

Headline KPIs  
NSAFC KPIs CITBA Toolkit June 2016  
Client Based Approach

**KPI 1 Work Placements**  
This KPI is aggregated into 2 reporting lines; work placements for persons in education and work placements for persons not in education. Clients/contractors can agree how the total benchmark figure is divided and counted

**KPI 1(a) Work Placements (In Education)**  
*Key Industry Priority: Image & Recruitment*

This KPI is aimed at providing persons with the opportunity to carry out tasks agreed by their supporting organisation (where applicable) and the employer enabling the individual to gain a meaningful insight into the construction sector.

This target describes work experience attendance on NSAFC Projects for students from schools, colleges and Universities (14 years plus) who undertake a work-experience placement for a minimum of 5 working (consecutive or non-consecutive) days. Longer duration traineeships can be counted under KPI 4. This KPI is aimed at providing students with the opportunity to carry out tasks agreed by the education provider and the employer enabling the learner to gain a meaningful insight into the construction sector.

This target relates to (data reporting lines)

- Work Experience Placement (In Education)

KPI Measure: 1 completed work placement represents 1 outcome

Evidence:

1. Written confirmation from the learning provider or employer of the student participation in the activity, and;
2. Learner evaluation form

**SPONSA / Spreadsheet Data Entry Requirement:**

Student name, employer, educational establishment, completion dates

*For clients using SPONSA, data entry requirements may be substituted with a single count e.g. 1*

**Notes:**

*This KPI applies to main contractors and subcontractors*

**KPI 1(b) Work Placements (Not in Education)**

*Key Industry Priority: Image & Recruitment*

This target describes work experience attendance on NSAFC Projects for persons who are not enrolled in a course of education/study and who undertake a work-experience/pre-employment placement for a minimum of 5 working (consecutive or non-consecutive) days. This can include individuals from organisations such as Princes Trust, Probation Service, Job Centre Plus, Women into Construction, Armed Forces re-settlement programmes or local community organisations. It may also be appropriate for individuals seeking a career change.

This KPI is aimed at providing persons with the opportunity to carry out tasks agreed by their supporting organisation (where applicable) and the employer enabling the individual to gain a meaningful insight into the construction sector.

This target relates to (data reporting lines)

- Work Experience Placement (Not In Education)

**KPI Measure:**

1 completed student work placement represents 1 outcome

**Evidence:**

1. Written confirmation from the placement organisation/partner and employer hosting participant &
2. Learner evaluation form

**SPONSA / Spreadsheet Data Entry Requirement:**

Student name, employer, placement organisation/partner, completion dates

*For clients using SPONSA, data entry requirements may be substituted with a single count e.g. 1*

**Notes:**

*This KPI applies to main contractors and subcontractors*

**KPI 2 Jobs Created**  
This KPI is aggregated into 3 reporting lines; Jobs created for Apprentices, Jobs created for New Entrants, Jobs created for Graduates. Clients/contractors can agree how the total benchmark figure is divided and counted

**KPI 2 Total Jobs created by NSAFC projects (new entrants)**  
KPI 2a: Apprentices  
KPI 2b: New Entrants  
KPI 2c: Graduates  
*Key Industry Priority: Image & Recruitment*

This target describes the creation of new and sustainable job opportunities for new entrants into the sector. And as a result of the project are required on the project site(s) by the main contractor or subcontractor.

- This target relates to (data reporting lines)
- a) Persons who are employed as Apprentices
  - b) Persons previously unemployed or unskilled
  - c) Graduates

**KPI Measure:**  
1 individual represents 1 outcome

- Evidence**
1. Notification of vacancy on site  
&
  2. Copy of offer of employment  
&
  3. Confirmation letter or statement from employer of minimum 1 month employment (qualifying period)

**SPONSA /Spreadsheet Data Entry Requirement:**  
Occupation, Employer, Employee name and date of qualifying period.  
*For clients using SPONSA, data entry requirements may be substituted with a single count e.g. 1*

**Notes:**  
*This KPI applies to main contractors and subcontractors*

*Graduates – within 3 years of graduation*

*New entrants will normally be undertaking some form of training*

**KPI 3 Construction Careers Information, Advice and Guidance (CCIAG) Events**  
*Key Industry Priority: Image & Recruitment*

This target consists of the organisation and delivery of events focused on improving the image of the sector. Events are aimed at increasing awareness of the opportunities available within the industry, what it is like to work in Construction and how to get into the sector. To be counted, the activity must be formally structured, agreed by the project and the participating organisation

The key target groups for delivery of this outcome are:

- Entrants 14-19: (e.g. persons currently not in education, employment or training, or school students, school leavers, college students)
- Under graduates
- Influencers (e.g. school / university / adult influencers ,careers advisers, careers school staff, other providers, community groups)

**KPI Measure:**

1 event represents 1 outcome on SPONSA.

(Clients/contractors may wish to use their own data collection methods to also count the type of event and number of learners attended)

**Evidence:**

1. Confirmation from the participating organisation of the student engagement in the activity &
2. Completed documentations detailing activity delivered and numbers attended

**SPONSA/Spreadsheet Data Entry Requirement:**

Details of event – place, educational establishment, employer, number of learners, completion date

*For clients using SPONSA, data entry requirements may be substituted with a single count e.g. 1*

**Notes:**

*This KPI applies to main contractors and subcontractors*

*Activities must be meaningful to both parties and be able to demonstrate clear links with STEM/Built Environment*

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**KPI 4 Training Weeks**  
This KPI is aggregated into 3 reporting lines; Apprentices, Traineeships, Higher Qualifications.  
Clients/contractors can agree how the total benchmark figure is divided and counted

**KPI 4 Training Weeks on site**  
KPI 4a: Apprentices  
KPI 4b: Traineeships  
KPI 4c: New Entrants undertaking higher qualifications  
*Key Industry Priority: Training & Development*

This target relates to and counts the number of weeks of formal training being undertaken by the site labour force working on a NSAFC Project. This will involve training following a recognised syllabus of study which has been accredited/certificated by either an awarding body for that qualification or by the recognised issuing organisation.

One training week = 5 working days.  
The number of weeks must fall within the project duration and must accurately reflect the start point of the training date commenced whilst on site

- This target relates to all employees (data reporting lines)
- New entrants who are undertaking apprenticeship frameworks
  - New entrants undertaking traineeships or equivalent Scottish/Welsh routes
  - New entrants undertaking technical/higher level qualifications.

- KPI Measure:**  
Total number of training weeks currently taking place on the project
- a) New entrants who are undertaking apprenticeship frameworks
  - b) New entrants who are undertaking traineeships/ equivalent
  - c) New entrants undertaking technical/higher level qualifications

- Evidence:**
1. Registration documents/written confirmation from training provider detailing course of study, duration and qualification
- &
2. Completion certificates

**SPONSA /Spreadsheet Data Entry Requirement:**  
Employee name, Employer Name, Training Provider, Qualification Name

**Notes:**  
This KPI applies to main contractors and subcontractors  
*For clients using SPONSA, data entry requirements may be substituted with a single count i.e. number of weeks*

**KPI 5 Qualifying the Workforce**  
This KPI is aggregated into 4 reporting lines; Qualifications – main and subcontractors; Certification – main and subcontractors. Clients/contractors can agree how the total Qualifications and total Certification benchmark figure is divided and counted

<b>KPI 5 Qualifying the Workforce</b>	
KPI 5a	Qualifications – main contractor
KPI 5b	Qualifications –sub contractors
KPI 5c	Short Duration training – main contractor
KPI 5d	Short Duration training – sub contractors
<i>Key Industry Priority: Training &amp; Development</i>	

This target relates to persons gaining a nationally recognised qualification equivalent to Level 2 or above. Achievements can include vocational awards/diplomas, apprenticeship completions, professional qualifications, leadership and management courses including IIM, health and safety, (including IOSH, NEBOSH, SMSTS & SSSTS).

Outcomes must be accredited by a nationally recognised professional institution or awarding body.

This target relates to (data reporting lines)

- a) Qualifications – main contractor
- b) Qualifications – sub contractors

This target relates to persons gaining industry certification. Achievements can include short duration courses; project specific learning e.g. products, installation, technologies, or may relate to occupational competence, licence to practice or sector specific training e.g. the environment, sustainability, health and safety.

Outcomes must be accredited by public education establishments, employers or other training providers and may be held externally or in-house and must be a minimum duration of 3 hours.

This target relates to (data reporting lines)

- c) Short Duration training – main contractor
- d) Short Duration training - subcontractors

**KPI Measure:**

1 certificate represents 1 outcome on SPONSA.

**Evidence:**

- 1. Completion certificates.

**SPONSA Data Entry Requirement:**

Employee name, Employer Name, Training Provider, Qualification/Certification Name and Level, Completion Date.

*For clients using SPONSA, data entry requirements may be substituted with a single count e.g. 1*

**Notes:**

*This KPI applies to main contractors and subcontractors with consideration that:-  
For the client based approach KPI 6b) and 6d) are optional*

**KPI 6**                      **Training Plans**  
**Key Industry Priority:**    **Training & Development**

This target relates to the annual company / site project plan which details the organisational structured approach to training and developing the workforce. The plan must show the start and end date so that it demonstrates that this is a plan rather than a matrix. This target can included new plans and plans to be renewed.

**KPI Measure:**

1 new or annually renewed company training plan

**Evidence:**

1. A copy of the training plan with start and completion dates

**SPONSA /Spreadsheet Data Entry Requirement:**

Company name, start date and end date

For clients using SPONSA, data entry requirements may be substituted with a single count e.g. 1

**Notes**

*This KPI applies to main contractors and subcontractors*

*This does not have to be a CITB directed training plan; this may be an internal standalone document or one which has been facilitated via other agencies e.g. LEP business growth hub*

*The plan is intended to be refreshed annually*

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<b>KPI 7</b>	<b>Case Studies Approved</b>
<b>Key Industry Priority:</b>	<b>Strategic Leadership</b>

This target consists of completing and submitting a promotional case study which describes either an example of best practice or a significant achievement on the NSAFC project. Case studies counted against this measure must be compliant with the National Skills Academy for Construction case study guidelines.

The completed case study must be approved by a representative of CITB and the client/contractor's internal communications team and be made available for inclusion on the National Skills Academy for Construction webpages and for additional promotional purposes.

**KPI Measure:**

Funded: 1 Case Study approved represents 1 outcome on SPONSA

**Evidence:**

Copy of approved case study

**SPONSA/Spreadsheet Data Entry Requirement:**

Copy of approved NSAFC case study.

**Notes:**

*Non-compliant case studies will be rejected*

*At pre approval stage, it is expected that clients will nominate their preferred number of case studies to be completed. Clients will be expected to submit a minimum of 1 case study per project year.*

\* Please note that the KPI reference numbers may change to align with SPONSA