

CITB Grants and Funding available for NVQs and Training 2020/2021

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 up to £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.

ARCA can help you claim this grant...To support members, ARCA is holding monthly Zoom briefings explaining the application process and detailing how to complete the grant application form.

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, and delivered by a CITB Approved Training Organisation, such as ARCA.

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. The grant available for refresher training is 50% of the Tier 1, 2 or 3 rates given for the full course.

For example:

- Asbestos Licensed Operative - £70
- Asbestos Licensed Operative Refresher - £35

All approved asbestos courses, including refreshers, are listed on the [CITB website](#).

How to apply

The short course grant is an automated process, whereby an employer makes an application through their CITB Approved Training Organisation.

ARCA claims short course grants on behalf of members...

Supporting members, the team at ARCA will process short course grant claims every week for members throughout England, Scotland and Wales.

ARCA requires delegate information, such as; DOB, first line of home address and postcode at the point of booking. The ARCA booking form is available [here](#) and within the training pages of the [ARCA website](#). This information is required for ARCA to be able to claim the grant.

Once the short course grant has been claimed, the employer should automatically receive the grant payment. However, 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](#)

Information and enquiries

Information on short course grants is available on the [CITB website](#), 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 small and medium sized employers for delivering training for business improvement.

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?

Small sized businesses can apply if CITB-registered, less than 100 directly employed staff and previous funding has been completed.

- 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

Medium sized businesses can apply if CITB-registered, between 100 and 250 directly-employed staff, and previous funding has been completed.

- Employers with 100-149 directly employed staff can receive up to £15,000
- Employers with 150-199 directly employed staff can receive up to £20,000
- Employers with 200-249 directly employed staff can receive up to £25,000

Note – an employer can only apply for this funding once every 12 months.

Application & Completion

To apply for funding, you will need to complete an application form via the [CITB website](#)

ARCA can help with your application...

To support members with their Skills and Training fund application, ARCA is holding Zoom briefings explaining the application process, and helping asbestos removal contractor members claim funding for training and NVQs.

*“Following attending an ARCA CITB funding briefing, I immediately applied as Satish made the whole process easy to understand. Our request was approved, so we now have £14,200 to fund training.”
Lorraine McDonnell, KDC Contractors Ltd.*

Learn more at an ARCA briefing... [Register here.](#)

Once completed, applications are reviewed by CITB on set assessment dates throughout the year, typically at the end of each calendar month.

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 the 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.

Asbestos Removal Contractors Association

Unit 1 Stretton Business Park 2, Brunel Drive, Burton upon Trent, Staffordshire DE13 0BY
T 01283 505777 E info@arca.org.uk www.arca.org.uk

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