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Contract Flooring Industry TRAINING GUIDE | 2021

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FLOORING INDUSTRY TRAINING OPPORTUNITIES IN THE UK



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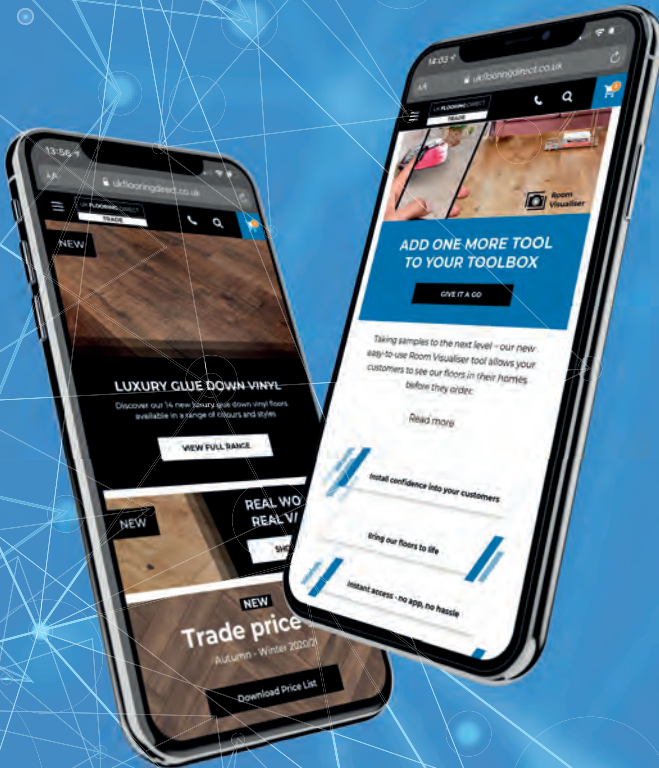


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NAS (National Apprenticeship Service)
Tel: 0800 015 0600
Email: helpdesk@manage-apprenticeships.service.gov.uk

Build UK
Tel: 0844 249 5351 Email: info@builduk.org

1 | CFA training overview

The CFA are once again delighted to publish the Contract Flooring Industry Training Guide, offering the definitive resource for the latest information about training opportunities in the UK.

In a year that has seen the landscape of the contract flooring sector, the construction sector, and the UK as a whole change dramatically because of the Coronavirus pandemic, there has also been change within the training sector. This does not mean that training has stopped, in fact far from it, demand to learn new skills or gain new qualifications has increased during the pandemic. With Brexit also having a big impact on the skills and labour available within the flooring sector, highlighting and signposting all the possible training opportunities is vital now more than ever.

This training guide includes a variety of training opportunities ranging from short training course, qualifications, recruitment tools and funding to help pay for business training needs. In the world we live in today, training the next generation of floorlayer is critical to the flooring industry. In an industry that is not regulated by legislation, it is important to have the knowledge to make calculated and informed decisions on a wide range of topics; training being one of them. The CFA provides advice on training through one of the many memberships benefits available and is fairly unique in co-founding its own training organisation (FITA) to deliver formal training to the industry.

The full impact of the pandemic and Brexit on the flooring industry will be lasting but in the short term we are yet to fully discover the full impact on skills and labour within the Construction Industry. Pre-Covid it was estimated that around 8000 floorlayers were needed by 2023 to close the skills and labour gap. Whilst the emphasis is still aimed at attracting new workers to the flooring industry, this is now coupled with an aim to retain current skills and labour.

Flooring is a trade built on innovation, with a

wide range of trends and installation methods available to aid in floor designs and construction solutions, which drives the flooring market forward in leaps and bounds. Flooring is a highly competitive market with a wide range of flooring available across residential, commercial, and industrial sites. Technology is at the centre of flooring developments and styling trends, with more cost effective and eco-friendly flooring materials available and quicker and more efficient installation methods being established by the minute. Training within floor laying also needs to innovate and embrace technology, something the CFA are keen to help promote and champion.

National pandemic aside, there have been some considerable changes to training opportunities within the flooring sector over the past 12 months, most significantly the removal of the Framework Apprenticeship in England and integration of the New Apprenticeship Standard. The standard is officially now the only apprenticeship available



and has been supported by the majority of training providers and employers to ensure a smooth transition.

A new addition to providers offering the Apprenticeship Standard delivery in 2021 will be the FITA Training Centre in Loughborough. The CFA has long wanted to be able to support members by offering apprenticeships through its training arm and with the help of Webs Training, an external training provider, this has now become a reality. Webs Training has been established for over 50 years delivering high quality apprenticeships to the manufacturing sector and in partnership with FITA will be delivering apprenticeship training to the sector from the FITA Training Centre throughout 2021.

The funding levels for apprenticeships have also been maintained over the past 12 months, meaning that there is still ample opportunity to ensure employers can access much needed financial support when looking to employ an apprentice. Whether this be Government incentive or CITB grant, this guide contains a full list of information and funding options for employers.

The CFA also continues to supported our members in Scotland and the rest of the UK with training needs and apprenticeships. This guide now delves deeper into opportunities for training in the rest of the UK and in Scotland in particular where we have seen a rise in guidance being needed for employers on training opportunities.

Taking all of the above into consideration 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 much 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.

FITA has a fully equipped training centre in Loughborough, Leicestershire where the majority of its courses are delivered. Standard courses cover all the main flooring categories – from subfloor preparation to installation of vinyl sheet and tile, linoleum, laminate, solid wood, sanding and finishing and, of course, all areas of carpet

fitting, thus meeting the needs of industry with growing demand for this specialisation. For further details, please visit www.fita.co.uk.

FITA also runs training courses through its training venue in Scotland in conjunction with Forbo Flooring UK Ltd. It was clear that Scottish floorlayers were just as committed to training and upskilling as any floorlayers south of the border and the FITA team received repeated requests to provide training in Scotland. This has proved an excellent opportunity to be able to offer the same high quality of training delivered in Loughborough to the Scottish floorlaying community closer to home.

With the help of CITB, FITA continues to be an Accredited Training Organisation (ATO) with the launch of CITB Training Standards meaning CITB registered companies can claim grant back on some of the courses delivered at FITA.

The CFA has a range of support and funding available for on-site assessment (or OSAT) often used for experienced workers wishing to gain an NVQ L2 and then a CSCS card.

Finally, the combination of short duration courses, qualification support (including NVQ assessment and on-site assessment), industry 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 industry needs.



SHAUN WADSWORTH

TRAINING MANAGER
CFA



QUALITY BY ASSOCIATION

**We gratefully acknowledge the assistance from the following:
Construction Industry Training Board (CITB)
Build UK (Build UK)**

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 industry; 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 industry across all disciplines with structured qualifications and a recognised career path
- ▶ Working with Industry representatives to maintain, develop and agree apprenticeship standards which meet the requirements of the sector



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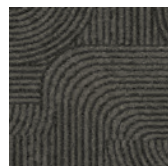
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3 | Apprenticeships and traineeships

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 industry. 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 industry representatives to maintain, develop and agree apprenticeship standards which meet the requirements of industry 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 OF TAKING ON AN APPRENTICE CLEARLY SPEAK FOR THEMSELVES:

78% of companies reported **improved productivity** after taking on an apprentice, according to the National Apprenticeship Service. Hiring an apprentice is a productive and effective way for any organisation to **grow talent** and develop a **motivated, skilled and qualified** workforce.

86% of employers said apprenticeships developed skills **relevant to their organisation**

74% of employers said apprenticeships helped them **improve the quality of their product or service.**

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

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

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

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

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

90% of apprentices **stay on in their place of work** after completing an apprenticeship. You can employ an apprentice who's aged 16 up to any age and from any background.

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



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Email: tauntonsales@3dflooringsupplies.com

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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 it is and previous experience. It is funded from contributions made by the Government and an employer.

THERE ARE THREE ESSENTIAL PARTS TO ANY APPRENTICESHIP

1. 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.

2. 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 awarding body.

3. 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.

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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 outlined on **pages 24-38**.

Are you CITB Levy registered?

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

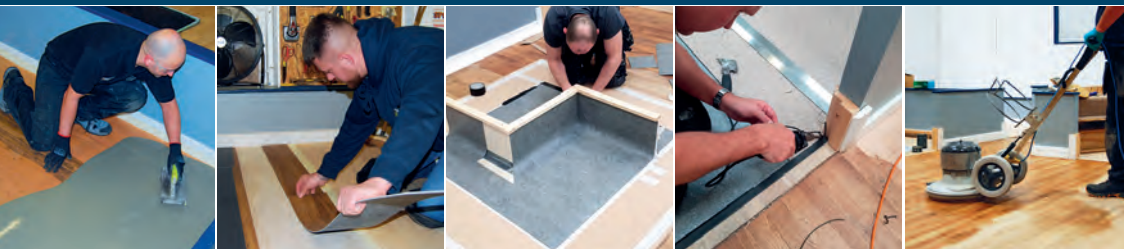
Levy is mandated by Government and supported by legislation. If you are Levy registered you can claim grant funding from CITB. Other rules apply as to whether you should pay the CITB Levy and section 8 see **pages 75-88** of this guide fully explains this.





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Where can I learn more about the CITB Grants Scheme?

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

CITB grants often cause confusion in the floorlaying sector as these grants are only

paid to companies who are registered and in-scope to CITB, however CITB are happy to offer apprenticeship recruitment and training services to employers who are out-of-scope to the CITB levy or are CITB registered but do not pay the levy; therefore, the CFA would recommend that CITB should be included in any search for an apprenticeship provider.

Go to www.citb.co.uk/levy-grants-and-funding for all the details on grants and how to claim them

LOCAL CITB CONTACTS AND OFFICES:

ENGLAND

Tel: 0344 994 4010

Email: myapprenticeship@citb.co.uk

SCOTLAND

Tel: 0344 994 8800

Email: scotland.apprenticeships@citb.co.uk

WALES

Tel: 0344 994 7000

Email: wales.office@citb.co.uk

NORTHERN IRELAND

Tel: 020 9082 5466

Email: info@citbni.org.uk



How can I register a vacancy for an apprenticeship?

Registering a vacancy for an apprenticeship can be achieved in a number of ways. The National Apprenticeship Service can be used by both employers and training providers to advertise a position. Training providers should also offer to help information, advice and guidance to any employer looking to recruit an apprentice. To find out more speak to your training provider or alternatively call **0800 015 0400** or email: nationalhelpdesk@findapprenticeship.service.gov.uk

If you are CITB registered, then you can also use CITB to help you employ and apprentice. To register an apprenticeship vacancy with CITB the relevant number above to find out more, or you can visit www.citb.co.uk

Are you an Apprenticeship Levy payer?

The apprenticeship levy is for UK employers who hold a wage bill for employees of more than £3 million pounds. This is a levy for UK employers to help fund new apprenticeships and is **not the same as the CITB Levy**. Few, if any, flooring contractors will be required to pay the Apprenticeship Levy. For details on the Apprenticeship Levy and it how it differs from the CITB Levy see the table on the next page.

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Key differences between the CITB and Government Apprenticeship Levy

CITB LEVY

Applies to employers in the construction industry only

Applies to employers of all sizes.

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

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

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

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

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

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

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 24-39** (funding tables) for more information.

APPRENTICESHIP LEVY

Applies to employers in all industries.

Applies to employers with a wage bill over £3m.

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

Collected by HMRC and used across all industries.

The system is implemented as a government policy.

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

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

Levy funds used to fund apprenticeship only in England.

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

How do I find out about and apply for an apprenticeship?

If you are looking for apprenticeship opportunities in floorlaying, you should certainly visit the following websites:

www.citb.co.uk

www.goconstruct.org

www.gov.uk

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ENGLAND



Apprenticeship Title: Floorlayer L2
Apprenticeship Standard

Duration: 36 months

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

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

When the apprentice, employer and training provider are all happy the apprentice has

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

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

The apprenticeship standard does not include an NVQ as part of achievement but does ensure a worker can still apply for a blue skilled worker CSCS card on completion. The NVQ L2 is still available however but only for experienced workers as a standalone qualification. For more information on NVQs for experienced workers see **page 42 onwards**.

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Unit 7, Kingfield Road
Trade Park, Kingfield Rd,
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Leicester
LE2 7SQ

Tel: 0116 2543270

NORTHAMPTON

3 Weddell Way,
Brackmills Industrial Estate
Northampton NN4 7HS

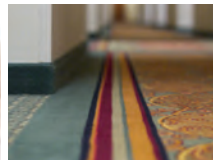
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FUNDING IN ENGLAND

EMPLOYER	YOU PAY	GOVERNMENT PAYS
CITB levy registered employer (50+ employees)	<p>£650 (5% of the funding band £13000) through your digital account per apprentice</p> <p>This amount is paid monthly in instalments over the course of the apprenticeship</p>	<p>£12350 (95% of the funding band)</p>
Non CITB levy registered (50+ employees)	<p>£650 (5% of the funding band £13000) through your digital account per apprentice</p> <p>This amount is paid monthly in instalments over the course of the apprenticeship</p>	<p>£12350 (95% of the funding band)</p>
CITB levy registered (fewer than 50)	<p>£0 (0% for 16-18-year olds or 19-24-year-old with an Education, Health Care plan)</p> <p>£650 (5% of the funding band £13000 for age 19+ no health care plan) through your digital account per apprentice</p> <p>This amount is paid monthly in instalments over the course of the apprenticeship</p>	<p>£13000 (100% of any apprenticeship training fees for 16-18-year olds or 19-24-year-old with an Education, Health Care plan)</p> <p>£12350 (95% of the funding band) for other apprentices</p>
Non CITB levy registered (fewer than 50)	<p>£0 (0% for 16-18-year olds or 19-24-year-old with an Education, Health Care plan)</p> <p>£650 (5% of the funding band which at the time £13000 for other apprentices) through your digital account per apprentice</p> <p>This amount is paid monthly in instalments over the course of the apprenticeship</p>	<p>£13000 (100% of any apprenticeship training fees for 16-18-year olds or 19-24-year-old with an Education, Health Care plan.)</p> <p>£12350 (95% of the government funding band) for other apprentices</p>

CITB PAYS (VIA LEVY AND GRANTS SCHEME)	GOVERNMENT INCENTIVE PAYMENTS	TOTAL
<p>1st year £2500* 2nd year £2500* 3rd year £2500* *paid quarterly each year</p> <p>Achievement of End – Point Assessment £3500</p> <hr/> <p>Total = £11000</p>	<p>£1000 for each 16-18 year old apprentice or 19-24-year-old with an EHC plan. Provided via Training Provider</p> <p>£2000 to employers who hire a new apprentice aged 16-24-year old between 1 August 2020 and 31 January 2021</p> <p>£1000 to employers who hire a new apprentice aged 25+ between 1 August 2020 and 31 January 2021</p>	<p>Minimum employer contribution £650</p> <p>Maximum funding available £26350</p>
<p>No CITB funding available</p>	<p>£1000 for each 16-18 year old apprentice or 19-24-year-old with an EHC plan. Provided via Training Provider</p> <p>£2000 to employers who hire a new apprentice aged 16-24-year old between 1 August 2020 and 31 January 2021</p> <p>£1000 to employers who hire a new apprentice aged 25+ between 1 August 2020 and 31 January 2021</p>	<p>Minimum employer contribution £650</p> <p>Maximum Funding available £15350</p>
<p>1st year £2500* 2nd year £2500* 3rd year £2500* *paid quarterly each year</p> <p>Achievement of End – Point Assessment £3500</p> <hr/> <p>Total = £11000</p>	<p>£1000 for each 16-18 year old apprentice or 19-24-year-old with an EHC plan. Provided via Training Provider</p> <p>£2000 to employers who hire a new apprentice aged 16-24-year old between 1 August 2020 and 31 January 2021</p> <p>£1000 to employers who hire a new apprentice aged 25+ between 1 August 2020 and 31 January 2021</p>	<p>Minimum employer contribution £0</p> <p>Maximum Funding available £27000</p>
<p>No CITB funding available</p>	<p>£1000 for each 16-18 year old apprentice or 19-24-year-old with an EHC plan. Provided via Training Provider</p> <p>£2000 to employers who hire a new apprentice aged 16-24-year old between 1 August 2020 and 31 January 2021</p> <p>£1000 to employers who hire a new apprentice aged 25+ between 1 August 2020 and 31 January 2021</p>	<p>Minimum employer contribution £0</p> <p>Maximum Funding available £16000</p>

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Nottingham NG7 2PR
Telephone: 0115 993 1138
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Skelmersdale: 1-3 Glebe Road | Gillibrands
Skelmersdale | Lancashire WN8 9JP
Telephone: 01695 553700
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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

FITA – Flooring Industry Training Association

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

01159 8506836

www.fita.co.uk

FloorSkills Ltd

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

01564 703900

www.floorskills.co.uk

Floortrain (GB) Ltd (Doncaster office)

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

01302 249555

www.floortrain.co.uk

Floortrain (GB) Ltd (London office)

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

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***Fullagar Construction Skills Centre**

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

01744 819000

www.constructionskillscentre.co.uk

Skills Group

Western Wood Way, Plympton, Plymouth, PL7 5BG

01752 332442

www.skillsgroupuk.com

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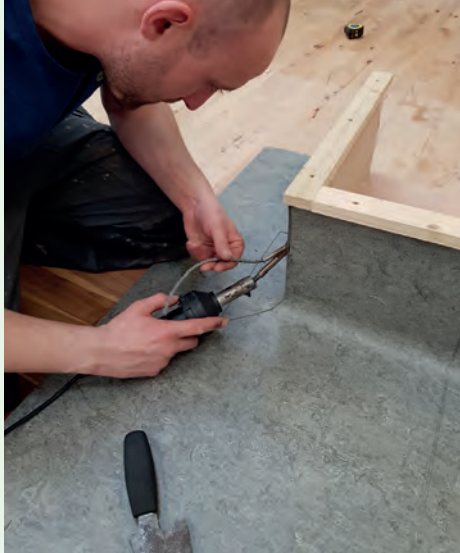
Recruiting an apprentice



National Apprenticeship Service

The National Apprenticeship Service supports the delivery of apprenticeships in England. It offers free impartial advice and support to employers looking to recruit for the first time or expand their apprenticeship workforce.

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. To find more information about National Apprenticeship Service go to www.gov.uk.



The National Apprenticeship Service also can help recruit apprentices using the online vacancy system where employers can advertise their apprenticeship opportunities. A training provider will work with you to place the vacancy and assist you with the selection process.

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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 Instructors

All Polyflor installation courses are delivered by either Tim Green or Anthony Sturgess, both of whom have extensive floor laying experience. Tim possesses several years of teaching experience at a FE college as well as holding an assessors qualification. Anthony also has teaching experience and has successfully managed his own flooring business. Both instructors believe that learning should be enjoyable yet beneficial.



The Course Fees

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

SCOTLAND

Apprenticeship Title: Construction Building Modern Apprenticeship in Floorcovering

Duration: 48 months

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

Overview: Modern Apprenticeships offer those aged over 16, paid employment combined with the opportunity to train for jobs at craft, technician and management level. All Modern Apprentices must have a demonstrable need to acquire significant new knowledge and skills to fulfil their job role. The Modern Apprenticeship Framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills to pass a skills test.

In Scotland, there are more than 70 different Modern Apprenticeship Frameworks, and they are all designed to deliver a training package



around a minimum standard of competence defined by employers through Sector Skills Councils (SSCs).

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

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

FUNDING IN SCOTLAND

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

APPRENTICESHIP TRAINING PROVIDERS IN SCOTLAND

*City of Glasgow College

City Campus, 190 Cathedral Street,
Glasgow, G4 0RF

0344 994 8800

scotland.apprenticeships@citb.co.uk

* CITB managed apprenticeship training providers



Recruiting an apprentice

Skills Development Scotland



Skills Development Scotland (SDS) is Scotland's national skills body. It helps to create a skilled workforce that's

ready to face the future. They have more than 1,700 colleagues across the country who work in schools, career centres and offices. Whether it's face to face, over the phone or online support, they are all committed to helping people find rewarding careers.

Employers can develop their existing staff or find and grow new talent. Apprenticeships create a motivated, skilled and qualified workforce. They can tackle possible skills gaps, boost productivity and help a business stay competitive.

Skills Development Scotland work closely with Scotland's industries to make sure apprenticeships meet their needs.

They also administer the funding for apprenticeships training, on behalf of the Scottish Government. To find more information about Skills Development Scotland go to

www.apprenticeships.scot

CITB PAYS (VIA LEVY AND GRANTS SCHEME)

1st year **£2500***

2nd year **£2500***

3rd year **£2500***

*paid quarterly each year

Apprenticeship achievement
grant **£3500**

Total = **£11000**

GOVERNMENT INCENTIVE PAYMENTS

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

Provided via Training Provider

TOTAL

Minimum employer
contribution **£0**

Maximum funding
available **£20700**

No CITB funding available

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

Provided via Training Provider

Minimum employer
contribution **£0**

Maximum funding
available **£9700**

WALES



Apprenticeships in Wales are devolved to the Welsh Government. The Welsh Government has developed its apprenticeship system to meet the needs and priorities of Wales. Wales has a focus on quality to ensure value for money. Apprenticeship delivery and funding is prioritised based on the needs of the economy and employers. Funding and provision are formulated in line with evidenced need.

All apprenticeship training in Wales has to be completed by a Welsh training provider, with none of these training providers offering a route into floorlaying at present. There is an added complication now as providers in England move

away from the traditional SASE pathways to English Apprenticeship standards.

However, irrespective of where the apprentice lives, the funding arrangements and priorities of the UK Government apply when a Welsh apprentice is working in England for 50% or more of his/her time.

For more information call the Department for Business, Innovation and Skills on **08000 150 600** or visit www.gov.uk/government/publications/apprenticeship-levy





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NORTHERN IRELAND

Apprenticeship Title: Level 2 Apprenticeship Framework – Construction Specialist Sector (Floorcovering)

Duration: 24 Months

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

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

An apprenticeship is a job offering a minimum of 21 contracted hours per week with the same employer with a structured period of both on and off the job training (usually 4 days with the employer and 1 day with the training provider) leading to a nationally recognised qualification.

Apprentices are employed with the employer from day one of their ApprenticeshipNI programme. Apprenticeships can take between



two and four years to complete and are available in a variety of roles. They are available from Level 2 (GCSE Equivalent) and Level 3 (A Level equivalent) through the ApprenticeshipsNI programme.

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

APPRENTICESHIP TRAINING PROVIDERS IN NORTHERN IRELAND

Craft Recruitment & Training Ltd

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

02871 880044

www.craftrecruitment.com

FUNDING IN NORTHERN IRELAND

EMPLOYER	APPRENTICE AGE GROUP	EMPLOYER CONTRIBUTION	CITB NI PAYS (VIA LEVY AND GRANTS SCHEME)
CITB levy registered employer	16-24	0%	1st year £1500 2nd year £1500
	25+	100%	Apprenticeship achievement grant for VQ Level 2 £1000 <hr/> Total = £4000
Non CITB NI levy registered	16-24	0%	No CITB funding available
	25+	100%	

Recruiting an apprentice



NI Direct Government Services

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/services/find-apprenticeship-training**

ADDITIONAL INCENTIVE PAYMENTS

£750 from the Department for the Economy for employers who employ an apprentice from the start of their apprenticeship through to completion of their NVQ Level 2, paid via the training provider

£3000 to support the recruitment of new apprentices to respond to the impact of Covid -19. Valid for each new apprenticeship opportunity created from 1 April 2020 to 31 March 2021.

Traineeships

What is a government funded traineeship?

A traineeship is a skills development programme that includes a work placement. It can last from 6 weeks up to 1 year, though most traineeships last for less than 6 months. Traineeships are designed to help young people aged 16 - 24 who want to get an apprenticeship or job but don't yet have appropriate skills or experience. A traineeship unlocks the great potential of young people and prepares them for their future careers by helping them to become "work ready".

Traineeships provide essential work preparation training, English, math's and work experience needed to secure an apprenticeship or employment.

The flexibility of traineeships offers employers the opportunity to help build a pool of high-quality future recruits for your sector.

FOR MORE INFORMATION

To find out more about offering traineeships and the benefits they can bring to a business visit **www.gov.uk** or contact the National Apprenticeship Service. See page 3 for contact information



4 | CFJ/CFA Flooring Apprentice of the Year

The CFJ/CFA Flooring Apprentice of the Year Competition is now in its 9th year!



Both the Contract Flooring Association and Contract Flooring Journal are very excited to announce the launch of CFJ/CFA Flooring Apprentice of the Year Competition will be returning for 2021. This is a fantastic way for employers, FE colleges, and training providers to give their apprentice(s) the recognition they deserve by entering them into this highly sought-after competition.

This competition is backed by incredible support from our sponsors, providing the competition with cash prizes, as well as thousands of pounds worth of high-quality products, training days, tools and equipment for the winning apprentice. This fantastic prize list will be presented at the prize-giving ceremony, with the winner also having the honour

of attending the CFJ/CFA Awards 2021 to officially receive their award along with the flooring industry's top flooring contractors and manufacturers. This level of support for apprentices is something the flooring industry should be very proud of, as it demonstrates how committed manufacturers, distributors, suppliers, CFJ and the CFA are to supporting training and development of a highly skilled and competent workforce.

The events of the last 12 months will inevitably see a push for sectors such as flooring to try and bring new skills and labour into the flooring industry as well as retaining current talent and skills. When you also consider we have an ageing workforce and the possible skills gap created by Brexit, it shows how invaluable training like Apprenticeships really is. That is why we believe competitions like this are crucial for advertising the sector to the next generation of floorlayer.

Online submission for entries can be found in the training section of the CFA website at www.cfa.org. Entering the competition is easy. The apprentice, employer and the training provider simply need to submit entries and supporting comments and evidence of projects or activity which show

just how good the nominee is.

To enter the competition the nominee must be attending an industry recognised off-the-job floorlaying apprenticeship programme at an FE College or with a private training provider to learn the knowledge and skills of the trade.

Last year's winner David McGrath was announced winner of the competition and received high praise from the flooring industry during the CFJ/CFA Awards 2020 which was held online. The Flooring Apprentice of the Year award is made possible through the generosity of the sponsors, who are able to show that they value apprenticeships and believe in the importance of training within the industry.

The competition entries were judged by a panel of flooring industry experts. David put together a very strong application with excellent recommendations from both his employer and his tutor. David was able to provide a wealth of photos and experiences in the form of a case study which the judges were firmly impressed with and came to a unanimous decision that David was the worthy winner.

In addition to the title of Flooring Apprentice of The Year, David

received prizes worth over £4,000. His specialist flooring tool kit comprised named workwear, training courses, tool bags, a range of hand and power tools, adhesives and subfloor preparation products, electronic measuring equipment and a range of accessories including custom knee pads. The prize also included cheques to the value of £1,000 and high street vouchers.

David was over the moon to win the competition stating: "As an adult apprentice, I am delighted and proud to have won the Flooring Apprentice of the Year 2020 and with the current Covid-19 pandemic, it was a much-needed boost. Winning this has proved to me that I have made the right career choice of moving into floor laying later in my working life. My apprenticeship at MacGregor Flooring has been a breath of fresh air. It is providing me with the skills and abilities to overcome any challenges I face while on site and I look forward to continuing to grow my knowledge in the trade. The continuing support I receive from MacGregor Flooring and the tradesmen encourages me to push on with learning as much as possible. Overall, I am much happier and looking forward to completing my apprenticeship."

David attends the City of Glasgow College for his off-the-job training and tutor Mark Purdie could only praise David and his attitude to training stating: "David has shown a high level of interest in the Floorlaying course since he started to attend college. He

is very eager to learn the skills needed for the workplace and is always practicing aspects of the course work to improve his on-site performance. As an adult apprentice he appreciates the financial benefits floorlaying can provide and therefore he strives to make a good name for himself for his future in the floorlaying trade. He is a loyal employee and always speaks highly of his employer and his work colleagues and has proved to be an inspiration to the younger students in his class. David has a bright future in the flooring sector as a highly skilled and intelligent worker."

Hamish MacGregor, David's employer said: "David's enthusiasm for the job has never waned and he has set out his stall to achieve his goals, he is an inspiration to the young school leaver apprentices that he attends the City of Glasgow College with. He continues to overwhelm everybody at Macgregor Flooring Company with the way he goes about his work on site under the supervision of Master Fitter Kitch. I speak for everybody at MacGregor Flooring Company when I say we are so proud with David being awarded the Flooring Apprentice of The Year."

So, if you employ a superb apprentice who is adding value to your business, with masses of potential, ingenuity, and talent, then it's time to invest in your asset by highlighting this opportunity and working with them to submit an entry and celebrate their success. It's great receiving recognition for a good

job from time to time, so if you have someone who is putting 100% effort into their training and producing consistently excellent results then this competition is a great way of saying thanks for the hard work.

Also, if you work within a college or training provider and you have spotted a talented individual please let the employer know so that you can all work together to submit an entry.

The fantastic support provided by sponsors is vitally important to maintaining and stimulating interest in high quality apprenticeships, especially as there are a lot of changes taking place with apprenticeships at the moment. So we would like to thank sincerely all the sponsors below on behalf of the CFA and CFJ, for getting behind the life blood of our industry and providing a range of high quality prizes which I'm sure many skilled floorlayers would love to win!

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 2021 IS KINDLY SPONSORED BY



5 | S/NVQs for experienced workers

S/NVQS FOR EXPERIENCED WORKERS

Each S/NVQ is made up of several individual units, which in turn are made up of several elements of competence. 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/NVQ's 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). This is carried out by an 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 having had the relevant years of experience to prove competency as well as the assessor completing a thorough initial profiling.

There are specific S/NVQ's relating to the flooring industry aimed at floorlayers, supervisors and contracts managers who may all need to have a relevant qualification to attend site as part of their job role.

FUNDING FOR S/NVQS

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. Grant may be paid automatically for short-period qualifications achieved through CITB Approved Training Organisation (ATO) or submit an application form with a copy of the certificate of achievement or an achievement notification email from the awarding body by 30 June 2021. However, this deadline is subject to change pending the automation of short-period qualification grants.



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

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

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

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

UNIT CODE	UNIT TITLE	CREDITS
H/506/4518	Assessing and preparing background surfaces for floorcovering in the workplace	16
D/506/4520	Preparing and fitting underlays for floorcoverings in the workplace	14
K/506/4522	Setting out for laying floorcoverings in the workplace	19
A/506/6291	Surface Preparation to Receive Floorcoverings	22
F/506/4574	Assessing and evaluating conditions for floorcoverings in the workplace	22
A/503/1170	Conforming to General Health, Safety and Welfare in the Workplace	2
J/503/1169	Conforming to Productive Working Practices in the Workplace	3
F/503/1171	Moving, Handling and Storing Resources in the Workplace	5
T/601/1526	Develop Customer Relationships	6

Optional Units - 1 of these units must be completed

UNIT CODE	UNIT TITLE	CREDITS
T/506/4524	Installing textile floorcoverings in the workplace	18
J/506/4561	Installing resilient floorcoverings in the workplace	35
K/506/4567	Installing timber-based floorcoverings in the workplace	22

On completion of this qualification the candidate is eligible to apply for a blue skilled worker CSCS card. For more information on CSCS card see **pages 90-92**.

FOR MORE INFORMATION

Please visit www.nocn.org.uk

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BerryAlloc introduces 2 brand new parquet collections: **Les Exclusifs** and **Les Essentiels**. Because of its innovative **Ultimtec® technology** the collections succeed in bringing together the delicate natural beauty of oiled wood and the ease of maintenance of a varnished wood making it easy to clean, robust and long-lasting.



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BerryAlloc
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T + 44 7496 293150
richard.comboy@berryalloc.com

South: Ross Tooth
T + 44 7949 151269
ross.tooth@berryalloc.com

made in  France

Inspiration, tutorials, installation
instructions and much more here



    berryalloc.com

SCOTLAND

SVQ in Floorcovering (Construction) at SCQF level 6

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

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

SQA CODE	SSC CODE	TITLE	SCQF LEVEL	SCQF CREDITS
HL7P 04	COSVR209v2	Confirm Work Activities and Resources for the Work	6	18
HL7Y 04	COSVR210v3	Develop and Maintain Good Working Relationships	8	8
HL7N 04	COSVR211v2	Confirm the Occupational Method of Work	6	14
HL7R 04	COSVR641v2	Conform to General Workplace Health, Safety and Welfare	6	12
HL6P 04	COSVR213v2	Co-ordinate and Organise Work Operations	7	14
HN2N 04	COSVR300v2	Assess and Prepare Background Surfaces for Floorcoverings	5	16
HN2P 04	COSVR301v2	Prepare and Fit Underlays for Floorcoverings	5	14
HN2R 04	COSVR303v2	Surface Preparation to Receive Floorcoverings	5	22
HN2T 04	COSVR307v2	Assess and Evaluate Conditions for Floorcoverings	6	22
HN2V 04	COSVR308v2	Set out Floor Areas for Specialist Designed Floorcovering Installations	6	23
HN2W 04	COSVR309v2	Join and Repair Textile Floorcoverings	5	10
HN2K 04	STFC1	Floorcovering Skills Test	6	5

Optional Units - 1 of these units must be completed

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

On completion of this qualification the candidate is eligible to apply for a blue skilled worker CSCS card. For more information on CSCS card see **pages 90-92**

FOR MORE INFORMATION
Please visit www.sqa.org.uk



NEW MAPEI TRAINING INITIATIVES FOR 2021

Mapei's Training Academy at Halesowen, near Birmingham will be available for physical training courses in-line with ongoing government guidelines. Courses offer professionals an in-depth understanding of current British Standards and guidance on installing full product systems for the installation of all types of floorcoverings such as resilient, including vinyl, carpet, rubber, PVC and Lino, as well as wood, resin and cementitious wearing screeds.

New for 2021 we will also be introducing bite-size courses and live online training for larger audiences and for those who are unable to attend the Mapei Academy in person.

All training will include presentations from our technical specialists, combined with practical demonstrations to provide experience to specify and install Mapei products with confidence.

For further information on our 2021 training courses please email:
training@mapei.co.uk

Mapei Academy
Midland House
Steel Park Road
Halesowen
B62 8HD



Colleges and Training Providers who deliver NVQs in Floorcovering Occupations at the time of going to print include

ENGLAND

BEDFORD COLLEGE

Caldwell St, Bedford,
Bedfordshire MK42 9AH
Tel: 0123 429 1747
www.bedford.ac.uk

ENGLAND

CONSTRUCTION DEVELOPMENT CENTRE LTD

6 Chancerygate Business Centre,
Whiteleaf Road, Hemel Hempstead HP3 9HD
Tel: 0208 1191 9090
www.cdc.org.uk

ENGLAND

CONSTRUCTION AND PLANT ASSESSMENTS LTD

Unit 5, Globe Court, Coal Pit Road,
Denaby Lane Industrial Estate, Denaby,
Doncaster, South Yorkshire DN12 4LH
Tel: 0170 986 8181
www.constructionandplantassessments.co.uk

ENGLAND

CONSTRUCTION SKILLS PEOPLE

12 the Bridge Business Centre, Beresford Way,
Chesterfield, Derbyshire, S41 9FG
Tel: 0800 130 3225
www.constructionskillspeople.com

ENGLAND

ESSENTIAL SITE SKILLS LTD

Monarch House, Chrysalis Way, Eastwood,
Nottingham, NG16 3RY
Tel: 0115 897 0529
www.essentialsiteskills.co.uk

FITA (FLOORING INDUSTRY TRAINING ASSOCIATION)

Unit 10 Windmill Road Industrial Estate,
Windmill Road, Loughborough,
Leicestershire LE11 1RA
Tel: 0115 950 6836
www.fita.co.uk

FLOORSKILLS LTD

Lyndons Farm, Poolhead Lane,
Earlwood, Solihull, B94 5ES
Tel: 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
Tel: 0130 224 9555
www.floortrain.co.uk

FLOORTRAIN (GB) LTD (London office)

Unit F, Sutherland House, Sutherland Road,
Walthamstow, London E17 6BU
Tel: 0203 6681576
www.floortrain.co.uk

FULLAGAR CONSTRUCTION SKILLS CENTRE

Unit 14, Lea Green Business Park,
Euro Link, St Helens WA9 4TR
Tel: 0174 481 9000
www.constructionskillscentre.co.uk

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- Receive Fewer Callbacks
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- Inclusion in our exclusive PST approved directory
- Free media packs

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INFO@KHR ONLINE.COM



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2021 LAUNCH



FLOORING APPRENTICESHIPS

FITA are now delivering the **NEW**
Floorlayer Apprenticeship Standard
at our Training Centre, Loughborough

IN ASSOCIATION WITH
webs
training

- This is a joint venture between FITA (Flooring Industry Training Association) and Webs Training Ltd, backed by CFA (Contract Flooring Association) and NICF (National Institute of Carpet and Floorlayers) members – as well as benefitting from numerous FITA sponsors
- Apprenticeships are available to new starters and existing employees
- A high standard of training is delivered alongside standard courses – #FITAWay
- Help is on hand to identify funding and additional grants/incentives
- We also offer help for employers with recruitment if required
- Constant communication is maintained during the apprenticeship programme in the form of work visits, reviews and support outside of formal training time



Find out more by calling the FITA office on 0115 950 6836 – or email: info@fita.co.uk

#FITAWay  @fita_training  FITA Training Centre  @fitatrainingcentre  www.fita.co.uk

FITA IS KINDLY SPONSORED BY



Colleges and Training Providers who deliver NVQs in Floorcovering Occupations at the time of going to print include (cont'd)

ENGLAND

HSC LTD

89 Wharf Road, Higham Ferrers, Rushden,
Northamptonshire NN10 8BH
Tel: **0193 339 7990**
www.hsc-ltd.co.uk

ENGLAND

TARGET ZERO TRAINING

Suite D, 33 Robjohns Rd, Chelmsford
CM1 3AG
Tel: **0333 444 0018**
www.targetzerotraining.co.uk

ENGLAND

THE NVQ TRAINING CENTRE

Park Business Centre, Wood Lane, Erdington,
Birmingham, West Midlands, B24 9QR
Tel: **01212 701068**
www.nvq-centre.co.uk

Q2W LTD

The Workshop, 32-40 Tontine Street,
Folkstone CT20 1JU
Tel: **0130 376 4287**
www.q2w.co.uk

WORKFORCE SKILLS SUPPORT LTD

Unit14 & 15, Ransom Hall South,
Ransom Wood Business Park,
Mansfield NG21 0HJ
Tel: **0162 328 7830**
www.workforceskillssupport.co.uk



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Mopach Business Complex, Ballycolman
Road, Strabane, County Tyrone, BT82 9PH
Tel: **028 7188 0044**
www.craftrecruitment.com

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THE ASSESSMENT & TRAINING COMPANY LTD

The Old Firestation, Pandy Park, Aberkenfig,
Bridgend, Wales CF32 9RE
Tel: **0165 672 2045**
www.assessmentandtraining.co.uk

SCOTLAND

CITY OF GLASGOW COLLEGE

City of Glasgow College, City Campus,
190 Cathedral Street, Glasgow, G4 0RF
Tel: **0141 332 9969**
www.cityofglasgowcollege.ac.uk

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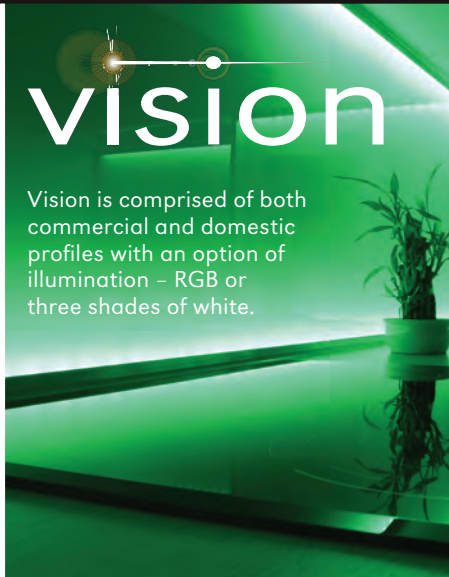
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Level 3 NVQ Diploma in Occupational Work Supervision (Construction)

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

UNIT CODE	UNIT TITLE	CREDITS
R/503/2924	Confirming the Occupational Method of Work in the Workplace	11
A/503/2772	Confirming Work Activities and Resources for an Occupational Work Area in the Workplace	10
D/617/2582	Co-ordinating and organising work operations in the workplace	14
Y/617/9062	Developing and Maintaining Good Occupational Working Relationships in the Workplace	8
H/617/2583	Implementing and maintaining health, safety, environmental and welfare practices in the workplace	14
Y/617/2581	Monitoring progress of work against schedules in the workplace	10

Optional Units – 2 of these units must be completed

UNIT CODE	UNIT TITLE	CREDITS
R/617/2580	Allocating and monitoring the use of plant, machinery, equipment or vehicles in the workplace	20
D/617/2579	Confirming work meets contractual, industry and manufacturers' standards in the workplace	16
R/617/2577	Co-ordinating and confirming the dimensional control requirements of the work in the workplace	9
Y/617/2578	Implementing procedures to support team performance in the workplace	13



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

For more information on CSCS card see **pages 90-92.**

Gypsol Screed the environmental screed of choice

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www.lkabminerals.com/gypsol-knowledge-and-training/

Level 6 NVQ Diploma in in Construction Contracting Operations Management – General

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

UNIT CODE	UNIT TITLE	CREDITS
T/505/8206	Chair meetings and take decisions in construction contracting operations management	8
H/505/8217	Develop and maintain working relationships and personal development in construction contracting operations	8
K/505/8204	Maintain health, safety and welfare system in construction contracting operations management	10
H/600/9674	Plan, allocate and monitor work in own area of responsibility	5

Optional Units - A minimum of 50 credits from at least 3 units must be completed

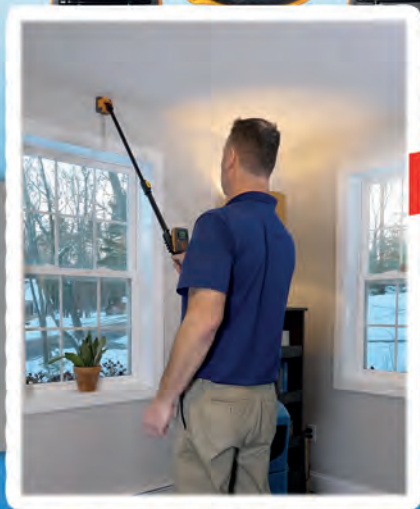
UNIT CODE	UNIT TITLE	CREDITS
D/505/8314	Analyse, monitor and optimise materials, plant and services in construction contracting operations management	13
A/505/8336	Control contract work in construction contracting operations management	13
T/505/8268	Develop and agree detailed project designs in construction contracting operations management	20
D/505/8250	Establish the condition of property in construction contracting operations management	14
M/505/8303	Evaluate enquiries and submit tenders in construction contracting operations management	12
R/505/8309	Evaluate work methods and programme in construction contracting operations management	13
F/505/8256	Identify, assess and evaluate project requirements in construction contracting operations management	18
R/505/8293	Implement strategic and integrated supply chain management and sourcing partnerships in construction contracting operations management	20
M/505/8298	Obtain tenders and appoint successful contractors in construction contracting operations management	12
F/505/8354	Optimise and control contract progress and costs in construction contracting operations management	13
K/505/8218	Plan measured surveys in construction contracting operations management	14
D/505/8359	Prepare and agree contract accounts and entitlement in construction contracting operations management	14
H/505/8279	Prepare procurement schedules and programmes of works in construction contracting operations management	16
T/505/8271	Specify and control production documents in construction contracting operations management	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 90-92**.

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6 | Short courses provided by FITA*

*The Flooring Industry Training Association



* FITA is the training arm of the CFA and a joint venture in collaboration with the NICF.



PLEASE NOTE:

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

FITA COURSE TITLE	LEVEL	DURATION	COST
Carpet Fitting	Basic	4 days	£767
Carpet Fitting	Intermediate	4 days	£767
Carpet Fitting – Design Floors	Advanced	3 days	£621
Carpet Fitting – Traditional	Advanced	3 days	£621
Carpet - Natural Floorcoverings		2 days	£440
Carpet Workshop - Stairs		1 days	£223
Carpet Workshop - Joins		1 days	£223
Carpet Workshop - Stretching		1 days	£223
Carpet Workshop - Bullnoses		1 days	£223
Sheet Vinyl Installation - Domestic		2 days	£440
Sheet Vinyl Installation – Commercial	Basic/Intermediate	4 days	£767
Sheet Vinyl – Wetrooms Installation	Advanced	2 days	£440
Linoleum Installation	Basic	2 days	£440

Training, Servicing and Support for our Customers



For more information and to see all of our available courses visit us at:
www.makitauk.com/training



Makita UK Milton Keynes

Michigan Drive, Milton Keynes,
MK15 8JD



Makita: London FSC

Unit 5, Vector Park, Forest Road,
Feltham, London, TW13 7EJ



Makita: Glasgow FSC

Unit 4a, Albion Industrial Trading Est,
750 South St, Glasgow, G14 0SY



Makita UK is the first company within our industry to provide city and guilds training accreditation covering the correct and safe use of power tools ensuring our customers training and servicing requirements are met.

We offer a comprehensive range of training courses, including introductions to the power tool industry, refresher courses on new tools and Health and Safety focused sessions covering noise, vibration and dust management.



Makita Corporation is a member of The European Power Tool Association

FITA COURSE TITLE	LEVEL	DURATION	COST
Linoleum Installation - Intermediate	Intermediate	2 days	£440
Resilient/Luxury Vinyl Tile (LVT) Fitting	Basic	2 days	£440
Resilient/Luxury Vinyl Tile (LVT) Fitting	Intermediate	2 days	£440
Resilient/Luxury Vinyl Tile (LVT) Fitting	Advanced	3 days	£621
Laminate and Floating Wood Fitting	Basic	2 days	£440
Wood Fitting	Intermediate	3 days	£621
Wood Sanding and Finishing	Basic/Intermediate	2 days	£440
Wood Sanding and Finishing	Advanced	1 day	£223
Subfloor Preparation		1 day	£223
Effective Estimating and Planning - Domestic		2 days	£440
Effective Estimating and Planning - Commercial		2 days	£440
Moisture – Preventing Floor Failures		1 day	£223

FITA ADMIN OFFICE

(no training takes place here)
 Unit 23 Eldon Business Park,
 Eldon Road, Chilwell,
 Nottingham
 NG9 6DZ

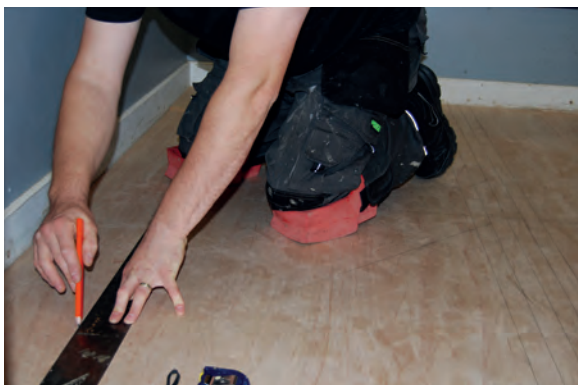
FITA TRAINING CENTRE

Flooring Industry Training Association
 Unit 10 Windmill Road Industrial Estate
 Windmill Road
 Loughborough
 LE11 1RA

SCOTLAND:

FITA LAYING SCHOOL

Forbo Flooring UK Ltd
 Den Road
 Kirkcaldy
 KY1 2ER



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

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FITA Courses receive excellent feedback – AGAIN!

The average satisfaction ratings for FITA courses based on all feedback received during 2019/2020 were as follows:

How do you rate the course content?	★★★★★★★★★★★★	9.6/10
How would you rate your instructor?	★★★★★★★★★★★★	9.8/10
Did you learn what you needed to know?	★★★★★★★★★★★★	9.6/10
How do you rate value for money?	★★★★★★★★★★★★	9.7/10
Would you train with FITA in the future?	99%	

With excellent satisfaction ratings given by course attendees on a hugely consistent basis across all the courses, it highlights how well the programmes are received, and the fact that FITA courses continue to meet the growing

needs of both the domestic and commercial sectors.

These impressive results have been consistently high over a five-year period – showing how hard the team work at delivering

excellent training across the broad scope of courses available.

Comments below give a flavour of the fantastic feedback received for FITA courses delivered by our highly experienced instructors.

“Excellent facilities, taught me everything I needed to know. Training centre is clean and very well laid out. Instructors are very professional and thorough - I felt very welcome here”

– **Carpet Fitting (Intermediate)**

“Very good from the moment you arrive until you leave. All questions answered. Great instructors.”

– **Subfloor Preparation**

“Richard was excellent - all round great knowledge and was really engaging. Richard answered all questions relevant or not to the course content - thank you”

– **Effective Estimating and Planning - Domestic**

“Very informative and a professional work and training environment, very happy with everything. Will be returning”

– **Resilient/Luxury Vinyl Tile Fitting (Basic)**

“An excellent course for giving you the basics to start down the sanding road. The instructor was extremely knowledgeable and approachable and was happy to answer any questions I threw at him”

– **Wood Sanding and Finishing**

“Brilliant training facility with friendly and knowledgeable instructors. Loved it. I'll be back soon!! Thanks guys”

– **Carpet Fitting (Intermediate)**

“I would like to comment on the professionalism of the instructor. I've been on a few flooring courses and he was outstanding from start to finish. Attention to detail was unreal.”

– **Sheet Vinyl Installation - Commercial (Basic/Intermediate)**

“I found Scott and Shane really nice and top blokes with amazing knowledge of this course! Brilliant course, would recommend”

– **Sheet Vinyl Installation - Commercial (Basic/Intermediate)**

“Very good. Instructor seems to know a lot about the job and everything about it.”

– **Linoleum Installation (Intermediate)**



FITA SPONSORSHIP OPPORTUNITIES

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

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

- ☑ Actively promoting and backing quality training within the flooring industry
- ☑ 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
- ☑ 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



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

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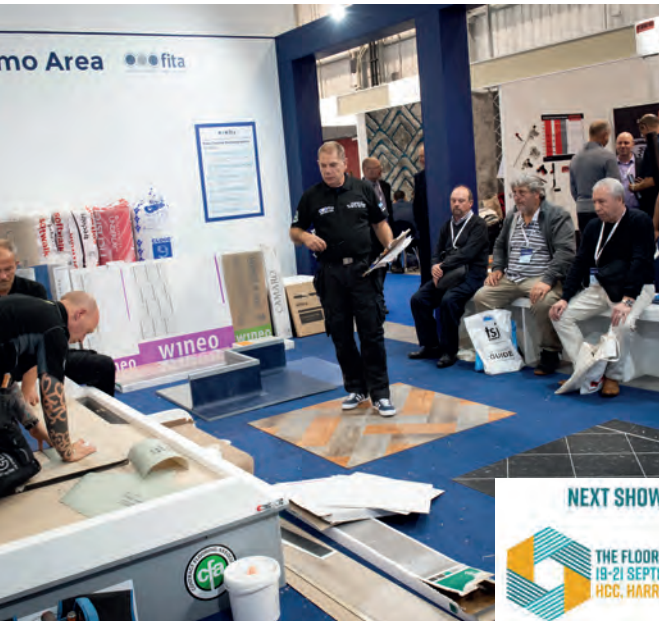
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FITA Demonstrations of Sponsors' and Supporters' products at the Flooring Show

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



NEXT SHOW:
 **THE FLOORING SHOW**
18-21 SEPTEMBER 2021
HCC, HARROGATE



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CMEX5



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info.uk@bona.com
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Bona[®]

7 | Courses provided by manufacturers

The following manufacturers also offer training courses. For full details and prices, please contact the manufacturer direct — contact details are provided.

MANUFACTURER	COURSE TYPE	CONTACT DETAILS
	<ul style="list-style-type: none"> – Safety flooring workshop – Introduction to resin systems – Altro Whiterock 	Customer Care Centre Tel: 01462 489516 Email: enquiries@altro.com www.altro.co.uk
	<ul style="list-style-type: none"> – 1 day Uniquely Knowledge course – 3-day Introduction to Fitting Amtico course – 3 day Fit A Design Floor course (intermediate to advanced level) – 1-day Click Smart and Access Course – Endorsed Fitting Assessment 	Tel: 0121 745 0821 Email: training@amtico.com www.amtico.com
	<ul style="list-style-type: none"> – Subfloor Preparation & Installation of LVT – Identification & Preparation of an Anhydrite/ Calcium Sulphate Screed – Subfloor Preparation & Introduction to Installing Safety Flooring in a Wet Room – Moisture Testing & Subfloor Preparation 	Steve Davies (National Training Manager) Tel: 01440 714939 /07817470074 Email: s.davies@ardex.co.uk www.ardex.co.uk
	<ul style="list-style-type: none"> – 1-day Sanding & Sealing course for those new to the wood floor industry – 4-day installation and finishing course for experienced fitters leading to Bona Certified Contractor status. 	Leanne Garvie Tel: 01908 525150 Email: leanne.garvie@bona.com www.bona.com
	<ul style="list-style-type: none"> – Subfloor preparation, adhesive selection, moisture issues and testing 	Stewart Lacey Tel: 01785 272625 Email: laybond.flooring@bostik.com www.bostik.co.uk
	RIBA Approved CPD Seminars <ul style="list-style-type: none"> – Correct Specification for Industrial Resin Flooring – How to Avoid Screed Failures – Car Park Decking: Protection, Strength and Aesthetics – How to Avoid Floor Failure in the Design of Food & Beverage Facilities – Designing the Finish Floor (NEW - launch in 2021) – Specifying Seamless Resin Terrazzo – Underfloor Heating Systems: The Way Forward – Decorative Resin Flooring for Public Areas 	Tel: 01942 251400 Email: flooringuk@cpgeurope.com Bookings: cpguktraining@cpgeurope.com www.flowcrete.com www.tremco-europe.com
	<ul style="list-style-type: none"> – Moisture measurement & control, subfloor preparation and flooring adhesive selection – Practical training delivered by experts from F. Ball's technical department – Suitable for all skill levels – 1, 2 and 3-day courses – free to attend 	Steph Baker (Sales and Marketing) Tel: 01538 361633 Email: mail@f-ball.co.uk www.f-ball.co.uk

MANUFACTURER	COURSE TYPE	CONTACT DETAILS
 FLOORING SYSTEMS	<ul style="list-style-type: none"> – 2-day linoleum course (basic/intermediate) both run in conjunction with FITA Training Centre – 1,2, and 4-day Nuway installation course (in-house) 	Linoleum enquiries: Email: info@fita.co.uk www.fita.co.uk Nuway enquiries: Email: entrancetraining@forbo.com www.forbo-flooring.co.uk
 Quality Flooring	<ul style="list-style-type: none"> – Sellers and craftsman seminar basic (sales staff/craftsman/apprentices) Why is HARO my right partner? – Sellers and craftsman seminar advanced (Senior sales staff/buying department/owners) How can I help my customer make the right buying decision? – Sellers and craftsman seminar expert (Senior sales staff/sales managers) How can I boost the buying motivation for HARO products? 	Stuart Morris (Hamberger Academy) Email: s.morris@hamberger.de
	<ul style="list-style-type: none"> – Two-day Introduction to Installing Harvey Maria Design Series LVT at the FloorSkills Training Centre – Elevate your skills whilst exploring new methods and techniques – Work towards Harvey Maria Master Fitter endorsement 	Email: training@harveymaria.com Tel: 0330 330 1231 www.harveymaria.com
	<ul style="list-style-type: none"> – Floorcovering installation on self-adhesive acoustic underlays – Installation of acoustic and sports cradle and batten subfloor levelling systems 	Lisa Millard Tel: 0118 973 9545 Email: lisa.millard@instacoustic.co.uk
	<ul style="list-style-type: none"> – Introduction to Interface products. – Tailored onsite training and assessment. – LVT & Carpet training/accreditation. 	Tel: 0800 313 4465 Email: site.services@interface.com
	<ul style="list-style-type: none"> – Floor Preparation – Moduleo LVT Design Floors – Moduleo LVT Click – Itec Sheet Vinyl and Invisiweld 	Kevin Clinch (Technical Manager, UK/Ireland) Tel: 01332 851500 www.moduleo.co.uk www.ivc-commercial.com
	<ul style="list-style-type: none"> – Floorcovering installation – Finishing and maintenance 	Richard Ayles (Technical Manager) Tel: 01376 534729 Mobile: 07817 996247 Email: RIA@junckers.com
	<ul style="list-style-type: none"> – Installation training 	Tel: 023 9245 3045 Email: sales@kahrs.com www.kahrs.com
	<ul style="list-style-type: none"> – Level one (3-day): Preparation, adhesive-free installation, and straight lay and 45-degree installation designs. – Level two (3-day): Preparation and border designs, incorporating planks, tiles, herringbone, and bespoke design. – Level three (3-day): Installing Heritage, Kaleidoscope, and custom designs. – One-day workshops covering: Preparation and floating floor installation, Heritage Collection installation and Creating bespoke motifs and designs 	Jessica Harrison Tel: 01386 820170 Email: training@karndean.co.uk www.karndean.com/training



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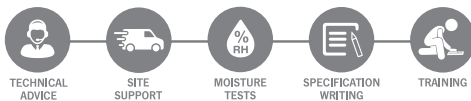
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MANUFACTURER	COURSE TYPE	CONTACT DETAILS
	<ul style="list-style-type: none"> – Premium sanding technology training – Floor sanding and restoration – Lagler floor sanding machine maintenance – Lagler certified qualification 	<p>Peter Roese Tel: 023 8021 5315 Email: info@khr-online.com www.lagler.co.uk</p>
	<p>Product training:</p> <ul style="list-style-type: none"> – Sub-floor Preparation including Damp proofing, Primer, levellers – Resin and Industrial Flooring – Fast Track Screeding <p>RIBA Accredited CPD's:</p> <ul style="list-style-type: none"> – Sub-floor Preparation – Fast Track Screeds – Epoxy Resin and Industrial flooring 	<p>Tel: 0121 508 6970 Email: training@mapei.co.uk www.mapei.co.uk</p>
	<ul style="list-style-type: none"> – Installation of Luxury vinyl tiles (2-day) – Advanced Luxury Vinyl Tile (2-day) – Introduction to Loose Lay (2-day) – Cap and Cove (2-day) – Commercial Sheet Vinyl (4-day) 	<p>Polyflor Training Academy Tel: 0161 767 1912 Email: trainingacademy@polyflor.com</p>
	<ul style="list-style-type: none"> – Subfloor preparation – Installation techniques – Bespoke training courses 	<p>Email: marketing@tarkett.com www.tarkett.co.uk</p>
	<ul style="list-style-type: none"> – Subfloor Preparation Courses – Mechanical – Preparation, Maintenance & Finishing Solutions (various machines) – Floor Refurbishment & Cleaning – Grinding & Polishing Techniques – Basic Equipment Maintenance – Preparing Steel (shotblasting) – Surface Re-texturing (various machines) 	<p>Sales Department Tel: 01522 561460 Email: training@ppcgroup.co.uk www.ppcgroup.co.uk</p>
	<ul style="list-style-type: none"> – Subfloor preparation and repair – Application of Smoothing Underlayment – Moisture Measurement & Protection – Tile Adhesive and Grout Application – 1-day courses, Free to attend 	<p>Lizzie Hudson Tel: 07817 731043 Email: lizzieh@instacoustic.co.uk www.ultra-floor.co.uk</p>
	<ul style="list-style-type: none"> – UZIN subfloor preparation and application 	<p>Marc Lawrence Tel: 01788 530080 Email: uzin.uk@uzin-utz.com www.uzin.co.uk</p>
	<ul style="list-style-type: none"> – Subfloor preparation equipment and machinery 	<p>Jon Turbutt Tel: 01788 530080 Email: wolff.uk@uzin-utz.com www.wolff-tools.co.uk</p>



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CITB – LEVY AND GRANTS



What is the CITB Levy?

CITB is empowered to impose a levy on employers in the construction industry '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).

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

What is the levy used for?

CITB uses the levy to:

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



LEVY RATES

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

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

The rates are:

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

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

However, in 2021 these rates are proposed to be reduced by 50% for 1 year. You can find out more about CITB's response to COVID-19 by visiting www.citb.co.uk/urgent-messages/

This means an overall Levy cut of 25% across two years.

Levy collection will then return to 'normal' rates and collection periods from March 2022.

FOR MORE INFORMATION

Please visit www.citb.co.uk/levy



LEVY REDUCTION FOR SMALL BUSINESSES

If your total wage bill (payroll and Net CIS) is between £80,000 and £399,999 your organisation will receive a 50 per cent reduction on your levy. This is called the 'Small Business Levy Reduction'.

LEVY EXEMPTION FOR SMALL BUSINESSES

If your total wage bill (payroll and Net CIS) is under £80,000, your organisation will not have to pay the levy. This is called the 'Small Business Levy Exemption'.

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

For more information please visit www.citb.co.uk/levy

If you want to appeal against paying the levy, contact the CITB legal department by calling the number on your levy returns form (it varies by area). You can email: appeals.section@citb.co.uk or by writing to: CITB, Appeals Section, Bircham Newton, Kings Lynn, Norfolk PE31 6RH.

Who should complete a Levy Return?

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. For the 2020 Levy Return, if your wage bill (including payments made to net paid (CIS taxable) sub-contractors is £80,000 or more, you will be required to pay a Levy.

* In the flooring industry, 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 installs is also important, the following activities are deemed to be construction and non-construction activities for CITB purposes

Construction (in-scope activity)

- Wood
- Laminates
- Ceramic tiles
- Screeding

Non-Construction (not in-scope activity)

- Vinyl
- Linoleum

- Carpeting (including carpet tiles)
- Felt base floor coverings
- Matting
- Mats
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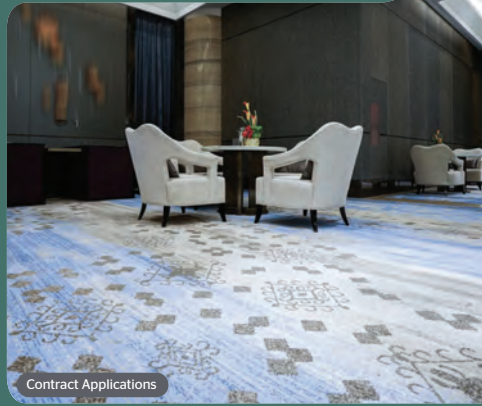
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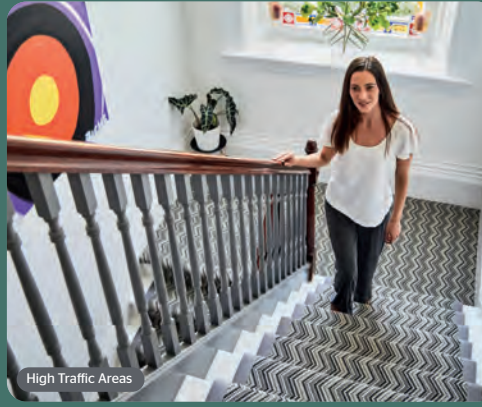
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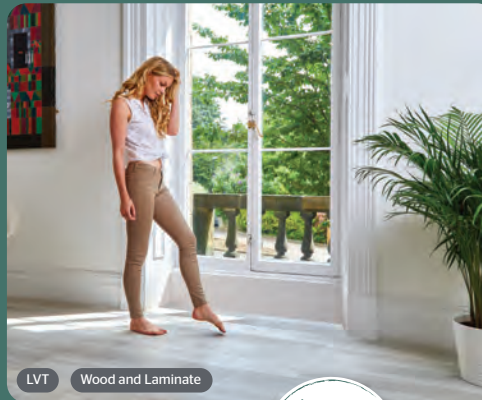
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GRANTS

What is the CITB Grant Scheme?

The CITB Grants Scheme provides grants for employers in the construction industry to train their workers.

The scheme helps to maintain health and safety standards on construction sites and to ensure the right skills are available for the industry to grow.

The Scheme follows these principles:

- Encourage training specifically related to the construction industry.
- Alignment to CITB's Scope Order
- Focus grants to support employers training their workforce to industry-agreed standards, so that skills achieved are universally recognised and portable.
- Supports all Levy-registered employers and their full sub-contractor workforce, delivering skills across the whole supply chain.
- Use targeted funding to support industry priorities and enhance support for the areas where the need is greatest.
- Prioritise investment in areas where there is a long-term commitment and return on investment.

How grants work?

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

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

Grants for apprenticeships and longer period qualifications work slightly differently: you can apply for a grant for your learner's training as soon as 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.

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



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What grants are available and how are they claimed?

CITB offer grants to support a wide range of training and qualifications needs, such as CITB apprenticeships, new apprentice support, short/long period qualifications and short duration training. Grants are also offered for management and supervisory qualifications, as well as other grants that help to develop your business. Depending on the type of training undertaken there are various ways in which training grants can be claimed.

- For apprenticeships, your provider will help you complete your application paperwork correctly.
- For long period qualifications started between 1st August 2020 and 31st March 2021 you need fill out a grant claim form and e-mail the completed form to grant.claimforms@citb.co.uk
- If you are using a training provider for short period training and qualifications who is not a CITB Approved Training Organisation (ATO), you must make a grant claim via grant online via the CITB online portal
- For short period training and qualifications with a registered CITB registered ATO they will confirm the learner's achievement, upload the details onto the Construction Training Register and trigger an automated grant process

FOR MORE INFORMATION

Visit the [CITB Grants page](#) to view the Grants available for 2019/20. 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 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.

For more information about the Grants Scheme see pages 81-84

CITB GRANTS SCHEME FROM 1 APRIL 2020

APPRENTICESHIPS

NEW APPRENTICESHIP SUPPORT GRANT

This is a pilot to support smaller construction employers with the cost of taking on a directly employed apprentice. This grant can be claimed in addition to the Apprenticeship and Higher Apprenticeship attendance and achievement grants.

How much can you apply for?

£500 per apprentice (paid up front).

What you need to know

You can apply if you are a construction employer who is eligible for the small business Levy Reduction or Exemption (i.e. you have a combined PAYE and Net CIS sub-contractor wage bill of below £400,000 as declared on your current Levy Return).

Your apprentice must have started the first year of their Apprenticeship on or after 1 August 2019 and your application must be made **within 20 weeks of the start date** of the Apprenticeship.

APPRENTICESHIPS

Grant for directly employed apprentices attending approved Level 2 and Level 3 Apprenticeship frameworks and standards.

How much can you apply for?

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

£3,500 per achievement.

HIGHER APPRENTICESHIPS

Grant for directly employed higher apprentices attending approved higher, degree and graduate Apprenticeships at Level 4 and above.

How much can you apply for?

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

£3,500 for achievement.

What you need to know

Apprenticeship attendance grant applications must be submitted **within 20 weeks of the start date of the Apprenticeship** (late submissions will result in grant being paid from the date we receive your application).

For Apprenticeships provided by CITB, your Apprenticeship Officer will help you complete your application paperwork. Your attendance grants will be paid automatically **every 13 weeks**.

For Apprenticeships with other providers, you must complete an application form. **Every 13 weeks** you must confirm through CITB online that you still employ the apprentice and that they remain in training before payment can be made.

Achievement grant applications must be submitted **after the certificate is issued by 30 June 2021** (for achievements awarded between 1 April 2020 and 31 March 2021). You can apply for an achievement grant even if you have not been receiving attendance grants.

CITB GRANTS SCHEME FROM 1 APRIL 2020

QUALIFICATIONS

LONG-PERIOD QUALIFICATIONS

Grant for directly employed trainees and all sub-contractors attending approved higher-level qualifications including degrees, HNCs and HNDs.

How much can you apply for?

£1,125 per year for attendance (up to six years).

£1,875 for achievement.

What you need to know

Attendance grant applications must be submitted **within 20 weeks** of the start date of the long-period qualification (late submissions will result in grant being paid from the date we receive your application).

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

Applying for qualification grants

Achievement grant applications must be submitted **after the qualification certificate is issued or the work experience period is completed** and by **30 June 2021** (for achievements awarded between 1 April 2020 and 31 March 2021).

For Long-period Qualifications, you don't need to have been receiving attendance grants to apply for an achievement grant.

SHORT-PERIOD QUALIFICATIONS

Grant for directly employed trainees and all sub-contractors, for the achievement of approved qualifications at Level 2 or above which take less than one year to complete, including NVQs, the NEBOSH National Certificate in Construction Safety and Health, and additional plant-related NVQ units.

How much can you apply for?

£600 for approved full qualifications (up to four achievements at each level per person).

£300 for additional plant-related NVQ units (up to three achievements per person).

DEGREE-PLACEMENT WORK EXPERIENCE

Grant for directly employed trainees for completing work experience which is an essential part of an approved construction-related degree and lasts for at least four consecutive weeks.

Please note, work experience grants are currently being reviewed and may be subject to change.

How much can you apply for?

£30 per day (up to 240 days per person).



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CITB GRANTS SCHEME FROM 1 APRIL 2020

SHORT DURATION ACHIEVEMENTS

SHORT DURATION TRAINING

Grants for directly employed trainees and all sub-contractors for the achievement of approved short duration courses.

How much can you apply for?

Tier 1: £30 | Tier 2: £70 | Tier 3: £120

per course (grant tier value based on factors such as duration, intensity and practical content).

Tier 1: £15 | Tier 2: £35 | Tier 3: £60

for refresher training (paid at half the value of the full grant tier for the course).

What you need to know

The number of course achievements you can apply for is capped based on the PAYE and sub-contractor figures declared on your Levy Return. You can see your cap by logging into your CITB online account.

PLANT TEST ACHIEVEMENTS

Grants for directly employed trainees and all sub-contractors for the achievement of approved Technical Tests (currently Construction Plant Competency Scheme (CPCS) only).

How much can you apply for?

£60 for passing the theory element, up to a maximum of two per person, per year.

Tier 1: £190 | Tier 2: £240 | Tier 3: £410

for passing the practical element, depending on the category of plant, up to a maximum of two per person, per year.

Applying for short duration achievement grants

If your course provider is an Approved Training Organisation or a CPCS test centre, grant is **paid automatically**. You must provide your CITB registration number **when booking the course**.

If your provider is not an Approved Training Organisation, you can apply for short duration training grants by logging into your CITB online account **within 20 weeks** of the achievement date.

citb.co.uk/grant



Visit the CITB website:

- For further information
- To download all grant application forms.
- To see a full list of approved Apprenticeships, qualifications and courses.

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FUNDING

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

This Skills and Training fund aims to help small and micro construction companies to deliver high quality learning and development experiences to employees. It provides extra incentive to access CITB grant eligible training. From 2020, it also supports a wider range of activity, with a greater emphasis on innovation, and management and leadership training.

Who can apply?

CITB registered employers with up to 99 PAYE staff. Employers can apply for skills and training funding once every 12 months.

AMOUNT AVAILABLE

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

- Employers with 1 to 49 directly employed staff can receive up to £5,000.
- Employers with 50 to 74 directly employed staff can receive up to £7,500.
- Employers with 75 to 99 directly employed staff can receive up to £10,000.

To learn more about this fund please click on the following link www.citb.co.uk/funding



SKILLS AND TRAINING FUND FOR MEDIUM-SIZED CONSTRUCTION BUSINESSES

This Skills and Training fund aims to enable medium-sized construction companies (with up to 250 directly employed staff) to improve their training programme so that it meets the more complex needs of a developing business. This can include management and leadership training, helping you unlock growth through new technology or introducing new skills to improve productivity in your business.

Who can apply?

CITB registered employers with between 100 and 250 directly employed staff on the payroll. Employers can apply for skills and training funding once every 12 months.

AMOUNT AVAILABLE

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

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

To learn more about this fund please click on the following link www.citb.co.uk/funding



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STRUCTURED FUND

Each year CITB work with the construction industry to understand the challenges it faces and commission projects on priority themes, based on industry need, CITB's strategy and government policy.

CITB will look for projects that not only improve the situation of participants, but also help other industry employers, and the construction industry as a whole.

CITB want to fund projects that help the construction industry:

- Make construction an attractive career prospect
- Ensure training and development meets employers' needs
- Use innovation to respond to new challenges in construction.

HOW THE STRUCTURED FUND WORKS

Every year CITB commissions projects under each theme identified by industry. Forthcoming and open commissions for 2020-2021 are:

- Onsite experience opportunities in construction – England, which aims to create local, onsite training hubs to help address the complex challenges facing the construction industry in England.
- Onsite experience opportunities in construction – Scotland, which aims to create a model of local, onsite training to help address the complex challenges facing the construction industry in rural Scotland.
- Onsite experience opportunities in construction – Wales, which aims to create flexible onsite learning hubs which will increase the talent pool for job-ready construction workers in Wales.
- Increasing apprenticeship assessment capabilities in Scotland.
- Improving performance through better procurement approaches
- Giving construction leaders skills to drive digital transformation

HOW TO APPLY

CITB will publish the dates of each commission and a summary of its aims before it opens. Employers can then complete an Expression of Interest form to register their interest (The form will be available before the application window opens)

The CITB funding team will review your form and contact you to discuss your idea. If your idea matches all the criteria for the commission, they will guide you through the application process.



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CSCS 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.

What is CSCS?

CSCS is the leading skills certification scheme within the UK construction industry.

The Scheme keeps a database of people working in construction who have achieved or are committed to achieving a recognised construction related qualification.

CSCS is a not-for-profit limited company. Its directors are from employer organisations and unions representing the breadth of the industry. The Scheme's application processing and contact centre is delivered under contract by CITB.

Do I need a CSCS Card?

Most principal contractors and major house builders require construction workers on their sites to hold a valid CSCS card. Employers are increasingly using CSCS cards as a means to check that workers on their sites have the correct qualifications for the job they are doing.

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 £21.**

To apply, follow these steps:

1. Pass the appropriate level CITB Health, Safety and Environment test for your occupation. To find out which test you need to take, use the online CSCS cardfinder at www.cscs.uk.com/card-finder
2. If you need to have passed a qualification to apply for a CSCS card please send a copy of your qualification to cscs@citb.co.uk. Find out which qualifications you need for your occupation by using the online cardfinder.
3. Call **0344 994 4777** and pay £36 using a credit or debit card. Alternatively, you can download an application form, complete it and return it with the required documentation and payment.

There are organisations that offer card application services. If you are being charged more than £36 for a card or £21 for a CITB Health, safety & environment test, check that you understand what additional services you will receive.

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



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Changes to CSCS cards

Following the successful withdrawal of the Construction Site Operative, Construction Related Occupation and Construction Site Visitor cards, the Industry Accreditation (IA) card also known as Grandfather Rights, is also being withdrawn.

In order to comply with the requirements of the Construction Leadership Council all cards issued by CSCS must demonstrate the achievement of a nationally recognised construction related qualification.

What does this mean?

- All IA cards renewed from 1st January 2020 will expire on 31st December 2024 and will not be renewed
- CSCS will cease renewing IA cards from 30th June 2024
- IA card holders who do not take the necessary steps to replace their cards will find they will be unable to obtain another CSCS card. CSCS have information on how to replace AI cards on their website

What do I need to do?

What you need to do now depends on your occupation and any construction related qualifications you may already hold. Those without qualifications will be required to register for the appropriate qualification for their occupation before their cards expire in 2024.

Many IA cardholders already hold the construction related qualifications, they need to move directly to a new CSCS card, while others are now in non-construction related occupations and will not require a card.

IA card holders who do not take the necessary steps to replace their cards will find they will be unable to obtain another CSCS card.

FOR MORE INFORMATION

To find out more about CSCS and the card application process, visit:
www.cscs.uk.com/applying-for-cards/





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Our rigid luxury vinyl tiles are square edged like the real stone and marble tiles but at a much lower price. These are not cheap version of vinyl tile as the thickness is 5mm with a commercial finish and an IXPE back 1.5mm thick.

The backing cushions the floor so that it feels warm and softer to walk on than real stone. Glasses and plates will not break so easily as they will on a normal stone floor, and the click system means it is very quick and easy to fit with no need for any adhesives.

These tiles can be installed over underfloor heating and you do not have to worry about the moisture levels of the subfloor as long as it is flat to SRI. They can be installed directly onto old tiles or old floorboards as long as they are "sound" and the floor is stable.



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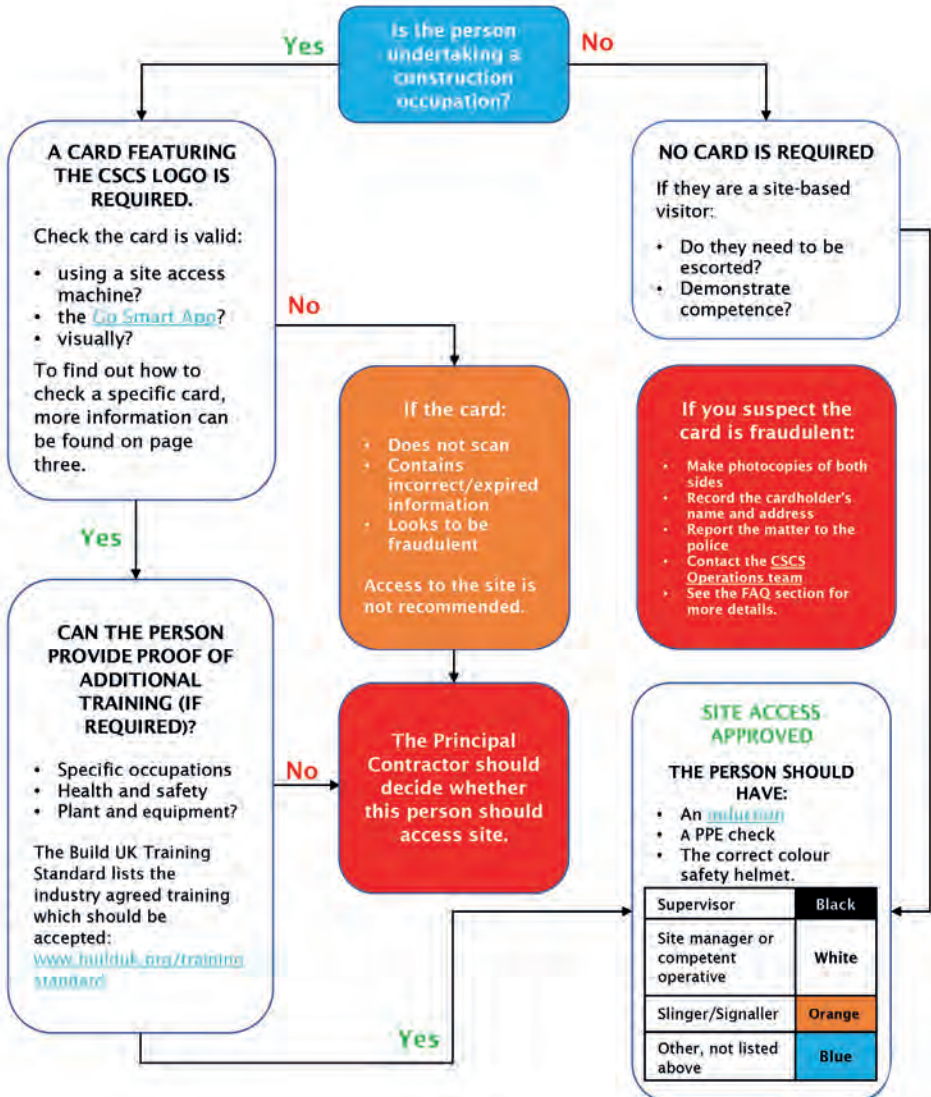


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10 | Build UK training standard

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TRAINING STANDARD

BACKGROUND

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

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

REQUIREMENTS OF THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

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

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

APPLICATION

The CLC decision and card schemes carrying the CSCS logo both relate to construction occupations only. It is recognised that due to the diverse nature of construction projects, there are occasions where a person may need to access site to perform a non-construction occupation or activity e.g. delivery of materials to site, catering staff, security guards, visitors etc. and it is not expected that these individuals will carry a CSCS card. 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. For example, 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 Principle Contractor or relevant trade association.



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TRAINING STANDARD

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.

JOB ROLE	ACCEPTED HEALTH & SAFETY TRAINING
Director	<p>Any course which is equivalent to: Health and Safety in Construction (Director)</p> <p>The following courses will be accepted:</p> <ul style="list-style-type: none"> • Site Safety Plus Directors Role for Health and Safety • IOSH Safety for Executives and Directors • IOSH Leading Safely
Manager	<p>Any course which is equivalent to: Health and Safety in Construction (Site Management)</p> <p>The following courses will be accepted:</p> <ul style="list-style-type: none"> • Site Safety Plus Site Management Safety Training Scheme (SMSTS) • IOSH Managing Safely in Construction • IOSH Safety, Health & Environment for Construction Site Managers • 5 day CISRS Managers course • 5 day CCDO Demolition Manager course and end test • 5 day NPORS Construction Site Safety Manager
Supervisor	<p>Any course which is equivalent to: Health and Safety in Construction (Site Supervision)</p> <p>The following courses will be accepted:</p> <ul style="list-style-type: none"> • Site Safety Plus Site Supervisors Training Scheme (SSSTS) • FPS Piling Specialists Supervisor Training • CSR Site Safety for Supervisors • 2 day CCDO Demolition Chargehand course and end test • 5 day CCDO Demolition Supervisor course and end test • 5 day CISRS Supervisors course. • 3 day Equipe Site Supervision of Geotechnical Sites • 2 day NPORS Site Supervisors Safety Course



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TRAINING STANDARD

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

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.



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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.

I AM UNABLE TO RENEW MY CARD DUE TO CORONAVIRUS, WILL IT BE ACCEPTED ON SITE?

- CSCS has extended the period for card renewals to enable those who would have ordinarily needed to renew their card to access site.
- You can check the support measures that relate to the Health, Safety and Environment Test and your industry card on the Build UK website.

WHAT IF I HAVE ISSUES GETTING ON TO SITE?

- Make sure you have the correct CSCS card and the necessary health and safety training required as set out in the Build UK Training Standard
- Make sure the site has the latest version of the Build UK Training Standard
- If you still have an issue, then please contact Build UK at info@BuildUK.org.

WHAT IS A CONSTRUCTION OCCUPATION?

For the purpose of the Build UK Training Standard, a construction occupation is defined as one for which a CSCS card, or a card featuring the CSCS logo can be obtained. Occupations including delivery drivers and security staff are not construction occupations and no card is required to access site.

WHAT ARE THE SUPERVISION REQUIREMENTS FOR A LONE WORKER ON SITE?

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

WHAT IS THE REQUIRED SUPERVISOR TO OPERATIVE RATIO?

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

SHOULD WORK EXPERIENCE PARTICIPANTS HOLD A CARD FEATURING THE CSCS LOGO?

No. Only those on site who will be carrying out a construction occupation need to hold a card featuring the CSCS logo. Work experience participants should accompany a skilled operative holding the relevant CSCS logo'd card. Site managers should follow the recommendations for non-construction occupations on the Site Access Flowchart and ensure a risk assessment has been carried out. Further information on managing work experience is available in the Build UK Work Experience Guide as well as on the CSCS website.

SHOULD INTERNATIONAL EMPLOYEES HOLD A CARD FEATURING THE CSCS LOGO?

There will be occasions where international visitors are required on site to oversee works and it may not be practical for them to hold a card featuring the CSCS logo. This will have been preagreed by the Principal Contractor and site management should refer to the risk assessment developed for this situation. International operatives who attend UK sites regularly and hold international qualifications can apply to UK Naric 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.

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FREQUENTLY ASKED QUESTIONS

FRAUDULENT CARD

WHAT IS THE PROCESS FOR REPORTING A FRAUDULENT CARD?

If you suspect someone attempting to gain access to site using a fraudulent card, you should:

- Retain the card if possible
- Make photocopies of front and back
- Record cardholder's name and address if possible
- Ask cardholder where the card was obtained from
- Contact the local police and report the matter*
- Refuse access to site (subject to company rules).

Forward copies of all evidence to:

The Operations Team

CSCS Ltd, 85 Tottenham Court Road, London W1T 4TQ

Marked "SUSPECTED FRAUDULENT CARD"

Or: Email: report.it@citb.co.uk making sure to include copies of all evidence.

CSCS and CITB will fully support any prosecution with technical and factual evidence.

What action can be taken if the standard is not being followed on site?

If you are working on a Build UK main contractor site and find that the requirements of the standard are not being adhered to, Build UK wants to know.

To enable Build UK to investigate, email details in confidence to:
enquiries@BuildUK.org

Where can further information be obtained?



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11 | Health and safety training

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

SITE MANAGEMENT TRAINING COURSES

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 with the aim of recognising the human and financial implications of health and safety legislation non-compliance.

Overview	<p>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.</p> <p>This course is endorsed by Build UK as the standard training for all senior managers and company directors.</p>
Course structure	<ul style="list-style-type: none">– Recognise the moral, economic and legal costs/implications of decisions made in the boardroom that make their business liable– Understand the importance of strategic management of risks– Appreciate the consequences of failing to manage health and safety effectively– Understand the importance of competent duty holders cooperating, communicating and coordinating health and safety throughout the whole project– Recognise the need to appoint competent health and safety assistance and the limitations of such an appointment– Identify the basic tools for introducing a proactive health and safety culture into their organisation
Certification	<p>This course is valid for 5 years. To remain certified in this area, you will need to retake the course before the expiry date.</p>

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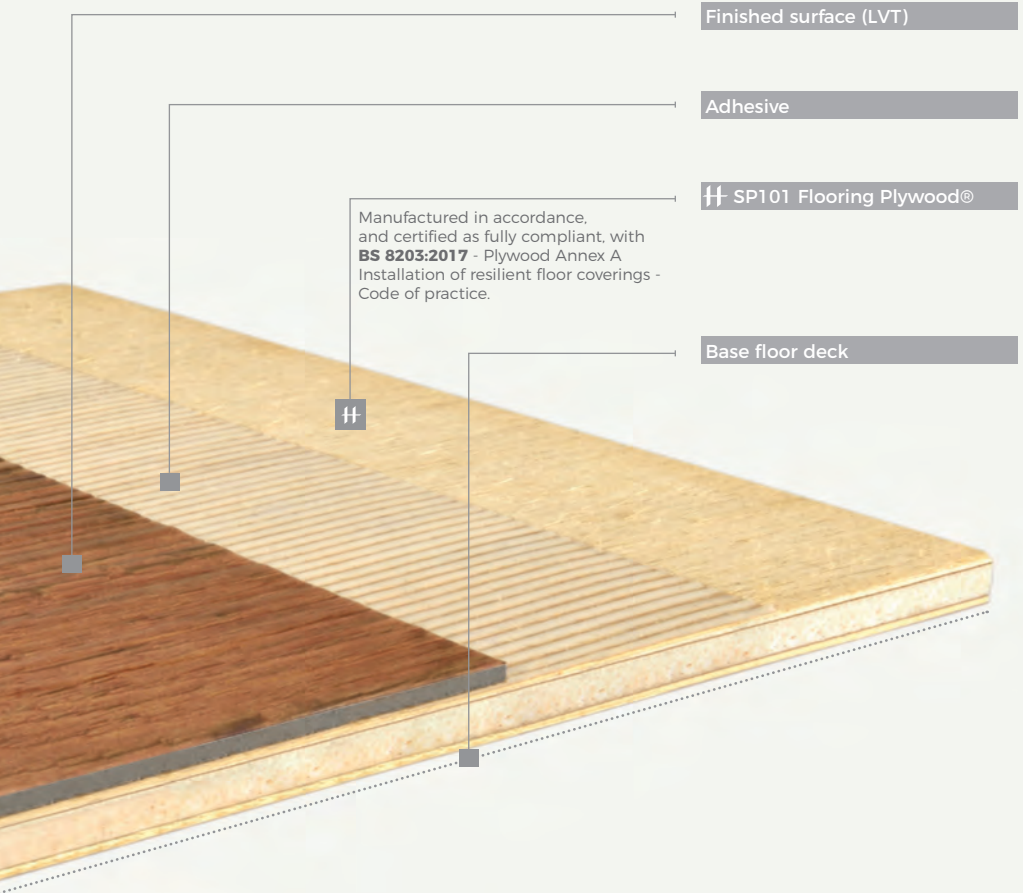
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Site Management Safety Training Scheme (SMSTS) Site Safety Plus (Course via CITB)

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.
Course structure	<ul style="list-style-type: none">– 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	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.

Important SMSTS Refresher changes

Candidates must take an SMSTS Refresher course before their existing certificate expires, otherwise the full SMSTS course will have to be taken again.

Overview	This course is for you if you have previously passed the Site Management Safety Training Scheme (SMSTS) course, or a subsequent refresher course.
Course structure	<ul style="list-style-type: none">– 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

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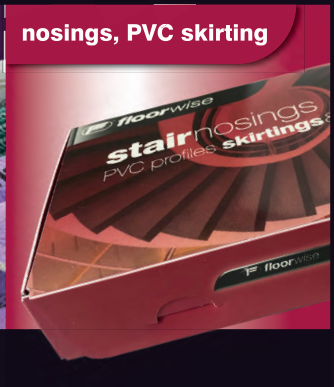
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Site Supervision Safety Training Scheme (SSSTS) Site Safety Plus (course via CITB)

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

Overview	It is endorsed by Build UK as the standard training for all supervisors working on Build UK sites and provides an understanding of health, safety, welfare and environmental issues. It highlights legal responsibilities and the need to promote health and safety to supervise effectively
Course structure	<ul style="list-style-type: none">– Health and safety law and how it will apply to supervisors– Your supervisory responsibilities in controlling site safety– Risk assessments and the need for method statements– Effective site inductions, toolbox talks and method statement briefings– Monitoring site activities effectively– Timely intervention when bad practice is identified
Certification	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)

Important SSSTS Refresher changes

Candidates must take an SSSTS Refresher course before their existing certificate expires, otherwise the full SSSTS course will have to be taken again.

Overview	<p>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.</p> <p>It is endorsed by Build UK as the standard training for all supervisors working on Build UK sites and provides an understanding of health, safety, welfare and environmental issues. It highlights legal responsibilities and the need to promote health and safety to supervise effectively.</p>
Course structure	<ul style="list-style-type: none">– 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



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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.
Course structure	<ul style="list-style-type: none">– 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	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.
Course structure	It will enable them to identify, control and minimise the environmental impacts of their work and where possible identify environmental improvement opportunities.
Certification	This course is valid for 5 years. To remain certified in this area, you will need to retake the course before the expiry date.

NEBOSH National Certificate in Construction Health and Safety

Overview	<p>This 16-day course is for managers who are responsible for the safety of construction workers and for people moving into roles like CDM duty holder and health and safety advisor. You will learn about your health and safety responsibilities and how to carry these out more effectively.</p> <p>At the end of the course, you gain the well-regarded NEBOSH Certificate</p>
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What is Go Construct?

Go Construct provides resources for anyone looking for a career in the construction and built environment sector. They showcase the many rewarding opportunities available and help people from all backgrounds to enter an exciting and growing industry which has a huge impact on the UK's housing, industry and infrastructure.

In addition to online resources, Go Construct also reaches out to people seeking opportunities by attending careers events, engaging with the press and supporting construction ambassadors.

Go Construct has been funded through the CITB Levy, meaning that the whole industry has contributed to its success and has ownership of the service - Go Construct is a campaign by industry, for industry.

Who is Go Construct for?

Go Construct is designed to support young people looking for opportunities to gain skills and employment, as well as more experienced people looking to change careers. Whether someone has already chosen to enter the construction industry or are still deciding if it's the right fit, Go Construct provides information and advice on finding fulfilling, engaging roles that are right for the correct capabilities and interests.

Their resources can be used to inform and guide decisions by individuals, or to equip parents and careers advisors with valuable, easy to share guidance.

FOR MORE INFORMATION

Go to www.GoConstruct.org

How Go Construct can help:

A EMPLOYER

- Promote the sector by accessing Go Construct resources
- Offer experience of the industry to career searchers
- Recruit new talent for your business

A JOB SEARCHER

- Find out about the industry
- Discover what career paths you could take
- Find a construction experience to see if it's the industry for you
- Apply for your first job in the sector

A CAREERS OR EDUCATIONAL PROFESSIONAL

- Support your delivery of impartial information, advice and guidance
- Enhance IAG through access to resources

Through the Go Construct website there are opportunities to access career path tools, day in the life case studies, online guides, marketing materials, construction myth busters, as well as careers and education resources. The Go Construct website showcases the many career opportunities available in construction and the built environment. The site helps to meet the future skills needs of the industry and to recruit a workforce that is diverse and ready for the challenge of the future.

Industry Endorsement

CITB facilitates the project by working with industry through the co-design and co-delivery process.

Target Audiences

- New Entrants (14-19-year olds, career changers)
- Influencers (Careers advisers, teachers & parents)
- Employers (All sizes)
- Trade Federations & Institutions
- Government (Central, local, DWP, NCS etc)

PROTECT AND CARE

Add more to your flooring

You've sold them the flooring. Now you can protect your investment with cost-effective ideas from solutions specialist Stroolmount UK Ltd.

"The trade and customers invest a fortune in quality flooring and furniture" says Stroolmount's Gill Finch, "so it makes sense to spend a few pence protecting it. We've saved companies thousands in costly repairs, replacements and insurance claims with simple solutions costing as little as 1p."

- SELF-ADHESIVE FELT
- MOVE-IT PADS
- TEFLON GLIDES
- CASTOR CUPS
- QUICKCLICK
- PIPE COVERS

You can make a **BIG** difference with small products to reduce stress and damage to flooring and furniture.

Stroolmount understands the challenges customers face to keep their clients' happy, so they're 100% committed to supplying the very best products and accessories to protect your furniture and flooring. Stroolmount is a family run business with over 13 years of experience in the flooring industry.

Short and long term solutions available.

Available in bulk for manufacturers, contractors, POS retail displays with own branding also available.



Tel: 01942 271271

www.stroolmount.co.uk

sales@stroolmount.co.uk



Stroolmount

CONSTRUCTION AMBASSADORS

What is a construction ambassador?

- A construction ambassador inspires others to consider a career in the industry and shares what it's actually like to work in construction.
- Very often they provide the first introduction to the construction industry for young people who are considering their future career.
- By engaging young people with the fantastic opportunities available in the industry, ambassadors can encourage the next generation of construction professionals.

What does a construction ambassador do?

As an ambassador, you'd attend educational events on behalf of Go Construct or industry employers and meet young people who are considering their career choices.

You could be:

- On a trade stand at a careers fair, answering questions and handing out leaflets
- Delivering a talk, sharing your experiences of getting into and working in the industry.
- Leading practical sessions or workshops, to give young people a taste of life in construction.
- Acting as a mentor to someone who is just starting out.

Who can become a construction ambassador?

Anyone working in the industry can be a construction ambassador. You just need to be passionate about construction and the built environment, and willing to share your experiences with others.

Whether you're a first-year apprentice or a company director, you can support to help more people experience the varied opportunities in our sector.

It's a great opportunity to:

- Inspire the next generation of young people to take up a career in the Construction Industry.
- Pass on your skills, knowledge and enthusiasm to potential new entrants so that together we can close the skills gap that we are facing within the Industry.
- Enhance your own personal development within the Industry and to give something back to those starting out.

If you are struggling to recruit young people into your company from the local area, an excellent way of overcoming this problem is to become a Construction Ambassador working with Schools, Colleges and even Universities to promote Construction and Floorlaying as a rewarding career path.

FOR MORE INFORMATION

If you need more information or you are interested in becoming a Construction Ambassador go to www.GoConstruct.org



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Construction Leadership Council Talent Retention Scheme (CLC TRS)



The CLC's Talent Retention Scheme was conceived to help talented individuals showcase their experience and expertise and help businesses find the skills they need.

The CLC's TRS is a not for profit programme, supported by business associations, member companies, professional institutions, unions and other stakeholder organisations.

Following support from the Government announced in July 2020, all services provided by the TRS are initially free until April 2021.

For individuals, CLC's TRS provides a tailored portal through which candidates can register their personal profile and CV and search for vacancies. Companies interested in recruiting candidates can contact them directly through the portal and also upload any job vacancies they wish to promote.

Key features of the CLC TRS 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

FOR MORE INFORMATION

For more information visit www.trs-system.co.uk/construction



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