

A guide to the Grants Scheme



Grants for apprentices

First year attendance (A02)

£1,965

Paid in quarterly instalments of £491.25

Second year attendance (A03)

£1,660

Paid in quarterly instalments of £415

VQ Level 2 achievement (A31)

£400

Framework achievement (A04)

£1,975

Total grant payable for two years £6,000

Third year attendance (A05)

£1,125

Paid in quarterly instalments of £281.25

VQ Level 3 achievement (A32)

£400

Advanced Framework achievement (A06)

£2,725

Total grant payable for three/four years £10,250

How to claim

YOU MUST MEET CERTAIN DEADLINES TO RECEIVE FULL GRANT SUPPORT

If your apprentice is managed by CITB Apprenticeships.

If your apprentice is with a college that is not managed by CITB complete a YNET claim form.

You must complete Apprenticeship deeds. THESE MUST BE COMPLETED AND RETURNED WITHIN 26 WEEKS OF THE START DATE OF TRAINING FOR FULL GRANT TO BE PAID.

A02/A03/A05 – paid quarterly (every 13 weeks) – you may receive a claim form. If you do not receive this, you MUST download one and return it by 31 October 2016.

A31/A04/A32/A06 – you may receive a claim form. If you do not receive this, you MUST download one and return it by 31 October 2016.

Contribution for Health, safety and environment (HS&E) test and a competency card application fee (A50)*

Support available for your apprentice to undertake the Health, safety and environment (HS&E) test and to cover the cost of applying for a competency card for your apprentice.

£50 per apprentice

*This grant is not eligible for Supplementary Payment.

How to claim

This grant will be paid automatically with your first quarter of attendance grant. You do not need to submit a claim form.

Advanced Craft Certificate (Scotland only) (SQA_T/SQA_A)

You can claim for your apprentices' attendance on, and achievement of a Scottish Qualifications Authority (SQA) Advanced Craft Certificate in Scotland.

£22.50 per day (maximum of £787.50)

£2,037.50 for achievement

How to claim

Complete a claim form and return this by 31 October 2016.

Grants to qualify your workforce

Craft Non Apprenticeship Grant Package (A08)

Grant is available for employees in construction-related occupations who undertake approved construction-related off-the-job craft courses that lead to the achievement of a VQ. This grant is also available for Specialist Upskilling Programmes (SUPs).

Level 2 attendance

£1,125

VQ Level 2 achievement*

£400

Level 2 completion incentive

£2,000

Level 3 attendance

£1,125

VQ Level 3 achievement*

£400

Level 3 completion incentive

£1,100

How to claim

Contact us to request a claim form, complete and return to us as soon as possible.

You will be sent a claim form every 13 weeks to claim for your attendance grant which is paid quarterly. You must complete and return these by the dates detailed on the forms.

VQ achievement grant and the completion incentive will be paid on achievement. You may be sent a claim form. You must complete and return this by 31 October 2016.

If you do not receive a claim form for any of the above you MUST download a claim form and return this by 31 October 2016.

VQ Level 2 and 3 achievement (A31B/A31C/A32B/A32C)*

Grant for the achievement of construction and non construction-related occupations through off-the-job training, OSAT and EWPA.

£400 on achievement

*A maximum of four VQ grants will be paid per level, per person, per lifetime. This excludes plant-related VQs – please see our website for further information.

How to claim

You may receive a claim form.

If you do not receive this, you MUST download one and return it by 31 October 2016.

Grants for Technical, Management and Professional training

Technical and Professional attendance (A09)

Grant for attendance on approved off-the-job, construction-related training courses such as NEBOSH, IOSH, HNC, HND, BTEC, part-time degrees and post-graduate diplomas.

£50 per day to a maximum of £1,750 per year

Technical and Professional achievement (A25)

Grant for achievement of approved qualifications such as construction-related BTEC, degrees and post-graduate diplomas.

£400 for each achievement

VQ Level 4 and above achievement (A33/A33B)*

Grant for achievement of construction and non construction-related qualifications.

£400 for each achievement

*A maximum of four VQ grants will be paid per level, per person, per lifetime.

How to claim

Complete a claim form at the end of each course and return this by 31 October 2016.

Site Safety Plus (A29)

Grant for attendance on approved courses such as SMSTS and SSSTS at an approved centre.

£50 for each day attended

How to claim

Provide your CITB Registration Number at the time of training and a claim form may be sent to you. If you do not receive this, you MUST download one and return it by 31 October 2016.

Construction-related Work Experience (A19)

Grant for planned work experience lasting four or more consecutive weeks, which forms an integral part of a construction-related technical or professional course.

£30 per day

This grant is paid to a maximum of £7,200 within a lifetime (a maximum of 48 weeks work experience per person).

How to claim

Complete a claim form and return this by 31 October 2016.

For more information, full terms and conditions or to download a grant claim form visit citb.co.uk/grant 0344 994 4455

Email completed grant claim forms to grant.claimforms@citb.co.uk



Short duration off-the-job training grants

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.

Attendance grant (B201)

Grant for courses that are directly related to the construction industry – three hours minimum per training day, normal working hours only.
£50 per day and £25 per half day

A total maximum number of days will be payable based on an allocation of five days per PAYE employee on your 2015 Levy Return, up to a total maximum value of £5,000 per year.

For example:

If you declared 10 PAYE employees on your 2015 Levy Return you will be able to claim grant for a maximum of 50 training days. These days can be used as you choose to claim for any training completed by your PAYE and Net CIS sub-contractors¹. You could use your days to support 50 days training for one member of staff or you could claim for 10 members of staff attending a five day course – the choice is yours.

How to claim

Complete a claim form at the end of each course and return this by 31 October 2016.

Grants available on a Training and Development Plan

A Training and Development Plan allows you 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. Call 0344 994 445 for further information.

Attendance grant (B102)

Training sessions must be a minimum of three hours – you may amalgamate shorter sessions together to form a single session lasting a minimum of three hours.
£50 per day

A total number of days will be payable based on an allocation of five days per PAYE employee declared on your 2015 Levy Return and an additional five days per named Net CIS sub-contractor.

For example:

If you declared 10 PAYE employees on your 2015 Levy Return you will be able to claim grant for a maximum of 50 training days. These days can be used as you choose to claim for any training completed by your PAYE staff. You could also use your days to claim for 10 members of staff attending a five day course – it's up to you.

If you also used two Net CIS sub-contractors¹ during this year you could also claim for a further five days for each of these contractors. However, in this case the training days can only be used to claim grant for the named individual only.

How to claim

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Complete and submit your details. We will inform you of the maximum number of days that you are entitled to claim.

After four months submit a claim form detailing the training completed. We will pay you the number of training days that you have completed to this date up to your maximum limit.

After eight months submit a further claim form. We will pay you any further days that you have completed to this point up to your maximum limit.

At the end of your 12 month plan submit a final claim detailing all training completed within this time and within one month of the end date of your plan. We will pay you any remaining training days up to your maximum limit.

¹Net 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.

Grants to card your plant team

Attendance grants

Grant can be claimed through one of the following two routes:

1 Training and Development Plan (B102)

If you have a Training Plan in place you can claim for training of three hours or more for all operative training and approved trainer/tester courses.
£50 per day

How to claim

Contact us on 0344 994 4455 for details of how to claim.

2 Short duration off-the-job training (B201)

You can claim for training of at least three hours for all operative training and approved trainer/tester courses.
£50 per day and £25 per half day

How to claim

Complete a claim form at the end of each course and return this by 31 October 2016.

Achievement grants

CPCS Theory Test (A42)*

Grant for passing the theory element of the CPCS Technical Test.
£60 for each category

CPCS Practical Test (A43A/A43B/A43C)*

Grant for passing the practical element of the CPCS Technical Test.
£410/£240/£190 depending on the category of plant.

*You can claim a maximum of two A42 and two A43 grants per individual, per year.

How to claim

Provide your CITB Registration Number at the time of training and a claim form may be sent to you. If you do not receive this, you **MUST** download one and return it by 31 October 2016.

VQ Achievement (A31P/A31Q/A32P/A32Q/A33P/A33Q)

Grant for achievement of a plant-related VQ Level 2 or above, achieved through off-the-job training or the OSAT or EWPA route.
£400 on achievement**

**A maximum of four VQ grants will be paid per level, per person, per lifetime. Please see our website citb.co.uk/grant for further details of how these limits apply to plant-related qualifications.

How to claim

You may receive a claim form. If you do not receive this, you **MUST** download one and return it by 31 October 2016.

CPCS Card Upgrades (A14B)

Grant for the achievement of plant-related VQ units that lead to the addition of a category on a CPCS Blue Card.
£300 when an additional category is added to CPCS Blue Card***

***One individual may claim a maximum of four VQ Level 2 achievement grants within a lifetime of which a maximum of three may be claimed for the addition of a category to a CPCS Blue Card. Please see our website citb.co.uk/grant for further details.

How to claim

You may receive a claim form. If you do not receive this, you **MUST** download one and return it by 31 October 2016.

To qualify for the Supplementary Payment bonus of 10% in the 2015/2016 Grants Scheme year you must have done all of the following by 31 July 2015:

- ➔ Completed a 2014 Levy Return that requires you to pay an assessment to CITB
- ➔ Paid this assessment in full or set up a monthly Direct Debit
- ➔ Sent us your correctly completed 2015 Levy Return.

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**.