

Tier 1 - Eligibility and Conditions of the Direct Grants to Employers 2011/2012

To ensure affordability of Tier 1 Direct Grants to Employers the following terms and conditions apply to all applications:

Definition of Employer

1. For a grant to be paid under the 2011/2012 grant scheme, the employer must be in-scope (as defined by schedule 1 of the Industrial Training Board Order 1964) and be registered with CITB-ConstructionSkills NI. The trainee/employee must have worked or be working in NI during the training year.
2. All registered in-scope employers below the levy threshold of £80,000 are eligible to claim grant during 2011/2012 scheme period (1 September 2011 and 31 August 2012).

Grant Payment Criteria – General Conditions

3. All training for which grant is claimed must relate to an employee's present or future work in the **Northern Ireland** construction industry.
4. Grants are paid for training attended and qualifications achieved unless otherwise stated.
5. The grant level published in the 2011/2012 grant scheme is in relation to training and/or achievement between 1 September 2011 and 31 August 2012.
6. For training that spans more than one grant scheme year, a grant form must be submitted once an invoice for course fees has been received and paid by the applicant. All eligible grant applications will be followed up and accrued by CITB-ConstructionSkills NI if certification is not available to the employer before 31 August 2012.
7. Applications for Tier 1 grant **MUST** be received by CITB-ConstructionSkills NI within 3 months of attending training, otherwise grant will be declined. Grant applications can still be submitted even if all the supporting information is not available at the time the training is completed.
8. Two easy ways to apply for grant is either on line at www.citbcsni.org.uk or in hard copy format by using form GAF1112, which is available from our website or by request to CITB-ConstructionSkills NI. Any supporting information available at the time of the application can be scanned and emailed, or posted, with the Grant Application Form. Employers may ask their training provider to apply for grant on their behalf to CITB-ConstructionSkills NI.
9. All Tier 1 grant payments will be made directly to the employer.
10. Where CITB-ConstructionSkills NI has direct access to information this may be used to verify and pay grant claims automatically.
11. The training of all those for whom grant is claimed must be recorded by the applicant and those records retained and open to inspection by CITB-ConstructionSkills NI or their representatives. Records will include details and duration of training carried out, the names and occupations of those who attended and the costs incurred by the applicant. CITB-ConstructionSkills NI or their representatives may audit these records to confirm the accuracy of claims and any excess grant received will be repaid by the employer.
12. Grant may be reduced or withheld if an employer does not comply with written requests from CITB-ConstructionSkills NI for information, or can not prove that adequate training has been given.
13. An employer claiming grant may be required to prove 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. Grant is not available for training and / or courses delivered under Tiers 2 and 3 of the CITB-ConstructionSkills NI Grant Scheme.
14. Grant will not be paid to an employer who is in arrears with levy payments, grant claims may be submitted but they will not be eligible until all outstanding levies are paid.

15. Should the amount of published grant exceed or equal the net training cost, grant will be paid at a rate of 75% of the actual net cost of training (i.e. excluding VAT) incurred by an employer.

Eligible for Grant Assistance

16. Please refer to the CITB-ConstructionSkills NI Grants Scheme 2011-2012 for a summary of the grants that you can claim.

Not Eligible for Grant Assistance

17. Grant will not be paid for the following:-
 - Those employers not registered with CITB-ConstructionSkills NI.
 - Where training has been provided free of charge to an employer, including training delivered under Tiers 2 & 3 of the CITB-ConstructionSkills NI Grant Scheme.
 - Registration, certification, examination fees or competence assessment alone
 - Time spent on non training activities such as registration, induction, domestic arrangements, all break times, travel
 - Company, site or client/customer induction courses
 - Toolbox talks
 - Courses designed for, or attended by, more than 20 people from one employer or ratio 20 delegates to 1 trainer.
 - Training where the main content relates to the procedures and organisation of a particular firm, contract, project or site
 - Safepass training due to the mutual recognition with the CSR Health and Safety training course
 - Training or qualifications that have mutual recognition with schemes, qualifications available in Northern Ireland
 - In respect of wages or salaries, travel, subsistence or accommodation costs associated with those attending training

Interpretation of Grants Scheme

18. 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 NI for advice and guidance on grants available our decision is final on all matters concerning the interpretation of the Grants Scheme.

Alteration of conditions

19. CITB-ConstructionSkills NI reserves the right to increase, reduce or withdraw grants proportionally to meet budget requirements. We will endeavour to provide as much notice as reasonably possible depending on circumstances.

Grant Appeals

The right of appeal rests only with employers eligible to claim and receive grant from CITB-ConstructionSkills NI.

20. If a grant application is declined, a registered in-scope employer has the right to appeal this decision through the Grant Appeals Process.
21. The first appeal stage against a declined grant application is for the a registered in-scope employer to contact in writing the CITB-ConstructionSkills NI Grant Manager within 20 working days of the grant application being declined detailing the grounds of their appeal to include any supporting evidence. CITB-ConstructionSkills NI will respond within 20 working days from the receipt date of the correspondence upholding or declining the appeal.
22. If an employer is dissatisfied with the decision of the Grant 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 of the declined appeal, a written explanation of why they believe the decision of the Grant Manager is wrong, or submit fresh evidence to support the claim. The CITB-ConstructionSkills NI Levy/Grant Director will respond within 20 working days from the receipt date of correspondence upholding or declining the appeal.
23. Should the Director's decision be unacceptable, an employer has a final right of appeal to the Board Review Panel. 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

Complete claim form (online or hard copy) this can be faxed, posted or emailed. 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. The list below details the supporting information required to verify and process payment of grant.

| GRANT CATEGORY | SUPPORTING INFORMATION (to be securely attached, indicate by ✓ in right hand column) | ✓ |
|---|---|--------------------------|
| Apprentice Level 2 & Level 3 | <ul style="list-style-type: none"> • Copy of NVQ certificate • Confirmation that the apprentice has been employed for at least 12 months | <input type="checkbox"/> |
| DEL Apprenticeship NI Certificate | <ul style="list-style-type: none"> • Copy of DEL Apprenticeship NI Certificate | <input type="checkbox"/> |
| Undergraduate Development Programme Grant | <ul style="list-style-type: none"> • Processed automatically on completion of the ten day programme | <input type="checkbox"/> |
| Off the Job Training | <ul style="list-style-type: none"> • Submit proof of attendance • Copy of paid invoice | <input type="checkbox"/> |
| Qualifications and Credit Framework (QCF) Off the Job Training | <ul style="list-style-type: none"> • Submit confirmation of Award number • Submit proof of attendance • Copy of paid invoice | <input type="checkbox"/> |
| In house Training | <ul style="list-style-type: none"> • Submit proof of attendance | <input type="checkbox"/> |
| Health & Safety Training | <ul style="list-style-type: none"> • Submit proof of attendance • Copy of paid invoice | <input type="checkbox"/> |
| Language Interpreting | <ul style="list-style-type: none"> • Submit proof of attendance • Copy of paid invoice | <input type="checkbox"/> |
| Technical, Management and Professional Qualifications | <ul style="list-style-type: none"> • Complete an annual claim form with a copy of the paid invoice • Proof of successful academic year completion or qualification achieved | <input type="checkbox"/> |
| Existing Worker NVQ Achievement Level 2, 3, 4 and 5 | <ul style="list-style-type: none"> • Copy of NVQ certificate • Copy of paid invoice | <input type="checkbox"/> |
| Achievement of individual units or cluster units | <ul style="list-style-type: none"> • Submit copy of unit award • Copy of paid invoice | <input type="checkbox"/> |
| Additional Plant Categories | <ul style="list-style-type: none"> • Evidence that additional categories have been certified • Copy of paid invoice | <input type="checkbox"/> |
| Plant Training | <ul style="list-style-type: none"> • Submit proof of attendance • Copy of paid invoice | <input type="checkbox"/> |
| Scaffolding Training | <ul style="list-style-type: none"> • Submit proof of attendance • Copy of paid invoice | <input type="checkbox"/> |
| Assessor or Internal Verifier Awards | <ul style="list-style-type: none"> • Submit copy of unit Award • Copy of paid invoice | <input type="checkbox"/> |
| 3rd Party Management Systems | <ul style="list-style-type: none"> • Submit proof of initial accreditation H&S, Quality, Environmental, RECCS/MCS | <input type="checkbox"/> |
| Investors in People | <ul style="list-style-type: none"> • Copy of Initial Investors in People Award | <input type="checkbox"/> |
| Industry Registration Scheme | <ul style="list-style-type: none"> • Submit proof that initial card has been issued | <input type="checkbox"/> |

