

Sample construction skills and training questions

Construction Procurement Guidelines

October 2019

General questions

Your agency can choose its own questions, but should think about including some questions in the following areas:

Existing practices

Ask suppliers to provide details about:

- the skills their project team already has, and what training they're doing – these show the supplier's commitment to developing their workers' skills
- how well the training has worked in the past – this can help indicate the success of future training plans.

Future plans

Ask suppliers to provide details about future training plans – this doesn't have to be limited to working on the specific contract. This could include asking for information that shows they're committed to seeing the plans through. Future plans will depend on the value and length of the contract and the training practices the supplier already has. In some cases, suppliers will be able to do a lot to increase skills, in others they won't be able to do much more than they already are.

Delivery of objectives

Ask suppliers to explain:

- how their existing practices and future plans will contribute to delivering your objectives, and requirements and targets, if you have them – these should align with your agency's objectives
- how they think progress against each objective should be measured – these can help inform KPIs later.

More targeted questions

The following questions are suggestions only and your agency can ask any others it chooses. Include only questions that are proportionate to the value and length of your contract and are appropriate for your specific skills and training objectives.

Examples of broader organisation questions:

- Could you please provide copies of policies and processes for workforce training and skills development for employees and sub-contractors?
- What percent of your total workforce (excluding administration workers) were in any form of apprenticeship or formal training scheme over each of the last 3 years?
- How many of your workers have achieved professional registration over the last 3 years?
- How many of your workers are working towards professional registration, and when are they due to achieve it?

- What is the total number of accredited training days/weeks of any level that have been completed over each of the last 3 years?
- What is the total number of apprenticeship weeks that have been completed over each of the last 3 years?
- How will you ensure sub-contractors receive the skills development and training that they need?
- How will your plans include small businesses without overburdening them with administration and costs?
- What is the standard length of employment for apprentices in your organisation?
- What per cent of your workforce is currently in training or apprenticeships?
- What are your mentoring and support arrangements for trainees and work placements to maximise the number who achieve industry accreditation?
- What steps will you take to maximise the number of new entrants (trainees and apprentices) that are retained after they complete their training?
- What percentage of new entrants do you think you will retain after they have completed their training?
- What training initiatives will you use to maximise the number of people you employ and upskill? Specify the training organisations you will use.

Examples of project-specific questions:

- What arrangements will you make to recruit apprentices and other trainees?
- How will you cooperate with sub-contractors and suppliers to make sure you employ and upskill the required number of people?
- Who will be responsible for delivering skills and training requirements on site and/or for the contract?
- How will you notify the named recruitment agencies of vacancies and make sure they have enough time to consider applications for them?
- Could you please provide any extra information about how you plan to deliver the required jobs and skills development, including any innovative ideas you may have?
- Could you please list the trades and occupations of the apprentices and people that have left education to start work, and the number of weeks they will be employed on the project?