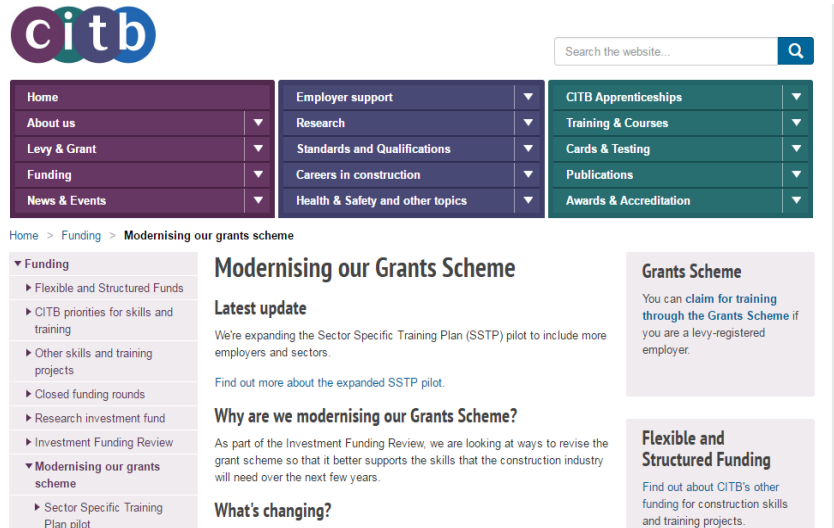


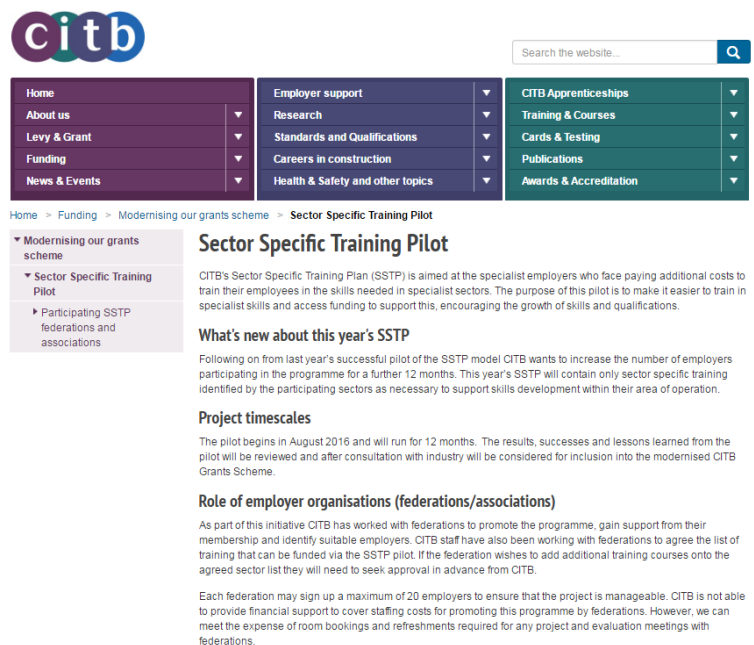
CITB 2016/2017 Sector Specific Training Plan – How to Guide

Thank you for choosing to join the 1 Year CITB 2016/2017 Sector Specific Training Plan. This quick guide will take you through the process of formally registering and advise you on the necessary steps. If you are unsure on anything we have a dedicated email address through to the project team SSTP@citb.co.uk details are also listed at the end of this document. Please either copy or paste the link below into your browser or go to it via the route on the CITB website. <http://www.citb.co.uk/funding/modernising-our-grants-scheme/>



The screenshot shows the CITB website navigation menu with options like Home, About us, Levy & Grant, Funding, News & Events, Employer support, Research, Standards and Qualifications, Careers in construction, Health & Safety and other topics, CITB Apprenticeships, Training & Courses, Cards & Testing, Publications, and Awards & Accreditation. The main content area is titled 'Modernising our Grants Scheme' and includes a 'Latest update' section stating: 'We're expanding the Sector Specific Training Plan (SSTP) pilot to include more employers and sectors. Find out more about the expanded SSTP pilot.' There are also sections for 'Why are we modernising our Grants Scheme?' and 'What's changing?'.

On your webpage, please click on the 'Find out more about the expanded SSTP pilot'. The link takes you to the following screen.



The screenshot shows the CITB website navigation menu and the main content area titled 'Sector Specific Training Pilot'. The page includes a section for 'What's new about this year's SSTP' which states: 'Following on from last year's successful pilot of the SSTP model CITB wants to increase the number of employers participating in the programme for a further 12 months. This year's SSTP will contain only sector specific training identified by the participating sectors as necessary to support skills development within their area of operation.' Other sections include 'Project timescales' and 'Role of employer organisations (federations/associations)'.

<http://www.citb.co.uk/funding/modernising-our-grants-scheme/sstp-pilot/>

Please familiarise yourself with the eligibility criteria for the pilot programme. Once you are happy with this at the bottom of the page click on

Apply now

[Start your application](#)

This then takes you to the Participating SSTP federations and associations page. Please select the organisation that you are joining the SSTP through (you may only select one).

Home > Funding > Modernising our grants scheme > Sector Specific Training Plan pilot > Participating SSTP federations and associations

Participating SSTP federations and associations

The aim of CITB's Sector Specific Training Plan is to incentivise specialist training to promote skills development in specialist sectors especially for those hard to reach contractors not currently engaging in training.

Each participating federation and association has its own agreed list of supported training courses and its own bespoke form which you will access on the next page.

Which federation/association do you belong to*:

- CONSTRUCT
- Drilling and Sawing Association
- Hire Association Europe
- National Federation of Roofing Contractors
- Painting and Decorating Association
- Property Care Association
- Road Safety Marking Association

* (Select only one)

The example below is for the Drilling and Sawing Association.

Drilling and Sawing Association Sector Specific Training Plan

The Drilling and Sawing Association's mission is to promote the work of professional drilling and sawing contractors while improving standards within the industry through better codes of safe working practice, education and training.

This form contains a list of industry specific training courses that are eligible for additional grant funding on the CITB Sector Specific Training Plan. The courses listed on the Training Plans have been agreed between CITB and your association.

How to complete your plan

Select the courses you intend to run over the next year and then enter the number of PAYE employees and subcontractors that you expect to undertake this training.

We strongly recommend that you print out the form once it is complete and before you press the submit button so that you have a copy for your records.

You should also read the [eligibility and participation criteria](#) of the Sector Specific Training Plan before submitting your application.

SSTP application form for Drilling and Sawing Association

*Mandatory field

About your company

* **Company name**

* **CITB Levy registration number**

* **Postcode**

* **Contact name**

* **Email address**

Please complete all of your company details above. You are now ready to select the training courses and list the numbers of employees either - PAYE and NET CIS (Subcontractors) you wish train from the agreed courses between 1st August 2016 to 31st July 2017. At this stage all you need is your estimate of the number of employees to go on the various courses. You can add the names onto excel claim form that we email back out to you.

Crushing Breaking

Number of PAYE employees expected to undergo training

Number of PAYE employees expected to undergo training

Number of NET CIS subcontractors expected to undergo training

Number of NET CIS subcontractors expected to undergo training

Drilling

Number of PAYE employees expected to undergo training

Number of PAYE employees expected to undergo training

Number of NET CIS subcontractors expected to undergo training

Number of NET CIS subcontractors expected to undergo training

DSA Diamond Tipped Segmented Blades Training

Number of PAYE employees expected to undergo training

Number of PAYE employees expected to undergo training

Number of NET CIS subcontractors expected to undergo training

Number of NET CIS subcontractors expected to undergo training

We strongly recommend that you print out the on-line form above once it is complete and **before** you press the submit button so that you have a copy for your records. You then match the numbers and add names onto your claim form.

Please confirm that you have read the terms and conditions of the Sector Specific Training Plan

*

I have read the terms and conditions

Submit

Once you click on 'Submit' you will receive an email receipt to the address you listed above. CITB will then follow this up with an email with either a claim form or a note advising further information is required, for example the completion of a Levy Return, or help to close of an existing CITB standard Training Plan (if this is necessary).

Following further feedback from industry we have now amended our process to allow you to include within your SSTP claim form both agreed sector specific training at the enhanced rate of £100 per day (pre-populated courses highlighted in green on your form) and the option for you to manually include generic training at £50 per day. This will save you having to submit two separate claims at month 4, 8 and 12 during the pilot.

Making your claim

The tabs on the bottom of the claim form include full instructions on the programme and the agreed courses in green. The agreed courses are listed on the PAYE Training Record and NET CIS Record Sheets.

Once you complete the training, add in the details onto the relevant tabs either for your PAYE or NET CIS Subcontractors and this forms the basis of your claim.

Please complete your details on the claim tab as listed below checking all eligibility and email to SSTP@citb.co.uk

You can submit interim claims after 4 months and 8 months, we will send you a reminder when these are due (submit in December 2016 and April 2017) with the final claim in early August 2017. Please ensure you read all of the information regarding evidence required and keep the necessary information as you may be audited.

Should you require any further information or assistance please email the project team on SSTP@citb.co.uk or contact Paul Gaze – Special Projects Manager paul.gaze@citb.co.uk Tel 07736 383222.