HOW TO GUIDE:
The Best Practice Hub

THE BEST PRACTICE HUB

- The Best Practice Hub is a comprehensive online resource available to everyone in the industry – **FOR FREE!**

- The Best Practice Hub was launched in **January 2015** and currently has over **32,500 registered users** and receives over **100,000 page** views monthly.

- The Hub offers real-life examples of the **Code of Considerate Practice** and the higher standards it drives, which are being put into practice across the UK and Ireland

- It outlines initiatives that are already in place as well as those being developed, so that you can stay up to date with the latest **best practice** and **innovative** recommendations.

ACCESS THE HUB HERE

REGISTERING WITH THE HUB

Registering with the Hub brings the following additional benefits:

- Create a **personal profile**

- Access to Scheme **e-learning courses**

- Receive **Hub communications** on focused subjects

- Interact by **rating** and **commenting** on Hub entries

- **Save searches** of entries and case studies

REGISTER WITH THE HUB HERE
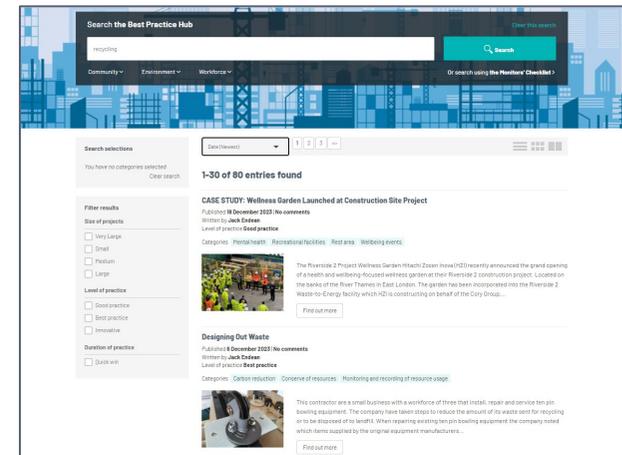
SEARCHING THE HUB

There are three different ways to search for examples of best practice and innovation on the Hub.

- The **first** of these is the **'Keyword Search'** which works as a standard search engine like Google.

- The **second** search function is a **'Code of Considerate Practice search'**

- The **third** search function is a **'Monitors Checklist search'**
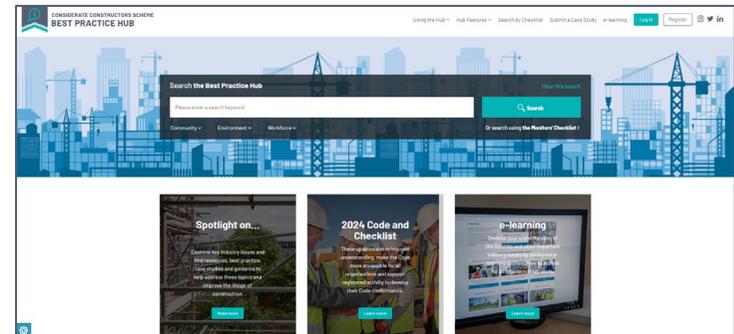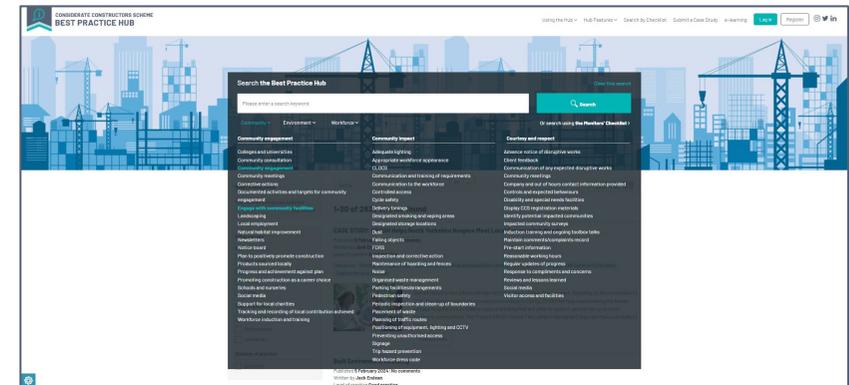
SEARCHING THE HUB – KEYWORD SEARCH

- The '**Keyword Search**' works as a standard search engine like Google.

- Typing in a **keyword** and pressing **search** provides a list of all entries relevant to the text that has been input.

- The search results can be filtered by the **size of site**, **level of practice** and if the initiative is a **quick win** using the filters on the left-hand side. Additionally, the user can sort the results by **date** and **most viewed**.

SEARCHING THE HUB – CODE OF CONSIDERATE PRACTICE SEARCH

- The **Code of Considerate Practice** search function allows the user to filter down into the Code and search by the individual prompts for each question of the Code.

- Users can select more than one **prompt** at a time for the search, the prompt will turn bold once selected.

- Once the user has selected all the prompts relevant, click **Search** and the results will appear.

- The user will then be able to **filter** these as stated in the previous slide.

SEARCHING THE HUB – MONITORS CHECKLIST SEARCH

- The **Monitor Checklist** Search can be accessed by clicking the '**Search by Checklist**' button on the bar across the top of the page or by clicking the '**Search by Monitors Checklist button**' on the main search bar.

- On this page the user can click on a specific **Checklist question** and all Hub entries relevant to that question will appear.

- The user will be able to **filter** these as stated in the previous slides

ACCESS THE MONITOR CHECKLIST SEARCH HERE

'SPOTLIGHT ON...' LEARNING TOOLKITS

- Our 'Spotlight on...' learning toolkits address industrywide issues and aim to **raise awareness**, **provide information** and **practical advice** on how the construction industry can tackle the issue.

- Each toolkit consists of an **introduction** to the subject, and why this is an issue for the UK construction industry, **law and legislation** relevant to the subject, examples of **best practice**, **external resources**, **case studies** and final section detailing what employees and employers can do to make **positive change** on the particular industry topic.

ACCESS THE 'SPOTLIGHT ON...' LEARNING TOOLKITS HERE

E-LEARNING COURSES

- Our **e-learning courses** are available on each area of the Scheme's Code as well as topic-based courses linked to each of the 'Spotlight on…' learning toolkits.

- Each course includes lessons which must be read and completed before moving on to the next step. Once all the lessons are completed a quiz is to be taken where 10 randomly generated multiple choice questions are chosen with a **pass rate of 70% needed**.

- Once the course is completed a **PDF certificate** is generated which can be downloaded or printed out.

ACCESS THE E-LEARNING COURSES HERE

DEFINITIONS

On the definitions page the user can read how the Scheme differentiates between **good practice**, **best practice** and **innovation**, as well as how the Scheme defines the **size of a project**.

ACCESS THE DEFINITIONS PAGE HERE

LATEST INNOVATIONS

On this page the user can view all **approved innovations**, these can be sorted by **publish date** and **most viewed**.

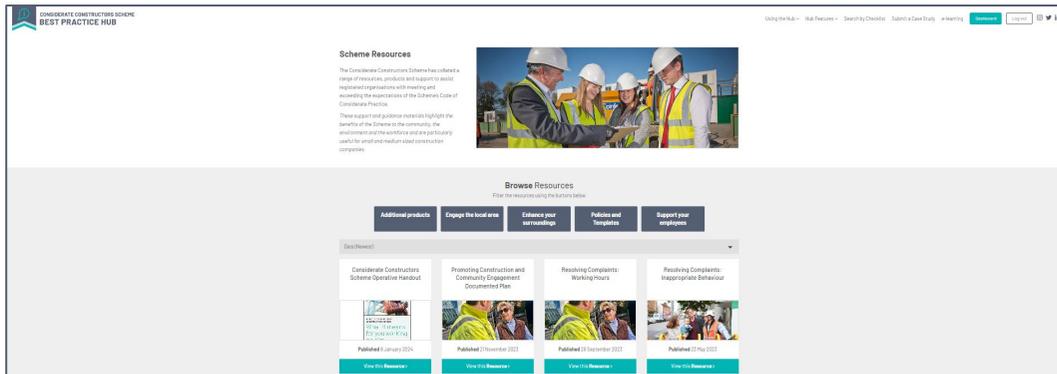These entries can also be **filtered** by the area of the Code they are related to.
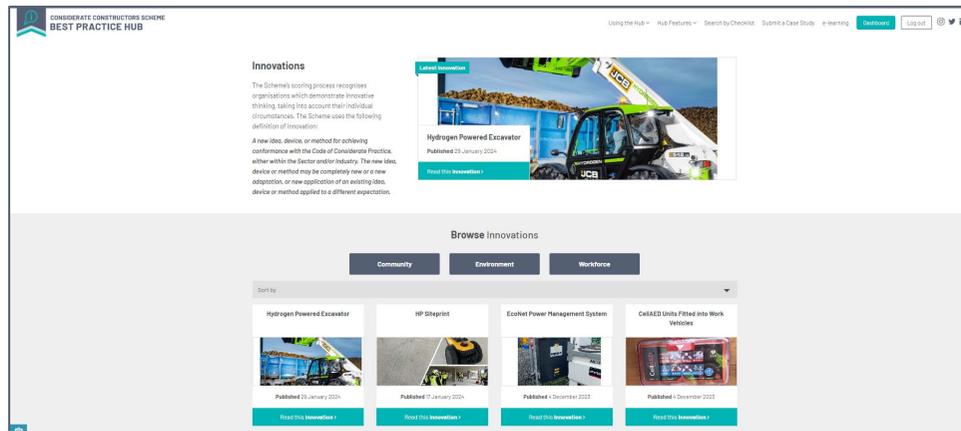
ACCESS THE INNOVATIONS PAGE HERE

SCHEME RESOURCES

This page includes resources and templates predominantly for **SME's** to support their registration.

Each of these will open a Hub entry with a link to the **resource** or **template** which can be downloaded.

ACCESS SCHEME RESOURCES HERE

GETTING STARTED

The 'Getting Started' section provides **resources** and **templates** that are useful for those new to the Scheme and starting their registration with us.

ACCESS GETTING STARTED HERE

IMPORTANT DATES AND EVENTS CALENDAR

The Important Dates and Events Calendar **highlights events** throughout the year such as National Careers Week and World Mental Health Day. Clicking on an event opens a **Hub entry** which gives ideas of what registered activity can do, with a **resource button** allowing the user to find out more.

ACCESS THE CALENDAR HERE

SCHEME SUPPORTERS PAGE

On this page the user can view all of our **Scheme Supporters** with the ability to **filter** between organisation type and which area of the code they are indexed to. This page provides information on each of these organisations as well as **contact details** and **website** for the user to be able to find out more information.

ACCESS THE SCHEME SUPPORTERS PAGE HERE

Contact Us

If you have any questions about the information in this presentation please email:

enquiries@ccsbestpractice.org.uk

Visit **www.ccsbestpractice.org.uk** for further information about the Best Practice Hub

CONSIDERATE
CONSTRUCTORS
SCHEME