

The Steeplejack and Lightning Protection Training Group

Short Duration Course Achievement Grant Claim Advice



Course	Course Date	ATO Status	Claim Responsibility	Grant Level (Per Candidate)
Anchors for Steeplejacks	21 June 2018	No	Employer	Tier 1 - £30
Anchors for Steeplejacks	17 September 2018	No	Employer	Tier 1 - £30
Anchors for Steeplejacks	7 November 2018	No	Employer	Tier 1 - £30
Anchors for Steeplejacks	18 March 2019	No	Employer	Tier 1 - £30
IPAF – 3a & 3b	21 May 2018	Yes	ATO	Tier 2 - £70
IPAF – 3a & 3b	23 May 2018	Yes	ATO	Tier 2 - £70
IPAF – 3a & 3b	19 July 2018	Yes	ATO	Tier 2 - £70
IPAF – 3a & 3b	15 October 2018	Yes	ATO	Tier 2 - £70
PASMA – T Levels	22 May 2018	Yes	ATO	Tier 2 - £70
PASMA – T Levels	8 June 2018	Yes	ATO	Tier 2 - £70
PASMA – T Levels	20 July 2018	Yes	ATO	Tier 2 - £70
PASMA – T Levels	16 October 2018	Yes	ATO	Tier 2 - £70
Working at Height for Lightning Conductor Engineers	19 June 2018	Yes	ATO	Tier 1 - £30
Working at Height for Lightning Conductor Engineers	30 October 2018	Yes	ATO	Tier 1 - £30
Working at Height for Lightning Conductor Engineers	15 November 2018	No	Employer	Tier 1 - £30
Working at Height for Lightning Conductor Engineers	25 March 2019	Yes	ATO	Tier 1 - £30

Notes

- Courses delivered before 1 April 2018 are not eligible for the Short Duration Course Achievement Grant.
- CITB has extended the claim deadline, for all eligible courses, delivered between 1 April 2018 and 31 March 2019, to **30 June 2019**.
- Short duration courses undertaken with a non-ATO must be submitted manually through CITB online. Details of how to claim are available [here](#). If you fail to receive payment, please contact the CITB Grant Department directly by [email](#) or by telephone on 0344 994 4455 (option two then option three).
- Short duration courses undertaken with ATOs should receive automatic payment within 20 working days of the course date. If you have not received an automatic payment by this time, please contact [Lauren Sweeney-Fenton](#) to follow this up. In order to track submissions to the Construction Training Register, and hence payments from the grant system, Lauren will need: the course title and date, each candidate's full name and either their date of birth or National Insurance number
- All grant payments should be received within 10 working days of submission.