



LAING O'ROURKE'S JOURNEY TO BECOMING 'APPRENTICE EMPLOYER OF THE YEAR'

ALISON LAMPLOUGH
HEAD OF OPERATIONAL TRAINING &
APPRENTICESHIPS

- Worked for Laing O'Rourke 20 years
- Responsible for training for 5000 monthly paid and around 4500 weekly paid staff
- Manage all funding for skills in the business
- As a business we invest in the region of 17m a year on development of our people
- Developed the strategy for managing our Apprenticeship Levy

Building Services Engineers

Business Administration

Steel Fixing

Construction Management

Plant Maintenance

Bricklaying

Welding

Piling

CAD Technician

Lifting Technician

Carpentry & Joinery

Engineering Technician

Electrical Installation

Production Operative

Plumbing Installations

Digital Rebar Technician

Formworking

Utility Repair and Installation

Heating & Ventilation Installation

Maintenance Engineer



Role



Qualification



Duration of work



Support for the apprentice

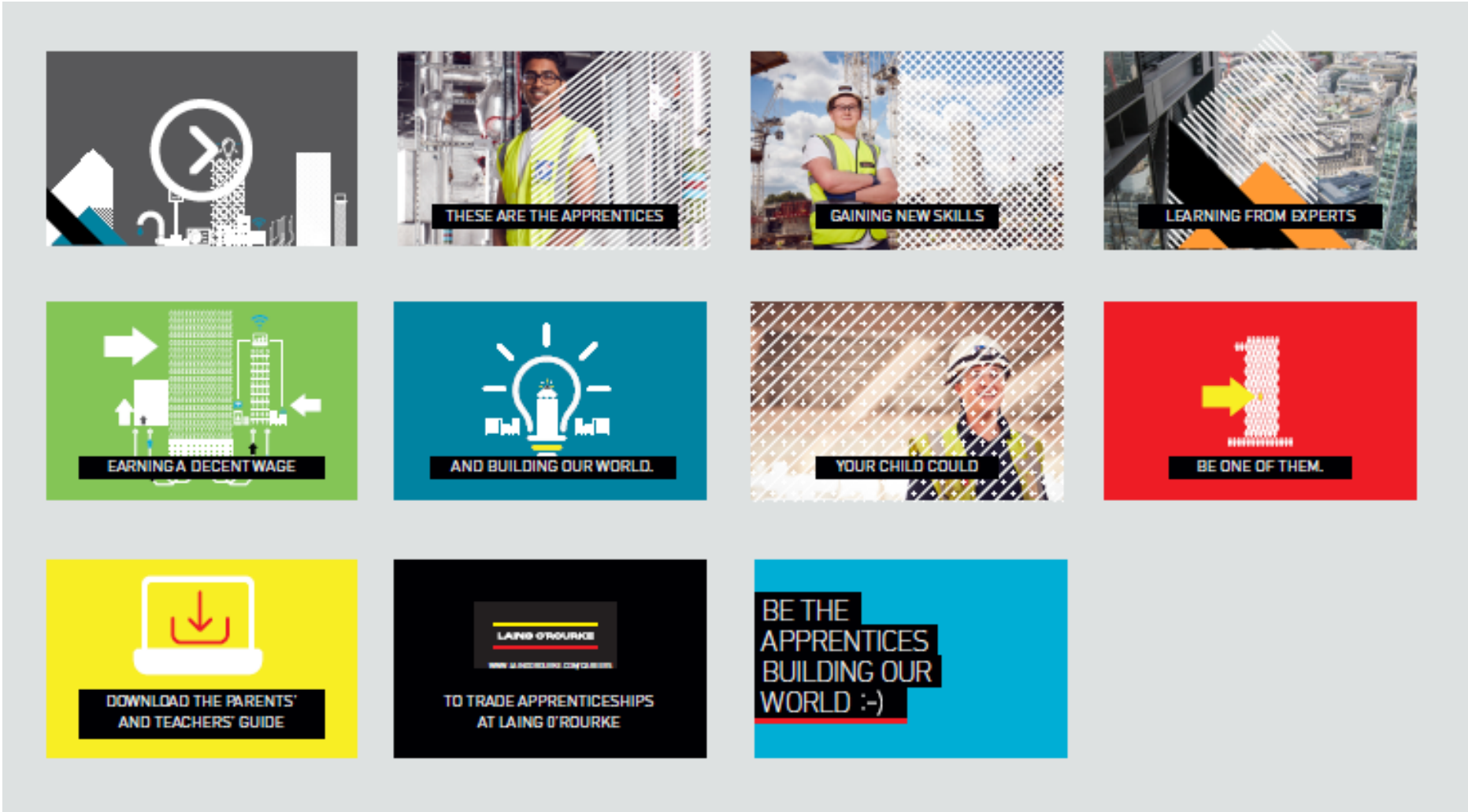


Recruitment



The toolkit would be a combination of generic messages that we can use either nationally or across a range of areas. For areas where we want to recruit high volumes, we will tailor the messages. Central message:

**BE THE APPRENTICES
BUILDING OUR WORLD**



The graphics are arranged in a 3x4 grid:

- Row 1:**
 - Graphic 1: Abstract icons of a house, a clock, and a building. Text: "THESE ARE THE APPRENTICES"
 - Graphic 2: A young man in a high-visibility vest and hard hat. Text: "THESE ARE THE APPRENTICES"
 - Graphic 3: A young man in a high-visibility vest and hard hat. Text: "GAINING NEW SKILLS"
 - Graphic 4: Aerial view of a city with a building under construction. Text: "LEARNING FROM EXPERTS"
- Row 2:**
 - Graphic 5: Green background with icons of a house, a person, and a building. Text: "EARNING A DECENT WAGE"
 - Graphic 6: Blue background with a lightbulb icon. Text: "AND BUILDING OUR WORLD."
 - Graphic 7: A young man in a high-visibility vest and hard hat. Text: "YOUR CHILD COULD"
 - Graphic 8: Red background with a yellow arrow pointing to a building icon. Text: "BE ONE OF THEM."
- Row 3:**
 - Graphic 9: Yellow background with a laptop icon and a download arrow. Text: "DOWNLOAD THE PARENTS' AND TEACHERS' GUIDE"
 - Graphic 10: Black background with the Laing O'Rourke logo and website URL. Text: "TO TRADE APPRENTICESHIPS AT LAING O'ROURKE"
 - Graphic 11: Blue background with text: "BE THE APPRENTICES BUILDING OUR WORLD :-)"





KEY CONTACTS

SUPERVISOR OR LINE MANAGER

- Responsible for pulling the apprentice to work with the correct people to ensure that they work safely and receive the correct training and work experience to gain their qualification.

WORK BASED RECORDER

- The Tradesperson or experienced worker the apprentice is assigned to in the workplace.
- Capable of supervising the apprentices day to day activities.
- Experienced to sign off apprentices work in line with their qualification targets.
- Meets with Training Officer and apprentice to review progress and sign off targets.

REGIONAL WORKFORCE MANAGER OR HC ADVISOR

- Resources and places people on projects in line with business requirements.
- Can support in moving an apprentice to ensure their experiences supports their qualification needs.
- Deals with disciplinary issues.

PROJECT MANAGER

- Is responsible for apprentices health safety and welfare whilst working on their project.

OFFICE MANAGER

- Manages the pay of all weekly paid people on site.
- Records all weekly paid apprentice personal data on the company time keeper system.
- Monitors site and college attendance records.

APPRENTICESHIP+ MANAGER

- Manages the development programme.
- Refines and improves the programme in line with business development.
- Ensures there is a range of diverse candidates for the placements.
- Ensures the training provision meets the LOR expected standard.

APPRENTICESHIP+ ADMINISTRATOR

- Co-ordinates assessment.
- Sends out all documentation to the apprentice.
- Co-ordinates regional programme inductions.
- Co-ordinates internal development modules.

TRAINING OFFICER

- The liaison between site and college to ensure that the apprentice is receiving the correct training.
- Will hold regular meetings with college tutor and Work Based Recorder to ensure site training is in line with qualification requirements.

- Programme of learning at college
- On the job training in line with their qualification and job role
- Development modules
 - to support business understanding
 - to support personal growth
- Career development and goal planning

- The Laing O'Rourke Apprentice Strategy is focused on delivering the next generation of skills
- Recruit great individuals to build great projects
- Providing the opportunity for a great career

Thank you!



ENTERPRISING
PEOPLE



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