

April 2025

Dear Employer

As you will now be aware, at this time of year, in preparation for the launch of the 2025 annual Levy Return form, I like to summarise what CITB NI has been involved in to help the construction industry.

Having met with a number of employers over the past year, many issues arose, but the two main topics of discussion have been:

1. Attracting new entrants to the industry at all levels and sectors
2. Improving the skills and abilities of new entrants as they join industry

Industry advised there was a need to review and adapt our training and education programmes to produce people with the right skills and abilities early in their career, as well as providing ongoing training to develop and improve performance. It is envisaged this will help attract and retain new entrants.

CITB NI is therefore prioritising the development and enhancement of programmes and activities that industry can use to attract new entrants through:

1. additional school engagement,
2. promotion to adults who many seek to change career, and
3. those who are capable but from whom the traditional routes through education have not worked.

To focus on these areas, CITB NI may need to review the services we currently provide.

This is the reason the CITB NI Levy is important to both you and industry as a whole. It provides resources to develop and promote better routes for people to join the industry. It also allows CITB NI, in partnership with industry, to look ahead and identify the skills that will be needed to take advantage of new opportunities.

Raising and paying the Levy is a statutory obligation on both CITB NI and industry, we have no choice. We can however work together, to make sure it is used to benefit all.

The 2025 annual Levy Return form will be available for completion online **from 7 April 2025**. As you complete your end of year HMRC Returns, you may want to take advantage of having these figures in front of you and complete the CITB NI Return at this time.

The deadline for the submission of the 2025 Return is **4pm on 29 August 2025**. This provides you with *five months* to send us the information.

This year, the Levy Return form will **only be available online**, to help CITB NI become a paperless organisation, but if you have issues completing the Return online, you can download a copy from our website, or call us on 028 9082 5466 or email [levy@citbni.org.uk](mailto:levy@citbni.org.uk).

I hope that you feel CITB NI is working to improve your industry, and we will welcome any constructive feedback by emailing us to [info@citbni.org.uk](mailto:info@citbni.org.uk).

Yours faithfully



**Barry Neilson, OBE**  
**Chief Executive**