

Buckingham Group Contracting
Employment & Skills Plan (ESP) Guide for Supply Chain



Project:

Package:

Sub-contractor:

As part of the Buckingham Group Contracting Recruitment and Training requirements for **SITE NAME** contract, we are required to deliver **site-wide targets** as part of our Employment & Skills Plan agreed by the client.

- Quarterly returns will be expected to demonstrate your “effort” in meeting these targets
- Agreed targets for **SITE NAME** are:

For the above works package your contractual contribution is broken down in the table below. Overleaf, we require you to:

- Outline your company’s proposals for meeting these targets
- Have a named person within your company, along with their contact details, for collating the ESP requirements for this contract
- If there are no targets for your package, but you wish to contribute to these targets, please include in your proposals on page 2.

Table 1

New Entrants – Package Requirements			
No. of Apprentices	No of Graduates	No. of Trainees/Prev Unemployed People	Training Weeks
Work Experience / Work Placement	Community Engagement / Educational Interaction		
No. of people (minimum 5 days)	No. of Events/Activities		
Minimum placements			

- Employment & Skills Plan (on and off site) – the proposed figures are **minimum** requirements and will form part of your contract. If agreed with BGCL, New Entrants can be office-based/off site, if directly related to the contract
- Costs associated with Trainees, Apprentices and paid placements will be the responsibility of the Sub-contractors, due to contractual commitments some packages may have identified apprentices placed with them
- If your tender is successful, BGCL will require you to discuss these proposals in detail, prior to your start on site, with **“nominated site person/SV team”** and report quarterly on progress

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Outline your company's proposals for meeting the targets listed in Table 1, including any alternative proposals (continue to another sheet if required)

Please provide the name and contact details of the person who will be responsible for reporting/facilitating /collating the Employment & Skills Plan requirements

Name:

Job Role:

Email:

Phone:

Signed:

Position:

*Basic Guidance Notes can be found on the following pages



Guidance Notes

New Entrants Description

New Entrant opportunities should include a mix of existing and new positions must reside in **“highlight priority areas/postcodes”**

- New Entrant:** A person who is leaving an educational establishment or a training provider. A non-employed person, school or college leaver or an adult who has not been employed within the construction industry.
- Previously Unemployed:** A person who directly before this job was unemployed for a minimum of 2 weeks (2 Weeks is BGCL standard, minimum periods of unemployment are defined by the client and therefore may alter).
- Other trainees:** Those who are not apprentices but have a contract of employment or are self-employed. If you have any paid/unpaid trainees with your company (full or part time) can include NVQ's/ HNC/D Degree students, graduates etc.
- Apprentice:** A person registered as an apprentice with an industry recognised body.
If you have any apprentices working for you on this job (include apprentices that carry out work for people working on this job) **Inc:** Shared Apprentice, Direct Apprentice (on or off site) or any local initiatives (Please record both existing and new starts)
- Graduate:** A person who has achieved an academic degree or diploma from a university or college.
- Work experience:** Anyone undertaking work experience for 5 days or more including college/university placements or unemployed adults

As part of your contract you are required to report on your achievement against these targets and provide quarterly/monthly returns forms to **“nominated site person/SV team”**

The Skills & Employment quarterly/monthly return forms are an essential practice of BGCL and our partners to accurately capture and report the impact we make on the local economy and workforce through new employment, apprenticeships, work experience, graduate schemes, workforce training and more.

For more guidance and advice, please contact:

“Rachael Land/Sue Jones/Other”

BGCL Social Value Team

Email:

Mobile: