

**PLACEMENT PROVIDER
TERMS AND CONDITIONS**

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1. Introduction

1.1 Traditional Building Skills Bursary Scheme (TBSBS)

The Heritage Lottery Fund has awarded £900,000 to a partnership between the Historic Buildings and Monuments Commission for England of; commonly known as English Heritage (EH), The National Trust (NT), Cadw Welsh Assembly Government (Cadw), ConstructionSkills and the National Heritage Training Group (NHTG) to establish and deliver a Traditional Building Skills Bursary Scheme (the Scheme) throughout England and Wales until 2010.

The Scheme's purpose is to facilitate and fund work-based training placements in the built heritage sector in England and Wales. Placement Trainees, with the help and guidance of the Placement Providers will develop skills and knowledge commensurate with NVQ Level 3 Heritage Skills and beyond, which will help sustain the built heritage sector in England and Wales

1.2 Aims of the Scheme

The Scheme aims to:

- address some of the currently recognised skills shortages and gaps within the traditional crafts and built heritage sector
- build diversity in the workforce
- encourage existing craftspeople, working either in mainstream construction or career changers with relevant experience into the built historic sector
- support of the development of an appropriately skilled workforce for the built heritage sector
- support the work placement opportunities that are needed to provide relevant work experience for individuals working towards an accredited qualification (NVQ or equivalent)
- ensure that all Trainees enjoy a rich training experience within the built heritage sector.

1.3 Purpose of this document

This document sets out the Terms and Conditions under which the Placement Provider agrees to deliver the Placement.

2. Definitions

Some of the words used in this and other documents are defined terms. They include:

Bursary

A financial award offered to Trainees as a contribution to their travel and subsistence costs during their Placement.

Bursary Scheme Management Group

Includes representatives of the Lead Partners organisations, who are responsible for planning and implementing the scheme and use and accountability of finances.

Bursary Scheme Manager

The person who is responsible for day-to-day operations to ensure the smooth running of each Placement and the Scheme in general.

Development Review

The record of the Trainee's progress throughout the Placement.

Individual Training Plan (ITP)

A skill specific schedule of agreed training targets, as agreed between the Trainee, Placement Supervisor and Bursary Scheme Manager.

Lead Partners

English Heritage, the National Trust, Cadw, ConstructionSkills and the National Heritage Training Group.

National Occupational Standards (NOS)

National Occupational Standards define the competences which apply to job roles or occupations in the form of statements of performance, knowledge and the evidence required to confirm competence. They cover the key activities undertaken within the occupation in question under all the circumstances the job holder is likely to encounter. NOS form the framework against which NVQs and other related qualifications and training are developed.

National Vocational Qualification (NVQ)

National vocational qualifications are work-related, competence-based qualifications. They reflect the skills and knowledge needed to do a job effectively, and show that a candidate is competent in the area of work the NVQ framework represents. NVQs are based on National Occupational standards.

Placement

A training opportunity of variable duration, hosted by a Placement Provider.

Placement location(s)

The physical location where the Trainee's Placement will take place, as agreed between the Placement Provider and Bursary Scheme Manager. This may be at the Placement Provider's

premises or on site, or a combination of both.

Placement Provider

Sole traders, partnerships, companies, institutions and organisations providing agreed Placements under the Scheme.

Placement Specification

An outline of the Placement, including the Placement location and duration, indicating the main areas of work and the person specification.

Placement Supervisor

A representative of the Placement Provider appointed as responsible for the Trainee's training while on the Placement.

Progress Record

The collection of documents that enable the Trainee and Placement Supervisor plan and map the Trainee's progress throughout the Placement. This consists of the Individual Training Plan, Weekly Log and Development Review.

Trainee

An individual undertaking a Placement

Weekly Log

The record completed by the Trainee to document their placement activities carried out during the week.

3.Roles and Responsibilities

3.1 Placement Provider Agreement

Once a Placement is approved the Placement Provider will sign an agreement with the Scheme to provide the Placement under the Terms and Conditions of the Scheme as set out in this document.

Once agreed, Placement details are fixed and changes may jeopardise the Placement. Cancellation of the Placement will only be accepted in exceptional circumstances.

3.2 Placement Supervisor

The Placement Provider shall identify and nominate a suitable Placement Supervisor who shall agree to participate in the Scheme.

This person will be an accomplished crafts person in a building skill relevant to the Placement and will understand the objectives and training outcomes of the Placement.

An employee who is a qualified NVQ work-based recorder or

assessor in a relevant class, would be an appropriate Placement Supervisor and would ensure that the recording and/or assessment of the individual's work against their Individual Training Plan takes place.

The Placement Supervisor shall be assigned from the outset of the Placement Provider's involvement with the Scheme and involved at initial discussion stages between the Scheme and the Placement Provider, as well as recruitment of a Trainee.

3.3 Placement Provider responsibilities

The Placement Provider shall:

- assist the Bursary Scheme Manager in preparing the Placement Specification which will be used to advertise the Placement
- host the Placement according to the Placement Provider Terms and Conditions
- provide and support a worthwhile training experience in the form of the Placement (as specified in the PP's Agreement)
- ensure that all relevant Health and Safety legislation is in place to provide appropriate protection for the Trainee during their Placement
- take responsibility for their Trainee's health and safety, Placement programme and personnel guidance and support.

3.4 Placement Supervisor responsibilities

The Placement Supervisor shall:

- support the Placement according to the Placement Provider Terms and Conditions
- act as the main contact for the Placement Provider with the Bursary Scheme Manager
- discuss and agree suitable projects for the Trainee to participate in during the Placement
- help the Trainee develop, monitor and evaluate the Individual Training Plan
- assist the Trainee to record progress and achievements on their Individual Training Plan
- give regular feedback to the Trainee.

3.5 Support that each Placement Provider will receive from the Scheme

Each Placement Provider will be provided with:

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- guidance and support from the BSM
 - a skilled (to NVQ level 3 standard or equivalent, or above) and committed Trainee
 - guidance and support for induction training
 - guidance and support for an individual training plan
 - guidance and support on methods of training
 - guidance and support to develop necessary Equal Opportunities, Health and Safety and Training policies.

4. How the Scheme works

4.1 Trainee recruitment

In order to ensure that the Placement has the best opportunity to succeed, it is crucial that a suitable Trainee is recruited.

The Scheme will operate a fair and transparent selection criteria, process and awarding process on the basis of merit.

4.1.1 Selection criteria

The Bursary Scheme is aimed at crafts people competent to National Vocational Qualification Level 3 standard or equivalent and above in a related skill to develop traditional building craft skills in a work-based environment. Applicants do not have to hold an NVQ Level 3 qualification, but to be able to demonstrate their competency to this level, details of which will be outlined in each Placement Specification

4.1.2 Application Process

Application for a Placement will involve a 2 stage process, which culminates in a formal offer to the successful Bursary Applicant:

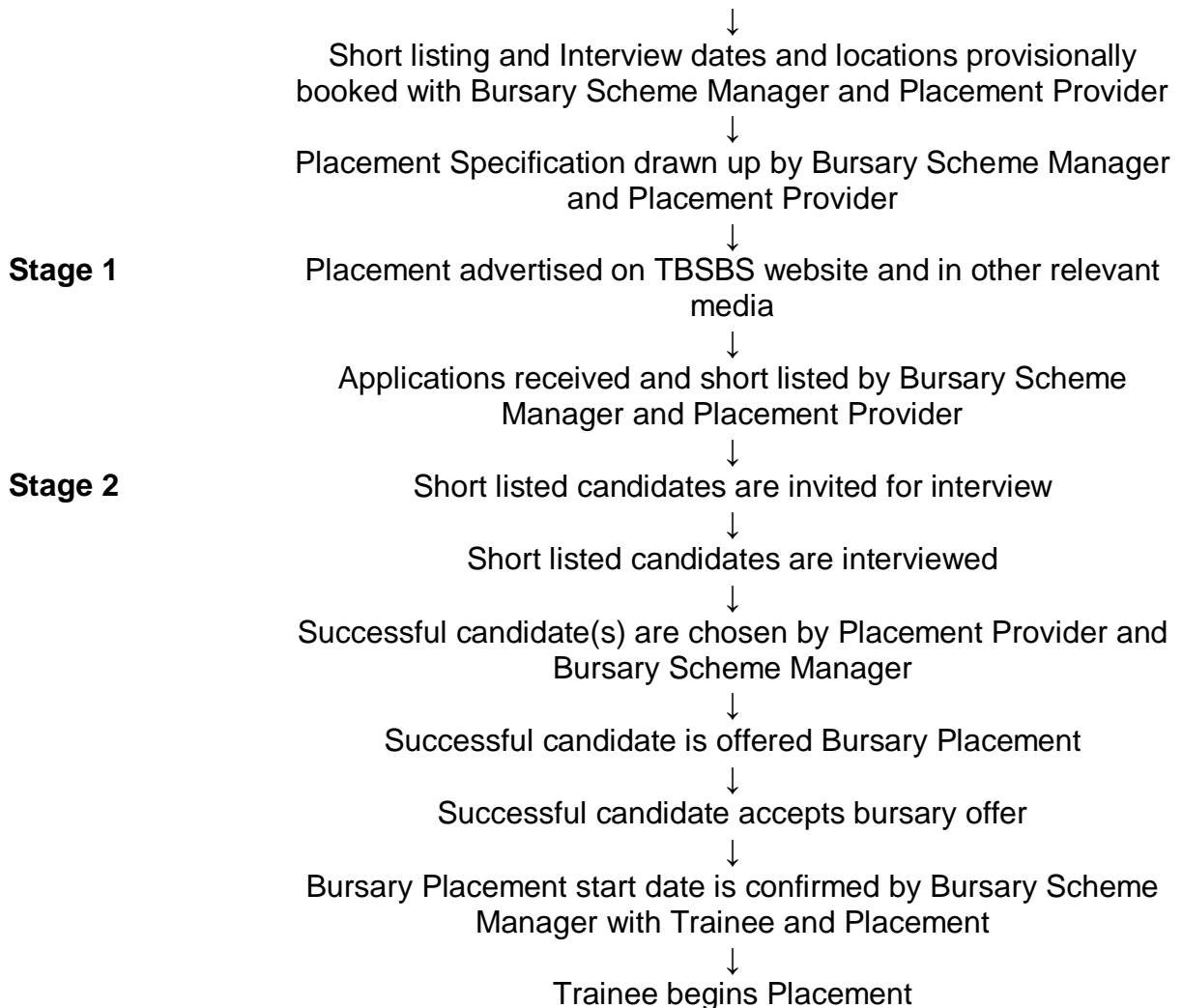
- Stage 1 – completion of Bursary Application form
- Stage 2 – short-listed bursary applicants interviewed and assessed

The Recruitment process is as follows:

Placement opportunity notified to BSM by Placement Provider using “Placement Notification” form



Placement agreed between Bursary Scheme Manager and Placement Provider



Short listing procedure

Bursary applicants will be assessed on their compliance against essential and desirable criteria, as outlined in the Placement Specification.

Interview Procedures

Stage 2 applicants will be invited and interviewed at the Placement Provider's premises, or a suitable venue, close to the Training location. This may give the candidate an opportunity to view the prospective Placement location.

Recruitment panel

Candidate interviews will be carried out by the recruitment panel, which will comprise the Bursary Scheme Manager and at least 1 representative from the Placement Provider, ideally the

Placement Supervisor, who will provide the technical expertise in the traditional building skill relevant to the Placement. The interview will be formally structured.

Candidate's assessment

The interview is an opportunity for the recruitment panel to further assesses the candidate's application and suitability for the Placement.

Decision making

The recruitment panel will decide whether to select an applicant immediately after the interviews.

The Bursary Scheme Manager will contact the successful candidate immediately (by telephone) and will write to the unsuccessful candidates within 7 working days after the interviews.

Confirmation of the Trainee and Placement

The Bursary Scheme Manager will write formally to the successful candidate, offering them a Bursary and Placement, confirming the start and completion dates. A copy of the Trainee Agreement will be sent for the Trainee to read and sign.

4.2 Training

The Placement offered is supported in the wider context by the Scheme's and the Placement Provider's Training Policy. If the Placement Provider organisation does not have one in place, they shall adopt the policy of the Scheme.

4.2.1 Trainee's Induction

Each Trainee will have an initial induction within the first week of their Placement to familiarise them with:

- the Scheme;
- relevant Health & Safety procedures and practices;
- the Placement Provider's organisation;
- the Placement itself and their working environment.

Scheme Induction

The Bursary Scheme Manager will carry out the Scheme

Induction in the first week of the Placement.

Placement Induction

The Placement Supervisor will meet with the Trainee in the first week to discuss the following:

- Training location
- Health and Safety procedures (checklist to include PPE provision)
- Individual Training Plan

The Trainee should be welcomed to the organisation, given a guided tour of the workplace and other facilities, and introduced to staff with which they will have regular contact during their Placement. In larger institutions or firms, introductions to other staff such as collections specialists, administrators and technical support services, as well as an extended tour of the site, could be done in stages but should be completed during the first two weeks. Topics which should be clearly explained to the fellow during the first few days include:

- local security arrangements
- emergency procedures
- first aid facilities
- COSHH and health and safety procedures for all work areas
- administrative structure of the organisation, work patterns, etc.

4.2.2 Placement Supervisor liaison

It is essential that the Trainee have regular access to the Placement Supervisor. In most organisations or businesses this will probably be on a daily basis, but it will be necessary to arrange a series of formal meetings, planned in advance and structured to assess progress, discuss problems and plan future activities.

Communication

It is also the Placement Supervisor's responsibility to develop regular means of communication and, as the Supervisor gets to know the individual better, the work programme should be sufficiently flexible to match the Trainee's developing skills and interests, though the aims of the Scheme should always be considered. The level of supervision and support initially will be high but this will be reduced for routine work and decline as the

Trainee becomes more familiar with the surroundings and requirements of any particular job.

Planning

It will be necessary for the Placement Supervisor to plan a programme of work for the Trainee during their Placement. This shall include:

- what the Placement Provider can offer in terms of training and work experience;
- any special events or issues concerning the Placement Provider organisation or workshop, such as major work projects;
- opportunities for the Trainee to participate in surveys, costings, site work or other projects anticipated by independent sector supervisors;
- the strengths and weaknesses of the Trainee's previous training and experience;
- special interests of the Trainee (to fit in with the overall aims of the placement);
- additional training elements of the Placement (courses, visits, discussions with specialist staff, etc.).

Complexity

The Trainee should be given sufficient time to adjust to the new working environment and supervision should be at a high level during the first 4-8 weeks. Initial tasks should aim to make the Trainee familiar with the environment and working patterns of the organisation and provide the Placement Supervisor with the opportunity to make a fuller assessment of their technical knowledge, practical ability, experience and confidence.

The complexity of work scheduled should take account of the existing skill level and experience of the Trainee. The aim should be to progressively stretch the individual by introducing him/her to new and increasingly complex problems and encouraging him/her to seek out solutions, either from the technical literature or through discussions with others.

4.2.3 Placement documentation

Individual Training Plan

The Trainee and the Placement Supervisor shall meet within the first week of the Placement to review the Trainee's training

needs, by completing the Individual Training Plan. The Individual Training Plan (ITP) that will provide them with Training targets for the duration of their Placement.

These targets will be clearly linked to the relevant National Occupational Standards so that the individual can demonstrate their progress towards achieving the Unit(s) of their NVQ. The Placement Supervisor will be responsible for recording their observations on the ITP of the Trainee's actual progress. The Trainee will also have to record observations on their own progress and the ITP will then be submitted to the Bursary Scheme Manager as part of the Trainee's regular report on progress.

Weekly Log

The Trainee will be responsible for completing a weekly log, plotting their activities and achievements against their Training targets. The Placement Supervisor needs to approve and sign off these for each week of the Placement.

Progress Record

Progress Records will be reviewed by the Bursary Scheme Manager, who will want to see achievement of the key targets in their Development Review as identified on their Individual Training Plan. This record will trigger payment of the bursary instalment. Late provision of the Progress Record to the Bursary Scheme Manager will lead to delay in payment of the bursary payment to the Trainee.

4.2.4 Scheme Accreditation

Training targets will be based around the National Occupational Standards and NVQ accreditation. The Scheme aims to support industry's drive for a suitably qualified workforce and each Bursary Placement will be carefully planned so that an Trainee's Placement may contribute towards achievement of their NVQ Heritage Skill qualification (when they are available) by providing work-based evidence of their competency in a particular skill. For each of the crafts that will be supported by this Bursary Scheme, the relevant NOS will be used to evaluate the level of competency that each Trainee has at the start of their placement and achieves by the end.

Throughout the placement the Trainee shall compile evidence of their work experience that can be used as part of their progress report. This work-based evidence can be used to validate accreditation for NVQ units should the Trainee wish to apply for this qualification.

4.3 Monitoring the Placement and the Trainee's progress

To ensure that the Trainee has an enjoyable and productive Placement, the Trainee and PP will be regularly visited by representatives of the Scheme.

Placement Supervisor contact

The Trainee will agree with their Supervisor suitable monthly meetings to discuss their progress and report back on their Development Review.

The Trainee will be responsible for completing a Weekly Log, plotting their activities and achievements against their Training targets.

Progress Records will be reviewed by the Bursary Scheme Manager, who will want to see achievement of the key targets in their development as identified on their Individual Training Plan. These reports will trigger payment of the bursary instalment.

Bursary Scheme Manager contact

The Bursary Scheme Manager will visit each Trainee once a month and will be in weekly contact with the Trainee, Placement Provider and Placement Supervisor, throughout the Placement.

HLF external monitor

The HLF's external monitor shall visit the Trainee, by arrangement, at least once during their Placement and will discuss their experience during and after their Placement.

BSMG members

Members of the BSMG may visit the Trainee, by arrangement, from time to time.

4.4 Health and Safety

Health and Safety Obligations

Placement Providers offering a Placement have a legal obligation to ensure as far as reasonably practicable that the Trainees are not put at risk either by their working environment or by the tasks that they are asked to carry out.

The Health & Safety at Work Act 1974, the regulations on the Control of Substances Hazardous to Health, and Work at Height

Regulations, 2005 and all relevant EU Health & Safety Directives form a central part of this requirement. This is not an exhaustive list of applicable legislation.

There must a Health and Safety policy in place for the site at which the Trainee is to work.

Public liability and Employers Liability Insurances

The PP will be expected to have suitable Public Liability and Employers Liability insurances in place to cover the Trainee while they are carrying out their Placement.

4.5 Equal Opportunities

The Scheme will operate in accordance with its Equality and Diversity Policy.

All Placement Providers will be expected to adopt the Equal Opportunities policy of the Scheme.

4.6 Scheme Publicity

The Scheme will, from time to time want to celebrate the achievements of the Trainees and the Scheme through publicity. The Placement Provider shall agree to co-operate in publicity events arranged by the Scheme and it's funding partners. The Placement Provider shall agree to the use of publicity photographs to promote the Scheme. Acknowledgements of the Placement Provider shall be made where appropriate.

4.7 General Requirements

4.7.1 Holiday leave

Holiday leave should be negotiated between the Placement Supervisor and the Trainee. This leave is not covered by the bursary and will be offset against the bursary on a daily basis and shall be indicated on the Progress Record.

4.7.2 Sickness

Should the Trainee be unable to attend the Placement at any time due to sickness, they shall inform their Placement Supervisor immediately. Absence due to sickness will not be covered by the bursary allowance and will be offset against the bursary on a daily basis. These absences shall be indicated on

the Progress Record, and may trigger management action, as follows:

- 3 or more instances over 1 month
- 3 or more instances over 3 months
- 6 or more instances over 6 months
- 10 or more days over 12 months
- recurring recognisable patterns, such as frequent absenteeism on a Friday or a Monday

4.7.3 Provision of Personal Protective Equipment (PPE)

The majority of the Trainees will be craft people and will have their own standard Personal Protective Equipment, such as clothing and footwear. The Scheme expect each Placement Provider to ensure that each Trainee has any appropriate Personal Protective Equipment, as required under statutory legislation and to explain their use to the Trainee.

4.7.4 Provision of Tools and Equipment

The Trainee will be expected to purchase general tools for their Placement. The Scheme asks each PP to consider loaning relevant specialist tools and equipment for short term placements (i.e. 1-6 months) but for longer duration placements we will suggest the Trainee to acquire relevant tools following discussion with their Placement Supervisor.

4.7.5 Travelling to and from the training location

The Trainee is responsible for getting and funding themselves to and from the training location(s).

4.7.6 Accommodation

The Trainee is responsible for finding and funding suitable accommodation while on the Placement.

4.8 Grievance and Discipline

In the event that the Trainee, Placement Provider, Placement Supervisor or Bursary Scheme Manager is dissatisfied with the Placement, they may wish to use the Grievance and Disciplinary

Procedure to resolve a range of issues. Details of these procedures are outlined in the Grievance and Disciplinary Procedures Policy (available from the Scheme website).

Informal Grievances and Disciplinary Resolution

It is anticipated that, as in any relationship, relevant parties shall be able to resolve most issues by regular calm and objective communication. In this way issues can be resolved quickly and easily without the involvement of a third party.

Formal Grievance and Disciplinary Resolution

If an informal approach does not work or any party feels unable to tackle the issue themselves they may invoke the formal grievance procedure set out in the Grievance and Disciplinary Procedures Policy (to be found in the Welcome Packs). It is in no-one's interest to allow an issue of concern to go unresolved for any length of time and therefore this procedure is designed to enable their grievances to be resolved as quickly and as close to the point of origin as possible.

4.9 Termination of the Placement

If informal or formal grievance resolutions are not reached or disciplinary investigations are ineffective, the Placement may be terminated.

Termination of the Bursary Placement may also occur due to any of the following:

- The withdrawal of the Placement Provider or Trainee from the Placement
- Breaches of the Bursary Terms and Conditions by either the Trainee or Placement Provider
- The Trainee is suspended or excluded from the Scheme by the Placement Provider
- It is found by the Traditional Building Skills Bursary Management Group that any information provided by the Trainee, or an assumption by the Traditional Building Skills Bursary Management Group, on the basis of which the bursary has been paid, is incorrect
- The Trainee does not provide any additional reasonable information required by the Traditional Building Skills Bursary Scheme
- Inability of the Trainee to achieve Training targets
- Regular or long-term (exceeding 15 consecutive days) absence from Bursary Placement

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- The Traditional Building Skills Bursary Management Group believes it is reasonable in the circumstances for it to do so

4.10 Bursary Payments

The bursary allowance is not subject to PAYE and the Trainee will be responsible for his/her own tax status and voluntary national insurance contributions. They will be required to contact their local tax office for clarification of their individual circumstances.

Bursary payments to the Trainee will be made in stages, in arrears, and after the Bursary Scheme Manager has received relevant receipts in relation to their bursary placement e.g. tools, travel, subsistence and accommodation and an up-to-date Progress Record from the Trainee.

4.11 Limitation of liability

It is the Placement Provider's responsibility to ensure that all applicable legislation including employment legislation and Health and Safety legislation is complied with. The Scheme and accepts no liability for any breaches of the law, negligence, or any other unlawful conduct by the Placement Provider, its agents or sub-contractors.

The Placement Provider Terms and Conditions may be subject to change from time to time.