



The Lead Sheet Association

# Funding & Grant Availability Guide

This document provides an at-a-glance guide to LSA courses and the potential funding available to those wishing to undertake them. All prices and funding may be subject to change so please check with LSA staff before booking any courses for latest costs and funding opportunities.

Course/Qualification	Funding or Grant Options	Eligibility
<p><b>Basic Bossing &amp; Welding</b></p> <p>£690.00 week days.                      £740.00 Saturdays.</p> <p>Course duration-5 days</p>	<p><b>£50.00 per day grant available</b></p> <p>Grant is available to employers who are in-scope* and registered with CITB, even if they do not have to pay a Levy. Grant is paid for training undertaken by directly employed (PAYE) staff and Net CIS sub-contractors** working in construction-related occupations.</p>	<p><b>Employed or self-employed</b> are eligible.</p> <p>Employers can claim grant for directly employed (PAYE) staff and Net CIS Sub-Contractor ** who undertake this training.</p>
<p><b>City &amp; Guilds 6055 Leadworkers Certificate Modules 1-4</b></p> <p>£4,200.00 week days.                      £4,550.00 Saturdays.</p> <p><b>Plus</b>                      £265.00 registration fee.</p> <p>Course duration-35 days.</p> <p>Please note you may attend by a combination of week days or Saturdays to suit your circumstances.</p>	<p><b>Enhanced grant of £100 per day available</b></p> <p><b>Enhanced grant of £750 available for completion of the certificate.</b></p> <p>Following feedback from industry that technical training is essential to the future of the industry, but costly compared to the value of grant available, technical and professional grant had been enhanced from 1st August 2015 by redirecting some money saved through the reduction in Supplementary Payment rates. Please see the website <a href="http://www.citb.co.uk/grant">www.citb.co.uk/grant</a> for more details.</p> <p>Grants for those who are employed and self-employed are available. If employed your employer needs to be paying into CITB Levy to qualify. If you are self-employed you need to be part of the CITB labour only sub-contractors (LOSC) programme.</p> <p><b>Career Development Loan (CDL)</b></p> <p><b>Flexible monthly payments.</b></p>	<p><b>Employed or self-employed</b> are eligible.</p> <p>Employers can claim grant for directly employed (PAYE) staff and Net CIS Sub-Contractor ** who undertake this training.</p>

\* the main activity of the business is wholly or mainly engaged in construction

\*\* Net CIS is the term used to describe sub-contractors you deduct tax from when paying them for work carried out. These can be identified from your contractor's monthly returns (CIS300) submitted to HMRC.

Course/Qualification	Funding or Grant Options	Eligibility												
<p><b>City &amp; Guilds 6055 Advanced Leadworkers Certificate Module 5</b></p> <p><b>£1,800.00 week days. £1,950.00 Saturdays.</b></p> <p><b>Plus</b> £130.00 registration fee payable to City and Guilds.</p> <p>Please note you may attend by a combination of week days or Saturdays to suit your circumstances.</p> <p>Course duration -15 days</p>	<p><b>Enhanced grant of £100 per day available</b></p> <p><b>Enhanced grant of £750 available for completion of the certificate.</b></p> <p>Following feedback from industry that technical training is essential to the future of the industry, but costly compared to the value of grant available, technical and professional grant had been enhanced from 1st August 2015 by redirecting some money saved through the reduction in Supplementary Payment rates. Please see the website <a href="http://www.citb.co.uk/grant">www.citb.co.uk/grant</a> for more details.</p> <p><b>Career Development Loan (CDL)</b></p> <p><b>Flexible monthly payments</b></p>	<p><b>Employed or self-employed</b> are eligible.</p> <p>Employers can claim grant for directly employed (PAYE) staff and Net CIS Sub-Contractor ** who undertake this training.</p>												
<p><b>Specialist Apprenticeship Programme (SAP) Level 2 Lead &amp; Hard Metal</b></p> <p><b>Lead SAP cost £6,150 week days.</b></p> <p><b>Plus</b> £78 registration fee payable to CITB Course duration Year 1 - 30 days Year 2 - on site assessments</p> <p><b>Hard Metals SAP cost £6,400 week days.</b></p> <p><b>Plus</b> £78 registration fee payable to CITB Course duration Year 1 - 30 days Year 2 - on site assessments</p>	<p><b>£7,650.00</b></p> <p>The level of grant available depends upon the level of the Vocational Qualification that the apprentice is seeking as shown below.</p> <table border="0"> <tr> <td>Year 1 attendance</td> <td>£1,125</td> </tr> <tr> <td>Year 2 attendance</td> <td>£1,125</td> </tr> <tr> <td>Achievement of VQ Level 2</td> <td>£400</td> </tr> <tr> <td>Completion incentive VQ Level 2</td> <td>£2,000</td> </tr> <tr> <td>Contribution to cost of external training</td> <td>£3,000</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>£7,650</b></td> </tr> </table> <p>Employers who meet the Supplementary Payment criteria each year, in relation to the timely submission of Levy Returns and payment of outstanding Levy, are eligible for an additional 10% Supplementary Payment on all grants paid.</p> <p><b>Career Development Loan (CDL)</b></p> <p><b>Flexible monthly payments</b></p>	Year 1 attendance	£1,125	Year 2 attendance	£1,125	Achievement of VQ Level 2	£400	Completion incentive VQ Level 2	£2,000	Contribution to cost of external training	£3,000	<b>TOTAL</b>	<b>£7,650</b>	<p>Employers can claim grant for directly employed (PAYE) staff who undertake this training.</p> <p>Other criteria include:</p> <ul style="list-style-type: none"> <li>• Covers England only.</li> <li>• Does not hold any VQ in a construction related qualification.</li> <li>• Working in the UK or company registered in the UK.</li> <li>• Employer is registered for grants</li> <li>• Contract of Employment.</li> </ul>
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Course/Qualification	Funding or Grant Options	Eligibility										
<p><b>Specialist Apprenticeship Programme (SAP) Heritage Level 3 Lead &amp; Hard Metal</b></p> <p>Lead SAP cost <b>£3,300</b> week days.</p> <p><b>Plus</b> £78 registration fee payable to CITB</p> <p>Course duration</p> <p>Year 1-15 days Year 2-on site assessments</p> <p><b>Hard Metals SAP costs</b> <b>£3,550</b> week days.</p> <p><b>Plus</b> £78 registration fee payable to CITB</p> <p>Course duration</p> <p>Year 1-15 days Year 2-on site assessments</p>	<p><b>£4,125.00</b></p> <p>The grant available depends upon the level of the Vocational Qualification that the apprentice is seeking qualification as shown in the table below.</p> <table> <tr> <td>Year 1 attendance on approval of training</td> <td>£1,125</td> </tr> <tr> <td>Achievement of VQ Level 3</td> <td>£400</td> </tr> <tr> <td>Completion incentive VQ Level 3</td> <td>£1,100</td> </tr> <tr> <td>Contribution to cost of external training</td> <td>£1,500</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>£4,125</b></td> </tr> </table> <p>Employers who meet the Supplementary Payment criteria each year, in relation to the timely submission of Levy Returns and payment of outstanding Levy, are eligible for an additional 10% Supplementary Payment on all grants paid.</p> <p><b>Career Development Loan (CDL)</b></p> <p><b>Flexible monthly payments</b></p>	Year 1 attendance on approval of training	£1,125	Achievement of VQ Level 3	£400	Completion incentive VQ Level 3	£1,100	Contribution to cost of external training	£1,500	<b>TOTAL</b>	<b>£4,125</b>	<p>Employers can claim grant for directly employed (PAYE) staff who undertake this training.</p> <p>Other criteria include:</p> <ul style="list-style-type: none"> <li>Covers England only.</li> <li>Does not hold any VQ in a construction related qualification.</li> <li>Working in the UK or company registered in the UK.</li> <li>Employer is registered for grants.</li> <li>Contract of Employment.</li> </ul>
Year 1 attendance on approval of training	£1,125											
Achievement of VQ Level 3	£400											
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<b>TOTAL</b>	<b>£4,125</b>											
<p><b>Onsite Assessment Training NVQ Level 2 (OSAT) Lead &amp; Hard Metal</b></p> <p><b>£1,140.00</b></p> <p><b>Plus</b> £78 registration fee payable to CITB.</p> <p>The assessment process can take from 3 to 12 months to complete depending on your work activities on site.</p>	<p><b>Part or full grants may be available to pay for the assessment process. (Please check with LSA staff to confirm availability.)</b></p> <p>Employers who meet the Supplementary Payment criteria each year, in relation to the timely submission of Levy Returns and payment of outstanding Levy, are eligible for an additional 10% Supplementary Payment on all grants paid.</p> <p><b>Career Development Loan (CDL)</b></p> <p><b>Flexible monthly payments</b></p>	<p><b>Employers</b> can claim grant for directly employed (PAYE) staff and Net CIS sub-contractors** who undertake this training.</p>										

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Course/Qualification	Funding or Grant Options	Eligibility
<p><b>Onsite Assessment Training NVQ Level 3 Heritage (OSAT) Lead &amp; Hard Metal</b></p> <p><b>£1,140.00</b></p> <p><b>Plus</b> £78 registration fee payable to CITB</p> <p>The assessment process can take from 3 to 12 months to complete depending on your work activities on site.</p>	<p><b>Part or full grants may be available to pay for the assessment process. (Please check with LSA staff to confirm availability.)</b></p> <p>Employers who meet the Supplementary Payment criteria each year, in relation to the timely submission of Levy Returns and payment of outstanding Levy, are eligible for an additional 10% Supplementary Payment on all grants paid.</p> <p><b>Career Development Loan (CDL)</b></p> <p><b>Flexible monthly payments</b></p>	<p><b>Employers</b> can claim grant for directly employed (PAYE) staff and Net CIS sub-contractors** who undertake this training.</p>
<p><b>Decorative Casting</b></p> <p>£690.00 week days. £740.00 Saturdays.</p> <p>Course duration 5 days</p>	<p><b>£50.00 per day grant available</b></p> <p>Grant is available to employers who are in-scope* and registered with CITB, even if they do not have to pay a Levy. Grant is paid for training undertaken by directly employed (PAYE) staff and Net CIS sub-contractors** working in construction-related occupations.</p>	<p><b>Employed or self-employed</b> are eligible.</p> <p>Employers can claim grant for directly employed (PAYE) staff and Net CIS Sub-Contractor ** who undertake this training.</p>
<p><b>Leadwork Seminars Lead &amp; Hard Metal</b></p> <p><b>£150.00 + VAT per day per attendee.</b></p> <p>Course duration 1 day</p>	<p><b>No Funding or grants available</b></p>	<p><b>N/a</b></p>

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Course/Qualification	Funding or Grant Options	Eligibility
<p><b>Specialist Upskilling Programmes (SUP)</b></p> <p><b>Levels 2 &amp; 3</b> The course fees will depend on how many training days we believe you will need to complete in order to achieve the required level of training for the Level 2 &amp; 3, Lead qualification. There is a requirement to complete a minimum of 5 days and a maximum of 13 days training.</p> <p>Training fees.</p> <p>£1,100 assesement fee plus the following:</p> <p>5 days £690.00 6 days £720.00 7 days £840.00 8 days £960.00 9 days £1,080.00 10 days £1,200.00 11 days £1,320.00 12 days £1,440.00 13 days £1,560.00</p> <p><b>Plus</b> £78 registration fee payable to CITB.</p> <p>Course duration 5 to 13 days depending on the level of your prior knowledge and experience.</p>	<p><b>£2,775.00 up to 13 days – Level 2</b> <b>£2,225.00 up to 13 days – Level 3</b></p> <p>Specialist Upskilling Programme (SUP) provide bespoke courses offering the correct level of training to meet the needs of the individual leadworker and reduce the amount of time that is required to be off site. These programmes recognised the recruitment module of many of many specialist employers, i.e. older age group, and will encourage the recruitment back in to the industry of experienced leadworkers with some existing skills who may have been recently unemployed.</p> <p>(SUP) Level 2 Grant is dependent on the successful application and adherence to all eligibility criteria.</p> <p>Employers who meet the Supplementary Payment criteria each year, in relation to the timely submission of Levy Returns and payment of outstanding Levy, are eligible for an additional 10% Supplementary Payment on all grants paid.</p> <p><b>Flexible monthly payments</b></p>	<p><b>Employers</b> can claim grant for directly employed (PAYE) staff and Net CIS sub-contractors** who undertake this training.</p> <p>Out of scope registered CITB employers will be required to pay a £200.00 fee to the National Specialist Accreditation Centre (NSAC) in addition to any VQ registration fee.</p> <p>NB: CITB rules state that if an individual has achieved a Vocational Qualification in their occupation and if the Specialist Upskilling Programme Vocational Qualification outcome is occupationally and materially similar and within the same qualification suite, the employer CANNOT claim Specialist Upskilling Programme grant.</p> <p>Please contact the LSA for any further clarification needed on this point.</p>
<p><b>Mobile Training</b></p> <p>A detailed quotation will be provided once we have established your training requirements.</p> <p>Course duration up to 5 days.</p> <p>This facility is aimed at delivery of the Basic Bossing and Welding courses only. However, please enquire if you have any other training requirements.</p>	<p><b>£50.00 per day grant available</b></p> <p>Grant is available to employers who are in-scope* and registered with CITB, even if they do not have to pay a Levy. Grant is paid for training undertaken by directly employed (PAYE) staff and Net CIS sub-contractors** working in construction-related occupations.</p> <p><b>Flexible monthly payments</b></p>	<p><b>Employed or self-employed</b> are eligible.</p> <p>Employers can claim grant for directly employed (PAYE) staff and Net CIS Sub-Contractor ** who undertake this training.</p>

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## Grants

The aim of the CITB Grant Scheme is to maintain and improve the quality of training and development within the Construction Industry. Grants are not intended to cover the full costs of training and development but are a contribution towards training. Most employers, with a main activity of construction, who are registered with CITB at the time of the application, including those who don't pay a levy due to the Small Business Levy Exemption, are eligible to claim CITB grant funding.

CITB will collect levy funds from employers who are required to pay the levy and then invest the money back into the industry. The funds are used to support employers who train their workforce and to help skills development in the construction industry.

## Supplementary Payments

There is an additional 10% Supplementary Payment of the published grant value available to employers who contribute to CITB Levy funds, which are used to pay grants and promote training. Supplementary Payment of 10% will be made at the same time as the grant is paid.

To qualify for Supplementary Payment from 1st August 2015 the following criteria must have been met before 31st July 2015:

- A 2014 Levy Return must have been submitted which requires a Levy assessment to be paid
- This assessment must be paid in full or subject to a direct debt agreement.
- A correctly completed 2015 Levy Return must have been submitted.

In addition to this all employers who submit their Levy Return online and all employers who requested a reprint of their 2015 Levy return before the 3rd August 2015 (and who would have been eligible for Supplementary Payment under normal circumstances) have also automatically be made eligible for 2015/2016.

## Career Development Loan (CDL)

Professional and Career Development Loans aim to support and encourage individuals to take responsibility for and to invest in their own learning. The loan is a commercial bank loan which you can use to help pay for the learning related costs (such as materials and equipment, course fees and living costs. The



Government pays the interest on the loan whilst you are in learning and for one month afterwards. You must then commence repayment as you would any other commercial loan product.

There are three banks participating in the programme, Barclays, The Cooperative Bank and Royal Bank of Scotland. Please contact the LSA for further details.

## Flexible monthly payments.

We can arrange flexible monthly payment plans to help you spread the cost of the course fees to a manageable monthly payment.

## Lead Sheet Association

Unit 10, Archers Park, Branbridges Road, East Peckham, Kent TN12 5HP

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[www.leadsheet.co.uk](http://www.leadsheet.co.uk)



## Our Members:

