



CONSTRUCTION
& DESIGN
CENTRE OF EXCELLENCE

About the Construction and Design Centre of Excellence

The Construction and Design Centre of Excellence (CADCOE) is a specialist training provider for the construction industry, providing innovative and advanced tech training and apprenticeships in 2D CAD, 3D Modelling and BIM.

We look to create meaningful relationships with our clients, whether employer or apprentice, to ensure success and real progress for all parties.

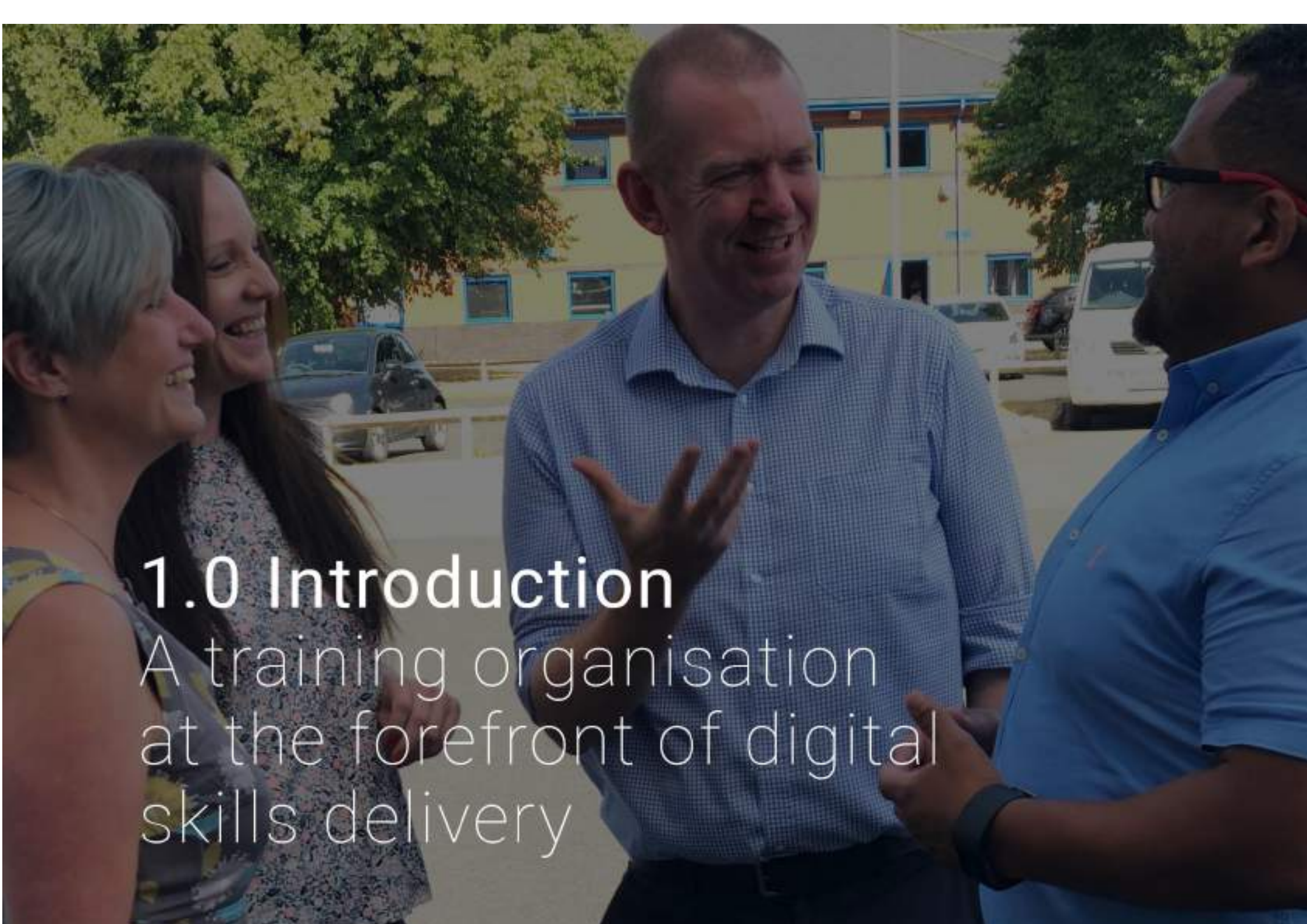
Our aim is to help address the UK construction industry skills gap, through changing perceptions and ensuring young people have access to exciting digital opportunities with excellent career prospects. Our skilled team seeks to work with companies at the cutting edge of construction. We are confident that we can change the dynamic of the industry, bring new roles and attract a new generation of talent into housebuilding, giving our clients, a ground-breaking and principal position, in the development of construction skills.



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1.0 Introduction

A training organisation
at the forefront of digital
skills delivery

Our story... the bigger picture

The Construction and Design Centre of Excellence is part of the **Technical Design Services Group** - three companies, modernising construction through innovation, collaboration and education. Having spent 17 years in the sector, Group Director, Daniel Leech, cares passionately about improving the construction industry.

TDS

Design specialists and consultants in structural steelwork, architectural metalwork and light gauge modular building projects. Utilising Tekla and AutoCAD, TDS have become a leading BIM company with offices in the UK and Europe.

Design4Structures

A structural engineering consultancy, D4S is a group of dynamic, enthusiastic and creative engineers and designers from a wide pool of structural, steelwork fabrication and manufacturing sectors, working together to help shape a better world.

Construction and Design Centre of Excellence

Providing digital engineering apprenticeships and courses for construction. Since 2011 we have had rewarding task of finding, educating and working with some of the most talented young designers and engineers in the UK. As part of a **fast-track digital engineering apprenticeship**, they are working on some of the most cutting-edge construction projects this country has ever seen, across both traditional, modular and offsite construction.



Meet the Team

As a team we are inherently proud of the specialisms each department brings. We have taken the time in selecting the right people to lead and take the company forward, ensuring we achieve success for the business, our clients and in solving the digital skills shortage within construction.



Daniel Leech
Technical Design Services
Group Managing Director



James McNee
Technical Director



Declan McDonnell
Recruitment Director



Kate Gadd
Marketing Manager



Lee Drummond
Director of Teaching and
Learning



John Leech
Director



Kirsti Wells
Business Development
Manager



Our vision

The construction industry has for years, been viewed as outdated and inefficient, requiring new ideas, a new perspective and even a new language!

Our innovative approach, which appeals to a new generation, has proved invaluable to our success. We attract a complete spectrum of individuals including those who choose to opt for an apprenticeship over university, those for whom university is not an option and those with an average academic record but an incredible aptitude for digital and technical roles.

With manufacturing becoming more prevalent and offsite and modular proving to be the weapon of choice for housebuilders, the way in which we promote professions in industry has to change. 'Generation Z' have been dubbed the 'Digital natives', born into a world where everything is 'in the cloud' so adopting a digital method of teaching is fundamental.

The next generation of construction experts will be working with new processes, digital platforms and a paperless environment, so embracing this way of working is paramount. These individuals will be responsible for designing and building desirable homes and revolutionising the industry as a whole, so we understand our part is central to the success of both our clients and the individuals themselves.





2.0 Engagement

Successfully reaching out to the digital generation

Engagement

The key to securing the right candidates for your Apprenticeship positions is through effective engagement with one of our key and most challenging customer groups: 16 – 24 year olds. Whilst we know that the construction industry image is outdated amongst this particular age group, we have carefully developed our branding to appeal and showcase construction for the exciting career opportunity it presents.

So, what are we doing to ensure we attract the right candidates to our positions?

- A new website and brand review during the last 2 years, resulting in a significant increase in apprenticeship applications and more importantly an increase in the calibre of applicant.
- A strong social media presence across Facebook, Twitter and Instagram
- An Instagram account run by apprentice digital engineers, to show the reality of the role #nextgencad
- An increase in the use of digital technology to engage with potential applicants early on e.g. VR, virtual tours and taster events



How do we plan to engage with potential candidates?

Construction and Design Centre of Excellence

During the first 2 weeks:

- Vacancies will be advertised on the 'Get In Go Far' government website.
- We will also advertise your vacancy on www.cadcoe.com, www.wsc.ac.uk with a direct link to the above site
- If approved by you, the position will be shared across all relevant social media channels (Facebook, Twitter and Instagram), with up to 4 posts scheduled for release.
- We will engage with careers services and companies your local areas, to advertise your position and push out through social media.

Your role as the employer

We do ask you support us with the 'localised' element of our marketing of vacancies. We will look to produce an initial article, with your consent, around the opportunities for both parties to share via our social media. Any encouragement of your workforce based in the local vicinity, to share social media posts is recommended and highly effective in generating interest.

Further options

We will review levels of applicants after the initial two-week period and again at four weeks. In the event of poor quality or low numbers, we will explore the reasons why and potentially look at paid options with you, including:

- Paid social media adverts
- Advertisements on job boards



Costs and Funding Information

16-18 Apprentices

Minimum wage: £3.90 per hour (assuming 37-hour week) = £144.30 per week. (You can choose to pay the apprentice more – at your discretion)
You would receive a grant for £1000 from the government if you employ an apprentice aged 16-18 (payable in 2 instalments; the first after 13 weeks and the second after 1 year on programme)

19+ Apprentice

You can pay the apprentice the minimum apprentice wage for the first year, following this; you must increase the salary to at least the National Minimum Wage

End Point Assessment

Costs of the End-Point Assessment (EPA) are covered within the costs of the apprenticeship, however if the apprentice does not pass the EPA and has to re-sit, we would need to charge you for these costs (This could be up to the full costs of the EPA, dependant on what parts the apprentice needs to re-sit).

The apprenticeship will last for up to 3 years.

Accommodation costs if applicable

West Suffolk College will be able to advise, if this is required.

Travel costs to West Suffolk College

Any apprentice aged between 16-25 can apply for a 16-25 railcard. This costs £30 per year but entitles the holder to 1/3 off rail fares. There could be additional railcards applicable, so please contact the local transport office or West Suffolk College for more information.





4.0 Education

An intensive training model
for maximum progress

A progressive and adaptable training model

The fast-track training, delivered at the front-end of the apprenticeship is what sets us apart from our competitors and other further education establishments. The course content is continuously evolving and being refined to meet the requirements of our clients and industry. We do however promote the ethos that you have to learn the basics, to understand how design practices have developed over the years.

We have produced a detailed breakdown of the 9-week course, which begins with a basic understanding of 2D AutoCAD, creating a platform for the learner to begin developing their knowledge.

The course has been created, with structural and technical design in mind, with a growing focus on modular and offsite capabilities. We are continuously liaising with our clients, to further develop the course content and welcome any suggestions on how we can improve or incorporate modules to enhance the syllabus.

"We have been working with Cadcoe since early 2016 and have been astounded by the quality of work Liam and Oliver are both capable of producing, following their intensive cad training at the start of their apprenticeship. Knowing they have been taught by industry specialists early, has made it easy for us to work on developing their skills and knowledge further- they both have a brilliant future ahead of them."

Stewart Harvey
Design Office Manager
Hadley Steel Framing



In the words of the student

"I'm really keen to pursue a career in digital engineering – it's the future! The Cadcoe course ticks all the boxes. The methodical approach, forward planning, design tuition with production and costs in mind, plus the integration with BIM technologies. It's all been massively appealing to me!"

Steven Huband, 20
Universal Fabrications



Apprenticeship structure

Duration: **2-3 years**

Initial training: 14 weeks

This includes the Cadcoe course element, plus dedicated sessions to work towards the BTEC Level 3 in Construction and The Built Environment. Learners also complete the level 3 Diploma in Built Environment and Design, which is assessed in the workplace.

On completion of fast-track training:

Face-to-face meeting with our teacher, the employer and apprentice.

This will involve:

- **feedback around what has been covered during the 14 weeks,**
- **how the learner has developed and progressed,**
- **our expectations from the learner and employer going forward**
- **advice on how to structure workplace learning for the remainder of the apprenticeship**

Reviews and assessments

Cadcoe: Reviews will take place every 10 weeks, either face-to-face or remotely

West Suffolk College: A combination of remote and workplace assessor visits will take place within every 10-week period for the duration of the apprenticeship.



Employer insight: Innovaré Systems Ltd

The Apprentices

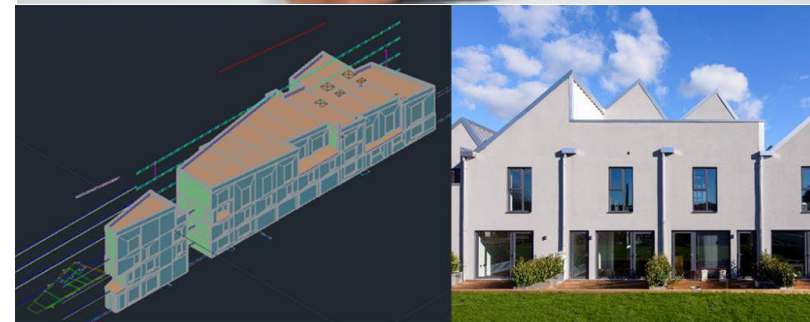
Jaspal Singh and Alex Hall

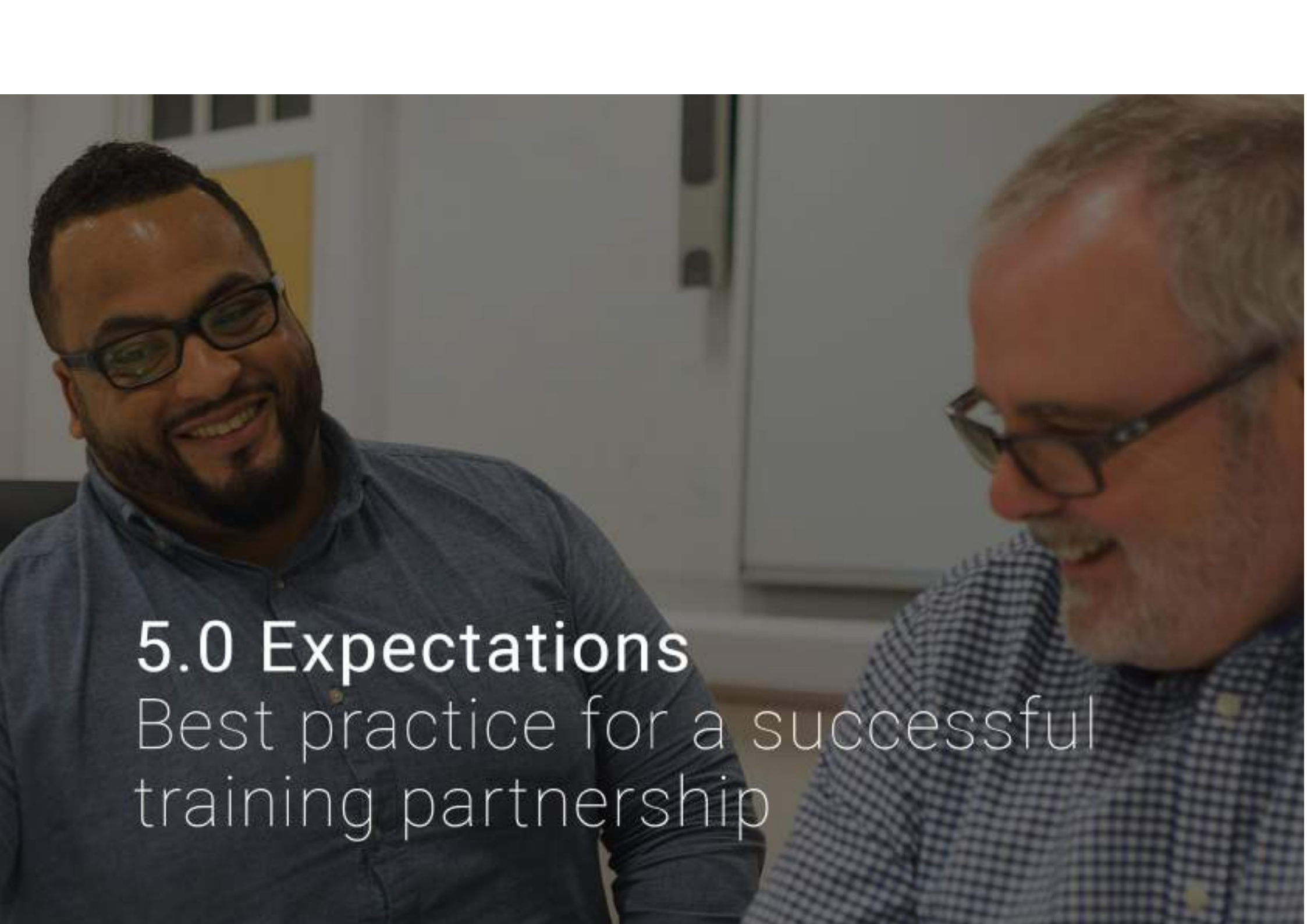
Joined Cadcoe September 2016, able to join their workplace, after completing training with the ability to get involved with projects from day one.

The project

Completed: October 2017

Little Kelham named as one of the 'Best Places to Live in the UK' guide in the Sunday Times, is an award-winning development of 241 low carbon family homes. The developers Citu along with Innovaré are passionate about creating forward thinking design, low energy-high performance, digitally enabled dwellings with a community feel, within Sheffield's city centre. Working as part of a team, Jas and Alex, were both involved in this offsite construction project which required them to be innovative, flexible and efficient, with the ability to follow instructions to the finest detail, to ensure the clients requirements were being met. Jas and Alex both revised the comments received from the architect. Revisions and amendments are made in conjunction with the architect's design brief and advice from the Innovare in-house technical design team and structural engineers through full collaboration of information until all are confident that the client's requirements are going to be met whilst ensuring British Standards are complied with.





5.0 Expectations

Best practice for a successful training partnership

Our expectations from you

Our unique and hands-on approach, with our learners and our clients, has proved to be what sets us apart from other training providers and education bodies. Continued communication and an open dialogue with all concerned, has proved invaluable to developing relationships and helps the student adopt a skill set, that enables them to grow with their employer, both personally and professionally.

Each of our supporting clients, have their own development programme, which suits the needs of their business but some require assistance to produce a detailed plan. Sister company TDS, have had proven success with their initial 12-month programme, which has been developed to enable their apprentices to begin work on live projects, [in the first 3 months of employment](#).

As part of the Technical Design Services Group, we have access to the TDS development plan, so are happy to share this with our clients if required. Please advise if this will assist in the development of your new employee and we will forward details to you.

- **Confirm that the Apprentice's job: "allows the Apprentice to gain the wider employment experience as part of the Apprenticeship".**
- **The Apprentice must have a contract of employment and the same standard entitlements to other employees.**
- **Ensure apprentices are allocated a workplace mentor / manager to guide them throughout their training.**
- **Recognise that the apprentice must complete the Apprenticeship within their working hours, allocating sufficient time for on and off the job training. This includes the maths and English elements.**
- **Confirm at the start of the Apprenticeship, there is available time for the Apprentice, of any age, to be able to complete the Apprenticeship programme.**
- **To fund educational trips or trips to professional events not specific in the Apprenticeship standard or assessment plan.**



Kirsti Wells will be in continued contact with you, to develop and grow the relationship going forward and fulfil our commitment to you. If you have any questions or require any additional information, please contact

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