

## Employer Networks – Policy Statement for Employers (April 2026)

### 1. Introduction

Employer Networks are a CITB-funded initiative designed to support construction employers at a local level. Each Network brings together employers to identify skills needs, influence how support is prioritised, and ensure training provision meets both immediate and future industry requirements.

The initiative focuses on making training more accessible—particularly for Micro (1–9 employees) and Small (10–49 employees) employers—while also supporting Medium (50–249 employees) employers where appropriate.

Employers local to a Network can access guidance from their CITB Adviser and may receive subsidised training booked through the Employer Network Booking Team.

### 2. Purpose of Employer Networks

Employer Networks aim to:

- Strengthen local employer collaboration
- Identify priority skills requirements within each locality
- Direct CITB funding where it will have greatest impact
- Support training that addresses skills gaps and future workforce needs
- Encourage innovation in construction-specific training, including areas such as digital skills, mentoring, and net-zero competencies

Decisions about training priorities are employer-led, with direction provided through local employer steering groups.

### 3. Working with Your CITB Adviser

Your CITB Adviser will:

- Help assess your organisation's skills and training needs
- Source suitable training providers
- Arrange training on your behalf through the Employer Network Booking Team

Only training booked through this team is eligible for Employer Network funding.

### 4. Funding and Payment Requirements

- CITB will part-fund approved training at the prevailing rates at the time of booking.

- Employers must pay any remaining balance directly to the training provider prior to training delivery.

- Training supported through Employer Networks can only be funded once. Employers must ensure no additional funding is claimed for the same training. Any duplicate payments made by CITB must be repaid immediately upon request.

## 5. Eligibility Conditions

### 5.1 Levy Return Submission

A completed annual Levy Return must be submitted. Booking requests will be suspended until CITB receives the required return.

### 5.2 Outstanding Payments

Employers with overdue payments owed to CITB are not eligible for Employer Network funding. Eligibility will be restored only once all arrears have been fully cleared.

### 5.3 Training Scope

CITB cannot support training that falls outside the defined scope of the Employer Network initiative. Employers who are unsure whether training is eligible should contact their CITB Adviser for clarification.

### 5.4 Employment

An Employer can apply for Employer Network funding in respect of construction industry related training undertaken by and engaged by (as applicable):

- directly employed staff (including apprentices registered for PAYE) on the payroll.
- any sub-contractors (including both net and gross-paid HMRC CIS sub-contractors).
- sole traders and partnerships;

and provided they are working at the time of the training for the Employer making the application”.

- identified the need for training.
- organised the training through the CITB adviser and Employer Network Booking Team;  
and
- accepted the cost of the training.

## 6. Attendance and Booking Responsibilities

To support responsible use of industry funds:

- Employers must ensure delegates attend all booked training.

- If a delegate cannot attend, another employee may attend in their place.
- If a delegate fails to attend without replacement, the employer is responsible for the full cost of the training.

#### 7. Audit & Verification

Employers shall keep and maintain for 3 years from the end of the tax year to which they relate full and accurate records of Employer Network bookings including:

- proof of payment for their portion of the training cost (where applicable).
- payroll records for all employees including relevant Full Payment Submissions (FPS), P60s, P11s.
- payment records for all subcontractors including relevant CIS300 documentation, online contractor monthly returns and invoices.
- evidence of training which has taken or is taking place (e.g. attendance records and certificates of achievement).

Employers shall afford CITB, its representatives and auditors, such access to those records as may be required in connection with this Policy and section 6 of the Industrial Training Act 1982. Employers who fail to comply shall be liable on summary conviction to a fine.

#### 8. Steering Group Participation

Each Network has an employer steering group that provides insight on skills needs and training priorities within the local area. Employers interested in joining their steering group should speak to their CITB Adviser.

#### 9. Monitoring and Feedback

CITB may ask employers to complete short feedback surveys to help measure the success of the initiative and improve customer experience.

#### 10. Joint Commitments

CITB and participating employers agree to:

- Collaborate constructively
- Communicate openly about any issues, concerns, or opportunities
- Act professionally and courteously at all times
- Comply with all relevant laws and regulations
- Act in good faith to support the impact and integrity of the Employer Network initiative

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