

STEP Into Construction 2005

Option 1

Employment from day one. No work experience period.
This will suit large contractors and partner organisations.

The payments are as follows;

1st payment £150

Subsidy towards any initial mentoring, facility adjustments or staff training on diversity.

Optional 2nd payment £300 (one payment per company)

This is for developing and implementing an equal opportunity policy and diversity action plan – this needs to cover a minimum period of 12 months. The £300 is payable on receipt of a copy of both the policy and plan in the area office.

If an organisation already has an equal opportunity policy in place but not an action plan then the £300 payment will still be made on receipt of the action plan.

Option 2

Four week work experience programme leading to an interview and potential job offer.

1st payment £150

Paid on production of an individual training plan covering the four week period.

2nd payment £300

Paid upon completion of the four weeks work experience and on receipt of the completed training plan, the mid point review sheet plus the outcome form.

Optional 3rd payment £300 (one payment per company)

This is for developing and implementing an equal opportunity policy and diversity action plan – this needs to cover a minimum period of 12 months and The £300 is payable on receipt of a copy of both the policy and plan in the area office.

If an organisation already has an equal opportunity policy in place but not an action plan then the £300 payment will still be made on receipt of the action plan.

Guidance Notes

1. Employment from day one package or Work Experience package – each candidate can only access one of these packages and not both of them.
2. The optional payment of £300 for the development of an equal opportunities policy and diversity action plan will only be paid once per company, regardless of how many candidates they put through the STEP process and whether they choose option 1 or 2 or both options.
3. Only one STEP package per individual candidate
4. The STEP programme is **not** to be used for MA candidates or potential candidates – the MA department will have their own pot of money to use for this purpose.
5. CITB will need to track the candidate for a six month period and that this will involve them completing and returning a tracking sheet at the end of month 1, 3 and 6.