CITB Grants and Funding available for NVQs and Training 2019/2020

The CITB Levy supports construction employers to ensure the industry has the skilled workforce it needs. So, if your business is registered with the CITB with regard to the CITB Levy, and meets the terms and conditions, you could claim grants and extra funding to support your training needs.

CITB Grants Scheme

The CITB Grants Scheme provides grants to employers registered with the CITB, not just to employers who pay the levy. So, smaller employers (wage bill under £80k) who are registered but do not pay the levy can claim for grants.

The scheme runs from 1 April to 31 March, with full terms and conditions available on the CITB website.

CITB Levy bands and payments

The amount of Levy an employer will pay is based on the total business’ wage bill (this includes PAYE and CIS).

The Levy bands for wage bills are:
- Less than £80k = 0% levy paid
- Between £80k - £399k = 50% levy paid
- Above £400k = 100% levy paid

For example:
If a business has a wage bill of £100k, which is made up of £75k PAYE and £25k CIS, the Levy payment is calculated by:
- £75k PAYE x a rate of 0.35% = £262.50
- £25k CIS x a rate of 1.25% = £312.50
Making a total of £575.00
As the business is within the mid-band it needs to pay 50% of this sum, therefore pays £287.50.

How grants work

If your business is registered with the CITB for Levy purposes you can claim grants for training and qualifications for your staff.

If you book an employee(s) onto an eligible training course/qualification you can claim a grant as soon as the training is finished or qualification is gained.

How to claim a grant varies, so please find further information on the CITB website via this link.

If a claim is successful, grant money is usually received within four weeks.

Employers can manage their CITB account online – they will need to register separately for this via the CITB website. This is important as when an Approved Training Provider uploads an “achievement” the fund is not released to the employer, until the employer confirms the achievement via their online account.
Available Grants

Short-Period Qualification Grant for NVQs

The CITB pay grants for the achievement of approved ‘short-period qualifications’ that are focused on the core skills needed across the industry, and take less than one year to complete.

‘Short-period qualifications’ eligible for a grant within the asbestos removal industry are for:

- Contract Managers
- Supervisors
- Operatives

If your business is eligible you can claim £600 for each achievement.

Note – with up to a maximum of 4 achievements at each level per individual. You can only claim once for an individual on the same achievement.

How to apply

Once a qualification has been gained you can claim for a ‘short-period qualification’ grant by completing an application form and providing evidence of achievement.

The application process is explained on the [CITB website](https://www.citb.org.uk), along with a grant application form to download.

Short Course Grant for Asbestos Training

A ‘short course grant’ is paid on the achievement of short duration courses (from 3 hours to 29 days) which align to approved construction-related standards.

The grant available is based on three tiers, which is determined by the duration and content of the course. Tier 1 is £30; Tier 2 is £70 and Tier 3 is £120.

For example:

- Asbestos Awareness - £30
- Asbestos Licensed Operative - £30
- Asbestos Licensed Supervisor - £70
- Asbestos Licensed Contract Manager - £70
- Asbestos Licensed Scaffolding Operative - £30

All approved asbestos courses, including refreshers, are listed on the [CITB website](https://www.citb.org.uk).

How to apply

The short course grant is an automated process, where by an employer makes an application through their CITB Approved Training Organisation. When the individual has completed the course, the provider will update the register (within 10 working days) and the employer should automatically receive the grant payment.

How many claims are allowed? There is a cap on how many claims employers can make for ‘short course’ achievements in one Grants Scheme year. How this is calculated is explained on the [CITB website](https://www.citb.org.uk).

Information and enquiries

Information on short course grants is available on the [CITB website](https://www.citb.org.uk), also you can call the CITB Grant and Levy Customer Service on 0344 994 4455.
CITB Skills and Training Fund

The CITB’s Skills and Training Fund provides an extra incentive for employers to deliver training.

For employers registered with the CITB regarding the Levy, this funding is in addition to Grants, and available towards NVQs and training for asbestos removal operatives, supervisors and managers.

Who can apply & what is available?

CITB registered employers with up to 99 PAYE staff can apply for this funding once every 12-months.

The funding available is related to the number of direct PAYE employees:
- Employers with 1-49 directly employed staff can receive up to £5,000
- Employers with 50-74 directly employed staff can receive up to £7,500
- Employers with 75-99 directly employed staff can receive up to £10,000

Note – if the employer can receive up to £5k and submits an application for £3k which is successful, the other available £2k is then not available, within the funding period.

Application & Completion

To apply for funding, you will need to complete an application form via the CITB website.

To complete this application form you will need to input your training needs, along with the reasons why this training/qualification is required. Also, you will need to confirm that you have assessed the chosen training provider and that they offer value for money i.e. reviewed quotation(s).

To support ARCA members the Training Admin Team can supply a quotation for NVQs. Please email info@arca.org.uk or call 01283 505777.

Applications are reviewed by CITB on set assessment dates throughout the year. These assessment dates are:

- 31 May 2019
- 28 June 2019
- 31 July 2019
- 30 Aug 2019
- 30 Sept 2019
- 31 Oct 2019
- 29 Nov 2019
- 31 Jan 2020
- 28 Feb 2020
- 30 Sept 2019

After the relevant assessment date (depending on application date) employers should hear from the CITB within 4 weeks. If there is an issue with an application the CITB will contact the employer to inform them.

On a successful application funds are usually available within 2 weeks, meaning the training/qualification can then start. Once all training/qualifications have finished the employer will need to complete and send in a ‘completion form’ (received with award letter) with all evidence (invoice and certificates), to the CITB within 28 days.

Further information

Information on Skills and Training Fund is available on the CITB website via this link.

Local CITB Advisors are available to advise businesses on levy and grant/funding information. You can contact your regional local advisor via an email form on the CITB website, also you can call the CITB Grant and Levy Customer Service on 0344 944 4455.