



Construction For Women – 12-Week Training Programme

Training Programme Guidelines

Purpose

The 12-Week Training Programme is designed to support women and underrepresented individuals in developing the practical, professional, and personal skills needed to begin a successful career in the construction industry.

This initiative offers a blend of classroom learning, hands-on workshops, and real-world site experience, helping participants gain the qualifications, confidence, and industry awareness necessary to secure meaningful employment.

These guidelines set out what participants can expect from the programme — and what is expected of them in return — to ensure a positive, safe, and productive learning experience for all.

Programme Overview

Duration: 12 Weeks

Study Mode: Part-Time (Blended Learning)

Delivery: Classroom, Practical Workshops, and Work Placement

Entry Requirements: Age 18+ Female

Each participant will complete:

- Accredited qualifications and practical assessments
- Over 50 hours of structured work experience
- Employability workshops and personal development sessions
- Mentorship and career support following completion

Participant Responsibilities

All participants are expected to:





- **Engage actively** in all aspects of the programme — including classes, workshops, and placements.
- **Attend punctually** and maintain consistent attendance across the 12 weeks.
- **Communicate proactively** if unable to attend a session or placement day.
- **Participate respectfully** in all training activities and group discussions.
- **Follow safety protocols** at all times while in workshops or on site.
- **Complete assigned coursework, assessments, and evaluations** to the best of their ability.
- **Represent Construction For Women** and partner organisations professionally when attending employer placements or site visits.

Failure to meet these commitments may result in review of progress or removal from the programme.

Attendance & Punctuality

Attendance is a vital part of the programme and a requirement for successful completion.

Participants must:

- Notify their tutor or programme coordinator as soon as possible if they are unable to attend a session.
- Arrive on time and prepared for each session.
- Attend all scheduled sessions, workshops, and site visits unless prior approval has been granted.

Persistent absence or lateness without valid reason may affect your ability to complete qualifications or progress to employment.

Health & Safety

Your safety is our top priority. All participants must:





- Complete the **Health & Safety** induction and adhere to CFW's safety policies.
- Wear **appropriate PPE (Personal Protective Equipment)** during all workshop and site-based activities.
- Report **accidents, hazards, or unsafe conditions** immediately to a staff member.
- Refrain from using tools, machinery, or materials without supervision or instruction.
- Follow the safety guidelines of partner organisations when on work placements.

Failure to comply with safety procedures may result in removal from certain activities or from the programme.

Behaviour & Conduct

Construction For Women maintains a supportive, inclusive, and professional learning environment.

Participants are expected to:

- Treat all staff, trainers, employers, and peers with **respect and courtesy**.
- Communicate appropriately — both in person and online — using professional and inclusive language.
- Maintain **confidentiality** where required.
- Avoid disruptive, discriminatory, or inappropriate behaviour.
- Respect facilities, tools, and equipment.

Any form of **harassment, discrimination, or bullying** will not be tolerated and will be addressed under the organisation's disciplinary procedures.

Equality, Diversity & Inclusion



Construction For Women is committed to creating a learning environment that celebrates diversity and ensures equality of opportunity for all.

We expect all participants to:

- Promote inclusivity and mutual respect.
- Challenge or report discriminatory behaviour when it occurs.
- Support peers in fostering a positive, welcoming environment.

Safeguarding & Wellbeing

Construction For Women is dedicated to ensuring the safety and wellbeing of everyone involved in our programmes.

Safeguarding Principles:

- All learners have the right to learn in a safe, respectful, and supportive environment.
- Any concerns about **harassment, abuse, discrimination, or inappropriate conduct** should be reported immediately to a member of staff or the **Programme Lead**.
- All concerns will be handled discreetly, sensitively, and in line with safeguarding policy.
- Personal or sensitive issues discussed during training or mentoring sessions are confidential, unless there is concern for someone's safety.

If you feel unsafe or uncomfortable at any time, please contact:

✉ info@constructionforwomen.co.uk

(Reports are treated with discretion and care.)

Work Placement Guidelines

Work experience is an essential part of your 12-week journey. To make the most of it, participants should:





- **Arrive on time** and be prepared with the correct PPE and documentation.
- **Follow the instructions** of the site supervisor and adhere to company safety protocols.
- **Conduct themselves professionally** — you are representing CFW.
- **Ask questions** and take initiative where appropriate.
- **Log your experience** for feedback and reflection.

Employers will provide feedback on attendance, attitude, and performance, which contributes to completion of the programme.

Support & Welfare

We understand that balancing training, work, and personal commitments can be challenging.

Participants have access to:

- **Dedicated programme coordinators** for guidance and support
- **Mentoring and pastoral support** during and after the programme
- **Information on travel, childcare, and financial assistance** where applicable
- **Confidential wellbeing support** if needed

If you are struggling with any aspect of the course, please reach out early — we're here to help.

Feedback & Evaluation

Feedback is vital to improving our training delivery.

Participants will be asked to complete feedback forms at various points in the programme to reflect on:

- Learning progress and satisfaction
- Quality of training and support





- Workplace experience
- Suggestions for improvement

Your input helps us strengthen and expand opportunities for future learners.

Data Privacy Statement

Construction For Women is committed to protecting your personal information in accordance with data protection law.

Information Collected:

- Name, contact details, and emergency contact information
- Employment history or training background (if applicable)
- Attendance, assessment, and feedback records

Use and Retention of Data:

- Data is used solely for administering the training programme and tracking outcomes.
- Information is stored securely and accessed only by authorised personnel.
- Data will not be shared with third parties without explicit consent.
- Participants can request access to or deletion of their data at any time by contacting info@constructionforwomen.co.uk.

Thank You

Thank you for being part of the Construction For Women 12-Week Training Programme.

By joining this initiative, you are contributing to a more diverse, inclusive, and skilled construction industry — and taking the first step toward a rewarding and impactful career.





Your dedication, professionalism, and commitment to learning make this programme a success. We're proud to have you with us and look forward to supporting your journey every step of the way.

Let's build women's futures — **together.**

