

TRAINING SCHEMES

FeRFA has been successfully running training schemes since 2006 to provide a route for unskilled employees to gain an industry-wide recognised NVQ Level 2 qualification for the CSCS blue Skilled Worker card. Employers benefit from their investment and the future prosperity of their business.

WHAT SCHEME TO CHOOSE?

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

The training is delivered in modules providing theory training and practical, a mix of formal instruction and guidance with a final assessment by a FeRFA approved Assessor. Onsite employer supervision is conducted by a competent person and candidates are required to keep records to evidence all training received.

All courses lead to an NVQ Level 2 Diploma and CSCS blue Skilled Worker Card. Trainees can apply for a CSCS red Trainee card following registration to the SVQ/NVQ Level 2 and successful completion of the Health, Safety & Environmental Test.

The course duration is 18 months to complete, and modules are held over two or three days at regular intervals throughout the first 14 months of the scheme. During the remaining months the candidates continue with their on-the-job experience until the final Assessment.

Training is conducted at FeRFA member premises nationwide, providing the opportunity to learn, prepare and apply Resin Systems and Screeds. When the assessment process is completed, the graduates will be invited to the annual FeRFA Awards where their achievements will be recognised and celebrated.

CITB grants are available for eligible CITB levy-payers - [Grants & Funding for Industry Support - CITB](#). See table on page 3 for full details of costs.

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 systems	2 days
13	Screeds and Coving	3 days
14	Flowable Screeds	2 days

On-site training, unit assessments and final approval

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 approval

SCHEME GRANTS AND COSTS 2022/2023

From April 2018 CITB grants are as follows:

GRANT FUNDING AVAILABLE

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

NOTE: Short duration grant payments are subject to change at any time depending on CITBs short duration grants systems and may be lower than stated here. Payments of grants will only be made if all outstanding levy assessments are paid in full or a direct debit arrangement is in place.

Fee payment options:

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

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

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 training and all training literature. Employers are expected to provide Trainees with the correct Personal Protective Equipment including, safety boots, protective eye protection, ear protection, gloves, face-fit masks and overalls.

All course fees exclude VAT. There is no VAT added to CITB grant payments.

HOW TO REGISTER TRAINEES

Contact FeRFA on 07484 075254 or email secretariat@ferfa.org.uk, for registration details or download the registration form from the Training section of the FeRFA website.

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 adhere to the programme's rules and that the trainee they are registering to the programme meets the criteria for a new trainee.

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.

Employers must ensure that your Trainee has the support and guidance of a mentor/supervisor who will be responsible for monitoring and progressing through to assessment.

Employers must provide tools and protective clothing, pay for all travel and accommodation, plus wages whilst attending off the job modules. (Grants are available for travel and accommodation) - [Apprenticeship travel and accommodation funding - Travel to Train | CITB - CITB](#)

Trainees will receive the minimal living wage, although the level of wage you pay lies solely between you and the 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>

THE RULES

- The new Trainee must have a full-time contract of direct employment (PAYE). Levy registered employers can claim all fees.
- The new Trainee must not have enrolled in another CITB grant-assisted scheme for the same vocational qualification (VQ) level.
- For the employer to claim the framework achievement of the grant, they must allow the new Trainee to attend all "off job" modules
- There is no upper age limit for trainees, although they may state the preferred age of a new entrant when employing. The minimum age for a trainee is 16 years old.
- The employer must make sure that their trainee applies and gets a CSCS Trainee Card in their first month of training [Construction Skills Certification Scheme | Official CSCS Website - Applying for CSCS cards](#)
- 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 trainees' record file.
- The employer cannot put forward sub-contractors or self-employed workers, even if they are referred to in the employers 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 scheme, 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.

More information can be found on the CITB website here <https://www.citb.co.uk/standards-and-delivering-training/national-specialist-accredited-centre-nsac/>