



# Get the most out of the Grants Scheme

## How to get your grants

- You can claim grants once you have attended a training course or completed a qualification between 1 August 2015 and 31 July 2016
- For training such as Construction Plant Competency Scheme (CPCS) or Site Safety Plus courses you could automatically be sent a claim form by us
- For other training, or if you do not receive your form within three months of completing training, you can find a claim form on our website at [citb.co.uk/grant](http://citb.co.uk/grant)
- To keep it simple, we have one form to claim for all attendance and achievement grants. Download a copy of our easy to use editable form and fill in the information – such as your company name, title of the training course and the training provider
- Email the completed form to [grant.claimforms@citb.co.uk](mailto:grant.claimforms@citb.co.uk) by **31 October 2016**.

Here are some highlights of the grants available to support your business. There are many other grants available such as for degree level training and support for the specialist sector.



For more information, full terms and conditions, or to download a grant claim form visit [citb.co.uk/grant](http://citb.co.uk/grant)



Please note, that grant payments cannot be made until we have received your completed 2015 Levy Return. To claim grants within the 2015/2016 Grants Scheme year we will need to receive this by **31 December 2015**.

## Grants for apprentices

You can get grant support for all construction related apprentices who are studying at college.

Grant available	Value
First year attendance	£1,965 (paid in quarterly instalments)
Second year attendance	£1,660 (paid in quarterly instalments)
VQ Level 2 achievement	£400
Framework achievement	£1,975
<b>Total grant payable for a two year Apprenticeship</b>	<b>£6,000</b>
Third year attendance	£1,125 (paid in quarterly instalments)
VQ Level 3 achievement	£400
Advanced Framework achievement	£2,725
<b>Total grant payable for a three/four year Apprenticeship</b>	<b>£10,250</b>



You will need to **register your apprentice** and complete Apprenticeship deeds **within 26 weeks** of the training start date to qualify for grant payments.



You will receive **£50** to cover the cost of your apprentice taking the **Health, safety and environment (HS&E) test** and applying for a **competency card** for your apprentice. This will be paid automatically with your first quarter of attendance grant.



**In Scotland** only, you can also claim grant support for attendance on, and achievement of, a Scottish Qualifications Authority (SQA) Advanced Craft Certificate.



## Grants for attendance on training



You can claim **£50 per day** for your directly employed staff and Net CIS sub-contractors\*, for the majority of training needed to support your business including health and safety courses, such as asbestos awareness, CPCS plant training and even tool box talks.

There are two routes to claim these grants:



Short duration off-the-job training grants are paid for **one-off construction-related training courses**, such as abrasive wheels, manual handling and safe working at heights training, for **construction-related staff**. You must complete a claim form at the end of each course.

\*Net CIS is the term used to describe sub-contractors you deduct tax from when paying them for work carried out. These can be identified from your contractor's monthly returns (CIS300) submitted to HMRC.



If you would like to claim for a wide variety of training for **all your staff in all occupations**, including health and safety, business and administration, computer skills, first aid and fire safety, a **Training and Development Plan** allows you to do this. You can also claim for shorter sessions of 30 minutes or more when they are linked together to form a single session lasting a minimum of three hours. Claims can be made every four months.

If you would like to speak to us about a Training and Development Plan call **0344 994 4455** or visit [citb.co.uk/trainingplan](http://citb.co.uk/trainingplan)



You can also claim **£50 per day** for each individual for Site Safety Plus training courses such as the SMSTS and technical and professional training courses.

## Grants for qualifications achieved



You can claim grants for **qualifications achieved**, which prove your staff are competent and skilled, and that make your business more competitive.



You can claim **£300** for the addition of a category to a **CPCS Blue Card** when an additional unit is achieved.

You may receive a claim form when your CITB Registration Number is detailed on the card application form. You must complete and return this to us to claim your grants.\*\*



\*\*If you do not receive your form within three months of completing training, you can find a claim form on our website at [citb.co.uk/grant](http://citb.co.uk/grant)

If you pay a Levy and submit your Levy Return promptly you may be entitled to an additional 10% Supplementary Payment on the grants you receive. Visit [citb.co.uk/supplementary](http://citb.co.uk/supplementary) for further information.

You can claim **£400** for achieving a VQ Level 2 or above in any subject. You must complete a claim form once the qualification has been achieved.

You can claim **£60** for passing the theory and **£410/£240/£190** (depending on the type of plant) for passing the practical element of the **CPCS Technical Test**. You may receive a claim form to complete and return to us.\*\*