



The 53<sup>rd</sup> meeting of the Construction Plant Competence Scheme (CPCS) Management Committee was held at 10:30 on 1 March 2016 at CITB Offices, Carthusian Court, 12 Carthusian Street, London EC1M 6EZ.

#### PRESENT

Trevor	Gamble	<b>(Chair)</b>	:	Construction Plant-hire Association
Tim	Brownbridge		:	Civil Engineering Contractors Association
Howard	Button		:	National Federation of Demolition Contractors
Phil	Evans		:	Home Builders Federation
Gary	Fisher		:	Construction Plant-hire Association
Steve	Howard		:	Build UK
Terry	Meadows		:	Build UK
Steve	Mulholland		:	Scottish Plant Owners Association
John	Proctor		:	Federation of Piling Specialists

#### AWARDING ORGANISATIONS

Simon	Cutler	:	MP Awards
Nikki	Jackson	:	LANTRA

#### EMPLOYER REPRESENTATIVES

Kevin	Williamson	:	UNITE
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#### FEDERATION OFFICIALS

Haydn	Steele	:	Construction Plant-hire Association
Wally	Gupwell	:	HM Forces

#### OBSERVER MEMBERS (non-voting)

Ivor	Skelton	:	CITB NI (by teleconference)
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#### INVITEES

Colin	Wood	:	Construction Plant-hire Association (deputising for Bob Collins)
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#### STAFF IN ATTENDANCE

Peter	Brown	:	Product Manager
Braden	Connolly	:	Head of Product Management
Seamus	Hanna	:	Product Category Manager
Carl	Rhymer	:	Delivery and Customer Engagement Director
Brian	Richards	:	Marketing Manager
Christopher	Simpson	:	Qualification and Verification Manager
Rob	Squires	:	Delivery Manager
Catherine	Wilcock	:	Corporate Governance Co-ordinator

**APOLOGIES:** Brent Bolton, Bob Collins (CPA), Gerry Millar CPA, Hayden Mead (CECA) and Trevor Simpson (UCATT).

#### ITEM 1: TO APPROVE THE MINUTES OF THE 52<sup>nd</sup> MEETING HELD ON 9 DECEMBER 2015, REVIEW MATTERS ARISING AND ACTIONS (CPCSMC/15/M52)

1.1. The minutes of the previous meeting were agreed as a true record. Proposer: Howard Button and seconder: Phil Evans.

1.2. The matters arising were complete or addressed by the agenda.

#### ITEM 2: CITB STAFFING AND ACTION PLANS FOR CPCS 2016

2.1. Braden Connolly gave an overview of the product management changes in CITB, which would reduce differences in quality and approach across the CITB products. These had previously been unaligned and

therefore did not work together to greatest effect with an inconsistent use of expertise across the products. The new Product Category Managers, such as Seamus Hanna, would use similar principles and approaches ensuring capacity for delivery. Specific centres of excellence for all areas of practice would ensure effectiveness. Seamus Hanna provided pen portraits of the support team in place as an interim prior to further development, for CPCS.

2.2. The action plan was presented and a hard copy circulated. This would be considered a live document and continually updated. There was concern regarding monitors in Scotland, the chair suggested increased resource was required overall to meet the requirements of the increased activity. It was acknowledged that recruitment was underway to find a replacement for the retiring CPCS monitor. A proposal was supported by the committee that validators should re-register with a small administration fee to ensure an up to date listing of individuals. There was ongoing development of a proposal for Northern Ireland.

2.3. CITB agreed the engagement via roadshows would be on CPCS with parallel engagement held alongside for other employers wanting to receive advice and guidance from CITB. Timings would be given due consideration to prevent dilution.

**2.4. DECISION: The CPCS management Committee noted the support and plans in place and would receive updates at future meetings.**

**2.5. ACTION: Catherine Wilcock to circulate the pen portraits and action plan with the minutes.**

### **ITEM 3: SCHEME DEVELOPMENTS (CPCSMC/16/53/1)**

3.1. An update report indicated that pass rates had settled and good fact sheets and sample sections were available, unfortunately the expected uptrend had not appeared. It was suggested that as the CITB Health and Safety Test was supported by a Question and Answer book this might be causing confusion where the same offer wasn't being made and consideration be given to changing the name of the Fact Sheet to Pre-Test Information or similar. It was recommended that there was further publicity and direct provision of the fact sheets and guidance for their use with employers and not just the Centres. This might be reinforced through development of a video or graphic to support a more visual learning style.

**3.2. ACTION: CITB to review the publicity and provision of guidance plus potential development of visual learning support.**

3.3. Slew machines needed to be added to the new and updated categories and Vacuum Excavator would undergo a pilot through the CPA group who revise safety guidance, regarding the operator and assistant and the way they interact.

**3.4. ACTION: CITB to add slew machines and investigate potential piloting of Vacuum Excavator interaction between operator and assistant.**

### **Trailblazer apprenticeship standards guidance**

3.5. The updated guidance from government in December 2015 endorsed the emphasis on the use of the End Point Assessment (EPA) which had to be conducted by a neutral organisation and could include written theory, professional discussion and practical test. This EPA requirement was not specific to construction but to all industries; therefore the most appropriate model would be identified by the employer group for each separate apprenticeship standard.

**3.6. DECISION: CITB would be looking at the CPCS card system criteria to identify the relationship with the developed standards and the guidance.**

**3.7. ACTION: Catherine Wilcock to add agenda item for the next meeting.**

### **Vocational Qualifications**

3.8. Although there were a very small number of cases (this would be quantified), a process needed to be identified to define the competence of an individual whose qualifications were obtained prior to 2003 and had not been participating in the scheme as the currency of their knowledge and experience could not be verified. The process devised to manage these individuals would need to be appropriate for the numbers involved. It was noted that it was appropriate that those already involved in the Scheme had to undertake a renewal test and demonstrate current operating ability.

### **Testers for CPCS**

3.9. A schedule of assessments was in place for Testers. There was awareness that the tester base was aging resulting in smaller numbers doing the role and ways of encouraging new testers were being explored with review of the length of training requirements included.

**3.10. ACTION: Seamus Hanna to identify an appropriate process for applications where qualifications could not be mapped to NOS; and to support increased opportunities to recruit Testers.**

### **Existing category review of questions**

3.11. This was ongoing work and establishing the root cause of perception of incorrect questions and possible revision would continue. In practice very few changes were necessary.

### **Thanks**

3.12. The Chairman confirmed Peter Brown was leaving CITB and thanked him for his professional approach, the fantastic work he had done over many years; and wished him well in his future role. Members added their own thanks.

**DECISION: The CPCS MC noted the report.**

## **ITEM 4: MANAGEMENT AND FINANCIAL REPORT AND SUMMARY OF TECHNICAL TESTS (CPCSMC/16/53/2)**

4.1. Members were advised that the technical test volumes had been record breaking with over 100,000 tests notified and the financial report showed the surplus generated in 2015, £1.341m, was slightly lower than that of 2014, £1.365m. The numbers of cards issued was increased and the average turnaround time was well within the Service Level Agreement. Areas experiencing difficulty regarding testers were both demolition and piling; Howard Button and John Proctor were drawing up a plan to benchmark for other sectors. Pleasingly, with the introduction of an explainer video the levels of calls to the CPCS Helpline had decreased. In future further digital alternatives would be in place.

### **Quality Assurance**

4.2. As indicated in the Action Plan activity was taking place on the Log Book Monitoring Strategy to make it a more efficient and auditable process, which would be tested and then implemented upon renewal.

The chairman highlighted his concerns that there did not appear to be a strategy to replace a logbook monitor in Scotland.

4.3. The role of CPCS Monitor in Scotland, following retirement, was currently advertised and a new person was expected in post in April. The monitoring presence was to be appropriately resourced to ensure the same percentage sampling across the UK. Concerns from members were that sufficient face to face support for employers by monitors should be available, particularly Scotland and Northern Ireland. An extra 1500 monitored tests are planned in 2016. A review of management information provided to the committee allowed refinement and provision of tangible data. Although there were 36% approval visits overdue part of this was the way in which data was recorded, further work to investigate will take place and be reported at the next meeting. The EWPA quality assurance arrangements for CSkills Awards since the changes to remove Direct Claims Status (DCS) were also reported. As a result 100% of qualification claims had been sampled (1400) and 134 had been rejected with three centres being suspended.

### **Smart Cards**

4.4. The CPCS Management Committee received information on the choices available for the type of Smart Card to be considered. Members deliberated set up costs, style and the economies of scale benefits of one system over another and made the choice of the Contactless card. With greater design freedom the card would need to have the logos of CPCS, CSCS and CITB but the CPCS logo could be emphasised. The data transfer times were quicker through contactless technology and through the use of contact readers.

4.5. CITB would remain as the data controller and this would show the achievements under CPCS but it would also be able to provide data on CSCS achievements. The some additional cost would be passed on to the customer but although the specifics of the proposal required further costing it was likely to be under £7 extra however it would require a contactless reader (circa £20) or could be read by enabled smart phones. Existing cards could be converted to Smart Cards at time of renewal or an individual could pay to change to the Smart Card once it was introduced.

**4.6. DECISION: The CPCS Management Committee agreed the use of a contactless Smart card.**

**4.7. ACTION: Braden Connolly to explore further development and costs.**

### **Fraud Enforcement**

4.7. Continued work between Ian Sidney, CITB Fraud Investigator and the CITB legal team was taking place to remove pages on Facebook, EBay and Twitter regarding CPCS Theory Test Questions and Answers being sold and if necessary consider legal action.

4.8. Members noted that the Newsnight programme referred only to CSCS as no centres affecting CPCS were revoked as part of the investigation.

### **Thanks**

4.9. The Chairman confirmed Robert Squires was leaving CITB and thanked him for his work over the past five years, for his professionalism, doggedness and drive to create a robust structure in the scheme. He had notably gained the respect of Test Centres and galvanised the monitors for continuous improvement. Members added their own thanks.

#### **ITEM 5: COMMUNICATIONS AND MARKETING (CPCSMC/16/53/3)**

5.1. A summary of the activity from December through to the beginning of February was provided. This included a poster in the CPA bulletin, with thanks to Haydn Steele for his assistance in promoting the CPCS messages. It was noted that the customer journey on the web was not always easy and improvements such as an explainer video should assist. Leaflets on the blue card were on track to be combined by April to make them more appropriate. The three CPCS Scheme booklets would be converted to interactive pdfs to enable easier access to information.

5.2. The members were invited to provide continued support through their own member networks together with CPCS related news stories and case studies.

5.3. An experienced marketing member was joining the team with great work done in other areas of CITB, Olly Constable, and he was very focused on digital marketing and monitoring of CPCS web page usage to enhance the cardholder experience.

#### **Thanks**

5.4. The Chairman confirmed that Brian Richards was leaving CITB and thanked him for all his hard work with CPCS, especially providing continuity/stability for some years following a period of regular staff turnover. Members added their own thanks.

**5.5. ACTION: Members to support and promote CPCS with related news stories and case studies through their own member networks.**

#### **ITEM 6: COMPETENCE ASSESSMENT AND VQ DELIVERY WITHIN THE CPCS (CPCSMC/16/53/4)**

6.1. Tim Brownbridge presented his paper circulated before the meeting and stated a case to remove the Experienced Worker Practical Assessment (EWPA) process and focus the NVQ route via On Site Assessment and Training (OSAT) only, because of comments received at the CPCS roadshows and advertising on the internet and delayed action from CITB regarding EWPA for some considerable time. CITBNI disagreed with the proposal and had submitted a response to the paper.

6.2. Debate followed on the two stances, and opinion was also canvassed that some centres were potentially engaged in malpractice regarding OSAT. This was strongly rebuffed by Chris Simpson of CSkills Awards from their own experience, although members commented on centres from Training Providers working outside of CSkills Awards. Round table individual views provided agreement that an investigation of perceived and anecdotal breakdowns of the routes should take place and evidenced with a focus on centres with high EWPA delivery and submitted at the next meeting.

**6.3. DECISION: Further Investigation of the EWPA and OSAT Training provision was required.**

**6.4. ACTION: Chris Simpson and Seamus Hanna would conduct an investigation and present an alternative to removal.**

**6.5. DECISION: The CPCS Management Committee agreed to engage in the revision of the content of the Consolidated Assessment Strategy for Plant.**

**6.6. ACTION: This would be led by Tim Brownbridge, with Ivor Skelton also involved.**

**ITEM 7: CHAIR'S ANY OTHER BUSINESS**

**Labour Agencies and the self-employed**

7.1 Trevor Simpson had asked how self-employed people could receive training support where labour agencies were not assisting and whether the levy payer should be expected to do so.

**7.2. DECISION: A note should be issued to all Federations linked to CPCS, as trade bodies, to establish what the views of their membership were.**

**7.3. ACTION: Catherine Wilcock to facilitate a communication on this consultation**

**Monitors and cards**

7.4. John Proctor noted that a few of the monitors held visitor cards and not the appropriate card for their qualification and this needed attention.

**7.5. ACTION: Seamus Hanna to investigate further.**

**GoConstruct Update**

There were new opportunities for construction to use the experience matching service and events and activities could be entered onto the website <https://www.goconstruct.org/en/information-for-employers/experience-matching-service-faqs/>

**ITEM 8: DATE OF NEXT MEETING:**

8.1. The next meeting will be held at 10:30 on Thursday 2 June 2016 at CITB Offices, Carthusian Court, 12 Carthusian Street, London EC1M 6EZ.

**SUMMARY OF ACTIONS**

<b>ACTION</b>	<b>ACTION BY</b>	<b>PROGRESS</b>
3.2. review the publicity and provision of guidance plus potential development of visual learning support	Seamus Hanna	
3.4. add skew machines and investigate potential piloting of Vacuum Excavator interaction between operator and assistant.	Seamus Hanna	
Paras 3.6 and 3.7. CPCS would be looking at their card system criteria to identify the relationship with the developed standards and the guidance. Review at next meeting	Seamus Hanna Catherine Wilcock	
Para 3.10 identify an appropriate process for applications where qualifications could not be mapped to NOS; and to support increased opportunities to recruit Testers.	Seamus Hanna	
Para 4.6. explore further development and costs for the contactless Smart card for CPCS.	Braden Connolly	
Para 5.5. support and promote CPCS with related news stories and case studies through their own member networks	<b>All Members of CPCS MC</b>	
Para 6.4. Investigation of the EWPA and OSAT Training provision and the appropriateness for CPCS	Chris Simpson / Seamus Hanna	



Para 6.6. engage in the revision of the content of the Consolidated Assessment Strategy for Plant	Tim Brownbridge	
Para 7.3. Facilitate a communication on CPCS consultation with Trade Federations regarding employers views on training support from Levy for self-employed workers and Labour agencies.	Catherine Wilcock	
Para 7.5. Investigate monitors to ensure they hold the appropriate CPCS card.	Seamus Hanna	