



# Eligibility and Conditions of Grant 2010/2011

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

## Status of employer

1. For a grant to be paid to an employer under the 2010/2011 CITB Grants Scheme, the employer must be in-scope to and registered with CITB.
2. Registered in-scope employers below the levy threshold of £80,000 will be eligible to claim Grant during 2010/2011.
3. Grant will not be paid to an employer who is in arrears with levy payments. Grant claims can still be submitted but they will not be paid until the levy conditions have been met.

## Claiming grants

4. Grants published in this scheme will be payable only in connection with applications received by CITB-ConstructionSkills Northern Ireland between 1 September 2010 and 31 August 2011. Where training spans more than one training year, grants will be paid in proportion to the training that will take place in each year.
5. Claims **MUST** be received by CITB-ConstructionSkills 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.
6. An employer must complete a grant form online at [www.citbcsni.org.uk](http://www.citbcsni.org.uk) or in hard copy format using form GAF1011, which is available to download from the website or by contacting CITB-ConstructionSkills Northern Ireland. Employers can ask their training provider to apply on their behalf to CITB-ConstructionSkills 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-ConstructionSkills Northern Ireland and all grant payments will be made directly to employers.
7. 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 if certification is not available to the employer before 31 August 2011.
8. Where CITB-ConstructionSkills Northern Ireland has direct and approved access to information this may be used to verify and pay grant claims automatically for eligible employers.
9. 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

10. No grant can be paid in cases where training has been provided free of charge to an employer.
11. An employer claiming grant may be required to satisfy us 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

12. The grant values shown in this booklet and online at [www.citbcsni.org.uk](http://www.citbcsni.org.uk) are likely to be those that CITB 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 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 2010/11 Grants Scheme.
13. We fully appreciate 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

14. CITB'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-ConstructionSkills Northern Ireland for advice and guidance on grants available to employers during 2010/2011.

## Type of training eligible for grants

15. 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.
16. Training supported by grant is identified and detailed in this booklet and on line at [www.citbcsni.org.uk](http://www.citbcsni.org.uk). **Grant will not be paid in respect of wages or salaries, travel, subsistence or accommodation costs associated with those attending training.**
17. 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

18. 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.
19. New grant category has been added for training courses listed on the Qualifications and Credit Framework (QCF) that will attract a higher rate of grant. A guide is contained at the back of this booklet to show comparisons between QCF, NVQ's and academic equivalents.
20. 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.
21. **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
  - Safepass training, due to mutual recognition with the CSR Health and Safety training course which is accepted in the Republic of Ireland.

## Records

22. The training of all those for whom grant will be claimed must be recorded and those records must be open to inspection by CITB-ConstructionSkills 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.
23. CITB-ConstructionSkills 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

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

## Grant Appeals

25. 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.
26. 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-ConstructionSkills Northern Ireland.
27. 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. A response will be made within 20 working days from the receipt date of the appeal.
28. The right of appeal rests only with employers eligible to claim and receive grant from CITB.
29. 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. A response will be made within 20 working days from the receipt date of the appeal.
30. 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-ConstructionSkills 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.

## How To Claim

Please ensure you have attached all relevant available supporting information when applying for CITB NI Grant. Claim 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 the grant application**. Our Training Support Team will contact you if there is any outstanding information required to verify your grant claim.

GRANT CATEGORY	SUPPORTING INFORMATION IF AVAILABLE AT THE TIME OF APPLICATION
Apprentice Level 2 & Level 3	<input type="checkbox"/> Copy of NVQ certificate <input type="checkbox"/> Confirmation that the apprentice has been <b>employed</b> for at least 12 months
Apprentice Modern Apprenticeship Certificate	<input type="checkbox"/> Copy of Modern Apprenticeship Certificate
Off the Job Training	<input type="checkbox"/> Submit proof of attendance <input type="checkbox"/> Copy of paid invoice <u>or</u> declaration of in-house trainers daily employment rate
QCF Off the Job Training	<input type="checkbox"/> Submit confirmation of Award number <input type="checkbox"/> Submit proof of attendance <input type="checkbox"/> Copy of paid invoice
In house Training	<input type="checkbox"/> Submit proof of attendance <input type="checkbox"/> Declaration of in-house trainer's daily employment rate
Health & Safety Training	<input type="checkbox"/> Submit proof of attendance <input type="checkbox"/> Copy of paid invoice
ICT Training	<input type="checkbox"/> Submit evidence of qualification <input type="checkbox"/> Copy of paid invoice
Technical, Management and Professional Qualifications	<input type="checkbox"/> Complete an annual claim form with a copy of the paid invoice <input type="checkbox"/> Proof of successful academic year completion <u>or</u> qualification achieved
Existing Worker NVQ Achievement Level 2, 3, 4 and 5	<input type="checkbox"/> Copy of NVQ certificate <input type="checkbox"/> Copy of paid invoice
Industry Registration Schemes	<input type="checkbox"/> Evidence that relevant scheme card has been issued
Plant Scheme Cards	<input type="checkbox"/> Evidence that the relevant scheme card has been issued <input type="checkbox"/> Evidence that additional categories have been certified
Plant Training	<input type="checkbox"/> Submit proof of attendance <input type="checkbox"/> Copy of paid invoice
Plant Award/additional categories	<input type="checkbox"/> Evidence that qualification has been issued and or additional categories <input type="checkbox"/> Copy of paid invoice
Scaffolding Training	<input type="checkbox"/> Submit proof of attendance <input type="checkbox"/> Copy of paid invoice
Trainer or assessor awards	<input type="checkbox"/> Copy of unit Award (A1 or V1)
3 <sup>rd</sup> Party Management Systems	<input type="checkbox"/> Submit proof of initial accreditation H&S, Quality, Environmental, RECCS/MCS
Investors in People	<input type="checkbox"/> Copy of Investors in People Award
Low Carbon related training	<input type="checkbox"/> Submit proof of attendance <input type="checkbox"/> Copy of paid invoice
Business Diversification	<input type="checkbox"/> Submit proof of attendance <input type="checkbox"/> Copy of paid invoice
Employer Training Groups	<input type="checkbox"/> Bidding Form received and meets conditions of grant <input type="checkbox"/> Proof of attendance <input type="checkbox"/> Copy of paid invoice

