, explaining them, and helping people meet them.

IIP focuses on finding the most efficient and effective way of developing your employees. The result is that what people can do and are motivated to do will match what the organisation needs from them. When people understand what you're trying to achieve and what their contribution is, there's evidence that they work harder and smarter.

Working with IIP should bring benefits, in terms of higher earnings and productivity, lower staff turnover and better managed time. CITB-ConstructionSkills Grants are available for companies working towards and achieving the IIP Standard. Benefits that construction companies have seen as a result of achieving Investors in People include:

- More efficient use of resources
- Better direction to the business
- Enhanced company image
- Focused training and development
- Better communications
- Involvement of the entire management team
- A professionally trained workforce focused on the needs of customers and able to deal with them efficiently



## Support for Apprentices

An apprentice can bring a lot more to your site than an extra pair of hands including energy, enthusiasm, and supervisory opportunities for more senior staff - all helping to build a stronger sense of team-work.

Here in the North West, we are fortunate in having Bolton Community College with its purpose-built Roofing Centre, now nominated as our Centre of Excellence. Both NVQ2 and NVQ3 in Roof Slating/Tiling is offered. Other Colleges outside the Region offer apprenticeships in other roofing disciplines with grant aid available not only for tuition, but also for travel and accommodation.

We can provide information about grants available to support apprentice training in England and Wales.

## Specialist Apprentice Programmes

CSkills is investigating other types of Apprentice Training which could have more appeal to the industry and could offer a better long term solution.



## Heritage Skills

The Heritage Sector is developing rapidly. There is now an NVQ Level 3 in Heritage Skills to recognise and support the survival of the specialist skills and knowledge required to take care and maintain historic buildings. CSCS is working with the National Heritage Training Group on the validation process in order to obtain the relevant CSCS card.

Bursaries to assist craftspeople working within the industry to transfer to the heritage sector of their craft have been announced. The Bursary Scheme is open to businesses of all sizes and can help trainees towards gaining NVQ3 (or equivalent) in relevant heritage skills.