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Keeping History Afloat



TRAINING PLAN Part Two October 2010



National Historic Ships

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1 WHAT THE PROJECT WILL DO

1.1 Project aims

The project offers three work-based 18-month paid training placements at the Heritage Boatyard, National Waterways Museum at Ellesmere Port. The training programme will develop skills relating to traditional boat-building and conservation of historic vessels.

The project aims are to:

- Provide three 18 month training placements over two years in boat conservation/restoration and shipwright skills
- Target recruitment at 16-25 year olds for the traineeships
- Include short visits and short placements at other relevant boatyards in the training programme
- Develop five accredited units

The project is funded by Heritage Lottery Fund, with match funding from the Headley Trust and is a project jointly managed by The Heritage Boatyard and National Historic Ships. The project will target recruitment at trainees aged 16-25, but will also expect to reach some career changers post this age group.

1.2 Project fit with the partner organisations

1.2.1 *The Waterways Trust*

The Waterways Trust's vision is to see a waterway network supported, valued and enjoyed by all sections of the community. Our mission is to enrich people's lives through waterways. We work closely with local, regional and national partners to develop, fund and deliver waterway-based projects which deliver a range of outcomes to communities. We work to make waterways and communities:

- Greener – through nature and heritage conservation work and improving waterway environments
- Healthier – promoting and providing healthy activities and improving access to waterways
- Safer- working with schools and communities to promote safe use of waterways and to discourage anti-social behaviour
- Smarter – delivering inspiring learning experiences in formal and informal settings
- Wealthier – working on projects to support economic and social regeneration of communities.

The Trust runs the National Waterways Museum and cares for the designated national waterways collection of historic boats and objects. Based at the museum, the Heritage Boatyard was set up in 2009 to conserve the collection of historic craft, pass on traditional boat-building skills to the next generation and help bring the museum site to life. The Heritage Boatyard is part of the Shipshape Mersey Network and this project will be promoted as a flagship initiative.

1.2.2 The Heritage Boatyard Business plan

The aim is to develop the boatyard into a training centre which teaches young people a range of craft and heritage skills and introduces them to the opportunities that exist in industries connected with heritage and conservation and not just those restricted to boats.

This has not only meant developing all the systems and processes required for safe working but also developing the skills within the volunteer team in terms of mentoring and passing on their own skills and experience.

An important step has also been the recruitment of an experienced Boatyard Supervisor who has joined the boatyard with all the requisite skills and can work with the Boatyard Maintenance Officer to support both the volunteers and trainees.

The Boatyard can offer real work-based training to students and the acquisition of highly specialised skills that will be in demand in the future. Most of these skills; light engineering, construction, joinery, painting and mechanics are also transferrable to other heritage occupations and provide significant development opportunities for students. In return, students are able to see the results of their work in terms of improvements to the site and to the collection, with the consequent pride involved in contributing to the history and heritage of their own area.

1.2.3 National Historic Ships

The Advisory Committee on National Historic Ships was set up by the Department of Culture, Media & Sport in 2006 with a specific remit to advise the Secretary of State, HLF and other funding bodies on ship preservation in the UK. National Historic Ships maintains the National Register of Historic Vessels (NRHV) which lists some 1,000 ships of national significance and offers guidance on best practice in their conservation. One of National Historic Ships' key aims is to promote the availability of conservation skills and training, as well as encouraging opportunities for people to develop and maintain traditional ship building and repairing skills. As part of this, National Historic Ships has launched the Shipshape Network – a nationwide network for all those with an interest in ship preservation.

1.2.4 The Waterways Action Squad

The Waterways Action Squad. (WAS) is a partnership project from The Waterways Trust and British Waterways. Funded by v, the national charity for youth volunteering and the Bank of America, the project aims to encourage young people aged 16-25 to get involved in the care and promotion of canals and rivers in the North West. There are already thousands of volunteers doing a huge amount for waterways but so far, it has not been an area that young people have been involved in to any great extent. The aim is to change this to ensure the sustainability of our waterways but also to give young people the opportunity to benefit from and enjoy the canals. All Ambassadors have the opportunity to receive nationally recognised certification.

- v Awards – Universal Recognition Award / v50 / vImpact
- ASDAN accredited Youth Achievement Awards
- Accredited Leadership Training.

These are widely recognised by Universities and employers, are a great addition to CVs and job applications and are an interesting topic of conversation in interviews. The Keeping History Afloat Project has the opportunity to be a WAS partner and as such benefit from the existing accreditation.

1.3 Skills we will invest in

The skills will apply to the inland waterways sector, as well as the broader range of vessels on the National Register of Historic Vessels. However, the core skills learnt will be transferable to the wider marine field today, as well as to other disciplines such as conservation of built heritage and historical industrial equipment.

The skills that the Trainees will have covered at the end of the project are shown in the following list. Each of the headings will be subject to more detailed descriptions. The trainees will of course have some level of skills in some areas before joining us.

Many of the techniques have a common base with other industries particularly in the Construction Engineering and Marine industries.

The key focus of this project is the skills shortage in the historic inland craft sector. Each skill area will have particular focus on the skills required to deliver quality work on historic inland canal and river navigation craft.

- Principles of conservation, measuring and recording - restoration, repair, rebuild etc.
- Differing boat styles and construction (fleet identification) old tool recognition and uses
- Sheet metal work, cutting, grinding (abrasive wheel again), welding, riveting (marking out, drilling, rivet size), blacksmithing (tunnel hooks)
- Woodwork, cabin construction (running gear), gunwhales, bottom boards, plank replacement
- Hull treatments, caulking, pitching, blacking
- Painting, decoration (brightwork), ropework
- Moving boats in and out of water – use of cranes, bostocks, shoring up boats for work
- Wood technology – glues, fixings, modern versus traditional
- Including the following general courses:
 - Manual Handling
 - S.H.E.
 - First Aid
 - IT skills

1.3.1 Recording, Conservation & Deconstruction of Historic Vessels

Developing an understanding of the lifespan of a historic vessel from build, through restoration/conservation to the end of its operational life including:

- -principles and ethics of conservation
- -appreciation of conservation techniques

- -analysis of fabric
- -archive research

1.3.2 Handling historic vessels

Historic 70ft narrowboats *Ferret* and *Shad* will be used to provide practical boat handling on inland waterways, including safety on water, moving through locks, towing loads and experience of different vessels and engines.

1.3.3 Workplace environment

Trainees will gain experience of several different workplaces, through a programme of structured visits towards the end of their training. This will enable them to see different heritage projects in progress and develop an appreciation of the wider work place environment which will be invaluable in obtaining later employment. An overview of the basic health and safety needed at each site will also be covered.

1.4 Why these skills are required

National Historic Ships maintains the National Register of Historic Vessels, listing over 1,000 ships which meet certain criteria and are therefore considered a significant part of the UK's maritime heritage. The Heritage Lottery Fund has awarded more than £99 million to over 135 projects involving more than 90 ships and boats. Without the skills to maintain and conserve these vessels using best practice, valuable elements of our National Historic Fleet may be lost. Many of these historic vessels are in need of immediate conservation and require skilled craftsmen to work on them now, before their condition declines further.

National Historic Ships carried out an Infrastructure Audit in 2007-2008 (**Appendix One**) to assess the level of risk towards vessels on the NRHV through declining or dying skills and techniques. The outcomes clearly demonstrated that there is a demand for further training in skills (including engine restoration, shipwright skills, hull repair techniques, welding, rigging, surveying, boat construction, conservation ethics, health and safety, timber sourcing, selection and installation) to support our maritime and Inland waterways heritage.

A survey of vessel owners on the NRHV produced results which indicated over half those canvassed had experienced difficulty locating the skills or facilities they required to maintain their vessel (especially shipwrights and ropeworkers carpentry and woodworking, wood conservation and restoration, engine maintenance, riveting, welding, metal fabrication, treenail work, use of marine glues, painting and varnishing, historic research), whilst only 42.5% were aware of existing training at any level. With an aging workforce, it is important to ensure that specialist skills are passed on to the younger generation.

The skills proposed to be covered in this project are some of those highlighted by the Infrastructure Audit. Subsequent networking and forums held by National Historic Ships have also pinpointed a further sector need. Whilst training in related skills is available in classroom based courses via certain higher education providers, these students do not get any practical experience and are unable to link the skills they learn to the existing

heritage. This project will allow trainees to visit different workplace locations as well as giving them a unique chance to understand what they have learnt in an 'onboard' capacity. The skills achieved through this programme will also have a commercial benefit. Specialist restoration boatyards need a flow of trained people, whilst the skills necessary to restore boats are transferable to other conservation projects, especially those relating to historic buildings.

There is currently no formal training available in the UK for historic vessel restoration which also looks at the application of the skills learned to conservation techniques. Whilst both partners are providing structured training in key aspects of traditional boatbuilding skills, this is not accredited and is 'entry level' training.

There are currently two dedicated boatbuilding centres – the International Boatbuilding & Training College (IBTC), Lowestoft & the Boatbuilding Academy, Lyme Regis. These offer a range of courses in traditional boatbuilding techniques. There are only limited places available and these are the only two sites offering training of this kind across the UK.

There is no training centre provision for restoration of inland waterways craft (see Part One for more detail).

1.5 Placement overview

The course will include at least three one week long placements as well as at least 10 masterclasses covering each aspect of vessel conservation. The project includes funding the expenses incurred by trainees while on placement. The following sites have agreed to take trainees on placement:

- **Windermere Steamboat Museum**
This Museum will offer trainees the opportunity to work on a unique collection of leisure vessels which are listed on the National Register of Historic Vessels and grant aided by NHMF.
- **Harker's Yard, Pioneer Skills Centre, Essex**
Managed by the Pioneer Sailing Trust, this training centre maintains the sailing smack Pioneer, as well as restoring other historic vessels and building craft from new.
- **Project Boleh, Portsmouth**
Run by the Boleh Trust, this project is working on the restoration of Boleh, a junk yacht listed on the NRHV.
- **Brinklow Boat Services**
BBS is a well-established yard with a high reputation for restoring historic inland craft. The yard can offer working experience with both metal and wood.

During 2010 the placement hosts expressed a desire to offer at least one week placement each for up to three trainees. The exact dates for the placements will be agreed during 2011. It is expected that the placements will occur between May and July 2012.

Appendix Four: Placement Hosts Overview and Appendix Five Placement contracts and evaluation forms

2 MEETING THE OUTCOMES OF SKILLS FOR THE FUTURE

2.1 Increasing the range and quality of work based training

The training will be based at the Heritage Boatyard, Ellesmere Port. Trainees will be supervised by Dave Linney (Boatyard Supervisor) and Peter Collins (Collections Manager).

The training programme contains four core strands:

- Skills development through practical training on historic vessels at Ellesmere Port, Heritage Boatyard
- Skills development through masterclasses, talks and demonstrations by industry experts
- Skills development through three week long placements
- Development of portfolios of evidence by trainees to lead to accreditation

This approach allows the trainees to experience and learn from experts in the field. It provides practical work linked to good practice in restoration and conservation. It is a unique course in that it brings together the nation's experts to support a vibrant future for historic vessel conservation skills.

Appendix Six: Course Timetable - provides a week-by-week analysis of training

2.1.1 The learning experience

The three trainees will work on boat projects during their placement at Ellesmere Port. These projects will allow each trainee to work with a variety of historic vessels based at the boat yard which will be based on the work identified in Heritage Boatyard Business Plan and recommendations of the National Waterways Museum Curatorial Committee. These projects, along with the placements, will cover all the skills identified as being developed by the Project. The following are the types of craft that will be worked on:

- Wooden narrowboats - horseboat – butty – motorboat - specialist craft (Box Boat 337, Gifford)
- Inland waterways tug - rivetted, welded (Worcester, Beeston)
- Composite narrowboats - motor (Shad, Mendip, Sculptor) - butty/horseboat (Ilkeston)
- Wide wooden barge (George, Mossdale)
- Cabin work – wood, metal, internal fittings
- Operational fittings – all craft
- Engines and fitting (semi-diesel, diesel, steam)

The Heritage Boatyard and National Historic Ships will highlight other active boat and ship restoration and conservation projects as the project develops and, as appropriate, will arrange day visits for trainees. This will provide trainees with greater understanding of the wide scope of historic vessel projects currently underway in the UK and the different types of techniques and materials used to support them.

During the placements phase, trainees will be given the opportunity to visit other sites (as set out in Appendix 4) to broaden their skills and extend their experience of historic vessels and workplace environments. Training will be delivered at each of the host sites, through experienced supervisors.

The museum is home to a substantial archive of documents, drawings, manuals and photographs covering a wide range of historical craft. This provides a valuable resource to guide and inform the conservation, training and interpretation work the trainees will embark upon.

2.1.2 Masterclass and lecture development

Through the Museum and the Boat Museum Society there are many other contacts nationally who we are able to call upon for specific inputs as a need arises. The masterclasses are a core component of the training and are ultimately intended to be linked directly to the accredited modules as a practical learning device. They will be used to supplement trainees learning in specific areas. They will support student's learning by offering hands on training in key areas.

The classes will serve a variety of functions:

- Develop understanding in a particular topic/ skill
- Link to specific NOS units and provide support in obtaining the desired learning objectives
- Offer opportunities for networking
- Offer the potential to visit other sites

We expect much of the highly skilled knowledge to be passed on by the Boatyard Supervisor, Dave Linney and his assistant John Moore. Both have extensive experience on inland historic craft themselves and are in contact with most of the relatively few other inland experts in the country. They are backed up by the management team who augment these contacts through their own contacts and membership of and representation on national organisations.

As outlined below, we have already identified specific experts in key skills where particular masterclasses will be organised on site or by visits to other boatyards or sites. We will offer at least ten masterclass opportunities during the project.

Wooden Craft

Mr Malcolm Webster – Malkins Bank Services

Operates a boatyard in Sandbach near Crewe and is the most respected conservator and restorer of historic wooden inland waterways vessels. He has worked on some of the craft at the Museum. His work and surveys are the most respected in the inland sector. The boatyard is close enough to the Museum to make on-going contacts very practical.

Mr Adrian Polglase is one of the very few younger wooden boatbuilders in the country working on wooden craft. He is now working in association with Malcolm Webster and gaining the benefit of his experience.

Mr Jem Bates – Bates Boatyard & Mooring. has established an enviable reputation for quality of his work on wooden craft restoration and includes a new build example in his work. Being based near Aylesbury there is less opportunity for regular contact, but in particular he does bring a business-like approach that is essential to the future sustainability of such skills in a commercial environment

Surveying

Two experts stand out in terms of knowledge and experience of surveying historic inland craft – particularly metal. They cover both wide and narrowboats, but also bring expertise as to the important part that a survey has in the total business process of a restoration project. Both are involved with running courses training other marine / boat surveyors. Some of these courses have been run at NWM and have used craft at the Museum as exemplars.

Dr Roger Lorenz – Marine Surveys Ltd

Is a Fellow Surveyor Member of Yacht Designers & Surveyors Association (YDSA). A specialist in Industrial Metallurgy he is an active practitioner in both the conservation and restoration of historic inland waterways craft

Mr Michael Carter - Marine Surveys Ltd

Is an accredited member of the YDSA and is a respected marine vessel surveyor. He is an active practitioner in the conservation and restoration of historic and modern Inland Waterways vessels. .

Both are based in the North West and are well placed to provide input on-site at various stages throughout the project

Metal craft

Mr Ian Kemp – Ian Kemp Restoration Services

Operates a boatyard in Stourbridge and is a respected conservator and restorer of inland waterways vessels both historic and modern. Probably the most experienced riveter in the country on inland craft, Ian is also noted for very careful attention to detail, thoroughly researching a craft's history and ensuring owners have the best information available from which to make decisions. A perfectionist in many ways.

Mr Roger Fuller – Roger Fuller (Boatbuilders)

is a respected conservator and restorer of inland waterways vessels both historic and modern. He brings a particular knowledge about the development of inland craft particularly narrowboats as they have evolved over the years. Clear and knowledgeable about identifying key aspects in technique developments an examples of this in particular craft.

Mr Keith Ball – Industry Narrowboats

Operates a boatyard at Gnosall near Stafford and is a respected conservator and restorer of inland waterways vessels both historic and modern.

Painting

Mr Tony Lewery

Is the acknowledged expert of traditional narrowboat painting techniques and canal folk art. He is an active practitioner in narrowboat art and has written a number definitive publications devoted to the subject. He is also a well-respected canal historian. Tony also has a unique ability to not only talk and demonstrate enthusiastically but to pass on such skills with the attention to detail that cannot be bettered.

Mr Phillip Speight

Is a respected master Coach Painter and Narrowboat Decorator and is a practitioner in traditional narrowboat painting techniques on both historic and modern vessels. His experience with modern paints and vessels complements that of Tony Lewery.

Mr John Moore

Apart from his boat restoration experience at the Museum, John is a master painter in his own right and will give all the solid grounding necessary on site.

International Paints

Are working with NWM and will provide core grounding in the use of modern paints and paintwork preparation that will augment the input from individual 'masters'

Engines

The Museum already has a well established capability of restoring historic engines both diesel and steam.

Wooden and Metal

Mr Tommi Nielsen - T. Nielsen & Company

Operates a boatyard at Gloucester Docks and is a respected conservator and restorer of both historic inland waterways vessels and marine craft. Has excellent experience of the use of apprentices and operating a business in a difficult environment.

Curatorial and Conservation

The Museum itself is well placed to provide 35 years of experience with the key issues involved in deciding the objectives of a project involving historic inland craft

This would be led by Peter Collins, Collections Manager with professional museum skills and national contacts aided by Boat Museum Society members Mike Turpin, Tony Burnip, Stuart Gardiner and Steve Stamp who bring professional and management experience to managing, planning and operating in a business environment. Mike Turpin and Tony Burnip have also been involved in the restoration of their own historic craft and viewing such projects as owners. John Yates brings professional experience from his job in English Heritage and as an owner / operator of historic craft.

Additional Topics

The following topics have been researched to date with individuals listed as potential speakers:

- Introduction to conservation: Matthew Tanner, Director of SS *Great Britain* and contributor to *Conserving Historic Vessels*.
- Preservation – John Kearon & preservation of *Asgard*
- Restoration – Adrian Stone & restoration of *Otto*
- Reconstruction – Cambria Trust
- Adaptation – *RNLI*
- Maintenance – Tom Cunliffe & maintenance of traditional gaff-rigged vessels
- Replication – Gail McGarva and the *Ierret*
- Principles of Replication - Martyn Heighton
- Replication: international case study: Australian Maritime Museum, HMB *Endeavour*
- Recording and Deconstructing Historic Vessels – Dr. Eric Kentley
- Assessing Significance – Peter Goodwin, curator HMS *Victory*
- History of Conservation & archive research – Merseyside Maritime Museum
- Business and project management- David Tourney
- Developing your CV and your skills portfolio
- Key ship building skills: a selection of speakers and demonstrations from experts

Placements

The course will include at least three one/ two week long placements as described in section 1.5 above.

2.1.3 Payment for Trainees

The students will be contracted as employees of the Historic Boatyard on an 18 month fixed term contract. Pay will be £12,000 per year (£18,000 for 18 months) per trainee plus expenses (agreed in advance) to cover travel and accommodation during placement visits.

Payments will be made monthly through The Waterways Trust finance department, with trainees receiving 18 payments of £850.30 per calendar month (rising to £879.33 per month from April 2011 due to tax deduction changes). Pay will be via BACS and will enter trainees' accounts by 21st of the month.

Tax and National Insurance will be deducted at source: it is appreciated that tax deductions equate to £92.08 per trainee per month, National Insurance contributions are £57.61 per trainee per month.

The contract will include paid leave over Easter, Summer and Christmas periods (35 days in total over the 18 month period – to be taken at specified times).

There is also an equipment budget, which will ensure trainees have the use of the correct tools. The equipment will remain the property of the Boatyard.

2.2 Who will deliver the training

There are two full-time staff currently employed by the Boatyard. The Boatyard Supervisor, Dave Linney, joined The Waterways Trust to operate the yard in January 2010. He is an experienced boat builder and restorer with over 30 years' experience and has worked on a number of nationally important boats. He is responsible for undertaking all the work planning in the yard deploying the staff, volunteers and students, as appropriate. The Boatyard Supervisor is assisted by a Boat Maintenance Officer.

A detailed list of training providers is given in section 2.1 above.

2.3 How trainees will document their learning and their progress

Research has shown that the best way to develop a record of attainment for the trainees is by the construction of a portfolio of evidence by trainees themselves. This approach will be used in this project as it allows for formal accreditation of the learning units under the new Qualifications Credit Framework (QCF).

Each learning unit demonstrates how the requirements expected of the trainee and trainer will be delivered. To give them with the best possible learning experience trainees will use the Individual Learning Plan developed for this project which guides and records their learning both at the boatyard and while on placement.

The Individual Learning Plan provides an analysis of each learning unit available under each qualification.

Appendix Seven: Individual Learning Plan

2.4 How we will make sure the training is effective and high quality

All the trainers are recognised industry experts see section 2.1 above – as there are minimal existing qualifications in the specialised area of practical historic vessel conservation, the trainers we are using are time-served individuals who have proven their ability to deliver training of the highest quality through their work on previous vessel conservation projects.

2.5 How training will be accredited or linked to standards

The project will offer qualifications to level 3 standards.

The aspiration is to develop National Occupational Standards (NOS) for historic vessel conservation, to seek accreditation for these NOS and to gain approval for these units to become options on a new Level 3 qualification in Historic Vessel Conservation.

Appendix Eight: Qualifications Pathway for trainees

2.6 'Train the trainer' sessions and their organisation

An exciting and challenging area has emerged during the planning work. The boatyard has, as a resource, experts in historic vessel conservation and restoration. They are a

valuable resource and will allow the project to deliver highly skilled trainees. Any work the trainees undertake that is to be assessed prior to qualification, requires assessment by accredited assessors, however there are no accredited assessors in the historic vessel restoration / conservation field.

This means that the project will include a plan for accreditation of the assessors thus providing a resource of trained and accredited assessors for the sector.

The project is working with Paul Valentine Young Adult Skills Coordinator Cheshire West and Chester Council to ensure that the assessors obtain accredited assessor/ verifier status.

The training plan allows for a consultant to work with Keeping History Afloat to develop the potential for training units accreditation and for assessor accreditation.

Appendix Seventeen: Training The Assessors

2.7 Additional courses the trainees might require

The Trainees will require training in Health and Safety as part of their course and may require First Aid and licences in use of specialist equipment or chemicals. This will be incorporated as part of the Individual Training Plan.

2.8 Trainer or trainee networks or showcase events and their organisation

We have researched the potential to set up a network for Trainees in the North West. The network will include: National Waterways Museum, Chester Zoo; National Museum Liverpool; Chester Renaissance and /; Stockport Council and Cumbria Wildlife Trust.

The object of the network will be twofold:

- to connect the trainees from the 6 projects within the North West region, creating a North West cohort. This will provide a way for them to share experiences, voice any concerns they may have, help with post-project support and offer a means of basic socialising. They will manage themselves as a group, our involvement would be limited to checking if the trainees want their details to be included on a contact list initially, and then to share the list with all the NW HLF projects for everyone to distribute to their trainees. We will develop a Blogger group site to aid trainee information exchange
- to bring North West organisations together. To share good practice and to act as a sounding board for training issues.

We anticipate that the network of trainers and trainees will be developed during 2010. During Induction, this project will provide trainees with a networking opportunity via an assessment day (**Appendix Seven. Individual Learning Plan**). This will also give them the opportunity to participate in practical tasks, group discussions and teamwork activities.

2.8.1 Trainers expertise sharing

At commencement of the project the induction week will allow trainers to welcome and help orient trainees. Trainers will share their expertise and history with trainees and will act as personal mentors to each trainee during the course of the training.

2.8.2 Sharing and celebration

Trainees will spend their 18 month course working on up to four historic vessels out of those listed in Section 2.1.1 above. This work will culminate in an 'open day' at the Boatyard in July 2012. This day will provide an opportunity for the 'graduate trainees' to show their work and discuss their skills.

Trainees will also have the opportunity to present a case study or similar evidence of their experience during their placements. The type of presentation will be dependent upon each individual trainee to suit their interests and career aspirations. This will be detailed more clearly as trainees develop their Individual Learning Plans alongside their mentors. Trainees may choose to make more than one presentation throughout their 18 month placement.

The boatyard already hosts talks by industry experts, it is anticipated that the trainees may host a talk arising from their placement experiences.

2.9 The outcomes of the training.

Keeping History Afloat intends to offer the following qualifications to each trainee:

- NVQ Level 3 in Heritage Skills (Construction) Keeping History Afloat option
- EDI Level 3 Diploma in Cultural Heritage (QCF Conservation)

Plus:

- City & Guilds Level 3 Certificate in Boat Building, Maintenance and Support

There is a gap in current accredited provision of training covering units that relate to conservation / restoration of historic vessels. Our research therefore has proven that while there are currently two level 3 qualifications, they do not cover the specialist skills needed to assess trainees in 'Historic Vessel conservation'. We plan to develop such an option as part of this project.

2.10 Transition from the training placement

We will support trainees to find jobs as part of the work. We are aware of a demand for skilled professionals at historic boat yards across the UK. Belfast's *Nomadic*, *SS Great Britain*, and IBTC at Lowestoft have already signalled interest in the course and the potential to recruit trainees following the project, whilst there is the possibility that some trainees might continue to develop their skills at the Heritage Boatyard in another capacity. During 2012 and the placement phase of the project, we will work with trainees to support their applications for work in other boatyards.

2.11 Costs relating to training

The project allows for costs associated with registering for accreditation and developing the accreditation of Trainees and of certified verifiers for the training units.

The Young Adult Skills Coordinator at Cheshire West and Chester Council has confirmed that they can facilitate accreditation and development of assessment qualifications for the trainers. The budget allows for accreditation, registration, assessment and evaluation.

2.12 The Individual Learning Plan

To give them the best possible learning experience, trainees will use the Individual Learning Plan which guides and records their learning through the project, at the boatyard and while on placement.

Appendix Seven: Individual Learning Plan - provides a detailed breakdown of learning outcomes and assessment templates

2.13 Placement providers contracts and portfolio templates

Please see **Appendix Five: Placement agreements and templates** including:

- Learning Agreement between Host, Keeping History Afloat and the Trainee
- Placement Mentor review
- Trainee/ student review
- Good practice guidelines for host and trainee

2.14 Skills gaps

Part One of this Training Plan (sections 3 and 4) provides a full overview of skills gaps analysis.

There is currently no formal training available in the UK for historic vessel conservation which also looks at the application of the skills learned to conservation techniques. Whilst both partners are providing structured training in key aspects of traditional boatbuilding skills, this is not accredited and is 'entry level' training. National Historic Ships is not a direct training provider, although it offers low level funding for training.

There are currently two dedicated boatbuilding centres – the International Boatbuilding & Training College (IBTC), Lowestoft and the Boatbuilding Academy, Lyme Regis. These offer a range of courses in traditional boatbuilding techniques. There are only limited places available and these are the only two sites offering training of this kind across the UK, with no training centre provided for conservation of inland waterways craft.

Several colleges offer courses in related subjects, but as with the centres mentioned above, these are classroom based and do not offer training in the workplace. A small number of private boatyards offer workplace training, but not as part of a structured programme.

There is a significant gap for training in Inland Waterways craft restoration and conservation.

The legacy from the project will be:

- qualified people who can offer skills in Historic boat restoration and conservation
- An engaged community of experts who have been involved in training
- Accreditation of trainers as assessors / verifiers for training in historic vessel conservation and restoration
- Potential for a new level 3 (QCF) qualification in Historic Vessel Conservation.

3 SUPPORTING THE SECTOR

3.1 Measures of success and project evaluation

The trainees will undergo formal evaluation at the end of each term of training. Evaluation will involve the trainee, supervisor / mentor and placement host when applicable. The Individual Learning Plan provides a template for evaluation. In addition the placement hosts will evaluate each trainee as per the templates provided.

Evaluations will review performance, identify any training needs and provide an opportunity for the trainees, management and delivery partners to address any issues they might be facing. In addition the process will allow for improvements to be made in the programme as and when the opportunity arises

This incremental method of evaluation will provide trainees with guidance and opportunities to update their Portfolio of Evidence and Learning Records on a systematic basis.

The Waterways Trust will incorporate feedback from trainers/ staff in its annual staff appraisals.

The Heritage Boatyard steering group will meet quarterly to assess progress and develop a plan for 'best practice in training'

The training project is a pilot scheme and as such it has a duty to record its own learning and develop plans for future training from the lessons learnt during the project.

Masterclass providers, speakers and placement hosts will all complete evaluations of their experience to support an ethos of learning from the project.

3.2 Long term benefits

The aspiration is to develop National Occupational Standards (NOS) for historic vessel conservation, to seek accreditation for these NOS and to gain approval for these units to become options on a new Level 3 qualification in Historic Vessel Conservation.

Discussions with Creative and Cultural Skills have highlighted that prior to developing any additional accreditation the plan will require an awarding body prepared to offer any qualification developed - this awarding body would need to start early dialogue with Creative and Cultural Skills to present the rationale for development. Qualifications are undergoing rationalisation during 2010 and a strong rationale needs to be argued for any proposed new qualifications. Creative and Cultural Skills has not budgeted any time or resources for new courses in 2010 so the earliest it will be able to support the work is April 2011 and this has now been factored into our revised timetable (see Appendix Six).

Working with our partners and through the National Directory of Skills & Services which is at the heart of the Shipshape Network, we plan to develop a pool of accredited assessors in the field of historic vessel conservation and restoration.

3.3 Organisational development and legacy

By the end of the project, the Boatyard will be in a unique position as the sole provider of bespoke accredited training for historic vessel conservation for inland waterway craft.

This is an exciting development and will place the Heritage Boatyard in a situation where the industry is looking to it for advice and support whilst the accreditation is trialled at other sites across the UK. The project is in essence a pilot scheme, during which the museum and boatyard staff will learn the strengths and challenges of a training scheme and will develop a plan for future provision.

The project allows for accreditation of the trainers as qualified assessors and verifiers.

3.4 Sharing the lesson

3.4.1 Shipshape Network

We have researched using the Shipshape Network site as an Exchange site for trainers and trainees. We are currently researching the potential and cost of setting it up as pages that can support:

- The recruitment of trainees
- A resource for all course reading materials
- A resource for updating resource course work and reading
- A site for trainees to use as a forum
- A site for trainers to use as a forum

The Shipshape Network: <http://www.shipshapenetwork.org.uk/> has the potential to house information on skills and resources and to offer information on training opportunities and work opportunities.

3.4.2 Open day July 2012

The trainees will showcase their work in July 2012 with an open day at the Heritage Boatyard, The cost of this day will be met, through the project and as part of the Heritage Boatyard's programme of activities.

3.4.3 An accredited course for historic vessel restoration and conservation

The project will develop a specific accredited qualification set at QCF level 3 in historic vessel conservation. This will use the qualifications that already exist and seek to gain an additional training route that includes historic vessels. Match funding from the Headley Trust to support this initiative was set out in our initial application.



Volunteers assisting in conservation of *Ilkeston*

Courtesy of the National Waterways Museum.

4 DIVERSITY AND RECRUITMENT STRATEGY

We aim to recruit three trainees. To minimise the risk of one or more of the trainees dropping out over the course of 18 months we identified:

- A requirement to ensure rigour at recruitment stage to attempt to secure passionate and engaged trainees
- A system of mentoring and support for trainees to develop a strong bond, ownership and loyalty between trainees and the project
- Units of learning that can be completed within a six month period so trainees are gaining skills that can be accredited throughout the course, not just at the end.
- Payment for trainees as an incentive to continue

Our publicity campaign will seek to ensure that as many people as possible are aware of the programme.

In a male dominated industry we would ideally aspire for one female trainee to be recruited.

The very nature of the project means that it is addressing diversity. Through networking it is understood that the workforce currently is in an age range of forty five and over. A target aim of the project is to recruit three young trainees aged 16-25 which will have a significant effect on diversifying this sector's workforce.

4.1 Recruitment strategy for trainees

Potential candidates will apply through an CV and Covering letter and a selection panel will select a shortlist for interview. A commitment to the course, a passion for boat conservation and building and a track record of showing stamina are core competencies. Qualifications and / or experience of wood working and metal work are required to NVQ level 2 standard.

Appendix Nine provides a Recruitment Pack as follows:

- Advert for Trainees
- Email shot Advert
- Press release short
- Press release long
- Monitoring Form

Appendix Ten provides 'Information for Applicants' This provides an overview of the 18 month training programme and will be available to anyone requesting information.

4.2 Recruitment Targets

It is important that information on the training initiative is widely circulated to ensure we get a strong cohort of applications. This will be done in a variety of ways:

- Shipshape Network website: www.shipshapenetwork.org.uk
- Chester and West Cheshire contacts and website: <http://www.cheshirewestandchester.gov.uk/>
- Through West Cheshire College web site: <http://www.west-cheshire.ac.uk/>
- on the Heritage Boatyard publications and web sites: <http://www.boatmuseumsociety.org.uk/tlc-project.html>
- using mailing lists for Shipshape Network and National Historic Ships' contact databases (reaches over 1,000 people)
- press coverage
- Local Job Centres
- Heritage organisations – e.g. Museum Association, Heritage Alliance, MAG newsletter
- Disadvantaged groups – e.g. NEETS
- Local higher education centres – e.g. secondary schools, colleges etc.
- Local library noticeboards

4.2.1 Recruitment Monitoring Form

The project is committed to achieving Equal Opportunities in all aspects of its work. A monitoring form is provided as part of the recruitment process.

5 PROJECT MANAGEMENT

5.1 Management Structure

The Trust currently employs 68 staff of which 24 are based at the National Waterways Museum in Ellesmere Port. Two full-time staff - a Boatyard Supervisor and Boatyard Assistant - work on the Heritage Boatyard which will provide the base for this project.

The Heritage Boatyard initiative is managed by a steering group chaired by The Waterways Trust's Chief Executive and comprising representatives of partners including the Boat Museum Society, West Cheshire College and National Historic Ships. The National Waterways Museum is supported by a strong group of around 120 volunteers many of whom help in the Heritage Boatyard. The Trust is governed by a Board of Trustees to which the Chief Executive of the Trust reports bi-monthly.

The steering group for the Heritage Boatyard is as follows:

- Peter Collins: National Waterways Museum
- Hannah Cunliffe. National Historic Ships
- Mike Turpin, Boat Museum Society
- Stuart Gardiner, Boat Museum Society
- Dave Linney, National Waterways Museum
- Stephen Stamp, Boat Museum Society
- John Inch, National Waterways Museum
- Helen Nellist, West Cheshire College
- Roger Hanbury, The Waterways Trust
- Joanne Darlington, The Waterways Trust

The group will meet quarterly to review progress on the project, to monitor budgets, to address issues as they occur, to develop a legacy plan, to plan masterclass and placement support and to plan the open day in July 2012.

5.2 Project delivery

5.2.1 *Recruiting the training providers*

The training providers have already been identified and are on course for delivery. Collections Manager Peter Collins will oversee the smooth delivery of the masterclasses and placements, with support from Boatyard Supervisor Dave Linney.

5.2.2 *Recruiting the trainees*

Trainees will be recruited during December 2010 and January 2011. Interviews for shortlisted candidates will occur during January 2011.

The start date for training is Monday 31st January 2011. Training will last for 78 weeks ending the week of 23th July 2012 with a graduation / networking event

5.2.3 *Selection procedure*

All applications will be assessed by a selection panel to include the Collections Manager and Boatyard Supervisor, which will then conduct the interviews for the applicants, involving an element of assessment of their practical experience.

Appendix Nine: Recruitment Pack

5.2.4 Terms and conditions for trainees

The trainees will be on a fixed term 18 month contract of employment with the Trust and as such will be subject to the contract of employment of the Trust.

Appendix Eleven: Contract of Employment

5.2.5 Structure chart for the management of the project.

Appendix Twelve: management structure chart

5.2.6 Job descriptions for project staff

Appendix Thirteen: job descriptions



Image: The National Waterways Museum

6 BUDGET

Keeping History Afloat						
Code	Tasks	cost	vat	cont		TOTAL
A2	Training plan development - consultant	6300	1103	350		7753
A3						
A4	Training plan development - recruitment	200	35	18		253
A5	Training plan development- travel	700	122	60		882
A5	Training plan development - meeting room	300	53			353
A6						0
Total cash		7500	1313	428		9241
A6	Time in kind	5250				
Total under A		12750	1313	428		14491
Code	Tasks	cost	vat	cont		TOTAL
B1	managing the project	14300				14300
B2	masterclasses	9000	1575	450		11025
B3						0
B4						0
B5	travel for staff	180	32	20		232
B6						0
B7	recruitment of trainees	1800	315	250		2365
B8	trainee payments	58500				58500
B9	travel for trainees	550	96	100		746
B10	expenses for trainees (visits)	3000	525	300		3825
B11	equipment and materials	2700	473	300		3473
B12	promotion & publicity	1500	263	150		1913
B13	evaluation	900	158	100		1158
B14	accreditation work	7500	1313	400		9213
Total cash		99930	4750	2070		106750
B15	Room hire in Kind	231				
B16	Volunteer support	5450				
Total in Kind		5681				
Total for B		105611	4750	2070		112431
Total costs						126922
Total costs less in kind						115991
Income						
HLF						110200
Headley Trust						5700
Total						115900

Appendix Fourteen: Cash flow

7 RISK ASSESSMENT

Appendix Fifteen: Risk Assessment

8 TIMETABLE

Appendix Sixteen: Detailed project timetable chart