

National Apprenticeship Week 2023

“Apprenticeships for Beginners – A Mini Conference for SMEs” Event



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Strengthening Support for Apprenticeships



Construction companies have told us they need more support with:

- Understanding the apprenticeships process – including recruitment
- Knowing how to support an apprentice or trainee in work
- Accessing grants and enrolling an apprentice

To increase apprenticeship/construction training uptake, we've launched a new service to help with these challenges

Available Grants

We pay grants for approved apprenticeships at Level 2 and above that focus on core construction skills needed across the industry.

£2,500 per year for attendance whilst completing the apprenticeship, up to a maximum duration defined within each apprenticeship. This grant is payable every 13 weeks.

£3,500 achievement grant on successful completion of the full apprenticeship

You can apply if you're CITB Registered and up to date with your Levy Returns. If you are newly registered these grants can also be backdated by 12 months.



How to claim the apprenticeship grants

Attendance grant - £2500 per year

You should apply for the attendance grant when your apprentice starts their apprenticeship. The application must be received by us within 20 weeks of the start date to allow grant to be backdated to this date.

To apply for the attendance grant you will need to download our [Application Form](#)

Request evidence of enrolment from your training provider.

Save and email your completed application form and evidence to Customer.ServicesYNET@citb.co.uk



How to claim the apprenticeship grants

Achievement Grant - £3500

You should apply for the achievement grant when the apprentice has **completed** the full apprenticeship

For achievements awarded between 1 April 2022 and 31 March 2023. Download and complete our [Application form](#) and send to us by 30 June 2023.

Attach a copy of the apprenticeship achievement certificate or an achievement notification email from the Awarding Body. Your application cannot be processed without this evidence.

Save and email your completed application to grant.claimforms@citb.co.uk



What does registering cost?

Every construction company registered with CITB is required to send in a Levy return each year. This is then used to Calculate the amount you would need to pay towards the Levy. It is effectively a membership fee, which allows access to grants and funding

The amount you pay will depend on the companies size

- If your total wage bill (payroll and Net CIS) is under £120,000, **your organisation won't have to pay the levy**. This is called the 'Small Business Levy Exemption'.
- If your total wage bill (payroll and Net CIS) is between £120,000 and £399,999 your organisation will receive a **50% reduction on your levy**. This is called the 'Small Business Levy Reduction'
- If you Total wage Bill is over £400,000 you would be subject to full rates which are 0.35% for PAYE and 1.25% for Net CIS

Making CITB work for you

Before you register with us you can work out how much levy you would need to pay using our [Levy Calculator](#)

You can claim the apprenticeship grants for every apprentice you hire. For most small employers the apprenticeship grants alone will exceed the cost of the Levy. However you can also access further grants including short course grants and long-period qualification grants. Please take a look at our website for further information [CITB: Construction Industry Training Board - CITB](#)

To register with CITB you will need to complete this [Registration Form](#) Once registered your local CITB advisor can help you access all available support.



How to employ an Apprentice

To employ an apprentice you will need to have:

- 1) Employer Liability insurance
- 2) A PAYE scheme linked to the business

An apprentice is an employee like any other, they should be given a contract of employment and have the same entitlements as other employees.

paid holidays

Sick pay

Any benefits you offer such as childcare voucher schemes

Any support you offer such as coaching or mentoring

Recruitment and enrolment

How to find an apprentice:

- Offer work experience to local providers
- Advertise your vacancy through Talent view - This is a sector specific recruitment tool for construction. Aimed at both employers and learners, it can be a great way to connect. www.Talentview.org
- Advertise your vacancy on the National apprenticeship service – This can be done through your digital apprenticeship account

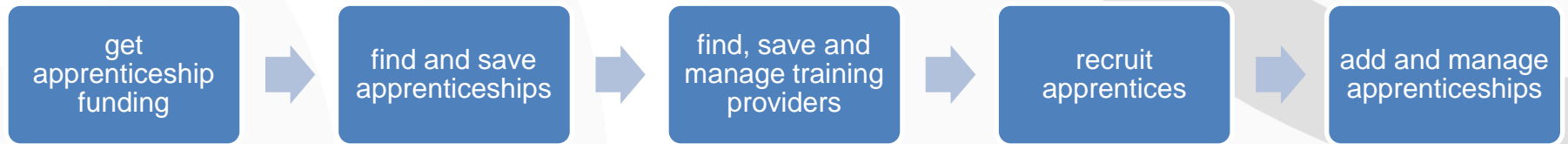


Setting up a TAS account – The apprenticeship service account

The apprenticeship service is a government online service which will allow you to set up and manage your apprenticeships.

All apprenticeships in England must be managed through the apprenticeship service and you will need to set up an account in order to use the service.

You can set up your account online [Manage apprenticeship service](#)



The New Entrant Team – Working with Key Stakeholders

The New Entrant team has been introduced to deliver an enhanced support service to employers already employing or considering employing apprentices.

- We offer a service that compliments other employment and training organisations in the local area
- Our focus is on making the recruitment process easier for our construction employers whilst ensuring that they successfully access all the available grants.
- To do this successfully, we would ask you to **help us spread the word** and reach out to as many construction employers as we can. The grants are to help encourage a new generation, but they can only help if they are accessed.





Thank You. Questions?

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