

## Essential information for the 2022/23 Training Year

1. CITB NI will not be printing the 2022/23 Application form or Terms and Conditions of Grant. This information will be available electronically on our web site [www.citbni.org.uk](http://www.citbni.org.uk) or by contacting a member of our team on 028 9082 5466 or email [grants@citbni.org.uk](mailto: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 2022/23.
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](http://www.citbni.org.uk)

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)

- 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

The apprentice must be employed by the employer claiming the grant.

## 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.

## 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

## Business Certification

Grant available for initial certification on a recognised scheme including IIP, Health and Safety, Quality and Environmental, for example ISO 9001, 14001 BS OHSAS 18001 & Safe-T-Cert just to name a few. Check with the Grants Team for further details.

£500 Grant payable upon evidence of award by the appropriate recognised body.

Submit a grant claim form within three months of certification.

## FOR MORE INFORMATION

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

[www.citbni.org.uk](http://www.citbni.org.uk)

## 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.

£100 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)

**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 £1,250
- NVQ Level 6 £1,500
- NVQ Level 7 £1750
- NVQ Level 8 £2000

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 £1,500 in the training year 2022/23.

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

**Submit a grant claim form within three months of commencement 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

£150 per category to a maximum of 4 additional categories of plant per person in the training year 2022/23 either red trained operative card or blue competence card.

## Travel and 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.**

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