

Accelerated Apprenticeship Programme Fund Guidance Notes

Purpose of this guidance

This guidance is for applicants who wish to apply (submit a bid) to CITB for funding from the Accelerated Apprenticeship Programme Fund (the “**Fund**”). The guidance is intended to help you complete an application (the Application Form), understand what’s fundable and give you a clear idea of the information you need to submit with your application.

Prior to applying, you must watch the webinar available [here](#) to ensure you understand the expectations of the Accelerated Apprenticeship Programme fund, and check that your proposal aligns with the aims of this Fund.

If you have any queries during the application process, please contact the CITB Commissioning Team using the following contact details:

Marc Pope – Commissioner – marc.pope@citb.co.uk
Commissioning Mailbox – commissioning@citb.co.uk

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Part 1

Available funding and who can apply

To ensure the quality and consistency of training provision, the eligibility criteria for providers applying for the Fund includes:

- Registration on the Apprenticeship Provider and Assessment Register (APAR) as either a main provider or employer provider, without any restrictions.
- Applications from support providers will not be accepted.
- No significant concerns identified in recent DfE or ESFA audits.
- An Ofsted rating of ‘Good’ or ‘Outstanding’ in overall effectiveness.
- Providers rated ‘Requires Improvement’ by Ofsted may be considered if a recent monitoring visit report confirms they have made significant progress in all areas of concern.
- Ability to deliver construction apprenticeships at Level 2 and above.

CITB registered businesses with a live project under a [separate](#) CITB fund (e.g. Industry Impact Fund) are able to apply.

Applicants can apply for up to £33,625. The first cohort of Accelerated Apprenticeships must commence within 6 months of the start date of the funding agreement, unless agreed otherwise. The funded activity cannot commence until after a successful funding decision has been confirmed in writing and a funding agreement signed and returned. Retrospective activity will not be funded.

The application must be accompanied by an endorsement for the accelerated apprenticeship programme from a major homebuilder actively operating in the region. This endorsement must include a clear link to an existing or planned homebuilding development where apprentices will gain hands-on experience.

In addition, the application must also include an endorsement from the local authority or combined authority which demonstrates the need for additional homebuilding apprentices and need for additional new homes.

Proposed delivery partners

We understand that a company may be supported by a delivery partner when completing the application, however, please be aware that if successful, the funding agreement will be between CITB and the lead company as listed on the application form, who will be solely accountable for the full funding amount and the overall delivery of the project outlined in the application form.

Part 2

Aims of the fund

The primary objective of this fund is to increase the number of providers offering accelerated, block-release apprenticeships for in-demand occupations within the homebuilding sector. This expansion is intended to better manage regional peaks in training demand resulting from the government's ambitious homebuilding targets.

CITB, in collaboration with Further Education (FE) colleges and training/employer providers, will support the creation of 20 new Accelerated Apprenticeship programmes strategically located in areas of high housing development.

Over the next 3 years, CITB has a budget of £672,500 for all 20 programmes.

The primary benefit for participating providers will be the opportunity to grow apprenticeship starts through the adoption of an accelerated, block-release apprenticeship delivery model tailored to the needs of the homebuilding sector. This model supports increased learner throughput and improved completion rates, with the potential to generate long-term financial and reputational value for providers.

Part 3

Accelerated Apprenticeship Programmes

This Fund focuses on the creation of 20 Accelerated Apprenticeship Programmes led by Further Education (FE) colleges or training/employer providers. CITB will provide an initial set-up budget to successful applicants in return for a commitment to deliver the accelerated apprenticeship model. Providers should consider expanding an existing provision or reconfigure current delivery models to meet programme objectives.

The company will need to deliver an accelerated homebuilding construction apprenticeship, this will be an accelerated training pathway designed to equip individuals with the knowledge, skills, and behaviours required for a successful career in the construction sector. The Accelerated Apprenticeship must be delivered in such a way that the apprentices complete the training in a significantly shorter timeframe than traditional routes—typically within 14 to 18 months, including the gateway and end-point assessment stages, compared to the standard 2–3 years.

This condensed timeframe is achieved through flexible delivery methods such as:

- Front-loading, an intensive block of initial training designed to embed core knowledge early in the apprenticeship; and
- Block release, structured periods of concentrated training (typically 1–2 weeks in duration), interspersed with extended periods of on-site learning.

The company will be responsible for the design, development, and delivery of an accelerated apprenticeship programme aligned to recognised apprenticeship standards that support the homebuilding sector in England.

The company will be responsible for the recruitment, training, and pastoral support of apprentices throughout the programme.

Part 4

What we do and don't support

Below are some examples of the types of things we would not consider.

- Activity or projects that are already or due to be funded as part of an existing CITB commission or funding
- Projects that fail to demonstrate ability to deliver
- Projects that do not have an endorsement from the local authority or combined authority for the region in question
- Projects that do not have an endorsement from a major homebuilder actively operating in the region in question
- Projects with excessive costs that are disproportionate to the outputs produced
- Operating costs of existing partnerships, industry bodies or training suppliers
- VAT
- Items of capital expenditure (e.g., software, licences, purchasing/rental of buildings, equipment, etc)

Areas to consider:

Match funding

There is no requirement for any match funding for this Fund.

Performance Measurements

CITB has a target over the next three years that the 20 Accelerated Apprenticeship programmes will be responsible for delivering 1,670 Accelerated Apprenticeship starts.

Each of the 20 CITB supported programmes will have the following targets:

- Year 1: 42 Accelerated Apprenticeship starts
- Year 2: 42 Accelerated Apprenticeship starts

To monitor progress and ensure accountability, CITB has established the following Key Performance Indicators (KPIs).

- KPI 1: Number of apprentices enrolling onto an accelerated apprenticeship
- KPI 2: Apprenticeship retention rate
- KPI 3: Percentage of apprentices completing an accelerated apprenticeship – Target: 65% rising to 70% for year 2 starts%
- KPI 4: Percentage of apprentices progressing into employment/retained in the construction industry – Target: 83%
- KPI 5: Number of withdrawals
- KPI 6: Apprenticeship completion rate
- KPI 7: Number of apprentices passed their planned end date

Reporting against these KPIs will be on quarterly basis via the reporting schedule annexed to the funding agreement.

KPIs and the data listed in Question 7 of the Application Form are expected to be reported for a full 3 years once the first cohort commences the Accelerated Apprenticeship delivery.

Part 5

Fund criteria

All applications will be reviewed against the following criteria:

Pass/Fail questions	The application criteria laid out in the pass/fail questions, with associated weightings.
The Application for funding	The application, submitted on the template provided, with a total value not exceeding the maximum amount specified.
Deliverables	Details of the deliverables and outcomes achieved under your proposal.
Supporting information	Any supporting information requested by CITB to support the assessment of your application and evidence your capability to deliver the requirement.
Confidence	<p>The application must provide evidence of capability to deliver the project.</p> <p>Confidence levels will be assessed in the following areas:</p> <ul style="list-style-type: none"> • Delivery to a high level of quality • Ability to commence the first cohort of Accelerated Apprenticeships within 6 months of the start date of the funding agreement, unless agreed otherwise • delivery of the targeted deliverables, within CITB's stated time, cost and quality parameters for the project. • Value for money.

Evidence of capability	As part of the selection process, CITB may request documentary or other evidence to assess the applicant’s capability to deliver the proposed project.
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Part 6

Application form overview

Section 1 – Before you apply

Contains information that should be read and understood before you submit your application.

Section 2 – Company details

This section is for you to provide your company information which allows us to check that you are eligible to receive funding.

Section 3 – Application questions

Please complete all questions and submit your completed application form by email to commissioning@citb.co.uk with separate attachments for your responses to questions 4 and 5.

Guidance for question 4:

Provide a written response on maximum of **2 pages** of A4 (font: Arial, size: 10 point)

Please use the filename “Question 4 response <add your organisation name>”

Attach your response to the email with your completed application form and response to Question 5.

Guidance for question 5:

Provide a written response on maximum of **1 page** of A4 (font: Arial, size: 10 point)

Please use the filename “Question 5 response <add your organisation name>”

Scoring scale for Questions 4 and 5:

Score	Definition
0	<p>Non-compliant response</p> <p>The question is unanswered, or the response fails to address any of the requirements expressed in the question and response guidance</p>
1-3	<p>Unacceptable response</p> <p>The response partly meets a proportion of the minimum requirements expressed in the question and response guidance but fails to meet the majority. This indicates that there may be serious difficulties or inability to deliver the services required</p>

4-7	<p>Acceptable response</p> <p>The response meets the minimum requirements expressed in the question and response guidance, but there are some aspects which are not met or are lacking detail.</p>
7-9	<p>Good response</p> <p>The response clearly meets all the requirements expressed in the question and response guidance indicating that the potential provider has a good understanding of the contract requirements and the ability to deliver. The solution may offer some limited benefits beyond the stated requirements.</p>
10	<p>Excellent response</p> <p>The response fully addresses the requirements expressed in the question and response guidance, demonstrating that the potential provider has a comprehensive understanding of the contract requirements and the ability to fully deliver. An excellent answer which provides additional benefits beyond the stated requirements.</p>

Section 4 – Declaration

All statements should be read and marked with an ‘X’ to confirm your acceptance. Signature and date are required.

Part 7

Submitting your application & funding decisions

Please note, the submission of your application is not a guarantee of funding.

Applications must be submitted directly from the lead business named in the Application Form. We will only discuss applications with, or in the presence of, the lead applicant.

To expedite the assessment process, please respond to additional information requests as soon as possible.

Part 8

Monitoring and evaluation

If your application is successful, once the funding agreement has been signed and returned, your funded project can start.

Payments will be made in accordance with the agreed payment plan and subject to provision of sufficient and acceptable evidence of ongoing fulfilment of the Project. Your funding agreement will detail indicative amounts and dates of payments. Even though all funds are expected to be paid within the first year, the applicant (referred to as the ‘Recipient’ in the funding agreement) commits to continue reporting for a full 3 years from the point the first cohort starts.

We will schedule quarterly review meetings with the successful providers to provide ongoing support and monitor quarterly progress against the outcomes you have targeted.

Please remember to keep all relevant records and evidence of expenditure associated with the project and its fulfilment (such as invoices, timesheets, work plans, copies of training blueprints, etc). These will need to be submitted to CITB as evidence of your progression of the project.

You will be expected to provide evaluation updates against the progress and success of your project throughout the timeline. Evaluation guidance and templates will be provided.

CITB Evaluation

CITB intend to undertake evaluation of this Fund to measure its impact and help shape future offers, your participation in any post-funding evaluation activity is compulsory.

Part 9

Final checklist

- The major homebuilder activity and the training must be located in the region you are bidding for.
- The application must include an endorsement from the local authority or combined authority which demonstrates the need for additional homebuilding apprentices and need for additional new homes.
- The application must be accompanied by an endorsement for the accelerated programme from a major homebuilder actively operating in the region. This endorsement must include a clear link to an existing or planned homebuilding development where apprentices will gain hands-on experience.
- The application does not include any items in [part 4](#).
- The application does not include any retrospective activity.
- Terms of Bidding and Funding must be read and understood.
- The proposed solution can be sustained beyond the funding period and will be available beyond the initial direct recipients.
- The proposed solution offers good value for money and will be of high quality.