

You're shaping how we use employer funding

We are overhauling how we use employer funding in response to your feedback. We've been listening and you've told us you'd like our funding to be simplified, easier to apply for with clear criteria and decision-making. You've let us know in our consultation workshops that it's really important to you that CITB funding achieves outcomes which make a difference to our industry.

We will:

Provide a simpler approach – consolidating the current fifty fund pots into just two overall funds (available for application from this September) to sit alongside a modernised grants scheme from next August

Support easier to access funding – simpler rules, more support on what you need to know to access funding, more frequent opportunities to apply and more flexibility on how long programmes can run

Listen to what industry wants and putting funding where it's most needed – an example would be more funding for Image and Recruitment activity

Look at what works, learning from it and acting on it. So this would mean encouraging new ideas, testing them and expanding them if we can see that are making a difference

Provide information on how much funding we've allocated and what difference it has made.



**Investment
Funding
Review**

You have told us we need to be more responsive and we are confident that this work will transform the way we fund training, ensuring that we meet your needs. We will keep you up to date and will be in touch soon with more detail on our new, simpler more transparent funding.

Did you know?

Our Investment Funding Review is just one of four major projects CITB is working on with industry to address four of the critical challenges facing construction. A major project has been set up to respond to each challenge and through working together, we're looking to make a difference to the industry for the long term.

Building the evidence base – getting a clearer picture of supply and demand for skills in construction, to understand and address any gaps.

Investment Funding Review – targeting investment where it will make the most difference to the industry, and making funding simpler to access.

Provider strategy – engaging training providers to better match training to the skills construction needs. Helping employers and training providers forge effective partnerships to benefit learners and the whole industry.

Image and Recruitment – tackling the industry's Image and Recruitment problem and making it easier for people to find out about what construction can offer.

Find out more at
citb.co.uk/about-us/what-we-do

Find out more

For further information and to download a grant claim form, please visit
citb.co.uk/grant
Email completed grant claim forms to
grant.claimforms@citb.co.uk

If you have any queries or would like to arrange a discussion with your Company Development Adviser, visit
citb.co.uk/grantsupport



citb.co.uk



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Highlights of the 2015/2016 Grants Scheme

How to get your grants



FG,H,I,J,K,L,M,N,O,P (07/15)

How the Grants Scheme benefits you

The Grants Scheme is in place to support all our registered employers to train their staff. This ensures that the appropriate skills are available to upskill workers and allow the industry to prosper, whilst maintaining the essentials such as high health and safety standards on site.

For 2015/2016 we have kept grant rates at the same levels, including maintaining the £50 per day attendance grant rate.

To maintain this day rate and re-direct more money to address skills shortages and upskill the industry, the Supplementary Payment bonus of 12% has been removed. As communicated in a Grants Scheme mailer in March, Supplementary Payment will return to the standard rate of 10% from 1 August 2015.

To help you get the most out of the Grants Scheme, we have a national network of Company Development Advisers who can call or visit you to offer advice about grants and training to support the whole of your business.

All registered employers can claim grants and access advice and support on how to do this, even if you are not required to pay a Levy.

We are here to provide you with advice, support and funding to develop both your workforce and your business.

To arrange a discussion with your Company Development Adviser visit citb.co.uk/grantsupport or call **0344 994 4455**



Get the most out of the Grants Scheme

How to get your grants

- You can claim grants once you have attended a training course or completed a qualification between 1 August 2015 and 31 July 2016
- For training such as Construction Plant Competency Scheme (CPCS) or Site Safety Plus courses you could automatically be sent a claim form by us
- For other training, or if you do not receive your form within three months of completing training, you can find a claim form on our website at citb.co.uk/grant
- To keep it simple, we have one form to claim for all attendance and achievement grants. Download a copy of our easy to use editable form and fill in the information – such as your company name, title of the training course and the training provider
- Email the completed form to grant.claimforms@citb.co.uk by **31 October 2016**.

Here are some highlights of the grants available to support your business. There are many other grants available such as for degree level training and support for the specialist sector.



Please note, that grant payments cannot be made until we have received your completed 2015 Levy Return. To claim grants within the 2015/2016 Grants Scheme year we will need to receive this by **31 December 2015**.

Grants for apprentices

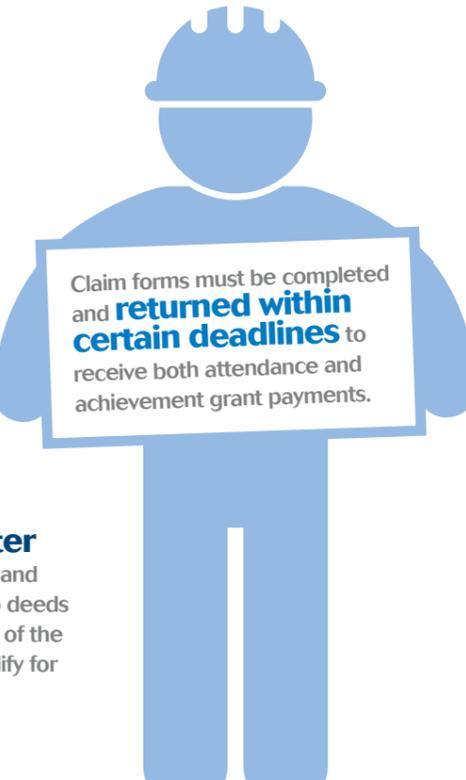
You can get grant support for all construction related apprentices who are studying at college.

Grant available	Value
First year attendance	£1,965 (paid in quarterly instalments)
Second year attendance	£1,660 (paid in quarterly instalments)
VQ Level 2 achievement	£400
Framework achievement	£1,975
Total grant payable for a two year Apprenticeship	£6,000
Third year attendance	£1,125 (paid in quarterly instalments)
VQ Level 3 achievement	£400
Advanced Framework achievement	£2,725
Total grant payable for a three/four year Apprenticeship	£10,250

You will need to **register your apprentice** and complete Apprenticeship deeds **within 26 weeks** of the training start date to qualify for grant payments.

 You will receive **£50** to cover the cost of your apprentice taking the **Health, safety and environment (HS&E) test** and applying for a **competency card** for your apprentice. This will be paid automatically with your first quarter of attendance grant.

 **In Scotland** only, you can also claim grant support for attendance on, and achievement of, a Scottish Qualifications Authority (SQA) Advanced Craft Certificate.



Grants for attendance on training

 You can claim **£50 per day** for your directly employed staff and Net CIS sub-contractors* for the majority of training needed to support your business including health and safety courses, such as asbestos awareness, CPCS plant training and even tool box talks.

There are two routes to claim these grants:

ROUTE 1
Short duration off-the-job training grants are paid for **one-off construction-related training courses**, such as abrasive wheels, manual handling and safe working at heights training, for **construction-related staff**. You must complete a claim form at the end of each course.

*Net CIS is the term used to describe sub-contractors you deduct tax from when paying them for work carried out. These can be identified from your contractor's monthly returns (CIS300) submitted to HMRC.

ROUTE 2
If you would like to claim for a wide variety of training for **all your staff in all occupations**, including health and safety, business and administration, computer skills, first aid and fire safety, a **Training and Development Plan** allows you to do this. You can also claim for shorter sessions of 30 minutes or more when they are linked together to form a single session lasting a minimum of three hours. Claims can be made every four months.
If you would like to speak to us about a Training and Development Plan call **0344 994 4455** or visit citb.co.uk/trainingplan

 You can also claim **£50 per day** for each individual for Site Safety Plus training courses such as the SMSTS and technical and professional training courses.

Grants for qualifications achieved

 You can claim grants for **qualifications achieved**, which prove your staff are competent and skilled, and that make your business more competitive.



You can claim **£300** for the addition of a category to a **CPCS Blue Card** when an additional unit is achieved.
You may receive a claim form when your CITB Registration Number is detailed on the card application form. You must complete and return this to us to claim your grants.**



**If you do not receive your form within three months of completing training, you can find a claim form on our website at citb.co.uk/grant

If you pay a Levy and submit your Levy Return promptly you may be entitled to an additional 10% Supplementary Payment on the grants you receive. Visit citb.co.uk/supplementary for further information.

You can claim **£400** for achieving a **VQ Level 2** or above in any subject.
You must complete a claim form once the qualification has been achieved.

You can claim **£60** for passing the theory and **£410/£240/£190** (depending on the type of plant) for passing the practical element of the **CPCS Technical Test**.
You may receive a claim form to complete and return to us.**