

# The Steeplejack and Lightning Protection Training Group

## Guide to CITB's Skills and Training Fund



### CITB Skills and Training Fund

The [Skills and Training Fund](#) provides assistance for CITB-registered employers, with up to 99 PAYE employees, to develop a stronger skills base. Specifically, it provides an extra incentive for employers to access CITB grant eligible training, with up to £10,000 available per employer per year.

### Eligibility

In order to be eligible to apply, your company must:

- Have 99 or less PAYE employees
- Be registered with CITB
- Be up-to-date with its Levy Return and payments
- Be up-to-date with its evaluation form from its last round of Skills and Training Fund funding (if applicable)
- Must not have already applied to the Fund within the last 12 months.

### Funding Levels

The maximum amount available to your company depends on your number of PAYE employees:

- 49 or less – up to £5,000
- 50 – 74 – up to £7,500
- 75 – 99 – up to £10,000.

CITB will pay your company £5,000 up front, with any additional sum payable upon completion.

Please be aware that accepting the funding forms a contract and your company will need to inform CITB of any barriers to completion of training and/or qualifications. If you fail to evidence completion you will be liable to return the funds.

### Application Tips

- It is advisable to apply as early in CITB's financial year as possible. Once the fund is exhausted all applications will receive zero funding until the next financial year starts (April).
- Please read the [Funding Restrictions](#) before applying. If you are unsure whether something is specifically excluded, you should still apply if it is productivity based, but there would be no guarantee of funding and further evidence would be required.
- The "Total Grant" section of the application form is where many applicants encounter difficulties. This section refers to the achievement grant available from CITB. The current rates are £600 per S/NVQ, and between £30-£120 for short duration training courses. You can search for the correct rate applicable to the course [here](#).

## Further Information

For further information or assistance please contact your [Local CITB Advisor](#).

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