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Apprenticeship Task Group

# CITB – Support for Apprenticeships



# 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.**

# 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

## [Website - Grant information](#)

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

# 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 attendance grant, [download and complete the application form \(PDF, 197KB\)](#).
- Request evidence of enrolment from your training provider.
- Save and email your completed application form and evidence to [Customer.ServicesYNET@citb.co.uk](mailto:Customer.ServicesYNET@citb.co.uk)

Further details can be found here [Grant application details](#)

# 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 the application form \(PDF, 142KB\)](#)** and send to us by 30 June 2023.
- Save and email your completed application to **[grant.claimforms@citb.co.uk](mailto:grant.claimforms@citb.co.uk)**
- 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.**

# Contact your local CITB apprenticeship advisor

CITB offer one to one support throughout the apprenticeship process. I am your local CITB apprenticeship advisor and I would be happy to help with the registration/application process. I am also on hand to answer any further questions you may have prior to registering.

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