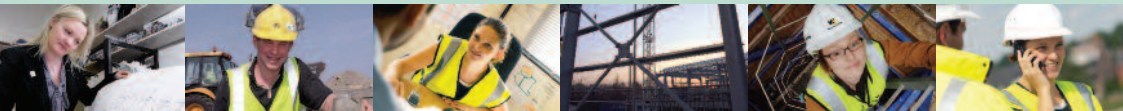




Your Guide to the CITB-ConstructionSkills NI Grants Scheme 2011-2012



*CITB trading as
CITB-Construction Skills Northern Ireland*



NORTHERN IRELAND

Grants booklet 2011/2012

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The purpose of CITB-ConstructionSkills NI is to encourage a culture of training and qualification among the businesses and individuals in the Northern Ireland construction industry.

The principal way we do this is through our annual grants scheme which offers grants to support a wide range of training and qualifications, from apprentices through to the existing workforce including management and administration.

CITB-ConstructionSkills NI continues to work with employers, employer bodies, employee representatives, the education sector and other Sector Skills Councils to identify training needs and solutions that provide the sector with training and qualifications that will enable the industry to survive and prosper during a very difficult economic climate.

We support the industry to develop and deliver a culture of training & development by interventions.

The Grant scheme for 2011 – 2012 has been expanded to deliver support in three Tiers to allow CITB-ConstructionSkills NI to provide flexible and responsive support to the industry. The new grant offer tiers are as noted below;

TIER 1 DIRECT GRANTS TO EMPLOYERS - Grants for Apprentices/Undergraduates
- Grants for Employees
- Grants to Support & Develop your Business

TIER 2 INDUSTRY SUPPORT Training in partnership with industry bodies

TIER 3 FACILITATED TRAINING Training facilitated or delivered by CITB-ConstructionSkills NI:
Mobile Training Unit & Undergraduate Development Programme

TIER 1 DIRECT GRANTS TO EMPLOYERS

- Grants for Apprentices/Undergraduates
- Grants for Employees
- Grants to Support & Develop your Business

Tier 1 Direct Grants to Employers

A. Qualifying New Entrants

Apprentices are important to our industry; during these tough economic times it is vital that valuable skills and talent are not lost and that new entrants are given an opportunity to join the construction sector. Grants are available for employed apprentices registered onto recognised apprenticeship programmes who achieve their qualifications from 1 September 2011. Grant is available to employers who make use of the Undergraduate Development Programme.

B. Qualifying the Existing Workforce

Grants are available for short duration training courses, NVQ achievement, management and professional development. To support plant, demolition plant and piling operators' grants are available both for operators who require training on a category of plant, and for experienced operators who demonstrate their competence and achieve a recognised qualification.

C. Improving Business Performance

While training individuals in your workplace is essential, it is important to think about how you can improve your business as a whole, develop skills in your team and improve efficiency during these difficult times.

D. Maximise your Grant Return

Additional grant support is available when you claim your grant online and pay your levy either by Direct Debit, BACs or Standing Orders.

Grant applications must be received by CITB-ConstructionSkills NI within 3 months of attending training, otherwise grant will be declined. We encourage claims to be made even if all the supporting information is not available at the time of application.

Tier 1 Direct Grants to Employers

A. Qualifying New Entrants Apprenticeships

GRANT PAYABLE FOR	AMOUNT	HOW TO CLAIM
NVQ Level 2 Achievement	£1000	Complete a claim form (online or hard copy) and submit a copy of the NVQ certificate and evidence that the apprentice has been employed for at least 12 months
NVQ Level 3 Achievement	£1500	
Award of Apprenticeship NI Certificate Achievement of the Apprenticeship NI Certificate issued by DEL	£500	Complete a claim form (online or hard copy) and submit a copy of the Apprenticeship NI Certificate issued to apprentices by the Department for Employment & Learning (DEL)
Registration Scheme Cards Achievement of a Blue or Gold recognised affiliated registration scheme card	£25	Complete a claim form (online or hard copy) and submit proof that the card has been issued by the Scheme owner Where CITB-ConstructionSkills NI has direct and approved access to information this may be used to verify and pay grant.

Total Grant payable for an apprentice for 3/4 years £3050*

(* calculation based on completion of NVQ Level 2, NVQ Level 3, Blue card, Gold Card and Apprenticeship NI Certificate)

Undergraduate Development Programme

GRANT PAYABLE FOR	AMOUNT	HOW TO CLAIM
Employers receive grant for placing an Undergraduate on the CITB-ConstructionSkills NI, Undergraduate Development Programme which we deliver free of charge	£1000	Grant processed automatically to employer once the undergraduate has completed the 10-day programme

Grant applications must be received by CITB-ConstructionSkills NI within 3 months of attending training, otherwise grant will be declined. We encourage claims to be made even if all the supporting information is not available at the time of application.

B. Qualifying the Existing Workforce Short Duration Training

GRANT PAYABLE FOR	AMOUNT	HOW TO CLAIM
<p>Off the job Training Attendance and completion of off the job training based on national occupational competency standards</p> <p>Training courses may be delivered by public education establishments or training providers</p>	<p>£50 per day for a maximum 10 days, corresponding half day rates apply</p> <p>Grant of 75% of net cost will be paid for training which costs less or equal to the daily Grant rate.</p>	<p>Complete a claim form (online or hard copy) and submit proof of attendance and a copy of paid invoice</p>
<p>Qualifications and Credit Framework (QCF) off the job Training Attendance and completion of off the job training recognised on the QCF database. We require confirmation of the award number to enable the higher rate grant to be awarded.</p> <p>Training courses delivered by public education establishments or training providers</p>	<p>£65 per day for a maximum 10 days, corresponding half day rates apply</p> <p>Grant of 75% of net cost will be paid for training which costs less or equal to the daily Grant rate.</p>	<p>Complete a claim form (online or hard copy) and submit confirmation of award number, proof of attendance and a copy of paid invoice</p>
<p>In-House Training Attendance and completion of in-house training based on national occupational competency standards</p> <p>Training courses delivered by employers and may be held externally or in-house.</p>	<p>£30 per day for a maximum of 10 days, corresponding half day rates apply</p>	<p>Complete a claim form (online or hard copy) and submit proof of attendance</p>

GRANT PAYABLE FOR	AMOUNT	HOW TO CLAIM
<p>Health and Safety Training Attendance and completion of off the job health & safety training delivered to an accredited standard or based on national occupational competency standards</p> <p>Course and provider must be accredited by an appropriate recognised body.</p>	<p>£50 per day for a maximum 5 days, corresponding half day rates apply</p> <p>Grant of 75% of net cost will be paid for training which costs less or equal to the daily Grant rate.</p>	<p>Complete a claim form (online or hard copy) and submit proof of attendance and a copy of paid invoice</p>
<p>Language Interpreting Grant available for those whose first language is not English or for language assistance for those with hearing/speech disability</p>	<p>75% of net cost to a maximum of £100 per day</p>	<p>Complete a claim form (online or hard copy) and submit proof of attendance and a copy of paid invoice</p>
<p>Plant Training Attendance and completion of off the job plant operator or plant instructor training delivered to an accredited standard or based on national occupational competency standards</p> <p>Course and provider must be accredited by an appropriate recognised body</p>	<p>£80 per day for a maximum 10 days, corresponding half day rates apply</p> <p>Grant of 75% of net cost will be paid for training which costs less or equal to the daily Grant rate.</p>	<p>Complete a claim form (online or hard copy) and submit proof of attendance and a copy of paid invoice</p>
<p>Scaffolding Operator Training Attendance and completion of off the job scaffolding training delivered to an accredited standard or based on national occupational competency standards</p> <p>Course and provider must be accredited by an appropriate recognised body</p>	<p>£65 per day for a maximum 10 days, corresponding half day rates apply</p> <p>Grant of 75% of net cost will be paid for training which costs less or equal to the daily Grant rate.</p>	<p>Complete a claim form (online or hard copy) and submit proof of attendance and a copy of paid invoice</p>

Grant applications must be received by CITB-ConstructionSkills NI within 3 months of attending training, otherwise grant will be declined. We encourage claims to be made even if all the supporting information is not available at the time of application.

National Vocational Qualification (NVQ) Achievement

GRANT PAYABLE FOR	AMOUNT	HOW TO CLAIM
(NVQ) Achievement NVQ Level 2 NVQ Level 3 NVQ Level 4 NVQ Level 5	£500 £750 £1,000 £1,250	Complete a claim form (online or hard copy) and submit a copy of the NVQ certificate and a copy of paid invoice
Achievement of Individual Units or Cluster Units up to a maximum of 5 per person	£100 per Unit accreditation	Complete a claim form (online or hard copy) and submit a copy of the unit award and a copy of paid invoice
Additional Plant Categories up to a maximum of 4 additional categories of plant per person	£130 per category	Complete a claim form (online or hard copy) and submit evidence that additional categories have been certified and a copy of paid invoice

Technical, Management and Professional Development

GRANT PAYABLE FOR	AMOUNT	HOW TO CLAIM
Technical, Management and Professional Qualifications Achievement of HNC/HND, Degree, Masters, Professional Body or Awarding Body Certificate and Diploma through part-time study Course and provider must be accredited by an appropriate recognised body	75% of net cost up to a maximum of £1,250 in the educational year 2011/2012	Complete an annual claim form (online or hard copy) and submit a copy of paid invoice and qualification certificate or proof of successful completion of each year, where a course spans more than one educational year

Carding your team

Grants are available for individuals who achieve an **initial** registration card. A separate grant is available for health & safety training, so you can still apply for health and safety courses attended even if you are renewing or upgrading your team's cards.

GRANT PAYABLE FOR	AMOUNT	HOW TO CLAIM
Industry Registration Scheme cards Achievement of an initial recognised CSCS affiliated scheme card	£25 (white, green, blue & gold) £50 (platinum or black)	Complete a claim form (online or hard copy) and submit proof that the card has been issued by the Scheme owner Where CITB-ConstructionSkills NI has direct and approved access to information this may be used to verify and pay grant

Becoming a Trainer or Assessor

GRANT PAYABLE FOR	AMOUNT	HOW TO CLAIM
NVQ Achievement		
Level 3 Learning & Development	£750	Complete a claim form (online or hard copy) and submit a copy of the NVQ certificate and a copy of paid invoice
Level 4 Learning & Development	£1000	
Assessor & Internal Verifier Awards Achievement of learning and development qualifications	£100 for each unit	Complete a claim form (online or hard copy) and submit a copy of the unit award and a copy of paid invoice

Grant applications must be received by CITB-ConstructionSkills NI within 3 months of attending training, otherwise grant will be declined. We encourage claims to be made even if all the supporting information is not available at the time of application.

C. Business Improvement

Support to develop your whole business

GRANT PAYABLE FOR	AMOUNT	HOW TO CLAIM
Certification on 3rd Party Management Systems Achievement of initial recognised certification	£250	Complete a claim form (online or hard copy) and submit proof of initial certification Certification must be accredited by an appropriate recognised body
3rd party renewable energy certification additional technologies (Microgeneration Certification Scheme Renewable Energy Company Certification Scheme)	£100 per category limited to 4 additional technologies certified	Complete a claim form (online or hard copy) and submit proof of initial certification Certification must be accredited by an appropriate recognised body
Investors in People Achievement of initial IIP certification	£1000	Complete a claim form (online or hard copy) on achievement and submit proof of initial certification

D. Maximise your Grant Return with online claims

Through our website www.citbcnsni.org.uk you have the facility to claim your grant online. This process makes it more efficient and effective for both your organisation and ours. In this training year we wish to reward all employers by increasing grant payment for those who:

- 1) Claim online and paying levy by cheque - 2.5%
- 2) Pay levy by Direct Debit, BACs or Standing Order* and claim by submitting a claim form through the post - 2.5%
- 3) Claim online and paying levy by Direct Debit, BACs or Standing Order* - 5%

Log onto www.citbcnsni.org.uk/grants.aspx today and click the apply now button to start your online claim application. For details of your username and password please contact a member of the Training Operations Support Team on 028 90 825466. Don't delay, claim today.

* Direct Debit, BACs and Standing Order payments to be made within specified time limit (30 days) in order to be eligible for bonus grant.

Tier 1 Essential Information – Summary of Terms and Conditions

1. For a grant to be paid under the 2011/2012 grant scheme, the employer must be in-scope (as defined by Schedule 1 of the Industrial Training Board Order 1964) and be registered with CITB-ConstructionSkills NI. The trainee/employee must have worked or be working in NI during the training year.
2. All registered in-scope employers below the levy threshold of £80,000 are eligible to claim grant during 2011/2012 scheme period (1 September 2011 and 31 August 2012).
3. All training for which grant is claimed must relate to an employee's present or future work in the **Northern Ireland** construction industry.
4. Grants are paid for training attended and qualifications achieved unless otherwise stated.
5. The grant level published in the 2011/2012 grant scheme is in relation to training and/or achievement between 1 September 2011 and 31 August 2012.
6. Two easy ways to apply online at www.citbcsni.org.uk or in hard copy format by using form GAF1112 which is available from our website or by request to CITB-ConstructionSkills NI. Any supporting information available at the time of the application can be scanned and emailed, posted or faxed to 028 9082 5247, with the Grant Application Form. Employers may ask their training provider to apply for grant on their behalf to CITB-ConstructionSkills NI.

This is a summary of the terms and conditions which apply to grant claims. Full details setting out any specific conditions which must be met before individual grants can be paid are available at www.citbcsni.org.uk/grants.aspx or by request from the Training Operations Support Team on 028 90 825466

Tier 2 – Industry Support

Tier 2 is directed at industry federations and/or representative bodies only. This is designed to directly fund training delivered to employers at little or no cost to encourage the uptake of strategically important training. Industry bodies will be required to carry out research into the needs of their sector and identify the skills and training interventions for their members, and the wider industry. They will be required to procure the training provision in a transparent and equitable manner and ensure the courses delivered are of direct and material benefit. The purpose of this is to fund training of strategic importance to the industry which may not be commercially viable or to improve performance of the industry in relation to future needs.

Tier 2 grants have been developed from pilot training intervention programmes developed over the 2009 – 2010 training year. Interventions delivered under the pilot schemes included;

Development of Pre-Qualification Questionnaires

Training and guidance on completing PQQ's. Courses tailored for small to medium contractors to help compete for business.

Sustainable Supply Chain

Support for industry training on developing sustainability issues throughout the supply chain targeted at employers of all levels.

Business Improvement

Industry training aimed at developing strategic skills within our industry to help employers survive the downturn. CITB-ConstructionSkills NI financed training and coaching that could not otherwise have been accessed by smaller employers.

Sustainability and the Low Carbon Agenda

CITB-ConstructionSkills NI financed a series of workshops & seminars aimed at raising awareness of the issues and opportunities around the sustainability and low carbon agendas. Aimed specifically at small to medium sized companies to help them plan and develop skills to work in these areas.

Applications for Tier 2 funding will be sought by invitation from CITB-ConstructionSkills NI only. Calls for proposals will be issued to industry federations and representative bodies at the appropriate times.

Employers receiving training under Tier 2 programmes will not be eligible for Tier 1 grants.

TIER 3 FACILITATED TRAINING

Training facilitated or delivered by CITB-ConstructionSkills NI:

Mobile Training Unit & Undergraduate Development Programme

Tier 3 – Facilitated Training

Tier 3 is designed to help deliver industry needs where training is not viable or available in Northern Ireland. Training needs will be identified through research and development along with industry feedback. Training will be procured by CITB-ConstructionSkills NI in line with our procurement policies and delivered to industry.

Methods of identification of training under Tier 3 will include;

- Feedback from our industry seminars (held throughout the training year)
- Direct demand expressed by employers via levy returns or direct contact with us via email or web site.
- Discussions with employer bodies
- Discussions with client bodies on future skills needs
- Regular industry wide survey for training needs

Employers will be notified of programmes identified under Tier 3 through the CITB-ConstructionSkills NI website, our seminars, regular email, text and postal communications to the industry and through our industry partners.

Some examples of Tier 3 activities delivered at no cost to registered employers;

1. Mobile Training Unit (MTU)

The MTU provides a convenient way of meeting training needs with minimum disruption to site work. The unit will travel across the Province delivering a wide range of short duration courses such as confined spaces, excavations, manual handling and working at heights in order to encourage the industry to build safely.

The self-contained MTU has a specialised classroom facility that seats up to twenty individuals and is equipped with all the latest presentation media in order to create the best environment for training in comfortable and pleasant surroundings.

For further details on course programmes and availability please telephone 07801 598520



2. Undergraduate Development Programme

The Undergraduate Development Programme (UDP) assists students undertaking full-time or part-time Degree, HND or Foundation Degree courses relating to construction and the built environment.

The aim of the programme is to develop the skills which employers are seeking in graduate level students entering today's construction industry.

The programme is provided free of charge to students during their placement year with a registered employer to CITB-ConstructionSkills NI and contains ten days training across four separate but complementary elements which are held throughout the training year;

- 2 days health & safety awareness training
- 2 days team building
- 3 days core management training
- 3 days craft awareness training

What is QCF?

The Qualifications and Credit Framework (QCF) is a new framework which sets out how all regulated vocational qualifications should be structured, titled and quality assured. It is replacing the existing National Vocational Qualifications Framework (NQF) across England, Wales and Northern Ireland. It is designed to make vocational qualifications easier to understand and simpler to use.

QCF has been developed to enable closer working with employers, while making training and qualifications more relevant to learners, helping them succeed in their choice of careers progression.

Office of Qualifications and Examinations Regulation (Ofqual), together with its partner regulators in Wales Department for Children, Education, Lifelong Learning and Skills (DCELLS) and Northern Ireland Council for the Curriculum, Examinations and Assessments (N.I.) (CCEA), is responsible for regulating the QCF.

The table opposite details the Qualifications and Credit Framework Levels and Comparative Guide. For further information please log onto our website www.citbcsn.org.uk/publications (QCF in the Construction Industry)

Qualifications and Credit Framework (QCF)

QCF Level	NVQ Level	Academic Equivalents
8		PhD (Doctorate)
7	5	Masters Degree (Post Grad)
6		Degree, Hons Degree
5	4	F/Degree, HND, Dip HE
4		HNC, Cert HE,
3	3	A Levels
2	2	GCSE A-C
1	1	GCSE grades D-G
Entry Levels	Entry	Adult literacy, basic knowledge & skills

Please note that all vocational qualifications and apprenticeships will move to the QCF, including replacements for NVQs/VRQs/BTECs, but Higher Education continues on the Framework for Higher Education Qualifications (FHEQ)

FREEPOST CITB GRANTS

For further information contact:

CITB-ConstructionSkills NI
Nutts Corner Training Centre
17 Dundrod Road
Crumlin BT29 4SR



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ConstructionSkills NI are working as
ConstructionSkills, the Sector Skills Council
for Construction

