

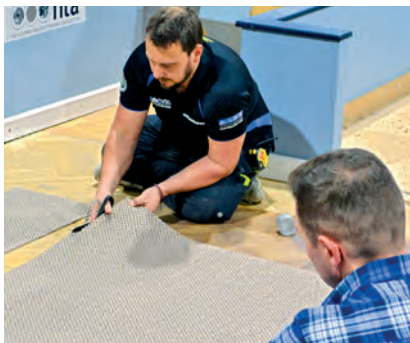


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Contract Flooring Industry **TRAINING GUIDE** 2026-2027

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INCLUDES
Details on
Apprenticeships,
NVQs and
Funding



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Build UK

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1 | CFA Training Overview

The Contract Flooring Industry Training Guide 2026 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 skills and training landscape is full of transition and change with CFA supporting and guiding its members through multiple projects. Competence within the construction industry and flooring has become one of the most pressing, complex and often controversial topics of recent years. The complexity lies in the sheer breadth of trades, products and contractual responsibilities involved in modern construction projects with the introduction of the new Building Safety Regulator and the implementation of gateways for Higher-Risk Buildings (HRB) has been a particular area of concern. CFA as always have been proactive in ensuring that members voices are heard and kept informed of changes and they may impact them directly. In late 2025, CFA launched its first guidance document on the subject area Competence in the Contract Flooring Sector. It provides practical, clear advice for our members and the wider industry on competence expectations within flooring and is available to members for free. But this is not a static document: it will be reviewed and updated as legislation and industry requirements evolve. In that context, there has never been a more important time to be a CFA



member. Membership provides a route to stay informed, supported, and legally compliant in a rapidly changing landscape.

The CFA also updated another key skills and training document – Future Fitters, A Comprehensive Guide for Employers and Employees. Using the first edition (originally launched in 2022) as a springboard, that guide continues to serve as a comprehensive industry resource for anyone looking to build a career in flooring, while supporting employers and training providers to play their part in securing our future workforce. The guide offers practical advice on everything from advertising roles to apprenticeship options and mentoring opportunities for experienced professionals looking to give something back.

Success stories included within that guide are strong and varied, we've lobbied successfully to dramatically increase apprenticeship funding in England, through our training arm, FITA, apprenticeship delivery has expanded rapidly and we're now well on track to engage with 50 apprentices and a host of supportive businesses. In Scotland, we played a pivotal role in ensuring apprenticeship delivery continues at CITB Inchinnan, safeguarding opportunities for young people north of the border. And in Wales we continue to support training providers, awarding bodies and employers in supporting the updating and delivery of apprenticeship qualifications there too.

Perhaps one of the most rewarding aspects has been the growing collaboration across the sector. Manufacturers, distributors, and contractors alike have come together to support new training initiatives and share ideas about how we can work collectively to close the skills gap. One area we're particularly passionate about is improving diversity within our workforce. The flooring sector has long been male dominated, but it doesn't have to be and the guide offers some great examples of diversity within the trade.

The CFA also continue to work in conjunction with various government bodies on skills and training, supporting the flooring industry in training reforms, Government Department changes, funding changes and competence frameworks all affect the skills and training of current and future workforces. And there is lots of changes to come, apprenticeship assessment reforms, implementation of competence frameworks, CITB funding changes, NVQ qualification level changes and apprenticeship levy changes to name but a few.

But these are all seen within the CFA as opportunities to raise the profile of the qualification alongside other similar construction trades where the CFA believe it rightfully belongs. Over the next 12 months we are excited to guide industry in engaging with sectors 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.

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.

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.



SHAUN WADSWORTH

DEPUTY CEO
CFA



WE GRATEFULLY ACKNOWLEDGE THE ASSISTANCE FROM THE FOLLOWING:

Build UK (Build UK)
Construction Leadership Council (CLC)
Construction Sector Training Board (CITB)
Department for Workplace and Pensions (DWP)
Skills England

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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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 Growth and Skills 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](https://www.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 20-34**.

Are you CITB Levy registered?

The Construction Sector Training Board (CITB) is empowered to impose a levy on employers in the construction industry. The levy applies to all employers 'engaged wholly or mainly in construction industry activities'.

In other words, when construction activities take up more than half of your total employees' time (including subcontractors). Equally, only CITB Levy registered employers will be eligible to claim CITB grant funding. Levy is mandated by Government and supported by legislation.

Other rules apply as to whether you should pay the CITB Levy and section 9 **pages 80-87** of this training guide fully explains.



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Where can I learn more about the CITB Grants Scheme?

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

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 in England is done through the Apprenticeship Service on the UK government's platform.

Employers and training providers use the Recruit an apprentice tool within the Apprenticeship Service to create, post and manage apprenticeship vacancies, which are then published on the Find an apprenticeship service where potential candidates can search and apply. Employers can either manage the recruitment process themselves or ask their training provider to do this on their behalf.

Training providers should still offer information, advice and guidance to any employer looking to recruit an apprentice and can support with posting vacancies via the Apprenticeship Service if the employer wants assistance.

For help and support with using the Apprenticeship Service (e.g., registering accounts, posting vacancies, or troubleshooting), contact the Apprenticeship Service Helpdesk:

08000 150 600 or email: helpdesk@manage-apprenticeships.service.gov.uk

Are you a Growth and Skills Levy payer?

The Growth and Skills Levy applies to UK employers with an annual UK payroll of more than £3 million. Qualifying employers contribute 0.5 % of their total UK pay bill to the levy, which is collected through PAYE. This levy supports investment in workforce training and skills development.

The Growth and Skills Levy has replaced the former Apprenticeship Levy and expands the use of levy funds beyond apprenticeships alone. While apprenticeships remain a core part of the system, employers can now also use levy funds to pay for a wider range of approved skills training, including short courses, modular training and foundation apprenticeships, particularly in priority and high-demand sectors.

It is important to note that the Growth and Skills Levy is separate from the CITB Levy, which applies specifically to the construction industry and is administered independently.

The purpose of the Growth and Skills Levy is to give employers greater flexibility, ensure training investment better reflects current and future skills needs, and support productivity and economic growth across the UK.



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Key differences between the CITB Levy and the Growth and Skills Levy

	CITB Levy	Growth and Skills Levy
Who it applies to:	Construction employers registered with the Construction Industry Training Board (CITB)	UK employers with an annual UK payroll over £3 million
Sector coverage:	Construction industry only	All sectors of the UK economy
Administered by:	Construction Industry Training Board (CITB)	HMRC / Department for Education
Payroll threshold:	Applies once assessment thresholds are met (small employers may be exempt)	Applies to employers with UK payrolls above £3 million
Levy rate:	Variable rates based on employment status (e.g. PAYE and CIS labour)	Fixed rate of 0.5% of total UK pay bill
How it is paid::	Assessed annually and paid directly to CITB	Collected monthly through PAYE
Purpose of the levy	To fund construction-specific training, qualifications and skills development	To fund apprenticeships and approved wider skills training
Use of funds:	Grant-based funding for approved CITB training and qualifications	Employer-controlled digital account funding
Eligible training:	Construction-specific training, short courses, grants and qualifications	Apprenticeships, foundation apprenticeships, modular training and short courses
Access to funds:	Employers apply for CITB grants	Employers spend funds directly via their Growth and Skills Levy account
Fund expiry rules:	No digital account expiry (grant-based system)	Funds expire after 12 months if unused
Government top-up:	Not applicable	No government top-up under the Growth and Skills Levy
Relationship to apprenticeships:	Supports some apprenticeship-related costs through grants	Apprenticeships remain a core funded activity
Typical employer impact:	Construction employers may be required to pay regardless of size	Only applies to larger employers based on payroll size

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 40-42 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 36-46 (section 4) for more information on this.



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APPRENTICESHIPS IN ENGLAND

Over a decade ago, the Department for Education (DfE) replaced 'modern apprenticeships' with 'apprenticeship standards' to give employers more control, focus on skills development, and improve quality. The flooring apprenticeship standard in England was introduced in 2018 as the primary entry route into the industry. It originally offered two pathways: textile and resilient flooring, and wood flooring. However, the funding cap for the overall standard was too low to make wood flooring delivery practical for training providers, resulting in that pathway effectively being abandoned.

This has now changed and the long-standing Floorlayer Apprenticeship Standard has officially been split into two separate apprenticeship standards: one for Textile and Resilient Floorlayer (ST0504), and one for Wood-Based Floorlayer (ST1498). This change marks a significant step forward for the industry and brings with it clear benefits for installers, employers, and apprentices alike.

A key benefit of this new structure is the introduction of separate funding caps for each pathway. The Textile and Resilient Floorlayer Standard will keep the existing funding cap of £17,000 per apprentice, whilst the Wood-Based Floorlayer Apprenticeship has a higher funding cap of £20,000, recognising the diverse complexity, materials, tooling, and training time required in wood flooring.

For the wood flooring sector this increase ensures that training providers can once again contemplate delivery of that wood-based route, offer high-quality, in-depth training and ensures employers in the wood floorings sector have better resources to support apprentices. Industry can then be confident learners receive the full scope of practical skills needed for



the full range of wood floor installations and also wood sanding and finishing.

This transformation didn't happen by chance. It's the result of years of hard work from the Floorlayer Trailblazer group led by the Contract Flooring Association (CFA) and chaired by Alan Gayle (AG Flooring Ltd), in partnership with contractor members, training providers, End-Point Assessment Organisations (EPAO's), manufacturers, and other stakeholders across the industry.

As part of the apprenticeship review process, the CFA and its members played a critical role in shaping these new standards—ensuring they reflect the real-life demands faced by installers on-site. From tool handling to subfloor prep and advanced installation techniques, every detail was examined and improved upon.

This collaborative working group deserves credit for staying the course through countless consultations, reviews, and meeting, all with two clear goals, to ensure the next generation of flooring installers are able to be trained to the highest standard and there is adequate Government funding for training providers to deliver that training to the standard required.

The split of the apprenticeship standard into two clear routes is more than a technical update, it's a signal of progress for our trade. Whether you specialise in luxury vinyl, carpet tiles, parquet, or engineered timber, your craft is now better recognised and supported in formal training with dedicated routes to accreditation.

CFA would like to recognise and thank the Floorlayer Apprenticeship Trailblazer working group who were fundamental in the development and creation of these standards

Alan Gayle (AG Flooring Ltd), Carl Harper (Westcotes Flooring Ltd), Louise Walters (Designer Contracts Ltd), Rachael Pemberton-Baghurst (Designer Contracts Ltd), Floortrain GB Ltd, Floorskills Ltd, Derwentside College, CP Assessments Ltd, NOCN, Construction EPA, Chief Assessments Ltd & Skills England.

Apprenticeship Title(s):

Floorlayer – Textile and Resilient L2 Apprenticeship Standard (ST0504) & Floorlayer – Wood Based L2 Apprenticeship Standard (ST1498)

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 8 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.

English and maths (Functional Skills) requirements for apprentices depend on the apprentice's age and any qualifications they already hold. Apprentices who are 16–18 years old must achieve English and maths at the required level (usually Level 2 or an approved equivalent such as GCSE grade 4/C or above) in order to complete their apprenticeship, unless they already hold these qualifications. For

apprentices aged 19 and over, English and maths qualifications are not mandatory for completing the apprenticeship; instead, the employer and apprentice agree whether further English and maths training is needed for the role. This decision must be recorded in the training plan. Where an apprentice already holds an accepted equivalent qualification, no additional English or maths training is required.

Once the apprentice, employer, and training provider agree that the required training has been completed, the apprentice enters the gateway process before the End-Point Assessment (EPA). This independent assessment evaluates the apprentice's KSBs and is graded. The assessor must be independent of the employer and training provider.

Apprenticeship standards do not automatically include an NVQ. However, completing either of the floorlayer apprenticeships will allow a worker to apply for a blue skilled worker CSCS card on completion of their EPA. The Floorcovering NVQ remains available as a standalone qualification, typically for experienced workers who are not completing an apprenticeship. For more information on NVQ's **see pages 50-60** (section 6) onwards.

In England, employers manage apprenticeship funding through the Digital Apprenticeship Service (DAS). Employers with an annual pay bill over £3 million (approximately 2% of UK employers) must pay the Growth and Skills Levy, which is 0.5% of their annual pay bill. These employers can then use their levy funds to pay for apprenticeship training.

For employers below the levy threshold, the government provides funding for apprenticeship training, and the employer typically contributes a small co-investment (usually 5%). There are various funding options and incentives depending on an employer's size, structure, and the type of apprentice being employed.

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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Find out more



Funding rules in England

EMPLOYERS NOT REGISTERED WITH THE CITB LEVY	
Employers Contribution	Apprentices aged 16-24 £0 (0%) of the funding band. No cost for apprenticeship training provider fees Apprentices aged 25+ £850-£1,000 (5%) of the funding band. Paid monthly over the duration of the apprenticeship
Government Contribution	Apprentices aged 16-24 £17,000-£20,000 (100%) Covers all training provider fees Apprentices aged 25+ £16,150-£19,000 (95%) of the funding band) Covers most of the training provider fees
Additional Government Incentive payments	£1,000 for hiring an apprentice aged 16–18 <i>(or 19–24 with an EHCP or who is a care leaver)</i> £2,000 for SMEs hiring an apprentice aged 16–24 <i>(from October 2026)</i> £3,000 for hiring an apprentice aged 18–24 who has been on Universal Credit for 6+ months <i>(from June 2026)</i> <i>Notes:</i> The Universal Credit incentive (£3,000) is paid directly to employers by DWP in two instalments All other incentive payments are claimed by the training provider and paid to the employer
Summary	Minimum employer contribution: £0–£1,000 per apprentice Total available funding: £16,150–£26,000 per apprentice

EMPLOYERS REGISTERED WITH THE CITB LEVY

Employers Contribution	Apprentices aged 16-24 £0 (0%) of the funding band. No cost for apprenticeship training provider fees Apprentices aged 25+ £850-£1,000 (5%) of the funding band. Paid monthly over the duration of the apprenticeship
Government Contribution	Apprentices aged 16-24 £17,000-£20,000 (100%). Covers all training provider fees Apprentices aged 25+ £16,150-£19,000 (95%). of the funding band) Covers most of the training provider fees
CITB Grant payments	£2,500 per year attendance grant. Paid quarterly through the apprenticeship £3,500 achievement grant. Paid on successful completion of the End Point Assessment (EPA) 80% of accommodation costs reimbursed. For apprentices who require overnight stays to attend training
Additional Government Incentive payments	£1,000 for hiring an apprentice aged 16–18 (or 19–24 with an EHCP or who is a care leaver) £2,000 for SMEs hiring an apprentice aged 16–24 (from October 2026) £3,000 for hiring an apprentice aged 18–24 who has been on Universal Credit for 6+ months (from June 2026) Notes: The Universal Credit incentive (£3,000) is paid directly to employers by DWP in two instalments All other incentive payments are claimed by the training provider and paid to the employer
Summary	Minimum employer contribution: £0-£1,000 per apprentice Total available funding: £27,150-£37,000 per apprentice

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 585914
www.derwentside.ac.uk/apprenticeships

FITA – Flooring Industry Training Association

Unit 10 Windmill Road Industrial Estate,
Windmill Road, Loughborough LE11 1RA
01159 8506836
www.fita.co.uk/Flooring-Apprenticeships

FloorSkills Ltd

Lyndons Farm, Poolhead Lane,
Earlswood, Solihull B94 5ES
01564 703900
www.floorskills.co.uk/apprenticeships

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/flooring-apprenticeship

Floortrain (GB) Ltd (London office)

Unit F, Sutherland House, Sutherland Road,
Walthamstow, London E17 6BU
0203 668 1576
www.floortrain.co.uk/flooring-apprenticeship

Fullagar Construction Skills Centre

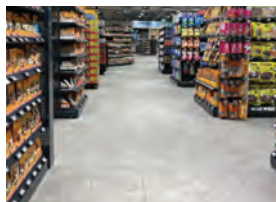
Unit 14a, Lea Green Business Park, Eurolink,
St Helens WA9 4TR
01744 819000
www.constructionskillscentre.co.uk

Webs Training Ltd

The Poplars, Wollaton Road, Beeston,
Nottingham NG9 2PD
0115 9677771
www.webstraining.com/course/level-2-floorlayer/



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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 provide individuals aged 16 and over with paid employment combined with structured training for roles 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, and the Modern Apprenticeship framework selected must be



the most appropriate learning programme available to enable them to achieve occupational competence and complete the required qualifications.

In Scotland, there are more than 70 Modern Apprenticeship frameworks, all designed to deliver employer-led training against nationally recognised standards defined by industry and supported by Skills Development Scotland.

For the Construction Building Modern Apprenticeship in Floorcovering, a mandatory minimum duration of four years normally applies. Apprentices may not attempt the SVQ practical skills test until they have completed a minimum of three years and six months on programme.

Funding rules in Scotland

EMPLOYERS NOT REGISTERED WITH THE CITB LEVY	
Employers Contribution	Apprentices aged 16-19 £0 (0%) of the funding band. No cost for apprenticeship training provider fees Apprentices aged 20-24 £1,600 (18%) of the funding band. Negotiated with and paid to the training provider over the duration of the programme. Apprentices aged 25+ £2,200 (25%) of the funding band. Negotiated with and paid to the training provider over the duration of the programme.
Government Contribution	Apprentices aged 16-19 £8,700 (100%) Apprentices aged 20-24 £7,100 (82%) of the funding band. Apprentices aged 25+ £6,500 (75%) of the funding band) Covers most of the training provider fees
Summary	Minimum employer contribution: £0–£2,000 per apprentice Total available funding: £6,500–£8,700 per apprentice

EMPLOYERS REGISTERED WITH THE CITB LEVY

Employers Contribution	Apprentices aged 16-19 £0 (0%) of the funding band. No cost for apprenticeship training provider fees Apprentices aged 20-24 £1,600 (18%) of the funding band. Negotiated with and paid to the training provider over the duration of the programme. Apprentices aged 25+ £2,200 (25%) of the funding band. Negotiated with and paid to the training provider over the duration of the programme.
Government Contribution	Apprentices aged 16-19 £8,700 (100%) Apprentices aged 20-24 £7,100 (82%) of the funding band. Apprentices aged 25+ £6,500 (75%) of the funding band. Covers most of the training provider fees
CITB Grant payments	£2,500 per year attendance grant (for the first 3 years only). Paid quarterly through the apprenticeship £3,500 achievement grant. Paid on successful completion of the Professional Development Award or the Diploma 80% of accommodation costs reimbursed. For apprentices who require overnight stays to attend training
Summary	Minimum employer contribution: £0–£2,000 per apprentice Total available funding: £6,500–£19,700 per apprentice

Apprentices with significant prior site experience (typically four years or more) may be eligible to complete the apprenticeship in a reduced timescale, with a minimum duration of two years, subject to agreement between the employer and training provider and in line with framework requirements. These apprentices must still produce a full portfolio of SVQ evidence and may not attempt the skills test unit until the final six months of their apprenticeship.



APPRENTICESHIP TRAINING PROVIDERS IN SCOTLAND

CITB National Construction College - Scotland

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

0344 9944433

scotland.apprenticeships@citb.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



Funding rules in Wales

Employers Contribution	Apprentices aged 16+ £0 (0%) of the funding band. No cost for apprenticeship training provider fees
Government Contribution	Apprentices aged 16+ £11,863 (100%) Covers all training provider fees Apprentices aged 25+ £16,150-£19,000 (95%) of the funding band) Covers most of the training provider fees
CITB Grant payments (If employer is CITB Levy registered)	£2,500 per year attendance grant. Paid quarterly through the apprenticeship £3,500 achievement grant. Paid on successful completion of the End Point Assessment (EPA) 80% of accommodation costs reimbursed. For apprentices who require overnight stays to attend training
Summary	Minimum employer contribution: £0 per apprentice Total available funding: £11,863–£20,363 per apprentice

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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:

ApprenticeshipsNI provide people aged 16 and over with paid employment while they train for nationally recognised qualifications at Level 2 (GCSE equivalent) or Level 3 (A Level equivalent).

An apprenticeship is a job with a minimum of 21 contracted hours per week with the same employer, combining structured on-the-job and off-the-job training (usually four days with the employer and one day with a training provider).

Apprentices are employed from day one and can complete their programme in two to four years, depending on the role and level. Apprenticeships are available in a wide range of industries.

The Department for the Economy funds the off-the-job training through approved training providers, while the employer pays the apprentice for all days, including both work and training.



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





FLOOR LAYING TRAINING COURSES

Whether you're an experienced floor layer or an apprentice, why not hone your installation skills with one of the comprehensive training courses from Polyflor, the UK's leading vinyl floor covering manufacturer.

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the Training Academy

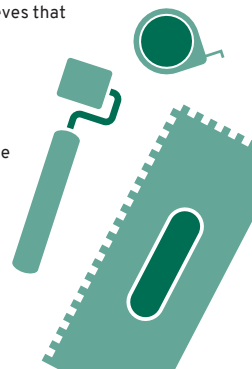
Based at Polyflor Head Office, Manchester, the floor laying courses take place in our purpose-built Training Academy where a range of everyday scenarios are integrated for a better learning experience. The Polyflor floor laying courses are fitting courses intended to develop and refresh previous skills.

the Instructor

All Polyflor installation courses are delivered by Chris Landon, who has extensive teaching experience and has successfully managed his own flooring business. Chris believes that learning should be enjoyable yet beneficial.

the Course Fees Include

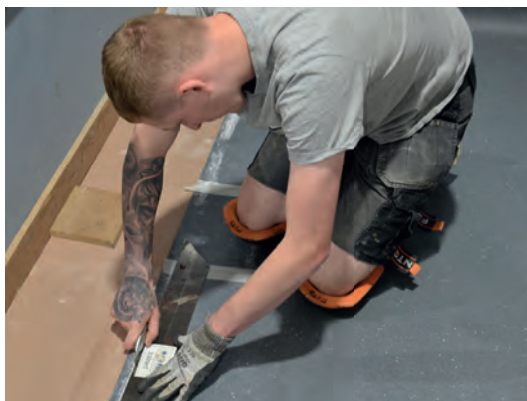
- All Materials & Tools for use during the course
- Lunch
- Polyflor Technical Manual
- Samples & Literature
- Polyflor Training Academy Certificate for successful completion of the courses



Funding in Northern Ireland (training costs only)



Employers Contribution	Apprentices aged 16+ £0 (0%) of the funding band. No cost for apprenticeship training provider fees
CITB NI Grant payments (If employer is CITB NI Levy registered)	£1,500 year-one employment grant £1,500 year-two employment grant £1,000 achievement grant. Paid on successful completion of NVQ Level 2 Note: 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. The apprentice must be employed by the employer claiming the grant for a minimum of 6 months. <i>CITB NI grant will only be paid providing Terms & Conditions of Grant Scheme have been met. For more information visit www.citbni.org.uk/Grants.aspx</i>
Additional Government Incentive payments	£670-£2,008 Employer Incentive Payment paid directly to the employer for each apprentice who successfully completes their Level 2 framework.
Summary	Minimum employer contribution: £0 per apprentice Total available funding: £607-£6,008 per apprentice



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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SP101 Flooring Plywood

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4 | Skills, Labour, Recruitment and Support



FUTURE FITTERS

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. FITA also been delivering the 'gold standard' or apprenticeship delivery in England since 2021 and now plays its part in training the floorlayers of the future.

In 2020, CFA first started work on the Future Fitter Programme, the goal was clear: to address the skills gap and build a sustainable pipeline of talent for the contract flooring industry. By the time we

published the first version of this guide in 2022, the foundations had been laid. Since then, much has changed, while some challenges remain the same. The demand for skilled floorlayers continues to outstrip supply; the current skills gap estimated at 18% or 12,400 floorlayers.

It's a statistic that's impossible to ignore and a reminder of why CFA need to keep momentum behind their efforts.

In 2025 CFA relaunched an updated version of Future Fitters. The guide continues to serve as a comprehensive industry resource for anyone looking to build a career in flooring, while supporting employers and training providers to play their part in securing our future workforce.



SCAN HERE
TO READ



The CFA Future Fitters programme:

Successfully driving practical changes needed

to attract more floorlayers to the industry.

But we STILL need more!

ISSUE 2
MAY 2025

**RECRUITING
MORE
FLOORLAYERS**

A Comprehensive Guide for Employers and Employees

**FUTURE
FITTERS**

The response from the Contract Flooring Association to the skills and labour shortage in the UK flooring industry

From successful lobbying to increase apprenticeship funding, to strengthening our engagement with schools and young people through practical STEM events, Future Fitters is fully committed to signposting clear entry points for potential newcomers.

**But we still need YOUR help.
Get involved. Read Future Fitters!**



**IT'S OUT
NOW!**

**SCAN or CLICK HERE
to read it online.**



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WHAT IS FUTURE FITTERS?

At its heart, Future Fitters is designed to do three things:

- **Attract new entrants into our industry by highlighting the many opportunities in commercial and domestic floor laying.**
- **Provide clear, accessible training pathways to help individuals become qualified, skilled, and competent installers.**
- **Support employers in identifying, recruiting, and nurturing new talent.**

The guide offers practical advice on everything from advertising roles to apprenticeship options and mentoring opportunities for experienced professionals looking to give something back. The guide also recognises the achievements made since the original guide.

CFA have lobbied successfully to increase apprenticeship funding in England from £13,000 to £17,000 per textile and resilient floorlayer apprentice and from £13,000 to £20,000 per wood-based floorlayer apprentice, a significant incentive for businesses to invest in the next generation.

Through our training arm, FITA, apprenticeship delivery has expanded rapidly. From a standing start in 2021, we now engage with a rolling 50 apprentices. And in Scotland, we played a pivotal role in ensuring apprenticeship delivery

continues at CITB Inchinnan, safeguarding opportunities for young people north of the border.

We've also strengthened our engagement with schools and young people through STEM events and "Open Doors" days, initiatives designed to spark curiosity about the flooring industry and challenge perceptions about careers in construction.

Perhaps one of the most rewarding aspects has been the growing collaboration across the sector. Manufacturers, distributors, and contractors alike have come together to support new training initiatives and share ideas about how we can work collectively to close the skills gap.

In the updated guide, there are new case studies highlighting the careers of women in flooring and outlining the untapped potential within the other 50% of the population. Flooring requires precision, attention to detail, and problem-solving skills, attributes not limited to any one gender, age, or background.

When all is said and done, the achievements listed within the Future Fitter guide should be celebrated, but the four key areas of focus (albeit bolstered by some of the success achieved) remain the same if we are to really impact the skills and labour shortage in the UK flooring industry.



1.The Pipeline (Communication)

We fully understand how hard it is to find excellent quality people who can be considered for roles within the flooring sector. That has a number of different facets; people simply do not consider flooring as a credible career. They may think about being a plumber, firefighter or bus driver, but few, if asked, would likely offer flooring as a career choice. Unless, of course, a parent, relative or friend of the family happen to be involved.

So, what can industry do about that? CFA has worked on, and continue to contribute, towards several solutions:

- The STEM Ambassadors scheme **see page 40**. CFA and its members have and continue to, support this directly with several new Ambassadors now speaking to future workers about the opportunities flooring presents and encouraging as many as possible to consider flooring as a career. But we need more people to sign up and visit schools/colleges and spread the word about our fantastic sector.
- CFA have engaged in additional projects to signpost the opportunities within construction to the next generation. This includes fantastic initiatives such as Open Doors Construction **see page 42** and National Apprenticeship Week. Clear chances to allow those making decisions on their future to see our trade and get hands on.
- CFA have also supported with advice and content to support and populate websites such as Go Construct **see page 42** (where information about careers in flooring and floor laying can be found for those looking for a career in construction and more specifically flooring. Part of our job is also to ensure that all the above are synchronised and link each and every 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

Since 2022, there has been a suitable shift in additional training providers offering flooring apprenticeships that include CFA's own training arm FITA, Gower College in Swansea and Derwentside College in County Durham. But speaking to employers this still remains a key factor in the decision to employ an apprentice, suitable localised provision across the UK.

We are offering the CFA (and our experience through FITA) 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.

We continue to communicate with the industry to highlight which areas of the UK should be developed and can offer a potential provider a wealth of support including employer signposting, manufacturer support, pre-written delivery programmes and much more.

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.

We will also link them to manufacturers who may sponsor and offer help with materials and other resources.

4.Identify new sector/financial support

CFA have a very good understanding of financial support available to our sector most recently working with the Skills England and the Department for Education (DfE) to increase funding for providers. But we continue to seek new avenues and funding to help support the training and development of skills and labour including direct financial support to employers.

Many of the courses offered by CFA manufacturer members are free of charge **see pages 72-78**, and all CFA members receive a discount of 15% off all training delivered by FITA **see pages 62 - 70**. 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 **see pages 80-87**.

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!



**SCAN HERE
TO SIGN UP**



The best place to learn about a career as a **COMMERCIAL FLOORLAYER**



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.

GO CONSTRUCT Construction careers Get started in construction Why choose construction? Educational resources

Home > Construction careers > What jobs are right for me? > Commercial floorlayer

COMMERCIAL FLOORLAYER

Floorlayers are trained in subfloor preparation and installing a range of floor coverings in commercial locations and site conditions. Commercial floorlayers will install textile, resilient, wood and tile products on commercial sites, in public spaces and industrial buildings.

Average salary*
£17000 - £45000

Typical hours per week
45-50

How to become a commercial floorlayer

There are several routes to becoming a commercial floorlayer. Most start out by beginning an apprenticeship which includes both on and off the job training. Some find employment with a flooring contractor and learn on the job alongside short courses and may eventually complete a qualification, once competency can be shown.

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?

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



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.

Vitality, 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 2025, 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.

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.



**FOR MORE INFORMATION
Please visit:
www.opendoors.construction**

**SCAN HERE TO
VIEW WEBSITE**

Talentview Construction (TVC)



What is Talentview Construction?

Talentview Construction (TVC) is a government-backed and CITB sector 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 sector 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.



SCAN HERE FOR VIDEO



SCAN HERE TO VIEW WEBSITE

FOR MORE INFORMATION

Go to www.talentview.org/construction



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 sector find the skills they need.

The CTRS platform is open to all types of construction businesses across trade, technical and professional disciplines, in every part of the UK. The platform provides a simple, free and easy way to recruit and redeploy across the sector. The platform 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.

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/construction



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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.

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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.*

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FLOORING SYSTEMS

APPRENTICESHIP RECRUITMENT

National Apprenticeship Service (England)



The National Apprenticeship Service supports the delivery of apprenticeships in England. It offers free impartial advice to potential apprentices 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.skillsdevelopmentscotland.co.uk

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

2025 Flooring Apprentice of the Year Winner – Daniel Mee

The CFA are delighted to The CFA are pleased to announce that the winner of the 2025 Flooring Apprentice of the Year competition, is **Daniel Mee from Hillside Contracts Ltd**, Leicester. Judging the competition this year were three seasoned CFA Council Members, Alan Gayle (AG Flooring Ltd), Matthew Brown (Uzin Utz UK) and David Brady (RJM Flooring Ltd) all of whom are experts in their field and committed to supporting the CFA and the competition.

The judges noted that Daniel's entry was comprehensive, displaying all expected apprentice competencies, including thorough site setup,

meticulous preparation work, correct PPE usage, and execution of diverse flooring tasks and procedures. His range of photos and videos supported his entry and he received great marks on all questions asked regarding floorlaying activities as part of the entry. He also received great praise from his tutor and employer, Daniel spent time throughout his teens helping his uncle, who is also a floorlayer and discovered how much he enjoyed the work before joining his employer Hillside Contracts Ltd. Daniel stated it is a profession he finds fun, rewarding, and something he is genuinely passionate about.

The CFA have proudly organised and delivered the Flooring Apprentice of the Year competition for many years and have always been delighted with the large levels of engagement from employers, apprentices, training providers and sponsors. The very nature of the competition provides 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.



This year not only was the winner presented with a prize pool of a value in excess of £10,000 but sponsors kindly donated to a 2nd and 3rd place prize pool too. On the 24th June at the InstallerSHOW, CFA President Alan McEwan announced Daniel as our winner. Alan also announce that Sam Shetliffe (Capitol Carpets and Blinds) took 2nd place and Greg Scott (Veitchi Flooring) took 3rd, both runners up receiving their own set of prizes too.

Once the dust had settled and Daniel was over his initial shock and being names the winner, we asked him for his thoughts on winning the competition;

"I am over the moon to have won the CFA Apprentice of the Year 2025. It is a massive honour and it still has not fully sunk in. It feels incredible to have all my hard work, commitment, and learning recognised like this. I have put everything into my apprenticeship, so to come away with this kind of recognition means more than I can put into words. I just want to thank my uncle James for introducing me to the trade. I also want to thank everyone at Hillside Contracts Ltd for giving me the opportunity to learn and grow as part of a great team. And a massive thanks to Josh and Paul Appleby for the

time, patience, and knowledge they have shared with me. I have learned so much from everyone. Winning this award has given me even more motivation to keep pushing forward. It is a proud moment and just the start of what I hope will be a long career in the industry."

Each year the Flooring Apprentice of the Year competition is sponsored and supported by more than 20 flooring sponsors generously donating prizes. The prize pot included a specialist flooring tool kit with named workwear, tool bags, hand and power tools, adhesives and sub floor preparation products, moisture measuring equipment and accessories such as PPE. It also included £1000 in cash, £1750 in product vouchers, £1250 in online shopping vouchers and two free training courses to further his knowledge.

Daniel's employers are no strangers to recruiting and training top quality apprentices, Jo Singer, Director at Hillside Contracts Ltd said;

"Hillside Contracts Ltd are delighted that Daniel has been awarded Apprentice of the Year 2025. We are extremely proud of Daniels's efforts and determination he has shown to win this award"

Daniel completed the formal training element of his apprenticeship with Webs Training Ltd and Flooring Industry Training Association (FITA) attending the FITA Training centre in Loughborough for his off the job training. Helen Davies, Flooring Training Coordinator at Webs Training Ltd had the following to say;

"Daniel put so much effort into his apprenticeship, he was determined to have the best portfolio and provided the very best evidence that he possibly could. His practical skills developed quickly due to the effort and energy he put into every FITA session and his interaction with the fitters on site. The result was that Daniel was ready for his end point assessment earlier than planned and he sailed through it with a very respectable distinction."

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

THE APPRENTICE OF THE YEAR AWARD 2026 IS KINDLY SPONSORED BY



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 at minimum a 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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The Quick-Step Academy for Excellence in Flooring is a leading training facility dedicated to the training of professional installers in engineered wood, vinyl and laminate flooring.

Level 3 S/NVQ Diploma in Floorcovering Occupations (Construction) – Textile and Resilient

In order to achieve/pass this qualification/pathway learners must successfully complete/achieve all ten (10) Mandatory units plus either optional route 1A or 1B. Additional units available - these units are not compulsory but are endorsed

10 Mandatory Units – Candidates must successfully achieve all ten (10) mandatory units.

UNIT TITLE	CREDITS
Assessing and Evaluating Conditions for Floorcoverings in the Workplace	23
Assessing and Preparing Subfloor Surfaces for Floorcoverings in the Workplace	17
Confirming the Occupational Method of Work in the Workplace	11
Confirming Work Activities and Resources for an Occupational Work Area in the Workplace	10
Conforming to General Health, Safety and Welfare in the Workplace	2
Co-ordinating and Organising Work Operations in the Workplace	14
Developing and Maintaining Good Occupational Working Relationships in the Workplace	8
Preparing and Fitting Underlays for Floorcoverings in the Workplace	15
Preparing Surfaces to Receive Floorcoverings in the Workplace	24
Setting Out for Laying Floorcoverings in the Workplace	20

3 Optional Units – Candidates must successfully achieve either Option 1A or Option 1B

UNIT TITLE	CREDITS
Option 1A	
Install Resilient Floorcoverings in the Workplace	39
Option 1B	
Installing Textile Floorcoverings in the Workplace	20
Joining and Repairing Textile Floorcoverings in the Workplace	11

Additional Units – These units are not compulsory but are endorsed

UNIT TITLE	CREDITS
Installing Resilient Floorcoverings in the Workplace	39
Installing Specified Design Resilient or Textile Floorcoverings in the Workplace	47
Installing Specified Design Wood and Timber-Based Floorcoverings in the Workplace	33
Installing Textile Floorcoverings in the Workplace	20
Installing Timber-Based Floorcoverings in the Workplace	24
Joining and Repairing Textile Floorcoverings in the Workplace	11
Setting Out Floor Areas for Specified Design Floorcovering Installations in the Workplace	25

On completion of this qualification the candidate is eligible to apply for a gold skilled worker CSCS card.
For more information on CSCS card **see pages 88-92.**

Level 3 S/NVQ Diploma in Floorcovering Occupations (Construction) – Timber

In order to achieve/pass this qualification/pathway learners must successfully complete/achieve all ten (10) Mandatory units plus one (1) optional route unit. Additional units available - these units are not compulsory but are endorsed

10 Mandatory Units – Candidates must successfully achieve all ten (10) mandatory units.

UNIT TITLE	CREDITS
Assessing and Evaluating Conditions for Floorcoverings in the Workplace	23
Assessing and Preparing Subfloor Surfaces for Floorcoverings in the Workplace	17
Confirming the Occupational Method of Work in the Workplace	11
Confirming Work Activities and Resources for an Occupational Work Area in the Workplace	10
Conforming to General Health, Safety and Welfare in the Workplace	2
Co-ordinating and Organising Work Operations in the Workplace	14
Developing and Maintaining Good Occupational Working Relationships in the Workplace	8
Preparing and Fitting Underlays for Floorcoverings in the Workplace	15
Preparing Surfaces to Receive Floorcoverings in the Workplace	24
Setting Out for Laying Floorcoverings in the Workplace	20

1 Optional Units – Candidates must successfully achieve one (1) optional unit

UNIT TITLE	CREDITS
Installing Timber-Based Floorcoverings in the Workplace	24

Additional Units – These units are not compulsory but are endorsed

UNIT TITLE	CREDITS
Installing Resilient Floorcoverings in the Workplace	39
Installing Specified Design Resilient or Textile Floorcoverings in the Workplace	47
Installing Specified Design Wood and Timber-Based Floorcoverings in the Workplace	33
Installing Textile Floorcoverings in the Workplace	20
Joining and Repairing Textile Floorcoverings in the Workplace	11
Setting Out Floor Areas for Specified Design Floorcovering Installations in the Workplace	25

On completion of this qualification the candidate is eligible to apply for a gold skilled worker CSCS card.
For more information on CSCS card **see pages 88-92.**

Colleges and Training Providers who deliver S/NVQs in Floorcovering Occupations (at the time of going to print)

ENGLAND

The Bedford College Group

Cauldwell St, Bedford, Bedfordshire MK42 9AH
01234 291000
www.bedfordcollegigroup.ac.uk

CDC Group Ltd

6 Chancerygate Business Centre, Whiteleaf Road,
Hemel Hempstead HP3 9HD
020 8191 9090
www.cdc.org.uk

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

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 14a, Lea Green Business Park, Euro Link,
St Helens WA9 4TR
01744 819000
www.constructionskillscentre.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

CITB National Construction College - Scotland

4 Fountain Avenue, Inchinnan Business Park,
Inchinnan, Renfrewshire PA4 9QR
03449944433
[www.citb.co.uk/national-construction-college/
assessment-services](http://www.citb.co.uk/national-construction-college/assessment-services)

FITA

(Flooring Industry Training Association)
Unit 10 Windmill Road Industrial Estate, Windmill
Road, Loughborough, Leicestershire LE11 1RA
0115 950 6836
www.fita.co.uk

N.IRELAND

Craft Recruitment & Training Ltd

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Ballycolman Road, Strabane BT82 9PH
02871 880044
www.craftrecruitment.com

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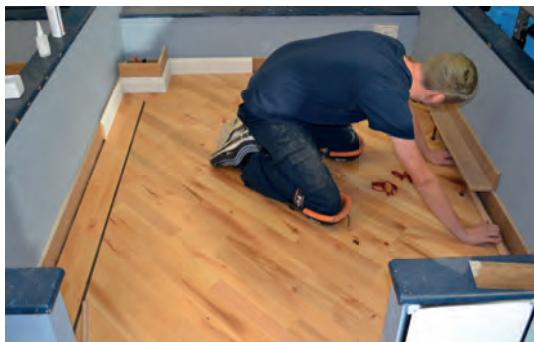
Level 3 NVQ Diploma in Occupational Work Supervision (Construction)

6 Mandatory Units – Candidates must successfully achieve all six (6) mandatory units.

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

4 Optional Units – Candidates must successfully achieve two (2) optional units

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 **see pages 88-92.***



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

14 Mandatory Units – Candidates must successfully achieve all fourteen (14) mandatory units.

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

7 Optional Units – Candidates must successfully achieve one (1) optional units

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 88-92.***



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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.

5 Mandatory Units – Candidates must successfully achieve all five (5) mandatory units.

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

14 Optional Units – Candidates must successfully achieve a minimum of four (4) optional units (minimum credit value 54)

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 88-92**.

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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 Scotland, FITA continues to see great engagement in training across the whole sector. 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.

For 2026 FITA are also excited to announce the launch of the FITA Digital App, an innovative 'fitters' mate' for those who've attended training courses at with er training centre. Exclusively available to those that have been FITA Trained, the app delivers on-demand support helping delegates retain skills and knowledge covered during their course and build confidence as they put their new skills into practice in the real world.



WHAT'S INSIDE THE APP?

- **Bite-Sized Training Videos** – Recap key techniques with short, focused videos
- **Course-Linked Content** – Only see content relevant to courses you've completed
- **Progressive Access** – Attend more courses, unlock more resources
- **24/7 Support** – Guidance wherever you are, whenever you need it
- **Exclusive to FITA Trainees** – Not available to the general public
- **Sponsored Resources** – Access product guides, videos, and insights from our trusted industry sponsors

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

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.

The FITA Carpet Installation - Basic Course is 3 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.



STANDARD FITA COURSES	LEVEL	DAYS	COST*
Carpet Installation	Basic	3	£840.00
Carpet Installation	Intermediate	4	£1036.00
Carpet Installation – Design Floors	Advanced	3	£840.00
Carpet Installation – Traditional	Advanced	3	£840.00
Domestic Vinyl Installation		2	£595.00
Commercial Vinyl Installation	Basic/Intermediate	4	£1036.00
Commercial Vinyl Workshop – Cap and Cove		1	£303.00
Commercial Vinyl Installation – Wetrooms		2	£595.00
LVT (Luxury Vinyl Tile) Installation	Basic	3	£840.00
LVT (Luxury Vinyl Tile) Installation	Intermediate	3	£840.00
LVT (Luxury Vinyl Tile) Installation	Advanced	3	£840.00
Laminate and Floating Wood Installation	Basic	2	£595.00
Wood Flooring Installation	Intermediate	3	£840.00
Wood Sanding and Finishing	Basic/Intermediate	2	£595.00
Subfloor Preparation		1	£303.00
Effective Estimating and Planning - Domestic		2	£595.00
Effective Estimating and Planning - Commercial		2	£595.00
Moisture – Preventing Floor Failures (online only)		1	£150.00

*ALL PRICES EXCLUDE VAT

FITA Training Centres address:

LOUGHBOROUGH:

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



FITA SCOTLAND:

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**

DOMESTIC & COMMERCIAL Professional Flooring Training

WHY TRAIN WITH FITA?



✓ From Beginner to Advanced

✓ Short Courses 1-4 Days

✓ Apprenticeships & NVQs

✓ Professional Instructors

✓ Fully Equipped Centres

✓ 15% OFF for CFA / NICF Members

Check out our positive feedback ratings during 2024-25!



How do you
rate course
content?"

9.8/10



How do you
rate your
Instructor?"

9.9/10



Did you learn
what you
came for?"

9.9/10



How do you
rate value
for money?"

9.8/10



Would you opt to
train with FITA
again in the future?"

100% SAID YES!

Learn to fit new flooring types — or develop your existing skills

✓ CARPET

✓ VINYL & WETROOMS

✓ SUBFLOOR PREP

✓ LVT

✓ WOOD SANDING & FINISHING

✓ MOISTURE

✓ MANUFACTURER COURSES (Forbo Marmoleum/Coretec/Alternative Flooring/Tarkett)

NEW!

Call 0115 950 6836 — email: info@fita.co.uk — or visit fita.co.uk



FITA IS KINDLY SPONSORED BY

FITA Training Courses continue to receive amazing feedback from delegates!

The average satisfaction ratings for FITA courses based on all feedback received during 2025-26 were as follows



After every course, we gather feedback from our delegates about their training, to ensure we're giving the highest quality training as the UK's ONLY not-for-profit floorlayer training provider.

This past year, FITA has delivered a wide variety of flooring courses at both our Loughborough Training Centre and FITA Scotland, welcoming hundreds of delegates. 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.

These impressive results illustrate the enormous level of commitment from the 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 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

"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

"Great course with some very **knowledgeable instructors.**"

SUBFLOOR PREPARATION

"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

"Friendly and knowledgeable instructors, making me feel at ease and a **Great learning atmosphere.**"

LVT (LUXURY VINYL TILE)

INSTALLATION - BASIC

"A very detailed course

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

"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 course was really insightful, Doug very helpful & knowledgeable, I will be booking future courses."

LAMINATE AND FLOATING WOOD
INSTALLATION - BASIC

"**Enjoyed** the course and learnt loads to get me started in the flooring trade."

COMMERCIAL VINYL INSTALLATION
- BASIC/INTERMEDIATE

"A Brilliant course,

I would highly recommend it to anyone."

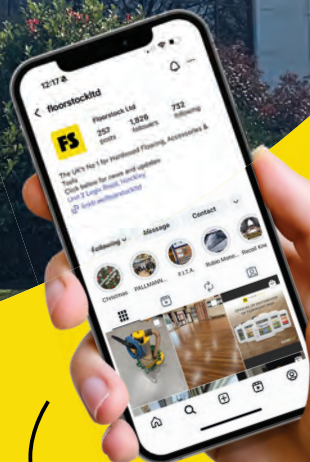
CARPET INSTALLATION
- INTERMEDIATE



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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:



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

- ✓ 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



A big thanks to the following companies that have kindly sponsored FITA this year:

FITA PREMIER SPONSORS



FITA OFFICIAL SPONSORS



UZIN UTZ CAMPUS

The floor training facility in Stafford includes sub-floor preparation, LVT fitting, wet room installations, wood floor sealing, and resin flooring installation courses. Plus, much more, starting from £100.00 per person.



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FURTHER INFORMATION
OR JOIN THE WAITING LIST



A historic achievement
of the company
winning the first prize at the
internationally biennial exhibition

980

1997

With water during 1997 and
winning the first prize at the
internationally biennial exhibition

2001

Opening of the company's largest
center in 2001, with one of the company's
largest production facilities in the flooring sector
through its acquisition

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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 the InstallerSHOW at the NEC and the INDX Show in Solihull. These are great opportunities for Sponsors and Supporters to have their products demonstrated to a large variety of potential customers.



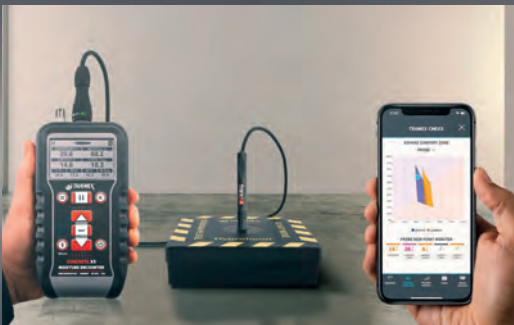


CONCRETE MOISTURE ENCOUNTER

CME5



CMEX5



QUANTITATIVE MOISTURE CONTENT & RH READINGS FOR CONCRETE FLOORS AND SLABS



Bluetooth For Use With Tramex App
Extension Handle Reduces Need To Bend Down (Optional)

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
	• 3-day Introduction to Altro Flooring • 2-day Advanced Altro Safety Flooring Training • 2-day Introduction to Altro Whiterock Wall Systems • 1-day Introduction to Altro Whiterock Welding • 2-day Introduction to Altro Modular Flooring (LVT) • 1-day Introduction to Altro Adhesive-Free Flooring • 2-day Introduction to Altro Resin Systems	01462 480480 trainingcentre@altro.com www.altro.com
	• 3-day Introduction to Fitting Amtico (Fitters New to Amtico) • 3-day Fit a Design Floor (Intermediate to Advanced Level) • 1-day Amtico Click Smart and Access Installation (All Levels) • 2-day Endorsed Fitter Assessment (Experienced Fitters)	0121 745 0821 training@amtico.com www.amtico.com
	• 1-day ARDEX Flooring Systems for Common Subfloors • 1-day Subfloor Preparation & Adhesive Selection for LVT • 1-day Subfloor Preparation & Carpet Installation • 1-day Solutions for Heated Subfloors • 1-day The Complete Guide to Controlling Moisture • 1-day Polypipe & ARDEX Subfloor Preparation for Retro-Fit Heating • 1-day Solutions For Retro-Fit Heating Systems	01440 714939 info@ardex.co.uk www.ardexacademy.uk
	• 3-day Carpet Installation Course • 3-day Commercial Flat Vinyl Flooring Installation Course • 3-day LVT Plank Installation • 1-day Cap & Cove Vinyl Installation Course • 3-day Linoleum Flooring Installation Course • 3-day LVT Herringbone Installation Course • 3-day Wetroom Installation Course • 3-day Arturo Resins Course • 2-day Cork Flooring Course • 2-day Wood Flooring Sanding & Finishing Course • 2-day Whiterock Wall Cladding Installation Course • 1-day Whiterock Welding Course	01392 257891 wood@beachbros.co.uk www.beachbros.co.uk
	• 2-day Bona Certified Craftsman • 1-day Bona Trained Contractor • 1-day Bona Resilient Solution (Best Practice for Floor Renewal) • 1-day Bona Floor Treatment Programme (Covering Maintenance in Commercial Settings)	01908 525150 info.uk@bona.com www.bona.com

MANUFACTURER	COURSE TYPE(S)	CONTACT DETAILS
	• Personalised Training • Webinars • E-Learning	The Bostik Academy Team 01785 272625 technical.service@bostik.com www.bostik-academy.co.uk
	Online Cemfloor Approved Installer Program • How to carry out pre-installation inspections and preparations • Good installation practices for a perfect even surface • Best methods for curing and drying • Perfecting installation in both cold and warm weather	01415 307587 info@cemfloor.co.uk www.cemfloor.co.uk
	• Practical Training delivered by Experts from F. Ball • 1- & 2-day Subfloor Preparation and Adhesive Selection Courses • 3-day Subfloor Preparation and LVT Flooring Installation Course • 3-day Subfloor Preparation and Vinyl Flooring Installation Course • 4-day Introduction to Subfloor Preparation for Apprentices • 1-day Guide to Subfloor Preparation for the Flooring Retailers Course • 1-day Flooring Installation for Estimators Course • 2-day Women in Flooring Course • Suitable for All Skill Levels • Free to Attend	F.Ball Marketing Department 01538 361633 mail@f-ball.co.uk www.f-ball.com
 FLOORING SYSTEMS	• 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)	Linoleum & Sheet Vinyl enquiries: info@fita.co.uk www.fita.co.uk CITB Nuway Training enquiries: entrancetraining@forbo.com www.forbo-flooring.co.uk
 For the Perfect Finish	Introduction to Genesis Products Product Training: • Stair Nosing • Movement Joints • Entrance Matting • Tactiles • STRATO Bespoke Training Courses • Tailored onsite courses are available	01642 713000 Opt. 2 for Customer Services technical@genesis-gs.com www.genesis-gs.com
	• Introduction to Interface Products • Tailored Onsite Training & Assessment • LVT, Carpet Tile and Nora® Rubber Training	0800 313 4465 technical.services@interface.com

MANUFACTURER	COURSE TYPE(S)	CONTACT DETAILS
	• Floorcovering Installation • Finishing and Maintenance	Richard Aylen (Technical Manager) 01376 534729 07817 996247 RIA@junkers.com
	• 3-day Level 1 Beginner Course - Subfloor Preparation, Straight Lay Installation for Tile and Plank • 3-day Level 2 Intermediate Course - Subfloor Preparation, 45° install, Herringbone Install into Border • 3-day Level 3 Advanced Course - Parquet/Basketweave and Installation into Stairs • 2-day Heritage Expert Course - Bespoke Heritage Collection Installation	01386 820170 training@karndean.co.uk www.karndeancommercial.com
	Product Training: • Subfloor Preparation for Resilient Flooring • Resin & Industrial Flooring RIBA Accredited CPD's: • Subfloor Preparation • Fast Track Screeds	0121 508 6970 training@mapei.co.uk cpd@mapei.co.uk www.mapei.co.uk
	• 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	Polyflor Training Academy 0161 767 1912 trainingacademy@polyflor.com
	Product Training Seminars: • How to Correctly Select & Install Stair Nosings • How to Correctly Select & Install Flooring Accessories Product & Installation Training: • On-site product and installation training available FOC • Covers the correct specification, selection and installation of Quantum Flooring Accessories • Suitable for distributors, contractors and fitters	0161 627 4222 info@quantumflooring.co.uk www.quantumflooring.co.uk
	• Master Installer: Laminate & Engineered Wood • Master Installer: Vinyl • Foundation Installer: Laminate • Foundation Installer: Vinyl • Staircover Course • Bespoke Courses • Moduleo Dryback Installer Course • Moduleo Layred Master Installer	Tricia Lord 0330 1222 133 Opt. 3 training@quick-step-academy.co.uk www.quick-step-academy.co.uk www.moduleo.co.uk
	• Subfloor Preparation • Adhesive Application • Application Specific Training • Akzent Wood Finishes by Stauf, Cleaning, Maintenance & Product Application	01706 374615 info@stauf.co.uk



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MANUFACTURER	COURSE TYPE(S)	CONTACT DETAILS
	• 1 day Introduction to LVT • 1 day Introduction to Sheet Vinyl & Safety Flooring • 1 day Introduction to Linoleum	marketing@tarkett.com www.tarkett.co.uk
	• Moisture Testing Methods for Concrete & Cementitious Subfloors, Screeds & Wood Flooring	07595 411142 sales@tramexmeters.com www.tramexmeters.com
	RIBA Approved CPD Seminars • 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	01942 251400 flooringuk@cpg-europe.com <i>Bookings:</i> cpguktraining@cpg-europe.com www.flowcrete.com www.tremco-europe.com
	 Scan the QR opposite for course information or visit: www.thepreparationgroup.com/training/	01522 561400 training@ppcgroup.co.uk www.thepreparationgroup.com
	• 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.	01827 254455 training@instarmac.co.uk www.ultrafloortrainingacademy.co.uk



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MANUFACTURER	COURSE TYPE(S)	CONTACT DETAILS
	Subfloor Preparation & Floor Covering Installation: • Estimator Subfloor Preparation Essentials – 1 day course • Mastering Modern Screed Solutions – 1 day course • Underfloor Heating System Solutions – 1 day course • Art of Vinyl Floor Installation – 2 day course • Mastering Subfloor Preparation Techniques – 2 day course • Intermediate Subfloor Preparation and LVT Skills Workshop – 2 day course • Advanced Subfloor Preparation and LVT Technique Workshop – 3 day course Wetroom Installation: • Mastering Subfloor Preparation and Wet Room Installation – 2 day course • Mastering Subfloor Preparation and Wet Room Installations – 3 day course Wood Floor Sanding & Sealing: • Renovation and Aftercare of Wooden Floors – 2 day course • Excellence In Wood In Partnership With Parador – 3 day course Resin Flooring: • Mastering The Installation Of Arturo Quartz Resin – 1 day course • Comfort Resin Floor Applications – 2 day course • Industrial Resin Applications – 2 day course • Excellence In Resin Installation – 3 day course	01788 530 080 training.uk@uzin-utz.com www.uzin-utz.com
	• Technical Advice of WOCA Primers & Lacquers including Product Description & Introduction to the Range	Adrian Rash (WOCA UK & Ireland sales manager) 07502404331 ara@wocadenmark.com www.wocadenmark.com
	• 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	01525 718877 training@netweber.co.uk www.uk.weber/training



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9 | CITB Grant Funding

CITB LEVY, GRANTS AND FUNDING



What is the CITB Levy?

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

Equally, only CITB Levy registered employers will be eligible to claim CITB grant funding. Levy is mandated by Government and supported by legislation. 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).

What is the purpose of the CITB Levy?

The CITB Levy is used to support the construction industry to have a skilled, competent and inclusive workforce, now and in the future.

It is dedicated to ensuring the construction workforce has the right skills for now and the future, based around our three strategic priorities:

- Careers
- Standards and qualifications
- Training and development

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 levy is not applied to CIS subcontractors who you don't 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



Levy reduction for small businesses

Under the 2026 Levy Order, if your total wage bill (payroll and Net CIS) is between £150,000 and £499,999 your organisation will receive a 50% reduction on your levy. This is called the 'Small Business Levy Reduction'.

Levy exemption for small businesses

Under the 2026 Levy Order, if your total wage bill (payroll and Net CIS) is under £150,000 your organisation won't 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 a Levy, as it is a statutory requirement.

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, Bircham Newton,
King's Lynn, Norfolk, PE31 6RH

You may formally appeal against your assessment

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)

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.



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 objective of CITB's Grants Scheme is to meet skills demand and address and prevent skills gaps as underpinned by the Grants Scheme principles. The Grants Scheme is funded by Industry through the CITB Levy and aims to ensure that these funds are invested well to meet Industry needs.

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).

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 including short course grants, qualification grants and apprenticeship grants. Depending on the type of training undertaken there are various ways in which training grants can be claimed.

FOR MORE INFORMATION

Please visit www.citb.co.uk/funding-support/grants

Choose from 3 courses

Introduction to Fitting Amtico

Specialised training to increase your abilities as a professional flooring contractor. Enhance your preparation and installation skills to make fitting easier and increase customer satisfaction.

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Strengthen your design ability to create and fit design floors with advanced fitting skills.

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CITB GRANT SCHEME FROM 1 APRIL 2026

APPRENTICESHIPS

Grant for directly employed apprentices attending approved Apprenticeship standards in England, 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 Customer.ServicesYNET@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 should be submitted within 52 weeks of the achievement date of the certificate and should be sent to:

Grant.ClaimForms@citb.co.uk

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.

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

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/

CITB GRANT SCHEME FROM 1 APRIL 2026

Qualifications

LONG QUALIFICATION GRANTS

CITB pay grants for the successful achievement of approved higher-level qualifications which take more than one year to complete on a part time basis and that focus on the core construction skills needed across the industry.

Higher-level qualifications include:

- Higher National Certificates and Diplomas (HNCs and HNDs)
- Degrees (BSCs)

These grants are for long qualifications and **do not apply to apprenticeships. Degrees that are equivalent to a Level 7 (i.e. MSC's) are not supported.**

How much can you apply for?

- **£600** 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.

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 2026 and 31 March 2027).

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
- £600** per specific Management qualification
- £600** per specific Supervision qualification
- £1000** per specific rainscreen cladding qualifications
- £300** per Level 2 Plant Operations VQ additional unit
- £240** per Awards – Level 2 or higher

APPLYING FOR QUALIFICATION GRANTS

Achievement grant applications must be submitted after the certificate is issued by 30 June 2027 (for achievements awarded between 1 April 2026 and 31 March 2027).

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.

FUNDING

EMPLOYER NETWORKS

In early 2026, Employer Networks (ENs) became the main channel for short course funding, replacing short course grants and the skills and training funds previously used.

The Employer Networks have two main objectives:

- To make it easier to access training and funding. The training can be in anything that supports construction employers. These could be the trade skills you need right now or something needed in the future. The Employer Networks help organise it all with minimal paperwork required to apply for funding.
- To bring together employers at a local level to inform CITB on training needs, to advise how funding should be prioritised and allocated, and to effectively use training provision to address immediate and future skills needs in their region.

The Employer Network is free to join for any levy-registered employer. Each Employer Network has a budget to spend on training. The employers within the network decide how funds are used for the greatest benefit, so what training is supported and at what level of subsidy is down to EN members. There are no limits to how many employers can join - as long as employers meet the criteria mentioned above.

How much can you apply for?

- You are a CITB-registered employer
- CITB will match fund 50% of eligible courses
- H&S in construction and associated courses
H&S Courses list (PDF, 95KB) supported at 30% of average market rate
- The EN fund operates on a finite, fixed annual budget which will be carefully managed throughout the year to ensure support is distributed fairly
- First Aid training will not be supported.

INDUSTRY IMPACT FUND

The Industry Impact Fund is designed for construction employers who want to tackle the biggest challenges facing the workforce across the UK. If you have a new and innovative idea to improve skills and training in the industry, this fund can help make it a reality.

Launched in April 2023, this is CITB's first fund of its kind. It gives employers the power to design and develop training solutions that don't already exist - ensuring they are scalable, sustainable and make a lasting impact. Plus, if your idea is successful, CITB can support it with up to £500,000 per proposal, to turn your idea into reality.

The Industry Impact Fund supports forward-thinking projects that address key workforce challenges in construction. Eligible proposals must focus on the topics below:

- Skills and training programmes to upskill the workforce
- Innovative technology adoption to enhance efficiency
- Collaborative industry projects that drive shared progress
- Sustainable solutions to workforce challenges

The idea must be new, not previously supported by CITB and it must be scalable and sustainable.

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.

How to apply

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

Application Process

- Contact your Customer Engagement Representative
- Submit your application
- Review and approval
- Receive funding

For more information visit:

ExternalFundingManagers@citb.co.uk or contact your local Customer Engagement Representative.

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.

In February 2025, CSCS introduced changes to the Green Labourer and Red Trainee cards to strengthen workforce competence and support the Building Safety Act's focus on safety. Contractors and installers working on carded sites should be aware of these updates, which align with wider discussions on site access.

For first-time applicants, the Green Labourer card is now valid for two years, reduced from five. After this period, cardholders can renew for five years by providing evidence of ongoing employment in a labouring role. CSCS state this change is intended to address the oversupply of Labourer cards and ensure the card is held only by those actively working in labouring roles.

CITB forecasts indicate around 140,000 labourers will be required each year by 2028,



yet approximately 500,000 Labourer cards are currently in circulation. CSCS data suggests that 85% of cardholders do not renew, highlighting the scale of oversupply. The revised two-year initial term allows CSCS to better monitor active labourers and prevent the card being used as a default route to site access.

In addition, the CITB Health, Safety and Environment test validity has been extended to three years, allowing the same test to be used for both the initial application and first renewal, reducing cost and administrative burden.

Changes have also been made to Red Trainee cards, although these do not affect the flooring sector. The card supports individuals completing entry-level, college-based qualifications that are occupation-related but not competence-based. An initial two-year card can now be followed by a three-year renewal where learners progress onto an N/SVQ, apprenticeship, or agreed alternative.

Also in 2025, CSCS launched 'My CSCS', a new digital platform designed to simplify how individuals and employers manage CSCS cards.

My CSCS brings card applications, renewals, test results and qualification records into a single online account. Cardholders can view their card status, track expiry dates and manage applications more easily, while employers and training providers benefit from improved visibility of worker competence and compliance in line with the Building Safety Act 2022.

CSCS state that the platform supports their wider move towards a more accurate, transparent and digitally managed card scheme, helping to ensure that site access is based on current competence rather than historic or inactive card holdings.

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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 £23.50

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 the previous CSCS 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 are generally expected to 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 who can, if necessary, arrange for the site team to be contacted.

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

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. The above occupation is non-construction related, meaning Contract Flooring Technical Representative 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.

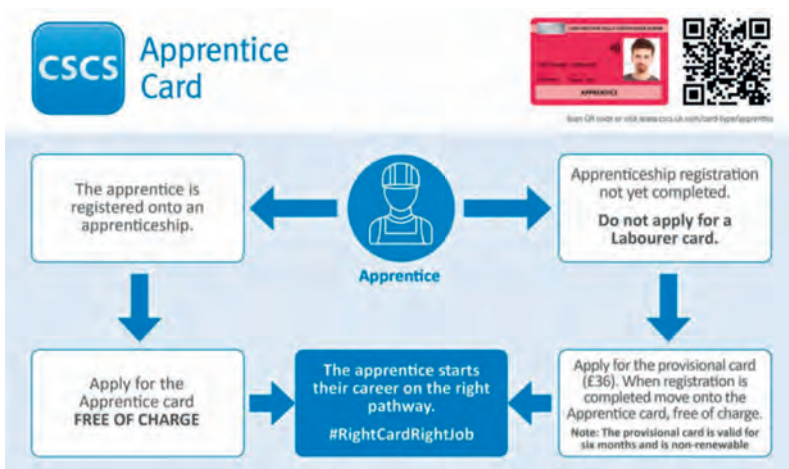
What to do if you're refused entry to a site

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.

You can also contact CSCS directly through the contact page on their website and select "A complaint." There you can provide details of your occupation, the main contractor's name and the site address. CSCS will investigate and, if necessary, arrange for the site team to be contacted.

For more information on site access **see page 94** for Build UK's "Site Access Flow Chart"





Supporting apprentices with free CSCS cards

The CSCS Apprentice card is issued free of charge and is for individuals on UK 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 or email from your apprenticeship training provider or managing agency confirming the qualifications (including full titles and pathways) you are registered for.

At the same time CSCS has introduced a new process for individuals experiencing difficulties with their apprenticeship registration.. In this scenario,

the new entrant can apply for the Provisional Card (at £36), before moving onto the Apprentice 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 Apprentice card. When enrolled onto the apprenticeship, the apprentice can apply for the Apprentice 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 further information on Apprentice card applications visit:
www.cscs.uk.com/apprentice



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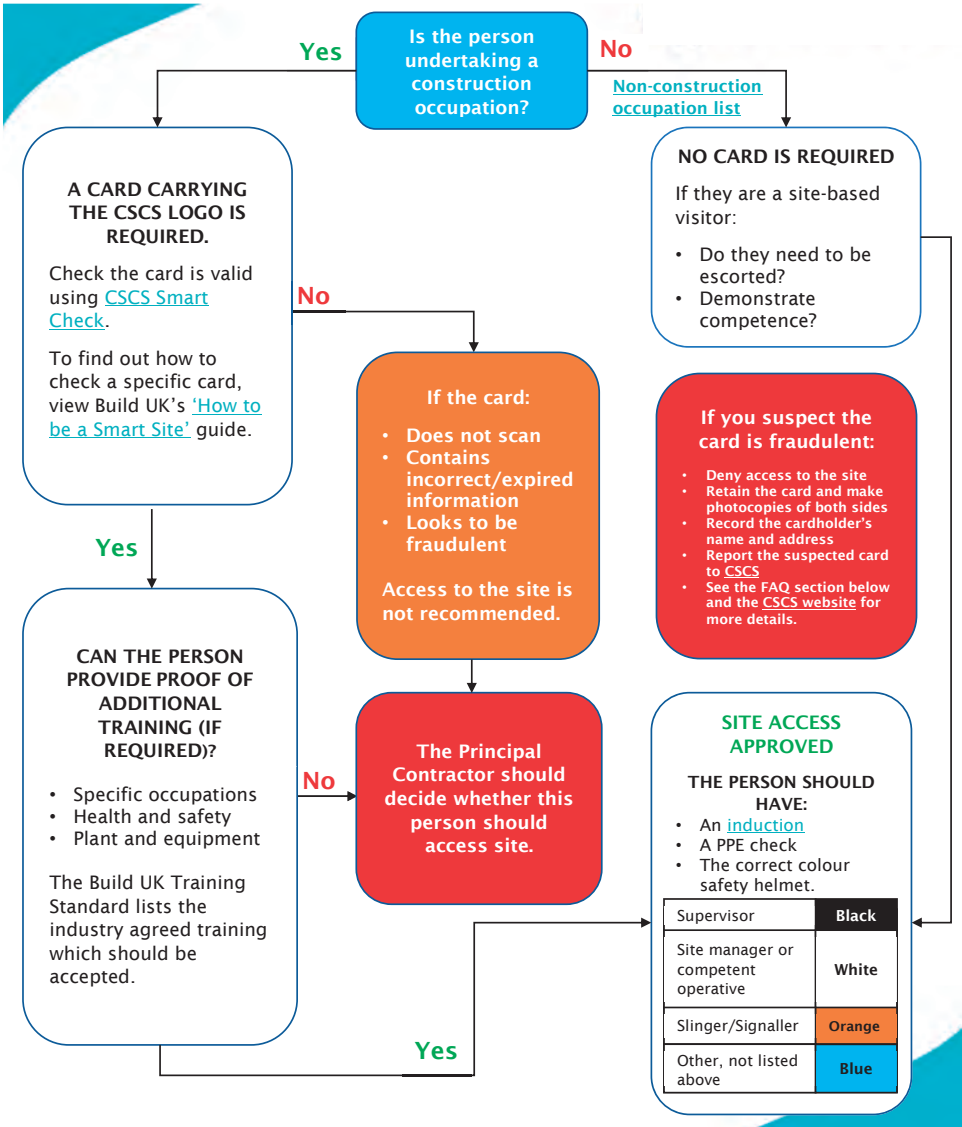
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Site Access Flowchart



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 [recommendations](#), last updated in March 2024, 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: ❖ 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: ❖ 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: ❖ 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)

Persons attending site to undertake construction activities and who do not fall into any of the above categories	Any course which is equivalent to: Health and Safety in a Construction Environment Standard Industry courses which have been mapped as equivalent to the above are: ❖ 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 ❖ NOCN Health and Safety Awareness in Construction ❖ 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.
Apprentices	Apprentices who are on industry recognised training programmes are excluded from this requirement if they hold the relevant card carrying the CSCS logo.
	<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> <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>

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 card carrying 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 above
- 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 carrying 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 carrying 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 [Ecctis](#) 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. Deny access to the site
2. Retain the card and clarify with the cardholder when and how they obtained it
3. Create photocopies or capture images of both sides of the card
4. Record the cardholder's name and address
5. Report the suspected card to intel@cscs.co.uk or via post to: CSCS Limited, 26 Store Street, London, WC1E 7BT

Suspected fraudulent cards can also be reported via the CSCS Smart Check app once a card has been scanned.

For the [protection of whistleblowers](#) and the integrity of investigations, it is recommended to send these reports via the email address noted above.

Card schemes carrying 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.

For further guidance please visit www.cscs.co.uk/ReportFraud.

June 2025



12 | Health and Safety Training

– Site Safety Plus (SSP)

The Site Safety Plus (SSP) suite of courses provides the building, civil engineering and allied industries with a range of courses for people seeking to develop skills in this area.

Site Safety Plus (SSP) courses are designed to give everyone, from operative to senior manager, the skills they need to progress through the industry.

Courses range from the one-day Health and Safety Awareness course to the five-day Site Management Safety Training Scheme. There are also refresher courses to make sure that workers are keeping up with the latest practices and techniques to be safe on the job.

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:

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

It is recommended that delegates:

Complete 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) or Training Provider Network (TPN) member at least 24 hours before the commencement of the main course and may be subject to audit. The training providers 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

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 safely
- 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.

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

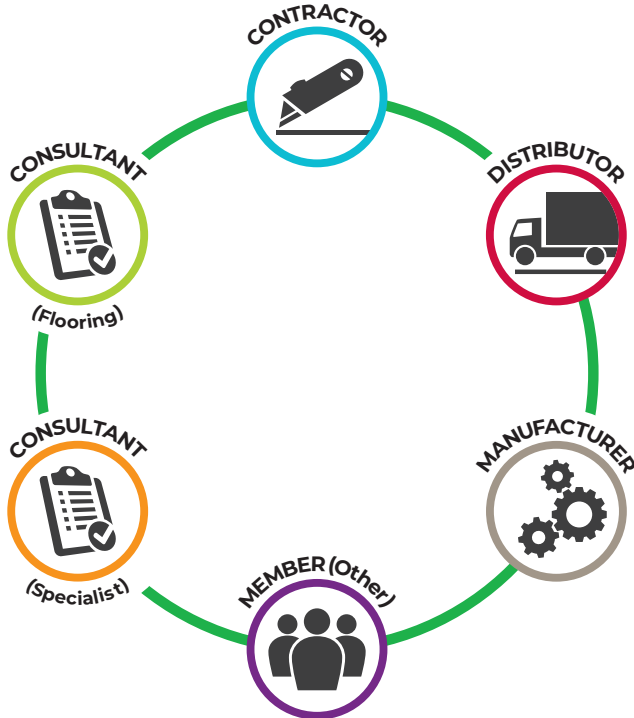
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