

## STEP Learning Framework Task Group

### KEY DETAILS

**Proposed by:** Cat Hirst, STEP Manager, UK-GBC

**Task Group Name:** STEP Task Group: Learning Framework (Phase 1)

**Expected Start Date:** September 2011

**Initial Time Frame:** 6 Months (for Phase 1 only)

**Purpose:** To scope a Sustainability Lifelong Learning Framework for built environment professionals to raise awareness and expand knowledge across the construction and property sector.

### INTRODUCTION

Education has become an increasingly important strategy in advancing the sustainable building agenda to deliver a low carbon, green economy. The journey towards a sustainable built environment will be underpinned by inspirational leadership, knowledge skills and a shared understanding of the challenges and opportunities.

UK-GBC's Sustainability Training and Education Programme (STEP) is based on building capacity and achieving a positive transformation of the sustainability education landscape, with the overarching goal of developing a Sustainability Lifelong Learning Framework (SLLF).

### PURPOSE

Our proposal for the development of a Sustainability Lifelong Learning Framework will provide much needed leadership and co-ordination in the field of sustainability training and education, and work to equip industry with the skills and knowledge they need to lead us to a sustainable future.

Key features of the SLLF will be:

- A modular education framework for built environment professionals focused on holistic sustainability
- High quality sustainability education, endorsed by the UK-GBC, and delivered via various learning mediums (online, in person, case studies, site visits, etc)
- A mechanism to enable built environment professionals to navigate easily to high quality education
- An accreditation framework for a UK-GBC professional qualification (e.g. 'Sustainability Associate') based on both knowledge and core competencies.

## CONTEXT

UK-GBC's education initiative and the STEP brand was founded in 2009 with the help of an initial task group comprised of members from industry, academia and government.

The UK-GBC currently delivers two courses under STEP:

- Sustainability Leadership in the Built Environment
- Introduction to Sustainability in the Built Environment

The development of these courses was to a large extent driven by market research conducted in 2009, and the excellent work undertaken by the STEP Task Group in 2009-2010.

The proposed task group will look beyond the specific 'course' level, and will build on the recommendations from the previous task group by focusing on the development of a Sustainability Lifelong Learning Framework (SLLF) covering holistic sustainability across a wide range of built environment professions and experience levels. This work will be led by the UK-GBC STEP team, but will call on the input from industry via a task group to ensure that the SLLF will deliver what industry needs.

The existing courses will form an integral part of the SLLF, but the learning framework that evolves from this piece of work will have a much wider influence, and has the potential to transform the way the sustainability education landscape looks in the UK and internationally. The SLLF will offer a wide range of high quality courses for all levels that look at holistically at sustainability, and the qualification will provide an important focus for continued learning within the sector.

Crucially, this project will seek to avoid 'reinventing the wheel' and duplication. Instead it will establish clarity for sustainability training and education in the built environment sector. Ultimately the project will work to enhance the sustainability skill set of built environment professionals across all levels of experience and seniority.

### TASK GROUP OBJECTIVE

The over-arching objective of the proposed Task Group will be to:

'Scope a Sustainability Lifelong Learning Framework for built environment professionals to raise awareness and expand knowledge across the construction and property sector.'

## SLLF OBJECTIVES

There are 3 key elements that the SLLF should deliver:

1. High quality education designed to help professionals at every stage of their careers
2. A UK-GBC professional qualification (e.g. Sustainability Associate) suited for any professional
3. A diagnostic tool to help professionals navigate their training requirements

## THE BARRIERS

Significant market research has already been undertaken by the UK-GBC in relation to sustainability training and education. This market research will form the backdrop of Task Group activities. The project will move forward on the basis that there is a requirement for high quality training and education at all levels and built environment roles, and that signposting, and clear qualification mapping is required. *[The key findings from the market research (2009) are detailed in Appendix A of this document.]*

There is a desire to undertake further market research to further inform the development of the SLLF, and this market research may potentially be undertaken before the task group launch in September. This research will involve the preparation of 2 surveys to go out to:

### 1. T&E providers

Build a database of available courses based on the following information:

- Name of course/programme
- Entry Requirements
- Learning Outcomes
- Delivery medium
- Length of course/programme
- Accreditation
- Cost
- Location

### 2. Delegates

Feedback from industry on:

- Whether they would like courses to be aligned to existing frameworks - QCF/FHEQ
- Motivations for going on sustainability training
- Most effective training mediums
- Feedback on training courses they have attended
- Topics on which delegates would like to receive training

## WORK PLAN

The following section sets out the work plan for the Task Group over the next 6 months:

1. Convene an industry based group from across the UK-GBC membership to represent each of the built environment sectors, to include input from sector associations:

The first SLLF Task Group is scheduled to convene in September 2011. *[Please see Appendix B of this document for more guidance on the terms of the task group and time commitments]*. The key role of this group will be to ensure that industry remains engaged in the development of the Sustainability Lifelong Learning Framework, and that best practice is shared within the group and beyond. It is envisaged that this group will be employee and staff led. This will provide a means of ensuring that the SLLF does in fact meet the needs of industry

It is hoped that all key job functions of the built environment sector will be represented:

- Planners
- Project management
- Developers
- Designers
- Contractors
- Property Consultants
- Local Authorities and Housing Associations
- Professional Services ( Legal and Finance)
- Manufacturers
- Facilities Managers
- Owner Occupiers

In addition, involvement of academic and professional institutions will be encouraged, along with the relevant sector skills councils. i.e.

- IEMA,
- RIBA
- RICS,
- CIOB
- CIBSE
- RTPI
- ConstructionSkills
- SummitSkills
- Asset Skills
- ProSkills
- Built Environment Skills Alliance
- Further and Higher Education providers

## 2. Existing T&E Characterisation:

- Establish a database of training and education providers, using the training provider market research as a basis.
- Undertake a ‘gap analysis’ to ascertain where the gaps in existing training provision are, thus highlighting the new courses that would need to be developed.

## 3. Scope Sustainability Lifelong Learning Framework

- Evaluate accreditation options:
  - **Regulated** - Qualification Credit Framework (QCF), including National Occupation Standards, or Framework for Higher Education Qualifications (FHEQ )
  - **Non regulated** - Commercial awarding organisation (ABBE/City and Guilds/ASFI/ ACUA, EAL), professional bodies, or UK-GBC as awarding organisation
- Determine the built environment sustainability functions
  - Determine sustainability competencies for built environment functions (e.g. planner, designer, engineer etc); or
  - Determine generic sustainability competencies for a ‘built environment professional’ (rather than making it job specific).
- Develop Modular Training and Education Framework
  - Develop key learning outcomes by sustainability topic and/or job function.
  - Develop course curriculum:
  - Determine learning themes
  - Determine learning subcategories (i.e. learning units)
  - Determine appropriate learning mediums

## 4. Source High Quality Training Courses

- UK-GBC partnered courses (e.g. the partnership with Cambridge University to develop a Leadership for Sustainability in the Built Environment Course)
- UK-GBC endorsed courses (High quality training and education courses that are supported by the UK-GBC, and branded under STEP)
- UK-GBC signposted courses (a large database of courses that can be accessed via the UK-GBC website, and the diagnostic tool/skills navigator specifically)
- UK-GBC designed and delivered courses (e.g. the masterclass template we are developing internally)

NOTE: a quality assurance procedure must be in place by this stage.

#### 5. Scope Professional Sustainability Qualification

- Scope out the options for a UK-GBC professional qualification, e.g. ‘Sustainability Associate’, ‘Fellow’ etc, detailing the requirements for progression through the various levels of the Sustainability Lifelong Learning Framework (SLLF).
- Develop entry requirements for SLLF (in terms of knowledge, skills, and experience)
- Develop requirements for progression through each level of the SLLF (in terms of knowledge, skills, and experience)
- Develop mechanisms for reporting against the SLLF (CPD hours etc)

#### 6. Quality Control

- Develop quality control measures
  - Ongoing quality assurance of project outputs, including courses partnered, endorsed, signposted and designed by UK-GBC.
  - Ongoing evaluation impact of Sustainability Associate Programme and proposed qualification.

#### DELIVERABLES:

1. Characterisation of existing training and education landscape and gap analysis
2. Accredited modular education framework
3. UK-GBC qualification framework

#### PROGRAMME

Phase 1 of this work (as detailed above) is programmed to run from September 2011-February 2012. [*Please see Appendix C of this document for an outline programme.*]

#### SUBSEQUENT WORK

Phase 2 of this project will focus on the dissemination of information and the marketing of the SLLF and that phase of work will launch in Spring next year. [*Please refer to Appendix D for more detail on the planned future tasks.*]

#### APPLICATION PROCESS:

To apply for a place on the Task Group please complete the ‘Request to join a Task Group’ form no later than **Friday 2 September 2011** (Please see Appendix E for the Request to Join a Task Group Form). This task group will be open to both ‘Member’ and ‘Associate Member’ organisations.

The first meeting date for the Task Group will be **Tuesday 27 September at UK-GBC offices, Store Street, (2 - 4.30pm)**. Video and telephone conference facilities are available.

As always with UK-GBC Task Groups, the Task Group is likely to be over-subscribed. If you put yourself or colleagues forward for the Group, it must be with the intention of playing a full and active part in the Group, attending all the meetings and taking part in the off-line work. If the group is over-subscribed we will appoint members based on a range of criteria including:

- Spread of sectors and sizes of organisations
- Balance of expertise in different areas
- Balance of members who haven't participated in task groups before and those with experience of task group working practice

### **TASK GROUP SPONSORSHIP OPPORTUNITIES**

We are not seeking sponsorship for this task group at the current time, as the extent of funds required will depend on the outcome from key decisions made by the task group, during the 6 month programme. This proposal only seeks contributions in kind from UK-GBC members and wider industry.

Sponsorship will be sought once the task group is up and running to support important, and clearly defined tasks, which may include:

- Production of a 'qualification handbook'
- Formal accreditation of courses
- A formal launch of the SLLF
- Development and printing of marketing material for the SLLF
- Further market research

As per the programme, the value of, and potential sources of sponsorship will be reviewed in November 2011, following the 'scoping workshop', which will take place in October 2011.

## APPENDIX A - MARKET RESEARCH SUMMARY

The key findings from the survey undertaken in 2009 were:

- Two thirds of sustainability training was viewed as ‘below par’ or ‘could be better.
- Both members and non members felt there was a demand for T & E (92%)
- The majority of respondents did not feel fully qualified to deal with sustainability (58%)
- They felt the current T&E offer was fragmented and of variable quality (62% rated the training they had been on as fair quality)
- They felt that every employee across every part of industry would benefit from high quality sustainability T&E
- They thought UK-GBC, as a registered charity and diverse membership organisation were the best positioned to
- Help individuals understand their knowledge gaps and learning needs
- deliver the training
- signpost to good quality training
- The majority had engaged with some sort of T&E within their organisations but found the quality varied.
- They felt the T&E landscape was in need of a road map as it was currently fragmented and hard to navigate.

## APPENDIX B - TERMS OF REFERENCE

### Description of key roles:

**UK-GBC Lead** - Cat Hirst, Sustainability Training and Education Programme (STEP) Manager, UK-GBC

**Chair** - To be selected from Task Group

A core Task Group will comprise of representatives from the following organisations:

- Planners
- Project management
- Developers
- Designers
- Contractors
- Property Consultants
- Local Authorities and Housing Associations
- Professional Services ( Legal and Finance)
- Manufacturers
- Facilities Managers
- Owner Occupiers

In addition, involvement of academic and professional institutions will be encouraged, along with the relevant sector skills councils. i.e.

- IEMA,
- RIBA
- RICS,
- CIOB
- CIBSE
- RTPI
- ConstructionSkills
- SummitSkills
- Asset Skills
- ProSkills
- Built Environment Skills Alliance

**This task group will be open to both ‘Member’ and ‘Associate Member’ organisations.**

Sub groups for each of the above sectors may be established on the specific tasks:

- Existing T&E Characterisation
- Scope Sustainability Lifelong Learning Framework
- Source High Quality Training Courses

- Scope Professional Sustainability Qualification
- Quality Control

Task Group members would be asked to attend one 2-3 hour meeting each month in central London and/or a regional location TBC, with provisions being made available for telephone conferencing for members not based in area. In addition members would be asked to carry out research and work between those meetings, representing a time commitment of approximately 8 hours a month in total, including meeting attendance.

For members not able to commit the time to take part as core task group members, updates will be made available on the members-only part of the UK-GBC website, which may also take the form of some online consultation or face to face events for members to feed in their views.

Members expressing an interest in being involved in the task group should specify whether they are offering their time for the full, core task group, or are signalling their interest in this topic area for (less time-intensive) involvement in workshops, online feedback, sub-groups etc.

**Resources required:**

- 12-14 on core task group
- UK-GBC Executive Lead: Cat Hirst
- Chair: To be selected from the Task Group
- 1 event (Building Centre/member venue/Ecobuild): Phase 1 Launch Sustainability Lifelong Learning Framework - March 2011
- Potential for online updates/consultation for wider UK-GBC membership
- Task group meeting venues - at UK-GBC or in kind contributions from task group members
- Production of published documents

APPENDIX C - PROGRAMME

No	Objectives/ Outputs	2011						2012												
		J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	
<b>SPONSORSHIP/FUNDING OPPORTUNITIES</b>																				
A	Review need for funding/sponsorship requirements for task group deliverables (i.e. accreditation, dissemination, marketing, launch event)																			
<b>PHASE 0 - Industry Engagement and Market Research</b>																				
<b>1 Market Research and Task Group Launch</b>																				
A	Call-out to members for task group involvement																			
B	Market research: - T&E Providers - Delegates																			
C	Launch SLLF Task Group																			
<b>2 Existing T&amp;E Landscape Characterisation</b>																				
A	Establish a database of current training and education providers (utilising the market research)																			
B	Undertake 'gap analysis' exercise																			

PHASE 1 - Scoping SLLF													
<b>3 Scope Sustainability Lifelong Learning Framework</b>													
A	Evaluate accreditation options (QCF, FHEQ, ABBE/City & Guilds/ACUA/ASFI etc)												
B	Built environment sustainability functions												
C	Modular Training and Education Framework												
<b>4 Source Training Courses</b>													
A	Partnering and redevelopment												
B	Course endorsement												
C	Course signposting												
D	Course development (e.g. masterclasses)												
<b>5 Scope Professional Sustainability Qualification</b>													
A	Develop professional categories (e.g. sustainability affiliate, associate, fellow etc).												
B	Develop entry requirements												
C	Develop requirements for each level												
D	Develop mechanisms for reporting against the SLLF												
<b>6 Quality Control</b>													
A	Develop quality control mechanisms												



## APPENDIX D - FUTURE WORK (PHASE 2)

The following depicts the key tasks that will be involved in Phase 2 of the SLLF project. This work is currently scheduled to commence in Spring of 2012.

### PHASE 2 - DISSEMINATION

#### Develop Diagnostic Tool

1. Develop a diagnostic tool (i.e. Skills Navigator) to enable built environment professionals to understand their training needs, and identify relevant training courses, and a route through to a professional qualification.

#### Develop Marketing and Communications Strategy

1. Concept launch at Ecobuild 2012
2. Promotion of the SLLF at key events
3. Website development
4. Production of case studies for the website (to show how organisations have upskilled their staff, and the tangible benefits this has had).

#### Action Groups and Networks

1. Establishment of online forums
2. Continued learning and networking events

## APPENDIX E - REQUEST TO JOIN NEW TASK GROUP

### TASK GROUP DETAILS

Task Group applying for:	
Interested in being part of the core Task Group?:	
Interested in sponsoring the task group?:	N/A at this time

### CONTACT DETAILS

Name:	
Job title:	
Organisation:	
Email:	
Contact no:	
Mobile:	

### EXPERIENCE

Short Biography OR attach CV to application:	
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Explanation of expertise you could bring to the task group:	
Are there any specific elements of the work plan that you'd be interested to work on or potentially lead on?:	

**AVAILABILITY**

No. of hours a week available:	
Any periods over life of task group that definitely NOT available:	
Formal secondment or not:	N/A

Please email the completed application form to [info@ukgbc.org](mailto:info@ukgbc.org)