
CITB GRANT REFORM

Self-Assessment Training Tool





Instructions: How to complete the Self-Assessment Training Tool

This quick guide gives you all the information you need to complete the self-assessment training tool within this document.

This assessment will help us understand your company's training needs. Please return to a member of CITB staff once completed.

When evaluating your Business' training needs, we look at three different areas:

1. The ***purpose*** of your organisation,
2. The ***process*** your organisation has in place for training and,
3. The training opportunities which are offered to your ***people***

We've broken these areas down to focus on key factors which are easy for you to apply to your business. For example: ***People***; focuses on employees, apprentices and supply chain.

On the next page you will find an example of a completed matrix. The second matrix is for you to assess your business' training needs.

How to use the matrix

- Please review the statements for each focus and circle the one which ***best applies*** to your business
- Once completed, you should have 9 statements circled
- Don't worry if all your circles are not in the same column. This will depend on your business priorities
- Answer the questions and return to a member of CITB staff.

Example Matrix

Area	Focus	Starting	Developing	Progressing	Leading
Purpose	Mission	No reference to training in the mission or any of the organisation's strategies.	Training is referenced occasionally but not considered a priority.	Training is clearly referenced and the organisation is developing a company-wide strategic approach.	Training is prioritised in the organisation's mission statements with key success criteria identified.
	Leadership	No one in the organisation acts as a champion for training.	Some of the senior team act as informal champions for training.	Some of the organisation's senior team act as formal champions for training.	CEO/Directors are champions for training. All senior managers have an understanding of the value of training and promote it widely.
	Communication	The organisation's commitment to training is not featured in either internal or external communications.	Training occasionally features in internal and external communications.	Training often features in internal communications but it is rarely high profile or linked to strategic objectives.	Organisation's commitment to training appears prominently in internal communications. The strategic importance of training is highlighted. Significant resources are allocated to training.
Process	Support	There is no attempt to coordinate training or to capitalise on learning and expertise across the organisation.	There are some informal attempts made to coordinate training, but no strategic plan. Some networks exist, but not supported by the organisation.	Oversight and coordination of training has been formally allocated (e.g. to a committee or working group) but there is minimal support or resource to invest in this activity.	The organisation has a strategic plan that focuses all coordination with people who have formal responsibility for oversight of this plan. There are upskilling opportunities and clear career pathways. Resources are available and there are recognised and supported networks.
	Learning	There is little or no opportunity for employees or apprentices to access training to develop their skills and knowledge.	There is some opportunity for employees and apprentices to access training, but no formal or systematic support.	There are some formal opportunities for everyone to access training.	Employees are encouraged and supported to access training, skills development and other informal opportunities in order to develop in their construction careers.
	Recognition	Employees are not formally recognised or rewarded for engaging in training.	Some departments recognise and reward training on an ad hoc basis.	The organisation is working towards a company-wide policy for recognising and rewarding training activity.	Training is recognised (and rewarded) in both formal and informal ways.
People	Employees	No staff or no opportunities for any staff to get involved in training either informally or as part of their formal roles	There are some opportunities for some staff in some areas of the company to engage in training	There are structured opportunities for many members of staff but not across the whole company. There is a drive to expand these opportunities to all.	Every single employee has the opportunity to train, either formally or informally, and is encouraged and supported to do so.
	Apprentices	No apprentices or no opportunities for any apprentices to engage in any formal training	There are opportunities for apprentices to engage in training but there is no structure or coordination across the organisation	Many (but not all) apprentices have the opportunity to train over and above and are encouraged and supported to do so. There is a drive to expand these opportunities to all	All apprentices are encouraged to and supported (to own and extend) their training.
	Supply Chain	No attempt has been made to assess the training needs of the supply chain	Some attempt has been made to analyse the needs of the supply chain and to begin to tackle access to training issues	The organisation has committed some resources to assessing supply chain needs and interests and uses this insight to inform its strategy and plans.	The company has assessed need and committed resources to supporting its supply chain to access its training opportunities, and to systematically seek their feedback and involvement.

Self-Assessment Matrix (please complete)

Company Name: _____ Date: _____

Area	Focus	Starting	Developing	Progressing	Leading
Purpose	Mission	No reference to training in the mission or any of the organisation's strategies.	Training is referenced occasionally but not considered a priority.	Training is clearly referenced and the organisation is developing a company-wide strategic approach.	Training is prioritised in the organisation's mission statements with key success criteria identified.
	Leadership	No-one in the organisation acts as a champion for training.	Some of the senior team act as informal champions for training.	Some of the organisation's senior team act as formal champions for training.	CEO/Directors are champions for training. All senior managers have an understanding of the value of training and promote it widely.
	Communication	The organisation's commitment to training is not featured in either internal or external communications.	Training occasionally features in internal and external communications.	Training often features in internal communications but it is rarely high profile or linked to strategic objectives.	Organisation's commitment to training appears prominently in internal communications. The strategic importance of training is highlighted. Significant resources are allocated to training.
Process	Support	There is no attempt to coordinate training or to capitalise on learning and expertise across the organisation.	There are some informal attempts made to coordinate training, but no strategic plan. Some networks exist, but not supported by the organisation.	Oversight and coordination of training has been formally allocated (e.g. to a committee or working group) but there is minimal support or resource to invest in this activity.	The organisation has a strategic plan that focuses all coordination with people who have formal responsibility for oversight of this plan. There are upskilling opportunities and clear career pathways. Resources are available and there are recognised and supported networks.
	Learning	There is little or no opportunity for employees or apprentices to access training to develop their skills and knowledge.	There is some opportunity for employees and apprentices to access training, but no formal or systematic support.	There are some formal opportunities for everyone to access training.	Employees are encouraged and supported to access training, skills development and other informal opportunities in order to develop in their construction careers.
	Recognition	Employees are not formally recognised or rewarded for engaging in training.	Some departments recognise and reward training on an ad hoc basis.	The organisation is working towards a company-wide policy for recognising and rewarding training activity.	Training is recognised (and rewarded) in both formal and informal ways.
People	Employees	No staff or no opportunities for any staff to get involved in training either informally or as part of their formal roles	There are some opportunities for some staff in some areas of the company to engage in training	There are structured opportunities for many members of staff but not across the whole company. There is a drive to expand these opportunities to all.	Every single employee has the opportunity to train, either formally or informally, and is encouraged and supported to do so.
	Apprentices	No apprentices or no opportunities for any apprentices to engage in any formal training	There are opportunities for apprentices to engage in training but there is no structure or coordination across the organisation	Many (but not all) apprentices have the opportunity to train over and above and are encouraged and supported to do so. There is a drive to expand these opportunities to all	All apprentices are encouraged to and supported (to own and extend) their training.
	Supply Chain	No attempt has been made to assess the training needs of the supply chain	Some attempt has been made to analyse the needs of the supply chain and to begin to tackle access to training issues	The organisation has committed some resources to assessing supply chain needs and interests and uses this insight to inform its strategy and plans.	The company has assessed need and committed resources to supporting its supply chain to access its training opportunities, and to systematically seek their feedback and involvement.

Please fill out the information as required below

Name	
Job Title	
Main responsibilities	
Name of Company	
Please describe your business below (e.g. main areas of activity, number of staff, and turnover)	
What sort of training does your business usually undertake? (e.g. basic training, trades-based, business skills, non-construction)	

Please fill out the information as required below

What is your business' main motivation in relation to training?	
Why does your business take the approach to training that it does? (e.g. online delivery, job shadowing, using in-house trainers, external providers)	
How do you currently find out about training available to construction workers?	
Do you apply for CITB grant for any training that you deliver? Please explain your answer.	
Please describe how the CITB Grants Scheme influences training in your business?	
Would you be interested in joining our Employer Panel to discuss these issues further?	<div>Yes</div> <div>No</div>

If yes, please leave your contact details below:

Telephone

Email

**Please return this form to a CITB member of staff.
THANK YOU**