



CITB Skills & Training Fund: The Complete Guide



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The Construction Industry Training Board (CITB) have recently made changes to their Skills and Training Fund. At THSP, we are well placed to help you with the process, and in this guide, we will set out what is needed for your business to reduce admin time and upskill your workforce all whilst saving money.

CITB provides grants for construction industry employers who provide training for their workforce. The Grants Scheme helps the industry maintain high standards, making sure people are being trained in the right skills for the industry to thrive.

What is the Skills and Training Fund?

On top of the existing grant scheme, the CITB also provide funding for training to construction employers who are up to date with their levy payments. The Skills and Training Fund aims to help construction businesses of different sizes to deliver high quality learning and development experiences to employees.

This fund provides an extra incentive to access CITB grant eligible training, while introducing new skills into workplaces to improve productivity. Businesses can use the fund to pay for accredited training courses that meet all the required standards across a wide range of categories and specifications.





CITB's Skills and Training Fund

The application process is relatively straightforward providing you already have the correct information at your disposal. THSP can help you with not only the application but also finding you the correct training.

A wide range of training can be applied for, providing that it's either construction-specific or to develop management, leadership or supervisory skills. This includes:

- ✔ CITB standardised (grant eligible) training
- ✔ 'In house' training delivered by an appropriately qualified trainer

The fund also supports other types of 'people development activity':

- ✔ Activity specifically aimed at developing skills or knowledge (e.g. mentoring)
- ✔ Development of training resources to meet very specific business needs
- ✔ Help for businesses to understand and plan their training needs.

There are two types of skills and training funds for businesses: one for small and micro-sized businesses (up to 99 employees), and one for medium-sized companies (between 100 and 250 employees).





Learn the Funding Details.

Who can apply for funding?

Businesses can apply for funding if:

- They are a CITB-registered employer
- They have up to 99 directly employed staff on the payroll, or a medium-sized business with 100-249 employed staff on the payroll (employees must be in addition to yourself / business owner)
- Any previous project paid for by the skills and training fund has been signed off as complete
- Once you're registered, you can apply for funding once every 12 months.

What funding is available?

CITB-registered employers can apply for funding related to how many direct employees they have:

- Employers with CIS only (no PAYE) can receive up to £2500
- Employers with 1-49 directly employed staff can receive up to £5000
- Employers with 50-74 directly employed staff can receive up to £7500
- Employers with 75-99 directly employed staff can receive up to £10000.

What training is considered as fundable?

Any training that you can claim the CITB Grant for:

- CITB standardised (grant eligible) training that is construction-specific or develops management, leadership or supervisory skills
- Confined Space
- CPCS/NPORS/Plant
- Mental Health First Aid
- Site Safety Plus (Including SMSTS)
- Street Works (NRSWA)
- Working at Heights.

You need to make sure the training activity you specify in the Skills and Training Fund application is taking place in the future and not in the past. CITB are unable to fund retrospective activity.



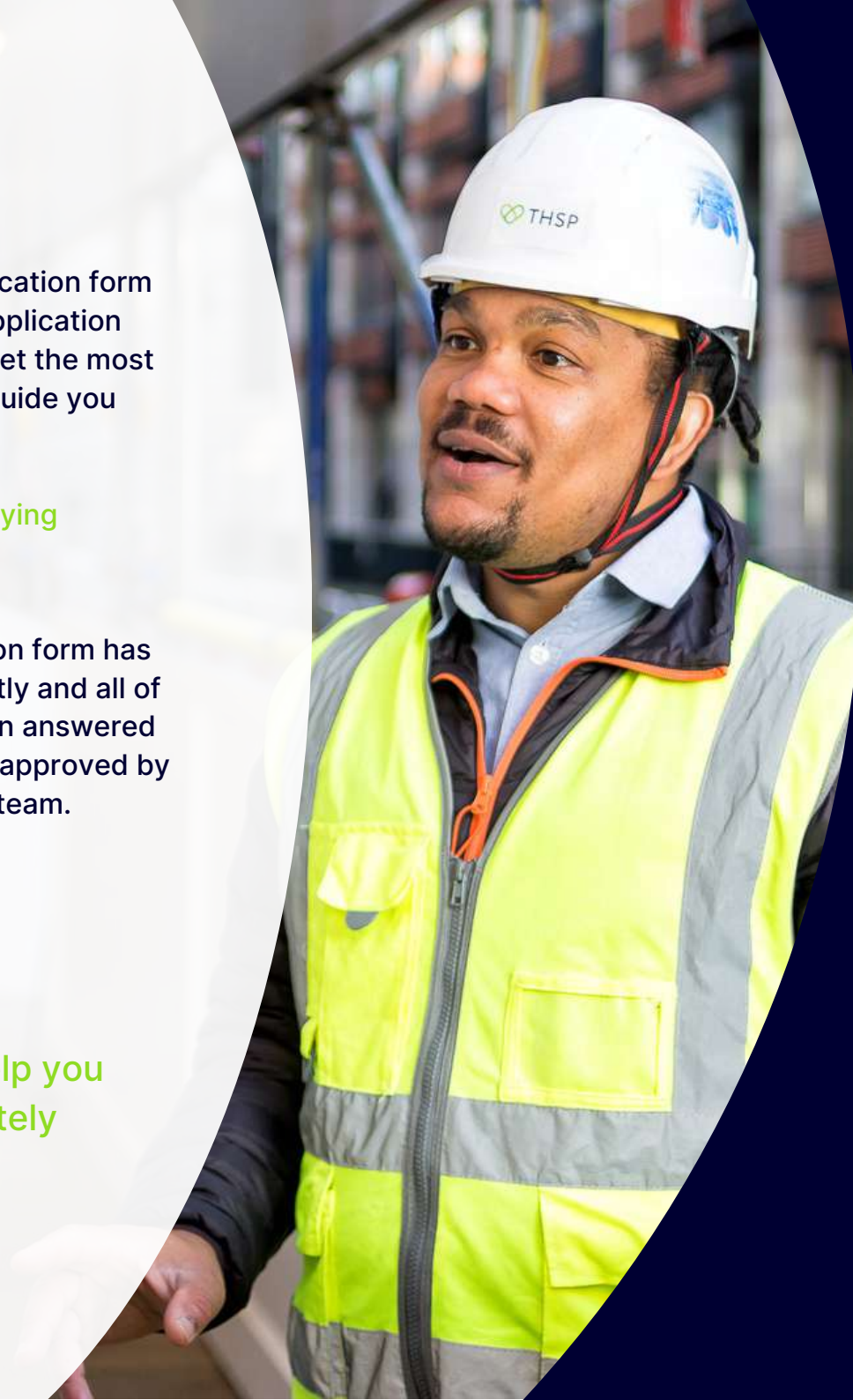
How THSP can help.

At THSP, we understand the Skills and Training Fund application form process and are here to support you and to ensure your application form has been completed correctly. Our aim is for you to get the most out of your training spend, so we are offering our time to guide you with your application.

We will help you get registered onto the skills fund by carrying out the following:

- Organising a meeting with you and talking through the process step-by-step, offering advise & guidance
- Assist with course dates and locations for the application.
- Ensuring your application form has been completed correctly and all of the questions have been answered clearly so that it will be approved by The Skills and Training team.

Get in contact with our team today and let's help you get the most out of the CITB skills fund, ultimately saving you money.










Application, Assessment and Approval.

Please make sure that you have read the Guidance Notes on the CITB and the Terms of Funding before submitting your application form .

Also note that your signature on the application form **confirms your acceptance** of the Terms of Funding.

To complete and submit the form, you need to follow this process:

-  Download the form and save it to your computer
-  Complete all questions
-  Regularly save the application as changes are made
-  Remember to save the completed form as a PDF (click 'Save As' and then '.pdf')
-  Send the completed funding application directly to skills.training@citb.co.uk.

If your application meets the Skills and Training Fund criteria, it will be approved and processed for payment.

Approval usually takes one month, and funding is paid upfront as one sum.

A member of our team will keep you informed with the progress of your application and is here to support you with any further questions.





Contact our Training team:

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Your Health, Safety & HR partner.