

National Occupational Standards Review 2018
Trowel Occupations
1st Meeting 17 October 2018

Notes and Actions

Welcomes and Apologies

1. This meeting was arranged by CITB and held at Mercure London Bloomsbury, 130-134 Southampton Row, London, WC1B 5AF. The meeting opened at 10:30.
2. Three Employers attended this meeting Nick O’Keeffe, Neil Baker and Bob Coleman. Employers were represented through the Association of Brickwork Contractors by Eve Livett. Phil Vine-Roberts from Bridgend College of Building and Sean Gerety from the Royal School of Military Engineering represented the interests of the delivery media and their employer customers. The meeting was supported by George Swann from the Construction Industry Training Board (CITB).
3. Apologies were received from Barry Holmes, Dave Bragger, Roger Byrne, Stephen A Smith, Jim Barry, Lulu Shooter and Mark Harris.
4. The developer initiated round table introductions, asking those present to explain their own experience of training and qualifications. The majority stated they had been trained and qualified via an apprenticeship route, attending college, culminating in final examination, and learning from mentors in the workplace.
5. George thanked Eve Livett for her support and the work undertaken to get employers to this meeting. He stated a Practitioner Group meeting had been held in Scotland on 02 August 2018. Amendments and suggestions made by this Practitioner Group would be presented for discussion.
6. George emphasised that support from more employers in Wales and Northern Ireland was needed to demonstrate that consultation across the four home nations had been achieved, or at least attempted, and ensure the Devolved Governments Regulatory Authorities accept the revised standards. Eve reminded George that Roger Byrne was based in South Wales. Phil offered to approach some of his Trowel Occupations employer customers.

Action 1 Phil
7. The developer explained the process for claiming CITB Committee expenses for reasonable subsistence and travel. Attendees can request claim forms and the CITB Criteria from George. He reminded those present, if they intended to claim, to keep receipts as these will need to be attached to any claim.

Meeting Records and Publicity

8. It was stated the original process used by CITB to review National Occupational Standards (NOS) had changed, Developers are no longer supported by Corporate Governance and the assigned Developer now has sole responsible for facilitating NOS reviews. He stated he would prepare notes and actions for the discussions undertaken during these meetings and that all information related to this work will be available on the web at: <https://www.citb.co.uk/qualifications-standards/national-occupational-standards/national-occupational-standards-suites/trowel-occupations/>. On confirmation of date future meetings will be arranged by George.
9. George asked if the sharing of members names by email was acceptable. Those present agreed, but felt they could not answer for those who had submitted apologies. This will be held over for discussion at the next meeting.
10. The ethos of the Recommended Qualification Structures (RQS) was outlined emphasising that the design of these recommendations is part of this review. It was stated once the NOS are approved CITB will draft the competence units and qualification structures reflecting the content of the NOS and the RQS. When the competence units are ready the Employer Group will be invited to discuss and consider a credit value for each unit and assign Total Qualification Time for the qualifications at each level. The process will be explained in detail as the review progresses.

National Occupational Standards Presentation

11. The NOS presentation was used to give background to the work required. This presentation can be viewed and downloaded from <https://www.citb.co.uk/qualifications-standards/national-occupational-standards/about-national-occupational-standards-nos/>.

Current Content

12. Using a newly developed standard for 'Install and form specialist masonry elements' George explained the components and format of the NOS. He emphasised these documents depicted the minimum level of competence of a job holders skills and knowledge for a specific task and/or role. George stated numerous products can be derived from the NOS including the three qualification types, competence, trained and academic at any level as NOS are not have levelled.

13. Those present revised the standard by discussing, agreeing and requesting amendments or removal of proposed statements. The inclusion of digital information was considered and agreed to be placed in knowledge under 'Information'. However, the group requested the removal of the statement 'provide information for Building Information Modelling (BIM)' from 'Methods of Work' as they felt those employed in Trowel Occupations would not be involved with BIM. On completion, George was asked to add this standard to the development pack.

Action 2 George

14. George introduced the Trowel Occupations 2018 Development Pack and explained the way this will be kept up to date using version numbers and dates. Members discussed the changes proposed by other occupations and the Practitioner Group using the content of COSVR36 'Prepare mix and distribute concrete and mortars'. George was asked to cascade agreed changes into all of the standards.

Action 3 George

15. The group considered the remaining standards. It was agreed to replace COSVR38, 41 and 48 with a single standard for setting out, 'Set out to form masonry structures'. Those present also requested the removal of COSVR45 'Place and finish non-specialist concrete' and COSVR47 'Maintain slate and tile roofing' stating these are not tasks trowel occupations should or would be involved in. Phil and Sean stated that to their knowledge no student enrolled with their organisations had taken up these options.

16. George was given 'developers licence' to amend all of the standards to ensure they reflect the discussions and agreed suggestions. He agreed to up-date the development pack to version 10. **Action 4 George**

Open Discussion

17. Nick asked when the revised qualifications, derived from these standards would be available. George explained the system and suggested that if all went well qualification units for a competence outcome should be available to the Awarding Organisations sometime in May or June 2019. It will then be up to the Awarding Organisations to accredit and administrate the qualifications. He stated the Awarding Organisations tend to be more reactive to direct requests from employers.

Next Meeting and Meeting Close

18. The next meeting will be held on Wednesday 14 November 2018, members will be notified of venue and timings. There being no further business the meeting closed at 1500.

Summary of Actions 17 October 2018

Action	Allocated Responsibility and Description	To be completed by
1	Supply contact information for employers based and working in Wales - Phil	31 October 2019.
2, 3 and 4	Up-date the development pack and associated documents - George	As soon as possible.