

Your easy to claim CITB-ConstructionSkills Grants Scheme

Your industry, your grants

The Grants Scheme is owned by industry. We want everyone in the industry to have a voice and to make it heard; so we consult our three industry-led committees and ask representatives from federations and employers to advise us on how to allocate your grants.

What has changed?

After the changes that were made to grant rates in 2010, we've tried to keep the Scheme much the same so that we don't cause confusion. However, it's important for us to listen to your views. As a result we have made a few changes for the better. These include:

- Increasing the Supplementary Payment rate for Levy payers from 10% to 22% (10% plus a bonus of 12%) for the 2011/2012 Grants Scheme.
- We will increase Supplementary Payments to 22% on apprenticeship and craft non-apprenticeship grants for Levy payers that started to train their apprentices in 2010/2011 on payments made after 1 August 2011.
- Increasing the number of days you can claim for training your PAYE staff and the LOSC you use.
- We've listened and we're 'future proofing' our Grants Scheme by allowing employers that use e-learning and modular training as part of our Training and Development Plan to claim grants.
- We have increased the deadline for employers to submit their Training and Development Plan Initial and Final claims from 30 days to 60 days – which means greater flexibility for employers.
- Employers claiming VQ Level 2 in Plant Operations – Slinger Signaller, Road Rail, Demolition or Piling Operations can now claim for more than one VQ.

For full details of the Grants Scheme – visit our website – www.cskills.org/grant

We've listened and responded

We've listened. As a result we're cutting down on bureaucracy and cost to create a streamlined service which will make it easier for you to claim your grants, and we're introducing a new system which will allow you to complete your Levy Return, claim grants and access our products and services online. When it's launched, you'll be able to tell us how you want to be paid and when. We'll tell you more about the new system when we roll it out.

What do I need to know?

Direct debit – the easier way to pay

We know that some firms are having trouble paying their Levy. So remember you can spread the cost of your Levy over ten months to make paying easier. If you have any queries, please call our Direct Debit helpline on 0344 99 444 55.

5 easy ways to claim grant

1. Carry out the training or achieve a qualification that your business needs
2. Check our website or speak to your CDA – is grant available?
3. Download a claim form from the website or complete the GC1/1 claim form we send to you
4. Email or post your claim to CITB-ConstructionSkills
5. Await confirmation of payment

But remember –

We need all claims for training that was completed between 1 August 2011 and 31 July 2012 to be returned to us by 31 October 2012 so that we can make sure you receive your grant.

Important information about your Grants Scheme

We need your Levy Return

For existing employers claiming grant after 1 August 2011, grants can be claimed but we can't pay them until we have received your correctly completed 2011 Levy Return. Unfortunately, if we do not receive your 2011 Levy Return by 31 December 2011 you will lose all eligibility to claim grant within the 2011/2012 Grants Scheme year.

Similarly, we can only make grant payments when outstanding Levy assessments have been paid in full, or subject to a Direct Debit agreement.

What's more...

You'll need to keep your evidence. You must keep records to show the training you have undertaken and your achievements for a minimum of three years. These records must be available for inspection on request by CITB-ConstructionSkills or its auditors. Unfortunately, in the event that training for which grant is claimed is found not to comply, CITB-ConstructionSkills will refuse the claim or have to recover payment.

Myth: We will automatically send you a grants claim form when you complete a training course or gain an achievement

Fact: We do everything we can to make it easy for you to claim your grant, but in some cases we are unable to match a trainee with a current employer when training is completed. If you do not receive a claim form within three months of your training and achievement date, you need to download and submit a claim form from our website.



Myth: I have to be a Levy payer to be able to claim grant

Fact: That's not true. Any employer who is in-scope to and registered with CITB-ConstructionSkills can claim grant – even if they don't pay a Levy.



Myth: If I don't pay a Levy I don't have to complete a Levy Return each year

Fact: Even if you don't pay a Levy you still have a legal obligation to complete a Levy Return each year. This is also now essential for you to be able to access grant funding. Please make sure that you submit your 2011 Levy Return by 31 December 2011 to ensure that you don't miss out on the benefits of grant eligibility.

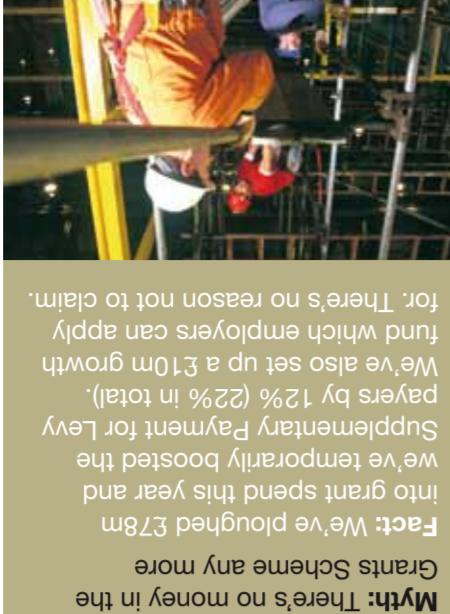
It's a myth

From your feedback we understand that the Grants Scheme is not always clear and there are some myths surrounding it. Get the facts.

Claim your grants

We know times are tough and many firms have stopped claiming grants because it feels like too much trouble for little return. But we've listened to your feedback. We've made claiming easier and increased our grants to make sure we deliver as much added value to your business as possible. There really is no better time to train and with this easy-to-use guide, there booklet and submit your claim today.

Myth busters



Myth: There's no money in the Grants Scheme any more

Fact: We've ploughed £78m into grant spend this year and we've temporarily boosted the Supplementary Payment for Levy payers by 12% (22% in total). We've also set up a £10m growth fund which employers can apply for. There's no reason not to claim.

Myth: There's no point in claiming grants because I can't claim for over three days of training per employee

Fact: You can. We've listened to your feedback and we've raised the cap on Training Plans and Short Duration to an average of five days. A total maximum number of days will be payable based on an allocation of five days per PAYE employee. And, you can use these days to claim for training that suits your business. You could use all your allocation to support a longer term course for one trainee or split your allocation to support a wide range of short courses for all your staff. It's up to you. The allowance for training your LOSC has also increased to five days.

Myth: It's too difficult to claim grants

Fact: We've listened to your feedback and made claiming grants easier. Follow our five easy steps in this document, or speak to one of our Advisers who will help you claim. What's more, we're making grants available online by the end of 2011, so it will be even easier to claim.



KEY CONTACTS

Scotland North
Marr House
Beechwood Park
Inverness IV2 3JJ
t: 0300 456 5260
e: scotland.north@cskills.org

Scotland South
4 Fountain Avenue
Inchinnan Business Park
Paisley PA4 9RQ
t: 0344 994 8800
e: scotland.south@cskills.org

North East, North West and Yorkshire & Humber
Milton House
Queen Street
Morley, Leeds
LS27 9EL
t: 0344 994 4411
e: north.sharedservices@cskills.org

South East, South West and Greater London
Eastleigh House
1st Floor
Upper Market Street
Eastleigh, Hants
SO50 9RD
t: 0344 994 4411
e: south.sharedservices@cskills.org

Wales
Units 4 & 5
Bridgend Business Centre
David Street
Bridgend Industrial Estate
Bridgend CF31 3SH
t: 0344 994 7000
e: wales.office@cskills.org

Midlands and East
Belton Road Industrial Estate
20 Prince William Road
Loughborough
Leicestershire LE11 5TB
t: 0344 994 4411
e: central.sharedservices@cskills.org

From 15 August 2011 the Midlands and East office will be moving to:
Suite 2
674 Melton Road
Bridge Business Park
Thurmaston
Leicester
LE4 8BB
t: 0344 994 4411
e: central.sharedservices@cskills.org



Your easy guide to the 2011/2012 Grants Scheme

HOW TO CLAIM YOUR GRANTS



Everything you need to know

Grants for Apprentices

Apprentices are important to our industry and they can help you to boost your bottom line. The grant supports a structured apprenticeship programme so that your apprentices can quickly become an important part of your team.

Grants available

1st year attendance/incentive (A02)
paid in four quarterly instalments of £428.75
£1,715

2nd year attendance/incentive (A03)
paid in four quarterly instalments of £352.50
£1,410

VQ Level 2/relevant PDA achievement (A31)
£275

Framework achievement (A04)
£1,800

Total grant payable for two years £5,200

3rd year attendance (A05)
paid in four quarterly instalments of £218.75
£875

VQ Level 3 achievement (A32)
£275

Advanced framework achievement (A06)
£2,650

Total grant payable for three/four years
£9,000

How to claim

YOU MUST MEET CERTAIN DEADLINES TO RECEIVE FULL GRANT SUPPORT

If your apprentice is managed by ConstructionSkills Apprenticeships.

If your apprentice is with a college which is not managed by ConstructionSkills, complete a YNET claim form.

You must complete SBATC/SPADAC deeds. THESE MUST BE COMPLETED AND RETURNED WITHIN 26 WEEKS OF THE START DATE OF TRAINING FOR FULL GRANT TO BE PAID.

A02/A03/A05 – paid quarterly (every 13 weeks) – you may receive a claim form. You must sign this and send it back by 31 October 2012.

A31/A04/A32/A06 – in most cases you may receive a claim form on achievement. You must sign this and send it back to us by 31 October 2012. If you do not receive a claim form you MUST claim manually within the deadlines.

Advanced Craft Certificate
Professional Development Award
Advanced Craft attendance grant
£17.50 per day (maximum of £612.50)
Advanced Craft achievement grant
£1,912.50 for achievement including £275 standard achievement grant and achievement incentive

Training and Development Plan

A Training and Development Plan can help you develop skills in your team and improve efficiency. Grant supports training in most subjects for your staff working in all occupations.

Grants available

Attendance Grant (B102)
£17.50 per day

Training sessions must be a minimum of three hours – you may amalgamate shorter sessions together to form a single session lasting a minimum of three hours.

A total maximum number of days will be payable based on an allocation of five days per PAYE employee on your 2011 Levy Return and an additional five days per named Labour-only Sub-contractor (LOSC).

For example:

If you declared 10 PAYE employees on your 2011 Levy Return you will be able to claim grant for a maximum of 50 training days. These days can be used as you choose to claim for any training completed by your PAYE staff. You could use your days to support 50 days training for one member of staff or you could claim for ten members of staff attending a five day course – it's up to you.

If you also used two LOSC during the year you could also claim for a further five days for each of these LOSC. However, in this case the training days can only be used to claim grant for the named individual only.

How to claim

YOU MUST MEET CERTAIN DEADLINES TO RECEIVE FULL GRANT SUPPORT

Complete and submit an initial claim detailing the training you intend to carry out. We will inform you of the maximum number of days which you are entitled to claim.

After four months, submit an interim claim detailing the training completed. We will pay you the number of training days (B102) which you have completed to this date up to your maximum limit.

After eight months, submit a further interim claim. We will pay you any further days (B102) which you have completed to this date up to your maximum limit.

At the end of your plan (after 12 months) submit a final claim detailing all training completed within your Plan year within two months of the end date of your Plan. We will pay you any remaining training days up to your maximum limit.



Technical, Management and Professional

Supporting the career development of your team can help you to maintain a motivated workforce. Grant supports training in technical, managerial and professional skills which will help you to take on a more diverse range of contracts.

Grants available

Technical and professional attendance (A09)
Grant for attendance on approved off-the-job, construction related training courses such as BTEC, part-time degrees and post-graduate diplomas.
£25 per day up to a maximum of £875 per year (£17.50 basic rate plus an additional £7.50 incentive)

Technical and professional achievement (A25)
Grant for achievement of approved qualifications such as construction related BTEC, degrees and post-graduate diplomas.
£275 for each achievement

VQ Level 4&5 Achievement (A33/A33B) *
£275 for each achievement

*a maximum of two VQ grants will be paid per level of VQ, per person, per lifetime.

How to claim

Complete a GC1 claim form and send to us by 31 October 2012.

Grants available

Site Safety Plus (A29)
Grant for attendance on approved courses at an approved centre.
£17.50 for each day attended

How to claim

You will receive a claim form. You must sign this and send it back to us by 31 October 2012. If you do not receive a claim form you MUST claim manually within the deadlines.

Grants available

Construction Related Work Experience (A19)
This is a grant for planned work experience lasting four or more consecutive weeks, which forms an essential part of a construction related technical or professional course.
£25 per day up to a maximum of £6,000 per year (48 weeks attendance) (£17.50 basic rate plus an additional £7.50 incentive)

How to claim

Complete a GC2 claim form and send to us by 31 October 2012.



Card your Plant team

The Construction Plant Competence Scheme (CPCS) is the only card accepted for plant operators on all major sites. It helps demonstrate that your employees are competent and that you are committed to training.

Attendance Grants:

Grants available

Grant can be claimed through one of the following two routes:

Training and Development Plan (B102)
This is for training of three hours or more for all operative training and approved tester/trainer courses.
£17.50 per day

Contact your local CITB-ConstructionSkills office for details of how to claim.

Short Duration off-the-job training (B201)

This is for training of at least six hours for all operative training and approved tester/trainer courses.
£17.50 per day

Complete a GC3/1 claim form on completion of the training and submit before 31 October 2012.

Achievement Grants:

Grants available

CPCS Theory Test (A42) **
This is a grant for passing the theory element of the CPCS Technical Test.
£60 for each category

CPCS Practical Test (A43A/A43B/A43C)**
This is the grant for passing the practical element of the CPCS Technical Test.
£410/£240/£190 depending on the category of plant

How to claim

Quote your CITB-ConstructionSkills Levy and Grant registration number at the time of taking the test and a claim form will be sent to you. If you do not receive a claim form you MUST claim manually within the deadlines.

**you can claim a maximum of 2 A42 and 2 A43 grants per individual, per year.

Grants available

VQ Level 2 Achievement (A31B/ A31C)*
£275 on achievement

*a maximum of two VQ grants will be paid per level of VQ, per person, per lifetime.

How to claim

You will receive a claim form. You must sign this and send it back to us by 31 October 2012. If you do not receive a claim form you MUST claim manually within the deadlines.



Quality your workforce

Grant is available to ensure that your workforce has the latest skills which could make your business more competitive and help you to retain skilled workers.

Grants available

Craft Non Apprenticeship Package (A08)

Level 2 attendance **£875**
VQ level 2 achievement* **£275**
Level 2 completion incentive **£2,000**
Level 3 attendance **£875**
VQ Level 3 achievement* **£275**
Level 3 completion incentive **£1,100**

How to claim:

Complete a claim form including the training agreement and submit to CITB-ConstructionSkills as soon as possible.

Attendance grant is paid quarterly (every 13 weeks). You will be sent a claim form. You must sign this and send it back by 31 October 2012.

VQ achievement grant and the completion incentive will be paid on achievement. You will be sent a claim form. You must sign this and send it back by 31 October 2012.

If you do not receive a claim form for any of the above you MUST claim manually within the deadlines.

Grants available

VQ Level 2 & 3 Achievement (A31B/A31C/A32B/A32C)*
This is for the achievement of construction and non-construction related qualifications through off-the-job training, OSAT & EWPA.
£275 on achievement

*a maximum of two VQ grants will be paid per level of VQ, per person, per lifetime.

How to claim

You will receive a claim form. You must sign this and send it back to us by 31 October 2012. If you do not receive a claim form you MUST claim manually within the deadlines.



Short duration off-the-job training

Grants for construction related training courses and staff in construction related occupations. Such courses can provide important training to boost your business.

Grants available

Attendance Grant (B201)
Grant for courses which are directly related to the construction industry – six hours minimum per training day, normal working hours only.
£17.50 per day

A total maximum number of days will be payable based on an allocation of five days per PAYE employee on your 2011 Levy Return, up to a total maximum value of £2,500 per year.

For example:

If you declared ten PAYE employees on your 2011 Levy Return you will be able to claim grant for a maximum of 50 training days. These days can be used as you choose to claim for any training completed by your PAYE and Labour-only Sub-contractor staff. You could use your days to support 50 days training for one member of staff or you could claim for ten members of staff attending a five day course – it's up to you.

How to claim

Submit a GC3/1 claim form on completion of the training by 31 October 2012.

Talk to your CDA or your local CITB-ConstructionSkills office

Visit our website and print off a form

Post to CITB-ConstructionSkills

Find out more at www.cskills.org/grant or call 0844 844 0046