

Help Sheet

Use this section when you are reviewing the checklist (especially the radar chart) to develop actions that will lead to improvement.

The best place to start is PEOPLEZONE at www.constructingexcellence.org.uk T 0845 605 5556 and CITB-Construction Skills www.citb-cs.co.uk, T 01485 577577

Organisations & Initiatives	Website	Telephone	Details
ACAS - Advisory, Conciliation and Arbitration Service	www.acas.org.uk	HELPLINE 08457 474747 Minicom 0845 606 1600	ACAS's staff are employment relations experts. They provide up-to-date information, independent, impartial and confidential advice, high quality training, and they work with employers and employees to solve problems and improve performance. Their Equality advisors provide free and confidential strategic advice to employers so they can draw up and apply policies and practices for equality among their workforce. Visit the website for guidance material/publications.
CIPD - Chartered Institute of Personnel and Development	www.cipd.co.uk	020 8971 9000	The Chartered Institute of Personnel and Development (CIPD) is the professional body for those involved in the management and development of people. Provides a wide range of support and advice on many people issues.
Bconstructive.co.uk	www.bconstructive.co.uk	01732 467300	At bconstructive you'll find everything you need to know about careers in the Construction industry.
Careers in Construction	www.careersinconstruction.com	020 7505 6840	Careers in Construction is an extensive online recruitment and career development service dedicated to the construction industry. It played a part in filling 10,000 vacancies last year.
CITB - Construction Skills	www.citb-cs.co.uk	for your local office call 01485 577577	CITB-CS provides assistance in all aspects of recruiting, training and qualifying the construction workforce, whilst working with industry partners and Government to improve the performance of the industry as a whole.
CSCS - Construction Skills Certification Scheme	www.cscs.uk.com	020 8971 9000	The Construction Skills Certification Scheme (CSCS) aims to register every competent construction person within the UK not currently on a skills registration scheme. It provides employers with evidence that the person has undergone health and safety awareness training or testing.
Design-a-job	www.designajob.co.uk		This website aims to link job seekers and employers together, and hopes to help reduce the skills shortage in the construction industry. The website specialises in construction related vacancies and advice in the engineering, design, management, surveying consulting and planning sectors of the industry.
DfES Department for Education and Skills	www.dfes.gov.uk/index	0845 60 222 60	Produced a Code of Practice on age diversity in employment (non-statutory). It sets the standard for: non-ageist approaches to recruitment, training and development, promotion and redundancy and retirement. It explains the business benefits and provides advice and guidance about age neutral employment policies. The Code is accompanied by detailed guidance and case studies.
HSE - The Health and Safety Executive	www.hse.gov.uk	Refer to local directory	The Health and Safety Executive ensure that risks to people's health and safety from work activities are properly controlled. They are interested in the health and safety of people at work - that includes people who may be harmed by the way work is done. They publish guidance and advice; provide an information service and carry out research.
Investors in People	www.iipuk.co.uk	020 7467 1900	The Standard provides a national framework for improving business performance and competitiveness, through a planned approach to setting and communicating business objectives and developing people to meet these objectives. The result, is that what people can do and are motivated to do, matches what the organisation needs them to do. The process is cyclical and should engender the culture of continuous improvement.
Learn Direct	www.learnirect.co.uk		Provides online and local training in wide variety of fields. Part of the University for Industry.
Learning & Skills Council	www.lsc.gov.uk	Refer to local directory	Our mission is to raise participation and attainment through high-quality education and training which puts learners first. Provides training advice and support, advises and supports Investors in People. Can provide training funding.
NHHG - Notting Hill Housing Trust	www.nottinghillonline.com	020 8357 5000	The Notting Hill Housing Trust Training and Employment Directory, September 2001, provides sources of information for all career and training needs in London. It aims to assist people in training and enabling them to move into employment.

Organisations & Initiatives	Website	Telephone	Details
The Construction Health and Safety Group	www.chsg.co.uk	01932 561871/ 563121	The Construction Health and Safety Group (CHSG) provide a range of safety training courses is extremely comprehensive covering a wide range of construction related subjects but many of the courses are suitable for industry and commerce generally.
TUC - Learning services	www.learningservices.org.uk/welcome	020 7467 1222	TUC Learning Services provides the strategic framework to support the union role in learning and skills, and gives training and support to the growing number of Learning Reps.

Publisher	Books and Guidance
CIC - Construction Industry Council www.cic.org.uk	Training the Team (ISBN 0 7277 2550 5) - This report considers each of the recommendations in 'Constructing the Team' that relates to training and identifies the action to be taken by Government and industry. The working group was chaired by Hugh Try from the Construction Industry Employers Council (CIEC).
CITB-Construction Skills www.citb-cs.co.uk	Skills Foresight Report 2003 - A report into future skills needs of the construction industry based on discussions and analysis of current trends and examination of current skills profiles.
	Blueprint for Building Performance Toolkit - A model that is highly recommended to enable construction companies progress towards the Investors in People Standard.
Construction Industry Board www.ttbooks.co.uk	Educating the professional team (ISBN 0 7277 2548 3) - This report co-ordinates the delivery of various reports recommendations on the education of construction professionals, and in particular: <ul style="list-style-type: none"> ● establishes a short list of recommendations which form a coherent and deliverable proposal ● establishes a framework which will permit delivery ● secures the organisational and financial structures to allow delivery.
	Strategic review of construction skills training (ISBN 0 7277 2660 9) - With labour accounting for a significant proportion of the cost of major new build projects or repair and maintenance undertakings, the efficiency and productivity of any job is directly related to the effectiveness and performance of the workforce employed. Possessing the right skills level for a particular job can mean the difference between a successful project and one which fails to deliver to budget and on time. Strategic review for construction skills training helps the industry as a whole to improve its performance. It concentrates on identifying deficiencies in performance, analysing reasons for them, and making recommendations designed to result in the provision of an appropriately skilled workforce.
Chartered institute of Personnel and Development www.cipd.co.uk	Creating a Training and Development Strategy (Andrew Mayo, ISBN 1 8439 8056 8) - Few would disagree that training and development should support business goals, or that organisations should have a coherent strategic approach to training. But how easy do we find it to actually make this happen?
TUC www.tuc.org.uk	Better Basic Skills: learning with the unions (ISBN 1 85006 530 6) - This booklet shows some of the early success stories in creating opportunities for those who need to brush up their basic skills – and how unions are central to the process. A fine advertisement for union action in this area and a stimulation to those seeking to involve new and existing members in lifelong learning.
	Employee Development Schemes (ISBN 1 85006 493 8) - Case studies of union involvement - Union success stories in moulding good EDS, by engaging new learners, and making learning relevant and enjoyable.