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Contract Flooring Industry

TRAINING GUIDE

2025-2026

Your definitive source for the latest information about
flooring industry training opportunities in the UK

INCLUDES
Details on
Apprenticeships,
NVQs and
Funding





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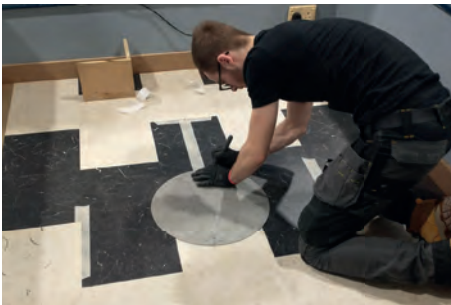
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1 | CFA Training Overview

The Contract Flooring Industry Training Guide 2025 aims to be the definitive source for the latest information about training opportunities in the UK, including apprenticeships, qualifications, training courses, funding and recruitment signposting.

The Contract Flooring Association (CFA) believe it is important employers have access to this kind of information to make calculated and informed decisions on skills, labour and training. The CFA provides advice on training as one of the many benefits available to members and is fairly unique in co-founding its own training organisation, Flooring Industry Training Association (FITA), to deliver formal training to the sector.

The training and upskilling of current and future floorlayers remains a central topic in nearly every conversation I have. As Training Manager, this focus is naturally a key part of my role, but the sharp rise in demand for training has been striking. Whether supporting training providers or introducing new programs to our sector, the need has grown significantly since I began working on this guide. This increase reflects the challenges in the current skills and labour market. According to CFA data gathered from its members, the skills and labour gap for floorlayers has expanded from 11% in 2019 to 18% in 2024.



At the CFA, we believe that the growing dialogue around skills and training has been partly driven by our efforts to address the skills and labour shortage through the Future Fitter campaign. This initiative has one clear goal: to identify and increase the number of floor fitters of all ages entering the UK's commercial and domestic floorlaying sector. Our approach focuses on providing support and training to create pathways for individuals to become skilled and qualified installers.

Through this campaign, CFA have engaged with a wide range of stakeholders, including Contractors, Training Providers, Manufacturers, Distributors, Careers Advisors, and Schools, to explore practical solutions for tackling the sector's shortages. CFA have also supported training providers in sourcing instructors, materials tools and equipment, held STEM Ambassador and Open Doors events all across the UK and also supported apprenticeship opportunities in Wales and the continuation of apprenticeship delivery in Scotland after 18 months of upheaval. One huge success for 2024 was successful completion of the funding and content review for the Apprenticeship Standard in England. With the support of a dedicated working group chaired by Alan Gayle of A.G. Flooring Ltd, there has been a full review of all content and a 30% uplift in funding.

The CFA also continue to work in conjunction with the Construction Industry Training Board (CITB) to review the current Floorcovering National Occupational Standards (NOS) which directly makes up both S/NVQ's in floorlaying and the



Modern Apprenticeship programme in Scotland and Wales. This outlined that the NOS was outdated in relation to the activities and demands of a current flooring installer and a group of CFA member industry professionals went to work in rectifying this.

At the time of going to print this work is still to be formally completed but what has been confirmed is that the current floorlaying NVQ Level 2 in England will change to a NVQ Level 3 qualification. The opportunities this will create for the flooring sector are excellent, raising the profile of the qualification alongside other similar construction trades where the CFA believe it rightfully belongs. The result of the review also present new opportunities to engage with training organisations that were currently unavailable to our sector such as ELCAS (Education Learning Credits Administration Service) who offer training support for those leaving MOD service. We also envisage better collaboration with DWP (Department for Workplace and Pensions) and prisoner reform agencies in the same vein which allows our sector to tap into areas of new skills and labour that were previously not available.

A large and important project that CFA will begin work on in 2025 will be around the Building Safety Act and in particular the creation of a competence framework for the flooring sector. Competence Frameworks are being developed across all areas of construction and aim to set out and define the core competence requirements for individuals across the built environment. They are made up of a Route to Competence and a SKEB document (Skills, Knowledge, Experience & Behaviour) and

an Implementation Plan. CFA will create a working group of members to develop a framework for flooring engaging with CITB, CSCS and other construction stakeholders to ensure the flooring sector is fairly represented. It is also critical to highlight all of the hard work and development of training opportunities that have been created in the flooring sector over the past few years.

The CFA continues to proactively represent members' views on training and related funding to regulatory bodies and CITB, while at the same time investing in its own training organisation, the Flooring Industry Training Association (FITA), which was specifically set up to deliver some of the training required by the flooring sector. This type of venture is relatively unusual for a trade association to undertake and demonstrates the level of our commitment. This includes increasing the apprenticeship delivery at the Loughborough training centre to 50 apprentices on rolling cohorts and further cohorts in conjunction with industry stakeholders also planned for 2025.

Finally, the combination of short duration courses, qualification support (including NVQ assessment and on-site assessment), sector specific accreditations and clear focus on apprenticeships, means that through both FITA and other supported activities, the CFA is extremely active in delivering much of the training the sector needs.



QUALITY BY ASSOCIATION

SHAUN WADSWORTH

TRAINING MANAGER
CFA



WE GRATEFULLY ACKNOWLEDGE THE ASSISTANCE FROM THE FOLLOWING:

Construction Industry Training Board (CITB)

Build UK (Build UK)

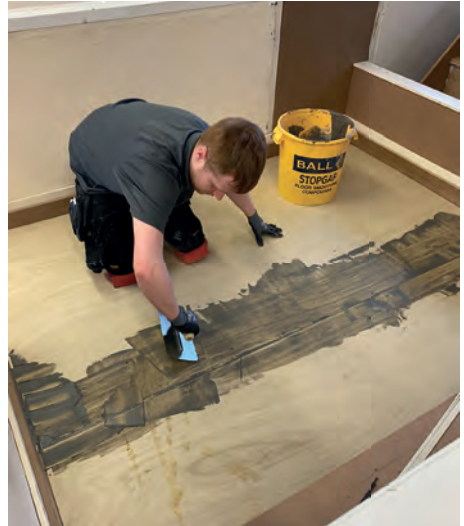
Construction Leadership Council (CLC)

Institute for Apprenticeships & Technical Education (IFATE)

2 | Objectives

In relation to training, the CFA has the following objectives:

- ▶ Improve the performance of the association's members through lifelong learning capability
- ▶ Provide, promote, develop, and maintain a comprehensive range of training services and information to match the needs of members
- ▶ Increase membership of the CFA and therefore build credibility and recognition within the training arena
- ▶ Ensure that all training delivered is flexible and meets the needs of the members in location and duration wherever possible
- ▶ Ensure that all training is cost effective and meets all the relevant standards that are in force
- ▶ Represent its members and their interests at meetings and on such advisory committees as are deemed appropriate in order to keep members informed of the latest developments in training nationally



- ▶ Obtain feedback from members in order to continually improve standards
- ▶ Liaise with other associations, federations and organisations and, with the knowledge gained, aid in the development and delivery of training throughout the sector; also, to ensure that CFA members can obtain maximum benefit from the funding bodies in the form of training grants
- ▶ Actively attract new talent into our sector across all disciplines with structured qualifications and a recognised career path
- ▶ Work with sector representatives to maintain, develop and agree apprenticeship standards which meet the requirements of the sector



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3 | Apprenticeships (Including Funding)

The Facts!

- ✓ **NO FORMAL QUALIFICATIONS NEEDED TO BECOME A FLOORLAYING APPRENTICE**
- ✓ **EMPLOYED FROM DAY ONE – EARN WHILE YOU LEARN**
- ✓ **OPEN TO ANYONE – OF ANY AGE**
- ✓ **LEARN ON SITE AND IN TRAINING ENVIRONMENTS**
- ✓ **UP TO 100% FUNDING AVAILABLE TO SUPPORT THE PROGRAMME**
- ✓ **ADDITIONAL SUPPORT AND GRANTS ALSO MAY BE AVAILABLE**



The benefits of taking on an apprentice



Increasing apprenticeships in floorlaying is essential to providing a constant and correctly trained source of skills and labour into the sector. Apprenticeships are a key focus in helping to battle skills shortages from an ageing workforce and employing an apprentice can be linked directly to improving the productivity of a business.

With this in mind, the CFA is constantly working with sector representatives to maintain, develop and agree apprenticeship standards and frameworks which meet the requirements of sector

and offer an attractive career path to both young people and people looking to change careers, while at the same time making sure that government funding mechanisms are improved to engage more employers in creating apprenticeship vacancies.

Not only do apprentices address skills shortages, but you will be getting a keen, motivated member of staff that wants to learn and help your business to grow. According to Government statistics companies who employ apprentices, win more business.

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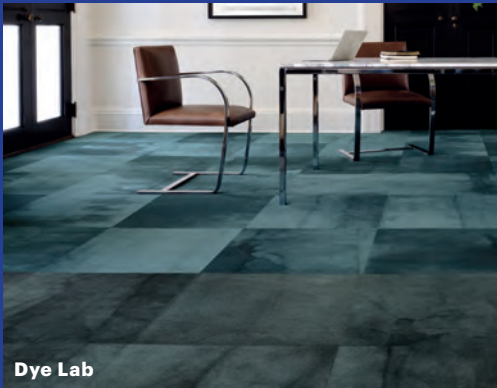
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The benefits clearly speak for themselves...

92% of companies that have taken on apprentices believe this leads to a **more motivated and satisfied workforce***

Hiring an apprentice is a productive and effective way for any organisation to **grow talent** and develop a **motivated, skilled and qualified** workforce

86% said apprenticeships helped them **develop skills** relevant to their organisation*

80% have seen a significant increase in **employee retention***

Apprenticeships are a **tried and tested** way to recruit new staff, **re-train or upskill** existing staff

Up to **100% funding (depending on location and if subject to the Apprenticeship Levy)** could be available to support apprenticeship programmes in your business

Additional grants and incentives may also be available to businesses actively recruiting apprentices

Apprenticeships are a great way of attracting **enthusiastic talent with fresh ideas** and incorporating them alongside existing staff

Apprenticeships ensure that the workforce has the **practical skills** needed for the business in the future

You can employ an apprentice who's aged 16 up to any age and from any background. There is no age cap on apprenticeships and funding

If you employ an apprentice below the age of 25, you are not required to pay employer National Insurance contributions for them.

**Stats taken from apprenticeships.gov.uk*

What is an apprenticeship?

An apprenticeship is a formal system of training people in a set profession with a mixture of 'on' and 'off' the job training and often accompanying study, it is a real job where the apprentice can learn, gain experience and get paid. Any apprentice must be an employee with a contract of employment and holiday leave.

Apprentices are developed to help plug the skills gaps in the sector and offer an education route that is vocational. An apprenticeship combines hands-on work with the opportunity to train and obtain qualifications, it is a paid position with at least 20% of the apprentice's time set aside for learning, usually at a college or with a training provider.

The rest of the apprentice's time is spent applying knowledge, skills, and behaviours in the workplace. At the end of it, the apprentice will gain official certification, which will be equivalent to or include traditional qualifications such as NVQs. Apprenticeships are supported by work on English and Maths related subjects called Functional Skills in England, Core Skills in Scotland, and Essential Skills in Wales and Northern Ireland.

It can take between two and four years to complete a floorlaying apprenticeship depending on where in the UK the apprentice is based, what level the apprenticeship is and any previous experience the apprentice has. Apprenticeships are funded from contributions made by both the Government and an employer.



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There are three essential parts to any apprenticeship

COLLEGE/TRAINING PROVIDER TRAINING

A college/training provider tutor will deliver 'off the job' training to the apprentice away from the pressures and time constraints of day-to-day work. This training is delivered in controlled environments where an apprentice can develop their skills, knowledge and behaviours that can then be reinforced through opportunities to use what is learnt in real world situations.

WORK BASED EVIDENCE TO SUPPORT APPRENTICESHIP ACHIEVEMENT

The apprentice will gather and record a wide range of work experience involving collection methods such as photos, videos, diaries, and witness statements. This will be validated once competency has been proven by the apprentice and assessment by the relevant assessment organisation or awarding body.

ASSESSMENT AND VERIFICATION

All apprenticeships require assessment and verification before an apprentice can be classed as competent. Some apprenticeships award a training diploma by verifying and assessing the training achievements throughout the training programme. In Scotland passing an additional Skills Test is required and in England, passing an End-Point Assessment by an End Point Assessment Organisation determines if an apprentice has passed and to what grade.

ENGLISH AND MATHS RELATED SUBJECTS

English and Maths related qualifications are included in all apprenticeships and aim to promote and recognise those skills that are essential to all jobs. Covering skills such as spelling, grammar, speaking and listening as well as key mathematics linked to working such as percentages, conversions, multiplying etc. Depending on the requirements of the Framework/Standard, apprentices may work towards achieving these skills at level 1, 2 or both, however, they may be exempt if they have previously achieved equivalent qualifications within specified timescales.

FOR MORE INFORMATION

Visit www.gov.uk for more information on employing an apprentice

Is there funding available for employing an apprentice?

YES - This is a really important question as there are different levels of funding depending on an employer's location, staff numbers and the apprentice's age. Apprenticeship funding is available to all employers regardless of their relationship with the CITB and this has caused confusion for many years.

How much funding is available?

How much funding an employer receives depends on eligibility. This can be defined mainly as the size of the business, if the business is CITB registered and if the business is an Apprenticeship Levy payer. Whereabouts in the UK the employer is based also affects funding options with different parts of the UK using different funding models which is outline on **pages 20-36**.

Are you CITB Levy registered?

The Construction Sector Training Board (CITB) are required to assess to levy businesses which are 'employers', 'wholly or mainly' engaged in 'construction sector activities. This means CITB can only register and assess to levy businesses which have the majority (over 50%) of their total employees' time engaged in what the law defines to be construction for CITB levy purposes. Equally, only CITB Levy registered employers will be eligible to claim CITB grant funding.

Levy is mandated by Government and supported by legislation. If you are Levy registered, you can claim grant funding from CITB. Other rules apply as to whether you should pay the CITB Levy and section 9 - **pages 88 -102** of this training guide fully explains.



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Where can I learn more about the CITB Grants Scheme?

The CITB grants scheme provides grants for employers in the construction sector to train their workers. The scheme helps to maintain health and safety standards on construction sites and to ensure the right skills are available for the sector to grow.

For further details on CITB grants and how to claim them, go to www.citb.co.uk/levy-grants-and-funding/

CONTACT A LOCAL CITB ADVISOR: ENGLAND, WALES and SCOTLAND

You can contact CITB via email levy.grant@citb.co.uk or via phone 0344 994 4455 (8am - 6pm Monday to Friday)

Alternatively, you can locate any advisor in a geographical area by going to:

www.citb.co.uk/about-citb/what-we-do/citb-in-your-local-area/

NORTHERN IRELAND

To contact CITB Northern Ireland
Tel: 020 9082 5466
Email: info@citbni.org.uk



How can I register a vacancy for an apprenticeship?

Registering a vacancy for an apprenticeship can be achieved in a number of ways. The National Apprenticeship Service and Construction Talentview can be used

by both employers and training providers to advertise a position. Training providers should also offer information, advice and guidance to any employer looking to recruit an apprentice. To find out more speak to your training provider or alternatively call **0800 015 0600** or email: nationalhelpdesk@apprenticeships.gov.uk

If you are CITB registered, then you can also use CITB to help you employ an apprentice. Your local customer engagement advisor can help find you a provider and support you with claiming grants.

www.citb.co.uk/about-citb/contact-citb/

Are you an Apprenticeship Levy/Skills and Growth Levy payer?

The apprenticeship levy is for UK employers who hold a wage bill for employees of more than £3 million pounds. This is Levy for UK employers to help fund new apprenticeships and is **not the same as the CITB Levy**. The UK government is reforming the Apprenticeship Levy into the Skills and Growth Levy to expand its scope beyond apprenticeships and better align workforce training with economic needs. Under the new system, qualifying employers will still contribute 0.5% of their payroll if they exceed the £3 million annual wage threshold, but funds will now also support broader skills development initiatives, including short courses and training for in-demand sectors. This change aims to increase flexibility for businesses and ensure the levy addresses current and future skills gaps.

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Key differences between the CITB and Government Apprenticeship Levy

CITB levy

Applies to employers in the construction sector only

Applies to employers of all sizes

Small businesses are exempt from paying the levy or pay a reduced rate.

Collected by CITB and used directly for the benefit of the construction sector only.

The levy and grants system are supported by the construction sector through a consensus vote every three years.

Levy payments are based on payments to directly employed staff (PAYE) and net CIS subcontractors.

All CITB-registered employers that carry out training can benefit from CITB funding, including those that do not pay the construction levy.

Levy money is used to provide funding for a wide range of training, such as technical and professional, in-house, work experience, plant operations and apprenticeships. Levy funds are also used for sector research, and projects that improve the image of working in construction and raise the profile of the sector.

Apprenticeship levy

Applies to employers in all industries

Applies to employers with a wage bill over £3 million

All employers with a wage bill over £3 million will need to pay the levy.

Collected by HMRC and used across all industries.

The system is implemented as a Government policy

Levy payments are based on payments to directly employed staff (PAYE) only.

Employers that pay the apprenticeship levy will benefit from it if they employ apprentices.

Levy funds used to fund apprenticeship only in England

Levy funds used to fund apprenticeships, workforce development and pre-employment programmes in Scotland

How do I find out more about the floorlaying apprenticeship?

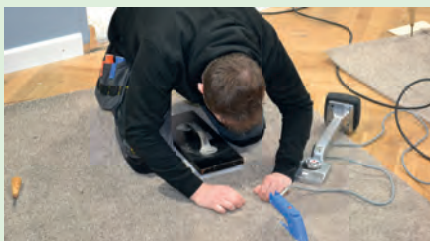
Go Construct is a website where people can learn more about what working in the flooring sector is like and specifically, about the role of a floorlayer: a typical day, activities and the pay scales. The website supports young people looking for opportunities to gain skills and employment, as well as more experienced people looking to change careers.

For more information visit www.goconstruct.org and search for 'Commercial Floorlayer' or **see pages 42-44** for the CFA guide to apprenticeships



How do I apply for the floorlaying apprenticeship?

If you are looking for apprenticeship opportunities in floorlaying you can access lots more information through direct channels such as apprenticeships.gov, Talentview Construction and CITB. **See pages 38-50** (section 4) for more information on this.





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APPRENTICESHIPS IN ENGLAND

From the beginning of August 2024, the flooring industry in England began to benefit from a significant increase in funding for the floorlayer apprenticeship standard, with the Department for Education (DfE) having raised the current funding band per apprentice from £13,000 to £17,000. This increase is a major step in increasing skilled labour within our sector and represents nearly two years of challenging work and lobbying by the Contract Flooring Association (CFA). CFA, its members and wider stakeholders who have all been advocating for better support for training and skills development in the industry for a long time.

After recognising the need for additional training provision in England to address skills shortages in the flooring sector, the CFA formed a working group in 2022 composed of employers, training providers, and wider stakeholders. Their primary goal was to update the previous apprenticeship standard and address the gap between the actual costs of delivering quality apprenticeship training and the funding that was available at the time. Through the support and guidance of Nicola Jordan, Senior Product Manager at the Institute for Apprenticeships and Technical Education (IfATE) and the dedicated working group chaired by CFA and FITA council member Alan Gayle (AG Flooring Ltd) the group were able to completely review the apprenticeship standard against current industry expectation, refine apprenticeship assessment methods and present a compelling case to DfE that their previous £13,000 funding cap was insufficient to cover the full costs of training a floorlayer and therefore should be increased.

The increase in funding to £17,000 per apprentice will significantly improve the quality and accessibility of training available to future floorlayers. For employers, this change is an important reminder of the value of engaging with apprenticeship schemes. With more funding available, it opens the door for additional provision in areas of England currently not serviced and existing training providers can now bolster their programmes, ensuring that apprentices are well-equipped with the skills and experience necessary to meet industry demands upon completion. For the wider sector, this funding boost has the potential to transform the quality and number of skilled



floorlayers entering the industry helping to combat the long-faced challenges related to skills shortages and an ageing workforce, all of which highlighted in previous articles and through CFA campaigns such as Future Fitters.

CFA intend to use this increase as a springboard to approach new training providers not currently delivering floorlaying, in a bid to ensure employers see a greater return on their investment by cutting the need to send their apprentices long distances to receive formal training. The increase in funding will help level the playing field between flooring and other trades within construction, many of which have already benefited from higher apprenticeship funding.

By ensuring the floorlayer apprenticeship is properly funded, the sector can continue to grow, innovate, and attract new talent and the CFA's successful campaign to raise the apprenticeship funding cap marks a turning point for the flooring sector. This achievement underlines the importance of engaging with structured training and apprenticeship schemes to secure the future of the industry. By investing in the next generation of floorlayers, our sector can look forward to a more skilled, dynamic, and sustainable future.

For employers and stakeholders in the flooring sector, now is the time to capitalise on this opportunity, engage with training providers and your Trade Association, and invest in apprenticeships that will help future proof your business.

It is vital to highlight and thank the working group members that committed the time and effort from their own busy schedules to support the CFA in this project, and without whom this would have been a much more complicated task.

Thanks to Alan Gayle (AG Flooring Ltd), Louise Walters (Designer Contracts Ltd), Carl Harper (Westcotes Flooring Ltd), Rachael Pemberton-Baghurst (Designer Contracts Ltd), Dean Bisby (Floortrain), David Russell (CP Assessments), Steve Hattersley (Construction EPA), John Sanderson (Chief Assessments), Matthew Bourne (Floorskills) and Michael Bell (Derwentside College)



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Apprenticeship Title:

Floorlayer L2 Apprenticeship Standard

Duration:

24-36 months depending on provider

Content:

Modules on Skills, Knowledge and Behaviours as well as Functional Skills in Maths and English

Overview:

Apprenticeship standards are an employer-led, formal system of training people with a mixture of 'on' and 'off' the job training and accompanying study. Apprenticeship standards outline the knowledge skills, and behaviours (KSBs) required to carry out a certain job role. An apprenticeship standard must last for a minimum of 12 months and combines hands-on work with the opportunity to train and obtain qualifications. It is an employed and paid position with at least 20% of the apprentice's time set aside for learning, usually at a college or with a training provider.

When the apprentice, employer and training provider are all happy the apprentice has received the relevant training to meet the standards required, the apprentice will go through a 'gateway' process and take part in a final assessment of the KSBs. This independent assessment is graded, and the assessor must be independent of, and separate



from, the training provider and employer.

The floorlayer apprenticeship standard was developed by a trailblazer group consisting of CFA members supported by CITB and has a duration period of 24-36 months.

The apprenticeship standard does not include an NVQ as part of achievement but does ensure a worker can still apply for a blue skilled worker CSCS card on completion. The NVQ L2 is still available however but only for experienced workers as a standalone qualification. For more information on NVQs for experienced workers **see pages 56-67 (section 6)** onwards.

In England, control of apprenticeship funding is put in the hands of employers through the Digital Apprenticeship Service. If a company has an annual pay bill in excess of £3 million (less than 2% of UK employers) they will have to pay a much larger percentage of the cost to employ and apprentice. There are many apprenticeship funding options available depending on the employer's structure and size.

See pages 24-25 (funding tables) for more information.





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FUNDING IN ENGLAND

EMPLOYER	YOU PAY	GOVERNMENT PAYS
Non CITB levy registered (<50 employees)	<p>£0 (0% of the funding band) for any apprenticeship training fees for apprentices aged 16-18 year old or 19-24-year-old with an EHC plan</p> <p>£850 (5% of the funding band) for apprentices age 19+ with no health care plan) through your digital account per apprentice</p> <p>This amount is paid monthly in instalments over the course of the apprenticeship</p>	<p>£17000 (100% of the funding band) for any apprenticeship training fees for apprentices aged 16-18 year old or 19-24-year-old with an EHC plan</p> <p>£16150 (95% of the funding band) for all other apprentices</p>
Non CITB levy registered (>50 employees)	<p>£850 (5% of the funding band) through your digital account per apprentice</p> <p>This amount is paid monthly in instalments over the course of the apprenticeship</p>	<p>£16150 (95% of the funding band)</p>
CITB levy registered (<50 employees)	<p>£0 (0% of the funding band) for any apprenticeship training fees for apprentices aged 16-18year old or 19-24-year-old with an EHC plan</p> <p>£850 (5% of the funding band) for apprentices age 19+ with no health care plan) through your digital account per apprentice</p> <p>This amount is paid monthly in instalments over the course of the apprenticeship</p>	<p>£17000 (100% of any apprenticeship training fees for 16-18-year olds or 19-24-year-old with an Education, Health Care plan)</p> <p>£16150 (95% of the funding band) for other apprentices</p>
CITB levy registered employer (>50 employees)	<p>£850 (5% of the funding band through your digital account per apprentice</p> <p>This amount is paid monthly in instalments over the course of the apprenticeship</p>	<p>£16150 (95% of the funding band)</p>

CITB PAYS (via levy and grants scheme)	GOVERNMENT INCENTIVE PAYMENTS	TOTAL
<p>No CITB funding available</p>	<p>£1000 for each apprentice hired (aged 16-18 year old or 19-24-year-old with an EHC plan)</p> <p>This is paid to employers in 2 equal instalments: at 90 days and 365 days made to employers via their training provider.</p>	<p>Minimum employer contribution £0</p> <p>Maximum Funding available £18000</p>
<p>No CITB funding available</p>	<p>£1000 for each apprentice hired (aged 16-18 year old or 19-24-year-old with an EHC plan)</p> <p>This is paid to employers in 2 equal instalments: at 90 days and 365 days made to employers via their training provider.</p>	<p>Minimum employer contribution £850</p> <p>Maximum Funding available £17150</p>
<p>1st year £2500* 2nd year £2500* 3rd year £2500* *paid quarterly each year</p> <p>Achievement of End – Point Assessment £3500</p> <p>80% of accommodation costs also covered for apprentices who attend training where overnight stays are required</p> <hr/> <p>Total = £11000</p>	<p>£1000 for each apprentice hired (aged 16-18 year old or 19-24-year-old with an EHC plan)</p> <p>This is paid to employers in 2 equal instalments: at 90 days and 365 days made to employers via their training provider.</p>	<p>Minimum employer contribution £0</p> <p>Maximum Funding available £29000</p>
<p>1st year £2500* 2nd year £2500* 3rd year £2500* *paid quarterly each year</p> <p>Achievement of End – Point Assessment £3500</p> <p>80% of accommodation costs also covered for apprentices who attend training where overnight stays are required</p> <hr/> <p>Total = £11000</p>	<p>£1000 for each apprentice hired (aged 16-18 year old or 19-24-year-old with an EHC plan)</p> <p>This is paid to employers in 2 equal instalments: at 90 days and 365 days made to employers via their training provider.</p>	<p>Minimum employer contribution £850</p> <p>Maximum funding available £28150</p>

Apprenticeship training providers in England

Construction and Plant Assessments Ltd

Unit 5, Globe Court, Coal Pit Road,
Denaby Lane Industrial Estate, Denaby,
Doncaster, South Yorkshire DN12 4LH

01709 868181

www.constructionandplantassessments.co.uk

Derwentside College

Front Street, Consett, Country Durham DH8 5EE

01207 585900

www.derwentside.ac.uk

FITA – Flooring Industry Training Association

Unit 10 Windmill Road Industrial Estate,
Windmill Road, Loughborough LE11 1RA

01159 8506836

www.fita.co.uk

FloorSkills Ltd

Lyndons Farm, Poolhead Lane, Earlswood,
Solihull B94 5ES

01564 703900

www.floorskills.co.uk

Floortrain (GB) Ltd (Doncaster office)

Unit 1, Hutton Business Park, Bentley Moor Lane,
Carcroft, Doncaster, South Yorkshire DN6 7BD

01302 249555

www.floortrain.co.uk

Floortrain (GB) Ltd (London office)

Unit F, Sutherland House, Sutherland Road,
Walthamstow, London E17 6BU

0203 668 1576

www.floortrain.co.uk

Fullagar Construction Skills Centre

Unit 14a, Lea Green Business Park, Eurolink,
St Helens WA9 4TR

01744 819000

www.constructionskillscentre.co.uk

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APPRENTICESHIPS IN SCOTLAND

Apprenticeship Title:

Construction Building Modern Apprenticeship in Floorcovering

Duration:

48 months

Content:

SVQ & Professional Development Award in Floorcovering at SCQF Level 6 as well as Core Skills in Communication, Numeracy, Information & Communication Technology, Problem Solving and Working with others.

Overview:

Modern Apprenticeships offer those aged over 16, paid employment combined with the opportunity to train for jobs at craft, technician and management level. All Modern Apprentices must



have a demonstrable need to acquire significant new knowledge and skills to fulfil their job role. The Modern Apprenticeship Framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills to pass a skills test.

In Scotland, there are more than 70 different Modern Apprenticeship Frameworks, and they are all designed to deliver a training package around a minimum standard of competence defined by employers through Sector Skills Councils (SSCs).

Funding in Scotland

EMPLOYER	APPRENTICE AGE GROUP	YOU PAY	SKILLS DEVELOPMENT SCOTLAND PAYS
CITB levy registered employer	16-19	£0	£8700
	20-24	£1600	£7100
	25+	£2200	£6500
Non CITB levy registered	16-19	£0	£8700
	20-24	£1600	£7100
	25+	£2200	£6500

For the Floorcovering Modern Apprenticeship, there is a mandatory minimum duration in place for this apprenticeship of 4 years. The apprentice may not sit the skills test unit of the SVQ before 3 years and 6 months from their start date.

Apprentices with over 4 years' experience who can demonstrate significant prior site experience, may be permitted to complete in a minimum of 2 years where their achievement and competence has been recognised by both the employer and provider. These candidates would need to meet the requirement for a full portfolio of evidence against the SVQ and may not sit the skills test unit before the last 6 months of their apprenticeship.

APPRENTICESHIP TRAINING PROVIDERS IN SCOTLAND

National Construction College - Scotland

4 Fountain Avenue, Inchinnan Business Park, Inchinnan, Renfrewshire PA4 9QR

0344 9944433

scotland.apprenticeships@citb.co.uk



CITB PAYS (via levy and grants scheme)

1st year **£2500***
2nd year **£2500***
3rd year **£2500***
*paid quarterly each year

Achievement grant on successful completion of apprenticeship **£3500**

Achievement grant on accomplishment of the Professional Development Award or the Diploma (C&G) **£3500**

80% of accommodation costs also covered for apprentices who attend training where overnight stays are required

Total = £14500

GOVERNMENT INCENTIVE PAYMENTS

£1000 for each 16-18 year old apprentice or 19-24-year-old with an EHC plan.

Provided via Training Provider

TOTAL

Minimum employer contribution **£0**

Maximum funding available **£24200**

No CITB funding available

£1000 for each 16-18 year old apprentice or 19-24-year-old with an EHC plan.

Provided via Training Provider

Minimum employer contribution **£0**

Maximum funding available **£9700**



Apprenticeships

Level 2 Floorlayer



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flooring@cpassessments.co.uk



APPRENTICESHIPS IN WALES

Apprenticeship Title:

Floorcovering L2 Apprenticeship Framework

Duration:

22-24 months depending on provider

Content:

Modules on Skills, as well as Essential Skills Wales in Communication and Application of Number at level 1

Overview:

Apprenticeship frameworks are an employer-led, formal system of training people with a mixture of 'on' and 'off' the job training and accompanying study. Apprenticeship frameworks combine hands-on work with the opportunity to train and obtain qualifications. It is an employed and paid position with time set aside for learning, usually at a college or with a training provider.

The floor covering apprenticeship framework was approved by QIW for delivery in Wales funded by The Welsh assembly government. It has a duration of 24 months.



APPRENTICESHIP TRAINING PROVIDERS IN WALES

Gower College Swansea

Units 1-2 Jubilee Court, Swansea SA5 4HB

01792 284400

training@gcs.ac.uk

www.gcs.ac.uk/courses/apprenticeship/floor-covering-level-2-apprenticeship



EMPLOYER	YOU PAY	GOVERNMENT PAYS	CITB PAYS (via levy and grants scheme)	TOTAL
Non CITB levy registered	£0 (0% of the funding band) for any apprenticeship training fees	£11863 (100% of the funding band) for any apprenticeship training fees	No CITB funding available	Minimum employer contribution £0 Maximum Funding available £11863
CITB levy registered	£0 (0% of the funding band) for any apprenticeship	£11863 (100% of the funding band) for any apprenticeship training fees	1st year £2500 2nd year £2500 *Paid quarterly each year Achievement grant on successful completion of full Framework £3500 80% of accommodation costs also covered for apprentices who attend training where overnight stays are required Total = £8500	Minimum employer contribution £0 Maximum Funding available £20363



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APPRENTICESHIPS IN NORTHERN IRELAND

Apprenticeship Title:

Level 2 Apprenticeship Framework – Construction Specialist Sector (Floorcovering)

Duration:

24 Months

Content:

Two Level 2 qualifications, one competency based, and one knowledge based as well as Essential Skills in Communication, Numeracy and Information & Communication Technology.

Overview:

Framework ApprenticeshipsNI offer those aged over 16, paid employment combined with the opportunity to train for jobs at Level 2 and Level 3.

An apprenticeship is a job offering a minimum of 21 contracted hours per week with the same employer with a structured period of both on and off the job



training (usually 4 days with the employer and 1 day with the training provider) leading to a nationally recognised qualification.

Apprentices are employed with the employer from day one of their ApprenticeshipsNI programme. Apprenticeships can take between two and four years to complete and are available in a variety of roles. They are available from Level 2 (GCSE Equivalent) and Level 3 (A Level equivalent) through the ApprenticeshipsNI programme.

The Department for the Economy will pay training supplier costs for ApprenticeshipsNI 'off-the-job' training, and the employer pays the apprentice for the day(s) they attend the training provider as well as the days they are at work.



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APPRENTICESHIPS IN NORTHERN IRELAND



Funding in Northern Ireland (Training costs only)

EMPLOYER	Apprentice Age Group	Employer contribution	CITB NI Pays (via the CITB NI grants scheme)	Additional Incentive payments
CITB NI registered employer	All Age Apprenticeships	0%	<p>1st year Employment Grant - £1500</p> <p>2nd year Employment Grant - £1500</p> <p>Apprenticeship achievement grant for VQ Level 2 £1000</p> <p>Total = £4000</p> <p>All grant claims must be received by CITB NI within three months of commencement of training or upon registration onto course or apprenticeship scheme, otherwise grant will be declined.</p> <p>The apprentice must be employed by the employer claiming the grant for a minimum of 6 months</p> <p>CITB NI grant will only be paid providing Terms & Conditions of Grant Scheme have been met.</p>	£837 from the Department for the Economy for employers who employ an apprentice from the start of their apprenticeship through to completion of their NVQ Level 2, paid via the training provider
Non CITB NI registered	All Age Apprenticeships	0%	No CITB NI funding available	

APPRENTICESHIP TRAINING PROVIDERS IN NORTHERN IRELAND

Craft Recruitment & Training Ltd

Craft Training Ltd, Mopack Business Complex, Ballycolman Road, Strabane BT82 9PH

02871 880044 / joincraft@hotmail.co.uk / www.craftrecruitment.com

Training Providers for all Construction Apprenticeship programmes can be found on the CITB NI website:

www.citbni.org.uk/Careers/Training-Providers-for-Apprenticeships.aspx

Higher Level Apprenticeships offer qualifications from Level 4 to Level 7 and will take a minimum of two years to complete. To find out more about Higher Level Apprenticeship grants available from CITB NI visit:

www.citbni.org.uk/Apprenticeships.aspx

To find out further information on apprenticeships and download the latest Apprenticeships Employer Advice Leaflet visit:
www.nibusinessinfo.co.uk/content/apprenticeships-delivering-work-based-training-and-qualifications-employees



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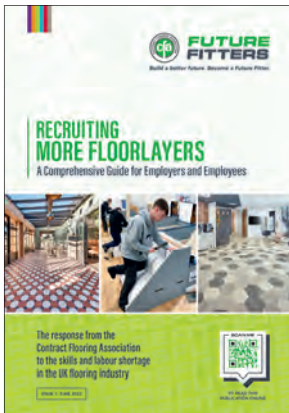
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95-100% FUNDED PLACES are offered on our Apprenticeship Programme at Loughborough Training Centre, including support with recruitment and accessing employer grants.



4 | Skills, Labour, Recruitment and Support

As an organisation, the CFA (and its training arm FITA) have always been active in supporting the sector to create more skilled labour. We have been running our dedicated training organisation since the early 2000s, delivering short duration flooring courses for timber, textile, and resilient floor coverings as well as specialist areas such as subfloor preparation and moisture prevention. In 2021, FITA also began delivered the Floorlaying Apprenticeship Standard and now plays its part in training the floorlayers of the future.



This guide aims to keeps sector and members up to date with all the opportunities that are available for training and quick guides for areas such as funding and qualifications, how to engage with CITB, manufacturer-based courses and more but even with all of this information feely available, skills and labour shortages have still risen from 11% in 2019 to 20% in 2023. Several factors that have led us here, including long term underinvestment, changes to standards and funding, and then more recently – depletion of the workforce through Brexit and Coronavirus. There seems to be broad agreement in the commercial flooring sector that we need a better plan to recruit more people into our sector and particularly into the role of floorlayers and through the CFA initiative Future Fitter this is what we have aimed to do.



FUTURE FITTERS

WHAT IS FUTURE FITTERS?

The Future Fitters Guide, produced by the Contract Flooring Association (CFA), is designed to address the shortage of skilled floor fitters in the UK by:

- **Attracting New Entrants: Encouraging individuals of all ages to consider careers in the commercial and domestic floor laying industry.**
- **Providing Training Pathways: Offering information on training and support to help individuals become skilled, competent, and qualified installers.**
- **Assisting Employers: Helping flooring contractors identify and recruit suitable candidates for their businesses.**

The guide serves as a comprehensive resource, offering insights into career opportunities, training options, and the benefits of working in the flooring industry. It also addresses common questions, such as where to find information about flooring careers, options for apprenticeship delivery, advertising floor laying roles, and opportunities for experienced professionals to mentor young people.



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Through research and analysis CFA has identified four areas that we feel need urgent attention to tackle the challenges above

1. The Pipeline (Communication)

Many CFA members we have spoken to agree that it is often difficult to find good quality people to even consider for roles within their businesses. They may think about being a plumber or an electrician but few, if asked, would probably offer flooring as something they are considering. Unless of course their dad, mum, uncle, aunt, or friend of the family happen to be involved.

What can we do? CFA is offering several solutions. Firstly, we would point towards the Go Construct STEM Ambassador scheme **see page 42**. CFA are supporting this directly, encouraging as many people as possible to sign up and go into schools and colleges and spread the word about our fantastic sector.

Secondly, we are working alongside as many members as possible to use our combined reach within social media channels to improve the visibility of our sector and becoming a floor layer as a career option.

Thirdly, we support and populate websites such as Go Construct **see page 44** have been allocated where information about careers in flooring can be found.

Part of our job is also to ensure that all of the above are synchronised and link each step until a "Future Fitter" finds an employer and begins training.

2. Increase demand from employers

There are great stories in our sector of companies that invest heavily in training their workforce, that take on new employees and maintain the pool of labour that is available. There is no answer to the concern that once someone is trained, they may move on to a competitor or even become a competitor, but the fact is that there simply aren't



enough new entrant positions for floor laying roles (with structured training and qualifications attached). So, we need to challenge the sector to change that dynamic and invest in making it

as painless as possible.

3. Expand localised training provision

Another barrier is the limited number of training providers available (particularly for apprentices) across the country. Here at the CFA, we are offering ourselves as a touch point for any college or commercial provider considering offering apprenticeship delivery and will support with practical advice, signposting and contacts that can help.

If a flooring contractor member or a college gets in touch, we will support and help to find other local businesses that will make it viable for a college or commercial provider to develop provision. Plus, link them to manufacturers that may sponsor and offer help with materials and other resources.

4. Identify new sector/financial support

CFA have a good understanding of financial support available to our sector but continue to seek new avenues and funding to help support the training and development of skills and labour.

Many of the courses offered by CFA manufacturer members are free of charge, and all CFA members receive a discount of 15% off all training delivered by FITA. ALL apprentices are eligible for newly increased government funding to cover the cost of their college course and CITB-registered companies can obtain additional grant funding and enhancements.

The clear objective for Future Fitter has been to identify as many solutions and entry points as possible for those wishing to join our sector, and for those wishing to reach out to potential new employees. Members can always contact me, and I will try and help find a solution to a specific problem.

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Go Construct STEM Ambassadors

Through Go Construct, CITB have joined forces with the STEM Ambassadors scheme to show more young people the wide range of opportunities available in construction. STEM (Science, Technology, Engineering & Mathematics) Construction and Built Environment Ambassadors can play an essential role in inspiring young people to consider a career in construction through a range of activities.

This is a key part of the CFA plan to increase skills and labour with many entry points to primary and secondary schools as well as school leavers and something the CFA Management team and CFA members have engaged with including careers fairs, demonstration days and more.

In real terms, this means giving up some time to go into schools and/or colleges to deliver short presentations, hold workshops, attend careers events with pre-developed demos or exercises based around floor laying, that students can get involved in, or perhaps even hold mock interviews, all of which are designed to help students learn about the possibilities in flooring.



Start by visiting the STEM Ambassadors website (scan the QR Code below) and complete a registration form. Completing the online training exercises is quick and informative, and you can delve as deep as you like, but to complete the basic levels and to become approved, in our experience, takes less than four hours. You can do this in bite-sized chunks and at your own pace, depending on time available. During that time, you not only learn a few things about presentation techniques, but also all-important safeguarding best practice.

Finally, you will receive a FREE Disclosure and Barring Service (DBS) check that can in fact be used for other activities involving young people where that is required.

The CFA wants to add value, so if you would like to become a STEM Ambassador to promote our sector, please get in touch. We will provide you with further support such as presentation ideas, equipment, and other learning support materials, like practical exercises, if appropriate. Packs include material that students can take away, where focus will be on digital and QR codes so they can remind themselves of what they have learnt (or show an adult) and have quick access to find out more about a career in flooring.

The fantastic thing is we have some amazing opportunities and stories to tell. The businesses we work with include some amazing craftsmen and women (let's inspire more girls to become floorlayers!) who have a story to tell about their journey. They earn a good wage and if you are

looking for a career, the number of business owners or senior managers in flooring who started their own company and began as floorlayers is significant. We just need to share those secrets with lots of kids!



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Go Construct

Even if you can find the words to explain what is involved in the role of a floorlayer, there is a lot to take in. Most people, and young people especially, benefit from something they can refer to, to help remind what they have been told, what to expect, what are the options and for a benchmark in areas such as salary expectations.

Go Construct is the go-to resource recommended by CFA and we have taken some time to ensure the floorlayer content is up to date and relevant to our sector specifically.

Vitaly, all the resources we are recommending are being widely promoted and are supported by sector bodies such as CLC and CITB – AND they all signpost each other. So, if someone likes the



role described, they will also be able to find links to Talentview where jobs will be posted.

The Go Construct site has an A-Z feature allowing candidates to browse all job roles as well search for the type of role that may be of interest. The comprehensive search results detail, among other things, what that role involves, potential earnings and working hours and the various routes into that position. Just make sure you direct people to search for the “Commercial Floorlayer” content.



SCAN HERE TO
VIEW WEBSITE

Open Doors Construction

Open Doors, delivered every year by Build UK, takes visitors behind the scenes of construction and construction training to highlight the fantastic range of careers available, with over 200 events participating across Great Britain each year.

In 2024, one of those events was organised by CFA in collaboration with FITA at the FITA training centre in Loughborough highlighting the significance of flooring within the broader context of construction projects. This will be repeated in 2025 also.

Visitors from a wide range of schools in the East Midlands area were invited to the training centre and given the opportunity to get hands on and experience firsthand just what a floorlayers day to day activities look like included having a go at installing floors, presentations, speaking to ex-apprentices about our sector and advice on career pathway opportunities.

Under the watchful eye Adam Chapman (FITA Training Officer) and Quinn Gregory of Hillside Contracts those visitors experienced the role of a floorlayer, used floorlaying tools and equipment and got to grips with materials and products floorlayers install every day.

The aim of the event was to serve as an educational platform, offering students the

opportunity to witness floorlaying in action and provide them with a better understanding of the industry, something we are excited to be doing again in 2025.

At the heart of Open Doors Construction one thing is clear, it is an opportunity to provide students with exposure to real-life construction sites, training locations and manufacturing facilities. Participating in Open Doors Construction is easy for the flooring industry, offering lots of ways to get involved. Whether through sponsoring the event, hosting site visits, or providing demonstrations in conjunction with others. By opening their doors to students and their schools, flooring companies can inspire the next generation and generate lasting partnerships with local educational settings.

If you are looking for ways to engage with the next generation of potential floorlayer and raise the profile of flooring to those making choices about their future, CFA highly recommend Open Doors Construction.



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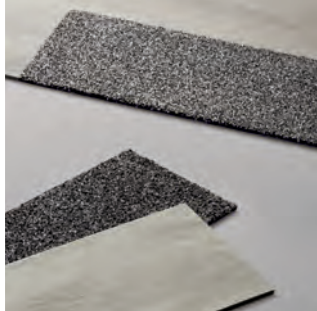
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Talentview Construction (TVC)



What is Talentview Construction?

Talentview Construction (TVC) is a Government-backed and CITB industry levy-funded scheme to help match great new talent with great employers in the construction and the built environment.

Working closely with colleges and universities, construction employers and industry groups Talentview Construction is entirely free to use and has no adverts. The scheme also receives support from the National Apprenticeship Service (NAS) and the Association of Colleges (AOC).

How can Talentview Construction help me recruit?

Together with complementary sites like CITB's Go Construct, TVC helps to create a 'one stop shop' sector talent hub for the attraction, development and retention of people and skills within construction and the built environment, as part of the Government's broader support to business on skills.

By using TVC to support with early-careers recruitment activities, you can:

- Promote information about your business
- Upload unlimited vacancies and training opportunities

- Search for local candidates
- Create saved searches and alerts for people who match your criteria
- Have direct contact with individuals
- Manage the recruitment of numerous positions
- Integrate with existing recruitment systems

To help you promote vacancies on Talentview Construction, there is a handy Comms Toolkit which has free videos and social media graphics, as well as text that can be used across websites, newsletters and other comms.



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FOR MORE INFORMATION

Go to www.talentview.org/construction



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Construction Talent Retention Scheme (CTRS)



What is the Construction Talent Retention Scheme?

The Construction Talent Retention Scheme (CTRS) is a not-for-profit programme, funded by Government, and backed by business organisations, professional institutions and construction unions. The online portal allows skilled individuals to showcase their experience and expertise and helps businesses across the industry find the skills they need.

The free-to-use site gives displaced workers from other sectors a route to find new employment. The platform offers a fully featured system allowing companies to easily search candidates' online profiles and CVs on a local, regional and national basis. It allows you to promote and directly manage information about your business, services, latest vacancies, news and events to skilled workers seeking new opportunities and to contact them directly.

Key features of the CTRS portal include

- Dedicated resourcing and talent management platform supporting corporate redeployment, recruitment and skills development activities across all sectors of construction
- Simple, easy to use platform which enables companies to search for and recruit quality individuals and promote an unlimited number of vacancies
- Fully featured system with direct contact between companies and individuals
- The active promotion of candidates through their online profile and CV, to interested organisations locally, regionally and nationally

- Tailored company pages and microsites to promote your business, services, latest vacancies, news and events
- 24/7 visibility of individuals affected by corporate restructuring activities and access to vacancies from interested companies

How can the Construction Talent Retention Scheme help me recruit?

CTRS for employers is a simple, easy to use recruitment platform, enabling you to list job vacancies and search for great talent.

- Setup your company user profile
- Post your jobs and vacancies
- Search for talent and set alerts
- Contact candidates directly
- Sign up to our newsletter for regular updates



SCAN HERE TO VIEW WEBSITE

FOR MORE INFORMATION

Go to [www.trs-system.co.uk/
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www.stsflooring.co.uk
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APPRENTICESHIP RECRUITMENT

National Apprenticeship Service (England)



The National Apprenticeship Service supports the delivery of apprenticeships in England. It offers free impartial advice and support to employers looking to recruit for the first time or expand their apprenticeship workforce through its dedicated website www.apprenticeships.gov.uk. This website has a dedicated employer section with current and up to date information on choosing the right training provider, end-point assessments, funding, case studies and recruitment. There is also a dedicated section for anyone wanting to know more about what an apprenticeship is including cases studies, benefits, types of apprenticeships available, assessments and much more.

Apprenticeships already benefit employers, apprentices and the economy. High quality apprenticeships are essential to support employers and to help the economy prosper in the years to come. Apprenticeships are a great way to progress in work and life and a great way for employers to improve the skills base of their businesses. The National Apprenticeship Service also can help recruit apprentices using the online vacancy system where employers can advertise their apprenticeship opportunities and has upwards of 8 million searches for apprenticeships on 'Find an Apprentice' each month. A training provider will work with you to place the vacancy and assist you with the selection process.

Gyrfa Cymru Careers Wales (Wales)



Gyrfa Cymru Careers Wales provides independent and impartial careers information, advice and guidance service for Wales to all ages. Qualified Careers Advisers help individuals to become more effective at successfully managing and planning their career development. They deliver independent and impartial careers information, advice and guidance (CIAG) at centres, in partner locations, online as well as over the phone and via social media.

For more information go to
www.careerswales.gov.wales/contact-us

Skills Development Scotland (Scotland)



Skills Development Scotland (SDS) is Scotland's national skills body. It helps to create a skilled workforce that's ready to face the future. They have more than 1,700 colleagues across the country who work in schools, career centres and offices. Whether it's face to face, over the phone or online support, they are all committed to helping people find rewarding careers. Employers can develop their existing staff or find and grow new talent. Apprenticeships create a motivated, skilled and qualified workforce. They can tackle possible skills gaps, boost productivity and help a business stay competitive.

Skills Development Scotland work closely with Scotland's industries to make sure apprenticeships meet their needs. They also administer the funding for apprenticeships training, on behalf of the Scottish Government.

To find more information about Skills Development Scotland go to www.apprenticeships.scot/

NI Direct Government Services (Northern Ireland)





Ni Direct is the official government website for Northern Ireland citizens. NI Direct aims to make it easier to access government information and services. It does this by working closely with Northern Ireland departments and other public bodies to collate key information based on users' needs.

Through NI Direct apprenticeship vacancies in Northern Ireland can be advertised and training providers signposted.

For more information go to
www.nidirect.gov.uk/campaigns/apprenticeships

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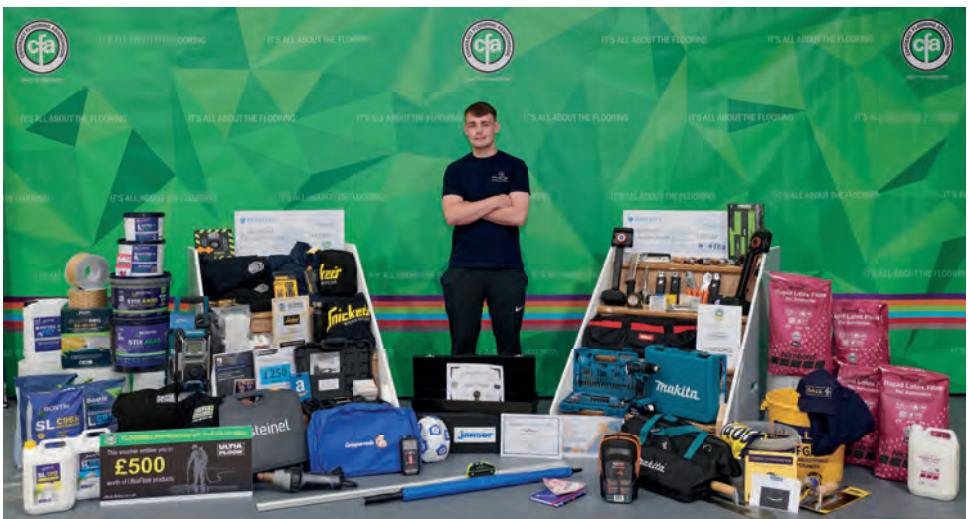
5 | CFA Flooring Apprentice of the Year Competition

The CFA Flooring Apprentice of the Year Competition, celebrating excellence in Floorlayer training!

The CFA are delighted to announce that the winner of the 2024 Flooring Apprentice of the Year competition, was **Kyle Maxwell from MacGregor Flooring Company Ltd** in Hamilton, Scotland. Judging the competition last year were three CFA Council Members, Alan Gayle (AG Flooring Ltd), Matthew Brown (Uzin Utz UK) and David Brady (RJM Flooring Ltd) all of whom were blown away by Kyle's entry and scored him highly in all aspects of his submission. Alongside his excellent answers to the application questions, Kyle provided a fantastic case study

based on four different sites Kyle had worked on including a commercial flooring project, a detailed subfloor preparation project, a commercial staircase installation and a domestic LVT herringbone installation all on behalf of his employer covering a wide range of flooring types. Kyle supplied the judges with video footage of the skills learnt through training in practice from multiple job sites. His application was also backed with great recommendations from both his employer and his tutor that led the judges to their unanimous decision that Kyle was a more than worthy winner.

The CFA have proudly organized and delivered this award for many years, and we are always delighted with the levels of engagement from employers, apprentices, training providers and sponsors. The competition has become a regular feature in the flooring industry calendar, taking pride of place alongside other awards at the annual CFJ Awards and highlights the dedication and achievements of flooring apprentices across the UK. It is a platform for apprentices to highlight the skills that they have learnt during their apprenticeship and for the companies that employ



the apprentices to get involved, it shows their commitment to training their workforce and their investment in the next generation of flooring installers.

Kyle was presented with his award and prizes on Thursday 20 June 2024 at the Flooring Industry Training Association (FITA) training centre in Loughborough with a host of sponsors of the competition sending representatives to congratulate Kyle in person. Kyle had the following to say about winning the competition;

"I am over the moon at winning this year's Flooring Apprentice of the Year competition. Being an apprentice and learning my trade is something I am extremely proud of and I always put 100% into my work to make sure I am the best I can be. I was not expecting to win the award given the number of entrants and the fact that this is a UK wide competition, but it means the world to me that I have. I am excited to build my tool kit up and will enjoy using them all on site. Thanks to all of the sponsors for the prizes – it is very much appreciated."

Each year the Flooring Apprentice of the Year competition is sponsored and supported by more than 20 of the flooring sector's leading manufacturers, generously

donating prizes. The prize list included a specialist flooring tool kit comprising of named footwear, tool bags, a range of hand and power tools, adhesives and sub floor preparation products, moisture measuring equipment and a range of accessories such as personal protective equipment. The prize list includes £1000 in cash, product vouchers worth £1750 and online shopping vouchers worth £1250. Finally, Kyle has won two free training courses to further his knowledge, skills and expertise with the whole prize list worth over a staggering £10,000.

Kyle's employer MacGregor Flooring Company Ltd is no stranger to recruiting and training top quality apprentices having also trained the 2020 FAOTY winner David McGrath too.

Laura MacGregor, Finance Director at MacGregor Flooring Ltd said;

"We are extremely proud of Kyle and all that he has achieved as an apprentice. We expect great things from him as he qualifies and look forward to seeing him grow into a master craftsman. We are extremely proud of our apprentices and the system we have built over many years to train them all to the very highest standard. It is no surprise to us that Kyle has won this competition, and we are

confident that we will continue to produce apprentices of award-winning calibre in years to come."

Kyle attends CITB National construction College Scotland for his off-the-job training and his trainer Mark Purdie had the following to say;

"Kyle has produced a very high level of finished work during his time at college. He is a focused worker who shows great levels of ability for the skills needed for the Floorlaying trade and uses his knowledge to help his class colleagues to improve their performance. He is a very loyal employee who speaks highly of his employer and recognizes the importance of correctly representing his company and the floorlaying trade. Kyle is a credit to his employers through his work ethic and his overall attitude will ensure he will be a success in the trade of floorlaying in the future."

FOR MORE INFORMATION

If you would like to discuss entering the competition or you are interested in becoming a sponsor, please contact the CFA on: 0115 941 1126 via email on: info@cfa.org.uk or visit the website: www.cfa.org.uk

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6 | S/NVQs for experienced workers

An NVQ (or SNVQ in Scotland) is a government recognised qualification made up of several individual units which in turn are made up of several elements of competency. These elements are made up of both practical (be able to) and knowledge (know how to) based criteria and must both be assessed equally. S/ NVQs are set at levels depending on the complexity of the job role. When the specified number of units which make up the S/NVQ have been achieved a qualification is awarded and an S/NVQ certificate is issued.

The main route to gaining an S/NVQ in the flooring sector is through On-Site Assessment and Training (OSAT) and can be achieved in England, Scotland, Wales and Northern Ireland. This is carried out by a qualified assessor collecting evidence of a candidate whilst they are working and assessing the skills and knowledge of the candidates against the S/ NVQ unit criteria. For the S/NVQ to be achieved it requires the candidate to have had the relevant years of experience to prove competency, as well as the assessor completing a thorough initial profiling. All assessments are completed in real world environments, not simulated settings, ensuring that the evidence collected is robust and established through real scenarios.



Companies in-scope to CITB funding can apply for a grant of £600 for each achievement, up to a maximum of 4 achievements at each level per individual. You can only apply once for an individual for the same achievement. Grants may be paid automatically for short-period qualifications achieved through CITB Approved Training Organisations (ATOs), or you can submit an application form with a copy of the certificate of achievement or an achievement notification email from the awarding body.

All skilled workers are increasingly required to obtain the appropriate CSCS cards to be able to work for clients and most main contractors, who require them to gain access to site. In turn, to obtain a "skilled worker" or blue CSCS card, you **MUST** have an NVQ level 2. Other CSCS cards, e.g., the green or labourers' card, are no longer accepted or renewed for those who are actively involved in the installation of floor coverings.

Once signed up to a training provider or assessment organisation to achieve your S/NVQ you can also apply for a "trainee" or red CSCS card. This temporary card is available if you are a trainee and registered to complete the floorlaying qualification.

An S/NVQ is not just suitable for commercial installers but domestic installers too. On-site assessments are carried out within normal working environments and prequalification paperwork is generally created at a location convenient to the learner. With the right help and support an S/NVQ can be completed within 16 to 52 weeks and in some areas, there may be additional funding and grants that support some, if not all, the qualification cost.



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Level 2 NVQ Diploma in Floorcovering Occupations (Construction) (England, Wales & Northern Ireland)

To achieve this qualification a minimum of 127 credits need to be attained. This comprises the 9 mandatory units plus units from the optional unit group(s):

These details are for the NVQ only and do not include information on the training award

9 Mandatory Units – Candidates must complete all units from this group

UNIT TITLE	CREDITS
Assessing and preparing background surfaces for floorcovering in the workplace	16
Preparing and fitting underlays for floorcoverings in the workplace	14
Setting out for laying floorcoverings in the workplace	19
Surface preparation to receive floorcoverings	22
Assessing and evaluating conditions for floorcoverings in the workplace	22
Conforming to General Health, Safety and Welfare in the Workplace	2
Conforming to Productive Working Practices in the Workplace	3
Moving, Handling and Storing Resources in the Workplace	5
Develop customer relationships	6

Optional Units – 1 of these units must be completed

UNIT TITLE	CREDITS
Installing textile floorcoverings in the workplace	18
Installing resilient floorcoverings in the workplace	35
Installing timber-based floorcoverings in the workplace	22



*On completion of this qualification the candidate is eligible to apply for a blue skilled worker CSCS card. For more information on CSCS card see **pages 104 -109 (section 10)***



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To find out more AND to read *CFA Future Fitters* online, scan the QR code or see the Downloads section at cfa.org.uk

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SCOTLAND

SVQ in Floorcovering (Construction) at SCQF level 6

These details are for the SVQ only and do not include information on the Professional Development Award (PDA)

12 Mandatory Units - Candidates must complete all units from this group

SQA CODE	SSC CODE	TITLE	SCQF LEVEL	SCQF CREDITS
HL7P 04	COSVR209v2	Confirm Work Activities and Resources for the Work	6	18
HL7Y 04	COSVR210v3	Develop and Maintain Good Working Relationships	8	8
HL7N 04	COSVR211v2	Confirm the Occupational Method of Work	6	14
HL7R 04	COSVR641v2	Conform to General Workplace Health, Safety and Welfare	6	12
HL6P 04	COSVR213v2	Co-ordinate and Organise Work Operations	7	14
HN2N 04	COSVR300v2	Assess and Prepare Background Surfaces for Floorcoverings	6 16	5
HN2P 04	COSVR301V2	Prepare and Fit Underlays for Floorcoverings	5	14
HN2R 04	COSVR303V2	Surface Preparation to Receive Floorcoverings	5	22
HN2T 04	COSVR307V2	Assess and Evaluate Conditions for Floorcoverings	6	22
HN2V 04	COSVR308V2	Set out Floor Areas for Specialist Designed Floorcovering Installations	6	23
HN2W 04	COSVR309V2	Join and Repair Textile Floorcoverings	5	10
HN2K 04	STFC1	FLOORCOVERING SKILLS TEST	6	5

Optional Units - 1 of these units must be completed

SQA CODE	SSC CODE	TITLE	SCQF LEVEL	SCQF CREDITS
HN2X 04	COSVR310v2	Install Specialist Designed Resilient or Textile Floorcoverings	6	43
HN2Y 04	COSVR311v2	Install Specialist Designed Wood and Timber-based Floorcoverings	6	30

On completion of this qualification the candidate is eligible to apply for a blue skilled worker CSCS card. For more information on CSCS card see **pages 104 -109 (section 10)**

FOR MORE INFORMATION

Please visit www.sqa.org.uk



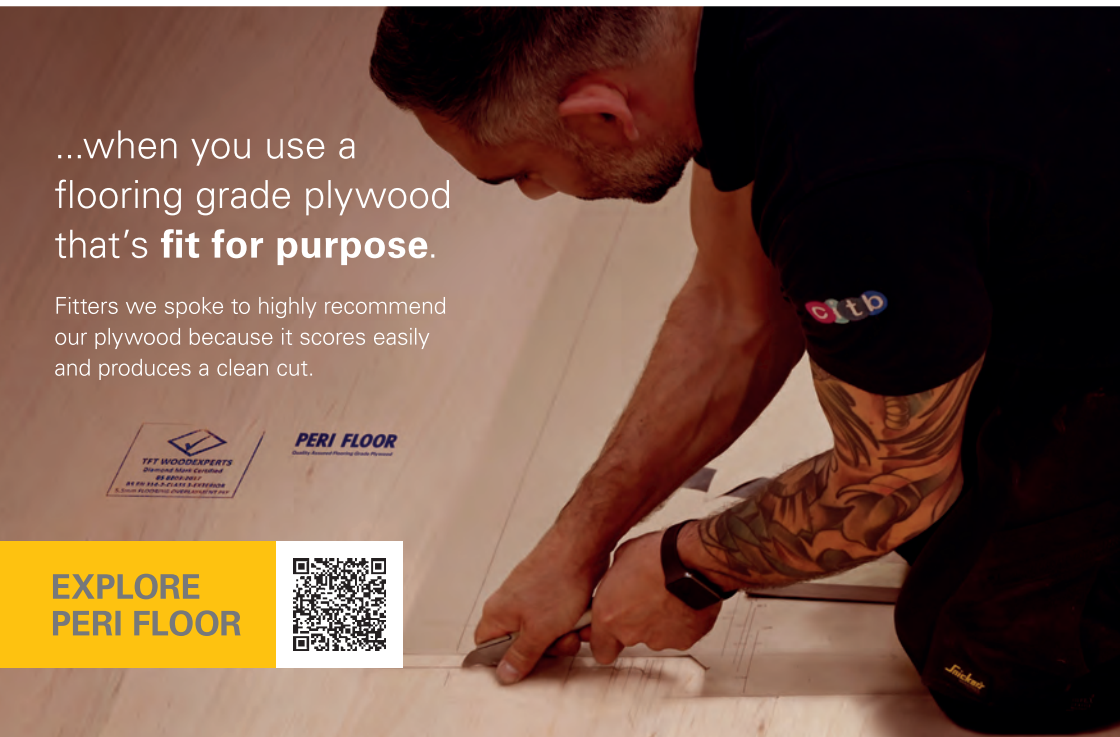
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ENGLAND

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South Yorkshire DN12 4LH

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www.constructionandplantassessments.co.uk

Construction Skills People

22 Longacre Close, Sheffield,
South Yorkshire S20 3FR

0800 130 3225

www.constructionskillspeople.com

Essential Site Skills Ltd

Monarch House, Chrysalis Way,
Eastwood, Nottingham NG16 3RY

0115 897 0529

www.essentialsiteskills.co.uk

FITA

(Flooring Industry Training Association)
Unit 10 Windmill Road Industrial Estate, Windmill
Road, Loughborough, Leicestershire LE11 1RA

0115 950 6836

www.fita.co.uk

FloorSkills Ltd

Lyndons Farm, Poolhead Lane, Earlswood,
Solihull B94 5ES

0156 470 3900

www.floorskills.co.uk

Floortrain (GB) Ltd (Doncaster office)

Unit 1, Hutton Business Park, Bentley Moor Lane,
Carcroft, Doncaster, South Yorkshire
DN6 7BD

0130 224 9555

www.floortrain.co.uk

Floortrain (GB) Ltd (London office)

Unit F, Sutherland House, Sutherland Road,
Walthamstow, London E17 6BU

0203 6681576

www.floortrain.co.uk

Fullagar Construction Skills Centre

Unit T4a, Lea Green Business Park, Euro Link,
St Helens WA9 4TR

01744 819000

www.constructionskillscentre.co.uk

Northwest Skills Academy Ltd

Preston New Rd, Samlesbury, Preston PR5 0UP

01614 424344

www.nwskillsacademy.co.uk

Workforce Skills Support Ltd

Unit14 & 15, Ransom Hall South, Ransom Wood
Business Park, Mansfield NG21 0HJ

01623 287830

www.workforceskillssupport.co.uk

SCOTLAND

FITA

(Flooring Industry Training Association)
Unit 10 Windmill Road Industrial Estate, Windmill
Road, Loughborough, Leicestershire LE11 1RA

0115 950 6836

www.fita.co.uk

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Level 3 NVQ Diploma in Occupational Work Supervision (Construction)

6 Mandatory Units – Candidates must complete all units from this group

UNIT TITLE	CREDITS
Confirming the Occupational Method of Work in the Workplace	11
Confirming Work Activities and Resources for an Occupational Work Area in the Workplace	10
Co-ordinating and organising work operations in the workplace	14
Developing and Maintaining Good Occupational Working Relationships in the Workplace	8
Implementing and maintaining health, safety, environmental and welfare practices in the workplace	14
Monitoring progress of work against schedules in the workplace	10

Optional Units – 2 of these units must be completed

UNIT TITLE	CREDITS
Allocating and monitoring the use of plant, machinery, equipment or vehicles in the workplace	20
Confirming work meets contractual, industry and manufacturers' standards in the workplace	16
Co-ordinating and confirming the dimensional control requirements of the work in the workplace	9
Implementing procedures to support team performance in the workplace	13



On completion of this qualification the candidate is eligible to apply for a Gold supervisory CSCS card.

*For more information on CSCS card see **pages 104 -109 (section 10)***

Level 4 NVQ Diploma in Construction Site Supervision (Construction) - Building and Civil Engineering

14 Mandatory Units – Candidates must complete all units from this group

UNIT TITLE	CREDITS
Allocating and Monitoring the Use of Plant, Equipment or Machinery in the Workplace	10
Assessing and Agreeing Work Methods in the Workplace	11
Contributing to the Control of Work Quantities and Costs in the Workplace	9
Controlling Work Against Agreed Quality Standards in the Workplace	10
Controlling Work Progress Against Agreed Programmes in the Workplace	9
Co-ordinating Preparation for Site Operations in the Workplace	8
Coordinating Work Control in the Workplace	12
Developing and Maintaining Good Occupational Working Relationships in the Workplace	8
Implementing Communication Systems for the Project in the Workplace	7
Implementing, Maintaining and Reviewing Systems for Health, Safety, Welfare, Wellbeing and Environmental Protection in the Workplace	9
Maintaining Supplies of Materials to Meet Project Requirements in the Workplace	9
Maintaining the Dimensional Accuracy of the Work in the Workplace	10
Planning Work Activities and Resources to Meet Work Requirements in the Workplace	13
Supervising the Installation, Maintenance, Monitoring and Removal of Temporary Works in the Workplace	9

Optional Units – 2 of these units must be completed

UNIT TITLE	CREDITS
Allocating Work and Monitoring People's Performance in the Workplace	9
Contributing to the Identification of a Work Team in the Workplace	8
Enabling Learning Opportunities in the Workplace	11
Managing Your Personal Development in the Workplace	9
Supervising Activities to Traditional and Heritage Buildings and Structures in the Workplace	16
Supervising the Installation, Commissioning and Handover of Retrofit Works in the Workplace	15
Supervising the Pre-Installation Planning for Retrofit Works in the Workplace	15

*On completion of this qualification the candidate is eligible to apply for a Gold supervisory CSCS card. For more information on CSCS card see **pages 104 -109 (section 10)***

Level 6 NVQ Diploma in Construction Contracting Operations Management (Construction)

4 Mandatory Units – Candidates must complete all units from this group

UNIT TITLE	CREDITS
Developing and Maintaining Working Relationships in the Workplace	13
Leading Meetings and Taking Decisions in the Workplace	10
Maintaining Construction Health, Safety and Welfare Systems in the Workplace	10
Managing The Performance of Teams and Individuals in the Workplace	19
Managing Your Personal Development in the Workplace	9

Optional Units – A minimum of 54 credits from at least 4 units must be completed

UNIT TITLE	CREDITS
Controlling Contract Work in the Workplace	17
Coordinating Project Designs in the Workplace	18
Developing a Procurement Plan and Optimising Supplier and Service Provider Performance in the Workplace	13
Developing a Programme of Works and a Procurement Programme in the Workplace	18
Establishing the Condition of Property in the Workplace	15
Evaluating Enquiries and Submitting Tenders in the Workplace	14
Evaluating Work Methods and Developing a Programme of Works in the Workplace	13
Identifying, Assessing and Evaluating Project Requirements in the Workplace	19
Implementing Strategic and Integrated Supply Chain Management and Sourcing Partnerships in the Workplace	18
Obtaining Tenders and Appointing Contractors in the Workplace	15
Optimising Contract Progress and Controlling Costs in the Workplace	15
Planning Surveys in the Workplace	14
Preparing and Agreeing Interim Valuations, Entitlements and Final Accounts in the Workplace	17
Specifying Production Document Requirements and Ensuring the Control and Maintenance of Project Information in the Workplace	18

*On completion of this qualification the candidate is eligible to apply for a Black Manager and Professionals CSCS card. For more information on CSCS card see **pages 104 -109 (section 10)***

7 | Short courses provided by FITA*



In the flooring sector, FITA is amongst a wealth of private training providers and manufacturers offering high quality training courses that sit outside the traditional Government funding qualifications like apprenticeships and NVQ's. Simply put, there have never been more options to engage with training that there are currently in the sector.

Looking inwards at our own training centres in Loughborough and Kirkcaldy, FITA continues to see huge engagement has in training across the board, including in areas such as Natural Floorcoverings, Wood Flooring, Estimating and Wetrooms. But the biggest increase by far, has been specifically in our entry level courses covering Carpet Installation, LVT Installation, Subfloor Preparation, Commercial Vinyl and Laminate Installation. All of these flooring courses have progression routes to more advanced courses, but it is the basics that FITA are continually being contacted about, whether it be from employers or new installers themselves.

The sheer increase in additional entry level courses being delivered at FITA, in comparison to previous years, has to be encouraging for the sector. Most of the installers that walk through the door are so engaged and eager to soak up all the skills and knowledge available, it makes the teaching process easy, that in turn improves the delivery and the cycle continues.

The feedback from the FITA Training Consultants reflect this, with tales of earlier starts to courses and late finishes due to delegates being so engrossed in the subjects being covered. And why wouldn't they be so invested? It's a big step to engage with private training; financing the training isn't just the cost of the course, there is the surrounding costs and the loss of earnings to consider too. What delegates take away from courses has to provide an instant impact to their working life and begin to not only repay the costs but provide the confidence to put all that was taught into practice. Regardless of how that changes the working day of the fitter going forward, it's all about trusting the process.

FITA courses are meticulously designed based on constant feedback from delegates and Training

Consultants. An example of this is that entry level courses are set up to allow plenty of time to learn and not to rush the delegates. In some cases, this could be the first time a delegate has tried particular skills and the time within a controlled environment where mistakes can be made and learnt from is key.

Training delivery at FITA will also be bolstered by the digitisation of course materials and the access to supporting video content for those who attend courses in the later stages of 2025.

The FITA Carpet Installation - Basic Course is 4 days of best practice installation techniques. It covers a range of different tools and equipment so a delegate can really settle into the fitting techniques and try a range of methods. It ends in a recap on the last day where all the skills learnt are put into a final task.

The LVT Installation – Basic Course is 3 days of hands-on activity, starting with subfloor preparation including fabricated underlayments and smoothing compounds. Then the delegates cover the ins and outs of straight lay fitting in a range of LVT types and most importantly, fitting confidently based on skill alone and essential tools only as that will always be the best point to build from. It provides the base for a confident approach for installations without relying on undercutting architraves and skirting boards or having to fill gaps between flooring and obstacles.

The FITA Commercial Sheet Vinyl Installation 4-day Course is a great introduction into commercial fitting, teaching key methods in back marking, scribing, coving and joining that can be transferred from the small training bays to large commercial areas with ease, allowing installers to be of even greater value to contractors following the course.

FITA truly is 'for Industry by Industry', developed and co-founded by both trade associations CFA and NICF covering all textile, resilient and wood flooring. As a not-for-profit organisation, the key driver is sector skills primarily and has been for over 20 years. So, if you have labour that you want to turn into skilled labour or are looking to add a new flooring type to your skill set then FITA is the perfect place to go. A full course list, prices and feedback from delegates who have attended FITA courses are included in the Training Guide but also available on the website www.fita.co.uk.

*Flooring Industry Training Association (FITA) is the training arm of the CFA and a joint venture in collaboration with the NICF



PROUD TO SUPPORT **LINOLEUM TRAINING**

Forbo Flooring Systems proudly supports the flooring industry by facilitating training at our UK bases, by partnering with FITA to deliver FITA's linoleum training courses.

Delivered at our Kirkcaldy site in South East Scotland or at the dedicated training site in Loughborough by FITA and their fully qualified instructors.

Courses are tailored to reflect your current level of confidence and expertise. To find out more about FITA linoleum training courses visit:

www.fita.co.uk/flooring-training-centre

*As a thank you for all those who pass one of the FITA run training courses to the required standard, we will be supplying everyone with a **free** Wolff lino cutter worth £300 and bag of Forbo goodies.*

STANDARD FITA COURSES	LEVEL	DAYS	COST*
Carpet Installation	Basic	4	£940.00
Carpet Installation	Intermediate	4	£940.00
Carpet Installation – Design Floors	Advanced	3	£762.00
Carpet Installation – Traditional	Advanced	3	£762.00
Carpet Workshop – Hand Sewn Bullnose		1	£275.00
Domestic Vinyl Installation – Domestic		2	£540.00
Commercial Vinyl Installation	Basic/Intermediate	4	£940.00
Commercial Vinyl Workshop – Cap and Cove		1	£275.00
Commercial Vinyl Installation – Wetrooms	Advanced	2	£514.00
LVT (Luxury Vinyl Tile) Installation	Basic	3	£762.00
LVT (Luxury Vinyl Tile) Installation	Intermediate	3	£762.00
LVT (Luxury Vinyl Tile) Installation	Advanced	3	£762.00
Laminate and Floating Wood Installation	Basic	2	£540.00
Wood Flooring Installation	Intermediate	3	£762.00
Wood Sanding and Finishing	Basic/Intermediate	2	£514.00
Wood Sanding and Finishing	Advanced	1	£262.00
Subfloor Preparation		1	£275.00
Effective Estimating and Planning	Domestic	2	£540.00
Effective Estimating and Planning	Commercial	2	£540.00
Moisture – Preventing Floor Failures (online only)		1	£150.00

*ALL PRICES EXCLUDE VAT

PLEASE NOTE:

A range of CITB Short Duration Training Grants may be available for a small number of these courses for eligible employers on achievement, but always check with CITB or FITA if unsure prior to the training taking place. Grants for Short Duration Training are capped, based on the PAYE and sub-contractor figures declared on any current Levy Return. This cap can be allocated across the whole workforce of a business including sub-contractors.

FITA Training Centres address:

LOUGHBOROUGH:

FITA TRAINING CENTRE
 Flooring Industry Training Association,
 Unit 10 Windmill Road Industrial Estate,
 Windmill Road, Loughborough LE11 1RA

SCOTLAND:

FITA LAYING SCHOOL
 Forbo Flooring UK Ltd,
 Den Road, Kirkcaldy
 KY1 2ER

For full course details, booking form and course content please call: 0115 950 6836 or visit: www.fita.co.uk or email: info@fita.co.uk

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*Terms and conditions apply

FITA Training Courses continue to receive amazing feedback from delegates!

The average satisfaction ratings for FITA courses based on all feedback received over the past two years were as follows:



After each course, we ask delegates for feedback to ensure we're delivering the highest quality training as the UK's ONLY not for profit floorlayer training provider. This past year, FITA has delivered a wide choice of courses at our two training centres at Loughborough and Kirkcaldy,

welcoming hundreds of delegates – some of whom that are new to us – and some that are back again for different courses

Consistently excellent satisfaction ratings across all courses over the last decade show how well training is received, and that we continue to meet the needs

of Domestic and Commercial sectors. Our impressive results show the enormous level of commitment from our FITA Training Consultants and Management Team to plan and provide some of the highest quality flooring training available in the UK.

The comments below give a flavour of some of the fantastic feedback received for FITA courses delivered by our highly experienced training consultants

"Very good course and an **amazing** instructor. Would recommend and will definitely be back again."
COMMERCIAL VINYL WORKSHOP - CAP AND COVE

"The instructor was great and couldn't have been more **Informative, helpful and nice.** Thanks for a great couple of days."
EFFECTIVE ESTIMATING AND PLANNING - COMMERCIAL

"The instructor was really informative and knowledgeable in his field of work and **patient** in allowing us to ask questions if we were stuck."
ALTERNATIVE FLOORING - NATURAL FLOORCOVERINGS

"Jason the course instructor has given me **confidence** and improved the way I think about a job. I have fully enjoyed myself and very happy, thank you!"
CARPET INSTALLATION - BASIC

"The course was really insightful, Doug very helpful & knowledgeable, I will be booking future courses."
LAMINATE AND FLOATING WOOD INSTALLATION - BASIC

"Best course I've been on, the Instructors take their time and teach you to better your own **future and the trade.**"
DOMESTIC VINYL INSTALLATION

"Friendly and knowledgeable instructors, making me feel at ease and a **Great learning atmosphere.**"
LVT (LUXURY VINYL TILE) INSTALLATION - BASIC

"**Enjoyed** the course and learnt loads to get me started in the flooring trade."
COMMERCIAL VINYL INSTALLATION - BASIC/INTERMEDIATE

"Great course with some very **knowledgable instructors.**"
SUBFLOOR PREPARATION

"A very detailed course with a very helpful and experienced instructor"
WOOD SANDING AND FINISHING - BASIC/INTERMEDIATE

"**A Brilliant course,** I would highly recommend it to anyone."
CARPET INSTALLATION - INTERMEDIATE



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FITA SPONSORSHIP OPPORTUNITIES

FITA would like to thank its sponsors for the truly excellent support we receive from leading manufacturers and suppliers for its training centres in Loughborough and Kirkcaldy. As a not-for-profit organisation, the money is used to enable us to keep the costs of the training courses to a minimum, ensure delegates get access to great tools, equipment and materials as well as continually develop the training we offer.

Sponsors of FITA and its training centres can enjoy a range of benefits including:

- ✔ Actively promoting and backing quality training within the flooring sector
- ✔ The opportunity to demonstrate your commitment to training with FITA branding
- ✔ A cost-effective way of promoting your brand to both new and existing floorlayers through targeted advertisement at the Loughborough training centre and in publications such as CFJ.
- ✔ Access to training courses for your staff or customers helping build confidence and relationships
- ✔ Opportunity to demonstrate your products at virtual presentations, exhibitions and trade days
- ✔ Opportunity to show your products as part of our FITA DIGITAL platform
- ✔ Information about your products being given to all FITA course attendees
- ✔ Your products being used in front of course attendees on standard FITA courses
- ✔ Use of the Loughborough training centre and its instructors for your own opportunities
- ✔ Additional exposure through FITA run events, social media platforms and our website
- ✔ Use of the Loughborough training centre and its instructors for your own opportunities
- ✔ Additional exposure through FITA run events, social media platforms and our website



If you are interested in any of the range of benefits listed on the left, please contact the FITA team on 0115 950 6836.

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FITA Demonstrations of Sponsors' and Supporters' products at the Flooring Show

For several years FITA Training Consultants have delivered product and tool demonstrations showing best practice at events and exhibitions such as The Flooring Show in Harrogate. This is a great opportunity for Sponsors and Supporters to have their products demonstrated to a large variety of potential customers.



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8 | Courses provided by manufacturers

The following manufacturers also offer training courses. For full details please contact the manufacturer directly.

MANUFACTURER	COURSE TYPE(S)	CONTACT DETAILS
	<ul style="list-style-type: none"> • 2 day Introduction to Altro Safety Flooring • 2 day Introduction to Altro Modular Flooring (LVT) • 1.5 day Introduction to Altro Resin Systems • 2 day Altro Whiterock Hygienic Wall Systems 	<p>01462 480480 enquiries@altro.com www.altro.com</p>
	<ul style="list-style-type: none"> • 1 day Product & Sales Course and Factory Tour • 3 day Introduction to Fitting Amtico Course • 3 day Fit a Design Floor Course (Intermediate to Advanced Level) • 1.5 day Click Smart and Access Course • 2 day Endorsed Fitting Assessment 	<p>0121 745 0821 training@amtico.com www.amtico.com</p>
	<ul style="list-style-type: none"> • ARDEX Flooring Systems for Common Subfloors • Subfloor Preparation & Adhesive Selection for LVT • Subfloor Preparation & Carpet Installation • The Complete Guide to Controlling Moisture • How to Identify & Prepare Anhydrite Screeds 	<p>01440 714939 info@ardex.co.uk www.ardexacademy.uk</p>
	<ul style="list-style-type: none"> • 1 day Bostik Calcium Sulphate Subfloor Testing & Preparation Course • 1 day Bostik Subfloor Identification, Moisture Testing & Preparation Course • 2 day Altro Safety Flooring Installation Level 1 Course • 2 day Altro Whiterock Hygienic Wall Cladding Course • 1 day Genesis Stair Nosing Specification & Installation Course • 1 day Wicanders Wise Cork Flooring Installation Course 	<p>01392 257891 wood@beachbros.co.uk www.beachbros.co.uk</p>
	<ul style="list-style-type: none"> • 1 day Sanding & Sealing Course (For those new to the Wood Floor Industry) • 2 day Installation & Finishing Course (for experienced fitters leading to Bona Certified Contractor Status) • 1 day Bona Resilient Solution (Best Practice for Floor Renewal for Resilient Floors) • 1 day Floor Treatment Course (covering maintenance in commercial settings) 	<p>01908 525150 info.uk@bona.com www.bona.com</p>
	<ul style="list-style-type: none"> • Subfloor Preparation Solutions & Systems • Selecting Adhesive by Flooring Type & Environment • Virtual Webinars & CPD • Technical Services Guide to Subfloor Assessment (Testing, Logging & Reporting) 	<p>The Bostik Academy Team 01785 272785 bostik-academy.uk@bostik.com www.bostik-academy.co.uk</p>



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Amtico Click Smart & Access Installation

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What's in it for you



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Customer Service



Expert Tutors



Get Endorsed



Knowledge Improvement

For more information please email training@amtico.com or call our Training Academy on 0121 745 0821

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MANUFACTURER	COURSE TYPE(S)	CONTACT DETAILS
	<ul style="list-style-type: none"> • 1 day Course on the Installation of Liquid Screeds 	<p>01415 307587 info@cemfloor.co.uk www.cemfloor.co.uk</p>
	<ul style="list-style-type: none"> • Practical Training delivered by Experts From F. Ball • 1 & 2-day Courses on Subfloor Preparation, including Moisture Measurement & Management, & Adhesive Selection • 3 day Course on Subfloor Preparation and Installation of LVT • 4 day Subfloor Preparation & Installation of Vinyl Floorcoverings Course, Ideal for Apprentices • Suitable for All Skill Levels • Free to Attend 	<p>F.Ball Marketing Department 01538 361633 mail@f-ball.co.uk www.f-ball.com</p>
 FLOORING SYSTEMS	<ul style="list-style-type: none"> • 2 day Forbo Flooring UK Marmoleum Installation – Basic* • 2 day Forbo Flooring UK Marmoleum Installation – Intermediate* • 4 day Commercial Vinyl Installation* <i>*Run in conjunction with FITA Training Centre</i> • 1 and 4 day CITB – Entrance Matting & Matwell Installation Course (Forbo In-House Training School) 	<p>Linoleum & Sheet Vinyl enquiries: info@fita.co.uk www.fita.co.uk</p> <p>CITB Nuway Training enquiries: entrancetraining@forbo.com www.forbo-flooring.co.uk</p>
	<p>Introduction to Genesis Products Product Training:</p> <ul style="list-style-type: none"> • Stair Nosing • Movement Joints • Entrance Matting • Tactiles • STRATO <p>Bespoke Training Courses</p> <ul style="list-style-type: none"> • Tailored onsite courses are available 	<p>01642 713000 <i>Opt. 2 for Customer Services</i> technical@genesis-gs.com www.genesis-gs.com</p>
	<ul style="list-style-type: none"> • Husqvarna Superfloor™ Polished Concrete Training Academy • Husqvarna Superprep Academy 	<p>03448 444569 www.husqvarnaconstruction.com/uk/services/training</p>
	<ul style="list-style-type: none"> • Introduction to Interface Products • Tailored Onsite Training & Assessment • LVT, Carpet Tile and Nora® Rubber Training 	<p>0800 313 4465 site.services@interface.com</p>
	<ul style="list-style-type: none"> • Floorcovering Installation • Finishing and Maintenance 	<p>Richard Aylen (Technical Manager)</p> <p>01376 534729 07817 996247 RIA@junckers.com</p>

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MANUFACTURER	COURSE TYPE(S)	CONTACT DETAILS
	<ul style="list-style-type: none"> • 3 day Level 1 Floor Fitting Course For beginners with little or no experience fitting LVT • 3 day Level 2 Floor Fitting Course For experienced fitters looking to expand their knowledge and skills into more complex and sophisticated design techniques • 3 day Level 3 Floor Fitting Course For experienced fitters who have completed the level 2 course who are looking to expand their skills and knowledge further, installing herringbone including installation on stairs • 2 day Heritage Course This is an exclusive course for experienced fitters looking to learn the skills required to install our bespoke Heritage collection 	<p>01386 820170 training@karndeans.co.uk www.karndeanscommercial.com</p>
	<p>Product Training:</p> <ul style="list-style-type: none"> • Subfloor Preparation for Resilient Flooring • Resin & Industrial Flooring <p>RIBA Accredited CPD's:</p> <ul style="list-style-type: none"> • Subfloor Preparation • Fast Track Screeds 	<p>0121 508 6970 training@mapei.co.uk cpd@mapei.co.uk www.mapei.co.uk</p>
	<ul style="list-style-type: none"> • 2 day Introduction to Luxury Vinyl Tiles Course • 3 day Advanced Luxury Vinyl Tiles Course • 2 day Introduction to Interlocking Tiles Course • 3 day Advanced Cap & Cove Course • 4 day Commercial Sheet Vinyl Course 	<p>Polyflor Training Academy 0161 767 1912 trainingacademy@polyflor.com</p>
	<p>RIBA approved CPD seminar</p> <ul style="list-style-type: none"> • 1 hour - How to Correctly Select & Install Stair Nosings • 1 hour - How to Correctly Select & Install Entrance Matting • 1 hour - How to Correctly Select & Install Flooring Details • On-site product training available FOC for all Quantum Flooring Accessories 	<p>0161 627 4222 info@quantumflooring.co.uk www.quantumflooring.co.uk</p>
	<ul style="list-style-type: none"> • 3 day Master Installer Laminate/Wood Course. Health & Safety, Subfloor Preparation, Adhesives & Application, Installation, Flooring & Accessories, Board Replacement • 2 day Master Installer Vinyl Course. Health & Safety, Subfloor Preparation, Adhesives & Application, Installation, Flooring & Accessories, Board Replacement • 2 day Foundation - Laminate Course • 1 day Foundation - LVT Course • Bespoke Courses Available • Moduleo EVF • Moduleo Design Floors Dryback • Moduleo Master Installer 	<p>Tricia Lord 0330 1222 133 <i>Opt. 3</i> training@quick-step-academy.co.uk www.quick-step-academy.co.uk www.moduleo.co.uk</p>



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	<ul style="list-style-type: none"> • Free online demonstrations and online webinars • Access to Roomvo Sales Training for all Roomvo customers 	<p>Angelica Sanabria 0161 768 3003 angelica@roomvo.com get.roomvo.com</p>
	<ul style="list-style-type: none"> • Subfloor Preparation • Adhesive Application • Application Specific Training • Akzent Wood Finishes by Stauf, Cleaning, Maintenance & Product Application 	<p>01706 374615 info@stauf.co.uk</p>
	<ul style="list-style-type: none"> • 1 day Introduction to LVT • 1 day Introduction to Sheet Vinyl & Safety Flooring • 1 day Introduction to Linoleum 	<p>marketing@tarkett.com www.tarkett.co.uk</p>
	<ul style="list-style-type: none"> • Moisture Testing Methods for Concrete & Cementitious Subfloors, Screeds & Wood Flooring 	<p>07595 411142 sales@tramexameters.com www.tramexameters.com</p>
	<p>RIBA Approved CPD Seminars</p> <ul style="list-style-type: none"> • Floor Screeds - How to Avoid Failure • Specifying Seamless Resin Terrazzo • The Importance of Protecting Car Park Structures • How to Avoid Resin Floor Failure in Industrial Environments 	<p>01942 251400 flooringuk@cpgeurope.com <i>Bookings:</i> cpguktraining@cpgeurope.com www.flowcrete.com www.tremco-europe.com</p>
	<p>1- & 2-day Practical Applications & Expert Knowledge Courses</p> <ul style="list-style-type: none"> • Introduction to Mechanical Surface Preparation – Selecting the Correct Methods • Refurbishing, Maintenance & Eco-Friendly Cleaning of Floor Surfaces • Polishing Hard & Decorative Surfaces • Maintenance & Servicing Surface Preparation Equipment & Dust Extraction • Preparing Steel Surfaces to SA 21/2 Standard • Re-texturing & Reinstating Anti-slip Properties on Roads & Highways • How to Remove Old Flooring Systems, Waterproof Membranes Screeds or Coatings 	<p>01522 561460 training@ppcgroup.co.uk www.thepreparationgroup.com</p>



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MANUFACTURER	COURSE TYPE(S)	CONTACT DETAILS
	<ul style="list-style-type: none"> • Product Selection - the opportunity to get hands-on with the UltraFloor range. Learn all about the different product capabilities, and how selecting the right material will maximise job return and reward. • Intermediate Substrate Preparation - covers the four points of best practice when prepping a substrate ready for receiving a new floor covering. • Advanced Substrate Preparation – for anyone wishing to up-skill and benefit from professional development on the topic of substrate preparation. • The UltraFloor Training Academy also offers a programme of free online training webinars. Topics covered include anhydrite screeds, underfloor heating and parquet flooring. • Throughout the year, additional, 1-day courses on topics, such as 'Understanding, Assessing and Testing Moisture', and 'Substrate Preparation' are also available. 	<p>01827 254455 training@instarmac.co.uk www.ultrafloortrainingacademy.co.uk</p>
	<ul style="list-style-type: none"> • 1 day Sub-Floor Preparation & Correct Adhesive Selection Course • 2 day Advanced Sub-Floor Preparation & Correct Adhesive Selection Course • 1 day Introduction to Sub-Floor Preparation & LVT Installation Course • 2 day Intermediate Sub-Floor Preparation & LVT Installation Course • 1 day Introduction to Sub Floor Preparation & Wet Room Installation Course in partnership with Altro Ltd • 2 day Intermediate Sub-Floor Preparation & Wet Room Installation Course in partnership with Altro Ltd • 2 day Sub-Floor Preparation & Rubber Flooring Installation Course in Partnership with Nora Rubber Course • 1 day Pallmann Parketprofi Subfloor Preparation Course • 1 day Pallmann Parketprofi Renovating & Finishing of Wooden Floors Course • 3 day Excellence with Wood Flooring Installations Course • 1 day Sub-Floor Preparation Floor Resin Floor Installation Course • 1 day Introduction to Resin Floor application Course • 3 day Preparation, Installation and Finishing of Arturo Resin Systems Course • 2 day Apprentice Sub-Floor Preparation & System Selection Course 	<p>01788 530 080 uk@uzin-utz.com www.uzin-utz.com</p>
	<ul style="list-style-type: none"> • Technical Advice of WOCA Primers & Lacquers including Product Description & Introduction to the Range 	<p>Adrian Rash (WOCA UK & Ireland sales manager) 07502404331 ara@wocadenmark.com www.wocadenmark.com</p>
	<ul style="list-style-type: none"> • 1 day Weber Flooring Systems Course - Introduction to Weber Flooring Materials • 1 hour RIBA Approved CPD Presentation - Introduction to Flowing floor Screeds • 1 hour RIBA Approved CPD Presentation - Floor Tiling onto Calcium Sulphate Screeds 	<p>01525 718877 mail@netweber.co.uk www.uk.weber/training</p>



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Helpful & Informative



Really enjoyed the training. Format was great. The information was what I was looking for so I can ask the right questions when walking into a job with UFH. Will definitely be doing the next one. Why wouldn't you? Thanks very much.



A day well spent down at Tamworth at UltraFloor HQ doing a bit of training in the classroom and on the products. You never stop learning in flooring and after 40 years I have still learnt something today, so thank you UltraFloor.

9 | CITB Grant Funding

CITB LEVY, GRANTS AND FUNDING



What is the CITB Levy?

CITB is empowered to impose a levy on employers in the construction sector 'engaged wholly or mainly in construction sector activities.' In other words, when construction activities take up more than half of your total employees' time (including subcontractors).

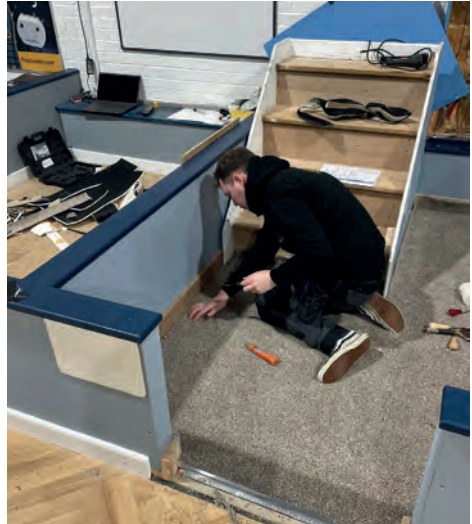
As a CITB-registered employer, every year you will receive a Levy Assessment Notice from CITB. Your assessment tells you if there is a levy to pay and if so, how much levy you need to pay and when you need to pay it.

The levy collected is used to ensure that sector invests in attracting and training new entrants, as well as retaining and developing its existing workforce by equipping them with the skills needed to ensure construction projects are completed safely, on time, to cost and to the highest standards.

What is the Levy used for?

CITB uses the levy to:

- support training development through grants and funding.
- support the British construction sector to develop the skilled workforce it needs.
- promote the construction sector as a great career choice and offer high-quality apprenticeships.
- identify skills needs across the construction sector
- develop occupational standards and qualifications.



LEVY RATES

How much annual CITB Levy you pay is based on your total wage bill (the amount you pay your workers in a year).

For the purposes of the current Levy, workers include employees paid through the payroll and Construction Industry Scheme (CIS) subcontractors who you make CIS deductions from.

The rates are:

- 0.35% on payroll staff
- 1.25% on CIS subcontractors who you make CIS deductions from (Net paid CIS)

The levy is not applied to CIS subcontractors who you do not make CIS deductions from.

FOR MORE INFORMATION
Please visit www.citb.co.uk/levy

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Levy reduction for small businesses

If your total wage bill (payroll and Net CIS) is between £135,000 and £449,999 your organisation will receive a 50% reduction on your levy. This is called the 'Small Business Levy Reduction'.

Levy exemption for small businesses

If your total wage bill (payroll and Net CIS) is under £135,000, your organisation will not have to pay the levy. This is called the 'Small Business Levy Exemption'.

You must still complete a Levy Return even if you don't need to pay the Levy, as it is a statutory requirement.

Who should complete a Levy Return?

Under the Industrial Training Act 1982 and consequent Levy Orders, CITB must raise a levy assessment on all employers in the construction sector. Each year, every construction employer* on the CITB register is obliged to complete an annual Levy Return providing information about their workforce and wage bill for the fiscal year so a Levy Assessment can be calculated.

** In the flooring sector, we are in a slightly unique position. In principle not all of the work that flooring contractors carry out automatically falls within 'scope activity', requiring companies to pay the levy. For flooring contractors, the type of flooring that a company install is also important, the following activities are deemed to be construction and non-construction activities for CITB purposes*

Construction (in-scope activity)

- Timber (solid and engineered wood)
- Timber based laminates
- Ceramic tiles and natural stone
- Subfloor preparation (inc. primer, dpm, smoothing compounds and fabricated underlayments)
- Flooring Accessories (nosings and skirting)

Non-Construction (not in-Scope activity)

- Terrazzo/mosaic flooring
- Textile (inc. broadloom and carpet tile)
- Entrance flooring systems
- Mats (loose lay)
- Rugs
- Resilient flooring (rubber, cork, linoleum and vinyl including loose lay floor panel)

If you want to appeal against paying the levy, you may wish to informally challenge your assessment to Levy with CITB or request an extension of time in which to lodge an appeal to the Employment Tribunal.

The Board's address for service of such challenge or application for extension is Levy Appeals Team, CITB 2nd Floor, Sand Martin House, Bittern Way, Peterborough, PE2 8TY

You may formally appeal against your assessment

to Levy directly to an Employment Tribunal within one month from the date of service of the Levy Assessment Notice. If you wish to lodge an appeal with the Employment Tribunal, please contact your local Employment Tribunal office.

You do not have to pay a fee to lodge an appeal against assessment to Levy.

An appeal lodged and accepted by an Employment Tribunal will suspend any action by CITB to recover the Levy until the determination of the appeal.

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What is the CITB Grant Scheme?

CITB provides grants for construction sector employers who provide training for their workforce. The Grants Scheme helps the sector maintain high standards, making sure people are being trained in the right skills for the sector to thrive.

The Scheme follows these principles:

- 1. Encourages training specifically related to the construction sector.**
- 2. Alignment to CITB's Scope Order.**
- 3. Focus grants to support employers training their workforce to sector-agreed standards, so that skills achieved are universally recognised and transferable.**
- 4. Supports all employers and their full subcontractor workforce, so that skills are improved across the whole supply chain.**
- 5. Use targeted funding to support sector priorities and enhance support for the areas where the need is greatest.**
- 6. Prioritise investment in areas where there is a long-term commitment and return on investment.**

How grants work?

Grants are for training and qualifications completed in the CITB Grants Scheme year (1 April of this year to 31 March of the next year).

You can apply for short course grants and Qualification grants after your employee finishes their training or gains their qualification.

Grants for apprenticeships and longer period qualifications work slightly differently: you can apply for a grant for your learner's training as soon their training starts - you don't need to wait for the apprenticeship or qualification to end.

Who can claim?

All CITB-registered employers can claim a grant, including those that don't pay levy.

There are grants available for:

- Your Pay as You Earn (PAYE) employees.
- Your NET (taxed) Construction Sector Scheme (CIS) sub-contractors.

What grants are available and how are they claimed?

CITB offer grants to support a wide range of training and qualifications needs, such as apprenticeships, new apprentice support, short/long period qualifications and short duration training. Grants are also offered for management and supervisory qualifications, as well as other grants that help to develop your business.

Depending on the type of training undertaken there are various ways in which training grants can be claimed.

CITB GRANT SCHEME FROM 1 APRIL 2025

APPRENTICESHIPS

Grant for directly employed apprentices attending approved Apprenticeship standards in England, Level 2 Apprenticeship frameworks in Wales and SCQF Level 6 Apprenticeship frameworks in Scotland. Apprenticeship frameworks in Scotland at SCQF Levels 6 may take more than 3 years, but no further attendance grants are payable after the third year.

What you need to know

Apprenticeship attendance grant applications must be submitted within 52 weeks of the start date of the apprenticeship (late submissions will result in grant being paid from the date CITB receive your application).

You must provide evidence from your college or training provider that your apprentice is registered onto an approved apprenticeship programme.

This evidence must be provided from the college or training provider on either their headed paper or from their email address and it must contain the following information:

- The full name of the apprentice.
- The full apprenticeship standard/framework title and level including the pathway if applicable.
- The apprentice's start date with the college or training provider.

Evidence directly from an employer, certificates or unit credit reports are not acceptable evidence.

Send your completed application and supporting evidence as detailed above to **grant.claimforms@citb.co.uk**.

Every 13 weeks you must confirm through CITB online that you still employ the apprentice and that they remain in training before payment can be made.

Achievement grant applications must be submitted after the certificate is issued by 30 June 2026 (for achievements awarded between 1 April 2025 and 31 March 2026).

How much can you apply for?

£2,500 per year for attendance (up to three years).

£3,500 per achievement.

£3,500 (Scotland only) on achievement of the Professional Development Award (SQA) or the Diploma (C&G) if you are in receipt of attendance grant for your apprentice and they are completing an apprenticeship at SCQF Level 6 only.

TRAVEL TO TRAIN - APPRENTICESHIP TRAVEL AND ACCOMMODATION GRANT

CITB will fund 80% of accommodation costs for eligible apprentices of grant eligible employers who attend colleges or training providers where overnight stays and travel to/from a hotel to a place of training are required.

Employers can also claim excess costs for apprentice travel where the cost exceeds £20 per week.

Who can apply

You can apply if you are CITB registered and meet the requirements of this grant.

This includes employers with an apprentice eligible for apprenticeship attendance grant or Specialist Applied-skills Programme (SAP) grant.

FOR MORE INFORMATION

Further information about "Travel to Train" is available on www.citb.co.uk/levy-grants-and-funding/grants-funding/apprenticeship-travel-and-accommodation-funding-travel-to-train/

CITB GRANT SCHEME FROM 1 APRIL 2025

TRAVEL GRANT

OVERVIEW

You can apply for a travel grant for apprentices studying grant-eligible apprenticeships, who are employed by CITB registered employers or a CITB funded Shared Apprenticeship Scheme in England, Scotland and Wales.

- Travel grant is paid for travel to and from the college or training provider. Travel to and from an apprentice's place of work is excluded.
- Apprentices in accommodation are eligible for return travel costs to the accommodation from home for each period of training.
- Where college campus accommodation includes weekend stays, travel grant will only be approved for the start and end journey of the entire block period including weekends.
- Daily travel from CITB-supported accommodation is only reimbursed where CITB or college/training provider arranged travel is not available.

AMOUNT AVAILABLE

CITB pay grant when the travel costs are more than £20 per week, they will deduct the first £20 per week and reimburse the excess to the employer.

Private transport is only authorised when public transport, or transport provided by CITB, is not available or private transport is cheaper.

- Current mileage rates for private transport are 26p per mile for cars or motorcycles.
- The full cost of the travel grant must be reimbursed to the apprentice by the employer
- This grant does not cover car parking costs.
- CITB will not pay for travel dated more than 3 months before the application submission date.

How to apply

Travel grant applications can be submitted either when the value to reimburse is £100 (minus the £20 per week deduction), OR every 2 months per eligible apprentice – whichever comes sooner.

You should submit an application form with a copy of the relevant evidence, including travel tickets (where applicable) and evidence of attendance covering the period of the application. Screenshots of bookings made via an app, electronic booking confirmations and college timetables are all acceptable evidence.

ACCOMMODATION GRANT

OVERVIEW

You can apply for an accommodation grant through the CITB portal for apprentices studying construction trades, who are employed by CITB registered employers or a CITB funded Shared Apprenticeship Scheme in England, Scotland and Wales.

- Accommodation grant is available where travel to and from the college/training provider is more than 90 minutes from the apprentice's home address, either by car or public transport.
- Accommodation grant is only paid when the accommodation has been booked through CITB approved methods or on-campus residential accommodation at specific colleges/training providers who have an approved agreement with CITB.
- This grant is not available for privately arranged accommodation.
- CITB will only pay for accommodation where the apprentice abides by the CITB Code of Conduct Policy. Where this is not met, CITB would not reimburse any accommodation costs and will refuse any future applications for that apprentice.

AMOUNT AVAILABLE

Hotel accommodation is reimbursed at a rate of 80% of the total cost. CITB will deduct 20% of the accommodation cost and reimburse the difference to the employer, the employer must pay the 20% cost and not pass this on to the apprentice.

Weekend accommodation is not funded.

For colleges with an on-site campus, full costs for accommodation will be met.

Where multiple apprentices from the same employer require accommodation, this is provided on a room sharing basis and within the scope of safeguarding e.g., under 18's, over 18's. Male and female sharing is not permitted. Due to COVID-19, rooms are currently offered on a sole occupancy basis.

FOR MORE INFORMATION

To apply for CITB accommodation grants visit www.citb.co.uk/levy-grants-and-funding/grants-and-funding/apprenticeship-travel-and-accommodation-funding-travel-to-train/

Qualifications

LONG QUALIFICATION GRANTS

CITB pay grants for attending and achieving approved, higher-level qualifications that are focused on the core construction skills needed across the industry. They support courses undertaken through distance learning and e-learning. Higher level qualifications include:

- Higher National Certificates and Diplomas (HNCs and HNDs)
- Degrees
- Post-graduate qualifications

These grants are for long qualifications and **do not apply to apprenticeships**.

How much can you apply for?

- **£1,125** per year for attendance whilst completing the qualification, up to a maximum of six years. This grant is payable every 13 weeks.
- **£1,875** achievement grant on successful completion of the qualification.



Who can apply for these grants?

If you are a CITB Registered employer and up to date with your Levy Returns. As well as fulfilling CITB's general Grants Scheme terms and conditions and specific requirements for this grant.

You can apply for this grant for all directly employed staff on the payroll and all subcontractors.

The learner must be completing the course part time. This grant is not available for full time or placement students.

You must be able to offer the appropriate level of work experience to a learner, such that they should spend a minimum of 16 hours per week doing the job they are developing skills in. These hours may be averaged over a four-week rolling period.

If CITB are not satisfied that you're providing adequate training, they may reduce, withhold or reclaim the grant.

You must also tell CITB immediately if your learner leaves their training programme or employment. Failure to do so will result in action to recover overpayments.

What you need to know

You should apply for the attendance grant when the learner starts the course. The application must be received by CITB within 52 weeks of the start date to allow grant to be backdated to this date. If you submit your application more than 52 weeks after the start date, grant will be paid from the date the application is received. You should apply for the achievement grant when the learner has completed the course and achieved the qualification.

Achievement grant applications must be submitted after the certificate is issued by 30 June 2026 (for achievements awarded between 1 April 2025 and 31 March 2026).

CITB GRANT SCHEME FROM 1 APRIL 2025

SHORT QUALIFICATION GRANTS

Grant paid for the successful completion of approved short qualifications which take less than one year and that focus on the core construction skills needed across the industry.

- NVQ at Levels 2 and above and SCQF at Levels 5 and above
- National Examination Board in Occupational Safety and Health (NEBOSH) National Certificate in Construction Health and Safety
- Plant-related vocational qualification (VQ) achievements
- Additional units related to the Level 2 Plant Operations VQ

Qualifications can be delivered in a number of ways including:

- Off-the-job training
- Through on-site assessment (OSAT)
- Through experienced worker practical assessment (EWPA)
- By distance and e-learning
- Outside conventional working hours (evenings or weekends)

Short qualification grants are not available to support individual achievements that form part of other longer qualifications.

How much can you apply for?

£600 per standard rate short qualification

£1500 per specific Management qualification

£1250 per specific Supervision qualification

£1000 per specific rainscreen cladding qualifications

£300 per Level 2 Plant Operations VQ additional unit

APPLYING FOR QUALIFICATION GRANTS

Achievement grant applications must be submitted after the certificate is issued by 30 June 2026 (for achievements awarded between 1 April 2025 and 31 March 2026).

SHORT COURSE GRANTS

CITB pay grants for the achievement of approved short courses, which last from 3 hours to 29 days and are focused on the core construction skills needed across the industry.

Short course grants are paid for the successful completion of courses which align to approved construction-related standards, or to approved standard titles where the standards are undergoing development.

You can apply if you're a CITB Registered employer and up to date with your Levy Returns, as well as adhering to the Grants Scheme policy and specific requirements for this grant.

You can apply for this grant for all directly employed staff on the payroll, business owners and partners, and all subcontractors.

How much can you apply for?

Grants for short courses at three different rates:

- **£60**
- **£140**
- **£240**

The rate is determined by the duration and content of the course. CITB only pay grant once for each individual per course unless a standard specifies a renewal or refresher is required.

Grant for standards in development are only paid once per individual per lifetime as the requirement for a renewal or refresher has not yet been determined.

RENEWAL COURSES

Renewals involve the repetition of a full course.

If the standard requires the training to be renewed after a specified time, you can apply for a full grant for it, provided that it's completed within that time period.

You can only apply for grant once for renewal training within the required time period.



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GO Construct is your GO-TO resource for a wealth of hands-on information

Visit Go Construct to learn about a rewarding career as a Commercial Floorlayer — including salary, apprenticeships, career progression and what a typical day on the job is like. Scan the QR codes below.

The screenshot shows the 'COMMERCIAL FLOORLAYER' page on the Go Construct website. It includes a navigation bar with links for 'Construction careers', 'Get started in construction', 'Why choose construction?', and 'Educational resources'. The main heading is 'COMMERCIAL FLOORLAYER'. Below this, there is a brief description of the role. Key statistics are displayed: 'Average salary* £17000 - £45000' and 'Typical hours per week 45-50'. A grid of six red buttons provides further information: 'How it becomes', 'What will you do?', 'What is it like?', 'How much could you earn?', 'Find an apprenticeship/job', and 'Career path and progression'. A section titled 'How to become a commercial floorlayer' follows, with a sub-heading 'There are several routes to becoming a commercial floorlayer.' and a paragraph of text.

What's it like as a commercial floorlayer?

Jordan Gayle

Jordan Gayle is a commercial floorlayer for A G Flooring in Greater Manchester



VIEW FAQ
Interested in being a Commercial Floorlayer?



CASE STUDY
What's it like as a Commercial Floorlayer?

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FUTURE FITTERS



CITB GRANT SCHEME FROM 1 APRIL 2025

SHORT COURSE GRANTS

REFRESHER COURSES

Refresher courses update knowledge and understanding in a shorter duration training course than the original, full training course.

The grant available for refresher training is 50% of the grant for the original full-length course.

CITB will only support refreshers once a full training standard has been developed and is in place.

How many applications are allowed?

If you are a newly registered employer, you have a cap of 35 short course achievement grants for the financial year in which you are first registered. There is no cap for subsequent years.

FOR MORE INFORMATION

Visit the CITB Grants page to view the Grants available. You can also call CITB on 0344 994 4455 for more information as well as emailing levy.grant@citb.co.uk. There is also a webchat function available on <http://www.citb.co.uk/grant/> where a box appears on the bottom right of the screen, so you can speak live to a member of the Grants team.

How to apply

If you are using a CITB Approved Training Organisation (ATO) you should make your application in the Construction Training Directory, supplying them with the relevant details of the person taking the qualification and your 7-digit CITB registration number.

When an individual has achieved the course, the provider will update CITB within 10 working days. CITB then enters the achievement on the Construction Training Register and processes the automated grant application.

CITB, recommend you contact their customer services team if your payment is not received within one month of completing the course.

If your training provider has not yet completed the CITB ATO approval process, you must apply for grant through the CITB Online Portal within 52 weeks of completing the course.

You can submit either individual or bulk grant applications by using the online portal.



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CITB GRANT SCHEME FROM 1 APRIL 2025

FUNDING

SKILLS AND TRAINING FUND FOR SMALL AND MICRO-SIZED CONSTRUCTION BUSINESSES

No matter how small your business, CITB's Skills and Training Fund offers funding up to £10,000 – to invest in training and equip your workforce to face the future.

The Skills and Training Fund provides an extra incentive to access CITB grant eligible-training and supports a wide range of activities.

You can also use the money to tailor a training programme in construction or leadership and management that suits your business and the needs of your staff.

Who can apply?

You can apply if:

- you are a CITB-registered employer
- you have up to 99 directly employed staff on the payroll (employees must be in addition to yourself / business owner)
- any previous project paid for by the Skills and Training fund has been signed off as complete.

You can apply twice in 12 months but can only have 1 live project at a time.

AMOUNT AVAILABLE

CITB-registered employers can apply for funding related to how many direct employees they have:

- Employers with CIS only (no PAYE) can receive up to £2,500.
- Employers with 1 to 49 directly employed staff can receive up to £5,000.
- Employers with 50 to 74 directly employed staff can receive up to £7,500.
- Employers with 75 to 99 directly employed staff can receive up to £10,000.

SKILLS AND TRAINING FUND FOR MEDIUM-SIZED CONSTRUCTION BUSINESSES

Keep developing your business with help from CITB's Skills and Training Fund. CITB are supporting medium-sized businesses with up to £25,000 to upskill your staff to face the future.

The money can be used for training in leadership and management or construction areas that will meet the needs of your team. Ultimately, adopting new skills will enable you to optimise efficiencies and continue expanding your revenue, through a motivated team that's prepared to tackle tomorrow.

Who can apply?

You can apply if:

- you are a CITB-registered employer
- you have between 100 and 250 directly employed staff on the payroll
- any previous project paid for by the Skills and Training fund has been signed off as complete.

You can apply twice in 12 months but can only have 1 live project at a time.

AMOUNT AVAILABLE

CITB-registered employers can apply for funding related to how many direct employees they have.

- Employers with between 100 and 149 directly employed staff can receive up to £15,000.
- Employers with between 150 and 199 directly employed staff can receive up to £20,000.
- Employers with between 200 and 250 directly employed staff can receive up to £25,000.

FOR MORE INFORMATION
Please visit www.citb.co.uk/funding

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YEARS**



BOB BAY
IATSE 59 Stagehand
Clifton, NJ, USA

"I can honestly say I have logged 6 million sq ft. on my first pair. 20 years doing carpet on concrete at a 66k sq ft convention hall... I am on pair number two, but still bring out the old ones as they are like old friends...Proknee, happy I can still hike thanks to you."

"The price is amazing when it comes to something that you won't have to replace for about 5 to 10 years. Then all you do is buy a rebuild kit. Excellent investment. I will live by these for the rest of my career."

JACOB WALLACE
United Roofers & Waterproofers
Union Local 44 | Cleveland, OH, USA

**4
YEARS**



"Been wearing Pro Knee for over 22 years. Only knee pads I'll ever purchase... Couldn't live without them. This pair has had two replacement kits."

SANDY MCDANIEL MEYER
Journeyman Flooring Installer for Southwest Regional
Council of Carpenters | Cincinnati, OH, USA



**10
YEARS**

"Before I got these my knees hurt every day with the cheap kneepads. Decided to go ahead and get ProKnee. What a difference. Wish I would've done it years ago."

DANIEL CHATFIELD
Save-A-Floor | St. Louis, MO, USA



**8
YEARS**

"ProKnee is the best thing you can buy for yourself if you're in the flooring business! I discovered Proknee about 11 years ago! I still have the same pair and they didn't tear, rip or break. Nothing. My knees don't hurt thanks to ProKnee. I've been doing flooring going on 18 years and prior to ProKnee, my knees did hurt, but not a day since! Highly, highly recommend this product."

PASHA DIDOK
Floor Expert LLC | Kailua Kona, HI, USA



**11
YEARS**

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CITB GRANT SCHEME FROM 1 APRIL 2025



INDUSTRY IMPACT FUND

The Industry Impact Fund is aimed at CITB-registered employers looking to make a positive difference to the construction industry by developing solutions to key challenges faced by the workforce across the UK.

The fund launched April 2023 and it will aim to pilot a new way of supporting the needs of industry and aims to put employers in the driving seat when it comes to designing and developing training and skills solutions.

Activity must focus on a skills and training solution that doesn't already exist. The idea must be new and innovative, not previously supported by CITB and it must be scalable.

The fund is open to big picture ideas that enable shared knowledge and resources across the industry and are sustainable past the period of funding.

To apply for the fund, businesses need to propose and develop solutions on how to enhance productivity, equality, diversity, and inclusion in the construction industry. If successful CITB can provide up to £500,000 of funding per proposal to make the innovative idea a reality.

How to apply

All CITB-registered employers can apply to the Industry Impact Fund. If you are assessed to pay levy, then your levy- payments need to be up to date and your latest levy return submitted.

If you are not required to pay levy under the Small Businesses exemption, then this criterion does not apply to you. If you think your proposal can address any of the challenges in the areas mentioned above, then contact your local adviser to discuss your idea further.

Your local adviser will have an initial conversation with you, to make sure you meet the eligibility criteria and the aims of this fund. Then, you will be asked to complete an application form and send to IndustryImpactFund@citb.co.uk.

If you have a big idea but are not a registered employer, you can take your idea to an employer for them to submit as a lead as long as you're clear who is involved in achieving the gain for industry.



Construct | STEM

Ambassadors

Can you spare some time to become a STEM AMBASSADOR?

The UK flooring industry is facing a critical skills & labour shortage



▲ Balforn High School students with Veitchi Flooring Ltd. ▼ Dunblane High School students with MacGregor Flooring Co Ltd



WHY STEM AMBASSADORS?

STEM (Science, Technology, Engineering & Mathematics) Ambassadors play a vital role visiting schools and colleges to help inspire young people to consider floorlaying careers.

Ambassadors help break stereotypes and use activities such as short presentations, workshops and attend careers events with pre-developed demos or exercises based around floorlaying, that students can get involved in.



Is the skills & labour gap in the UK floorlaying industry right now

12,400

New floorlayers are needed in the UK right now

FIND OUT MORE

About the role of STEM Ambassadors and how to register. If **YOU** can spare some time, we want to hear from you! **Contact the CFA office.**



The CFA: Leading the way in the UK flooring skills and labour crisis. Let's work together to find the **FUTURE FITTERS** for our industry.

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FUTURE FITTERS



10 | CSCS cards



CSCS (Construction Skills Certification Scheme) cards provide proof that individuals working on construction sites have the appropriate training and qualifications for the job they do on site. By ensuring the workforce are appropriately qualified the card plays its part in improving standards and safety on UK construction sites.

Holding a CSCS card is not a legislative requirement. It is entirely up to the principal contractor or client whether workers are required to hold a card before they are allowed on site. However, most principal contractors and major house builders require construction workers on their sites to hold a valid card.

The Construction Skills Certification Scheme (CSCS) has been in place for nearly 30 years, creating CSCS cards that provide proof that individuals working on construction sites have the appropriate training and qualifications for their role. It has seen many changes in that time moving from a 100% carded policy to qualification led policy, with 2024 also seeing the removal of cards issued via Industry Accreditation.

From February 2025 CSCS implemented significant changes to their Green Labourer and Red Trainee CSCS cards. CSCS note that these changes aim to enhance workforce competency and align with the Building Safety Act's emphasis on safety and competence within the construction industry. For the contract flooring sector, contractors and individual installers working on carded sites should take note of the changes as they align with other suggested changes to site access.

The first change focuses on the initial term for first-time Green Labourer card applicants, which has been reduced from five years down to two years. After this two-year period, individuals continuing in labouring roles can renew their card for an additional five years by providing evidence of employment in a labouring position. This adjustment seeks to ensure that only those actively engaged in labouring duties hold the card, addressing concerns about an oversupply of Labourer cards in the industry.

The Construction Industry Training Board's (CITB) Construction Skills Network Forecast indicates that approximately 140,000 labourers will be needed annually by 2028. However, with around 500,000

Labourer cards currently in circulation, CSCS state it is evident that the card is oversupplied, with data suggesting that 85% of Labourers do not renew their card.

By reducing the Labourer card's initial validity to two years, CSCS claim they can better track the actual number of active Labourers in the sector and state "the requirement for proof of working in a labouring role upon renewal will ensure the card is no longer used as the default easy option for site access."

Additionally, the CITB Health, Safety, and Environment test, required for the initial two-year card application, will have its validity extended to three years. This extension allows the same test to be used for both the initial application and the first renewal, reducing financial and logistical burdens on cardholders.

The second change to come into force relates to red trainee cards. However, it is important to emphasise that this does not affect the flooring sector. But for completeness, explanation is needed. Within entry level construction qualifications there is a route whereby (usually a young) person can try a trade at college. This provides them with a flexible approach to learning via a limited amount of college time ending in a L2 'diploma' qualification. Because it is limited in scope, with no employment or site related time, it does not have enough content to claim competence in a qualification sense. Therefore, it is known as an 'occupation-related non-competence qualification.'

For these qualification and entrants into industry, CSCS offer a two-year red trainee card. At the end of that initial two-year period cardholders can then obtain a new three-year trainee card by providing evidence of registration onto an N/SVQ or an agreed alternative (such as an apprenticeship). It mainly applies to Construction T-Levels, Bricklaying, Site Carpentry, and Joinery, where such college-based courses are available. However, flooring does not have equivalent college courses, but instead encourages new entrants into the industry via our fully developed apprenticeship route, or on-site assessments towards an S/NVQ L3.

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Do I need a CSCS card?

CSCS cards provide proof that individuals working on construction sites have the appropriate training and qualifications for the job they do, thereby helping to improve standards and safety in UK construction. CSCS do not deliver courses, training, qualifications or exams.

Holding a CSCS card is not a legislative requirement, and it is entirely up to the principal contractor or client whether workers are required to hold a valid card before they are allowed on site. However, most principal contractors and major house builders require workers on their sites to hold a valid CSCS card.

Applying for CSCS cards

CSCS card applicants need to prove they have the training and qualifications required to carry out their job and apply for the correct card for their occupation.

CSCS cards cost £36 and the separate CITB Health, safety and environment test costs £22.50

Before you apply, please ensure you:

1. Use the CSCS Card Finder at www.cscs.uk.com/card-finder to find the right card for your occupation. Holding the wrong card may result in you being refused entry to site.
2. Have a scanned copy of your qualification certificate, or proof that you are registered to complete a recognised construction related qualification relevant to your occupation.
3. Pass the appropriate level of the CITB Health, safety and environment (HS&E) test within the last two years. Have the test ID number ready, this can be found at the top of the pass certificate.
4. Have a credit or debit card to pay the £36 application fee.

Profile pictures are taken when you take the HS&E test. If you are applying with an exemption to the HS&E test requirement, then you will have to provide a passport style photograph as part of your application.

For guidance on making an online application use the CSCS Online instruction guide by visiting www.cscs.uk.com/applying-for-cards/

If you hold an existing card

If you already have an existing CSCS card, you can claim this from CSCS previous system. Please follow these simple steps to claim your card.

1. Once you have created your online account, please select 'My cards' from the main menu, then select 'Claim my card'.
2. Enter your registration number and press enter.
3. This will link your previous card to your new online account, while allowing to keep the same registration number.

You can then either renew your card or apply for the same or a different card.

How do I book a CITB Health, safety and environment test?

To book a test, please call 0344 994 4488 or visit: www.citb.co.uk

Who doesn't need a CSCS card?

All construction workers should hold the relevant CSCS card to access a construction site, but those attending site to perform a non-construction related occupation should not be expected to carry a card.

If you work in a non-construction related role, you do not need a card. Similarly, if you are on a short-term work experience placement for less than 30 days you do not need a card.

It is the responsibility of site managers to induct non-construction related workers and those on short-term work experience before escorting them where appropriate.

CSCS is aware some sites insist everyone must hold a card and continues to work with industry to tackle the issue. Such practices result in legitimate, non-construction related workers being incorrectly refused entry.

Should your entry to site be incorrectly refused because you do not hold a CSCS card, please visit www.cscs.uk.com/applying-for-cards/non-construction-related-occupations/ or ask that they contact CSCS directly.

Alternatively, please contact CSCS and, if necessary, we will arrange for the site team to be contacted.



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How do I know if an occupation is non-construction related role?

All construction workers should hold the relevant CSCS card to access a construction site, but those attending site to perform a non-construction related occupation should not be expected to carry a card.

If you work in a non-construction related role, you do not need a card. Similarly, if you are on a short-term work experience placement for less than 30 days you do not need a card.

It is the responsibility of site managers to induct non-construction related workers and those on short-term work experience before escorting them where appropriate.

A list of non-construction related occupations can be viewed here www.cscs.uk.com/non-construction-occupations-do-not-require-a-cscs-card/

One non-construction related role listed that is of particular importance within the contract flooring sector is;

Contract Flooring Technical Representative

Duties: Attending site to measure the moisture

content of a concrete subfloor to decide whether it simply needs a smoothing compound applied, before the floor covering is fitted, or whether it needs a further layer applied (known as a surface damp proof membrane) to control rising moisture from affecting the adhesive and floor covering.

Not everyone needs a CSCS card. This occupation is non-construction related, meaning Contract Flooring Technical Representatives do not require a card to access sites. It is the responsibility of site managers to induct non-construction related workers and escort them where appropriate to ensure that they can carry out their work safely on site.

What to do if you're refused entry to a site

If you are a Contract Flooring Technical Representative and your entry to site is refused because you do not hold a card, please direct the site manager to the exemption section of the CSCS website.

For more information on site access see **page 114** for Build UK's "Site Access Flow Chart"





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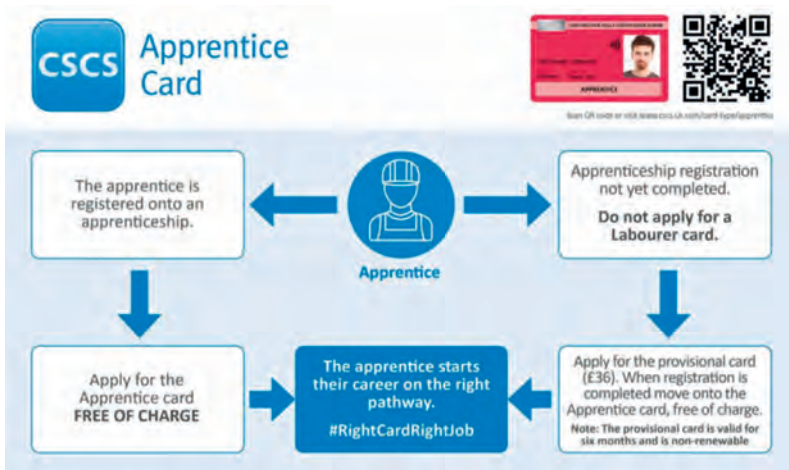
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Supporting apprentices with free CSCS cards

The CSCS Apprenticeship card is issued free of charge and is for individuals on recognised apprenticeships.

It is valid for four years and six months and cannot be renewed. Cardholders are expected to complete their apprenticeship by the time the card expires and apply for a skilled CSCS card.

CSCS will accept one of the following as proof of registration for an apprentice:

- A letter or email from the Managing Agency of your apprenticeship, confirming which qualifications (with full titles and pathways) you are registered with them for.
- A letter from your apprenticeship training provider confirming which qualifications (with full titles and pathways) you are registered with them for.
- Your Apprenticeship Agreement, provided it shows the occupation and qualification (including pathways) you are registered for.
- A letter from your training provider delivering a programme from the CSCS Approved Apprenticeship Standards list.

At the same time CSCS will be introducing a new process for anyone experiencing difficulties with their apprenticeship registration. In this scenario, the new entrant can apply for the Provisional Card (at £36), before moving onto the Apprenticeship card, free

of charge. This means employers and apprentices will apply for a Provisional card prior to completing the apprenticeship enrolment process.

The Provisional card is valid for six months, cannot be renewed and requires the completion of the CITB Health, safety, and environment test, which can be transferred across to the Apprenticeship card. When enrolled onto the apprenticeship the Apprentice will move off the Provisional card and onto the Apprenticeship card free of charge.

The Provisional card does not require the applicant to achieve a Level 1 award (as per the Labourer card), thereby reducing time and costs for both the employer and the new entrant.

The Provisional card option also gives employers and new entrants a six-month window to decide if the apprenticeship is right for them.

FOR MORE INFORMATION

For more further information on Apprenticeship card applications visit www.cscs.uk.com/apprentice

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Changes to CSCS cards

Industry Accreditation Card

The Industry Accreditation (IA) card, also known as Grandfather Rights, has now been withdrawn with those still affected required to achieve a construction-related vocational or academic qualification or be members of approved professional bodies to retain a CSCS card. Construction Industry Training Board (CITB) has announced a one-year extension of funding to support the CSCS in transitioning all Industry Accreditation (IA) cardholders to recognised qualifications meaning grants are available to CITB-registered employers for specific qualifications achieved until 31 March 2026.

Those requiring a qualification to replace their IA card do not need to attend college and CITB grants are available to support CITB-registered employers achieve recognised qualifications.

Members of CSCS-approved professional bodies can apply for a Professionally Qualified Person card, while those with City and Guilds Craft or Advanced Craft certificates can apply for a full-term Blue or Gold Skilled Worker card, depending on which type they hold.

FOR MORE INFORMATION

To find out more about Industry Accreditation card removal visit:
www.cscs.uk.com/about/industry-accreditation/#GoldAdvancedCraft1



Labourer Card

In October 2024, Construction Skills Certification Scheme Cards Limited (CSCS Cards Limited) announced major changes to the Labourer card, which took effect from February 1st, 2025.

The initial card has been reduced from five years to two years, with workers who continue in labouring roles then able to renew their card for five years by providing evidence they are employed in a labouring role.

The changes support the direction of travel emerging from the Building Safety Act, which challenges how all in the construction industry must operate, with anyone undertaking a construction role now under a legal duty to ensure they are competent for their role. This means having the appropriate skills, knowledge, experience, and behaviours.

CSCS has a range of red cards to support those on recognised training pathways, such as apprenticeships and NVQs. For more information visit CSCS.uk.com/cards.

Additionally, the accompanying CITB Health, safety, and environment test used for the initial two-year card application will see its validity extended to three years, allowing it to be used for renewal and to avoid placing undue financial burdens on those who continue in labouring roles.

The adjustments are also designed to address the current oversupply of Labourer cards and to ensure only those carrying out genuine labouring duties carry the card.

FOR MORE INFORMATION

To find out more about CSCS and the card application process, visit:

www.cscs.uk.com/applying-for-cards/



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STEP 2

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STEP 3

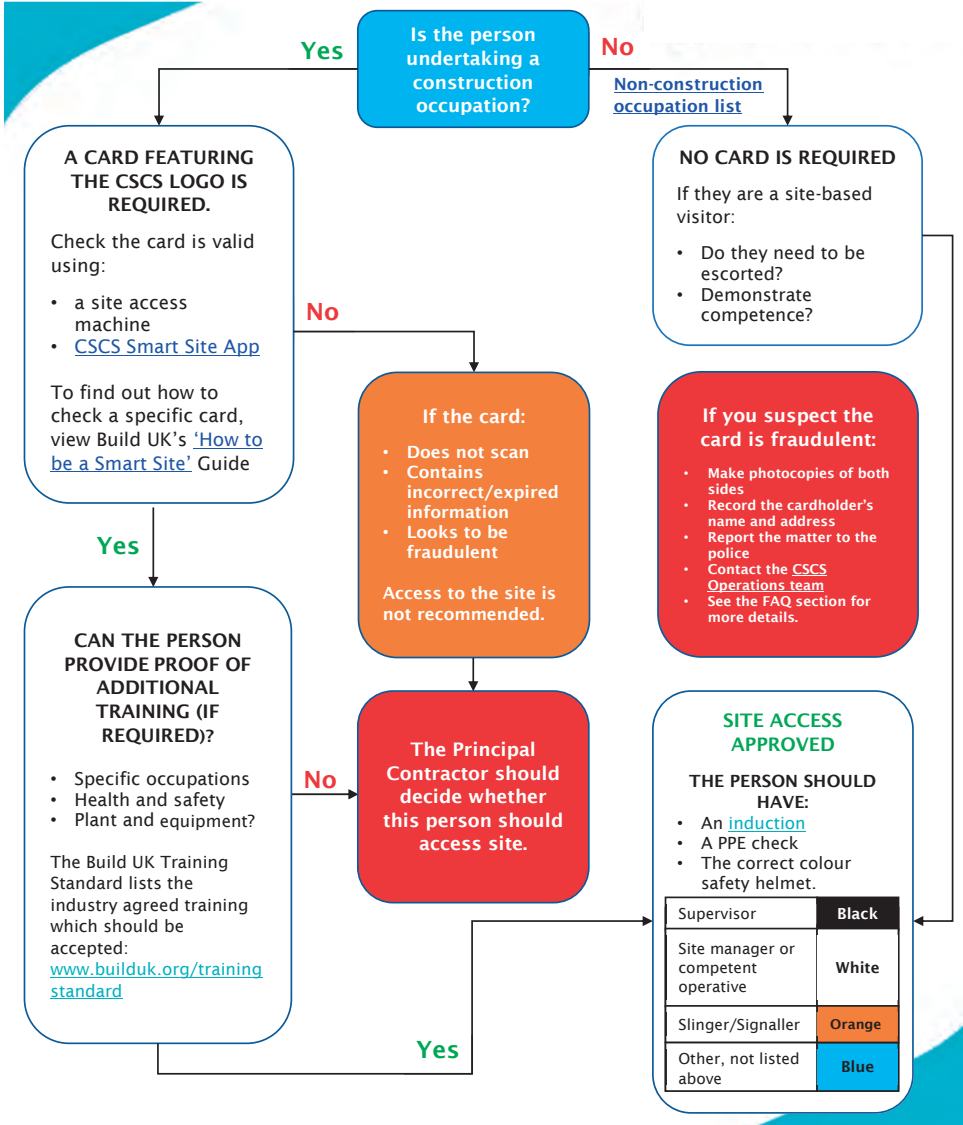
Choose your nails
0° or 15°

STEP 4

Choose your accessories



Site Access Flowchart



BUILD UK TRAINING STANDARD

Background

The Construction Leadership Council (CLC) agreed that from January 2015 the industry, including trade associations, contractors, clients, and government should specify and promote card schemes carrying the CSCS logo with no equivalents accepted.

Build UK supports the CLC decision and its members have agreed to consistently implement its requirements which are set out in this standard.

Requirements of the Construction (Design and Management) Regulations 2015

It is a requirement under the *Construction (Design and Management) Regulations 2015 (CDM 2015)* for contractors to ensure any individual they employ or appoint to work on a construction site has the skills, knowledge, training and experience to carry out the work they will be employed to do in a way that secures the health and safety of themselves and others. This should be assessed and managed appropriately to ensure that individuals are undertaking the appropriate occupation at the appropriate level i.e. trainee, skilled, supervisory, managerial.

While the HSE guidance on implementing CDM 2015 states that, “*Sole reliance should not be placed on industry certification cards or similar being presented to them [contractors] as evidence that a worker has the right qualities*”, the guidance makes clear that “*Nationally recognised qualifications (such as National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)) can provide contractors with assurance that the holder has the skills, knowledge, training and experience to carry out the task(s) for which they are appointed*”.

Application

The CLC decision and card schemes carrying the CSCS logo both relate to construction occupations only. It is recognised that due to the diverse nature of construction projects, there are occasions where a person may need to access site to perform a non-construction occupation or activity e.g. delivery of materials to site, catering staff, security guards, visitors etc. and it is not expected that these individuals will carry a CSCS card as cards will not be issued for these occupations. They may however still need to provide evidence that they can carry out their task safely. They may also require a separate risk assessment and additional supervision.

Additional Training

In addition to a card carrying the CSCS logo individuals may need to have undertaken supplementary training to operate specific machinery, plant, or tools or to carry out certain activities. E.g. a steelwork erector would hold a steel erector card issued by CSCS and if required to use a MEWP would also hold an IPAF or other relevant card to cover this training.

Queries regarding suitable additional training should be directed to the Principal Contractor or relevant trade association.

Health and Safety Training Requirements

In addition to recognising card schemes carrying the CSCS logo and the supplementary training to operate specific machinery, plant, or tools, Build UK Contractor Members require additional health and safety training, as specified below, to be undertaken by their directors and those working on their sites including sub-contractors. The awarding body would usually define the renewal period for health and safety training, but this should not exceed every five years.

Additionally, any course listed on the [CITB training directory](#) with the key word “Build UK” will be accepted.

Job Role	Accepted Health & Safety Training
Director	Any course which is equivalent to: Health and Safety in Construction (Director) The following courses will be accepted: <ul style="list-style-type: none"> ❖ Site Safety Plus Directors Role for Health and Safety ❖ IOSH Safety for Executives and Directors ❖ IOSH Leading Safely
Manager	Any course which is equivalent to: Health and Safety in Construction (Site Management) The following courses will be accepted: <ul style="list-style-type: none"> ❖ Site Safety Plus Site Management Safety Training Scheme (SMSTS) ❖ IOSH Managing Safely in Construction ❖ IOSH Safety, Health & Environment for Construction Site Managers ❖ 5 day CISRS Managers course ❖ 5 day CCDO Demolition Manager course and end test ❖ 5 day NPORS Construction Site Safety Manager ❖ 3 Day BALI’s ROLO (Register of Land Based Operatives) Manager Course (Level 4 - Course specification - 190627)
Supervisor	Any course which is equivalent to: Health and Safety in Construction (Site Supervision) The following courses will be accepted: <ul style="list-style-type: none"> ❖ Site Safety Plus Site Supervisors Training Scheme (SSSTS) ❖ FPS Piling Specialists Supervisor Training ❖ CSR Site Safety for Supervisors ❖ 2 day CCDO Demolition Chargehand course and end test ❖ 5 day CCDO Demolition Supervisor course and end test ❖ 5 day CISRS Supervisors course. ❖ 3 day Equipe Site Supervision of Geotechnical Sites ❖ 2 day NPORS Site Supervisors Safety Course ❖ 2 day BALI’s ROLO (Register of Land Based Operatives) Supervisor Course (Level 3 - Course specification - 190805)

<p>Persons attending site to undertake construction activities and who do not fall into any of the above categories</p>	<p>Any course which is equivalent to:</p> <p>Health and Safety in a Construction Environment Standard</p> <p>Industry courses which have been mapped as equivalent to the above are:</p> <ul style="list-style-type: none"> ❖ Level 1 Award in Health and Safety in a Construction Environment ❖ BALI's ROLO (Register of Land Based Operatives) Health, Safety and Environmental Awareness ❖ BESA Site Operative Safety Course ❖ CCNSG Health and Safety Passport ❖ 1 day CISRS Operative Training Scheme (COTS) ❖ Drilling & Sawing Association, Health and Safety for Drilling and Sawing Operatives ❖ ECA Operative and New Entrant Health & Safety Awareness ❖ Safety Pass Alliance (SPA) Core Construction Course ❖ DSA Health and Safety Awareness Course certificate ❖ IOSH Working Safely - via face to face assessment ONLY ❖ IOSH Safety, Health & Environment for Construction Site Workers ❖ Lantra Awards Health, Safety and Environmental Awareness course ❖ Lantra Awards Health, Safety and Environmental Awareness Fencing course ❖ NPORS Site Safety Awareness course ❖ Royal Environmental Health Institute of Scotland (REHIS) Elementary Health and Safety Course ❖ Site Safety Plus Health and Safety Awareness Course.
<p>Apprentices</p>	<p>Apprentices who are on industry recognised training programmes are excluded from this requirement if they hold the relevant card carrying the CSCS logo.</p>
	<p><i>Operatives who have completed an S/NVQ Level 2 or 3 or Trailblazer Standard within the last five years and hold the relevant CSCS logo card, will be exempt from this requirement.</i></p> <p><i>Operatives whose qualification was achieved more than five years ago will be required to demonstrate that they have achieved one of the courses listed above.</i></p>

Build UK is no longer responsible for mapping training courses to the industry-agreed standards. To make sure your course is included within the Build UK [Training Standard](#), your organisation will need to submit details of your course(s) and quality assurance arrangements to CITB to assess against the relevant standard. To begin the mapping process please make initial contact with CITB via quality.assurance@citb.co.uk.

Frequently Asked Questions

Please note that any advice is given in good faith with the aim of providing general guidance on best practice. Build UK and the individuals and organisations responsible for the advice do not accept any liability arising in any way from relying on it. If you require advice on a specific issue, you should seek your own independent professional advice.

What is a construction occupation?

For the purpose of the Build UK Training Standard, a construction occupation is defined as one for which a [CSCS card](#), or a card featuring the [CSCS logo](#) can be obtained. Occupations including delivery drivers and security staff are not construction occupations and no card is required to access site. To check if an occupation is construction related, use the [CSCS Card Finder](#) and follow the steps on the screen.

What if I have issues getting on to site?

CSCS does not issue cards for [non-construction related occupations](#) which means not everyone will have a card carrying the CSCS logo. It is the responsibility of site managers to induct non-construction related workers and escort them where appropriate to ensure that they can carry out their work safely on site. Where a card is required:

- Make sure you have the correct CSCS card and the necessary health and safety training required as set out in the latest version of the Build UK [Training Standard](#)
- If you still have an issue, please contact the relevant card scheme.

What are the supervision requirements for a lone worker on site?

The Build UK [Training Standard](#) assumes that a supervisor is managing people onsite. A lone worker is carrying out a construction task and will not be a people manager. Where a lone worker is carrying out a task on site for a short period of time, the Principal Contractor would often provide a supervisor to put them to, and/or oversee their work.

What is the required supervisor to operative ratio?

The Build UK [Training Standard](#) does not recommend a figure for task supervisor to operative ratio. The Principal Contractor should define the ratio in line with the risk associated with each activity and this will vary depending on for example, the project and tasks being undertaken. The sub-contractor should agree this level of risk with the Principal Contractor prior to work commencing.

Should work experience participants hold a card featuring the CSCS logo?

No. Only those on site who will be carrying out a construction occupation need to hold a card featuring the CSCS logo. Work experience participants should accompany a skilled operative holding the relevant CSCS logo'd card. Site managers should follow the recommendations for non-construction occupations on the Site Access Flowchart and ensure a risk assessment has been carried out.

Should international employees hold a card featuring the CSCS logo?

There will be occasions where international visitors are required on site to oversee works and it may not be practical for them to hold a card featuring the CSCS logo. This will have been pre-agreed by the Principal Contractor and site management should refer to the risk assessment developed for this situation. International operatives who attend UK sites regularly and hold international qualifications can apply to [UK ENIC](#) to check whether the qualification maps to a UK equivalent. If the qualification maps, the operative will be able to apply for a CSCS card by following the process on the [CSCS website](#).

What is the process for reporting a fraudulent card?

If a card fails to pass the checks and is suspected to be fraudulent, then a Smart Site will not allow the cardholder to access the site and you should follow the steps below:

1. Retain the card if possible
2. Make photocopies or take photos of the front and back of the card
3. Record the cardholder's name and address
4. Ask the cardholder where the card was obtained from
5. Select 'Report suspected fraudulent card' on the CSCS Smart Check App
6. Select the relevant scheme and attach images of both the front and the back of the card
7. Fill out the required information and submit the form.

Card schemes displaying the CSCS logo take the issue of fraudulently obtained cards extremely seriously. Fraudulently obtained cards enable unqualified workers to gain access to construction sites where they may be a risk to themselves and others working alongside them.



12 | Health and Safety Training – Site Safety Plus (SSP)

Site Safety Plus (SSP) provides the construction industry with a suite of courses for health and safety awareness and career development to help maintain a safe workforce.

These courses are designed to give everyone from operative to senior manager the skills they need to progress through the industry. From a one-day Health and Safety Awareness (HSA) course, which also supports those requiring the knowledge to obtain their CSCS Labourer Card, to the five-day Site Management Safety Training Scheme (SMSTS).

The following training will assist employers in meeting the requirements of the Build UK Training Standard

Director's Role for Health and Safety (DRHS) Site Safety Plus (Course via CITB)

This one-day interactive course has been designed for company directors and senior managers active in a health and safety strategic role in the built environment with the aim of recognising directors' duties of care and the implications of non-compliance with health and safety legislation.

OVERVIEW

The course will provide a summary of how to promote a positive organisational culture for health and safety. Workshop exercises throughout the day will give delegates the opportunity to discuss their thoughts about health and safety and their responsibilities in an open forum.

The course will provide a summary of how to promote a positive organisational culture for health and safety. Group exercises throughout the day will give delegates the opportunity to discuss their thoughts about health and safety and their responsibilities in an open forum.

The course aims to help directors to:

- recognise the moral, economic and legal costs/implications of decisions made in the boardroom that may make their business liable
- understand the significance of strategic management of risks
- appreciate the range of consequences from failing to manage health and safety effectively
- understand the importance of competent duty holders, and the significance of their cooperation, communication and coordination of health and safety on projects
- recognise the need to appoint competent health and safety assistance, and the limitations of such an appointment, and
- identify the basic tools to introduce a proactive health and safety culture into an organisation, and the benefits of this approach.

ENTRY REQUIREMENTS

This course has been developed for directors and senior managers active in a health and safety strategic role in the built environment from any organisational size in construction, civil engineering or allied trades, and therefore this should be considered before enrolling delegates on to this course.

Examples of relevant roles (not exhaustive) are:

- Financial/Operations director
- Senior quantity surveyor (QS)
- Private QS
- Principal designer
- Senior/principal engineer
- Company secretary
- Contracts manager
- Senior project manager
- Non-executive director

PREREQUISITES

Delegates must be able to demonstrate the following:

- 1) Either previously completed a CITB Director's Role for Health and Safety course

or

working knowledge of the following health and safety legislation with the anticipation

that course content and the end of course assessment will require delegates to consider these legislations in context with a director's role and responsibility:

- Health and Safety at Work etc. Act 1974
- Employers' Liability (Compulsory Insurance) Act 1969
- Construction (Design and Management) Regulations (CDM) 2015
- Management of Health and Safety at Work Regulations 1999

2) And Completion of the pre-course eLearning. Successful completion of this component generates a digital certificate, a copy of which must be sent to the Approved Training Organisation (ATO) at least 24 hours before the commencement of the main course and may be subject to audit. The ATO must ensure copies of certificates are retained for audit purposes and that the course results form is updated accordingly.

CERTIFICATION

Certification for this course is valid for 5 years. To remain certified in this area, you will need to retake the course before the expiry date.

Site Management Safety Training Scheme (SMSTS) Site Safety Plus (Course via CITB)

This course is for you if you're considering, or already have, responsibilities for planning, organising, monitoring, controlling and administering groups of staff e.g., site manager.

OVERVIEW

It covers all relevant legislation affecting safe working in the building, construction and civil engineering industries. It highlights the need for risk assessment in the workplace, the implementation of the necessary control measures and adequate communication to sustain a health and safety culture within the workforce.

At the end of the course delegates will be able to:

- Implement all health, safety, welfare and environmental legislation affecting your daily work
- Implement new guidance and industry best practice
- State your duties and responsibilities with regards to health, safety, welfare and the environment

CERTIFICATION

Certification for this course is valid for 5 years. To remain certified in this area, you will need to take a refresher course before the expiry date on your certificate, otherwise the full course will need to be retaken.

Site Management Safety Training Scheme Refresher (SMSTS-R) Site Safety Plus (Course via CITB)

This course is for you if you have previously passed the Site Management Safety Training Scheme (SMSTS) course, or a subsequent refresher course.

OVERVIEW

This course is for you if you have previously passed the Site Management Safety Training Scheme (SMSTS) course, or a subsequent refresher course.

At the end of the course delegates will be able to:

- Implement all updated health, safety, welfare and environmental legislation which affects your management role
- Implement new guidance and industry best practice
- Fulfil your duties and responsibilities with regards to health, safety, welfare and the environment



FIND A COURSE PROVIDER NEAR YOU

Use CITB's course location search to find a course provider near you:

[www.citb.co.uk/courses-and-qualifications/
find-a-training-course/site-safety-plus-courses/](http://www.citb.co.uk/courses-and-qualifications/find-a-training-course/site-safety-plus-courses/)

Site Supervision Safety Training Scheme (SSSTS) Site Safety Plus (Course via CITB)

This course is for you if you're considering, or already have, supervisory responsibilities.

OVERVIEW

It is endorsed by Build UK as the standard training for all supervisors working on Build UK sites and provides an understanding of health, safety, welfare and environmental issues. It highlights legal responsibilities and the need to promote health and safety to supervise effectively

At the end of the course delegates will understand:

- Health and safety law and how it will apply to supervisors
- Your supervisory responsibilities in controlling site safety
- Risk assessments and the need for method statements
- Effective site inductions, toolbox talks and method statement briefings
- Monitoring site activities effectively
- Timely intervention when bad practice is identified

CERTIFICATION

Certification for this course is valid for 5 years. To remain certified in this area, you will need to take a refresher course before the expiry date on your certificate, otherwise the full course will need to be retaken.

Site Supervision Safety Training Scheme Refresher (SSSTS-R) Site Safety Plus (Course via CITB)

This course is for you if you have previously passed the Site Supervision Safety Training Scheme (SSSTS)

OVERVIEW

This refresher brings your health and safety knowledge up to date, as well as giving you a thorough overview of the legislative changes and their impact in the workplace. It builds on the material in the original course.

At the end of the course delegates will be able to:

- Implement all updated health, safety, welfare and environmental legislation affecting your supervisory role
- Implement new guidance and industry best practice affected by changes
- Fulfil your responsibilities regarding health, safety, welfare and the environment.



FIND A COURSE PROVIDER NEAR YOU

Use CITB's course location search to find a course provider near you:

[www.citb.co.uk/courses-and-qualifications/
find-a-training-course/site-safety-plus-courses/](http://www.citb.co.uk/courses-and-qualifications/find-a-training-course/site-safety-plus-courses/)

Health and Safety Awareness (HSA): Site Safety Plus

(Course via CITB)

This course teaches you the main health and safety issues on construction sites and how these affect your role.

OVERVIEW

This course highlights potential hazards when working on site and provides practical advice on keeping yourself and your colleagues safe. It covers your individual and employer's responsibilities, including what you can do if you think anyone's health and safety is being put at risk.

This course provides health and safety awareness and is endorsed by Build UK as standard training for all operatives on site.

At the end of the course, you will have an understanding of:

- The need to prevent accidents
- Health and safety law
- How your role fits into the control and management of the site
- Risk assessments and method statements
- Performing safely and asking for advice
- How to report unsafe acts to prevent an accident

CERTIFICATION

Certification for this course is valid for 5 years. To remain certified in this area, you will need to retake the course before the expiry date.

Site Environmental Awareness Training Scheme (SEATS)

(Course via CITB)

This one-day interactive course has been developed for site supervisors/managers with the aim of providing candidates with an introduction to environmental issues on construction sites.

OVERVIEW

It is designed to meet the basic environmental knowledge that the sub-contract chain is required to prove to major contractors and covers the environmental aspects of the new HS&E touch screen test. The course will bring the candidates environmental and sustainability knowledge up to date by giving a thorough overview of the subject, relevant legislation and industry best practice.

It will enable them to identify, control and minimise the environmental impacts of their work and where possible identify environmental improvement opportunities.

CERTIFICATION

Certification for this course is valid for 5 years. To remain certified in this area, you will need to retake the course before the expiry date.



FIND A COURSE PROVIDER NEAR YOU

Use CITB's course location search to find a course provider near you:

[www.citb.co.uk/courses-and-qualifications/
find-a-training-course/site-safety-plus/courses/](http://www.citb.co.uk/courses-and-qualifications/find-a-training-course/site-safety-plus/courses/)



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We did it **again!**

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FLOORING
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ThermalStream



46°C at 200K/W
ISO 17025



46 dB (ΔL_W)
BS EN ISO 10140-3 Impact Sound

Choose an **exceptional** rate of heat transfer for underfloor heating – at 10mm thick, it feels fantastic underfoot too



2023
FLOORING
INNOVATION
WINNER



plushwalk
memory foam



3.0 - 3.5 TOG
BS4745

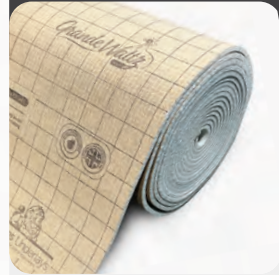


40 - 49 dB (ΔL_W)
BS EN ISO 10140-3 Impact Sound

Choose a smooth installation that provides the **ultimate comfort** underfoot



2025
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INNOVATION
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GrandeWaltz



2.8 - 3.0 TOG
BS4745



44 - 47 dB (ΔL_W)
BS EN ISO 10140-3 Impact Sound

Choose an underlay that **glides with an eco backing** designed to tread lightly on the planet