

Home Building Virtual Career Insight and Taster Workshop – PowerPoint and Activity Notes

Workshop PowerPoint Presentation Slide Guidance

Open up the PowerPoint presentation found in the toolkit. Familiarise yourself with the separate Guidance Notes and the Presentation prior to running the workshop.

Slide 1 - Introductions:	Welcome the students to the Workshop session. Introduce yourself – Name/Job role/time in construction/career journey
Slide 2 – Aims & Goals	Here is a good place to explain why you are running the session. The session is designed to be a taster day for young people who are thinking about a career in construction, possibly starting as an apprentice. The day will consist of lots of information to help them determine whether construction is right for them. As a business it helps us to recruit the right candidates, those that understand what it entails.
Slide 3 - Schedule:	This schedule details the workshop activities. The workshop is designed to firstly provide information about the sector, secondly to educate students on essential application advice, and thirdly give students a chance to have a taste of what some of the role entail.
Slide 4 - Groups	Before you introduce the sessions – identify the Group splits/names
Slide 5 – Welcome to Session One	Outline what the first session will cover – Introductions, Housebuilding insight and the 3 apprenticeship areas we will cover.
Slide 6 – Ice Breaker	Invite each participant to introduce themselves. May be useful to do an icebreaker activity after separating and going through each group in case they are not familiar with each other.
Slide 7 – Background to House building	Talk through the slide.
Slide 8 – Construction and the Economy	Talk through the slide – add your own insight and facts or replace to suit your own knowledge base.
Slide 9 – your Business	Talk about your own business
Slide 10 - About Home Builders Federation / HBF:	The Home Builders Federation (HBF) is the representative body of the home building industry in England and Wales. The HBF's member firms account for some 80% of all new homes built in England and Wales in any one year, and incl. companies of all sizes, ranging from multi-national, household names through regionally based businesses to small local companies
Slides 11, 12, 13 and 14 Apprenticeship Types	Talk through the content on the 4 slides
Slide 15 - How to Apply:	Make sure to emphasize the deadline dates for applying as these can be quite strict. Highlight that later in the session advice on CV's and cover letters will enable participants to construct a better application.
Slide 16 - Entry Requirements/application advice:	Make sure to emphasize the importance of achieving these grades and working hard as this will effectively be a 'competition'. Mention House Building Careers website
Slide 17 - Future Career Prospects:	Starting salaries on this slide are based on being a third-year apprentice. (Actual starting salary as a 1 st year apprentice will be looking at an average of £6,000-£8,000 a year). Mention the opportunity to work for themselves and run their own business in the future as this is a big driver for trade apprentices.

Slide 18 - Future Career Prospects:	The salaries on this slide are based on averages once they have become more qualified. Actual starting salary will be around £18,000 per year and rising through the years.
Slide 19 - Quiz	Design your own quiz .It is optional to use break out rooms for the quiz. Alternatively, if you have access to Kahoot/Slido you may prefer to input these questions on such platforms prior to the session.
Slide 20 – end of session	Any questions – talk about what they have learned, and what do they think about what they have learned so far.
Slide 21 – Welcome to Session Two - CV Skills:	Introduce Session 2 Explain the content of this part of the session and introduce the task
Slide 22 - Cover Letter info:	Go over slide content. Emphasize the importance of tailoring your CV to the specific job you are applying for and highlighting how you are a perfect fit for the role.
Slide 23, - Cover Letter info:	Go over the standard format of cover letters and how they can be broken down into four easy sections. Explain the first section should be an introductory paragraph telling the employer a bit about yourself, why you are applying for the job, where you saw it advertised etc.
Slide 24 - Cover Letter info:	Second paragraph should cover why you're suitable for the role, why you're interested and what you can offer the employer. Third paragraph can highlight any relevant experience, explain how skills match the requirements of the job description and highlight any additional strengths which could benefit the company.
Slide 25 - Cover Letter info:	Explain that the last paragraph should round up the cover letter and repeat your interest in the role. Thank the employer and state that you look forward to hearing from them. This is an opportunity to mention that the cover letter should be short and to the point.
Slide 26 - Cover Letter info:	Go over all the points with particular emphasis on proofreading, keeping it short and sweet and saving it in a compatible file format.
Slide 27 - CV Advice info:	Go over slide content – explaining the purpose of CV's and the importance of taking advantage of this opportunity to make an impression.
Slide 28 - CV Advice info:	Go over slide content – emphasize that they shouldn't go into detail about the content of their school subjects. If they feel this information is relevant or they have gained skills from these classes, they can include this elsewhere in the CV. Explain that responsibilities at work should be listed as bullet points rather than a paragraph – it's easier for a recruiter to scan over.
Slide 29 - CV Advice info:	Go over slide content and list potential things to add e.g., different types of achievements, appropriate skills to include. Emphasize the importance of having examples to back this up with as they will be asked to go into detail if invited to a job interview.
Slide 30 - CV Advice info:	emphasize importance of being honest in your CV, keeping it short and in a professional and legible format.
Slide 31` - Do's and Don'ts of CV Writing	Talk through the slide
Slide 32,33, 34 - CV Comparison Task	Introduce task and go over the different areas to assess e.g., layout, information, language. Further information highlighting pros and cons for comparison task can be found below in this document
Slide 35 – Welcome to Session 3	Talk through slide
Slide 36 Activity 1 – Construction and Trades	Work through the exercise using the notes below and the task resources.
Slide 37 Activity 2 - Technical Session and Site Layout Comparison Task	Go through the slide content. Mention what the technical roles are again such as engineer, architectural technician, designers etc. Introduce the session and the subsequent task.
Slide 38 - Technical Task-Layout key elements:	Go over slide content explaining different aspects of designing a site layout.

Slide 39 -Technical Task-Connectivity:	<p>Ask them to think about what connectivity means to them, then talk through the points below:</p> <ul style="list-style-type: none"> - Connectivity refers to how well linked the site is to the surrounding area and how accessible different areas of the site are. - Some things which create an accessible site are pedestrian/cycle routes, breaks in the built form to allow a shortcut to an area. - Think about how the people using the site would get to the local shop/ schools by foot and by car. - It's also important to consider the surrounding area and whether there will be future development adjacent to the site –you may want to consider where the access to this site could be located. - New routes can improve the local movement network and open up opportunities beyond the development site. - A well-connected site encourages walking and cycling as the simplest method of choice for journeys – good for sustainability. - Do you think where you live is well connected? Why/ why not?
Slide 40 -Technical Task-Green Space:	<p>Ask them to think about what Green Space means to them, then talk through the points below:</p> <ul style="list-style-type: none"> - Green spaces can be multi-functional – they promote biodiversity and encourage healthy activities close to home. - Street trees and grass verges can add to the character of a site. - Some developments will include play parks – consider their location on the site. Are they overlooked by housing? Is this good or bad? - Balancing ponds for drainage (SUDS) can be attractive and can create new habitats for wildlife. - Seating can be added to open space to create destinations and meeting places – this maximizes the chances of social interaction between members of the community
Slide 41 -Technical Task-Existing features/views:	<p>Ask them to think about what Existing Features means to them, then talk through the points below:</p> <ul style="list-style-type: none"> - Does the site take advantage of views to existing landmarks? countryside or waterways? (i.e., do the plots face onto these views or back onto them?) - Mature trees can add character to a site, preserves natural habitats and promotes biodiversity. - Landmarks, features and focal points help aid wayfinding (especially on key routes into or through the site) - Streets can be designed to 'frame' views towards the surrounding area
Slide 42 -Technical Task-Parking:	<p>Ask them to think about what Parking means to them, then talk through the points below:</p> <ul style="list-style-type: none"> - How well has the relationship between homes and parking been considered? - Parking is one of the key considerations when designing a site layout – there are several different ways that we incorporate it into our developments. (On street parking, in driveways, garages – detached and integral, parking courts) - Parking can be broken up using landscaping to avoid the development being dominated by cars. - Think about where you live – what is the parking like? Was your street designed with cars in mind?

Slide 43/44- Example site image:	<p>The site we are looking at is on the outskirts of Melksham which is a town in Wiltshire. It is currently used for agriculture. Here are some things to watch out for...</p> <ul style="list-style-type: none"> - Existing tree belt - Main road to the north - Existing public footpath to western boundary - Potential views to the south - Access to local amenities to the north of the site
Slide 45 - Technical Task instructions: slides 46,47,48 different layouts. slide 49 discussion.	<p>Share the 3 layouts – ask them to review each layout and consider:</p> <ol style="list-style-type: none"> 1. Connections through the site and to the surrounding area 2. How well the site's existing features are incorporated – including trees and views. 3. Finding your way – if you were here for the first time would you find your way about easily? 4. Streets and spaces – including open space and planting <p>Additional Information detailing the technical activity and layouts can be found later in this document</p>
Slide 50/51/52 Activity 3 - Commercial Task	<p>Explain the general notes on the commercial task found below</p>
Slide 53 – Feedback and Close	<p>It is important to gain feedback on the session whilst it is fresh in the participant's mind. It may be beneficial to get students to fill out an online survey prior to closing the session using such as Survey Monkey.</p>

Facilitator Notes - CV Comparison Exercise - Slides 32 to 34

Task

You are about to see two different approaches to the same CV.

Based on what we have just discussed, highlight the pros and cons of both and decide which one you think is the best and why.

Things to keep in mind are:

- Layout (is it consistent and does it make sense?)
- Have they included the correct information?
- Does it look professional and well formatted?
- Are they using the correct language?

CV 1

Pros:

- Professional, clean layout
- The order makes sense.
- Bullet pointed rather than full sentences.
- Profile explains why they are a good candidate for this particular role and mentions relevant skills they have and have evidence to back these up.
- Key skills specify software rather than generic 'IT skills'.
- Short, sweet and to the point
- All the necessary information is included and appropriate.

CV 2

Pros:

- Colour is not necessarily a bad thing if used well – it can be eye-catching, although it is best to stick to black and white – prints better & is legible.
- Only one page

Cons:

- The order does not make sense – education & work experience should come first.
- Unprofessional font
- Contact info – no address and best not to include links to social media unless a LinkedIn account
- Profile makes sweeping statements which he is unlikely to be able to back up e.g., good at meeting deadlines – does he have evidence to back this up?
- Education – do not need to include primary school. Could also add in a note about subject choices to give an idea of what areas you are interested in.
- Skills section – should be backed up with examples of software
- Work experience – should be in reverse chronological order (most recent noted first), key responsibilities should be bullet pointed and only include necessary information. Personal opinions on the job should not be included
- 'I also made sure the shop was always neat and tidy' – could be worded in a more professional way e.g., 'Responsible for maintaining high shop floor standards'
- 'I chat to customers and take their orders' – could be worded as 'Provide excellent customer service and strive to meet customers' needs
- 'Interests' – first CV is saying the same things but worded much more professionally. Again, personal opinions do not need to be stated – just facts

Key Points to Take Away

- Do not lie – make sure you can back up everything you have said with examples or evidence at an interview.
- Keep it concise and professional
- Microsoft Word templates – if you are unsure where to start with a layout

Activity One - Construction Activity – Matching Exercise

Slide 36

Time:

- 35-40 minutes in breakout rooms
- 15 minutes discussion

This task is a matching exercise. The aim of this activity is to increase knowledge of roles, construction sites and build stages.

Split it into 2 sections – Trades and Construction sites

Facilitator preparation before the session –

Site Features

- Share preprepared images of construction sites and stages of a build e.g., land preparation, laying foundations, project office, site meeting, roofing stage, fitting out, sales office – get them to match the image to the situation - talk about the picture what they think is happening and then tell them about the image and what is going on in that situation.

Site personnel

- Share pre prepared images of individuals working in key trades carrying out their work e.g., a plumber connecting a pipe or a groundworker digging a trench, then have a list of the relevant trade titles for students to match with each image.

After students have **matched up images** and descriptions in their breakout rooms, everyone will come together, and each aspect will be explained in more detail or to the facilitator's knowledge. This just needs to be an overview to allow participants to appreciate what they would expect to find on a construction site.

Answers

Site Features

- 1 - H (Footings)
- 2 - E (Personal Protective Equipment)
- 3 - D (Silos)
- 4 - B (Compound)
- 5 - G (Air Pressure Test)
- 6 - F (Insulation)
- 7 - A (CML)
- 8 - C (Signage)

Site Personnel

- 1 - A (Site Manager)
- 2 - E (Carpenter)
- 3 - G (Groundworker)
- 4 - C (Machine Driver)
- 5 - D (Plumber)
- 6 - H (Electrician)
- 7 - F (Safety, Health and Environment Manager)
- 8 - B (Bricklayer)

Activity Two - Technical Activity - Layout review and comparison exercise - Slide 43 to 49

Time:

- 40-45 minutes in breakout rooms
- 15 minutes discussion

Talk through slides 43,44,45

Share and ask the group to look at 3 different site layouts and assess the pros and cons of each layout to determine which design they ultimately think is best

Layout 1 – slide 46.

Positives

- Organic layout: Helps with traffic calming, appropriate for rural setting (as opposed to a grid pattern layout)
- Good connectivity: Pedestrian connections to northern and western boundary, footpaths throughout/ through site, encourages walking and cycling in local area, safe routes for pedestrians
- Public open space: Green open spaces in several areas across the site, creates destinations and meeting points, areas for play for children, promotes healthy activity close to home and encourages biodiversity,
- LAP: Play Park is in the centre of the site is easily accessible to all members of the community, overlooked by adjacent housing (safe)
- Views: Views to the southern boundary are taken advantage of as plots are facing on to the countryside and tree belt
- Parking: Well, integrated into plots (driveways, garages), minimal on street parking

Negatives

- Noise buffers: Plots to northern boundary back onto the busy road, the trees act as a buffer, but noise pollution would be reduced further if these houses had been placed further into the site.
- Shading: Trees on northwestern boundary of site could overshadow the adjacent houses and gardens
- Landscaping: Could be more landscaping between plots and to streetscape, we would not put trees in back gardens therefore layout could be sparsely landscaped if these were removed

Layout 2 – slide 47.

Positives

- Organic layout: Helps with traffic calming, appropriate for rural setting (as opposed to a grid pattern layout)
- Good connectivity: Pedestrian connections to northern and western boundary, encourages walking and cycling in local area, safe routes for pedestrians, orange dotted line shows footpath round the site with connections to existing footways
- Landscaping: Well considered landscaping strategy to the streetscape and between plots, creates a softer aesthetic and will limit the negative visual impact of car parking across the site
- Public open space: Large area of green open space, creates destination and meeting point, areas for play for children, promotes healthy activity close to home, landscaped area to the perimeter of the site adjacent to the footpath creates a green edge to the site which also encourages biodiversity.
- LAP: Play park is in a central location and is easily accessible to all members of the

- community, overlooked by adjacent housing (safe)
- Views: Views to the southern boundary are taken advantage of as plots are facing on to the countryside and tree belt
- Parking: Well integrated into plots (driveways, garages), minimal on street parking
- Future development: The designers have noted a future access point on the southern boundary for potential future development
- Feature plots: Yellow stars on site layout indicate feature buildings which aid wayfinding
- Noise buffers: Plots to northern boundary are separated from the busy road and face onto the existing tree belt, this means they will not have noisy back gardens or shading from the trees.

Negatives

- Open space: Could be more evenly distributed across the site rather than confined to the centre of the development
- Shading: Trees on northwestern boundary of site could overshadow the adjacent houses and gardens

Layout 3 – slide 48.

Positives

- Green edge: The layout has a green edge around the perimeter of the site with a footpath connecting leading to the open space at the back of the site
- Ramps: There are ramps on the main spine road to encourage drivers to slow down inside the estate
- Landscaping: Well considered landscaping strategy to the streetscape and between plots, creates a softer aesthetic and will reduce the negative visual impact of car parking across the site
- Public open space: Large area of green open space to the rear of the site (although location questionable), creates destination and meeting point, areas for play for children, promotes healthy activity close to home, landscaped area to the perimeter of the site adjacent to the footpath creates a green edge to the site which also encourages biodiversity
- Views: Views to the southern boundary are taken advantage of as plots are facing on to the countryside and tree belt

Negatives

- Shading: Trees on northwestern boundary of site could overshadow the adjacent houses and gardens
- Noise buffers: Plots to northern boundary back onto the busy road, the trees act as a buffer, but noise pollution would be reduced further if these houses had been placed further into the site.
- Grid pattern layout: Not so suited to a rural location, not good for traffic calming due to long stretches of road, organic layouts encourage people to drive slower
- Connectivity: No pedestrian connection to northern boundary, residents would have a much longer walk to access the local amenities, doesn't encourage sustainable travel. Some areas of the site are lacking pedestrian footpaths, meaning the residents would have to walk on the roads or walk a longer route to reach their destination.
- Open space: The open space is situated at the western boundary – the back of the site. A central location or more evenly distributed space would make it more accessible to all members of the community
- Parking: There is a lot of on street parking across the whole site, in curtilage parking (to the rear or side) of the plots would reduce the negative visual impact of cars in the development

Which layout is the best?

Summarise points above and ask students for their opinion on which is best. **There is no right or wrong answer as long as the decision is well reasoned.**

Activity Three - Commercial Activity- Contractor quote comparison exercise - Slides 50,51,52

Time:

- 25-30 minutes in breakout rooms
- 10 minutes discussion

To run this activity please ensure all participants have their **resource pack** to hand. Participant instructions are within the pack. Participants will need to be split evenly into breakout rooms.

The concept of the task is for the participants to read through the given information, **and in groups**, discuss the pros and cons of each contractor whilst assessing their suitability to be the chosen contractor for the given site.

As facilitator, it is your job to join breakout rooms to understand if participants are struggling with anything. If they need help, push them to first understand what the site requirements are and assess contractors against this. Perhaps hinting for them to draw up a table for themselves will enable them to better visualise.

For **feedback**, the scenario can be given that the facilitator is acting as commercial director, and it is the participant's job as surveyor to have this discussion with the director, on which of the three contractors they feel is right for the job.

It is important to note that there is **not necessarily a 'right' answer**. The key is that the participants give **justification** for their selection, as the aim is to help the participants improve their understanding on the type of dilemma the commercial department might face on when starting on a site.

If still struggling, try to change the scenario to imagine it as if they were to hire a plasterer for their own home. What elements given would be important to them?