



**FUTURE
FITTERS**

Build a better future. Become a Future Fitter.

RECRUITING MORE FLOORLAYERS

A Comprehensive Guide for Employers and Employees



The response from the
Contract Flooring Association
to the skills and labour shortage
in the UK flooring industry

ISSUE 1: JUNE 2022



TO READ THIS
PUBLICATION ONLINE



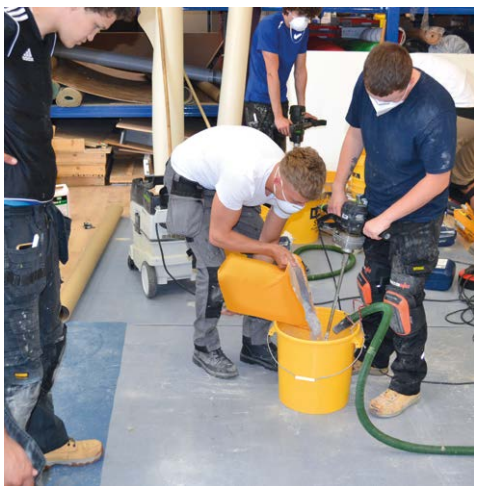
WHAT IS FUTURE FITTERS?

FUTURE FITTERS HAS JUST ONE CORE OBJECTIVE:

To identify and increase the number of floor fitters (of all ages) entering the UK commercial and domestic floorlaying industry. We aim to do this with support and training to provide a pathway for individuals to become skilled, competent and qualified installers.

This document is designed to provide signposting to some of the main resources that will help individuals understand the opportunities and benefits, as well as realising their potential. It will also help flooring contractors identify and employ the most suitable candidates for their businesses.

As this benefits the whole of the supply chain, we identify a range of support that we, as an industry, can apply to achieve this singular, core objective.





FUTURE FITTERS

Build a better future. Become a Future Fitter.

CONTENTS

Introduction from Richard Catt, CFA CEO	4
The Four Key Areas of Focus	6
Shaun Wadsworth, CFA Training Manager	
Becoming a Go Construct STEM Ambassador	10
Visiting schools and colleges to spread the word about a career in floor laying and the flooring industry	
Talentview	12
The CFA's recommended resource where a flooring contractor can advertise a role (for free!)	
Go Construct	14
A website where you can send people to learn more about what working in the construction industry is like and specifically about the role of a floorlayer: a typical day, activities and the pay scales	
Talent Retention Scheme	15
Where flooring contractors can search for individuals from construction that have found themselves out of work	
The CFA Training Guide	16
An overview of the CFA's annual industry update about everything training related. Full details of funding, how to get a CSCS card, manufacturers' commercial courses and other training providers and much, much more	
The Importance of Structured Training and a Qualification	17
– Leading to Competence	
• Training Plans	18
See our Training Plan templates to help outline training strategies and objectives	
• Apprenticeship Agreements	19
See the Apprenticeship Agreement template and information regarding its purpose	
FITA	20
An introduction to the training centres co-founded by CFA and NICF	
Why use a CFA member?	22
A brief look at the benefits of using a CFA member	



QUALITY BY ASSOCIATION



INTRODUCTION

There seems to be broad agreement in the commercial flooring industry that we need a better plan to recruit more people into our sector and particularly into the role of floorlayers. That said, there is also some need for good contracts managers, estimators and even the next generation of business leaders.

Several factors that have led us here, including long term underinvestment, changes to standards and funding, and then more recently – depletion of the workforce through Brexit and Coronavirus.

In order to measure this and other key issues in our trade, the CFA carries out an annual return with our members. In 2019, our members reported a Skills and Labour Gap of 11%. Fast forward to 2021, and this had grown to 16%. Put that in the context of individual floorlayers and we estimate that in 2021, CFA members had capacity for 1,200 more fitters and they would have been fully employed.

These are probably conservative estimates and if you translate those figures to the wider commercial floor laying sector the total number of fitters currently required would be somewhere around 12,000.

A further immediate challenge is that each year, more people retire from our ageing workforce than join it as young recruits, and the gap widens.

We don't just need more labour; we need more skilled (qualified and competent) labour. The challenge is multi-faceted and includes how to reach more "new" people with whom we can engage and train. These people are outside our current field of vision. Our industry has traditionally relied upon mothers and fathers, uncles and aunts passing on the baton to sons, daughters, nieces, and nephews. In reality, that is no longer enough to meet the needs of our sector and the wider construction industry.

There is no magic wand, but after a lot of research and increase in recognition and support available to our sector through bodies such as the Construction Leadership Council, we believe the future is actually quite bright ...as long as we act now.

Another objective is to directly signpost relevant entry points for different people. Apprentices are an important focus, but equally we aim to support more mature individuals who want to make a career change or who find themselves without work.



...the total number of fitters currently required would be somewhere around 12,000."

QUESTIONS THAT WE AIM TO ANSWER IN THE FOLLOWING PAGES INCLUDE:

- Where can I send someone to learn about what flooring has to offer?
- There is no apprenticeship delivery local to me – what are the options?
- I want to advertise a floor laying role – how do I do that?
- I have many years' of experience in flooring – I'd like to share that knowledge with young people in schools to help them make career choices. How do I do that?
- And many more ...

The fantastic thing is that we can offer great opportunities. Floor laying is a rewarding role and one that can provide a decent income. Equally, if it is a career that they are seeking, there are many people who have started working as floorlayers but have progressed through various roles to own a business. This is not uncommon.

For some sectors – resources such as materials, training courses and the availability of people to deliver those training courses – poses a problem. In my experience, flooring is a generous trade. As such, we already have a great deal of that in place or scalable. That said, one of the challenges is to re-establish some local delivery that has diminished over the years.

Many floorlayers are used to travelling for work, but this is less attractive to young apprentices and may even be a barrier for some adults attending

commercial courses too. The fewer barriers there are, the more likely in my view, that we achieve our objective of increasing the skills and labour in our sector.

Personally, I'm hugely excited about this project as it adds enormous value to our industry and shows the CFA and those who work with us at our very best. We are the voice of the industry and we are very pleased to be leading the way towards investing in the future of our sector.

Thank you for taking the time to read this brief introduction. Please read on to understand the answer to some of the above questions and the brilliant opportunities that exist.



Richard Catt | Chief Executive Officer



To visit the CFA
(Contract Flooring
Association)
website
cfa.org.uk



**UK SKILLS & LABOUR
SHORTAGE:
11% in 2019
16% in 2022**



FOUR KEY AREAS OF FOCUS

In his introduction, Richard Catt, the CFA's CEO, outlined the extent of the skills and labour gap in the flooring industry. It is no surprise and little comfort, that the problem scales up significantly across wider construction.

Recent CITB figures suggest across construction, as a whole, 217K new workers (additional skills and labour) are required over the next five years. That both positions us and also gives an indication of the competition!

As an organisation, CFA and its training arm, FITA (Flooring Industry Training Association), have always been active in supporting the industry to create more skilled labour. Indeed, FITA has never been busier than in 2021, including three cohorts of apprentices marking the start of apprenticeship delivery directly by FITA at the beginning of 2021.

We have been running FITA since the early 2000s, delivering a wide range of short duration flooring courses with Basic/Intermediate/Advanced levels for Timber, Textile and also Resilient floor coverings.

Specialist areas such as Estimating and Planning, Subfloor Preparation and Moisture Control, all have focus. More recently, as we have continued to develop our support, the annual *CFA Training Guide* keeps industry and members up-to-date with all the opportunities that are available for training and quick guides for areas such as funding and for levy payers and how to engage with CITB. Indeed, such is our focus, my role as Training Manager was created to support our sector.

So, what are the key ingredients that are missing, which mean that despite all of the above, we have moved from a skills and labour shortage of 11% in 2019 to a shortage of 16% in 2022?

Brexit, Coronavirus, changes to standards, apprenticeships and funding have all played a part, but through research and analysis, we have identified four further areas that need attention.

1. THE PIPELINE (COMMUNICATION)

Many CFA members we have spoken to identify how difficult it is to find good quality people who could even be considered for roles within their companies. That has a number of different facets. People simply don't consider flooring as a credible career. They may think about being a plumber or an electrician, or even a fireman or a bus driver, but few, if asked, would probably offer flooring as something they are considering. Unless of course their dad, mum, uncle, aunt, or friend of the of the family happen to be involved.

What can we do? CFA is offering several solutions:

- i) Firstly, I would point you towards the STEM Ambassadors scheme (see page 10). CFA are supporting this very directly, encouraging as many people as possible to sign up and go into schools and colleges and spread the word about our fantastic sector.
- ii) Secondly, we are going to work alongside as many members as possible to use our combined reach within social media channels (Twitter, Facebook, Instagram, LinkedIn, etc) to improve the visibility of our sector and how becoming a floorlayer is a valid career option.
- iii) Thirdly, we are going to support and populate websites such as Go Construct (see page 14) where information about careers in flooring and floor laying can be found.

Part of our job is also to ensure that all of the above are synchronised and link each and every step until a “Future Fitter” finds an employer and begins training.

2. INCREASE RECRUITMENT FROM EMPLOYERS

There are some great stories in our industry of companies that invest heavily in their workforce, take on new employees, invest in training and help to maintain the pool of labour that is available.

There is no answer to the age-old concern that once someone is trained, they may move on to a competitor or even become a competitor, but the fact is that there simply aren't enough new entrant positions for floor laying roles (with structured training and qualifications attached) currently being offered to even maintain the status quo.

We must challenge industry to change that dynamic and invest, but make it as painless as possible.

3. EXPAND LOCALISED TRAINING PROVISION

Another barrier we have identified is the limited number of training providers available (particularly for apprentices) across the country. There are fewer now than in previous decades because of some of the issues identified beforehand, but this again needs to be addressed. We are offering the CFA (and our experience through FITA) as a touch point for any college or commercial provider considering offering apprenticeship delivery and will support with practical advice, signposting and contacts that can help.

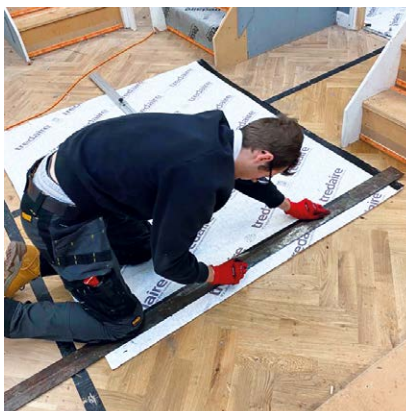
If a flooring contractor member or a college gets in touch, we will support and help to find other local businesses that will make it viable for a college or commercial provider to develop provision. We will also link them to manufacturers who may sponsor and offer help with materials and other resources.

4. IDENTIFY NEW INDUSTRY/FINANCIAL SUPPORT

The CFA has a good understanding of the financial support available to our sector, but we will continue to seek new avenues and funding to help support the training and development of skills and labour. See Section 3 and Section 9 of the CFA Training Guide where current opportunities are detailed.

Many of the courses offered by CFA manufacturer members are free of charge, and all CFA members receive a discount of 15% on all training delivered by FITA.

ALL apprentices are eligible for basic government funding to cover the cost of their college course and CITB registered companies can obtain additional grant funding and enhancements.



CLEAR OBJECTIVES OF FUTURE FITTER

A clear objective of Future Fitter has been to identify as many solutions and entry points as possible for those wishing to join our industry, and for those wishing to reach out to potential new employees. Each section of this guide provides opportunities that reach towards these overarching goals.



Finally, members can always contact me and I will help to find a solution to a specific problem.

Shaun Wadsworth (CFA Training Manager)
Office: 0115 941 1126 | Email: shaun@cfa.org.uk



The next generation of eager Designer Contracts Ltd apprentices at the FITA Training Centre, Loughborough



GO CONSTRUCT STEM AMBASSADORS

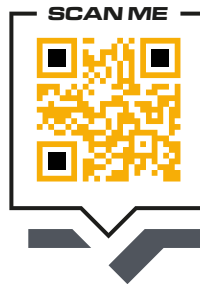
Could you spare some time to go into schools and speak to young people about careers in flooring?

One of the areas of focus that the CFA has identified, is bringing the opportunity of a career in flooring, and the role of a floorlayer as one entry point, to the attention of young people and those making decisions about their future.

Through Go Construct, CITB have joined forces with the STEM Ambassadors scheme to show more young people the wide range of opportunities available in construction. STEM (Science, Technology, Engineering & Mathematics) Construction and Built Environment Ambassadors can play an essential role in inspiring young people to consider a career in construction through a range of activities.

This is a key part of the CFA plan to increase skills and labour with many entry points to primary and secondary schools as well as school leavers.

In real terms, this means giving up some time to go into schools and/or colleges to deliver short presentations, hold workshops, attend careers events with pre-developed demos or exercises based around floor laying, that students can get involved in, or perhaps even hold mock interviews, all of which are designed to help students learn about the possibilities in flooring.



To visit
Go Construct STEM
Ambassadors

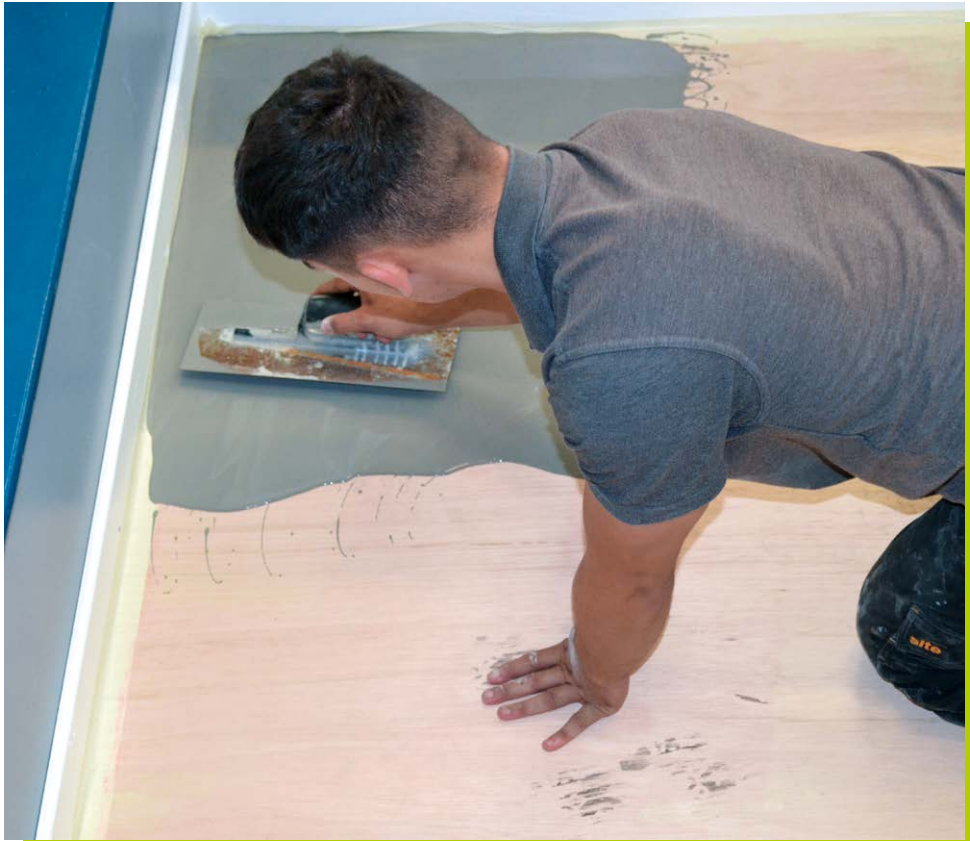


To watch a short video
on how to register
as a STEM Ambassador

You can also click on the image below to watch the video



Start by visiting the STEM Ambassadors website (scan either of the QR Codes above) and complete a registration form. Completing the online training exercises is quick and informative, and you can delve as deep as you like, but to complete the basic levels and to become approved, in our experience, takes less than four hours. You can do this in



bite-sized chunks and at your own pace, depending on time available. During that time, you not only learn a few things about presentation techniques, but also all-important safeguarding best practice. Finally, you will receive a FREE Disclosure and Barring Service (DBS) check that can in fact be used for other activities involving young people where that is required.

The CFA wants to add value, so if you would like to become a STEM Ambassador to promote our sector, please get in touch. We will provide you with further support such as presentation ideas, equipment, and other learning support materials, like practical exercises, if appropriate. Packs include material that students can take away, where focus will be on digital and QR codes so they can remind themselves of what they have learnt (or show an

adult) and have quick access to find out more about a career in flooring.

The fantastic thing is we have some amazing opportunities and stories to tell. The businesses we work with include some amazing craftsmen and women (let's inspire more girls to become floorlayers!) who have a story to tell about their journey. They earn a good wage and if you are looking for a career, the number of business owners or senior managers in flooring who started their own company and began as floorlayers is significant. We just need to share those secrets with lots of kids!

**For support materials and CFA support,
please email: info@cfa.org.uk**

Talentview

Find the role that's right for you

Talentview is the place to find first jobs, apprenticeships and work experience and be seen by employers looking to hire

[START YOUR SEARCH HERE](#)



TALENTVIEW

The CFA strategy for increasing skills and labour in our industry relies heavily on flooring contractors advertising positions for new entrants into the industry. Ideally, those roles specifically seek people from outside of construction and our sector.

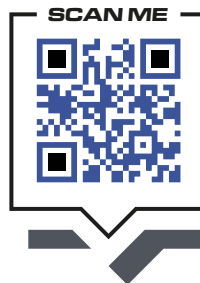
There are many vehicles that can be used which include making links with local job centres, job recruitment websites such as Indeed, Monster and Totaljobs. CFA would encourage our members to consider them all, as finding the right people is so incredibly important.

A further option developed in collaboration with CITB and the Construction Leadership Council (CLC) is Talentview, which we will now explore.

Like all job websites, it offers two main opportunities: for those seeking work – the ability to find vacancies advertised on the site; and somewhere for employers to post those vacancies.

It is also completely free to use for individuals, employers and colleges/universities.

The main difference and unique selling point for Talentview, is that is entirely construction-focused. CFA highly recommends using it.



To visit the
Talentview website
talentview.org



To watch a short video
about Talentview
Construction

You can also click on the image below to watch the video





SITE CONTENT INCLUDES INFORMATION FOR:

INDIVIDUALS — NEW TO THE CONSTRUCTION INDUSTRY:

- Find work experience, traineeships, apprenticeships and your first construction role
- Research great employers and what they can offer you
- Build your profile so local employers can spot you more easily
- Sign up to alerts for jobs and training opportunities where you want to train or work

EMPLOYERS — THAT ARE SEARCHING FOR NEW TALENT:

- Showcase your business to talented new recruits
- Promote your training, apprenticeship and first job vacancies
- Search for suitable local candidates
- Make contact with schools, colleges and training providers

COLLEGES AND UNIVERSITIES — LOOKING TO HELP STUDENTS GET EMPLOYMENT IN CONSTRUCTION:

- Signpost your students to useful careers information and opportunities
- Connect students with employers looking for new talent

GO CONSTRUCT

Even if you can find the words to explain what is involved in the role of a floorlayer, there is a lot to take in. Most people, and young people especially, benefit from something they can refer to, to help remind what they have been told, what to expect, what are the options and for a benchmark in areas such as salary expectations.

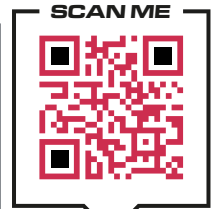
Go Construct is the go-to resource recommended by CFA and we have taken some time to ensure the floorlayer content is up to date and relevant to our sector specifically.

Vitaly, all the resources we are recommending are being widely promoted and are supported by industry bodies such as CLC and CITB – AND they all signpost each other. So, if someone likes the role described, they will also be able to find links to Talentview where jobs will be posted.

The Go Construct site has an A-Z feature allowing candidates to browse all job roles as well search for the type of role that may be of interest. The comprehensive search results detail, among other things, what that role involves, potential earnings and working hours and the various routes into that position. Just make sure you direct people to search for the “Floorlayer” content.



To view information on becoming a Commercial Floorlayer



To see a Case Study on what it's like to be a Commercial Floorlayer

You can also click on the image below for the case study

What is it like to be a commercial floorlayer?

Jordan Gayle

Jordan Gayle is a commercial floorlayer for A G Flooring Ltd in Greater Manchester.



The screenshot shows the Go Construct website interface. At the top, there is a navigation bar with the Go Construct logo and several menu items: "Construction careers", "Get started in construction", "Why choose construction?", and "Educational resources". Below the navigation bar is a breadcrumb trail: "Home > Construction careers > What jobs are right for me? > Commercial floorlayer". The main heading is "COMMERCIAL FLOORLAYER" in large, bold, white letters on a dark red background. Below the heading is a short paragraph describing the role: "Floorlayers are trained in subfloor preparation and installing a range of floor coverings in commercial locations and site conditions. Commercial floorlayers will install textile, resilient, wood and tile products on commercial sites, in public spaces and industrial buildings." Below this text are two statistics: "Average salary* £17000 - £45000" and "Typical hours per week 45-50". Below the statistics are two rows of red buttons with white text and right-pointing arrows: "How to become", "What will you do?", "What is it like?", "How much could you earn?", "Find an apprenticeship/job", and "Career path and progression". At the bottom of the page is the heading "How to become a commercial floorlayer" and a sub-heading "There are several routes to becoming a commercial floorlayer."

CONSTRUCTION LEADERSHIP COUNCIL: TALENT RETENTION SCHEME

Each of the resources that we recommend in this booklet focus on a specific opportunity in relation to growing the skills and labour within our sector.

The Construction Talent Retention Scheme (CTRS) is supported by the Construction Leadership Council, CITB and a wide range of employers, industry bodies, professional institutions, colleges and construction unions. The CTRS platform is for experienced candidates and jobs in construction.

CTRS therefore captures those people who may find themselves unemployed after an established career in construction. Current employers can upload CVs for individual leaving their business and future employers can search that talent for new employees. This can of course include those wishing to make a career change and perhaps therefore, into the flooring industry.

The CTRS is a not-for-profit, free-to-use platform that offers a fully featured system allowing companies to easily search candidates' online profiles and CVs on a local, regional and national basis. It allows them to promote and directly



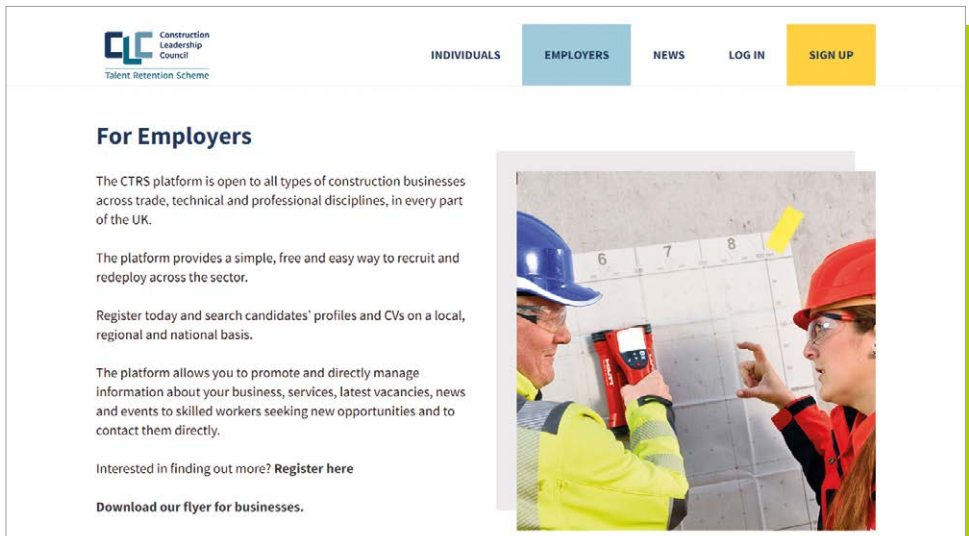
To visit the CTRS website
[trs-system.co.uk/
construction](https://trs-system.co.uk/construction)



To visit the
CTRS web page for
Employers

manage information about their business, services, latest vacancies, news, and events to skilled workers seeking new opportunities and to contact them directly.

One handy tip is that once you are signed up to either the CTRS or Talentview Construction, you can use the same details to log in and you don't have to sign up again.



The screenshot shows the CTRS website interface. At the top left is the Construction Leadership Council logo and 'Talent Retention Scheme'. A navigation bar includes 'INDIVIDUALS', 'EMPLOYERS' (highlighted in blue), 'NEWS', 'LOG IN', and 'SIGN UP' (highlighted in yellow). The main content area is titled 'For Employers' and contains the following text:

The CTRS platform is open to all types of construction businesses across trade, technical and professional disciplines, in every part of the UK.

The platform provides a simple, free and easy way to recruit and redeploy across the sector.

Register today and search candidates' profiles and CVs on a local, regional and national basis.

The platform allows you to promote and directly manage information about your business, services, latest vacancies, news and events to skilled workers seeking new opportunities and to contact them directly.

Interested in finding out more? [Register here](#)

[Download our flyer for businesses.](#)

On the right side of the screenshot is a photograph of two construction workers, a man in a blue hard hat and a woman in a red hard hat, looking at a whiteboard with a calendar grid. The man is holding a red fire extinguisher.

THE CFA (CONTRACT FLOORING ASSOCIATION) TRAINING GUIDE

The *CFA Training Guide* aims to be the definitive resource for the latest information about training opportunities in the UK including apprenticeships, qualifications, training courses, funding, and recruitment signposting.

Flooring is a trade built on some established principles but is increasingly innovating, with a wide range of fashions, trends, and installation methods available to specifiers to aid in floor designs and construction solutions. These drive the flooring market forward in leaps and bounds. Flooring is a highly competitive market with a wide range of flooring products available across the residential, commercial, and industrial supply chains.

Technology is at the centre of flooring development and styling trends, with more cost-effective and eco-friendly flooring materials available and quicker and more efficient "fast track" installation methods being launched by the minute. Training within floor laying also needs to innovate and embrace technology, something the CFA are keen to help promote and champion.

The *Training Guide* includes a variety of training opportunities ranging from short training course, qualifications, recruitment tools and funding to help pay for business training needs. It is important that employers have direct access to this kind of information to make calculated and informed decisions on a wide range of topics; training being one of them.

The CFA provides advice on training as one of its many membership benefits available and is fairly unique in co-founding its own training organisation, FITA (Flooring Industry Training Association), to deliver formal training to the industry.

The combination of short duration courses, qualification support (including NVQ assessment and on-site assessment), industry specific accreditations and clear focus on apprenticeships, means that through both FITA and other supported activities, the CFA is extremely active in signposting AND delivering much of the training the industry needs.



To visit the CFA website
cfa.org.uk



To view the CFA Training Guide online

Much of the information in the following pages is taken from resources such as the *Training Guide*, but it specifically dives deeper in the following areas:

- Apprenticeships
- Funding
- Careers
- Manufacturers
- Recruitment
- FITA
- STEM
- CSCS cards
- S/NVQs

THE IMPORTANCE OF STRUCTURED TRAINING AND A QUALIFICATION — LEADING TO COMPETENCE

Central to the challenge to bring talented young people into the floorlaying sector it is imperative that a structured training route is included with clear direction and opportunity to gain a recognised qualification or standard. The CFA have been very proactive in ensuring there are relevant apprenticeships and qualifications that are robust and fit for purpose across the whole of the UK.

- In 2018 — CFA members supported by the CITB, developed the new Floorlayer Trailblazer Apprenticeship Standard and assessment plan for England.
- In 2021 — CFA lobbied CITB to reinstate funding for apprenticeships in our sector, after this funding had been under threat following an earlier review.
- In 2022 — CFA and its members provided the basis of a working group tasked with ensuring that the benchmarks for competent performance in training and qualifications was assured and best reflected current floorlaying activity.

In today's economy, the opportunity to work in a wide range of settings is overwhelming, with careers in tech, logistics, manufacturing, construction and retail all fighting for future generations of workers. So, the support an employer can offer alongside paid employment is vital when a young person weighs up their first employment opportunities.

Whilst capacity to earn is obviously a major factor in job selection, there are also other key qualities apprentices (and all other employees for that matter) will undoubtedly look for.

Consideration for the employee's health and wellbeing is essential and ensuring that there are people within the business whom an apprentice (or new employee) can speak to, ideally who are outside the direct chain of command.

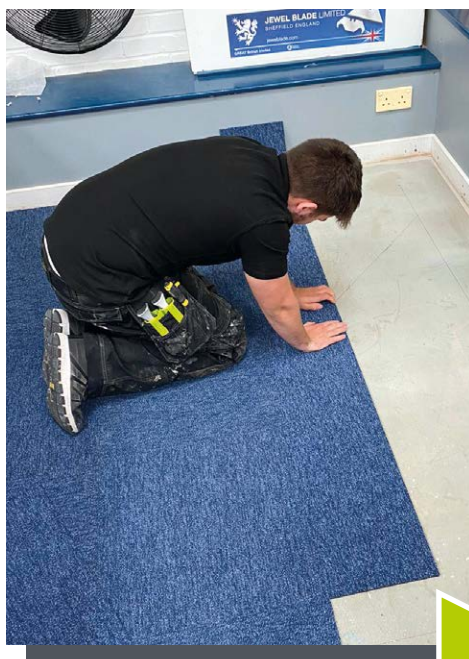
Clear-set goals and structured learning are

key to an apprentice's development, alongside strong targets on how the apprentice will develop the skills required. The amount of time being invested in them by employers and fellow staff will ultimately make or break an apprentice.

It is important to set milestones based around pay structure and completed training in order to motivate learning and increasing competence. Managers who understand and empathise with the learning process, what an apprenticeship entails and what each apprentice is aiming to achieve is also very important.

There is also a link back to one of the main themes of our strategy, and that is that we don't just need more labour, we need skilled and competent labour and that comes through structured training. We would also suggest that, particularly for young people, there is a moral imperative.

The days of it being acceptable to employ someone, place them with an experienced fitter and hope they develop skills "on the job" are out of step with a modern floor laying industry that embraces diversity and inclusivity and wants and needs to focus on quality, safety, and training.



TRAINING PLANS

An employee training plan outlines the strategies, activities, skills requirements, company objectives, outcomes and time-frames used to train employees across the business.

A strong employee training plan can contribute greatly to the overall health of a business, providing much more than just a way to train your employees. If done correctly, it can help you handle change, transformation, and disruption within the business.

An employee training plan should not only enhance the skills of employees but should also include strategies to manage unexpected situations, such as loss of staff or an increase in work requiring additional skills and labour in a particular area of the business.

Creating new employee training plans can be a challenge, but CFA have produced a training plan template, complete with suggested content, headings and information that can easily be adapted to fit the training required for your own employees.

FF FLOORING TRAINING PLAN

Version number
Approved by the Directors
Next review

SCOPE

This training plan relates to **JOE BLOGGS** commitment of **FF FLOORING** ("Company") them in development and competence.

BACKGROUND

The directors of the Company (the "Directors") confirm that the Company workforce is correctly trained to carry out floorcoverings. Further to any contract of training and development of employees for which the employee has attended and complete knowledge.

The Training Plan forms part of the individual training plan for the employee and the Company. Although firm compared to any contract of employment.

The purpose of this training plan is to identify the following:

- The skill, trade or occupation for which the training is required
- The formal qualification(s) connected with the training
- The dates during which any formal training is to be undertaken
- The amount of off the job training to be undertaken
- Identify opportunity to support the training

The Company will support the employee in the following ways:

- A dedicated trainer/supervisor with the necessary skills and experience
- A dedicated off-the-job training plan on the training to be undertaken
- Financial support for any identified training
- A dedicated contact within the Company to discuss the training
- Regular training reviews to discuss progress
- Relevant qualification routes identified

EMPLOYEE PARTICULARS

Employee name	JOE BLOGGS	Trainer/Supervisor name	DAVINA SMITH
Training Manager name and contact details			
Skills for which the employee is being trained	Floorlaying Skills – Textile, Resilient and Wood Based Products including Subfloor Preparation		
Relevant qualification(s) the employee will work towards	Level 2 NVQ Diploma in Floorcovering Occupations (Construction)		

TRAINING LOG

Training / qualification type and details	Details of delivery company / body	Expected start/ completion date	Actual completion date	Comments
Company Induction	Induction to Company via Training Manager	01/02/2022	01/02/2022	
Sheet Vinyl Installation – Commercial	FITA Training Centre	01/02/2022 01/04.2022	01/02/2022 01/04.2022	

Signatures

Signed: For Employee Date:

Signed: For the Company Date:

Training Plan Review Date

Date:

The template displayed is available from the members' area of the CFA website

APPRENTICESHIP AGREEMENT

When employing an apprentice, a dedicated training plan is already established within the Agreement with the training provider, who is responsible for apprenticeship training under the Apprenticeships Regulations 2012.

This regulation states that an Apprenticeship Agreement is required at the commencement of an Apprenticeship for all new apprentices who start their training. **The purpose of the apprenticeship agreement is to identify:**

- The skill, trade or occupation for which the apprentice is being trained
- The apprenticeship standard or framework connected to the apprenticeship
- The dates during which the apprenticeship is expected to take place
- The amount of off-the-job training that the apprentice is to receive

The Agreement forms part of the individual employment arrangements between the apprentice and employer and is a contract of service.



APPRENTICESHIP AGREEMENT TEMPLATE

An apprenticeship agreement must be in place at the start of the apprenticeship.

The purpose of the apprenticeship agreement is to identify:

- The apprenticeship standard connected to the apprenticeship
- The dates during which the apprenticeship is expected to take place
- The amount of off the job training that the apprentice is to receive.

Before completing the template, please see the notes and references provided on the following two pages.

Apprenticeship Particulars:

Apprentice name:	JOE BLOGGS
Relevant apprenticeship standard and level:	FLOORLAYER L2
Place of work (employer):	FF FLOORING

Start date of apprenticeship (see note 3)	02/02/2022	End date of apprenticeship (see note 3)	01/02/2025
Start date of practical period (see note 4)	01/02/2022	Estimated end date of practical period (see note 4)	02/08/2024
Duration of practical period (see note 4)	36 MONTHS	Planned amount of off-the-job training (hours) (see notes 9 and 10)	960 HOURS

Signatories:

Apprentice:		Date:
Employer:		Date:

Attached to this document should be a commitment statement. The commitment statement includes what the apprentice, employer and training provider can expect from each other. For example, it will specify the off-the-job training the apprentice will receive.

For more information on apprenticeship training plans, speak to your training provider who will be able to provide you with the relevant template and additional information.

FITA (FLOORING INDUSTRY TRAINING ASSOCIATION)

WHO CAN PROVIDE TRAINING?

Co-founded by the CFA (Contract Flooring Association) and the NICF (National Institute of Carpet & Floorlayers) to provide specialist training for the floorcovering industry, FITA is an independent, not-for-profit organisation – run by the industry, for the industry. We have two specialist training centres at Loughborough and Kirkcaldy with fully equipped practical and lecture areas.

We are proud to have gained excellent course reviews – over 90% of attendees rate our instructors 10/10.

THE CORE AIM OF ALL OUR COURSES IS TO:

- Improve knowledge and efficiency
- Increase the range of products you fit
- Complete jobs with greater confidence
- Increase customer recommendations
- Reduce the number of complaints
- Maximise profits through all of the above
- Benefit from training using some of the latest products and technology donated by major manufacturers

FITA offers more than 20 flooring training courses at various levels. The range of courses means that there are basic courses to suit real beginners in the industry as well as upskilling courses aimed at professional floorlayers with a number of years' experience of installing flooring.

Our instructors have extensive knowledge of the flooring industry. They teach the skills needed to increase knowledge and abilities, maximising the potential to increase earning power and most importantly, teaching floorlaying the **#FITAWay**. FITA also enjoys the support of a considerable number of suppliers who freely donate materials, accessories and tools.



To visit the FITA website
fita.co.uk

To view a selection of
short FITA training videos

You can also click on the image below to see the videos



On every training course, you'll hear our instructors talk about the **"FITA Way"**. It's our philosophy. All training courses follow British Standards and current industry best practices. They utilise the latest products, tools, and techniques and we believe our method of teaching gives the best opportunity to learn new skills, develop existing ones, improve your confidence, gain a competitive edge, and invest in a fitter's future.

Whether just starting out or in need additional training to go that one step further, our training courses (aimed at domestic and commercial markets), you will enjoy learning the **"FITA Way"**.



FITA IS KINDLY SPONSORED BY



WHY USE A CFA MEMBER?



To search for a CFA member in your area



To view our "Why Choose a CFA Member" leaflet



WHY CHOOSE A CFA MEMBER?

Flooring is a major aspect of most construction contracts and with advances in technology, changes in trends and more products to choose from than ever before, choosing the right installer has never been so important.

Specifiers and main contractors require a high level of service, installation and support which CFA members can provide. As a result, many public and private organisations and an increasing number of local authorities specify the use of CFA members.



THE CFA: WHO ARE WE?

The Contract Flooring Association is the leading independent professional voice of the Contract Flooring Industry. The CFA provides members and their clients with a wealth of advice to assist with installation including:

- British Standards Codes of Practice
- Employment law
- Health and safety
- Insurance
- Technical support
- Training
- CFA Guide to Contract Flooring





WHO ARE OUR MEMBERS?

Members of the Association include contractors, manufacturers, distributors and consultants, both large and small operating from UK locations, and account for a significant proportion of the UK's commercial flooring market.

All members have passed the CFA membership vetting process and are all established quality companies offering high standards of installation. Through the CFA, they all have access to up-to-date Technical, Environmental and Quality Standards and all adhere to the Contractors Code of Conduct.

With such a high level of commitment from so many companies and individuals, the CFA has a wealth of resources at its fingertips. It is this breadth and depth of information that makes it so much more than just a trade association.



THE CFA: OUR OBJECTIVES

The CFA aims to support its members in developing sustainable, highly productive businesses that supply and install commercial floor coverings. Recognised as the voice of the industry, we achieve this by providing essential business services and expert information that promote industry standards, professionalism, quality, safety, and training.



member of
cpa | construction
 products
 association

BUILDUK

Trade
 Association
 Member





QUALITY BY ASSOCIATION

CFA (CONTRACT FLOORING ASSOCIATION)

Unit 23 Eldon Business Park, Eldon Road, Chilwell, Nottingham, NG9 6DZ

Tel: 0115 941 1126 www.cfa.org.uk Email: info@cfa.org.uk

Shaun Wadsworth (CFA Training Manager)

Tel: 0115 941 1126 Email: shaun@cfa.org.uk



FITA (FLOORING INDUSTRY TRAINING ASSOCIATION)

Unit 23, Eldon Business Park, Eldon Road, Chilwell, Nottingham, NG9 6DZ

Tel: 0115 950 6836 www.fita.co.uk Email: info@fita.co.uk



GO CONSTRUCT STEM AMBASSADORS

www.goconstruct.org/get-started-in-construction/go-construct-stem-ambassadors/



TALENTVIEW

www.talentview.org/construction/about



GO CONSTRUCT

Floorlayer Job Description

(for details on salary, skills, career path)

www.goconstruct.org/construction-careers/what-jobs-are-right-for-me/commercial-floorlayer



Talent Retention Scheme

TALENT RETENTION SCHEME

www.tr-s-system.co.uk/construction



FUTURE FITTERS

Build a better future. Become a Future Fitter.