

FeRFA

TRAINING SCHEMES

FeRFA has been successfully running apprenticeship schemes since 2006 enabling employers to raise the skills level within their companies and provide a route for unskilled employees to gain an industry-wide recognised qualification and the CSCS blue Skilled Worker card.

WHAT SCHEMES ARE AVAILABLE?

FeRFA's specialist applied-skills programmes (SAPs) are 18-month long new entrant training programmes. The programmes lead to a vocational qualification (NVQ/SVQ) and are considered by trade associations and employers as 'sector apprenticeships'. The available schemes are:

- In Situ Flooring: Resin
- Prepare and Profile Substrates

The schemes are delivered in modules by a mix of formal instruction off the job alongside supervised on-the-job training at employer level with a final assessment by an industry approved Assessor. The onsite employer supervision will be conducted by a suitably competent person and there will be a candidate record book to evidence all training received.

All courses lead to an NVQ Level 2 Diploma and CSCS blue Skilled Worker Card. Learners can apply for a CSCS red Trainee card following registration to the S/NVQL2 and successful completion of the Health, Safety & Environmental touch screen test.

Courses take 18 months to complete and modules are held over two (and sometimes three) days at regular intervals throughout the first 14 months of the scheme. During the remaining months the candidates continue with their learning on the job, gaining in experience until the final assessment period.

Training takes place at a variety of locations around the country, including the training facilities of FeRFA manufacturer and associate members giving learners the opportunity to mix and apply different materials.

CITB grants are available for eligible CITB levy-payers.

On achievement of the S/NVQL2, candidates are invited to attend the FeRFA Awards Dinner to be presented with their diplomas in a graduation ceremony.

Full details of the programmes are overleaf.

PROGRAMME OF MODULES

IN SITU FLOORING: RESIN

Module N°	Course Modules	Duration
1	Introduction to the NVQ	½ day
2	Induction / Employment Rights	½ day
3	Generic Health & Safety	1 day
4	Introduction to In Situ Resin Flooring	1 day
5	Work practice & project planning	1 day
6	Emergency First Aid at Work	½ day
7	Asbestos Awareness	½ day

Module N°	Course Modules	Duration
8	Forming Saw Cuts	1 day
9	Abrasive Wheels / Manual Handling	1 day
10	Prepare background surfaces	2 days
11	Coatings	2 days
12	Self-smoothing	2 days
13	Screeds	3 days
14	Flowable Screeds	2 days
On-site training, unit assessments and final sign off		

PREPARE AND PROFILE SUBSTRATES

Module N°	Course Modules	Duration
1	Introduction to the NVQ	½ day
2	Induction / Employment Rights	½ day
3	Generic Health & Safety	1 day
4	Introduction to Surface Preparation	1 day
5	Work practice & project planning	1 day
6	Emergency First Aid at Work	½ day
7	Asbestos Awareness	½ day

Module N°	Course Modules	Duration
8	Manual Handling	½ day
9	Abrasive & Diamond Wheels	½ day
10	Shotblasting	3 days
11	Planing	2 days
12	Grinding	2 days
13	Polishing	2 days
14	Multi-Stripping	2 days
On-site training, unit assessments and final sign off		

SCHEME GRANTS AND COSTS 2020/2021

From April 2018 CITB grants are as follows:

GRANT FUNDING AVAILABLE

Short Duration grant payments (payable in instalments following completion of modules)	£540
On achievement of S/NVQ Level 2 (Month 16-18)	£600
Total	£1,140

NOTE: Payments of grants will only be made if all outstanding levy assessments are paid in full or a direct debit arrangement is in place.

There are three fee payment options:

COSTS OPTION 1 – FeRFA Members (CITB registered employers with grant eligible candidate)

Initial payment per candidate payable prior to commencement of the course	£300
11 monthly payments by standing order at £90 each	£990
Total Fees	£1,290

COSTS OPTION 2 – Non CITB registered employers (no grants) / candidate not eligible for grants

Initial payment per candidate payable prior to commencement of the course	£825
11 monthly payments by standing order at £425 each	£5,175
Total Fees	£6,000

COSTS OPTION 3 – Non FeRFA Member (CITB registered employers with grant eligible candidate)

Initial payment per candidate payable prior to commencement of the course	£500
11 monthly payments by standing order at £110 each	£1,210
Total Fees	£1,765

Course fees include all training, refreshments and documentation. Employers are expected to supply all necessary personal protective equipment including safety boots, gloves and respiratory protection.

NB Hotel accommodation (B&B) is included for 6-9 only

Course fees are subject to VAT on these costs. There is no VAT added to CITB grant payments.

HOW TO REGISTER CANDIDATES

Simply phone FeRFA on 07484 075254 or email secretariat@ferfa.org.uk with the following details (you will be sent a registration form to complete which can be downloaded from the Training section of the FeRFA website):

- Name of candidate
- Date of birth
- National Insurance number
- Previous experience of candidate (e.g. any existing qualifications)

WHAT IS REQUIRED OF YOU AS AN EMPLOYER?

Employers who are looking to register a new trainee onto a specialist applied-skills programme (SAP) must make sure that they can meet the programme's rules. They also need to make sure that the trainee they are registering onto to the programme meet the criteria for a new entrant.

You must be able to offer the range of work experience necessary to comply with NVQ work-based evidence requirements and provide on-the-job training as required by the scheme.

You must ensure that your candidate has access to support and guidance by allocating a mentor/supervisor who will be responsible for in-house training and progress and sign off the logbook.

You must provide tools and protective clothing and pay for all travel and accommodation plus wages whilst attending off the job modules.

Candidates will be expected to receive an appropriate wage - for example under the Building and Allied Trades Joint Council (BATJIC) rule agreement - although the level of wage you pay lies solely between you and your employee. For further information you can contact the ACAS Minimum Wage Helpline on 0300 123 1100 or go to the website <https://www.gov.uk/national-minimum-wage>

BASIC GROUND RULES

- The new entrant must have a full-time contract of direct employment (PAYE) with a Levy registered employer.
- The new entrant must not have been enrolled in another CITB grant-assisted apprenticeship for the same vocational qualification (VQ) level
- For the employer to claim the framework achievement element of the grant, they must allow the new entrant to attend all 'off job' modules
- The employer cannot set an upper age limit for new entrants, although they may state the preferred age of a new entrant when taking them on. The minimum age for a new entrant is set at 16 years old.
- The employer must make sure that their new entrant applies and gets a [CSCS Trainee Card](#) in their first month of training.
- The employer must provide twice as many on-the-job supervised training days as off-the-job training days. These training days must be recorded in the learner's logbook.
- The employer is not allowed to put forward sub-contractors or self-employed workers even if they are referred to in the employer's Levy Return.

NEW ENTRANT CRITERIA

A new entrant can be:

- a career changer (i.e. new entrant to the sector):
- The person may have already completed an apprenticeship and attained a VQ for a different occupation. If they previously undertook a CITB grant-support apprenticeship, they are not eligible to enrol for a SAP.
- currently working in the sector but with no formal training:
- the person may be employed in the sector for the last 12 months, but has had no formal training in the specialist skills and has not registered for a VQ in that occupation
- a career progressor:
- the person may be moving up in their current company or moving from one company to another to take up a higher role. For example, labourer to skilled operative