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Contract Flooring Industry

TRAINING GUIDE

2022



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

1 | CFA Training Overview

As I enter my 4th year as Training Manager, I am delighted to be writing the introduction for this latest version of the CFA's Contract Flooring Industry Training Guide.

The Guide aims to be the definitive resource for the latest information about training opportunities in the UK including apprenticeships, qualifications, training courses, funding and recruitment signposting. Whilst the effects of the pandemic have changed all parameters of normal life as we know it, the contract flooring sector very quickly adapted, ensuring large proportions of flooring work continue to be delivered, even with all the additional headaches and challenges. This is obviously reflected in the skills and labour market, which has direct correlation with training for the industry.

The CFA estimates through information provided by its members that the gap in skills and labour for floorlayers has increased to 16% over the past 12 months. There has also been an increase in the demand for training throughout the industry including from FITA – one of

the most recognised training bodies in the industry and the training arm of the CFA. FITA has measured record numbers of attendees at its Loughborough training centre over the past 12 months, as well as the addition of apprenticeship delivery at the training centre that started at the beginning of 2021.

It is clear that as an industry we need to do more collectively to increase skills and labour as there is clearly the demand for more floor layers. There have been some great initiatives developed over the past 12 months alongside more established activity that we should be capitalising on. This year's Guide reflects on this and attempts to make careers and recruitment just as big a part of the Guide as other areas. It is clear that the whole industry will have to work together if it is to make a considerable change to the skills and labour shortage. But rest assured that the



CFA is committed to help drive that change through conversations with (and commitment from) contractors, manufacturers, and training providers to identify the best routes.

Flooring is a trade built on some established principles but is increasingly innovating, with a wide range of fashions, trends and installation methods available to specifiers to aid in floor designs and construction solutions. These drive the flooring market forward in leaps and bounds. Flooring is a highly competitive market with a wide range of flooring products available across the residential, commercial, and industrial supply chains. Technology is at the centre of flooring development and styling trends, with more cost effective and eco-friendly flooring materials available and quicker and more efficient “fast track” installation methods being launched by the minute. Training within floor laying also needs to innovate and embrace technology, something the CFA are keen to help promote and champion.

As in previous years 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. It is important employers have access to this kind of information to make calculated and informed decisions on a wide range of topics; training being one of them. The CFA provides advice on training as one of the many membership benefits available and is fairly unique in co-founding its own training organisation, Flooring Industry Training Association (FITA), to deliver formal training to the industry.

Highlights and notable events from the training year for me (many referenced in this Guide) include the addition of FITA as a provider offering the Apprenticeship Standard. 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.

The CFA has also achieved a notable success in lobbying CITB to reinstate funding for apprenticeships in our sector, after this funding had been under threat following an earlier review. We are very pleased that we have secured this for

the 30% of CFA members who pay the CITB levy and of course the wider industry.

The CFA actively supports our members in Scotland and the rest of the UK with training needs and apprenticeships. This Guide 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.

The CFA continues to proactively represent members’ views on training and related funding to regulatory bodies and CITB, while at the same time investing in its own training organisation, the Flooring Industry Training Association (FITA); which was specifically set up to deliver some of the training required by the flooring sector. This type of venture is relatively unusual for a trade association to undertake and demonstrates the level of our commitment.

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)
Construction Leadership Council (CLC)

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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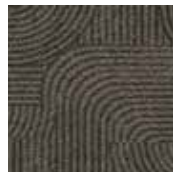
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3 | Apprenticeships and traineeships

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. 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.

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

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



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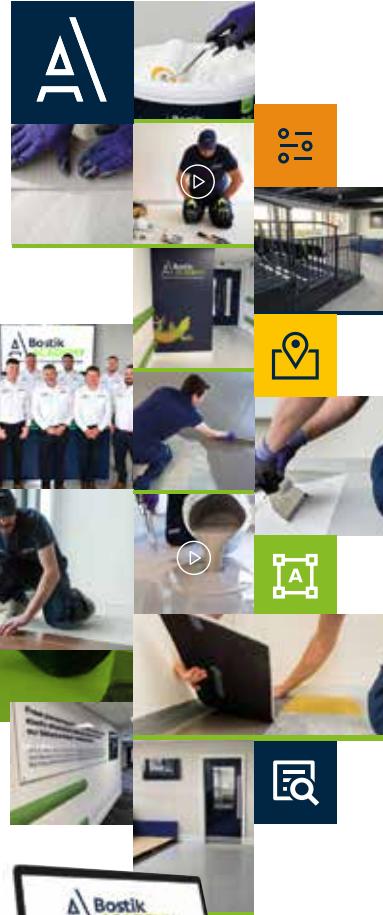
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What is an apprenticeship?

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.

FOR MORE INFORMATION

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



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Rapid Repair Mortar+ is a moisture tolerant, rapid drying repair compound developed for repairing, re-facing, filling and patching substrates both internally and externally, and can be applied up to 50mm without requiring additional aggregate.



Feather is a fast setting, ultra-fine, high polymer feather smoothing compound. It has been specifically developed to smooth out trowel lines and undulations in sub floors before applying the finished floor covering.



Primeplus is a priming agent formulated to seal and control porosity of substrates prior to the application of self-smoothing compounds onto porous substrates.



Please contact us for more information on these and the rest of the range.

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Prime+ Grip is a rapid drying primer that has been developed to provide a '+ Grip' textured surface onto non-porous substrates.



FAST One Coat DPM is a fast curing epoxy resin DPM, suitable for a wide range of substrates including sand/cement screeds, concrete and calcium sulphate screeds and can be applied as a single coat, including for application as a structural DPM.



LevelFlex+ FINISH is a flexible fibre-reinforced smoothing compound, developed to give a superb surface finish, allowing for foot traffic after 2.5 hours and installation of floor coverings after just 4 hours.



Pro Flow is a premium, rapid-setting double component smoothing compound that can be applied without the need to prime most substrates, it has been developed to accept foot traffic after 2 hours and finished floor coverings after 4 hours.



Super Flow 30 is the ultra-rapid setting equivalent that can accept floor coverings after 90 minutes and foot traffic after as little as 30 minutes.



Eco-3000 is a high-performance universal high temperature adhesive with a fast tacking off time, allowing flooring to be installed after as little as 10 minutes, and light foot traffic after 12 hours. It is suitable for use on a wide variety of substrates and has excellent adhesion properties.



FineFlow 3000 can be applied from feather-edge to 20mm in a single application to give a super surface finish. LVT floor coverings can be laid after 24 hours.



AnhyLevel is calcium sulphate-based and for use on calcium sulphate screeds. LVT floor coverings can be laid after 24 hours.



Rapid Level 30 is an ultra-rapid setting flexible smoothing compound onto which floor coverings can be installed after 90 minutes, with foot traffic acceptable after just 30 minutes.



Trade Flow is a multi-purpose double component smoothing compound offering excellent flow properties, it can accept foot traffic after 2 hours and can accept floor covering installation after 12 hours.



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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 24-36**.

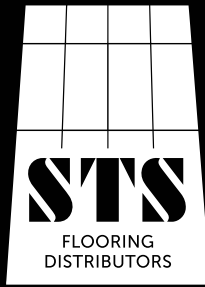
Are you CITB Levy registered?

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 9 – CITB Grant Funding fully explains this.



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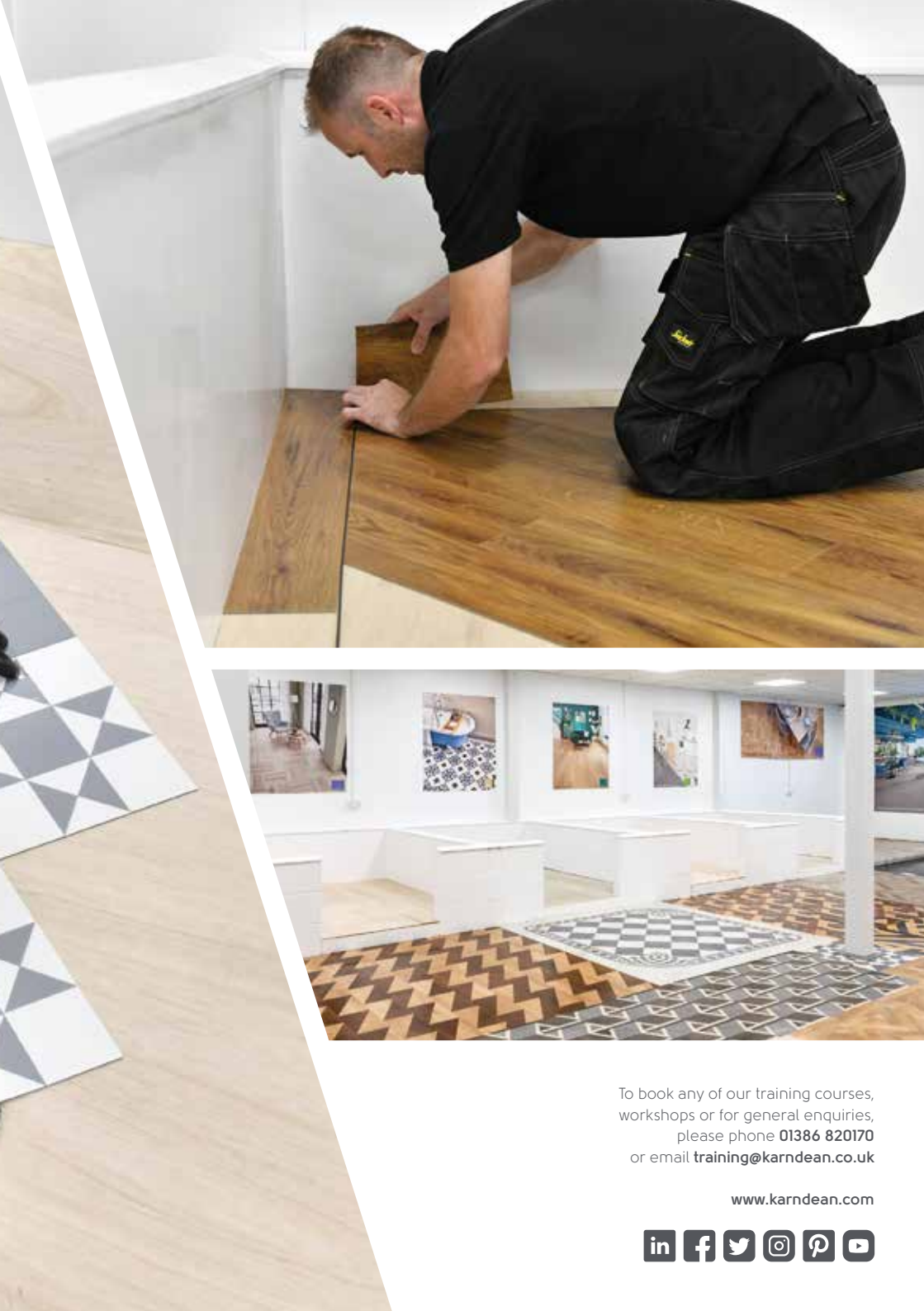
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Where can I learn more about the CITB Grants Scheme?

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.

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



CONTACT A LOCAL CITB ADVISOR:

ENGLAND, WALES and SCOTLAND

You can contact an available CITB Advisor by Email: customerengagement@citb.co.uk

Alternatively, you can locate any advisor in a geographical area by going to www.citb.co.uk/about-citb/contact-citb/

NORTHERN IRELAND

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



How can I register a vacancy for an apprenticeship?

Registering a vacancy for an apprenticeship can be achieved in a number of ways. The National Apprenticeship Service 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 0600** or email: nationalhelpdesk@apprenticeships.gov.uk

If you are CITB registered, then you can also use CITB to help you employ an apprentice. Your local customer engagement advisor can help find you a provider and support you with claiming grants. www.citb.co.uk/about-citb/contact-citb

Are you an Apprenticeship Levy 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 flooring contractors will be required to pay the Apprenticeship Levy. For details on the Apprenticeship Levy and 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.

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 or simply want to know more about the trade you can access lots more information through direct channels such as Go Construct, apprenticeships.gov, Talentview Construction and CITB. See **Section 4 – Careers and Recruitment** for more information on this.

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, Maths 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.

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 (contact details **pages 3**) for information.



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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 50** onwards.

In England, control of apprenticeship funding is put in the hands of employers through the Digital Apprenticeship Service. If a company has an annual pay bill in excess of £3 million (less than 2% of UK employers) they will have to pay a much larger percentage of the cost to employ and apprentice. There are many apprenticeship funding options available depending on the employer's structure and size. See **page 26-27**.





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Being the only provider of Floorcovering qualifications in Northern Ireland, Craft holds the contract for the ApprenticeshipsNI 2021 programme, funded by the Department for the Economy.

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31 Springfield Industrial Estate
Springtown Road
Derry/L'Derry
BT48 0LY
T: 02871 370384
02871 372028

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19 A&B Kevlin Road
Omagh
BT78 1JS
T: 02882 259377

CRAFT Cookstown
7 Union Street
Cookstown
BT80 8NG
T: 02886 766526

CRAFT Strabane
47 Main Street
Strabane
BT82 8AU
T: 02871 415051

FUNDING IN ENGLAND




EMPLOYER	YOU PAY	GOVERNMENT PAYS
CITB levy registered employer (50+ employees)	<p>£650 (5% of the funding band) through your digital account per apprentice</p> <p>This amount is paid monthly in instalments over the course of the apprenticeship</p>	<p>£12350 (95% of the funding band)</p>
Non CITB levy registered (50+ employees)	<p>£650 (5% of the funding band) through your digital account per apprentice</p> <p>This amount is paid monthly in instalments over the course of the apprenticeship</p>	<p>£12350 (95% of the funding band)</p>
CITB levy registered (fewer than 50)	<p>£0 (0% of the funding band) for any apprenticeship training fees for apprentices aged 16-18 year old or 19-24-year-old with an EHC plan</p> <p>£650 (5% of the funding band) for apprentices age 19+ with no health care plan) through your digital account per apprentice</p> <p>This amount is paid monthly in instalments over the course of the apprenticeship</p>	<p>£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% of the funding band) for any apprenticeship training fees for apprentices aged 16-18 year old or 19-24-year-old with an EHC plan</p> <p>£650 (5% of the funding band) for apprentices age 19+ with no health care plan) through your digital account per apprentice</p> <p>This amount is paid monthly in instalments over the course of the apprenticeship</p>	<p>£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> <p>80% of accommodation costs also covered for apprentices who attend training where overnight stays are required</p> <p><u>Total = £11000</u></p>	<p>£1000 for each apprentice hired (aged 16-18 year old or 19-24-year-old with an EHC plan)</p> <p>£3000 for each new apprentice hired before 31 January 2022</p>	<p>Minimum employer contribution £650</p> <p>Maximum funding available £27350</p>
<p>No CITB funding available</p>	<p>£1000 for each apprentice hired (aged 16-18 year old or 19-24-year-old with an EHC plan)</p> <p>£3000 for each new apprentice hired before 31 January 2022</p>	<p>Minimum employer contribution £650</p> <p>Maximum Funding available £16350</p>
<p>1st year £2500* 2nd year £2500* 3rd year £2500* *paid quarterly each year</p> <p>Achievement of End – Point Assessment £3500</p> <p>80% of accommodation costs also covered for apprentices who attend training where overnight stays are required</p> <p><u>Total = £11000</u></p>	<p>£1000 for each apprentice hired (aged 16-18 year old or 19-24-year-old with an EHC plan)</p> <p>£3000 for each new apprentice hired before 31 January 2022</p>	<p>Minimum employer contribution £0</p> <p>Maximum Funding available £28000</p>
<p>No CITB funding available</p>	<p>£1000 for each apprentice hired (aged 16-18 year old or 19-24-year-old with an EHC plan)</p> <p>£2000 for each new apprentice hired before 31 January 2022</p>	<p>Minimum employer contribution £0</p> <p>Maximum Funding available £17000</p>



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Front Street, Consett, Country Durham,
DH8 5EE

01207 585900 Ext: 602

www.derwentside.ac.uk

FITA – Flooring Industry Training Association

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

01159 8506836

www.fita.co.uk

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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

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scotland.apprenticeships@citb.co.uk

* CITB managed apprenticeship training providers



CITB PAYS (VIA LEVY AND GRANTS SCHEME)	GOVERNMENT INCENTIVE PAYMENTS	TOTAL
1st year £2500* 2nd year £2500* 3rd year £2500* *paid quarterly each year Achievement of End – Point Assessment £3500 Total = £11000	£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 £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/voucher 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 **020 7215 5000** 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.

APPRENTICESHIP TRAINING PROVIDERS IN NORTHERN IRELAND

Craft Recruitment & Training Ltd

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

02871 880044

www.crafttraining.co.uk

FUNDING IN NORTHERN IRELAND

EMPLOYER	APPRENTICE AGE GROUP	EMPLOYER CONTRIBUTION	CITB NI PAYS (VIA THE CITB NI 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 Total = £4000
Non CITB NI levy registered	16-24	0%	No CITB NI funding available
	25+	100%	

*CITB NI grant will only be paid providing Terms & Conditions of Grant Scheme have been met.

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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 2021 to 31 March 2022.

To download the Apprenticeships Employer Advice Leaflet go to www.nibusinessinfo.co.uk/downloads/apprenticeships-employer-leaflet.pdf



What is Go Construct?

Go Construct provides information and 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 is Go Construct Funded?

Go Construct is supported by the Construction Industry Training Board (CITB) Levy, which is funded by employers in the construction industry - from family firms right through to multinational companies. Our purpose is to help people access the information they need to consider a career in construction and to help fulfil the sector's need for a larger and more representative workforce.

How Go Construct can help:

AN 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.



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STEM AMBASSADORS NETWORK



What is the STEM Ambassadors Network?

STEM (Science, Technology, Engineering & Mathematics) Construction and Built Environment Ambassadors can play an essential role in inspiring young people to consider a career in construction through a range of activities, including school presentations, careers talks and mentoring. By joining forces with STEM Ambassadors, the industry will have one scheme for all employers and ambassadors and build on plans made by The Construction Leadership Council's commitment to recruit 7,000 STEM ambassadors, as outlined in their Industry Skills Plan.

What is the role of a STEM Ambassador?

STEM Ambassadors can help employers connect with young people, motivating them to become the next generation of our industry. Through programmes in schools, colleges and out-of-school groups, STEM Ambassador aims to grow the UK's workforce with talented individuals who fully understand and have engaged with Construction and Built Environments. The STEM Ambassador network consists of 33,000 individuals, from 7,000 employers, volunteering over 640,000 hours a year.

What are the benefits in becoming a STEM Ambassador?

STEM Ambassadors have the opportunity to make a significant impact on the lives of young people in a number of ways. They can support learning by demonstrating how the subject knowledge, skills and behaviours they learn in the classroom are important for the workplace. Ambassadors can share their journey within the trade to promote our sector. They can also raise aspirations by showing young people future opportunities available to them, regardless of their background.

The STEM Ambassador programme is flexible, allowing volunteers to work in a way that best suits their job role and other commitments. Delivery can be online or in person, in schools or in community groups, by supporting lessons or extra-curricular activities and working with young people or their educators.

How does STEM Ambassadors relate to contract flooring industry?

Build UK and CITB have joined forces with STEM Ambassadors to show more young people the wide range of opportunities available in construction. Go Construct STEM (Science, Technology, Engineering & Mathematics) Ambassadors can play an essential role in inspiring young people to consider a career in construction including commercial flooring through a range of activities, including school presentations, careers talks and mentoring. By joining forces with STEM Ambassadors, the industry will have one scheme for all employers and ambassadors and build on plans made by The Construction Leadership Council's commitment to recruit 7,000 STEM ambassadors.

How do I find out more?

If you're passionate about raising the awareness of commercial flooring and willing to share your experiences with others, why not consider becoming a Go Construct STEM Ambassador?

STEP 1 - Complete the STEM Ambassador registration process by visiting www.stem.org.uk/

STEP 2 - Once signed up as a STEM Ambassador, add the Go Construct STEM Ambassador Scheme to your profile. www.goconstruct.org/get-started-in-construction/go-construct-stem-ambassadors/



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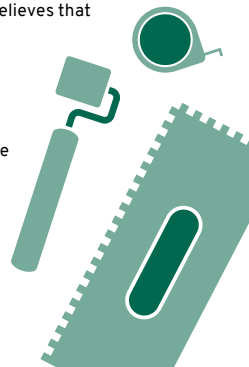
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TALENTVIEW CONSTRUCTION (TVC)

What is Talentview Construction?

Talentview Construction (TVC) is a new Government-backed and CITB industry levy-funded scheme to help young people find their first jobs, apprenticeships and traineeships in construction and the built environment.

Working closely with colleges and universities, construction employers and industry groups Talentview Construction is entirely free to use. The scheme has also received support from the National Apprenticeship Service (NAS) and the Association of Colleges (AOC).

How does Talentview Construction work?

Talentview Construction makes it easier for those searching for a career in construction to join, taking advantage of an exciting array of opportunities, given the sector's role at the heart of the UK's economic recovery. Construction already employs about three million people, providing multiple career paths through the sector.

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

TVC for individuals

Interested in a career in construction? Looking for work experience or an apprenticeship?

1. Set up your profile page
2. Select the areas where you want to work
3. Search for local opportunities and set alerts
4. See the best way to apply
5. Help employers find you and contact you directly

TVC for employers

Looking to find more new talent? Keen to find new trainees or apprentices?

1. Set up your company profile page
2. Post your vacancies
3. Search for suitable local candidates
4. Contact candidates directly
5. Make contact with schools, colleges & training providers

FOR MORE INFORMATION

Go to www.talentview.org/construction



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CONSTRUCTION TALENT RETENTION SCHEME (CTRS)



What is the Construction Talent Retention Scheme?

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

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

Key features of the CTRS portal include

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

organisations locally, regionally and nationally

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

CTRS for individuals

Search permanent and contract jobs and find other flexible working opportunities.

1. Build your personal profile
2. Choose areas you want to work
3. Search for job opportunities and set alerts
4. Make your profile visible to employers looking
5. Find your next role and apply

CTRS for employers

A simple, easy to use recruitment platform, enabling you to list job vacancies and search for great talent.

1. Setup your company user profile
2. Post your jobs and vacancies
3. Search for talent and set alerts
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RECRUITING AN APPRENTICE

National Apprenticeship Service (England)



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

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

Skills Development Scotland (Scotland)



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

Skills Development Scotland work closely with Scotland's industries to make sure apprenticeships meet their needs. They also administer the funding for apprenticeships training, on behalf of the Scottish Government. To find more information about Skills Development Scotland go to www.apprenticeships.scot/

NI Direct Government Services (Northern Ireland)



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

Through NI Direct apprenticeship vacancies in Northern Ireland can be advertised and training providers signposted. For more information go to www.nidirect.gov.uk/campaigns/apprenticeships



MN Floor Training is a new floor training facility in Wolverhampton.

Specialising in sub floor preparation & luxury vinyl tile (LVT) floor fitting courses.

Courses will be open to only 6 people per course to assure the highest quality of training.

All courses are run by Paddy from McNicholas Flooring. He is one of the country's leading LVT design floor specialists. With previous experience in training, working for one of the leading LVT manufacturers.

The courses are designed from a floor layers point of view so are accessible from all levels of experience. Value for money is assured.

LVT Level 1 is a three day fitting course covering

- Sub floor prep
- Straight lay
- 45° fitting with & without a border.
- Herringbone with & without a border. Understanding the pattern, guillotine demos, herringbone scribing and jig templates.
- Numerous different scribing techniques.

Level 2 LVT design Floor course

- Creating bespoke parquetry panels
- 3D designs
- Geometric design borders
- Guillotine demos

Having content like this in your portfolio wins you work.

All attendees receive a certificate of attendance and a MN floor training T-shirt.

Please contact us for further information

07855 400013 McNicholasflooring@gmail.com

www.mnfloortraining.com

5 | CFJ/CFA Flooring Apprentice of the Year

The CFJ/CFA Flooring Apprentice of the Year Competition is now in its 10th year!



The CFA is delighted to announce that the winner of the 2021 Flooring Apprentice of the Year competition, is Jack Gray from Veitchi Flooring in Glasgow, Scotland. This year's competition produced several high-quality entries from apprentices all over the UK, but it was Jack's excellent application along with superb recommendations from both his employer and his tutor that lead the judges to their decision. Jack 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 Jack was the worthy winner.

The CFA have proudly promoted this award in conjunction with CFJ for 9 years and we are extremely delighted with the levels of engagement from employers, apprentices, training providers and sponsors. It is amazing to see the importance the industry places on training and ensuring that new fitters entering the industry gain the correct skills, knowledge and behaviors to become great floorlayers. The competition has become a regular feature in the flooring industry calendar and highlights the hard work and achievements of flooring

apprentices across the UK. It is a platform for apprentices to showcase the skills that they have learnt during their apprenticeship. For the companies which employ the apprentices involved, it shows their commitment to training their workforce and their investment in the next generation of flooring fitters.

Jack was presented his award and prizes at the Veitchi Flooring Trade School in Glasgow back in June and had the following to say about winning the competition, "I feel very privileged to have won this award. I am also very proud

as it is an award that I could ever have imagined winning due to there being such tough competition to actually win it. Veitchi Flooring is a brilliant company to work for and I work with a lot of good people, so this award makes all the hard work over the last 3 years feel extremely worth it. “

The Flooring Apprentice of the Year competition is sponsored and supported by more than 20 of the flooring sector’s leading manufacturers who generously donated the multitude of prizes. Jack received prizes worth over £4000 in addition to the title of Flooring Apprentice of the Year 2021 for winning the competition. The prize list included specialist flooring tool kit comprising of named workwear, tool bags, a range of hand and power tools, adhesives and sub floor preparation products, electronic measuring equipment and a range of accessories including personal protective equipment. The prizes also included cheques to the value of £1000, product vouchers and online shopping vouchers. Finally, Jack has also won 2 free training courses to further his knowledge, skills and expertise.

John Brown, Jack’s employer said “Jack is a credit to Veitchi Flooring and the wider Veitchi Group. In 2017 we identified the requirement to increase our investment in apprentices including the construction of our inhouse trade school, giving

apprentices a physical space to practice and hone their skills. Veitchi Flooring is extremely proud of Jacks achievement and know the level of competition this year was fierce. Our industry relies 100% on the effort we place in training the next generation, Jack is a shining example this, well done Jack!”

Jack attends the City of Glasgow College for his off-the-job training and tutor Mark Purdie could only praise Jack and his attitude to training stating “Jack has shown a high level of interest in learning the skills needed for a career in floorlaying. He works well on his own initiative and communicates well when involved with teamwork. He is a very loyal employee and speaks highly of his company and his work colleagues and is a very reliable and safe worker. He realises the financial benefits a highly trained and experienced floorlayer can acquire and therefore he will strive to have a long and successful career in the Flooring Sector

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 2022 IS KINDLY SPONSORED BY



6 | 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 certification email from the awarding body by 30 June 2022. 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 TITLE	CREDITS
Assessing and preparing background surfaces for floorcovering in the workplace	16
Preparing and fitting underlays for floorcoverings in the workplace	14
Setting out for laying floorcoverings in the workplace	19
Surface Preparation to Receive Floorcoverings	22
Assessing and evaluating conditions for floorcoverings in the workplace	22
Conforming to General Health, Safety and Welfare in the Workplace	2
Conforming to Productive Working Practices in the Workplace	3
Moving, Handling and Storing Resources in the Workplace	5
Develop Customer Relationships	6

Optional Units - 1 of these units must be completed

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

On completion of this qualification the candidate is eligible to apply for a blue skilled worker CSCS card. For more information on CSCS card see **pages 98-100**



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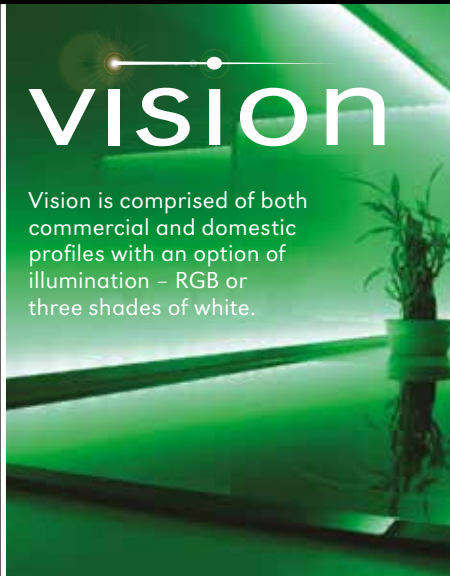
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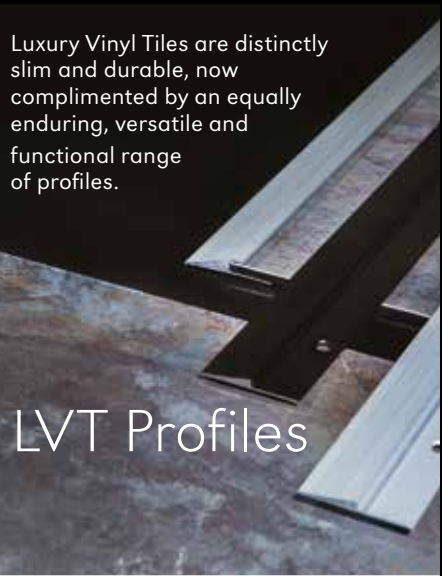


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SVQ in Floorcovering (Construction) at SCQF level 6

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 98-100**

FOR MORE INFORMATION
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Images shown are for illustration only. Mapei operates a Covid-policy of limited course numbers, social distancing and face coverings for delegate and trainer safety. Please contact us for further information.



0121 508 6970 | mapei.co.uk



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

ENGLAND

Construction Development Centre Ltd

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

Construction and Plant Assessments Ltd

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

Construction Skills People

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

Essential Site Skills Ltd

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

FITA

(Flooring Industry Training Association)

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

FloorSkills Ltd

Lyndons Farm, Poolhead Lane, Earlswood, Solihull, B94 5ES
0156 470 3900
www.floorskills.co.uk

SCOTLAND

City of Glasgow College

City Campus, 190 Cathedral Street, Glasgow, G4 0RF
0141 332 9969
www.cityofglasgowcollege.ac.uk

Floortrain (GB) Ltd (Doncaster office)

Unit 1, Hutton Business Park, Bentley Moor Lane, Carcroft, Doncaster, South Yorkshire DN6 7BD
0130 224 9555
www.floortrain.co.uk

Floortrain (GB) Ltd (London office)

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

Fullagar Construction Skills Centre

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

Target Zero Training

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

The Bedford College Group

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

Q2W Ltd

The Workshop, 32-40 Tontine Street, Folkstone CT201JU
0130 376 4287
www.q2w.co.uk

Workforce Skills Support Ltd

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

N.IRELAND

NORTHERN IRELAND

Craft Recruitment & Training Ltd

Craft Training Ltd, Mopack Business Complex, Ballycolman Road, Strabane, BT82 9PH
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- Replaces the hammer-driven nail and strike for gripper and carpets



MAESTRI ME606

- Effortless alternative to the strike taker or hammer tacker for fixing hardboard and 4 or 6mm plywood
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- Tool 7 1/2" high

Our Maestri ME4000/606 series divergent staples comply with the Contract Flooring Association's recommendations for sub floor preparation.

Level 3 NVQ Diploma in Occupational Work Supervision (Construction)

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

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

Optional Units – 2 of these units must be completed

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



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

For more information on CSCS card see **pages 98-100**

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

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

UNIT TITLE	CREDITS
Allocating and Monitoring the Use of Plant, Equipment or Machinery in the Workplace	9
Allocating Work and Checking People's Performance in the Workplace	9
Assessing and Recommending Work Methods for Carrying Out Site Operations in the Workplace	11
Contributing to the Control of Work Quantities and Costs in the Workplace	9
Controlling Work Against Agreed Standards in the Workplace	9
Controlling Work Progress Against Agreed Programmes in the Workplace	9
Coordinating and Organising the Control of Work in the Workplace	12
Co-ordinating Preparation Work for Site or Lifting Operations in the Workplace	8
Developing and Maintaining Good Occupational Working Relationships in the Workplace	8
Implementing Communication Systems for Construction Projects in the Workplace	7
Maintaining Supplies of Materials to Meet Project Requirements in the Workplace	8
Maintaining Systems for Health, Safety, Welfare and Environmental Protection in the Workplace	8
Maintaining the Dimensional Accuracy of the Work in the Workplace	8
Planning Work Activities and Resources to Meet Work Requirements in the Workplace	12

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 98-100**



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

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

UNIT TITLE	CREDITS
Chair meetings and take decisions in construction contracting operations management	8
Develop and maintain working relationships and personal development in construction contracting operations	8
Maintain health, safety and welfare system in construction contracting operations management	10
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 TITLE	CREDITS
Analyse, monitor and optimise materials, plant and services in construction contracting operations management	13
Control contract work in construction contracting operations management	13
Develop and agree detailed project designs in construction contracting operations management	20
Establish the condition of property in construction contracting operations management	14
Evaluate enquiries and submit tenders in construction contracting operations management	12
Evaluate work methods and programme in construction contracting operations management	13
Identify, assess and evaluate project requirements in construction contracting operations management	18
Implement strategic and integrated supply chain management and sourcing partnerships in construction contracting operations management	20
Obtain tenders and appoint successful contractors in construction contracting operations management	12
Optimise and control contract progress and costs in construction contracting operations management	13
Plan measured surveys in construction contracting operations management	14
Prepare and agree contract accounts and entitlement in construction contracting operations management	14
Prepare procurement schedules and programmes of works in construction contracting operations management	16
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 98-100**

CFA membership is open to all

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- ✓ **FREE** business listing in the annual CFA Members' Handbook
- ✓ **FREE** documents, guidance notes and industry templates (e.g. moisture disclaimers, T&C)
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7 | Short courses provided by FITA*

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



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

PLEASE NOTE:

A range 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 if unsure prior to the training taking place. Grants for Short Duration Training are capped, based on the PAYE and sub-contractor figures declared on any current Levy Return. This cap can be allocated across the whole workforce of a business including sub-contractors.



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Carpet Fitting – Traditional	Advanced	3 days	£640
Carpet - Natural Floorcoverings		2 days	£453
Carpet Workshop - Stairs		1 day	£231
Carpet Workshop - Joins		1 day	£231
Carpet Workshop - Stretching		1 day	£231
Carpet Workshop - Bullnoses		1 day	£231
Sheet Vinyl Installation - Domestic		2 days	£453
Sheet Vinyl Installation – Commercial	Basic/Intermediate	4 days	£790
Sheet Vinyl Workshop – Cap and Cove		1 day	£231
Sheet Vinyl – Wetrooms Installation	Advanced	2 days	£453



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FITA COURSE TITLE	LEVEL	DURATION	COST
Linoleum Installation	Basic	2 days	£453
Linoleum Installation - Intermediate	Intermediate	2 days	£453
Resilient/Luxury Vinyl Tile (LVT) Fitting	Basic	2 days	£453
Resilient/Luxury Vinyl Tile (LVT) Fitting	Intermediate	2 days	£453
Resilient/Luxury Vinyl Tile (LVT) Fitting	Advanced	3 days	£640
Laminate and Floating Wood Fitting	Basic	2 days	£453
Wood Fitting - Intermediate	Intermediate	3 days	£640
Wood Sanding and Finishing	Basic/ Intermediate	2 days	£453
Wood Sanding and Finishing	Advanced	1 day	£231
Subfloor Preparation		1 day	£231
Effective Estimating and Planning - Domestic		2 days	£453
Effective Estimating and Planning - Commercial		2 days	£453
Moisture – Preventing Floor Failures		1 day	£231

FITA ADMIN OFFICE

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

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

FITA TRAINING CENTRE

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

SCOTLAND:

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FITA Courses receive excellent feedback – AGAIN!

The average satisfaction ratings for FITA courses based on all feedback received during 2020-21 were as followed:

How do you rate the course content?	★★★★★★★★★★	9.7/10
How would you rate your instructor?	★★★★★★★★★★	9.6/10
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%	

FITA once again completed an annual review of feedback received for courses delivered in the 2020-2021 academic year – and it’s clear to see that the instructors have a lot to be proud about.

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.

“Very informative and enjoyable. The instructor did everything and more to help out and demonstrated everything I wanted to cover. I would definitely attend another course”
– **Carpet Fitting (Intermediate)**

“I found Scott and Shane really nice and top blokes with amazing knowledge of this course!”
– **Sheet Vinyl Installation - Commercial (Basic/Intermediate)**

“Great course, great teacher, answers any of your questions. Learnt lots”
– **Resilient/Luxury Vinyl Tile (LVT) Fitting - Basic**

“Instructor went above and beyond, showing us extra things

not covered by the course”
– **Resilient/Luxury Vinyl Tile (LVT) Fitting - Intermediate**

“Can’t fault a single thing. An expanded range of techniques and obstacles I can now overcome tenfold, even if simply trying X instead of Y to get a tighter cut. Learnt how to cut things I wouldn’t have seen and just walked”
– **Resilient/Luxury Vinyl Tile (LVT) Fitting (Advanced)**

“Great intimate training course - Richard was patient, calm and didn’t make me feel totally stupid, as I did feel quite nervous beforehand”
– **Effective Estimating and Planning (Commercial)**

“Excellent training program worth every penny and I stayed in Loughborough. I would say Scott is a very nice person with loads of knowledge”
– **Carpet Fitting (Basic)**

“Was worth the money and learned more than expected. very enjoyable”
– **Carpet Workshop (Stairs)**

“Fantastic course and definitely recommend the instructor”
– **Subfloor Preparation**

“The course was very well delivered, good pace, clear direction from the tutor and very informative. I feel much more confident about starting my own business”
– **Wood Sanding and Finishing (Basic/Intermediate)**

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FITA SPONSORSHIP OPPORTUNITIES

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

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

- ☑ Actively promoting and backing quality training within the flooring 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
- ☑ Opportunity to show your products as part of our FITA DIGITAL platform
- ☑ Information about your products being given to all FITA course attendees
- ☑ Your products being used in front of course attendees on standard FITA courses
- ☑ Use of the Loughborough training centre and its instructors for your own opportunities
- ☑ Additional exposure through FITA run events, social media platforms and our website



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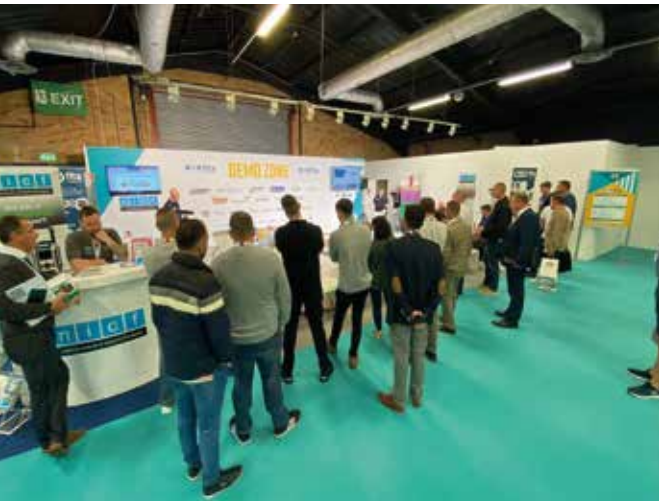
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FITA Demonstrations of Sponsors' and Supporters' products at the Flooring Show

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.



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US Patent Numbers 4772071, 4876745, 7937769, 10441007, 11051566. Other Patents Pending. CANADA Patent Number 2617789, 2895405. EUROPEAN Patent Number 2941136

8 | 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"> • 2-day Safety flooring workshop • 1-day Introduction to resin systems • 2-day Altro Whiterock • 2-day Altro Ensemble (LVT) 	<p>Customer Care Centre Tel: 01462 489516 Email: enquiries@altro.com www.altro.co.uk</p>
	<ul style="list-style-type: none"> • 1 day Uniquely Knowledge course and factory tour • 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 	<p>Tel: 0121 745 0821 Email: training@amtico.com www.amtico.com</p>
	<ul style="list-style-type: none"> • Apprentice 2 Day Course in Subfloor Preparation • ARDEX Surfaces Product Training • Subfloor Preparation & Adhesive Selection • Intermediate Subfloor Preparation • 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 with Tramex 	<p>Steve Davies (National Training Manager) Tel: 01440 714939 Mobile: 07817470074 Email: s.davies@ardex.co.uk www.ardex.co.uk</p>
	<ul style="list-style-type: none"> • 1-day Sanding & Sealing course for those new to the wood floor industry • 2-day installation and finishing course for experienced fitters leading to Bona Certified Contractor status. 	<p>Leanne Garvie Tel: 01908 525150 Email: leanne.garvie@bona.com www.bona.com</p>
	<ul style="list-style-type: none"> • Subfloor Preparation Solutions & Systems • Selecting Adhesive by Flooring type & Environment • Virtual Webinars & CPD • Technical Services Guide to Subfloor Assessment (Testing, Logging & Reporting) 	<p>The Bostik Academy Team Tel: 01785 272785 Email: bostik-academy.uk@bostik.com www.bostik-proffloor.co.uk/</p>
	<p>RIBA Approved CPD Seminars</p> <ul style="list-style-type: none"> • Surface membranes and their applications • How to Avoid Screed Failures • Underfloor Heating Systems: The Way Forward 	<p>Tel – 01942 251400 Email – flooringuk@cpg-europe.com Bookings – cpguktraining@cpg-europe.com www.flowcrete.com / www.tremco-europe.com</p>
	<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 	<p>Steph Baker (Sales and Marketing) Tel: 01538 361633 Email: mail@f-ball.co.uk www.f-ball.com</p>



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MANUFACTURER	COURSE TYPE	CONTACT DETAILS
	<ul style="list-style-type: none"> *2-day linoleum course – basic *2-day Linoleum course – Intermediate *4-day commercial sheet vinyl course *run in conjunction with FITA Training Centre 1, 2, and 4-day Nuway installation course (in-house) 	<p>Linoleum & Sheet Vinyl enquiries Email: info@fita.co.uk www.fita.co.uk Nuway enquiries Email: entrancetraining@forbo.com www.forbo-flooring.co.uk</p>
	<ul style="list-style-type: none"> Two-day, hands on, Harvey Maria LVT Installation Course. Elevate your skills, whilst exploring new methods and techniques. Tailored training to equip you with a complete understanding of Harvey Maria's unique flooring ranges. Delivered at Floorskills Training Centre, with regular instructor Matt Bowles, UK LVT Fitter of the Year 2021. 	<p>Alice Kerr Email: info@harveymaria.com Tel: 0330 330 1231 www.harveymaria.com</p>
	<ul style="list-style-type: none"> Floorcovering installation on self-adhesive acoustic underlays Installation of acoustic and sports Cradle & Batten sub-floor levelling systems 	<p>Lisa Millard Tel: 0118 973 9545 Email: lisa.millard@instacoustic.co.uk</p>
	<ul style="list-style-type: none"> Introduction to Interface products. Tailored onsite training and assessment. LVT, Carpet Tile and nora® Rubber Training 	<p>Tel: 0800 313 4465 Email: site.services@interface.com</p>
	<ul style="list-style-type: none"> Moduleo EVF / Flex Click Moduleo Design Floors Dryback IVC Commercial HV & Invisweld <p>All courses include floor prep, conditioning, installation methods, finishing, cleaning and maintenance</p>	<p>Peter Trimmer (Technical Manager, UK & Ireland) Tel: 01332 851500 www.moduleo.co.uk www.ivc-commercial.com</p>
	<ul style="list-style-type: none"> Floorcovering installation Finishing and maintenance 	<p>Richard Aylen (Technical Manager) Tel: 01376 534729 Mobile: 07817 996247 Email: RIA@junckers.com</p>
	<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 	<p>Joanna Sale Tel: 01386 820170 training@karndean.co.uk www.karndean.com/training</p>
	<ul style="list-style-type: none"> Premium Sanding Technology® Training Floor sanding and restoration Lagler® floor sanding machine maintenance Lagler® certified qualification 	<p>Peter Roesse Tel: 02380 215 315 Email: info@khr-online.com www.lagler.co.uk</p>



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

To find out more about CITB rigid entrance matting training courses visit:

www.forbo-flooring.co.uk/efstraining

MANUFACTURER	COURSE TYPE	CONTACT DETAILS
	<p>Product training:</p> <ul style="list-style-type: none"> • Subfloor Preparation for resilient flooring • Resin and Industrial Flooring <p>RIBA Accredited CPD's:</p> <ul style="list-style-type: none"> • Sub-floor Preparation • Fast Track Screeds and subfloor preparation • Epoxy Resin and cementitious flooring 	<p>Tel: 0121 508 6970 Email: training@mapei.co.uk cpd@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"> • Moisture testing methods for concrete and cementitious subfloors and screeds and wood flooring. 	<p>Tel: 07595 411142 E: sales@tramexmeters.com www.tramexmeters.com</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>UZIN Technical Department Tel: 01788 530 080 Email: uzin.uk@uzin-utz.com www.uzin.co.uk</p>
	<ul style="list-style-type: none"> • Technical advice of WOCA Primers and Lacquers including product description and introduction to the range 	<p>Adrian Rash (WOCA UK & Ireland sales manager) Tel: 07502404331 Email: ara@wocadenmark.com www.wocadenmark.com</p>
	<ul style="list-style-type: none"> • Subfloor preparation equipment and machinery 	<p>Wolff Technical Department Tel: 01788 530 080 Email: wolff.uk@uzin-utz.com www.wolff-tools.co.uk</p>

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9 | Grants and funds for training

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 were proposed to be reduced by 50% for 1 year.

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.

You can find out more about CITB's response to COVID-19 by visiting www.citb.co.uk/levy-grants-and-funding/citb-levy/levy-rates-and-exemptions/current-rates

FOR MORE INFORMATION

Please visit www.citb.co.uk/levy

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LEVY REDUCTION FOR SMALL BUSINESSES

If your total wage bill (payroll and Net CIS) is between £120,000 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 £120,000, 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 apply by writing to: Levy Appeals Team, CITB 2nd Floor, Sand Martin House, Bittern Way, Peterborough, PE2 8TY

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
- Cork
- Terrazzo-mosaic flooring

Non-Construction (not in-scope activity)

- Vinyl
- Linoleum
- Carpeting (including carpet tiles)
- Felt base floor coverings
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- Mats
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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 their training starts - you don't need to wait for the apprenticeship or qualification to end.

Who can claim?

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

There are grants available for:

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

What grants are available and how are they claimed?

CITB offer grants to support a wide range of training and qualifications needs, such as 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 1 August 2021 to 31 March 2022 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. 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 xx

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CITB GRANT SCHEME FROM 1 APRIL 2021

APPRENTICESHIPS

Grant for directly employed apprentices attending approved Level 2 and Level 3 Apprenticeship frameworks and standards in England. Apprenticeship frameworks in Scotland at SCQF Levels 5 and 6 may take more than 3 years, but no further attendance grants are payable after the third year.

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).

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 2022 (for achievements awarded between 1 April 2021 and 31 March 2022). You can apply for an achievement grant even if you have not been receiving attendance grants.





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CITB GRANT SCHEME FROM 1 APRIL 2021

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.



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)

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 2022 (for achievements awarded between 1 April 2021 and 31 March 2022).

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





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CITB GRANT SCHEME FROM 1 APRIL 2021

SHORT COURSE GRANTS

Short course grants are paid for the achievement of short duration courses which align to approved construction-related standards, or to approved standard titles where the standards are undergoing development. This includes plant training linked to any card scheme courses and the theory and practical elements of Construction Plant Competency Scheme (CPCS) technical tests.

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

Who can apply for this grant?

You can apply if you're CITB registered and meet the general Grants Scheme terms and conditions and the course criteria in this grant. Short course grants are available for all directly employed staff and all subcontractors.

How much can you apply for?

- Tier 1: £30 • Tier 2: £70 • Tier 3: 120

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

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

FOR MORE INFORMATION

Go to 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

Renewal courses

Renewals involve the repetition of a full course.

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

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

Refresher courses

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

The grant available for refresher training is 50% of the Tier 1, 2 or 3 rates given for the original full-length course.

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

HOW TO APPLY

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

When the person has completed the course, the provider will update the Construction Training Register and you should automatically receive the grant payment.

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

If your training provider has not yet completed the CITB ATO approval process, you will need to apply through CITB Online within 20 weeks of completing the course.

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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. 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

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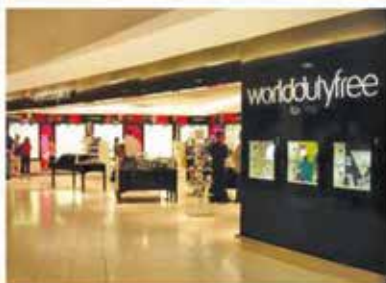
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SKILLS AND TRAINING FUND FOR MEDIUM-SIZED CONSTRUCTION BUSINESSES

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.

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

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.



APPRENTICESHIP TRAVEL AND ACCOMMODATION FUNDING

CITB have widened their support offer for employers with apprentices who have to 'Travel to Train'. They will fund 80% of accommodation costs for eligible apprentices of grant eligible employers who attend colleges or training providers where overnight stays and travel to and from a hotel to a place of training are required.

Employers can also claim excess costs for apprentice travel where the cost exceeds £30 per week.

The accommodation will be sourced by our approved hotel provider, in order to safeguard apprentices and achieve volume booking discounts. Accommodation will be booked on a dinner, bed and breakfast basis.

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

TREADS

STAIR NOSINGS



01453 821800 | www.treadsnosings.co.uk

10 | CSCS cards

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.

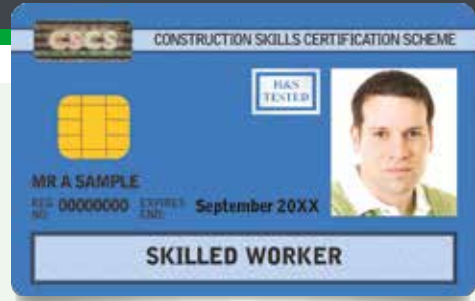
CSCS is a not-for-profit limited company. Its directors are from employer organisations and unions representing the breadth of the industry. The Scheme's application processing and contact centre is delivered under contract by CITB.

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.**

Applying for CSCS cards

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

CSCS cards cost £36 and the separate CITB Health, safety and environment test costs £22.

Before you apply, please ensure you:

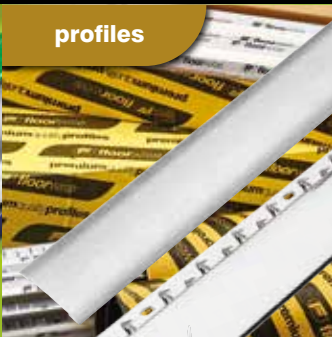
1. Have a scanned copy of your qualification certificate, or proof that you are registered to complete a recognised construction related qualification relevant to your occupation. To check if CSCS accepts your qualification, you can use the CSCS Card Finder at www.cscs.uk.com/card-finder. Select "search by qualification", type in your qualification and see if your qualification appears.
2. Have the test ID number from your CITB Health, safety and environment (HS&E) test, this can be found at the top of your pass certificate
3. Have a credit or debit card to pay the £36 application fee.

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

For guidance on making an online application use the CSCS Online instruction guide.

If you hold an existing card

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

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

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

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

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

FOR MORE INFORMATION

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

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.



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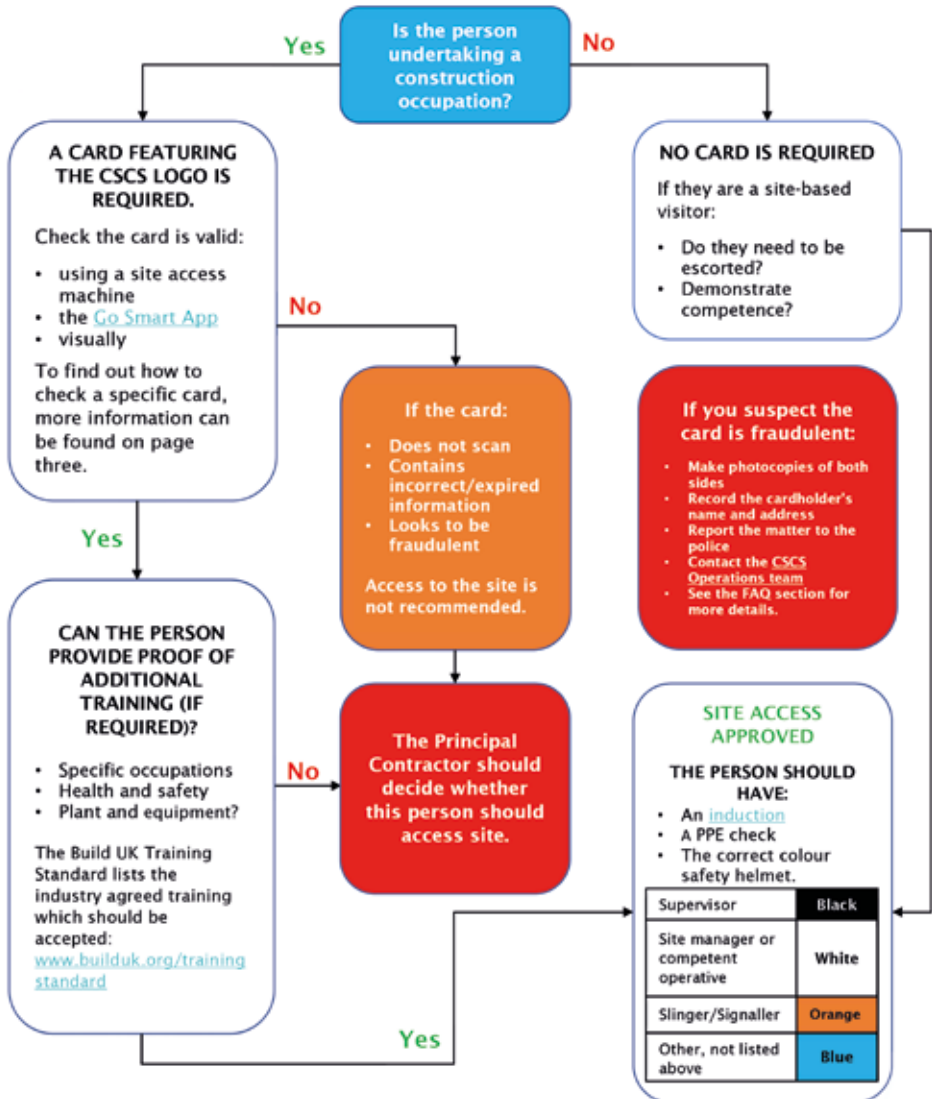
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11 | Build UK training standard

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Background

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

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

Requirements of the Construction (Design and Management) Regulations 2015

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

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

Application

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

Additional Training

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

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

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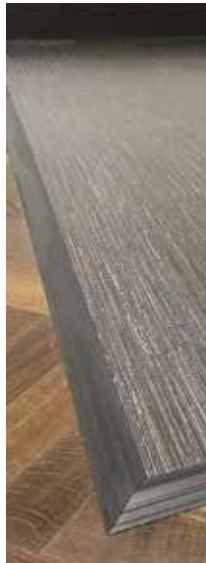
STAIR NOSINGS



FLOORING ACCESSORIES



FLOORING TRANSITIONS



ENTRANCE MATTING



Health and Safety Training Requirements

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

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

Job Role	Accepted Health & Safety Training
Director	<p>Any course which is equivalent to:</p> <p>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:</p> <p>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:</p> <p>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

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

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

Frequently Asked Questions

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

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. Workers in non-construction occupations, including delivery drivers and security staff, will not be issued with CSCS cards and so no card is required to access site. A number of non-construction occupations have been removed from CSCS in recent years. To check if an occupation is construction related, use the [CSCS Card Finder](#) and follow the steps on the screen.

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 pre-agreed by the Principal Contractor and site management should refer to the risk assessment developed for this situation. International operatives who attend UK sites regularly and hold international qualifications can apply to [UK ENIC](#) to check whether the qualification maps to a UK equivalent. If the qualification maps, the operative will be able to apply for a CSCS card by following the process on the [CSCS website](#).

What is the process for reporting a fraudulent card?

If 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
The Building Centre
26 Store Street
WC1E 7BT
Marked "SUSPECTED FRAUDULENT CARD"

Or:

Email customerservice@cscs.co.uk making sure to include copies of all evidence.

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

**Please note: Contacting the police is at the discretion of each individual site and subject to company rules. CSCS always recommend contacting the police as this information can be helpful to the authorities when investigating issues such as modern day slavery, people trafficking and right to work investigations.*

12 | 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>
At the end of the course delegates will be able to:	<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>Certification for this course is valid for 5 years. To remain certified in this area, you will need to retake the course before the expiry date.</p>

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

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

Overview	It covers all relevant legislation affecting safe working in the building, construction and civil engineering industries. It highlights the need for risk assessment in the workplace, the implementation of the necessary control measures and adequate communication to sustain a health and safety culture within the workforce.
At the end of the course delegates will be able to:	<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	Certification for this course is valid for 5 years. To remain certified in this area, you will need to take a refresher course before the expiry date on your certificate, otherwise the full course will need to be retaken.

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

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

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

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

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

Overview	It is endorsed by Build UK as the standard training for all supervisors working on Build UK sites and provides an understanding of health, safety, welfare and environmental issues. It highlights legal responsibilities and the need to promote health and safety to supervise effectively
At the end of the course delegates will understand:	<ul style="list-style-type: none"> • Health and safety law and how it will apply to supervisors • Your supervisory responsibilities in controlling site safely • Risk assessments and the need for method statements • Effective site inductions, toolbox talks and method statement briefings • Monitoring site activities effectively • Timely intervention when bad practice is identified
Certification	Certification for this course is valid for 5 years. To remain certified in this area, you will need to take a refresher course before the expiry date on your certificate, otherwise the full course will need to be retaken.

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

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

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>
At the end of the course delegates will understand:	<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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What You Learn:

- **New Economical and Efficient Techniques**
- **Essential Machine Maintenance**
- **Health & Safety Awareness**

The Benefits:

- **Achieve Outstanding Results in Less Time**
- **Avoid Common Machine Faults**
- **Receive Fewer Callbacks**
- **Extend the Lifespan of Your Lagler Machines**
- **Inclusion in our exclusive PST approved directory**
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This course is suitable for both seasoned tradesmen and new hires and offers businesses a competitive edge.

One-Day Course for up to 5 people.

TO REGISTER CONTACT US AT:

LAGLER.CO.UK

02380.215 315

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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	<p>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.</p> <p>This course provides health and safety awareness and is endorsed by Build UK as standard training for all operatives on site.</p>
At the end of the course delegates will understand:	<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	<p>Certification for this course is valid for 5 years. To remain certified in this area, you will need to retake the course before the expiry date.</p>

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	<p>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.</p>
At the end of the course delegates will understand:	<p>It will enable them to identify, control and minimise the environmental impacts of their work and where possible identify environmental improvement opportunities.</p>
Certification	<p>Certification for this course is valid for 5 years. To remain certified in this area, you will need to retake the course before the expiry date.</p>

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