

citb

construction industry training board



**CITB
Grants
2009-10**



Your Guide to the CITB Northern Ireland Grants Scheme 2009/2010

As an Industry Training Board, CITB Northern Ireland's role is to encourage and increase training and skills in Northern Ireland. A statutory levy is collected from employers every year and we return the money collected back in training grants and services to the industry. We are committed to continuing to review and develop our grants and services to employers and will make changes, where necessary, during the current year to further improve our support to employers and help them prepare for the upturn.

This booklet gives you a summary of the CITB Northern Ireland Grants that you can claim to help you pay for training and qualifying your workforce from 1 September 2009.

To help you find the grants that will best suit your needs, we have organised them into sections based on who you need to train and develop – new entrants, existing workers or your business as a whole.

The published maximum grant rates are per person, unless otherwise stated. Should the amount of grant exceed the net cost, grant will be paid at a rate of 75% of the actual net cost you have paid for training. CITB Northern Ireland calculates a day's training at 6.5 hours for grant purposes.

There are three easy ways you can claim grant:

- Apply Online at www.citbni.org.uk
- Complete a Grant Application Form and post to CITB Northern Ireland
- Ask your Training Provider to apply on your behalf to CITB Northern Ireland

Simply refer to the 'How to Claim' boxes in this booklet to find out what information you need to make a claim. All grant payments will be made directly to employers.

All grant applications **MUST** be received by CITB Northern Ireland **within 3 months** of attending training otherwise grant will be declined. Claims can be made even if all the supporting information is not available at the time of application.

All information on the grants available in 2009/2010 and the terms and conditions that apply can be found in this booklet and on our website www.citbni.org.uk. For further information please contact CITB Northern Ireland on 028 9082 5466.

Contents

	PAGE
Qualifying New Entrants	03
Apprenticeships	
Support for employers taking on apprentices	03
Qualifying the Existing Workforce	04
Short Duration Training	
Support for off the job training to help you train and develop your team	04
Technical, Management and Professional Development	
Supporting the career development and qualification of your team	05
National Vocational Qualification (NVQ) Achievement	
Support to help your workforce gain vocational qualifications	05
Plant Training & Qualifications	
Support for new and experienced plant, demolition plant and piling operators	06
Scaffolding Training & Qualifications	
Support for scaffolding operatives	08
Building Services Engineering Training & Qualifications	
Support for those working in plumbing, heating & ventilating, air-conditioning, ductwork and refrigeration	10
Improving Business Performance	12
Carding your team	
Essential for safe and competent workers	12
Qualifying the next generation	
Becoming an instructor or assessment centre	13
Business Improvement	
Support to develop your whole business	14
Support for Specialist Sectors	15
Eligibility and Conditions of Grant	16

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. As well as putting firms in a good position to win public sector contracts, apprentices can have immediate benefits for firms as a flexible resource that can help your business grow. Apprentices taken on now will be trained in time for an upturn in demand for construction services predicted over the next 2-3 years.

Apprenticeships

Support for employers taking on apprentices

Grants are available for employed apprentices registered onto recognised apprenticeship programmes who achieve their qualifications from 1 September 2009.

GRANT PAYABLE FOR	AMOUNT	HOW TO CLAIM
NVQ Level 2 Achievement	£500	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	£1000	
Award of Modern Apprenticeship Certificate Achievement of the Modern Apprenticeship Certificate issued by DEL	£250	Complete a claim form (online or hard copy) and submit a copy of the Modern Apprenticeship 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 Northern Ireland 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 £1,775		

Grant applications must be received by CITB Northern Ireland within 3 months of attending training, otherwise grant will be declined. Claims can be made even if all the supporting information is not available at the time of application.

Qualifying the Existing Workforce

Making sure that your workforce has the latest skills could make your business more productive and help you to retain skilled workers. Supporting the upskilling of your general operatives and the career development of your technical, supervisory and management team can help you to keep a motivated workforce and take on a more diverse range of contracts.

Short Duration Training

Support for off the job training to help you train and develop your team

Grants are available to support experienced operatives, craftspeople, supervisors and managers who require off-the-job training directly related to your business.

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, training providers or employers and may be held externally or in-house.</p>	<p>£50 per day for a maximum 10 days corresponding hourly and half day rates apply</p> <p>Grant of 75% of net cost will be paid for training which costs less than daily Grant rate.</p>	<p>Complete a claim form (online or hard copy) and submit proof of attendance and a copy of paid invoice or declaration of in-house trainer's daily employment rate</p>
<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 hourly and half day rates apply</p> <p>Grant of 75% of net cost will be paid for training which costs less than 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 Northern Ireland within 3 months of attending training, otherwise grant will be declined. Claims can be made even if all the supporting information is not available at the time of application.

Technical, Management and Professional Development Supporting the career development and qualification of your team

Grants are available to support technical, managerial and professional programmes and qualifications directly related to your business that are undertaken by experienced workers.

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 2009/2010	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

National Vocational Qualification (NVQ) Achievement Support to help your workforce gain vocational qualifications

Grants are available for existing operatives, supervisors and managers who achieve recognised vocational qualifications directly related to your business.

GRANT PAYABLE FOR	AMOUNT	HOW TO CLAIM
NVQ Achievement		Complete a claim form (online or hard copy) and submit a copy of the NVQ certificate
NVQ Level 2	£500	
NVQ Level 3	£750	
NVQ Level 4	£1,000	
NVQ Level 5	£1,250	
Additional NVQ Plant Categories	£100 per category limited to 2 additional categories of plant per person in 2009/2010	

Grant applications must be received by CITB Northern Ireland within 3 months of attending training, otherwise grant will be declined. Claims can be made even if all the supporting information is not available at the time of application.

Plant Training & Qualifications

Support for new and experienced 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 and registration card.

GRANT PAYABLE FOR	AMOUNT	HOW TO CLAIM
<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 hourly and half day rates apply</p> <p>Grant of 75% of net cost will be paid for training which costs less than 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>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 hourly and half day rates apply</p> <p>Grant of 75% of net cost will be paid for training which costs less than 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 Northern Ireland within 3 months of attending training, otherwise grant will be declined. Claims can be made even if all the supporting information is not available at the time of application.

GRANT PAYABLE FOR	AMOUNT	HOW TO CLAIM
NVQ Achievement Achievement of NVQ Level 2 in Plant Operations	£500	Complete a claim form (online or hard copy) and submit a copy of the NVQ certificate
Achievement of additional NVQ Plant Categories	£100 per category limited to 2 additional categories of plant per person in 2009/2010	
Plant Scheme Cards Achievement of an initial CSR, CPCS plant card, or CCDO card for demolition operatives		Complete a claim form (online or hard copy) and submit proof that the card has been issued or additional categories have been certified by the Scheme owner
Red Trained Plant Operator Card (including one category of plant)	£165	Where CITB Northern Ireland has direct and approved access to information on red plant cards or plant operations Intermediate Construction Awards being issued this may be used to verify and pay grant.
Additional Plant Category on Red Card	£100 per category limited to 2 additional categories of plant per person in 2009/2010	
Blue Plant Competency Card	£25	Complete a claim form (online or hard copy) and submit proof that the card has been issued by the Scheme owner
Total Grant payable for Trained to Competent Plant Operative attending 10 days training for one plant category £1,540		

Grant applications must be received by CITB Northern Ireland within 3 months of attending training, otherwise grant will be declined. Claims can be made even if all the supporting information is not available at the time of application.

Scaffolding

Training and qualification support for scaffolding operatives

Grants are available for scaffolders who attend training and achieve a recognised qualification and registration card.

GRANT PAYABLE FOR	AMOUNT	HOW TO CLAIM
<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 hourly and half day rates apply</p> <p>Grant of 75% of net cost will be paid for training which costs less than 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>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 hourly and half day rates apply</p> <p>Grant of 75% of net cost will be paid for training which costs less than 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 Northern Ireland within 3 months of attending training, otherwise grant will be declined. Claims can be made even if all the supporting information is not available at the time of application.

GRANT PAYABLE FOR	AMOUNT	HOW TO CLAIM
NVQ Achievement Achievement of Access & Rigging Operations vocational qualifications		Complete a claim form (online or hard copy) and submit a copy of the NVQ certificate
NVQ Level 2	£500	
NVQ Level 3	£750	
Scaffolding Scheme cards Achievement of an initial CSR or CISRS card		Complete a claim form (online or hard copy) and submit proof that the card has been issued by the Scheme owner Where CITB Northern Ireland has direct and approved access to information this may be used to verify and pay grant.
Blue Card	£25	
Gold Card	£25	
Total Grant payable for an operative completing Part 1 and Part 2 Scaffolding £1,875		

Grant applications must be received by CITB Northern Ireland within 3 months of attending training, otherwise grant will be declined. Claims can be made even if all the supporting information is not available at the time of application.

Building Services Engineering

Support for those working in plumbing, heating & ventilating, air-conditioning, ductwork and refrigeration

Grants are available for attending training and achieving a recognised qualification and registration card.

GRANT PAYABLE FOR	AMOUNT	HOW TO CLAIM
<p>Building Services Engineering Training Attendance and completion of off the job 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. Grant is only paid for the training element of programmes leading to a certificate of competence</p>	<p>£65 per day for a maximum 10 days corresponding hourly and half day rates apply</p> <p>Grant of 75% of net cost will be paid for training which costs less than daily Grant rate.</p>	<p>Complete a claim form (online or hard copy) and submit proof of training attendance and a copy of paid invoice</p>
<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 hourly and half day rates apply</p> <p>Grant of 75% of net cost will be paid for training which costs less than 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 Northern Ireland within 3 months of attending training, otherwise grant will be declined. Claims can be made even if all the supporting information is not available at the time of application.

GRANT PAYABLE FOR	AMOUNT	HOW TO CLAIM
NVQ Achievement Achievement of vocational qualification directly related to your business		Complete a claim form (online or hard copy) and submit a copy of the NVQ certificate
NVQ Level 2	£500	
NVQ Level 3	£750	
NVQ Level 4	£1,000	
NVQ Level 5	£1,250	
Industry Registration Scheme cards Achievement of an initial SNIJIB, SKILLcard or CSR card		Complete a claim form (online or hard copy) and submit proof that the card has been issued by the Scheme owner Where CITB Northern Ireland has direct and approved access to information this may be used to verify and pay grant.
White transitional card	£25	
Green card	£25	
Blue card	£25	
Gold card	£25	
Platinum card	£50	
Black card	£50	
Certification on 3rd Party Management Schemes Achievement of initial recognised certification	£250	Complete a claim form (online or hard copy) and submit proof of certification
Initial certification of additional technologies through RECCS/MCS	£100 per category limited to 4 additional technologies certified	

Grant applications must be received by CITB Northern Ireland within 3 months of attending training, otherwise grant will be declined. Claims can be made even if all the supporting information is not available at the time of application.

Improving Business Performance

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

Carding your team

Essential for safe and competent workers

Many public sector clients and main contractors now ask that operatives, supervisors and managers prove they are trained and competent. Industry Registration Scheme cards show that your employees have up-to-date health and safety awareness and indicate what level of competence or qualifications an individual has, so you can be sure of their skills. 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 your team's cards.

GRANT PAYABLE FOR	AMOUNT	HOW TO CLAIM
Industry Registration Scheme cards Achievement of an initial recognised CSCS affiliated scheme card		Complete a claim form (online or hard copy) and submit proof that the card has been issued by the Scheme owner Where CITB Northern Ireland has direct and approved access to information this may be used to verify and pay grant.
White transitional card	£25	
Green card	£25	
Blue card	£25	
Gold card	£25	
Platinum card	£50	
Black card	£50	

Grant applications must be received by CITB Northern Ireland within 3 months of attending training, otherwise grant will be declined. Claims can be made even if all the supporting information is not available at the time of application.

Qualifying the next generation

Becoming an instructor or assessment centre

As an instructor, assessor or assessment centre you can help develop both your new entrants and existing workers to become skilled, competent and qualified without necessarily having to leave the site. Grants are available to support you in developing your experienced workers, foremen, supervisors or managers to achieve learning and development, assessor and verifier awards or for your firm to become a construction-related vocational assessment centre for your workforce.

GRANT PAYABLE FOR	AMOUNT	HOW TO CLAIM
Training & Assessment Unit Awards Achievement of Employment NTO Units L9, L10, L11, L12, L13, A1, A2, V1 and V2	£250 for each unit	Complete a claim form (online or hard copy) and submit a copy of the unit award
Approved Centre Accreditation Approval as a construction-related vocational qualification Accredited Assessment Centre	£250 for firms who achieve initial centre accreditation	Complete a claim form (online or hard copy) and submit proof of accreditation

Grant applications must be received by CITB Northern Ireland within 3 months of attending training, otherwise grant will be declined. Claims can be made even if all the supporting information is not available at the time of application.

Business Improvement

Support to develop your whole business

Grants are available for recognised third party accredited management systems that will help you to improve your health and safety practices, quality, environmental, renewable energy and management standards.

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 certification Certification must be accredited by an appropriate recognised body
Investors in People Achievement of initial IIP certification	£1,000	Complete a claim form (online or hard copy) on achievement and submit proof of certification

Grant applications must be received by CITB Northern Ireland within 3 months of attending training, otherwise grant will be declined. Claims can be made even if all the supporting information is not available at the time of application.

Support for Specialist Sectors

This year, in addition to the Grants Scheme, CITB Northern Ireland is also providing financial support for groups of employers who set up recognised Employer Training Groups to identify, develop and deliver specialist sector training for small, medium-sized and micro businesses.

Annual support will be available to support these employer groups to identify the sector-specific training needs of member firms within the group and to develop, co-ordinate and deliver sector-specific training for small, medium-sized and micro construction firms who are unable to employ their own training co-ordinator.

The level of financial support will be dependent on the number of Employer Training Groups established, the specialist needs identified and the level of training required by each sector that is not already supported by the Grants Scheme. Grant may be paid in installments throughout the year on successful completion of agreed targets.

Eligibility for this financial support depends upon:

- compliance with criteria developed by the Board Grants Working Group (BGWG).
- the production of a training needs analysis and a training plan that are received by CITB Northern Ireland in advance of the start of the group's training activities.

GRANT PAYABLE FOR	AMOUNT	HOW TO CLAIM
Specialist Sector Support Financial assistance to support recognised training groups that identify, develop and deliver relevant occupational training to member firms within the group	Minimum £1,500 per annum for an employer training group	Contact CITB Northern Ireland for advice on setting up a recognised Employer Training Group, producing a Plan and how to claim.

Grant applications must be received by CITB Northern Ireland within 3 months of attending training, otherwise grant will be declined. Claims can be made even if all the supporting information is not available at the time of application.

Eligibility and Conditions of Grant 2009/2010

To ensure affordability of the Grants Scheme for all employers in these recessionary times, the following terms and conditions apply to all grant applications:

Key Term

1. In the following Conditions of Grant the term 'Employer' relates to "a company registered with the Construction Industry Training Board, whose main activity falls within the scope as outlined in the levy legislation."
2. Firms who are not employers are not eligible for Grant. Firms are excluded when they do not have any direct employees, labour-only sub-contractors or agency staff and may therefore include some sole traders and partnerships. Limited companies are employers due to the fact that they employ at least one director and company secretary.

Status of employer

3. For a grant to be paid to an employer under the 2009/2010 CITB Grants Scheme, the employer must be in-scope to and registered with CITB Northern Ireland.
4. Registered in-scope employers below the levy threshold of £80,000 will be eligible to claim Grant during 2009/2010.
5. The Employer must ensure they are not in arrears with levy payments. Grant claims should be submitted regardless of supporting information but will not be paid until the eligibility and conditions of Grant have been met.

Claiming grants

6. Grants published in this scheme will be payable only in connection with applications received by CITB Northern Ireland between 1 September 2009 and 31 August 2010. Where training spans more than one training year, grants will be paid in proportion to the training that will take place in each year.
7. **Claims MUST be received by CITB Northern Ireland within 3 months of attending training, otherwise grant will be declined. Claims can still be made even if all the supporting information is not available at the time of application.**

8. An employer must complete a grant form online at www.citbni.org.uk or in hard copy format using form GAF0910, which is available to download from the website or by contacting CITB Northern Ireland. Employers can ask their training provider to apply on their behalf to CITB Northern Ireland. Any available supporting information must be scanned and emailed, or posted, with the grant application form. In all cases the eligibility and conditions of grant will apply to all claims received by CITB Northern Ireland and all grant payments will be made directly to employers.
9. In the case of Technical, Management & Professional Development Training and National Vocational Qualification Achievement, a grant form must be submitted once an invoice for course fees has been received and paid by the employer. All eligible grant applications will be followed up and accrued by CITB Northern Ireland if certification is not available to the employer before 31 August 2010.
10. Where CITB Northern Ireland has direct and approved access to information this may be used to verify and pay grant claims automatically for eligible employers.
11. Should the amount of grant exceed the net training cost, grant will be paid at a rate of 75% of the actual net cost of training (i.e. excluding VAT) or the in-house trainer's declared daily employment rate incurred by an employer.

Support from other sources

12. No grant can be paid in cases where training has been provided free of charge to an employer.
13. An employer claiming grant may be required to satisfy CITB Northern Ireland that the training for which grant is claimed does not qualify for financial or subsidised support from another source (with the exception of apprenticeships). If it does qualify for other support, grant will be paid net of other sources.

Payment of grants; alteration of conditions; status of Grants Scheme

14. The grant values shown in this booklet and online at www.citbni.org.uk are likely to be those that CITB Northern Ireland will pay. Due to the uncertainty in projecting uptake numbers for grant, and the need for the Board to keep its overall expenditure within a defined budget, CITB Northern Ireland reserves the right to increase, reduce or withdraw grants proportionally to match the funds available and to attach conditions and procedures other than those mentioned in the 2009/10 Grants Scheme.
15. CITB Northern Ireland fully appreciates the need to give employers reasonable notice if the grants it expects to be able to pay are different than those published.

Interpretation of Grants Scheme

16. **CITB Northern Ireland's decision is final on all matters concerning the interpretation of the Grants Scheme. An employer should not rely on statements made by third parties about grant rates, eligible training or the claiming process. Employers should contact CITB Northern Ireland for advice and guidance on grants available to employers during 2009/2010.**

Type of training eligible for grants

17. All training for which grant is claimed must relate to an employee's present or future work in the construction industry. Grants are paid for training attended and qualifications achieved unless otherwise stated. No grant will be paid for assessment only.
18. Training supported by grant is identified and detailed in this booklet and on line at www.citbni.org.uk. **Grant will not be paid in respect of wages or salaries, travel, subsistence or accommodation costs associated with those attending training.**
19. Grant support will be paid at a rate of 75% of net cost, up to a maximum of £100 per day, for language interpreting for those whose first language is not English or for language assistance for those with a hearing/speech disability.

Short Duration Training

20. Grant is available to support attendance on off the job training accredited by an appropriate recognised body or based on national occupational competency standards, that reinforces, complements or updates occupational competency training related to an employee's present or future work in the construction industry. Training courses may be run by public education establishments, training providers or employers and may be held externally or in-house.
21. Health and Safety should be an integral part of all training. Legislative requirements place a duty on employers to train their workforce in all aspects of health, safety and welfare.
22. **The following activities are not supported by short duration training:**
 - Time spent on non training activities such as registration, induction, domestic arrangements, all break times, external assessment and examinations
 - Company, site or client/customer induction courses
 - Toolbox talks
 - Courses designed for, or attended by, more than 30 people
 - Training where the main content relates to the procedures and organisation of a particular firm, contract, project or site

Records

23. The training of all those for whom grant will be claimed must be recorded and those records must be open to inspection by CITB Northern Ireland representatives. Records will include details and duration of training carried out, the names and occupations of those who attended and the costs incurred by an employer.
24. CITB Northern Ireland representatives may audit these records to confirm the accuracy of claims and any excess grant received will be repaid by the employer.

Complying with the Eligibility and Conditions of Grant

25. Grant may be reduced or withheld if an employer does not take steps to comply with CITB Northern Ireland requirements, respond to written requests for further information from CITB Northern Ireland, or if CITB-Northern Ireland is not satisfied that adequate training is being given.

Grant Appeals

26. If a grant application is received outside of the three month timescale, the Training Operations Support Manager will contact the employer asking for clarification of the circumstances why the claim has been received outside of the timescale.
27. Once the circumstances have been clarified with the employer, the application will be reviewed by the Training Operations Support Manager for approval for payment, amendment or refusal. Payment of all grant applications will be subject to the relevant supporting information being made available to CITB Northern Ireland.
28. If a grant application is declined, a registered in-scope employer has the right to appeal against the staff interpretation of the Grants Scheme. An employer who wishes to appeal should do so in writing, with any supporting evidence, to the Training Support Manager within 20 working days of the grant application being declined.
29. The right of appeal rests only with employers eligible to claim and receive grant from CITB Northern Ireland.
30. If an employer is dissatisfied with the decision of the Training Support Manager, they have a further right of appeal to the Levy/Grant Director. If they wish to exercise this right, they have to provide, within 20 working days, an explanation of why they believe the decision of the Training Support Manager is wrong, or bring forward fresh evidence to support the claim.
31. Should the Director's decision be unacceptable, an employer has a final right of appeal to the Board Review Panel. The Panel normally meets three times each year. It is normal practice for the Panel to invite and consider written submissions from the employer and the Chief Executive of CITB Northern Ireland, to help ensure that a fair, unbiased decision can be made. Employers will also have the right of oral submission to the Panel. The decision of the Panel, on behalf of the Board, will be final.



CITB Training Support Team
Nutts Corner Training Centre
17 Dundrod Road, Crumlin
BT29 4SR

Tel: 028 9082 5466

Email: grants@citbni.org.uk

Fax: 028 9082 5247

