

**SCHEDULE 21**  
**COMMUNITY BENEFITS**

1. **Definitions**

In this Schedule 21:

**Apprentice** means an individual undertaking a vocational construction skills training course leading to the award of a Scottish Vocational Qualification (SVQ) Level 2 or equivalent qualification.

**Apprentice (existing)** means an individual already undertaking a vocational construction skills training course within the Company leading to the award of a Scottish Vocational Qualification (SVQ) Level 2 or equivalent qualification.

**Graduate** means an individual who has completed their undergraduate degree and is undertaking a professional engineering training scheme recognised and accredited by a national professional body (such as the Institution of Civil Engineers) and leading to membership of the professional body at technician or chartered level or equivalent.

**Job Start** means a sustainable job start for an individual who has been long-term workless / unemployed / out of full time education or training for more than 25 weeks.

**Placement Position** means a position intended to enable an individual to learn, develop or enhance their knowledge and skills in relation to the employment market that lasts between 11 days and 100 days and which includes elements of job coaching and support.

**Responsible Procurement Plan** means the plan to be developed by the Company which describes the management processes and procedures for achieving compliance with the minimum requirements set out in this Schedule 21.

**Taster Position** means a position that is intended to introduce an individual to a specific industry, occupation or position and may have a duration between 1 day and 10 days.

**Work Experience** means a young person aged 14-19 undertaking a placement as part of the national curriculum or as a specific qualification such as Diploma programmes or Young Apprenticeship, Programme led Apprenticeships.

**Workforce Skills** means workforce training or development activity for full time employed individuals that form part of an accredited course of learning and development.

2. **Training and Employment Opportunities (New Works)**

- 2.1 The Company shall secure the creation of, and maintain until the date of the issue of the, Final Completion Acceptance Notice the following training opportunities in connection with the New Works:

- 2.1.1 a minimum of 30 vocational training (**Apprentice**) Site based places (average per annum) for persons undertaking a vocational construction skills training course leading to the award of a Scottish Vocational Qualification (SVQ) Level 2 or equivalent qualification; and
  - 2.1.2 a minimum of 15 professional (**Graduate**) training Site-based places (average per annum) for persons undertaking a professional engineering training scheme recognised and accredited by a national professional body (such as the Institution of Civil Engineers) and leading to membership of the professional body at technician or chartered level or equivalent.
- 2.2 The Company shall secure the creation of, and maintain until the date of the issue of the, Final Completion Acceptance Notice at least 30 permanent, Site-based, full time equivalent employment construction opportunities (average per annum) in connection with the New Works which are aimed specifically at people who have not been in employment for at least 25 weeks (**Job Start**) prior to being employed in relation to the New Works (excluding people who were in full time education prior to employment). Such persons engaged pursuant to this paragraph 2.2 shall not also count towards the number of persons whom the Company is obliged to engage pursuant to paragraph 2.1.
- 3. **Training and Employment Opportunities (O&M Works)**
- 3.1 The Company shall secure the creation of, and maintain until the Expiry Date, the following training opportunities in connection with the O&M Works:
  - 3.1.1 a minimum of 5 vocational training (Apprentice) places (average per annum) for persons undertaking a vocational construction skills training course leading to the award of a Scottish Vocational Qualification (SVQ) Level 2 or equivalent qualification; and
  - 3.1.2 a minimum of 2 professional (**Graduate**) training places (average per annum) for persons undertaking a professional engineering training scheme recognised and accredited by a national professional body (such as the Institution of Civil Engineers) and leading to membership of the professional body at technician or incorporated or chartered level or equivalent.
- 3.2 With effect from the Full Service Commencement Date the Company shall secure the creation and maintenance until the Expiry Date of at least 5 permanent full time equivalent opportunities in connection with the O&M Works which are aimed specifically at people who have not been in employment for at least 25 weeks (**Job Start**) prior to being employed in relation to the O&M Works (excluding people who were in full time education prior to employment). Such persons engaged pursuant to this paragraph 3.2 shall not also count

towards the number of persons whom the Company is obliged to engage pursuant to paragraph 3.1.

- 3.3 In the event of vacancies arising during the period of the O&M Works the Company shall secure that 20% (on average) of such vacancies shall be aimed specifically at people who have not been in employment for at least 25 weeks (**Job Start**) prior to being employed in relation to the O&M Works (excluding people who were in full time education prior to employment). Such persons engaged pursuant to this paragraph 3.3 shall not also count towards the number of persons whom the Company is obliged to engage pursuant to paragraph 3.1.

4. **Training and Employment Opportunities (New Works and O&M Works)**

- 4.1 In addition to the requirements set out in paragraphs 2 and 3, the Company shall provide additional short duration training and Work Experience opportunities in the form of Placement Positions, Taster Positions and Work Experience in particular aimed at young and local individuals. The minimum requirements for such training opportunities are (i) New Works – a minimum of 40 site-based short duration training and Work Experience opportunities (average per annum); and (ii) O&M Works - a minimum of 10 site-based short duration training and Work Experience opportunities (average per annum). The minimum duration of any short duration training and Work Experience opportunity shall be 1 week. The Company's policy in this regard shall form part of its Responsible Procurement Plan.
- 4.2 The Company shall procure that all Site-based employment opportunities (including those with Subcontractors) are notified to job centres (including local job centres) at the time they become available.
- 4.3 The Company shall procure that all sub-contracts placed pursuant to the Agreement contracts with subcontractors and suppliers which the Company intends to place following the Effective Date, and which the Company has not already planned to award to a particular subcontractor or supplier when preparing his final tender for the award of the Contract, are advertised through the Public Contracts Scotland procurement portal ([www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)).
- 4.4 The Company shall submit to the Contracting Authority with each monthly progress report details which are sufficient for the purposes of:
- 4.4.1 demonstrating the Company's compliance with its obligations under paragraphs 2 and 3 (Training and Employment Opportunities (New Works) and Training and Employment Opportunities (O&M Works)) (including in respect of each employee of the Company and its sub-contractors the postcode area and district of his or her home address (rather than a local accommodation address) together with details of his or her gender, ethnic origin, time since last employment or full time training

programme prior to commencing work, and any registered training programme being undertaken by him or her; and

4.4.2 demonstrating the Company's additional commitments made in its Responsible Procurement Plan.

4.5 Reporting shall include, as a minimum, a table similar to the format given below:

Apprentice (new)	Job Starts	Graduate Training Scheme	Apprentice (existing)	Placement Positions	Taster Positions	Workforce Skills	Work Experience
Number	Number	Number	Number (maximum 50% of the total number of Apprentice placements.	Number of Placement Positions and working days in one month / year	Number of Taster Positions and working days in one month/ year	Number of training or development activity days in one month/ year	Number of Work Experience placements and working days in one month/ year

**5. Skills Pledge**

The Company shall, within fourteen (14) days of the Effective Date, sign and return the AWPR/B-T Skills Pledge (as set out in Appendix A) to the Contracting Authority. Following execution, the Company shall comply with the Skills Pledge in order to demonstrate the Company's commitment to the development of the skills and qualifications of its workforce, supply chain and the local community. The Company shall procure that its subcontractors and suppliers of any tier sign and comply with the AWPR/B-T Skills Pledge prior to that subcontractor or supplier commencing work on the Project.

**APPENDIX A  
SKILLS PLEDGE**

**Aberdeen Western Peripheral Route / Balmedie - Tippetty**

**Skills Pledge**

On behalf of .....

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am making a commitment that we shall:

- Actively encourage and support our employees to gain the skills and qualifications that will meet the needs of the Aberdeen Western Peripheral Route/Balmedie – Tippetty and our business and will support their future employability.
- Further support our employees to acquire basic literacy and numeracy skills and work towards their first Level 2 qualification or equivalent qualification.
- Demonstrably raise our employees’ skills and competencies to improve our organisations performance through investing in economically valuable training and development.

Signed .....

Date .....

Position .....

Company .....