



Addendum 4 – Example of TR&T in a construction framework contract and related documents

A4.1 – Text for the Specification

A4.2 – Scoring Framework – Social Benefit Requirements

Notes

1. These documents refer to works contracts where the norm is to use the word Employer (with a capital E) to refer to the client. In services and supplies contracts 'Employer' should be replaced with 'client'.
2. The model presented here is the 'Buy Social' approach developed by the Strategic Investment Board for Northern Ireland (SIB), working closely with Central Procurement Directorate (CPD). Following approval by The Procurement Board (for Northern Ireland) this should be used by Departments and agencies in contracts over agreed threshold values from April 2016. However, this model that will be further developed as SIB's Buy Social team helps NICS organisations to pilot the approach and CPD develops guidance and a monitoring service.
3. Readers will note that the Buy Social approach gives some priority to creating opportunities for people aged under 25. This reflects the need to address the high levels of unemployment and economic inactivity amongst this age group in Northern Ireland, while still generating opportunities for older 'long term unemployed' people to return to the labour market. The requirements in this Addendum are therefore somewhat different from the more generic requirements used elsewhere in Part 2 of the Toolkit.
4. SIB is now working with CPD and NICS Departments to develop a set of model recruitment and training requirements for services contracts.
5. **Whilst every effort has been made to ensure that the information contained herein is accurate, this toolkit is not provided as 'legal advice' and users should therefore seek legal advice before using this material where appropriate.**

A4.1 – Text for the Specification

Social Benefit Requirements

Part 1 – Background information

The Northern Ireland Assembly and Civil Service and their associated agencies and Authorities are committed to the promotion of social inclusion and equal opportunities as key objectives in the Sustainable Development Strategy for Northern Ireland. They are also committed to maximising the progression into the workforce of people who are long term unemployed and those leaving education and training, both as a way of maximising value for money from its investment in these services and to provide a skilled and productive workforce that can deliver future Government investment and help attract inward investment. To help achieve these objectives it is expected that contractors delivering larger works contracts (as determined by the Department for Finance and Personnel from time to time, now the Dept. of Finance) will, as a condition of contract, deliver measurable recruitment and training outcomes as set out in Part 2 below.

Part 2 Contract requirements

2.1. Recruitment and training plan

The contractor is required to submit a Recruitment and Training Plan with their tender¹ using the pro-forma on page 54 setting out how they will deliver the following requirements:

2.2. New entrant trainee opportunities

2.2.1 52 person-weeks of paid employment per £1m in contract value (and pro-rata) [26 person-weeks of paid employment per £1m in contract value (and pro-rata)] [... person-weeks² of employment]³ to be provided for 'new entrant trainees' that have an apprenticeship, trainee or employment contract with the contractor or a sub-contractor, where:

- a person-week is the equivalent of one person working for five days either on site, or through a mix of on-site work and off-site training;
- a new entrant trainee is a person that is:
 - leaving or has within the last 12 months left an educational establishment or a training provider (including paid student work placements);⁴ or is
 - a person aged under 25 that has been registered as a job-seeker for more than 26 weeks and is seeking employment that includes on-site training and assessment, or offsite training (or a mix of these); or
 - a person aged 25 or over that requires training and support and has been registered as a job-seeker for more than 52 weeks⁵ and is seeking employment that includes on-site training and assessment, or offsite training (or a mix of these); or
 - an existing 'new entrant trainee' known to the Employer that is seeking a new position to complete their 'new entrant' period, or another person accepted as a new entrant trainee by the Employer.

⁴So there is no 'waiting period' for young people in their first year after leaving education/ training.

⁵This provides opportunities for the long term unemployed that are new to the sector.

¹This aims to ensure that bidders consider the social benefit requirements when they are developing and pricing their approach to the specification.

²Use 52 weeks for building contracts and 26 weeks for civil engineering contracts (because the labour content is generally much lower).

³The expectation is that the client would use the 26/52 week requirement to calculate an actual target e.g. in a £10m building contract the target would be 520 person-weeks. In calculating this target the client team may disregard specialist items that have significant costs but would not be delivered by NI firms. In a framework contract this might be stated as 26/52 weeks per £1m in contract values delivered.

⁶The aim here is to provide each individual with sufficient work experience to become productive.

⁷So at least 50% of opportunities should be for operatives and sub-trade personnel, or for people in support roles. People in these roles can be expected to become productive quicker than people in apprentice roles.

⁸So up to 50% of apprentices and students can be 'existing'.

⁹The aim is to have a range of broker and support agencies that contractors can recruit from, and to open opportunities to a wider range of applicants.

¹⁰So not all of the beneficiaries' time has to be on the NICS contract.

¹¹So the contractor does not need to seek work placements, and the obligation is capped.

¹²This provides opportunities for skilled/experienced workers.

A 'new entrant trainee' can be:

- an apprentice who is undertaking a paid apprenticeship, registered within the ApprenticeshipsNI programme or a similar scheme agreed by the Employer (e.g. Level 2 or Level 3 framework apprentices or a similar scheme for construction trade apprentices), who can be counted as a 'New Entrant' for up to 104 weeks;
- a professional trainee (post primary degree or equivalent) who is working towards full corporate membership of a professional institution and/or registration body e.g. CIBSE, ICE, IStructE RIBA, RICS, ARB etc and is registered with an appropriate professional body. These individuals can be counted as a 'New Entrant' for up to 104 weeks;
- an undergraduate student working towards a primary degree and required by a university or college to undertake a placement in industry to gain relevant training and experience through paid employment.
- an other trainee who can be counted as a 'new entrant' for up to 52 weeks.⁶ This can include but is not limited to semi-skilled, operative, administration, and other support positions

2.2.2 The Recruitment and Training Plan should show that:

- no more than 50% of the new entrant trainee person-weeks will be provided by apprentices and students/professional trainees;⁷
- at least 25% of the New Entrant Trainee person-weeks will be provided by apprentices
- at least 50% of these apprentice and professional trainee person-weeks will be delivered by people that are newly recruited to work on the contract⁸ - other people may be transferred on a permanent basis from other contracts or via a shared apprentice scheme).

2.2.3 Each new entrant trainee vacancy is to be notified to Jobs and Benefits Offices and other agencies named by the client for this purpose.⁹ Recruitment procedures should be avoided where applicants are mainly or wholly identified through the existing workforce or any other restricted group, and sufficient time must be allowed for information on vacancies to be made available and applications submitted

2.2.4 Each new entrant trainee should be:

- provided with the opportunity to obtain training and accreditation relevant to the tasks they are expected to perform;
- asked if they would like to receive support with numeracy, literacy and information technology, and those that do must be sign posted to sources of training and accreditation for these essential skills;
- supported in undertaking training e.g. through flexible working arrangements, where practicable.

The costs of training and accreditation/registration should be covered by the contractor either directly or through public or industry sources that they identify.

2.2.5 To help retention and broaden experience a new entrant trainee may be utilised on sites other than that to which this contract relates for up to 40% of their new entrant trainee period and their costs should be apportioned accordingly¹⁰ They can only be counted towards the outputs of one contract at a time.

2.3 Unpaid work experience placements

Up to two weeks of unwaged placement opportunities¹¹ per £1m in contract value (and pro-rata) must be made available when requested by the Employer or an agency named by the Employer for this purpose..

2.4 Opportunities for skilled/experienced workers

2.4.1 Every vacancy, including those with sub-contractors, must be notified to Jobs and Benefits Offices¹² in and around the area where the contract is being delivered and other agencies named by the Employer for this purpose;

2.4.2 Recruitment procedures should be avoided where applicants are mainly or wholly identified through the existing workforce or any other restricted group, and sufficient time must be allowed for information on vacancies to be made available and applications submitted

2.5 Business in Education

When requested by the Employer, to work with education, training and job-search providers to support the development of people aged under 25 e.g. through vocational talks, support for the curriculum, workplace visits and unwaged work experience.

2.6 Monitoring information

- 2.6.1 Within 10 working days of the end of each calendar month the contractor is to provide a listing of all of the 'new entrant trainees' by name that have been engaged on the contract, their status (apprentice, student professional trainee or other trainee), the number of weeks they have delivered in the month and the period since their employment engagement commenced.¹³
- 2.6.2 10 days prior to each Employer's site meeting or contract review meeting to provide to the Employer a report setting out information for the following Performance Indicators and Key Performance Indicators (KPIs):
- the value of works invoiced to date;
 - the total number of person-weeks employment/engagement for new entrant trainees required in relation to this value of works (e.g. proportionate to the full value of the contract or the number stated in the contract);
 - the total number of new entrant trainee person-weeks that have been delivered (split between apprentices and student/professional trainees, and other trainees) and a comparison with the number required for the value of works invoiced (KPI);¹⁴
 - the total number of unwaged work-experience weeks that have been delivered and a comparison with the number required for the value of works invoiced;
 - the number of people working on the project that have a home address (not a temporary accommodation address) in the []¹⁵postcode area;
 - information on any special factors that have influenced the delivery of the new entrant trainee person weeks, and actions being undertaken to address any problems in the delivery of the new entrant trainee opportunities.

¹³CPD is planning a centralised web-based service for receiving and aggregating output data that relates to the delivery of the recruitment and training contract conditions. This would be generated by the client's Project Manager on the basis of this monthly report.

¹⁴So outputs will be assessed in relation to the value of works delivered.

¹⁵There is no target for recruitment by postcode. This is merely to allow the Employer to report on the benefits to the local economy.

2.7 Insurances and Health and Safety

The contractor must ensure that insurance cover includes people aged 16 and over and staff from employment and training organisations when visiting some or all parts of the site.

It is the responsibility of the contractor to ensure that persons recruited or otherwise visiting the site in relation to the targeted Recruitment and Training Requirements has or is supported to obtain the necessary health and safety accreditation and appropriate personal protective equipment.

2.8 Costs

[The contractor is expected to deliver the Recruitment and Training Requirements within their management fee and by good supervision and support of trainees so that they contribute positively to the contract.]

or

[The contractor is required to complete the Net Cost Schedule included as a part of the pro-forma Recruitment and Training Plan showing the costs associated with the delivery of the Recruitment and Training Requirements and resources that will be obtained to offset these costs. The latter could include external resources (grants and use of free services), in-house resources (e.g. existing management and corporate services, and corporate social responsibility contributions), and the productive work produced by the new entrant trainees. The Net Cost should be included in the tender cost summary sum in].¹⁶

¹⁶State where the net cost should be included in the tender schedule.

2.9 The Employer's support activities

In the spirit of partnership the Employer may seek to ensure that there is appropriate construction training and job-matching services available to contractors carrying out works on its behalf. However, this action does not comprise or imply any promise on the part of the Employer or their agents to provide suitable services. Responsibility for sourcing new entrant trainees remains with the contractor.

Organisations delivering employability, education and skills training are listed on the NICS Brokerage website established for the purpose of helping contractors identify new entrant trainees (www.buysocialnibrokerage.org)

Any action taken by the Employer to broker relationships between the contractor and local individuals/firms/agencies does not imply and should not be deemed to imply that they or their agents consider the individual/firm/agency as suitable for engagement by the contractor.

2.10 Sub-contractors

It is the contractor's responsibility to develop a working method and where necessary secure sub-contractor co-operation in order to achieve the Employer's recruitment and training requirements.

Recruitment and Training Plan

Title and reference of the contract

Name of company _____

Address of company _____

Contact Name _____

Position _____

Telephone numbers _____

E-mail address _____

I confirm that this Recruitment and Training Plan sets out the actions that will be undertaken to ensure the achievement of the recruitment and training requirements of the contract. It is recognised that [this document will be evaluated as part of the tender assessment and contract award procedure, and as a contract condition] or [delivery of the employment and training requirements will be a condition relating to the delivery of the contract].¹⁷

¹⁷Select as appropriate, but if the Plan is to be scored this must be referred to in the contract Notices.

Signed _____

(Print Name) _____

Date _____

Please provide information in each of the following sections. This document must be submitted as part of each valid tender.

**Note: please ensure that you enter the company name in the page header.*

1. New entrant trainee opportunities

1.1 Please complete Table 1

Table 1

New Entrant Trainee Opportunities to be provided¹⁸

Occupation	Apprentices		Professional Trainees/Students		Other Trainees		Total new entrant trainees	
	P/wks	No.	P/wks	No.	P/wks	No.	P/wks	No.
<i>Example:</i>								
E.g.: Joiner	52	2	52	2	26	1	78	3
Totals								
New staff*								
Existing staff*								

* split the totals between new staff to be appointed for the contract and existing staff (which should only account for 50% of the apprentice and professional trainee totals, and none of the other trainees total). At least 25% of the New Entrant Trainee person-weeks will be provided by apprentices

Definitions:

- **A person-week** (p/wks) is the equivalent of one person working for 5 days either on-site, or through a mix of on-site work and off-site training.
- **A new entrant trainee** is a person that is:
 - leaving an educational establishment or a training provider (including paid student work placements), or is
 - a person aged under 25 that has been registered as a job-seeker for more than 26 weeks and is seeking employment that includes on-site training and assessment, or off-site training (or a mix of these); or
 - a person aged 25 or over that requires training and support and has been registered as a job-seeker for more than 52 weeks and is seeking employment that includes on-site training and assessment, or off-site training (or a mix of these); or
 - an existing 'new entrant trainee' known to the Employer that is seeking a new position to complete their 'new entrant' period, or another person accepted as a new entrant trainee by the Employer.

A 'new entrant trainee' can be:

- an apprentice who is undertaking a paid apprenticeship, registered within the ApprenticeshipsNI programme or a similar scheme agreed by the Employer (e.g. Level 2 or Level 3 framework apprentices or a similar scheme for construction trade apprentices), who can be counted as a 'New Entrant' for up to 104 weeks;
- a professional trainee (post primary degree or equivalent who is working towards full corporate membership of a professional institution and/or registration body e.g. CIBSE, ICE, IStructE RIBA, RICS, ARB etc and is registered with an appropriate professional body. These individuals can be counted as a 'New Entrant' for up to 104 weeks;
- an undergraduate student working towards a primary degree and required by a university or college to undertake a placement in industry to gain relevant training and experience through paid employment.
- an other trainee who can be counted as a 'new entrant' for up to 52 weeks.¹⁹ These can include but are not limited to semi-skilled, operative, administration, and other support positions

1.2 How will you recruit New Entrant Trainees?

1.3 How will you provide mentoring and support for new entrant trainees and work experience placements?

¹⁸The contractor has considerable flexibility in selecting how best to meet the new entrant trainee target in 2.2.1 so that this best fits with their method for the contract. The key constraints are that at least 50% of person weeks must be in the Other Trainees column, and at least 50% of the apprentice and professional person weeks must be provided through new recruits.

¹⁹The aim here is to provide each individual with sufficient work experience to become productive.

2. Opportunities for skilled/experienced workers.

- 2.1 Describe the steps you will take to ensure that all vacancies are notified to the agencies named by the Employer for this purpose, and that candidates from these organisations have a fair chance of being considered for recruitment.
- 2.2 How will you ensure that sub-contractors comply with this requirement?
- 2.3 How will you collect data on the numbers of people with a [] (enter the relevant postcode as included in the specification) home postcode that are engaged on the contract

3. Management, administration and reporting

Who will be responsible for the achievement of the Recruitment and Training Requirements? Who will they report to on this matter?

4. Describe any additional actions you intend to take to ensure the delivery of the social benefit requirements.

5. Costs schedule²⁰

Please complete Table 2 in relation to the resources required to deliver the Recruitment and Training Requirements as set out in this Method Statement. This should be included in the tender²¹ at.....

²⁰This will be omitted if no cost information is required.

Table 2: Summary of Social Benefit Resources

Cost Item	£	Basis of calculation
Management and administration		
Health and safety training and accreditation and provision of PPE		
Training costs		
Additional site costs		
Mentoring and support activities		
Total costs		
Total cost per new entrant trainee week		Based on the numbers in Table 1 above
Resources		
Industry training grants		
Existing company staff/overheads		
Trainee productivity		
Services from other external agencies		
Total additional resources		
Net cost		Total cost less total additional resources
Net cost per new entrant trainee week		Based on the numbers in Table 1 on previous page

²¹This will only be included where the price is to be added to the tender pricing schedule.

A4.2 Scoring framework – Social Benefit Requirements*

Contractor:		Work Package:		
Question		Scores Possible	Scores Actual	Comments
1	Equal Opportunities			
1.1	The steps to be taken to notify the named agencies about vacancies			
1.2	How the main contractors will obtain sub-contractor compliance with this			
1.3	Arrangements for collecting and collating data on the postcodes of all workers on the contract.			
2	Training Opportunities			
2.1	Table 1 is completed and meets the target weeks, with a good spread across trades, and demonstrates compliance with the requirements about the mix of apprentices/professional trainees and other trainees, and the mix of new and existing beneficiaries.			
2.2	Clearly state that they will recruit the new entrant trainees through the agencies named by the Employer			
2.3	Describe adequate mentoring and support arrangements, new entrant trainees and work experience placements. Who in the Company that will do this?			
3	Management, administration and reporting			
3.1	Who will be responsible for the achievement of the Recruitment and Training Requirements and providing monitoring reports?			
4	Statement Useful additional actions being offered to ensure the delivery of the social benefit requirements			
5	Costs			
5.1	Has Table 2 been completed accurately?			
5.2	Is sufficient information provided on the basis of the calculation to allow variations in the cost to be discussed if this basis changes?			
	Total	100		

*the scores allocated to each section and question should be developed so that they fit with the scoring framework for other aspects of the contract.

Signatures of Officer's marking:	
1. _____	Date: _____
2. _____	Date: _____
3. _____	Date: _____