

GUIDE TO THE GRANTS SCHEME 2023/24



Essential information for the 2023/24 Training Year

- 1 CITB NI will not be printing the 2023/24 Application form or Terms and Conditions of Grant. This information will be available electronically on our website www.citbni.org.uk or by contacting a member of our team on **028 9082 5466** or email grants@citbni.org.uk
- 2 Grant claims can only be submitted for employees who work in Northern Ireland and are declared on the employers Annual Return Form.
- 3 Deadline for all Levy Return Forms including Options and New Registrations must be adhered to otherwise, grants will be restricted to apprentice grant only.
- 4 The only category of grant that will be capped for levy and non-levy payers is short duration training courses lasting up to ten days. Please refer to the Eligibility and Conditions of the Direct Grants to Employers 2023/24.
- 5 All grant claims must be received by CITB NI within three months of commencement of training or upon registration onto course or apprenticeship scheme, otherwise grant will be declined.
- 6 Employers are encouraged to make grant claims on line at www.citbni.org.uk
- 7 From 1 September 2023 all supporting information relating to short duration off the job, in-house training and training providers must be received within three months of training taken place.

Submit your Grant claim now as supporting information can follow

Grants for Apprentices

Employed Status

- First Year Employment Grant **£1,500**
- Second Year Employment Grant **£1,500**
- NVQ Level 2 Achievement **£1,000**
- Third Year Employment Grant **£1,000**
- NVQ Level 3 Achievement **£1,500**

Higher Level Apprenticeships (HLA) Up To Level 5

- First Year Employment Grant **£1,500**
- Second Year Employment Grant **£1,500**
- Third Year Employment Grant **£1,500**
- **£2,000** payable on achievement of full HLA

For Level 6 and above

Grant will be paid at **£2,000** on achievement.
Grant claim must be submitted within three months of notification of successful completion.

The apprentice must be employed by the employer claiming the grant for a minimum of 6 months.

Become a Trainer or Assessor

NVQ Achievement

- Level 3 Learning & Development **£750**
- Level 4 Learning & Development **£1,000**

Assessor & Internal Verifier Awards

- **£500** grant for achievement of 3 Units
- **£300** grant for achievement of 2 Units
- **£150** grant for achievement of 1 Unit

Industrial Placement Grant

Limited to **45** participants, placement period minimum of 6 months and maximum grant available **£1,500**. Don't delay and submit your grant claim today to avail of this **limited** funding.

For More Information

For more information, full terms and conditions, apply on line or download a grant claim form visit:

www.citbni.org.uk

Essential information for the 2023/24 Training Year

- 1 CITB NI will not be printing the 2023/24 Application form or Terms and Conditions of Grant. This information will be available electronically on our website www.citbni.org.uk or by contacting a member of our team on **028 9082 5466** or email grants@citbni.org.uk
- 2 Grant claims can only be submitted for employees who work in Northern Ireland and are declared on the employers Annual Return Form.
- 3 Deadline for all Levy Return Forms including Options and New Registrations must be adhered to otherwise, grants will be restricted to apprentice grant only.
- 4 The only category of grant that will be capped for levy and non-levy payers is short duration training courses lasting up to ten days. Please refer to the Eligibility and Conditions of the Direct Grants to Employers 2023/24.
- 5 All grant claims must be received by CITB NI within three months of commencement of training or upon registration onto course or apprenticeship scheme, otherwise grant will be declined.
- 6 Employers are encouraged to make grant claims on line at www.citbni.org.uk
- 7 From 1 September 2023 all supporting information relating to short duration off the job, in-house training and training providers must be received within three months of training taken place.

Submit your Grant claim now as supporting information can follow

Qualifying the Existing Workforce

Short Duration Off The Job Training

Attendance and completion on off the job training courses e.g. IT, accounts, health & safety, plant and scaffolding.

£80 per person per day to a maximum of 10 days (corresponding half day rates apply)

Visit our website to view Training Directory to source training providers.

In-House Training

Attendance and completion of in-house training programmes (training delivered by your own in-house trainer)

£30 per person per day to a maximum of 10 days (corresponding half day rates apply)

All supporting information must be received within three months of the training taken place.

Courses must be based on national occupational standards.

We calculate a full training day as a normal working day.

NVQ Achievement for Existing Workers

- NVQ Level 2 **£500**
- NVQ Level 3 **£750**
- NVQ Level 4 **£1,000**
- NVQ Level 5 **£1,000**
- NVQ Level 6 **£1,000**
- NVQ Level 7 **£1,000**

Grant payable on achievement and includes any workshops, experienced workers assessment which leads to the overall achievement of the award.

Technical, Management and Professional Qualifications

Achievement of HNC/HND, Degree, Masters, Professional Body or Awarding Organisation Certificate or Diploma through part-time study.

Grant will be paid at net training cost incurred by the employer to a maximum of **£1,000** in the training year 2023/24.

Submit a grant claim form within three months of registration onto the study course.

Carding your Team

Industry Registration Scheme Cards

Achievement of an **initial** recognised CSCS UK affiliated scheme card

£25 (White, Green, Blue or Gold)

£50 (Platinum or black)

Plant Categories

£100 per category to a maximum of 4 additional categories of plant per person in the training year 2023/24 either red trained operative card or blue competence card.

Travel & Accommodation

Additional Grant now available for travel and accommodation for training courses not available in Northern Ireland. This daily rate of **£100** per person per day to a maximum of 5 days is in addition to the training grant. **Pre-approval required. Limited funding available.**