

How to claim

We will phase in automatic payment for short duration training and short-period qualifications – a transition period will exist while the system comes on stream.

To find out more go to citb.co.uk/grant

Grants will no longer be paid by cheque. You will need to provide your bank details to access grants.

Send your details to levy.grant@citb.co.uk



Grant queries

Please visit citb.co.uk/grant for the most up to date information.

Get in touch:

0344 994 4455

levy.grant@citb.co.uk

webchat with us at citb.co.uk/grant

Book onto an event

Book onto an Employer Advisory Forum to hear about the latest on grants reform and support systems: citb.co.uk/events



Stay up to date with CITB

To get the latest from CITB and find out how we can help you, make sure we've got your up to date contact details.

Sign up to keep in touch citb.co.uk/opt-in



Key dates

- Existing scheme finishes on **31 March**: all claims to be submitted by **30 June 2018**
- New scheme starts on **1 April**: all claims to be submitted within 90 days of completion of training
- Grant packages will continue to be reviewed throughout 2018.

Please visit citb.co.uk/grant for the most up to date information.



Keep your records safe

You must keep records to show your training and achievements for a minimum of three years.

These records should be available for inspection on request by CITB or its auditors. If grant is claimed for training which doesn't comply, CITB will refuse the claim or recover payment.



Important information

No Levy Return means no grant. Go to citb.co.uk/grant for more information.

Also, grant can only be paid when your outstanding Levy has been paid in full or a Direct Debit agreement has been set up. Grant payments will be used to offset your Levy debt where you have Levy payments overdue.



GRANTS SCHEME FROM APRIL 2018

YOUR GUIDE TO THE NEW GRANTS SCHEME

Key changes from 1 April 2018

- From 1 April, grants will be available to support training that is focused on the core construction skills needed across the industry. A list of grant-supported apprenticeships, training and qualifications can be found at citb.co.uk/grant
- Automated grant payments will be phased in for short duration training and short-period qualifications meaning no more complicated paperwork
- Grant can be claimed for your whole workforce, including PAYE and all sub-contractors including gross and net paid
- All employers can start claiming grant upon confirmation of Levy registration
- Training Plans will no longer be needed to claim grant
- Arrangements will be in place to give continued support for training that is already underway.

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Support for apprentices and new entrants

Support for training and upskilling your workforce

Apprenticeship and new entrant grant packages are available to support PAYE employees only.

Grants for Apprenticeships

Apprenticeships Level 2 and 3	Attendance			Achievement	
	L2 and L3			L2	L3
	Y1	Y2	Y3	£2,375	£3,125
	£1,965	£1,660	£1,125		

Grants for Higher, Degree and Graduate Apprenticeships

Level 4 and above.

Attendance	Achievement
£1,125 per year	£3,125

- Grant will be paid in quarterly instalments
- Apprenticeships funded before 1 April 2018 will continue to be supported through to achievement
- Apprenticeships started before April 2018 that qualified for supplementary grant, will receive an enhanced rate of 10% until completion
- The contribution for the Health, Safety and Environment (HS&E) test and the competency card application fee grant of £50 per apprentice will be withdrawn.

Grants for Degree Placement Work Experience

Attendance
£30 per day (up to 240 days per individual, per lifetime)

- For planned work experience lasting four or more consecutive weeks, that forms part of a degree course.

Grants for Short-period Qualifications

Including Vocational Qualifications (VQs) at Level 2 and above and NEBOSH National Certificate in Construction Safety and Health – see citb.co.uk/grant for a full list.

Achievement
£600

- In the near future Grant will be paid automatically for short-period qualifications achieved through a CITB Approved Training Organisation (ATO). For further information go to citb.co.uk/grant
- There are interim arrangements for claiming and receiving grant support until automation is available and where a Training Provider is not yet an ATO
- Arrangements are in place to support employers claiming grant for existing learners who started qualifications before 1 April 2018, and achieve before 31 July 2018.

Grants for Long-period Qualifications

Including HNC, HND and degree level qualifications – see citb.co.uk/grant for a full list.

Attendance	Achievement
£1,125 per year	£1,875

- Grant will be paid in quarterly instalments.

For employers who are currently claiming Technical and Professional and Craft Non-Apprenticeship grant

- Arrangements are in place to support employers claiming grant for existing learners who started qualifications before 1 April 2018, which extend into the 2018/2019 Grants Scheme year.

Grants for Short Duration Training

Training courses with a duration of 3 hours to 29 days, which meet the short duration eligibility criteria, see citb.co.uk/grant for details.

	Achievement
Tier 1	£30
Tier 2	£70
Tier 3	£120

- Grant is paid within 3 different tiered rates based on factors such as duration, intensity and practical content
- Grant will be paid automatically for short duration training achieved with a CITB Approved Training Organisation (ATO). For further information go to citb.co.uk/grant
- There are interim arrangements for receiving grant support where a Training Provider is not yet an ATO or where the standard has not yet been established
- Grants for short duration training are capped, based on the PAYE and sub-contractor figures declared on your current Levy Return. This cap can be allocated across your whole workforce, including sub-contractors.

Grants for Plant Training

- Plant training that meets industry-agreed standards is supported through grant for short duration training
- Achievement of full Plant VQs is supported through the grant for short-period qualifications at a rate of £600
- Achievement of additional Plant VQ units is supported through the grant for short-period qualifications at a rate of £300
- Plant testing that meets industry-agreed standards is supported by specific grants. Information will be available on the CITB website: citb.co.uk/grant

Grants for Specialist Upskilling Programmes (SUPs)

- VQs which meet the grant eligibility criteria, and are achieved as part of a SUP programme are supported through the grant for short-period qualifications at a rate of £600
- SUP components that meet the grant eligibility criteria will be supported through grant for short duration training.

Grants for Specialist Applied-Skills Programmes (SAPs)

- VQs which meet the grant eligibility criteria, and are achieved as part of a SAP programme are supported through the grant for short-period qualifications at a rate of £600
- SAP components that meet the grant eligibility criteria are supported through short duration training grants, and will be exempt from grant-capping rules
- Arrangements are in place to support employers claiming grant for existing learners who started qualifications before 1 April 2018, which extend into the 2018/2019 Grants Scheme year
- CITB will work directly with SAP Training Providers to contribute towards the cost of training provision.

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