

Apprenticeship Grants England and Wales (A02-A06)

Supported training and achievements

This grant supports the following training and achievements for approved construction related apprenticeship programmes of 2 years or longer duration:

- off-the-job attendance with an approved work based learning provider
- achievement of an National Vocational Qualification (NVQ)
- achievement of an apprenticeship framework. These grants are only payable if the apprentice has been registered onto an approved apprenticeship registration scheme
- Specialist Apprenticeship Programme (SAPs) - a two year grant package is available for certain specialist sectors where training leads to a VQ Level 2. This package is also available for a Heritage VQ Level 3. Please see the separate section or contact the National Specialist Manager on 07990555328 for further details

There are 3 routes for an apprentice to follow:

1. **Apprenticeship only** - apprentices who only work towards the achievement of an apprenticeship in England or a Foundation Modern Apprenticeship (FMA) in Wales, or a NVQ Level 2 containing the appropriate level of core skills where no framework is available
2. **Advanced Apprenticeship (AA) direct** - apprentices who work directly towards the AA in England or the Modern Apprenticeship (MA) framework in Wales
3. **AA conversion** - apprentices who complete the 2 year apprenticeship/FMA or NVQ Level 2 containing the appropriate level of core skills, and then transfer to a one year AA/MA framework

What training and achievements are not supported?

Apprenticeship programmes lasting for less than 2 years duration. If eligible these programmes are supported through the Craft Non Apprenticeship Grant (A08) grant route.

Higher Apprenticeships – these are supported through Technical and Professional attendance and achievement grants and VQ Level 5 achievement if appropriate.

Whilst you are claiming apprenticeship attendance grants, you cannot claim any other grant for the same apprentice other than necessary and appropriate off-the-job training which is not included in the individual's apprenticeship framework (for example first aid or confined spaces training). This can be claimed on a Training Plan or on Short Duration. The cost of training must be met by the employer.

How much can I claim?

The grant rates for apprentice attendance and achievement are fixed within the CITB Grants Scheme year in which your apprentice started training, even if rates are increased or decreased in subsequent years.

The grants payable depend upon which route your apprentice follows:

Grant Ref	Description	App only (£)	AA/MA conv. (£)	AA/MA direct (£)
A02	First year attendance/incentive	1,965	n/a	1,965
A03	Second year attendance/incentive	1,660	n/a	1,660
A31	NVQ Level 2 achievement	400	n/a	*400
A04***	App/FMA framework achievement	1,975	n/a	*1,975
A05	Third year attendance/incentive	**n/a	**1,125	**1,125
A32	NVQ Level 3 achievement	n/a	400	400
A06***	AA/MA framework achievement	n/a	2,725	2,725
Total		6,000	4,250	10,250

* If your apprentice is completing an AA direct apprenticeship they may not complete the NVQ Level 2 or the apprenticeship framework. However, the value of these grants will be paid to you when your apprentice achieves the AA.

** Grant for 3rd year attendance is only payable if your apprentice:

- is studying for the AA/MA direct route
- has achieved an apprenticeship framework and is converting onto a Modern Apprenticeship (MA) framework
- has completed a Programme Led Apprenticeship (PLA) Level 2 NVQ and is progressing towards an AA qualification

*** Framework achievement grants are only payable if the apprentice has been registered onto the Construction Apprenticeship Scheme (CAS) or another approved scheme and the deed has been lodged. Apprentices who have not been registered before the date of achievement are ineligible for these grants.

Other financial support may be available. If CITB Apprenticeships is the work based learning provider or if your apprentice is attending the National Construction College we will pay the college tuition fees and some travel costs. Please apply to our Employer Services Recruitment Desk at your local CITB office.

If you employ an apprentice part way through his/her apprenticeship you may be entitled to claim some grant support for the remaining training carried out and the achievements gained by your apprentice.

If you meet the Supplementary Payment eligibility criteria by 31st July 2013, and by the 31st July in each subsequent year of the apprenticeship, you will automatically receive 22% Supplementary Payment (this includes a basic rate of 10% plus an additional 12% bonus) on attendance and achievements gained during that Grants Scheme year.

If your apprentice started training within the 2010/2011 Grants Scheme year and you met the Supplementary Payment criteria by the 31st July 2010 you would have received 10% Supplementary Payments on attendance and achievements gained during that Grants Scheme year. From 1st August you will receive 22% Supplementary Payment on any apprenticeship grant payments made after this date, providing eligibility criteria continue to be met.

Apprentices who started their training and registered for grant support before 1st August 2010 will continue to receive Supplementary Payment at 25%, if the employer is eligible, for the duration of the training.

Once your apprentice is successfully registered with CITB, apprentice grants are paid to you in a number of different ways:

If CITB is your work based learning provider

- no claim form is necessary
- grant is paid automatically every 13 weeks
- there is no deadline

If you use a work based learning provider other than CITB

- a claim form will be sent to you every 13 weeks
- you will need to sign the form to confirm your apprentice is still in training and in your employment, and return it to CITB Levy & Grant Shared Services to confirm your claim. You must return your claim by the deadline printed on the claim form

Apprentice VQ and framework achievement grants where Cskills Awards is the awarding body

- a pre-populated claim form will be sent to you if Cskills Awards is the awarding body for your achievement you will need to sign the form and return it to CITB Levy & Grant Shared Services to confirm your claim
- if a claim form is not sent to you within three months of your apprentice's achievement download and complete a grant claim form
- submit this to the CITB Levy & Grant Department by 31st October 2014

For all other awarding bodies:

- for all other awarding bodies please download and complete a grant claim form
- submit this to the CITB Levy & Grant Shared Services by 31st October 2014
- you must attach a copy of the certificate with your claim form. If your certificate is delayed you must still submit a claim by 31st October 2014 and send in a copy of the certificate as soon as it is available

Eligibility

There are eligibility criteria which must be met across 5 different areas in order to claim grants for your apprentice. These criteria relate to:

- approved training
- the work based learning/training provider you use
- you as an employer
- your apprentice
- registration of your apprentice onto an approved scheme

Until these criteria are met grant will not be paid.

There are deadlines for meeting these criteria which, if missed, will result in a reduction in the amount of grant available.

Approved Training

The minimum requirement for CITB approved training is 35 days attendance each year on an approved day release or block release course, which leads to an approved Diploma and National Vocational Qualification (NVQ) in a construction related occupation and forms an integral part of an apprenticeship framework.

The work based learning provider you use

To be eligible for grant support you must use an approved work based learning provider (WBLP). To check if your provider is approved please contact your local CITB office.

Approval of the work based learning provider is based on the following factors:

- They must hold a work based learning contract with the Skills Funding Agency in England or the Welsh Assembly Government (WAG) for the delivery of apprenticeship frameworks
- Have a framework achievement rate that must be a minimum of 55%
- They must have been awarded a minimum of Grade 3 by the Office of Educational Standards (OFSTED) for England, or Estyn for Wales, and the contributory grade for work based learning (WBL) must be a Grade 3 minimum. Those training providers who subsequently fall below this standard (receiving Grade 4) will be expected to achieve Grade 3 at the re-inspection to maintain approved work based learning status

CITB Apprenticeship has approval as a work based learning provider.

If your training provider is not yet approved arrangements will be made for them to be added to the approved list if they meet the criteria.

You as an employer

You must be able to offer the range of work experience necessary to comply with NVQ work based evidence requirements.

You must ensure that your apprentice has access to support and guidance.

You must nominate a work based recorder (WBR) or a work based assessor who has undertaken, or is already committed to take, a CITB WBR course. Contact your local CITB office for more information about these courses.

You must provide tools and protective clothing.

Apprentices 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 apprentice. For further information you can:

- Contact the National Minimum Wage Helpline on 0800 917 2368
- View online minimum wage information
- Contact your Federation

Your apprentice

These grants support employed trainees in construction related occupations only.

These grants are not available to support:

- labour-only sub-contractors
- agency staff
- employed trainees in non-construction related occupations

Your apprentice must pass the CITB Structured Learning Exercise (SLE) and demonstrate the ability to complete the Key Skills/Functional Skills element of the apprenticeship framework:

- The minimum standard is a score of 11 on the SLE diagram interpretation element and a score of 6 on the numeracy element. This score may be higher depending on the occupation chosen. Contact your work based learning provider (training provider) in the first instance about taking the test as they may already be using the CITB test
- The exercise is available free of charge from your local CITB office and must be taken in controlled conditions. Contact your local CITB office for more advice

You must ensure that your apprentice is registered with an approved work based learning provider (training provider) and that the agreed main learning objective is the completion of an apprenticeship framework - or an alternative agreed with CITB where a framework is not available.

You must inform your local CITB office immediately if the apprentice:

- leaves the training programme or your employment
- is dismissed

Failure to report any of the above will result in action by CITB to recover any overpayment of grant.

Registration of your apprentice onto an approved scheme

Your apprentice must be registered under a CITB approved, industry apprenticeship scheme if you wish to claim these grants.

For example:

- Construction Apprenticeship Scheme (CAS)
- other schemes including heating and ventilation, surveying, plumbing and electrical

If the scheme you wish to use is not listed please contact your local CITB office for advice.

Construction Apprenticeship Scheme (CAS)

If your apprentice is with CITB Apprenticeships as the work based learning provider the CAS registration form will be sent to you separately for completion once all apprenticeship paperwork is complete.

If your apprentice is with another approved work based learning provider a CAS registration form will be sent to you separately for completion once you have returned your YNET02a application form to CITB Levy and Grant Shared Services. You must apply for, complete and return a YNET02a form, within enough time of the apprentice's start date of training, to allow the CAS deeds to be sent to you and returned within 26 weeks.

You need to correctly complete, sign and return the deeds to CITB within the deadlines detailed below for grant to be paid.

Send the deeds to Shared Services, CITB, Bircham Newton, Norfolk, PE31 6RH.

There is an administration charge of £25 for processing the CAS deeds. This charge will be deducted from your first attendance grant payment.

If your apprentice is signing up to CAS you must meet the following deadlines:

- your apprentice must have completed 13 weeks continuous contracted employment with you
- attendance grant will only be paid once the CAS deeds have been received by CITB Levy & Grant Shared Services. CAS deeds must be received within 26 weeks of the start date of training for attendance grants to be backdated and paid
- if you miss the 26 week deadline but send the deeds to us within 53 weeks we will pay attendance grants starting from the second year of training as well as achievement grants as appropriate
- if you miss the 53 week deadline you will forfeit all of the attendance grants however, you may still claim the achievement grants as appropriate. Framework achievement grants are only claimable if the apprentice has been registered with CAS or another approved scheme and the deed has been lodged before the date of achievement

Other Schemes

If you and your apprentice are signing up to another scheme which has been approved, you must complete the relevant application form, which can be obtained by contacting your local CITB office.

You will forfeit grant if you do not lodge your apprenticeship deeds in accordance with the Grants Scheme rules.