

How do I claim?

- Complete this form giving as much detail as possible about the training you are undertaking. This form enables you to claim for training undertaken and qualifications achieved between 1 August 2015 and 31 July 2016. The closing date for claims is 31 October 2016. Claims received after this date will be rejected.
- You must use a separate form for each training course you are claiming for. For example, if you are claiming for a Level 2 VQ achievement in Wood Occupations and a Level 6 VQ achievement in Construction Site Management you would be required to complete two separate claim forms for this.
- Email this form to grant.claimforms@citb.co.uk or send it to CITB, Levy & Grant Customer Services, Bircham Newton, Kings Lynn, Norfolk PE31 6RH.
- There are also Excel versions of this claim form available on our website if you would prefer to use them citb.co.uk/grant

Grant Information

You can apply for grant to support attendance on training or achievement of qualifications through the following routes:

Attendance Grants

- Technical and Professional attendance (A09) – a maximum of 35 days is payable per person per Grants Scheme year
- Site Safety Plus (A29)
- Advanced Craft (Professional Development Award) attendance (in Scotland only) (SQA_T)
- Construction-related work experience (A19) – a maximum of 48 weeks (240 days) is payable per person per lifetime. You must deduct annual leave, sickness, bank holidays and any other absence from your claim
- Construction-related short duration off-the-job training (B201) – grant is payable for full days training (minimum 6 hours) and half day courses (minimum 3 hours)

Achievement Grants

- CPCS Blue Card Upgrades (A14B) – grant for the achievement of plant-related VQ units which result in the addition of a category to a Blue CPCS card
- Approved Technical and Professional achievements (A25)
- CPCS Technical Test (theory element) (A42)
- CPCS Technical Test (practical element) (A43)
- Advanced Craft (Professional Development Award) achievement (in Scotland only) (SQA_A)

You must attach a copy of your achievement certificate with this form. If your certificate is delayed you must still submit a claim by 31 October 2016 and send in the evidence as soon as it is available.

In some cases a pre-populated claim form should be sent to you for the following grants. If you do not receive a pre-populated claim form within one month of the achievement date then please use this form.

- VQ Level 2, 3, 4 and 5 achievements (A31 – A33)
- Certificate of a Foundation Modern Apprenticeship/National Traineeship or VQ Level 2 with core skills (A04)*
- Certificate of an Advanced/Modern Apprenticeship (A06)*
- Craft Non Apprenticeship Grant VQ Level 2/3 achievement (A08)
- Craft Non Apprenticeship Grant completion/incentive (A08)

* If you do not use CITB Apprenticeships, you may have to complete this form for these achievements. You must attach a copy of the certificate with your claim. If your certificate is delayed you must still submit a claim by 31 October 2016 and send in the evidence as soon as it is available.

If you have any queries regarding the completion of this claim form, please contact Levy and Grant Customer Services on 0344 994 4455 or email levy.grant@citb.co.uk

You should keep a copy of this claim form and, if posting, proof of posting to confirm this claim was sent in the event of any dispute.

For full details please visit our website

citb.co.uk/grant

Application for payment Attendance/Achievement Grant Claim Form



If you have any queries regarding the completion of this claim form please contact CITB Levy and Grant Customer Services Team on 0344 994 4455 or email levy.grant@citb.co.uk

Office use only

Section A – Employer Details (all fields are mandatory)

Employer Name	<input type="text"/>	Employer Postcode	<input type="text"/>
CITB Levy Registration Number	<input type="text"/>	Employer Telephone Number	<input type="text"/>
Establishment Number (if applicable)	<input type="text"/>	Your reference (if applicable)	<input type="text"/>
Contact Name	<input type="text"/>		
Email Address	<input type="text"/>		

Section B – Training Details (all fields are mandatory)

Title of Training Course/Achievement	<input type="text"/>
Level of training (e.g. BTEC, Degree, HNC, VQ Level 2 etc.)	<input type="text"/>

Please select one of the following options:

- | | | | | | |
|---------------------------------|--------------------------|--------------------------------------|--------------------------------|--------------------------|---------------------------------------|
| Attendance on a training course | <input type="checkbox"/> | continue with Section C below | Attendance on Site Safety Plus | <input type="checkbox"/> | continue with Section C below |
| Attendance on work-experience | <input type="checkbox"/> | continue with Section C below | Achievement of a qualification | <input type="checkbox"/> | go directly to Section D below |

Section C – Training Details (for attendance grant only)

Please complete all of the following mandatory fields

Training Provider Name	<input type="text"/>	Training Provider Postcode	<input type="text"/>
Course Start Date (dd/mm/yy)	<input type="text"/>	Course End Date (dd/mm/yy)	<input type="text"/>
Course Duration (number of full days complete between 1 August 2015 and 31 July 2016)	<input type="text"/>	(Please tick if course is half day duration only)	<input type="checkbox"/>

Continue onto Section D below

Section D – Employer's Declaration (all fields are mandatory)

Before completing this declaration, you should read the current CITB Grants Scheme requirements including details of eligibility, terms and conditions and closing dates for grant claims. The scheme requirements can be found at citb.co.uk/grant

By submitting this application I declare that:

- I am authorised by the employer making this claim to complete and submit this application
- the information supplied is true, accurate and complete
- this claim is for employee(s) of this business (or other individual(s) eligible under the scheme requirements)
- I have read, understood and accept the scheme requirements and confirm that this application is made in accordance with them
- I have not made any other claim in respect of the same course attendance dates or achievement to which this claim relates.

I also confirm that I/we:

- will keep the information detailed in the scheme requirements for the period required

- will promptly provide such information as is reasonably requested by CITB (and/or its agents or auditors) and understand that such requirements will involve visits in the business' premises and/or written or verbal requests for information in support of claims made
- will promptly notify CITB of any material change to the information provided in the claim
- will repay any sums requested by CITB (and/or its agents or auditors) in the event of overpayment or ineligible claims.

Finally, I understand and agree that CITB (and/or its agents or auditors):

- reserves the right to carry out checks to ensure the claim is valid and made in accordance with the scheme requirements
- may process personal data contained in this claim including disclosure to third parties as may be reasonably necessary (and to the extent that such data relates to employee(s) or individual(s) I confirm that they have expressly consented to such processing)
- may withhold payment of future grant claims or reclaim grant paid under the claim if I or my employer is in breach of this declaration and that this may involve legal proceedings to recover such sums.

Signed:

Date (dd/mm/yy):

Print Name:

Position in company:

Data Protection Act 1998

Data relating to grant claims may be processed in the course of making grant payments and maintaining records to support them. Data will be processed always in accordance with the Data Protection Act 1998.

For CITB Levy and Grant Customer Services Department use only	No. of trainees	<input type="text"/>	No. of days	<input type="text"/>	Coded by	<input type="text"/>	Input by	<input type="text"/>
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Continue onto Section E to complete details of your trainees(s)

