

Application for Payment

Specialist Upskilling Programme (SUP) Grant



2014/2015 CITB Grants Scheme

This form enables you to apply for the Specialist Upskilling Programme for trainees starting training on or after 1st August 2014.

✓	Is your trainee on Approved Training? The training programme must be approved as a Specialist Upskilling Programme by the National Specialist Manager, with both block release for off-the-job training and employers supported on-the-job training, leading to an approved VQ qualification in a construction related craft occupation.
✓	Is your Training Provider approved? Check with the CITB NSAC office.
✓	And don't forget: Your trainee has to be employed by you throughout the period of grant support and you will be responsible for all training centre fees associated with training and achievement. In addition you will be responsible for associated travel and accommodation costs incurred for the off-the-job training modules.

Depending on the trainee's qualification, the following grant package is available to employers who correctly complete and submit a claim.

Grant Route	Training Days + Qualification	Grant 2013/2014	Value £
SUP2A	14+ days training and a VQ level 2	Attendance: VQ Achievement: Completion incentive: Total:	£1,125* £400 £1,500 £3,025
SUP2B	10-13 days training and a VQ level 2	Attendance: VQ Achievement: Completion incentive: Total:	£1,125* £400 £1,250 £2,775
SUP2C	5-9 days training and a VQ level 2	Attendance: VQ Achievement: Completion incentive: Total:	£1,125* £400 £1,000 £2,525
SUP3A	14+ days training and a VQ level 3	Attendance: VQ Achievement: Completion incentive: Total:	£1,125* £400 £800 £2,325
SUP3B	10-13 days training and a VQ level 3	Attendance: VQ Achievement: Completion incentive: Total:	£1,125* £400 £700 £2,225
SUP3C	5-9 days training and a VQ level 3	Attendance: VQ Achievement: Completion incentive: Total:	£1,125* £400 £600 £2,125

* Paid in four installments every 13 weeks in arrears

Attendance grant payments accrue from the start date of your trainee's entry point onto the training programme. We will confirm the amount of your grant entitlement and when payments will be due.

Once you've completed this form:

- Check all the details are correct and you have not left information out. If in doubt, check with your CITB NSAC office or the training provider as your claim could be returned to you for completion which could potentially delay or stop your access to grant funding.
- Take a photocopy of the form as you need a copy of the Training Agreement for your own records and for your trainee's records.
- Send the application/Training Agreement to: NSAC, CITB, Suites 1 & 2, 674 Melton Road, Bridge Business Park, Thurmaston, Leicestershire LE4 8BB.
- Forms will have to be submitted before course start date.

For full details please visit our website www.citb.co.uk/grant

This agreement may not be suitable for every situation and you are strongly advised to obtain independent advice on the suitability of this document for your circumstances.

Training Agreement – Specialist Upskilling Programme

This Agreement is made on (date)

Between (Employer Name)

Of (Employer Address)

Postcode

Trainee Name

Of (Trainee Home Address)

Postcode

National Insurance no.

Date of Birth
D D M M Y Y Y Y

Name and Level(s) VQ qualification

It is agreed that:

- This Training Agreement will run from (date)
D D M M Y Y for a normal period of one year until (date)
D D M M Y Y
- I, the employer, agree to pay the costs of training and associated travel and accommodation costs and to allow you, the trainee, adequate time off work to attend external training
- I, the trainee, agree to attend external training towards the VQ Level 2 and/or 3 specified above
- Both parties will cooperate to promote the successful award of the VQ achievement entered into under this Training Agreement
- This Training Agreement is deemed to be honoured upon completion of the VQ Level 2 and/or Level 3 course specified above and the issue of a Certificate of Upskilling Achievement by CITB NSAC

The Trainee's existing terms and conditions of employment are not affected by this Training Agreement

Signed Signed

Print Name Print Name

Date
D D M M Y Y
(Employer)

Date
D D M M Y Y
(Trainee)