

# **The Mayor's Construction Academy (MCA) Quality Mark**

Statement of requirements for applications from  
construction skills training providers

February 2020

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**Greater London Authority  
February 2020**

Published by  
Greater London Authority  
City Hall  
The Queen's Walk  
More London  
London SE1 2AA

**[www.london.gov.uk](http://www.london.gov.uk)**

enquiries 020 7983 4000

minicom 020 7983 4458

ISBN

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# 1.0 The Mayor's Construction Academy Quality Mark opportunity

## 1.1 The Mayor's Construction Academy

In his manifesto, the Mayor pledged to establish a construction academy scheme with the housebuilding industry to close the gap between our ambitious housing targets and the need for more skilled construction workers in London.

The Mayor's Construction Academy (MCA) for London was created to ensure that training providers and employers are working together as effectively as possible to design and deliver approaches to training which meet the needs of employers and learners. The development and delivery of the MCA has been shaped by senior stakeholders representing the construction industry, skills providers, and local government, overseen by the Mayor's Homes for Londoners and Skills for Londoners boards. These boards will continue to oversee the programme as it progresses through delivery.

The over-arching aim of the MCA is to close the gap between our ambitious housing targets and the need for more skilled construction workers in London. In addition, the MCA programme aims to:

- improve the supply of skilled construction workers required by the sector and thereby create more opportunities for Londoners to benefit from the available work opportunities in the construction industry;
- scale up and extend what initiatives are already working well across the capital to train Londoners in the skills they need to enter into and progress in careers in the construction sector;
- intensify local engagement, particularly between SMEs and construction skills training providers; and,
- support the development of training provision for the construction of precision-manufactured housing in London.

To deliver this, the MCA programme is comprised of four work streams:

1. MCA Quality Mark: which identifies high-quality construction training provision (21 skills providers were awarded the quality mark during the first round of applications in 2018);
2. MCA Hubs: £2.94 million revenue funding to establish local MCA Hubs which aim to strengthen relationships and improve coordination between skills providers and construction employers, with a specific focus on housing development; and

3. MCA Capital Funding: £7.2 million capital funding programme for quality-marked providers to ensure that equipment and facilities keep pace with changing technology.
4. Promotional activity to direct people to careers advice and learning opportunities in the construction sector.

Refer to the MCA programme on the [www.london.gov.uk](http://www.london.gov.uk) website for further information on the wider MCA.

## **1.2 Gaining the Quality Mark**

This statement of requirements pertains to the Quality Mark and invites applications from construction skills training providers, both public and privately-funded, to apply to receive the Quality Mark. This can include provision offered by a further education college, independent training provider and/ or an employer/ developer's own in-house skills provision.

The Quality Mark will only be awarded to construction skills training providers who can provide evidence through the application process of the high standard of their training offer. Providers must demonstrate strong employer links; this should include demonstrable evidence of working with employers who are providing employment, apprenticeship and work experience opportunities.

Applicants should also demonstrate a proven track record of engagement with construction companies and evidence of the responsiveness of training programmes to employers' needs. Evidence of positive learner journeys and destinations will also be required.

**Full details of the eligibility criteria and evidence requirements to receive the Quality Mark are provided in Section 3 of this statement of requirements.**

## **1.3 How does the Quality Mark fit with the wider MCA?**

The MCA programme is delivered across four core work streams, as set out above. The Quality Mark underpins the Hubs and capital grant elements, ensuring that quality training provision is at the core of the programme. Both the Hubs and capital grant work streams are now in delivery, supported by quality marked providers, and funding rounds are now closed with no plans to make further rounds of funding available. However, quality marked providers and Hub leads are encouraged to work with those projects to ensure that every opportunity for collaboration is taken up.

## 1.4 The purpose and benefits of the Quality Mark

The Quality Mark aims to set a high bar for construction skills training provision in London, by recognising those organisations that most strongly demonstrate that they are addressing industry skills needs. It will only be awarded to high quality providers who can meet the stated evidence requirements.

### *Benefit to providers*

The Quality Mark will signify excellent construction skills training. Providers will be recognised as part of the MCA and have direct access to the central MCA team at the Greater London Authority (GLA). The central MCA team at the GLA will help to establish strategic links across all MCA quality-marked providers as well as employers, developers and commissioners, to better coordinate construction provision in London. The MCA quality-marked providers will also be promoted as part of a wider campaign to attract Londoners, both young people and adults, into construction careers.

### *Benefit to employers*

The Quality Mark will clearly signpost construction sector employers to high-quality providers delivering industry-relevant skills as well as wider employability and work readiness skills. The MCA will be a recognised brand that will be promoted as part of the Mayor's wider campaign to promote construction careers to Londoners.

### *Benefit to learners*

The Quality Mark will indicate to Londoners that the provider is a high-quality organisation providing industry-relevant training, with strong employer links in the construction sector. The Quality Mark will give learners assurance that the training offered by the provider will increase their chances of obtaining employment in the construction sector.

## 1.5 Quality Mark application rounds

In 2019, 24 training providers successfully retained or secured the Quality Mark. The GLA committed to review all quality marked providers annually to ensure the quality of provision assessed at the stage of application is maintained. This review will be undertaken alongside the 2020 application round. The status of successful Quality Mark holders will continue to be reviewed on an annual basis.

The GLA reserves the right to revoke the Quality Mark from the provider, either following the annual review, where a Quality Mark holder fails to provide evidence to meet the required criteria, or at any time at its discretion.







## 2.0 Application process

### 2.1 Application process

The GLA is inviting applications from construction skills training providers to receive the Quality Mark.

The Quality Mark will be awarded via an application process managed and administered by the GLA Skills team.

Applications are to be made by submitting a completed application form and accompanying evidence to **MCA@london.gov.uk** by the closing date of **12.00 noon on Friday 20<sup>th</sup> March 2020**.

The Quality Mark application form can be found on the [www.london.gov.uk](http://www.london.gov.uk) website.

The GLA reserves the right to request references at its discretion.

### 2.2 Application clarification questions

Any questions from applicants must be submitted to the GLA by email to **MCA@london.gov.uk** by **12:00 noon, Wednesday 18<sup>th</sup> March, 2020**. Questions via other means will not be permitted.

Applicants should note that all questions and their answers will be posted on the GLA website on a weekly basis in order to inform all applicants.

Table 1: Quality Mark application timetable

Activity	Timeline
Launch of Quality Mark statement of requirements and application process	21 February 2020
Deadline for applications	12 noon, 20 March 2020
Applications assessed	April 2020
Successful applications announced and Quality Mark awarded	June 2020

## 3.0 How the GLA will select successful applicants

### 3.1 Scoring applications

Applications received by the deadline will be scored independently by a minimum of two scorers. Scorers will make an assessment on how well the application and evidence submitted addresses the criteria set out in Table 3 below, allocating a score between 0 and 5 as defined in Table 2 below.

Some criteria are essential and will be either pass or fail (rather than being scored) as indicated on the application form. If any of the individual essential criteria are judged as 'fail', or a score of 2 or below is allocated against one or more of the criteria, the application as a whole will fail the eligibility to receive the Quality Mark.

Table 2: score scale

0	Does not meet requirements, insufficient or no relevant information provided.
1	Unsatisfactory response, an attempt has been made to address the evaluation criteria but case insufficiently demonstrated
2	Unsatisfactory response, an attempt to address the evaluation criteria has been made and could be developed with considerable additional time and work
3	Satisfactory response but some additional work required
4	Good response, the proposal meets the evaluation criteria
5	Excellent response, proposal meets evaluation criteria to a very high standard

An aggregate of all scores will be agreed by all scorers following completion of their independent scoring, noting that responses to the questions carry a weighted score as detailed on the application form.

Applicants must provide as much information as possible relating to the eligibility criteria, while observing the word limits for each answer. Additional documentation and evidence must be clearly referenced (using the criteria numbers in table 3 below) in the answers inserted into the completed application form.

Applications will be scored against the criteria specified in table 3 below and applicant organisations must meet these criteria to receive the Quality Mark.

Table 3: criteria

<b>General Eligibility</b>		
<b>Theme</b>	<b>Criteria</b>	<b>Evidence Requirements</b>
<b>1. Provider information</b>  <b>Score: pass/fail</b>	1.1 Applicants should be on the Register of Training Providers and/ or Register of Apprenticeship Training Providers.  1.2 Publicly-funded applicants should also be in receipt of funding from the Education and Skills Funding Agency (ESFA) and/ or Greater London Authority to deliver education and training in 2019/20 academic year and/or expect to hold a contract/ grant in future years.  1.3 Privately-funded applicants should also provide three years of independently audited accounts.	Documentation confirming registration.  Documentation confirming contracts.  Independently audited accounts.
<b>Employer Engagement</b>		
<b>Theme</b>	<b>Criteria</b>	<b>Evidence Requirements</b>
<b>2. Strength of relationships with employers</b>	2.1 Applicants should demonstrate integration with employers to secure investment both in the quality of learner experience while on a programme of study and destinations post-study.	Narrative evidence setting out any activity to secure: <ul style="list-style-type: none"> <li>- work placements</li> </ul>

<p><b>Score: 0-5</b></p>	<p>In the case of apprenticeships, employment secured as part of the apprenticeship programme would not be accepted.</p>	<ul style="list-style-type: none"> <li>- apprenticeships</li> <li>- employment</li> <li>- any in-kind support from employers to deliver any programmes</li> <li>- employer in-put to programme design or delivery</li> <li>- employer support for pastoral care/ mentoring</li> </ul> <p>Where available, documentation should be provided to evidence the volume and/ or quality of any of the above.</p> <p>Note, all activity to relate to provision targeting the construction sector.</p>
<p><b>3. Employer satisfaction</b></p> <p><b>Score: 0-5</b></p>	<p>3.1 Applicants should demonstrate high levels of employer satisfaction with the service provided to both learners and employers. Specifically, the quality of:</p> <ul style="list-style-type: none"> <li>- training provided to learners</li> <li>- support provided to learners to ensure learning outcomes</li> <li>- customer service received by employers</li> </ul>	<p>Evidence should include the broadest coverage of employers available and should include:</p> <ul style="list-style-type: none"> <li>- any satisfaction surveys or other relevant materials generated by the applicant</li> <li>- any reviews supplied to Institute for Apprenticeships (IfA) through the employer satisfaction surveys available on Register of Apprenticeship Training Providers (RoATP)</li> <li>- supporting statements from no fewer than five employers (with representation from both large employers and SMEs) from the construction sector with at least one housebuilder where available</li> </ul>
<p><b>4. Employer engagement</b></p>	<p>4.1 Applicants should demonstrate an effective employer engagement strategy, setting out how the</p>	<p>Narrative evidence setting out, in detail:</p>

<b>Score: 0-5</b>	organisation builds and maintains relationships and any areas of particular strength.	<ul style="list-style-type: none"> <li>- attendance at any relevant events or employer forums in the preceding 12 months</li> <li>- planning engagements scheduled for the coming 12 months</li> <li>- any resources allocated to proactive employer engagement, including staffing and other revenue costs</li> </ul> <p>Where available, further documentary evidence such as images, presentations etc. would be welcome.</p>
	4.2 Applicants should demonstrate the way industry intelligence is used to inform and shape the training offer.	<p>Planning documents setting out the strategy for delivery in the coming two academic years.</p> <p>Evidence of consultation with employers and/ or employer groups as part of developing those documents.</p>
	4.3 Applicants should also include any evidence of work to engage other stakeholders, for example, employment brokers; schools; and, local media.	As above.
<b>Performance and Quality Assurance</b>		
<b>Theme</b>	<b>Criteria</b>	<b>Evidence Requirements</b>
<b>5. The learner journey</b>  <b>Score: 0-5</b>	5.1 Applicants should demonstrate a clear learner journey from prospecting to course completion/ achievement. Evidence should demonstrate appropriate adjustments for learners with SEND,	<p>Learner journey chart including:</p> <ul style="list-style-type: none"> <li>- identification of learners</li> <li>- initial assessment</li> </ul>



	<p>barriers to employment and/ or other protected characteristics.</p>	<ul style="list-style-type: none"> <li>- induction</li> <li>- training</li> <li>- progression into further/ higher learning, employment or an apprenticeship for construction skills courses</li> </ul>
	<p>5.2 Applicants should demonstrate meaningful provision to support learners into employment or further training on completion of their course or programme.</p> <p>Where available, evidence confirming learner destinations and sustainments is welcomed.</p> <p>Specifically:</p> <ul style="list-style-type: none"> <li>- job starts</li> <li>- further training starts</li> <li>- sustainment to six months</li> </ul>	<p>Documentary evidence of any and all provision available to learners.</p> <p>Evidence of a start and/ or sustainment may include:</p> <ul style="list-style-type: none"> <li>- letter/email from an employer confirming the start date and employer details</li> <li>- letter/ email from the learner confirming the start date and employer details</li> <li>- individualised learner record (ILR)</li> </ul> <p>Where possible, confirmation on how many of these outcomes are in construction sector related employment/ programmes is welcome.</p>
	<p>5.3 Applicants should confirm that the overall achievement rates for Education and Training and Apprenticeship provision delivered under the Mayor's Construction Academy by completing the tables included in the application form. Please include your achievement rates for the 2018/19 academic year.</p> <p>The tables included in the application form set out the national average achievement rates for all</p>	<p>See application form for tables 1b and 2b to be completed in full.</p> <p>In the event that the overall achievement rates for your provision are below the national average, please provide additional narrative information about the actions that you are taking to improve performance.</p>

	<p>provider types and qualification levels/types in Education and Training (Table 1a) and Apprenticeships (Table 2a). The national averages are from National Achievement Rate Table (NART) data published for 2017/18.</p>	
<p><b>1. Facilities</b> <b>Score: 0-5</b></p>	<p>1.1 Applicants should demonstrate the provision of high-quality facilities for training in traditional and modern methods of construction which is accessible to all learners.</p>	<p>Narrative and documentary evidence describing the facilities available, including setting out what measures are undertaken to ensure they achieve high standards of quality and safety.</p>
<p><b>2. Training offer</b> <b>Score: 0-5</b></p>	<p>2.1 Applicants should demonstrate that the programme of training on offer is relevant to the needs of the construction industry.</p>	<p>Providers are encouraged to demonstrate that they meet the minimum standards being developed by CITB in partnership with industry: <a href="https://www.citb.co.uk/qualifications-standards/training-standards">https://www.citb.co.uk/qualifications-standards/training-standards</a>.</p> <p>However, should providers offer alternative standards not within CITB's scope and deemed to be appropriate they should provide details and a rationale.</p> <p>Provision should take account of innovation and industry's changing needs. See:</p> <p>CITB Report - Faster, Smarter, More Efficient: Building Skills for Offsite Construction, Personas: <a href="https://www.citb.co.uk/documents/research/ofsite_construction/offsite_construction_report_personas_20170412.pdf">https://www.citb.co.uk/documents/research/ofsite_construction/offsite_construction_report_personas_20170412.pdf</a></p> <p>and,</p> <p>CITB Report – A New Reality: Immersive Learning in Construction:</p>

		<a href="https://www.citb.co.uk/documents/research/t1438-rr-citb-a_new_reality_report.pdf">https://www.citb.co.uk/documents/research/t1438-rr-citb-a_new_reality_report.pdf</a>
	2.2 Evidence that a variety of teaching, learning, assessment and feedback methods are used, including the use of technology, to enrich the study experience	Narrative outline with documentary evidence to illustrate.
<b>3. Governance</b> <b>Score: pass/fail</b>	3.1 Applicants should demonstrate the appropriate governance is in place to ensure suitable oversight of construction provision.	Documentary evidence which may include governance charts and associated terms of reference documents.  Note, governance refers to any individual, group or groups that ensures the adherence of members of an organisation to any policies and procedures, and monitoring delivery against agreed targets.
<b>4. OFSTED grades &amp; quality Marks</b> <b>Score: pass/fail</b>	4.1 Publicly funded providers should have a minimum OFSTED grade of 2. In exceptional circumstances a grade of 3 may be considered, subject to a suitable improvement plan and assurance processes being in place. Providers should submit a request in writing if they wish to be considered for an exception.	OFSTED certificate.
	4.2 Private training providers whose training offer is not publicly funded and who do not have OFSTED grading will need to provide alternative quality indicators.	Applicants should take a judgement on what evidence to supply. Where they are subcontracting for an OFSTED assessed prime contractor, the OFSTED grade of the prime can be used as part of a case. Providers are invited to submit provision evidence to be followed up with clarification discussions where required.

<p><b>5. Staff</b></p> <p><b>Score: 0-5</b></p>	<p>5.1 Applicants should demonstrate that their teaching and assessing staff have relevant qualifications and experience to offer a sufficiently broad and thorough learning experience.</p>	<p>Documentary evidence mapping staff profiles.</p> <p>Documentary evidence setting out the continuing professional development undertaken by teaching staff to ensure skills are current and relevant to future training needs.</p>
<p><b>6. Quality of teaching and learning</b></p> <p><b>Score: pass/fail</b></p>	<p>6.1 Applicants should demonstrate that procedures are in place to monitor, review and provide feedback the performance of teaching and assessing staff.</p>	<p>Documentary evidence setting out monitoring and feedback procedures.</p> <p>Learner satisfaction surveys.</p> <p>Employer satisfaction surveys/ case studies.</p>
<p><b>7. Quality management</b></p> <p><b>Score: pass/fail</b></p>	<p>7.1 Confirmation that a quality management system is in place that allows the provider to monitor and report performance and quality.</p>	<p>Documentary evidence of any system. Screen shots of any dashboards are acceptable.</p> <p>Copy of most recent self-assessment report, or other quality assurance mechanism, covering all construction skills training provision delivered.</p>

### **3.2 Quality assurance of application scoring**

If scores by independent scorers differ significantly for the same area of an application, the scorers will come together to discuss and review the reasons for the scores that they have applied, and agree upon the appropriate moderated score for that section.

If an aggregate score cannot be agreed between scorers following their independent review and subsequent discussion, they will call upon an officer not involved in the marking to that point, who will be engaged as a third-party reviewer.

### **3.3 Feedback to unsuccessful applicants**

Feedback on unsuccessful applications will be made available upon request.

### **3.4 Clarification meetings**

Following any in principle offer of the award of the Quality Mark, the GLA may require that successful applicants attend a clarification meeting before the actual award is confirmed. This meeting will verify the GLA's evidence requirements.

You must not place any reliance whatsoever on receiving the quality mark until formally notified in writing and your authorised signatories have executed and returned an agreement which the GLA will provide should your application prove successful.

Accordingly, any expenditure that you incur and/or to which you commit (including that which you have incurred or committed to in relation to the preparation of your application) prior to formal notification and execution and return of the Quality Mark agreement is incurred and/or committed is entirely at your own risk.

### **3.5 Final decision**

Following the GLA's formal scoring and approvals process, preferred applications will be shared with the Skills for Londoners Construction Sub-Group for information.

### **3.6 Other formats and languages**

For a large print, Braille, disc, sign language video or audio-tape version of this document, please contact us at the address below:

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Greater London Authority  
City Hall  
The Queen's Walk  
More London  
London SE1 2AA

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[www.london.gov.uk](http://www.london.gov.uk)

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