

SUGGESTED INDUCTION CHECKLIST FOR NSAFC PROJECT LEADERS AND CO-ORDINATORS

This checklist suggests topics and activities for the induction of new National Skills Academy for Construction (NSAFC) project skills leaders and co-ordinators, such as, project skills co-ordinators (PSCs), community benefits officers, community development advisers and client co-ordinators.

The checklist is not mandatory or exhaustive. You may find that some activities are not appropriate to your role, while others not included here may be useful. Add those to the list for the benefit of anyone in your organisation coming to the role after you.

This document is not definitive or stipulated by CITB. It is purely the product of a group of practitioners who thought such exemplars might be useful to new Skills Academies, and Project Coordinators.

Week 1	
Day 1 <ul style="list-style-type: none"> Review project personnel structure using organogram Complete company, project, and site office or site team inductions Meet with key site people to explain your role, such as the health and safety manager, works manager, office manager, accounts manager, stakeholder manager, commercial manager and so on 	Who could support you <ul style="list-style-type: none"> Line manager Project lead Community development manager
Day 2 <ul style="list-style-type: none"> Spend time understanding the NSAFC approach Review NSAFC glossary of terms Research and understand your employment and skills plan, key performance indicators (KPIs), and reporting requirements Understand what happens during the review process 	Who could support you <ul style="list-style-type: none"> PSC champion or buddy CITB adviser Project sponsor Community development manager or adviser
Day 3 <ul style="list-style-type: none"> Identify training provision within the local area Review key project stakeholders and identify ways of engaging with and supporting them Focus on subcontractors and ask what's expected of them and who their package managers are Review internal administration processes Review record keeping and set up filing system Identify immediate priorities, KPIs and activities to support achievements Review project performance targets 	Who could support you <ul style="list-style-type: none"> PSC champion or buddy CITB adviser Community development manager or adviser

Day 4	Who could support you
<ul style="list-style-type: none"> • Consider self-development training, such as getting a Construction Skills Certification Scheme card, and doing a health and safety test • Review websites of useful local and national organisations, such as schools, colleges, universities community charities, Jobcentre Plus, Princes Trust, Institution of Civil Engineers • Introduction to key partners (if established) • Review remaining sections of toolkit 	<p>Line manager</p> <p>Community development manager or adviser</p>
Day 5	Who could support you
<ul style="list-style-type: none"> • Consolidate learning • Start to develop action plan 	<p>Line manager</p>

Week 2	
	Who could support you
<ul style="list-style-type: none"> • Establish contact for training requests • Review training procedure, such as forms to sign, who authorises it, budget processes • Set up meeting with subcontractors, ideally at their office or at site, and make a presentation about your work • Set up a noticeboard and think about how best to distribute news to stakeholders • Review performance management system • Visit useful local organisations, sites and partners in person • Arrange and start meetings with key stakeholder groups • Explore Go Construct website • Finalise action plan 	<p>Line manager</p> <p>Project manager</p> <p>Site manager</p> <p>CITB adviser</p>