

CASE STUDY TEMPLATE

1. Who is completing this case study? *Name*

2. Your role? *Job role*

3. Your organisation?

Provide a brief overview of who your organisation is and what you do. Include information that you would like to reader to know.

4. The challenge or opportunity?

What the project was responding to around the core elements of the Employment and Skills Plan, in particular around apprentice recruitment, up- skilling of the project supply and areas of community engagement.

5. The impact of the actions taken?

What actions were taken by the project? What results have been achieved?

6. Hints and tips to share with others?

As a result of your actions what is the main advice that you would like to give to others?

7. Quote and photograph?

Include a quote from someone directly involved in the activity and if possible a photograph.

8. Sign off

To use your case study and any accompanying photographs, on our website or in other advertising and promotional materials in relation to National Skills Academy for Construction or CITB, we require a signed consent form. Please complete consent form which is provided below and return to your NSAfC representative.

CONSENT FORM FOR PHOTOGRAPHY /VIDEO / CASE STUDIES SUBMISSIONS

Consent to use photographic or digital images, film or video footage ('Images') and/or Case Studies

In order to use your content submission and any accompanying photographs, on our website or in other advertising and promotional materials in relation to CITB including Go Construct, we require a signed consent form.

When the subject of the case study is under the age of 18, a parent / guardian must sign on their behalf.

Please read and sign this consent form and return it by email to the sender or by post to CITB, Bircham Newton, King's Lynn, Norfolk, PE31 6RH:

Submission & upload process:

1. Project team receives content, image & consent form
2. Verifies that they are of appropriate content and meet quality criteria
3. Confirms receipt to sender, identifying outstanding actions, if any
4. Once all content is received and approved, content will be published within 6 weeks where possible
5. You will be informed once your content is published

I hereby authorise CITB to use and adapt my submission and submit it for review for publishing on CITBs websites which could include our Go Construct website <http://www.goconstruct.org> Please note this includes, where appropriate, a right to translate the materials into Welsh in order to comply with our legal obligations.

- To comply with all applicable laws and regulations relating to processing of personal data and privacy, including the General Data Protection Regulation (GDPR) (EU) 2016/679 and the Data Protection Act 2018 and including where applicable the guidance and codes of practice issued by the Information Commissioner (the "Data Protection Legislation"), we need your permission to take and/or publish any Images in which you feature.
- The Images in which you feature, may be used or broadcast in all formats, including in films, videos, in electronic or print form for any purposes in relation to CITB and/or Go Construct work including, without limitation, for marketing and advertising purposes, for Go Construct initiatives and/or CITB's promotional activity and including the right to use the Images in any advertisements and other publicity materials, direct mail, books, newspapers, magazine articles, videos, television programmes, exhibition panels, websites and internet publications throughout the world wherever and whenever CITB chooses to do so. Should we wish to use these Images for any other purpose than that indicated above in the future we will seek your permission.
- Please provide the information requested below, giving us your permission to use any Images (or parts of Images) in which you appear, in accordance with the conditions outlined above and the terms of the Data Protection Legislation.
- Consent is required for the Images taken and used by CITB only and does not apply to any Images taken or used by sponsors, host venues or the general public, for which CITB has no responsibility for or control. This could include, but is not limited to, Images taken by members of the public of you and/or Images that incidentally include you in the background.

CITB will take all reasonable measures to ensure the Images for which you have given consent are used solely for the purposes for which they are intended. If you become aware these Images are being used inappropriately, please inform CITB immediately.

For further information explaining your legal rights please view the CITB Privacy Notice online at <http://www.citb.co.uk/privacy>.

Name

I consent to being photographed, filmed or videoed for the purpose(s) set out in the consent form.

Signature

Address

Date

If you are under 18 parental consent is required. Please complete the following boxes.

Parent / Guardian / Carer (as applicable)

I consent to the above named person being photographed, filmed or videoed for the purpose(s) set out in the consent form.

Signature

Name

Address

Relationship to child/vulnerable adult:

Date

Revised April 2019

IMPORTANT NOTE - Please do not edit this form – any editing will result in photography being rejected into the DAM