

# DRAFT FEBRUARY 2018



## National Training Bursary Project Trainee Handbook



### TERMS AND CONDITIONS

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## I. Introduction

### I.1 National Training Bursary Project

The Heritage Lottery Fund has awarded funding to The Dry Stone Walling Association to establish and deliver a Training Bursary Project in dry stone walling from 2018-2020.

With the help and guidance of the placement providers, trainees are expected to develop skills and knowledge commensurate with the profession of dry stone walling which will help sustain the built landscape and maintain the traditional craft of dry stone walling.

### I.2 Aims of the Project

The Training Bursary Project aims to:

- provide 8 dry stone walling traineeships lasting for 12 months throughout the UK
- address some of the currently recognised skills shortages and gaps within the traditional crafts and built heritage sector
- build diversity in the workforce, across age groups, genders and ethnicity
- support the training capacity of businesses working in dry stone walling
- support of the development of an appropriately skilled workforce for the built heritage sector,
- promote career development and links within the professional sector
- provide individuals with accredited qualifications
- ensure that all Trainees enjoy a rich training experience and seek careers using the skills they have learnt

### I.3 Purpose of this document

This document sets out the Terms and Conditions under which the Trainee agrees to carry out 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 subsistence costs during their Placement.

### Project Manager

The person who, on behalf of the Partnership, is responsible for day to day operations to ensure the smooth running of each Placement and the Project in general.

### Craft Skills Group

Body within DSWA responsible for overseeing the running of the Training Bursary Project. The Project Manager reports to the Craft Skills Group

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## Individual Training Plan (ITP)

An individual Training Needs Analysis will reveal what each trainee can bring to the placement, what they need to progress into their chosen career and how are they going to get there. We will agree a specific schedule of agreed training targets, between the Trainee, Placement Providers and Project Manager. We will create a qualifications checklist to ensure training takes place at the right time eg. If a trainee already has a First Aid Certificate, the Project Manager will ensure that it is renewed before it expires.

## Lead Organisation

Dry Stone Walling Association (DSWA)

## Craftsman Certification Scheme Qualifications

Trainees will be expected to achieve Levels 1 and 2 accredited qualifications in dry stone walling (Lantra awards, see appendix 19 for test requirements) Level 2 (Intermediate) is recognised as the entry standard for wallers working professionally within the landscape and heritage fields as it proves competency in all the basic dry stone walling techniques

## Placement

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

## Placement location(s)

The physical location(s) where the trainee's placement will take place, as agreed between the Placement Provider and Bursary Project Manager. This may be at the Placement Provider's premises or on site, or a combination of both.

## Placement Provider

Sole traders, partnerships, companies and organisations providing agreed placements under the Project.

## Placement Specification

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

## Placement Assessor

A Master Craftsman appointed by the Craft Skills Group as responsible for assessing the trainee's training, progression and conduct while on the placement.

## Progress Record

A collection of documents that enable the trainee and Placement Provider to plan and map the trainee's progress throughout the placement.

## Portfolio

Record of achievements, both written and photographic which evidences the skills learnt and improvements in quality of work.

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## Trainee

An individual undertaking a placement

### **3. Roles and Responsibilities**

#### **3.1 Trainee Agreement**

Each trainee will sign an agreement with the DSWA before starting their placement, to carry out the placement under the Terms and Conditions of the Project 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 Trainee responsibilities**

Trainees will be required to:

- undertake the placement in accordance with these Terms and Conditions.
- undertake the placement to the best of their ability.
- satisfactorily complete their Individual Training Plan, Progress , Workbooks and Portfolio.
- satisfactorily complete the additional training units and formal training courses e.g. Health & Safety, Business Management, etc.
- take responsibility for ensuring that their own actions do not cause risks to their own and others' health and safety.
- inform their Placement Provider and the Project Manager of any problems or additional needs they may have as their Placement progresses, as soon as such problems arise.
- take responsibility for their own transport to and from the placement location
- undertake to be available for training on each day of the placement

#### **3.3 Support that each Trainee will receive from the Project**

Each Trainee will be provided with:

- support from the Project Manager and Assessor
- a work placement and suitable Placement Provider.
- induction training.
- a Training Needs Analysis
- an Individual Training Plan
- formal training courses
- a series of Training Workbooks
- support to create a Personal Progress Record and Portfolio.

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## 4. How the Project works

### 4.1 Bursary

The Project will provide Training Bursaries equating to work placements for a 35 hour week over a period of 220 days within 12 months of commencement of the bursary.

A daily allowance of £60 will be made to cover trainees' expenses whilst on placement. This will be paid in arrears each month on receipt of a satisfactory Personal Progress Report and Attendance Record being completed for the duration of the Placement. The agreed bursary sum will be dependent on the length of Placements. The length of each Placement and maximum bursary amount available for the Placement will be set out in the individual Placement Specifications.

In order to receive payment, trainees will need to provide:

A time sheet of attendance signed by their Placement Provider or Trainer

A satisfactory progress report prepared by them and signed by their Placement Provider

Payments will be by BACS and trainees will need to supply:

Trainee name

Their bank name and address

Account name

Sort code

Account number

Details of a referee

A trainee who is registered unemployed cannot receive unemployment benefit during their training placement. They may be eligible for other benefits, but this will be assessed on a case by case basis by their unemployment office. Trainees will need to declare any bursary allowance received to the appropriate agencies and organisations, such as the local council and the Department of Work and Pensions from which they are receiving benefits.

In order to claim the Bursary, trainees will have to regularly submit an up-to-date Progress Record to the Project Manager. The bursary allowance is exempt from PAYE and income tax, but each trainee is responsible for any voluntary national insurance contributions. Trainees should contact their local tax office for clarification of their individual circumstances.

Payments will be based on daily attendance at the Placement or Training Provider. Payment will not be made for absence, including holiday or sickness. Upon completion of the traineeship, a business start up grant (no more than 5% of the bursary) will be payable providing satisfactory performance throughout the traineeship.

### 4.2 Training

#### 4.2.1 Placements

The Trainee's development during the Placement will be organised and structured by the Placement Provider and the Project Manager.

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Training will be delivered by experienced wallers and experienced staff from external organisations as appropriate.

Placement Providers, trainees, and the appointed Assessor will have an opportunity to feedback on the placement both verbally and in writing at the end of each month.

## 4.2.2 Trainee Induction

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

- the project
- relevant health & safety procedures and practices
- Health & safety / manual handling/ first aid training
- the placement providers
- the working environment
- basic dry stone walling skills

## 4.2.3 Placement Provider Requirements

At the start of each placement the Project Manager and Assessor will meet with the Placement Provider to discuss the following:

- Placement provider requirements
- Training location, duration, expectations,
- Health and Safety procedures (checklist to include PPE provision)
- Trainee's Individual Training Plan and Personal Progress Record

## 4.2.4 Additional Training

Trainees will attend 3 x 1 week residential training courses in dry stone walling techniques based at the National Training Site at Crooklands, Kendal in preparation for qualification Test days. This technical training will be delivered by a highly skilled Master Craftsman Instructor. Other additional technical training will be provided in the form of practice days with local branches. Trainees are able to claim a daily training allowance for the training days attended. The number of training days will form part of (and not be additional to) the overall length of the bursary.

Business Management / health & safety / manual handling / first aid training will be delivered by accredited trainers. Optional hedgelaying training will be delivered via the National Hedgelaying Society. After completing the Lantra Level 2 dry stone walling qualification, trainees will be eligible to attend the DSWA Instructor Training Course.

If a trainee attends a course at a venue outside of their daily travel limits and they need to incur costs for travel and overnight accommodation, the Project can reimburse this amount. These costs are to be approved by the Project Manager beforehand. Invoices/receipts will be required.

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## 4.2.5 Project Accreditation

Training targets for walling trainees will be based around the Dry Stone Walling Association's Craftsman Certification Scheme standard tests for dry stone walling accredited by Lantra. The Project aims to support the industry's drive for a suitably qualified workforce and each Bursary Placement is carefully planned so that a trainee's placement contributes towards achievement of providing work-based evidence of their competence in a particular skill.

Each trainee will be expected to register for and achieve Level 1 and 2 Lantra Accredited Craftsman Certification Scheme qualifications. The cost of assessment and tests for relevant qualifications, once agreed by the Project Manager, will be met by the Project.

## **4.3 Monitoring the Placement and the Trainee's progress**

Trainees, with the assistance of the placement provider and assessor, will complete a Training Needs Analysis at the start of their placements to reflect their level of competence. This will be reviewed at each quarterly assessment visit to evaluate progression in skill & knowledge and what further steps need to be undertaken by the individual and the placement provider. They will complete a personal Progress Record on a monthly basis which will trigger bursary payments. Trainees will also compile a portfolio to evidence their learning and complete the Dry Stone Walling Technical Workbook for each level of qualification.

### 4.3.1 Individual Training Plan

The trainee and the Placement Provider shall review the trainee's training needs, by completing the Individual Training Plan (ITP) which will provide them with training targets for the duration of their placement.

These targets will be clearly linked to the relevant DSWA Qualification Standard so that the Trainee can demonstrate his/her progress towards achieving the skills levels necessary to get relevant qualifications whilst in post. The Placement Provider will be responsible for recording their observations of the trainee's actual progress against the Training Programme Content on the ITP. The Trainee will also have to record observations on their own progress and the ITP will then be submitted to the Assessor and Project Manager as part of the Trainee's regular Progress Record.

### 4.3.2 Personal Progress Record

The trainee will be responsible for completing a monthly record (Personal Progress Report), plotting their activities and achievements against their training targets. These records will be reviewed by the Project Manager, who will want to see achievement of the key targets in their development as identified on their ITP. This record will trigger payment of the bursary instalment. Late provision of the Progress Record and timesheets to the Project Manager will lead to delay in payment of the bursary payments to the trainee. Continued late submission of progress records and timesheets will lead to disciplinary action.

### 4.3.3 Assessment visits

To ensure that the trainee has an enjoyable and productive placement, the Trainee and Placement Provider will be regularly visited by representatives of the Project. A Regional Assessor will be appointed to carry out quarterly visits to the bursary trainee and placement provider. During the visit, the Assessor will evaluate the trainees progress by physical inspection of their walling skills, discussion with the trainee and placement provider and by reference to the ITP. The Assessor will also review the monthly Personal Progress Records and the trainees Portfolio of work.

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## 4.3.4 Project Manager contact

The Project Manager will keep in contact with Bursary Trainees, Placement Providers and Assessors regularly, throughout the placement. Any issues arising from assessment visits or general queries, problems etc. from any of the parties involved, should be referred immediately to the Project Manager.

## **4.4 Health and Safety**

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.

The Assessor must ensure that a Health and Safety policy is in place for the site at which the Trainee is to work.

Risk assessments should be completed for each new work site and assignment.

## **4.5 Equal Opportunities**

The Project will operate in accordance with DSWA Equality and Diversity Policy. All trainees will be expected to adopt behaviour in accordance with this policy.

## **4.6 Project Publicity**

The Project will, from time to time want to celebrate the achievements of the trainees and the Project through publicity. The trainee will agree to co-operate in publicity events arranged by the Project and its funding partners. The trainee will agree to the use of publicity photographs to promote the Project. Acknowledgements of the trainee and their Placement Provider shall be made where appropriate.

## **4.7 General Requirements**

### 4.7.1 Holiday leave

Holiday leave should be negotiated between the Placement Provider and the trainee and at least 14 days' notice given. This leave will not be covered by bursary payments and will not count towards the total training days. All holiday leave shall be indicated on the Monthly Progress Record. The Project Manager also needs to be informed of holidays negotiated before they occur.

### 4.7.2 Sickness

Should the trainee be unable to attend the placement at any time due to sickness, they shall inform their Placement Provider immediately. Absence due to sickness will not be covered by the bursary allowance and shall be indicated on the Monthly Progress Record. At the Project Manager's discretion the placement may be terminated as a result of persistent, repeated or long-term absence due to sickness, including recurring recognisable patterns, such as frequent absenteeism on a Friday or a Monday.

### 4.7.3 Provision of Personal Protective Equipment (PPE)

Trainees need to have their own Personal Protective Equipment, such as clothing and footwear. However, an allowance for suitable protective clothing is made within the Bursary project.

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## 4.7.4 Provision of Tools and Equipment

The trainee will be expected to buy general tools for their placement. The trainee may also be required to acquire certain relevant specialist tools following discussion with their Placement Provider. The bursary can provide an allowance to pay for some of these items (to a maximum value of £250) and amounts will be reimbursed on provision of receipts. Single items over the value of £100 are to be approved by the Project Manager before purchase. Invoices/receipts will be required.

Maximum amounts to be claimed for tools, equipment and PPE are as follows:

Personal First Aid kit @ £10

Goggles @ £20 Boots @ £100

PPE @ £50

Gloves @ £20 Hammers @ £40

Bucket @ £10

## 4.7.5 Travelling to and from the training location

The trainee is responsible for getting to and from the training location(s) and for associated travel expenses within a 50 mile radius of the trainee's home i.e. up to 100 miles per day.

## 4.7.6 Accommodation

The trainee is responsible for finding and funding suitable accommodation (if required) while on the placement. Where the placement is outside daily travelling distance from their home the Project Manager may consider an additional accommodation allowance.

Accommodation for residential training courses is provided at no cost to the trainee.

## **4.8 Grievance and Discipline**

### 4.8.1 Probationary Period

Each trainee will be subject to a one month probationary period at the start of their placement. A satisfactory report from the Placement Provider at the end of the first month will secure the bursary placement. If an unsatisfactory report is received, the Project Manager will try to resolve the issues and if necessary, find an alternative Placement provider. If issues cannot be resolved or an alternative placement provider found, the Training Bursary may be terminated.

### 4.8.2 Grievance and Disciplinary Procedure

In the event that any of the parties i.e. trainee, Placement Provider, Assessor or Project Manager is dissatisfied with the placement, they may have recourse to use the Grievance and Disciplinary Procedure to resolve a range of issues. The Project Manager must be informed of any matters that would involve the Grievance and Disciplinary Procedure

### 4.8.3 Informal Grievance Resolution

It is anticipated that, as in any relationship, relevant parties shall be able to resolve most issues by just talking to each other calmly and objectively without fear of recrimination. In this way issues can be resolved quickly and easily without the involvement of a third party.

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## 4.8.3 Formal Grievance 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. 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 Agreement**

If informal or formal resolution is not reached, the placement may be terminated.

Termination of the Bursary Placement may occur due to:

- The withdrawal of the trainee from the placement
- If a Placement Provider withdraws, we would find another provider as soon as possible to continue the training
- Breaches of the Bursary Terms and Conditions by either the trainee or Placement Provider
- The trainee is suspended or excluded from the Project under terms outlined elsewhere in this document
- It being found by the DSWA Craft Skills Group that any information provided by the Trainee, or an assumption by the DSWA Craft Skills 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 DSWA.
- Inability of the trainee to achieve training targets
- Regular or long-term absence from Bursary Placement
- The DSWA Craft Skills Group believes it is reasonable in the circumstances for it to do so.

## **4.10 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 DSWA Craft Skills Group accepts no liability for any breaches of the law, negligence, or any other unlawful conduct by the Placement Provider, its agents or sub-contractors or by the trainee. In exceptional circumstances where placements may be cancelled, the DSWA Craft Skills Group will endeavour to offer the trainee an alternative placement. However the DSWA Craft Skills Group does not accept responsibility or liability for any financial losses that the trainee or placement provider may incur due to this situation.

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