

# Skills Bootcamp in Construction

## (For Unemployed)

# Handbook 2024/2025



## **Contents**

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- Page 3: Welcome to MITSkills**
- Page 3: What is a Skills Bootcamp?**
- Page 4: Skills Bootcamp in Construction**
- Page 5: What is expected of me?**
- Page 7: What can I expect from MIT Skills?**
- Page 8: Progression Ideas**
- Page 8: Health and Safety**
- Page 9: Safeguarding and Prevent**
- Page 11: Further Support and Information**
- Page 12: Summary**
- Page 13: Appendix One - Privacy Notice for Skills Bootcamps (issued by the Department for Education)**
- Page 16: Appendix Two - Skills bootcamps privacy notice Q&A (issued by the Department for Education)**

## Welcome to MITSkills

We are pleased that you have chosen MITSkills to assist you with your career journey. We look forward to playing an active role in your career and personal development. We also hope that your time with us will be enjoyable and productive leading into employment.

## What is a Skills Bootcamp?

Skills Bootcamps give people the opportunity to build up sector-specific skills and fast-track to an interview with an employer.

Skills Bootcamps are delivered in partnership with employers. The training and support available is aligned with local and national demand for skills, ensuring that people have direct line of sight to a job and support people to get skills for life.

This course is designed for those wishing to pursue a career within the Construction Industry, and provides overall knowledge, awards, and experience in the following areas Health and Safety, First Aid, Manual Handling, Fire Safety, Traffic Marshalling, IPAF (powered access equipment), working at height, hand and power tool recognition and safety.

This is your Course Handbook. It is intended to summarise some of the essential details relating to the course. If you are unsure about any aspect, please ask your tutor or visit the information centre.

This handbook has lots of useful information that will help you to get the most out of your Skills Bootcamp. If you need help with any aspect of your course or other things that are happening in your life, your assessor is your first point of contact. They will be able to help you with most things and if they do not know the answer, they will know someone who does. Don't worry, just ask.



## **Skills Bootcamp in Construction**

**Duration:** 8 weeks (including 2 weeks work experience) – 204 GLH

**Location:** Brentford Skill Centre (8am – 4pm, daily)

This programme will help you gain a variety of knowledge skills and behaviours that will prepare you for employment in the construction industry.

The programme requires hard work and your commitment to secure employment.

Your time at MITSkills will comprise of theory sessions, tutorials, practical tasks, and self-study.

As part of your programme you will gain employability skills such as workplace communication, decision making and problem solving and we will help you prepare your CV and improve your interview techniques to support you into employment.

On completion of the programme you will have a guaranteed job interview.

### **Course Modules**

- Emergency First Aid at Work
- L1 Award in Health & Safety in the Construction Industry
- Fire Marshall Training
- Traffic Marshall Training
- Principles of Manual Handling in the Workplace
- Hand & Power Tool Recognition and Safety
- IPAF (3A, 3B): see <https://www.youtube.com/watch?v=2KkxeFj1kt4>
- Working at Height familiarisation (PASMA)
- CSCS card training and testing



### **Delivery Team**

- Hani Zubeidi ([hani.zubeidi@mitskills.com](mailto:hani.zubeidi@mitskills.com))
- Stuart Francis ([stuart.francis@mitskills.com](mailto:stuart.francis@mitskills.com))
- Marios Katzis ([marios.katzis@mitskills.com](mailto:marios.katzis@mitskills.com))

You will be provided with a timetable on your first day.

### **Equipment**

Students are required to provide their own pens, pencils, safety boots. Items of stationary can be purchased at Stationery shops and most large supermarkets. Safety equipment can be purchased online, or from approved safety wear outlets.

For your first session you will need pens and pencils (more than one in case one runs out!). You will also need your personal protective equipment safety boots. (we are able to lend you a pair if required) All other required PPE will be provided.

### **Induction**

You will begin your studies with an induction programme. This will help you get to know about your programme of study and the expectations required of you. During induction we will work with you to find out

about your learning needs and then we will be able to provide information to ensure you get the right support. Further information on Learning Systems used will be given to you by your tutor

### **Tutorials**

Your scheduled tutorial time will comprise of:

- Personal Tutorials: 1-to-1 with personal tutor to discuss progress on the course.
- Group Tutorials and training sessions: feedback from teaching sessions, general course issues, team building, employability and information sessions.

### **Directed Study**

Directed study involves tasks designed to develop your skills as an independent learner. Directed study may take the form of online tasks to complete, watching video clips and reflecting, creating e-documents, contributing to forums; and completing assignment work.

### **Methods of Assessment**

Various assessment methods will be used to develop your skills during your course. These may include working in a real working environment, practical work, role play, written work, exams and portfolios. All assignment work is given a strict deadline/ hand in date, which **MUST** be met. You will receive feedback that explains how you can improve or why you failed a particular assessment.

### **Work Experience and Volunteering**

Work placement/experience element for this course is a compulsory. You may believe that some activities are in an area that you do not want to work in, but all placements will help you develop transferable skills and build confidence.

## **What is expected of me?**

### **What we expect from you:**

- You adopt a positive attitude towards staff and service users in your placement.
- Ask lots of questions, you are in the workplace to learn and to gain experience.
- Remember that you will be working as part of a team and that you will not be expected to work unsupervised.
- If you experience any problems, you must ask, the supervisors/assessors are there to help you. You can contact them or MITSkills with any problems you may be having.
- Ensure you are on time, making sure you are in class when you should be and arrive early for work experience.
- Be prepared when you are in college by bringing all the specified equipment with you
- Be suitably dressed for work experience (safety wear must always be worn unless told otherwise by the mentors)
- In college no offensive slogan T-shirts or caps are allowed to be worn throughout the campus and hoods/hats will not be allowed up when in the buildings.
- You must use appropriate language at all times and in a manner, that can be understood by everyone.
- You will always be expected to act and behave in a professional manner, both at work and at the training centre, which includes: a commitment to full attendance, punctuality, and responsible/respectful behaviour. MITSkills has a [Learner Code of Conduct](#) which we expect all learners to comply with.



## What can I expect from MITSkills?

Our aim is to ensure you have all the information and support necessary for you to successfully complete your programme with us. The key person will your assessor, who will guide you through the programme from start to finish. They will set you targets through formal progress reviews. They will be your first point of contact if you have any questions, issues, or concerns.

Other key people may include teaching staff who will deliver knowledge-based qualifications and a workplace mentor allocated to you by your work placement employer.

You can expect the following from us:

- Advice and guidance on the right programme for you, and support in helping you to secure employment with a suitable employer.
- An initial assessment to ensure you are on the right programme and to identify any support needs.
- The identification of any additional support requirements for those learners with disabilities and/or learning difficulties.
- An initial Health and Safety Risk Assessment will be conducted on your work placement employer before you start your work experience to ensure that you are being placed within a healthy and safe environment.
- An induction onto the programme.
- The issue of an Individual Learning Plan (ILP) and/or Training Plan that sets out the requirements of the programme, including a training and assessment plan
- You can expect to experience a high-quality training programme, considering your needs and delivered by a professional and highly competent delivery and assessment team with relevant vocational expertise.
- Regular progress reviews to review your progress and to set targets for the next period. The progress review will also monitor and respond to any concerns and issues you may have in respect of health and safety, equality and diversity, and safeguarding.
- Regular assessment of your knowledge, skills, and behaviours based on industry standards.
- Information, Advice and guidance to support you in achieving employment





## **Appeals procedure**

In the event of assessment grading disagreements, you can ask a member of staff to reconsider the evidence. We suggest you talk to the member of staff and discuss any issues related to your work. Your tutor will listen to your comments and discuss any problems with you. If you still feel unhappy, the appeal process is available at [MITSkills.com](http://MITSkills.com)

## **Progression Ideas**

Employment on a construction site in a variety of roles such as Traffic Marshal, l-path driver, fire warden to mention a few.

Studying this course could also lead you to do any of the following:

- Apprentice Plumber
- Apprentice Electrician
- Apprentice Carpenter
- Multi Skills Operative

and so much more

## **Health and Safety**

### **MITSkills Centre Rules**

- PPE must always be worn in the workshops as directed by the assessor.
- No smoking is permitted within the building, this includes vape and e-cigarettes.
- No food or drink is permitted in the workshops, IT suite or classrooms.
- Mobile devices must always be switched off unless you are on an official break or directed by the assessor for research or taking photos of assignments.
- Workwear must always be worn, including in a classroom or IT suite.
- Learners are not permitted to gather in the lobby or the entrance of the building as these are designated fire escape routes.
- All personal rubbish and food waste must be disposed of in the bins provided.

### **Mental Health First Aid**

Record levels of people are struggling. Academic pressure, social media, bullying, poverty, lack of availability of professional mental health support – all have been named as factors which contribute to this epidemic of poor mental health.

Therefore, at MIT we have mental health first aid trained staff to support you should you feel you need to talk to someone. They will be able to support/assist and advise on support available. For further information contact Stuart Francis.



## **Safeguarding and Prevent**

The following is an extract of MITSkills Prevent Policy this and our Safeguarding Contact can be found in the Learner handbook and on our website.

### **Aims of Prevent Policy**

MIT Skills is committed to providing a secure environment for students, where they feel safe and are kept safe. All adults at MIT Skills recognise that safeguarding is everyone's responsibility, irrespective of the role they undertake or whether their role has direct contact or responsibility for students or not. Preventing Extremism and Radicalisation is one element within our overall MIT Skills arrangements to safeguard and promote the welfare of all students in line with our statutory duties. This policy also draws upon the Government's 'Prevent' agenda and associated briefing sheet, 'Prevent violent extremism' and DfE Guidance 'Keeping Learners Safe in Education, 2023' MIT Skills Ethos and Practice

When operating this policy, MIT Skills uses the following accepted Governmental definition of extremism which is: 'Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas'. Extremists of all persuasions aim to develop destructive relationships between different communities by promoting division, fear and mistrust of others based on ignorance or prejudice and thereby limiting the life chances of young people.

Education is a powerful weapon against this; equipping young people with the knowledge, skills and critical thinking, to challenge and debate in an informed way. MIT Skills does not tolerate extremist views of any kind whether from internal sources; learners, staff, subcontractors or Directors, or external sources; community, external agencies or individuals. Students see our MITSkills as a safe place where they can explore controversial issues safely and where our teaching staff and assessors encourage and facilitate this. We have a duty to ensure this happens.

We at MIT Skills recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for students and so should be addressed as a safeguarding concern as set out in this policy. We also recognise that in challenging extremist views we are actively protecting our students. Therefore, at MIT skills we will provide a broad and balance training programme, delivered by skilled professionals, to enable our students to understand and become tolerant of difference and diversity.

We will work to ensure that all learners feel valued and not marginalized. Any prejudice, discrimination, or extremist views, including derogatory language, displayed by students or staff will always be challenged and where appropriate dealt with in accordance with our Student Disciplinary Policy and the Staff Code of Conduct. As part of wider safeguarding responsibilities, MIT staff will be alert to:

- Disclosures by students, of their exposure to the extremist actions, views, or materials of others outside, such as in their homes or community groups, especially where students have not actively sought these out.
- Graffiti symbols, writing or artwork promoting extremist messages or images.
- Students accessing extremist material online, including through social networking sites

- Partner colleges, local authority services, and police reports of issues affecting students in other colleges or settings
- Students voicing opinions drawn from extremist ideologies and narratives
- Use of extremist or 'hate' terms to exclude others or incite violence
- Intolerance of difference, whether secular or religious or, in line with our Equalities Policy, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture
- Extremist views in any form or encouraging others to extremist view can result in learners and or staff being reported to appropriate support or appropriate authorities MIT Skills will take disciplinary action where appropriate which can include removal from learning for Learners and dismissal in the case of staff.
- Anti-Western or Anti-British views MITSkills will closely follow any locally agreed procedure as set out by the Local Authority and/or Surrey Safeguarding Children's Board's agreed processes and criteria for safeguarding individuals vulnerable to extremism and radicalisation.

We will help support students who may be vulnerable to such influences as part of our wider safeguarding responsibilities and where we believe a student is being directly affected by extremist materials or influences, we will ensure that the student is offered mentoring. Additionally, in such instances MIT Skills will seek external support from the Local Authority and/or local partnership structures working to prevent extremism. By delivering a broad and balanced learning programme, augmented by the use of external sources where appropriate, we will strive to ensure our students recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability but also to help them develop the critical thinking skills needed to engage in informed debate.

Raising concerns where there are concerns of extremism or radicalisation, students and staff will be encouraged to discuss them with the Safeguarding Officer, or Operations Director. The procedure for reporting and referring safeguarding concerns will apply. Role of Senior Management, the Managing Director of MIT Skills will task Senior management to ensure all staff a will undertake appropriate training to ensure that they are clear about their role and the parameters of their responsibilities in an active Prevent strategy, including their statutory safeguarding duties.

If you have any concerns, in the first event contact your tutor or course supervisor they should escalate your concern; in the event you cannot contact these please contact our Named Person below.

Our Named Prevent and Safeguarding Contact  
Operations Director

Stuart Francis- Tel 01932 341416  
Hani Zubeidi Tel 01932 341416

## **Further Support and Information**

### **Information advice and guidance**

MITSkills provides a range of information and advice and guidance via your work-based trainer, or through our IAG trained staff who can be contacted via phoning on 01932 341416 between 9 - 5pm, Monday to Friday.

We also provide sign posting to a range of self-referral high quality national and regional IAG on our [website](#), available 24/7 to support you or your family at a time that suits you; or via the National Helplines Partnership here:

Link here <https://www.helplines.org/helplines/>

### **Complaints and issues**

If you should have cause for complaint or wish to raise a concern with us, then you should speak with your assessor or a member of our employer engagement team in the first instance who will do their best to deal with the issue or else refer it on to their manager for follow up. If you are still not satisfied then you can follow the complaints procedure which can be found on our website <https://mitskills.com/policy-documents/>.

If you are not satisfied how my complaint has been dealt with, after following the MITSkills Complaints procedure, you may write to DfE through their Whistleblowing and Complaints process.

(<https://www.gov.uk/government/organisations/department-for-education/about/complaints-procedure>)

### **Privacy Notice for Skills Bootcamps**

This explains how the Department for Education collect, store and use your personal information. Please see full notice in appendix one or access the MITSkills website ([Policy Documents - MITSkills Training Provider](#))

More information about how the DfE handles personal information is published here:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

If you have further questions about the privacy notice you may look at the Skills Bootcamps Privacy Notice – Q&A document in Appendix two which can also be found on the MITSkills website ([Policy Documents - MITSkills Training Provider](#))

## **Summary**

We hope that you have found this guide helpful and we wish you every success in your apprenticeship. As an MIT Skills apprentice you will be enrolled as a learner and as such you will have full access to a range of resources and support services.

Information on the following can be found on our website. Those marked with, \*, form our terms and conditions accepted by yourself (hardcopies are available on request).

- Learner Code of Conduct and Disciplinary Procedure\*
- Exam and Assessment Regulations
- Internal Quality Assurance and Appeals Policies\*
- Code of Conduct\*
- Health and Safety\*
- Equality and Diversity\*
- Safeguarding\*
- Anti-Bullying and Anti-Harassment\*
- Prevent\*

External Links - <https://mitskills.com/learner-support-iag-links/>

- English and Maths Learning Resources
- Careers help and guidance

# Appendix One - Privacy Notice for Skills Bootcamps (issued by the Department for Education)

## Privacy Notice for Skills Bootcamps

### Who we are

This privacy notice explains how we collect, store and use your personal information for the purposes of evaluating the Skills Bootcamps programme. For the purposes of relevant data protection legislation, the Department for Education (DfE) is the data controller for personal information processed for this research. More information about how the DfE handles personal information is published here:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

### Why we collect your personal information

We are collecting data on Skills Bootcamp applicants, and participants to help the DfE understand how well the courses are working, investigating individuals' concerns regarding their course and if individuals are achieving their outcomes. This is important because it allows us to be transparent about how government spends public money and measures the impact that policies are having, as well as helping us make improvements to future training courses. This data also helps us check if the people who are on the course do complete the course and ensures that the correct amount of funding is paid.

### The nature of your personal data we will be using

As part of the data collection we are asking for your personal data;

- national insurance number,
- first name,
- surname,
- postcode and
- date of birth
- education and qualifications information
- earnings and employment information
- benefits information
- caring responsibilities

The special category data we will be processing includes:

- gender
- disability
- ethnicity

As part of our work to evaluate the effectiveness of Skills Bootcamps in supporting people to gain employment and higher incomes we will link this data to records on education and training, income, employment and benefits which are held by the Department for Education, the Department of Work and Pensions and Her Majesty's revenue and customs. This is to evaluate the programme's overall impact. For more information on this, please look at our Privacy Notice Q&A.

## **Our legal basis for collecting your personal information.**

We collect personal information only where we need to and law permits. In order for our use of your personal data to be lawful, we need to meet conditions in the data protection legislation. For the purpose of this programme, the relevant condition(s) that we are meeting are:

1. Article 6 (1)(e): It is necessary to collect data from users in order to effectively access the service and to evaluate outcomes of the service. The legal basis is public task and the legal gateway is Section 87 of the Education and Skills Act 2008.
2. Article 6 (1)(f): It is necessary to collect data from users as the processing is necessary for the organisation's legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's individual data that overrides those legitimate interests.

And for the processing of special category data:

3. Article 9(2)(g) of the GDPR, and Schedule 1, Part 2 paragraph 8 of the Data Protection Act 2018: to ensure equality of opportunity or treatment.

We may request your participation in interviews and surveys as part of the evaluation of the programme. We may request your participation to make checks to ensure that the correct amount of funding is paid. We may also request participation to gather feedback on the Skills Bootcamp.

## **How we use your personal information**

Personal information collected is treated as confidential and collected for research purposes, course quality assurance purposes, contract management assurance purposes and to prevent the risk of fraud. Any information shared publicly will be anonymised so you cannot be identified.

DfE (and its contracted research organisation) will use the data for policy development and to help improve education services. We may publish the findings for use by other relevant organisations and for the purposes of transparency in how we are using public funds. None of your individualized data will be identified.

## **How long we will keep your personal data**

We will keep your personal data in its original format for a maximum of 3 years, after which point it will be securely destroyed. A pseudonymised version of your personal data to be used for research purposes will be kept for a maximum of 20 years. We will conduct reviews every 5 years to test if it necessary to still retain this data. For qualitative interviews, DfE (or its contracted research supplier) will review the notes, recordings and other research data after the session. Voice recordings will be deleted by the research contractor as soon as they are transcribed and no later than one year after the interview has taken place.

## **Who we will make your personal data available to**

We sometimes need to make personal data available to other organisations. These include contracted partners whom we may employ to process your personal data on our behalf and/or other organisations (with whom we need to share your personal data for specific purposes). We plan to track participants' longer-term outcomes through links to administrative data held by DfE, DWP and HMRC.

Where we need to share your personal data with others, we ensure that this sharing complies with data protection legislation. For the purposes of this project, we need to share your personal data with external evaluators who will:

- analyse your personal data on behalf of DfE to evaluate providers of Skills Bootcamps and participant outcomes, to contribute to improving the next wave of provision.

- follow up with you directly to invite you to take part in qualitative interviews or a survey to understand your experience of participating in the Skills Bootcamps. Participation in surveys and/or interviews is voluntary and you can opt out by requesting this from our 3rd party contractor.

### **Request to access, rectify or erase your information**

This service is optional for individuals to use. As part of the public task and legitimate interest purposes we collect personal information and use this to link to government administrative records on income, employment and benefits. If participants decide they do not want their data used on an ongoing basis for research they can notify the department and withdraw from the training. No further data will be collected/linked on that individual beyond that point.

Our privacy notices make clear how data is processed once it is received by the Department.

Special category data collection will include a 'prefer not to say' option, this means that the individuals have the free will to choose whether to provide it or not.

Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you and ask for a copy, by making a 'subject access request'.

Your data protection rights;

- The right to access: you are entitled to ask if we hold information relating to you and ask for a copy by making a "subject access request."
- The right to rectification: you have the right to request to correct any information you believe is inaccurate.
- The right to erasure: you have the right to request for your information to be erased, under certain circumstances.
- The right to restrict processing: you have the right to request that DfE restricts the processing of your personal data, under certain circumstances.
- The right to object to processing: you have the right to object to DfE's processing, under certain circumstances.
- The right to data portability: You have the right to move your personal data to another data controller

For further information and how to request your data, please use the 'contact form' in the Personal Information Charter at: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter> under 'How to find out what personal information we hold about you' section. We will respond to your request within one month of receiving it. If your request is complex we may extend the period by a further 2 months but will let you know we are doing this.

You can also find more information from the Information Commissioner's Office at <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

For further information about this Privacy Notice or queries about how DfE handles your personal information, please contact our Data Protection Officer at [https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact%20the%20Department%20for%20Education)

or write to our postal address : Department for Education Sanctuary Buildings, Great Smith Street, LONDON, SW1P 3BT



## **Appendix Two - Skills Bootcamps Privacy Notice Q&A (issued by the Department for Education)**

### **Skills Bootcamps privacy notice Q&A**

#### **Why do you need my personal data?**

We're collecting personal data on applicants and participants to help effectively administer the programme with the training providers and to support with the evaluation of the programme. We only collect information which is necessary for these purposes.

#### **What will you be doing with my personal data?**

We will be collecting your personal data and then linking this to administrative data government holds on tax and benefits to evaluate the impact of skills bootcamps has on earnings and employment over a number of years. This is to test if the programme is effective, provides value for money and to improve service provision.

Identifying details will be removed in the process and no individual details will be made public. This is to evaluate the bootcamps programme overall. We may also contact you to participate in surveys or interviews about your experience with the programme. Participation is voluntary.

#### **What other of my data in government will you be linking my personal data you are collecting to?**

We intend link your details to information held by DfE, HMRC and DWP on your education, tax and benefits data to allow us to evaluate whether skills bootcamps improves earnings and employment. Namely;

- HMRC P45, P46, P14 and Self-Assessment data on employment and earnings
- HMRC Pay as you earn Real Time Information
- DWP National Benefit Database data, Labour Market System data and Juvos data.
- DWP Universal Credit data
- Individual Learner Record ("ILR"), Higher Education Statistics Agency ("HESA"), and Student Loans Company ("SLC") data.
- Higher Education Funding Council for England (HEFCE) has powers to authorise the collection of information on students studying Higher Education courses (the student record data). This data is collected by HESA.
- The Student Loans Company is a non-departmental public body, owned by DfE, Scottish Ministers, the Welsh Assembly Government and the Department for Employment and Learning in Northern Ireland.
- DfE National Pupil Database ("NPD")

#### **Why are collecting information on protected characteristics? What if I do not want to share information?**

We collected information on protected characteristics, such as ethnicity, to support us monitoring how well the policy is doing on equality and diversity. Providing this information is optional with a 'Prefer Not Say' option.

#### **What happens with my information afterwards?**

Your information is used for the purposes specified. Personal information will be kept for a maximum of three years after which point it will be securely destroyed. A pseudo-anonymised version of your data, used for research purposes, will be kept up to a maximum of 20 years.

If you would like to request the removal of your personal information from our database, please use the following link: [https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact%20the%20Department%20for%20Education)