

Scheme of Work

Employability Skills & Basic Construction Operative

Generic Construction Employer Partnership

Duration: 10 Days
Total Programme Learning Hours: 55
Classroom / guided delivery: 45 hours
Remote learning: 10 hours
Delivery pattern: 4.5 guided hours per day
Week 2: supported work experience and employer engagement
Days 9–10: guaranteed employer interviews

Document Control

Version 1.1

Provider: SME Outsourcing Ltd

Employer Partner: Generic Construction Employer

Purpose: Formal 55-hour Scheme of Work integrating employability, basic construction operative preparation, work experience, remote learning and employer interviews.

Course Overview

This practical programme prepares unemployed adults for entry-level basic construction operative and site-support roles. Employability skills are taught through realistic construction-site contexts and reinforced through work experience with a suitable construction employer. The programme provides 55 total learning hours: 45 guided learning hours across ten days plus 10 hours of remote learning. Week 2 includes supported work experience, with guaranteed employer interviews on Days 9 and 10.

Target Learners

Adults seeking entry-level employment or progression in basic construction operative, site labouring and construction-support roles.

Entry Requirements

No prior construction experience is required. Learners should be eligible for the programme and able to participate safely in classroom and agreed work-experience activities. Reasonable adjustments will be considered.

Course Aim

Develop the personal, employability and introductory construction-operative skills required to secure and sustain employment, perform workplace tasks safely and accurately, and present effectively to employers.

Learning Outcomes

- Identify strengths, barriers and realistic construction career goals
- Communicate professionally with site colleagues, supervisors, contractors and customers
- Work effectively, inclusively and safely as part of a construction-site team
- Produce a targeted CV and application for construction-operative vacancies
- Demonstrate reliability, accuracy, organisation and problem-solving
- Apply employability behaviours during supported work experience
- Use evidence from work experience in interview answers
- Complete a guaranteed employer interview and agree progression actions

Teaching Methods

Tutor demonstrations, workshops, discussions, role-play, case studies, construction-site simulations, employer briefings, supervised work experience, one-to-one coaching and ExamBinary AI-supported interview practice.

Resources

PCs, projector, learner workbook, CV and application templates, construction role profiles, site documents and task records, scenario cards, placement logs, employer feedback forms, ExamBinary and suitable workplace or simulation resources.

Assessment Strategy

Initial and diagnostic assessment; ILP; questioning; observation; peer and self-assessment; practical simulations; employability portfolio; CV and application evidence; work-experience logs; supervisor feedback; mock interview; employer interview record; final review and progression plan.

Quality and Cross-Cutting Requirements

Equality, diversity and inclusion, safeguarding, Prevent, British Values, health and wellbeing, English, maths and digital skills are embedded throughout delivery. Tutors must make reasonable adjustments, record guided learning and attendance, and retain assessment and progression evidence.

55-Hour Delivery and Embedded Employability Plan

The programme comprises the 45 guided hours shown below plus 10 hours of remote learning. The remote allocation does not require a separate daily breakdown. Tutors must record actual guided hours, attendance, remote-learning completion, assessment evidence, work-experience activity and employer-interview outcomes for every learner.

Total Learning		Guided Delivery	Remote Learning	Delivery Days
55 hours		45 hours	10 hours	10 days
Day	Theme	Employability	Construction / Employer	Total
1	Induction, baseline assessment and construction career goals	3 hrs	1.5 hrs	4.5 hrs
2	Communication, health and safety awareness on site	3 hrs	1.5 hrs	4.5 hrs
3	Teamwork, equality and professional site behaviour	3 hrs	1.5 hrs	4.5 hrs
4	Personal strengths and basic construction role matching	3 hrs	1.5 hrs	4.5 hrs
5	Job search, CVs and applications for construction roles	3 hrs	1.5 hrs	4.5 hrs
6	Work-experience induction, PPE and safe site preparation	2 hrs	2.5 hrs	4.5 hrs
7	Work experience: manual handling and construction materials	2 hrs	2.5 hrs	4.5 hrs
8	Work experience: tools, basic tasks and interview preparation	2 hrs	2.5 hrs	4.5 hrs
9	Employer interview day 1 and construction work-experience review	4 hrs	0.5 hrs	4.5 hrs

Total Learning		Guided Delivery		Remote Learning		Delivery Days	
55 hours		45 hours		10 hours		10 days	
Day	Theme		Employability		Construction / Employer		Total
10	Employer interview day 2, consolidation and progression		4 hrs		0.5 hrs		4.5 hrs
TOTAL	10 days × 4.5 hours		29 hrs		16 hrs		45 hrs
DAY 1				Induction, baseline assessment and construction career goals Employability: 3 hrs Construction/Employer: 1.5 hrs Total: 4.5 hrs			
Learning objectives				Complete induction and baseline assessment; identify personal goals and understand entry-level construction-operative pathways.			
Content and embedded skills				Programme expectations, learner responsibilities, initial assessment, ILP targets, construction sectors, site roles and progression routes.			
Learning activities				Induction activities; skills audit; construction-role matching; individual goal-setting discussion; create an initial action plan.			
Resources				Induction pack, initial assessment, ILP, construction role profiles, PCs and ExamBinary.			
Assessment and evidence				Completed baseline assessment, skills audit, ILP and SMART action plan.			
Cross-cutting themes				English: speaking, listening, reading and written evidence. Maths: time, quantity, accuracy and workplace calculations as applicable. Digital: safe use of PCs, online vacancy sources and ExamBinary. EDI, safeguarding, Prevent, British Values, wellbeing and health and safety are embedded throughout.			
DAY 2				Communication, health and safety awareness on site Employability: 3 hrs Construction/Employer: 1.5 hrs Total: 4.5 hrs			
Learning objectives				Communicate clearly on a construction site and explain why instructions, signs and reporting procedures support safe working.			
Content and embedded skills				Verbal and non-verbal communication, site signage, toolbox talks, hazard reporting, emergency procedures and following supervisor instructions.			
Learning activities				Site-communication scenarios; interpret safety signs; practise a toolbox talk; complete a hazard-reporting activity; peer feedback.			
Resources				Safety-sign cards, toolbox-talk template, hazard forms, projector and learner workbook.			
Assessment and evidence				Observed communication activity, completed hazard report, questioning and tutor feedback.			
Cross-cutting themes				English: speaking, listening, reading and written evidence. Maths: time, quantity, accuracy and workplace calculations as applicable. Digital: safe use of PCs, online vacancy sources and ExamBinary. EDI, safeguarding, Prevent, British Values, wellbeing and health and safety are embedded throughout.			
DAY 3				Teamwork, equality and professional site behaviour Employability: 3 hrs Construction/Employer: 1.5 hrs Total: 4.5 hrs			

Total Learning		Guided Delivery		Remote Learning	Delivery Days
55 hours		45 hours		10 hours	10 days
Day	Theme	Employability		Construction / Employer	Total
Learning objectives		Work effectively and respectfully as part of a construction team and demonstrate professional site behaviours.			
Content and embedded skills		Team roles, cooperation with trades, equality and respect, punctuality, reliability, site rules, conflict awareness and professional conduct.			
Learning activities		Team construction challenge; role-responsibility mapping; site-conduct case studies; equality scenario; personal reflection.			
Resources		Team challenge materials, site-role cards, conduct scenarios, EDI case studies and workbook.			
Assessment and evidence		Tutor observation, team output, case-study responses and learner reflection.			
Cross-cutting themes		English: speaking, listening, reading and written evidence. Maths: time, quantity, accuracy and workplace calculations as applicable. Digital: safe use of PCs, online vacancy sources and ExamBinary. EDI, safeguarding, Prevent, British Values, wellbeing and health and safety are embedded throughout.			
DAY 4		Personal strengths and basic construction role matching Employability: 3 hrs Construction/Employer: 1.5 hrs Total: 4.5 hrs			
Learning objectives		Identify transferable strengths and match skills and qualities to basic construction operative and site-support roles.			
Content and embedded skills		Physical readiness, reliability, practical awareness, attention to detail, resilience, safe behaviour, teamwork and role requirements.			
Learning activities		Strengths inventory; analyse construction job descriptions; match evidence to criteria; prepare a short personal pitch.			
Resources		Skills inventory, construction job descriptions, role cards, PCs and ExamBinary.			
Assessment and evidence		Completed role-matching activity, personal pitch, updated ILP target and tutor feedback.			
Cross-cutting themes		English: speaking, listening, reading and written evidence. Maths: time, quantity, accuracy and workplace calculations as applicable. Digital: safe use of PCs, online vacancy sources and ExamBinary. EDI, safeguarding, Prevent, British Values, wellbeing and health and safety are embedded throughout.			
DAY 5		Job search, CVs and applications for construction roles Employability: 3 hrs Construction/Employer: 1.5 hrs Total: 4.5 hrs			
Learning objectives		Search for suitable construction vacancies and produce a targeted CV or application statement.			
Content and embedded skills		Vacancy sources, CSCS awareness, job criteria, CV structure, transferable experience, application accuracy and online professionalism.			
Learning activities		Search vacancy examples; compare person specifications; draft or improve a CV; complete a supporting statement; peer review.			

Total Learning		Guided Delivery		Remote Learning		Delivery Days	
55 hours		45 hours		10 hours		10 days	
Day	Theme		Employability		Construction / Employer		Total
Resources				PCs, CV template, example construction vacancies, application checklist and ExamBinary.			
Assessment and evidence				Targeted CV, vacancy shortlist, supporting statement and completed quality checklist.			
Cross-cutting themes				English: speaking, listening, reading and written evidence. Maths: time, quantity, accuracy and workplace calculations as applicable. Digital: safe use of PCs, online vacancy sources and ExamBinary. EDI, safeguarding, Prevent, British Values, wellbeing and health and safety are embedded throughout.			
DAY 6				Work-experience induction, PPE and safe site preparation Employability: 2 hrs Construction/Employer: 2.5 hrs Total: 4.5 hrs			
Learning objectives				Prepare for construction work experience and explain employer expectations, PPE requirements and safe systems of work.			
Content and embedded skills				Attendance, site induction, PPE, welfare facilities, security, accident reporting, risk assessments, method statements and escalation routes.			
Learning activities				Generic employer briefing; PPE identification; site-readiness checklist; risk-control discussion; begin supervised work experience where scheduled.			
Resources				Employer briefing materials, PPE examples, site-induction checklist, risk-assessment examples and learner log.			
Assessment and evidence				Signed readiness checklist, PPE knowledge check, tutor observation and first work-experience log entry.			
Cross-cutting themes				English: speaking, listening, reading and written evidence. Maths: time, quantity, accuracy and workplace calculations as applicable. Digital: safe use of PCs, online vacancy sources and ExamBinary. EDI, safeguarding, Prevent, British Values, wellbeing and health and safety are embedded throughout.			
DAY 7				Work experience: manual handling and construction materials Employability: 2 hrs Construction/Employer: 2.5 hrs Total: 4.5 hrs			
Learning objectives				Apply safe employability behaviours and demonstrate basic awareness of manual handling and common construction materials.			
Content and embedded skills				Safe lifting principles, assessing loads, team lifts, storage, housekeeping, material identification, damaged materials and reporting concerns.			
Learning activities				Supervised work experience; manual-handling demonstration; materials-identification task; housekeeping check; daily reflection.			
Resources				Workplace or simulation area, handling guidance, sample materials, checklist, learner log and supervisor feedback form.			
Assessment and evidence				Work-experience log, observed safe-handling task, materials check and supervisor/tutor feedback.			

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Day	Theme		Employability		Construction / Employer		Total
Cross-cutting themes				English: speaking, listening, reading and written evidence. Maths: time, quantity, accuracy and workplace calculations as applicable. Digital: safe use of PCs, online vacancy sources and ExamBinary. EDI, safeguarding, Prevent, British Values, wellbeing and health and safety are embedded throughout.			
DAY 8				Work experience: tools, basic tasks and interview preparation Employability: 2 hrs Construction/Employer: 2.5 hrs Total: 4.5 hrs			
Learning objectives				Follow instructions during supervised basic construction tasks and prepare evidence-based answers for employer interviews.			
Content and embedded skills				Basic hand-tool awareness, pre-use checks, task planning, safe working area, quality, productivity, STAR responses and work-experience evidence.			
Learning activities				Supervised placement activity; tool-identification and pre-use check; plan a basic task; quality review; practise interviews using ExamBinary.			
Resources				Basic tool examples, pre-use checklist, task-planning sheet, STAR template, PCs, ExamBinary and learner log.			
Assessment and evidence				Observed task, completed tool check, STAR examples, work-experience log and mock-interview feedback.			
Cross-cutting themes				English: speaking, listening, reading and written evidence. Maths: time, quantity, accuracy and workplace calculations as applicable. Digital: safe use of PCs, online vacancy sources and ExamBinary. EDI, safeguarding, Prevent, British Values, wellbeing and health and safety are embedded throughout.			
DAY 9				Employer interview day 1 and construction work-experience review Employability: 4 hrs Construction/Employer: 0.5 hrs Total: 4.5 hrs			
Learning objectives				Present professionally at a guaranteed employer interview and evaluate strengths and development points from construction work experience.			
Content and embedded skills				Interview etiquette, site-safety examples, teamwork evidence, concise answers, employer questions, feedback and progression planning.			
Learning activities				Final interview rehearsal; guaranteed employer interview; record employer feedback; complete placement review; update action plan.			
Resources				Interview room, CV, job description, interview checklist, placement log and employer feedback form.			
Assessment and evidence				Employer interview record, feedback form, completed placement review and updated progression action plan.			
Cross-cutting themes				English: speaking, listening, reading and written evidence. Maths: time, quantity, accuracy and workplace calculations as applicable. Digital: safe use of PCs, online vacancy sources and ExamBinary. EDI, safeguarding, Prevent, British Values, wellbeing and health and safety are embedded throughout.			
DAY 10				Employer interview day 2, consolidation and progression Employability: 4 hrs Construction/Employer: 0.5 hrs Total: 4.5 hrs			

Total Learning		Guided Delivery		Remote Learning		Delivery Days	
55 hours		45 hours		10 hours		10 days	
Day	Theme		Employability		Construction / Employer		Total
Learning objectives				Complete the guaranteed interview process, consolidate learning and agree realistic construction employment or training next steps.			
Content and embedded skills				Interview follow-up, professional communication, programme review, evidence portfolio, job-start readiness, CSCS progression and further applications.			
Learning activities				Guaranteed employer interview where scheduled; follow-up activity; final knowledge review; portfolio sign-off; one-to-one progression meeting.			
Resources				Interview materials, portfolio checklist, final review quiz, ILP, CSCS progression information and employer resources.			
Assessment and evidence				Employer interview record, final review, signed portfolio checklist, destination plan and final ILP review.			
Cross-cutting themes				English: speaking, listening, reading and written evidence. Maths: time, quantity, accuracy and workplace calculations as applicable. Digital: safe use of PCs, online vacancy sources and ExamBinary. EDI, safeguarding, Prevent, British Values, wellbeing and health and safety are embedded throughout.			

Progression

Learners may progress to employment with a suitable construction employer as a Basic Construction Operative, Site Labourer or Construction Support Operative; to CSCS preparation; further sector training; a traineeship; or an apprenticeship. Each learner leaves with an updated CV, completed employability evidence, work-experience record, employer-interview evidence, updated ILP and individual progression action plan. A guaranteed interview provides a genuine employer opportunity but does not guarantee a job offer.