

TRAINING AND QUALIFICATIONS IN THE SINGLE PLY ROOFING SECTOR







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2. TRAINING AND QUALIFICATIONS

CHECKLIST FOR QUALIFYING YOUR WORKFORCE

Contact SPRA so that we can help you identify the correct training for your employees. Ideally, installers should be qualified to Level 2 NVQ/SVQ. Other courses are available for teachers, management and specifiers.
Check on the CITB website to see what courses are grant funded. (CITB registered companies can claim grant for training if Levy Return is submitted by 30 November each year. Small employers that don't need to pay the levy can still claim grants). Full details can be found on the CITB website: citb.co.uk/grant/claiming-grants-available
For each operative, find a training provider that delivers the appropriate training and register them for the VQ (vocational qualification)
For operatives; identify the correct CSCS card required, book the relevant Health, Safety and Environment (Working at Heights) test and make sure that they pass it
Complete and submit the CSCS application form for the appropriate CSCS card – see page 10
Support the operative to carry out the training and obtain the VQ
Claim CITB grant for the achievement of the VQ
Apply for a CSCS Skilled Worker -Single Ply Roofer, https://www.cscs.uk.com/applying-for-cards/
Identify and plan refresher training as required
If the operative progresses to a supervisory or management role, review their training and qualification requirements by contacting SPRA and the CITB citb.co.uk/contact-us







CHOOSING THE RIGHT TRAINING

Operatives qualified in the Single Ply Roofing sector should hold the VQ Level 2 Diploma in Applied Waterproof Membranes (Construction) - Single Ply Roofing and obtain the blue CSCS Skilled Worker card in the relevant occupation.



The Level 2 VQ Diploma in Applied Waterproof Membranes (Construction) - Single Ply Roofing qualification covers the following:

Mandatory Units

- Conforming to General Health, Safety and Welfare in the Workplace
- Conforming to Productive Working Practices in the Workplace
- Moving, Handling and Storing Resources in the Workplace
- Preparing surfaces for membrane roofing systems in the Workplace
- Applying Single Ply Roofing in the Workplace
- Repairing membrane roofing systems in the workplace

Additional Units

- Installing Decking for Flat Roof Coverings in the Workplace
- Installing support systems for green roofs in the Workplace
- Installing Solar Collectors to Roofs in the Workplace

EMPLOYER BENEFITS

- Operatives gaining new skills allowing the contractor to look for areas of new business
- 2. Opportunity to quote as a qualified workforce
- 3. Overcome the lack of shortage of qualified operatives in the workforce
- 4. Opportunity to consider succession planning
- 5. Opportunity to increase the number of gangs as competency of workforce widens
- 6. Not always having to send the same gang to each iob

HOW DO I ACHIEVE A L2 SINGLE PLY QUALIFICATION?

SPRA offers three routes for achievement of the L2 Single Ply qualification.

- Specialist Approved Skills Programme (SAP)
 A new entrant with no previous experience in construction
- Specialist Upskilling Programme (SUP)
 Operatives with some knowledge of single ply roofing, but who need additional training
- On Site Assessment and Training (OSAT)
 Experienced Single Ply Roofing operatives

The choice of route will depend on the level of experience and competence of the operative.

When registering an operative for an VQ; a training provider will usually carry out a pre-course interview to assess and profile the operative's existing skills and assign them to the appropriate training route.

Details of the different training routes can be found on page 8 and also on the SPRA website: spra.co.uk/training-careers/courses/

Third party training providers may also offer the L2 Single Ply VQ through OSAT, but only SPRA is currently licensed to deliver the SAP.



SPECIALIST APPROVED SKILLS PROGRAMME (SAP)

WHAT IS A SAP?

The SPRA SAP is a training scheme that lasts for 18 months and leads to a Level 2 National Vocational Qualification (NVQ) in Applied Waterproof Membranes - Single Ply Roofing. This qualification gives access to a blue Skilled Worker card as part of the Construction Skills Certification Scheme (CSCS), once a Working at Heights Health, Safety and Environment Test has been successfully completed. The SAP is perfect for Single Ply Roofing apprentices.

HOW LONG DOES IT LAST AND HOW IS IT DELIVERED?

It is delivered over 25 days in 5 blocks of 5 days within a 12 month period. This will be followed by a period of assessment which may last up to 6 months. It will also include a manufacturers' training programme of the learners' and their employers choice.

The SAP assessor will advise on how to gather the necessary evidence from the workplace and how to build a portfolio to achieve the NVQ. It is important to remember that the learner must be working on single ply roofing projects during the SAP to generate the evidence and are performing a role where the mandatory units are achievable.

Once you have gained your NVQ Level 2 Single Ply Roofing, you will then be able to apply for a blue Skilled Worker CSCS card which demonstrates your competence to work on site.

N.B. Please note that you will need to have a valid Health & Safety CSCS Test when you are applying for your CSCS Card.

WHAT DOES IT INCLUDE?

The course will provide learners with enough training to cover the five main units relating to skills and knowledge for Single Ply Roofing in the workplace, which are as follows: Preparing surfaces for membrane roofing systems, applying single ply and repairing membrane roofing systems, conforming to general health, safety and welfare, conforming to productive working practices and moving, handling and storing resources.

It will also include all relevant health and safety certificates including: Working at Height; Manual

Handling; Regulations; Harnesses; Fire Extinguishers; Emergency First Aid; PASMA; Asbestos Awareness; Abrasive Wheels and NVQ 'Applied Waterproof Membranes - Single Ply Roofing' at Level 2. Single ply membrane manufacturer product training card.

IS A SAP RIGHT FOR ME?

- Applicants having a full contract of direct employment with a CITB English, Scottish or Welsh registered company and are resident in England, Scotland or Wales
- Applicants who have reached the age of 16 prior to the registration date of the scheme

The SAP is open to both SPRA contractor members and other contractors specialising in single ply roofing.

Applicants are **NOT** eligible for CITB grant if they have been on a previous CITB grant assisted apprenticeship.

For further information please contact our Training Manager, Mark Thornton mark.thornton@spra.co.uk

Further information on CITB grant funding for the SAP can be found on the CITB website www.citb.co.uk

THE BENEFITS OF SAP

- SPRA specialist trainer with small groups
- Short bursts of off-site training spread over 12 months
- Grant funding available for CITB registered companies
- All relevant health and safety certificates
- Level 2 NVQ 'Applied Waterproof Membranes -Single Ply Roofing'
- Access to a blue Skilled Worker CSCS card
- A sound basis for a safe and successful career in single ply roofing

HOW DO I APPLY FOR A SAP?

Email SPRA at training@spra.co.uk with your contact details and potential trainee details. The SPRA Training Manager or a SPRA Assessor will be in contact to profile the trainee and ensure that the SAP is the correct training course for them and begin the application process or advise on alternative training options.



SPECIALIST UPSKILLING PROGRAMME (SUP)

WHAT IS A SUP?

The purpose of the SUP is to fill any gaps in skills or knowledge so that an individual is then capable of gaining a nationally recognised qualification. The main difference between this and other schemes is that the training is tailored to the individual rather than a group and can be used to overcome the skills and knowledge shortage needed to achieve a Level 2 National Vocational Qualification (NVQ) in Applied Waterproof Membranes - Single Ply Roofing.

HOW LONG DOES IT LAST AND HOW IS IT DELIVERED?

SPRA can develop bespoke courses to meet training needs. Courses could lead to achieving Level 2 NVQ or could be more general to improve single ply knowledge, skills and understanding.

If Level 2 NVQ is achieved trainees can apply for a Blue Skilled Worker CSCS card which demonstrates competence to work on site.

N.B. Please note that you will need to have a valid Health & Safety CSCS Test when you are applying for your CSCS Card.

WHAT DOES IT INCLUDE?

Courses will normally include both practical and classroom based training. Practical training will be done on model roofs/rigs and the knowledge will be covered using various means such as learning packages and resources, lectures and self-study.

Courses could include but are not limited to: single ply roof design, applying single ply and repairing membrane roofing systems, conforming to general health, safety and welfare, conforming to productive working practices and moving, handling and storing resources.

IS A SUP RIGHT FOR ME?

The SUP will be designed to meet the specific requirements of the trainees. SPRA can develop bespoke SUPs for a wide range of people working in the Single Ply industry:

 Experienced installers who are currently working on site in the market and require training in order to become competent across all of the mandatory units specific to Single Ply Roofing

- Improvers and roofing assistants who are used to working within install teams and wish to take the next step to becoming competent crafts people
- Installers who are returning to the trade after a gap of several years and who need refresher training on one or more of the mandatory units
- Managers, site inspectors and specifiers

NOTE:

SPRA have developed a course specifically aimed at managers and specifiers. To find out more about the 'Awareness Training for Construction Professionals in Single Ply Roofing' course, please contact SPRA Training Manager, Mark Thornton mark.thornton@spra.co.uk

THE BENEFITS OF SUP

- Training is directed at individual company or industry needs
- Gaps in knowledge identified to create bespoke training courses
- Varied training delivery situations to suit client needs
- Delivers knowledge at a personal level to improve competency
- Funding maybe available for CITB registered companies
- Level 2 NVQ 'Applied Waterproof Membranes
 Single Ply Roofing' may be achievable
- If Level 2 NVQ is achieved access to a blue Skilled Worker CSCS card is available

HOW DO I APPLY FOR A SUP?

Email SPRA at training@spra.co.uk with your contact details and potential training needs. The SPRA Training Manager will be in contact with you to discuss suitable training options.





ON SITE ASSESEMENT AND TRAINING (OSAT)

WHAT IS OSAT?

Many single ply installers are highly skilled, but have no formal qualifications to prove it. The OSAT route can enable experienced workers to gain a Level 2 National Vocational Qualification (NVQ) in Applied Waterproof Membranes - Single Ply Roofing, whilst carrying on with their daily work.

HOW LONG DOES IT LAST AND HOW IS IT DELIVERED?

There are no courses to attend; an experienced, qualified SPRA accredited assessor will visit you in the workplace and assess your skills and provide training towards the qualifications. OSAT usually takes 3 to 6 months and should not take more than 1 year to complete.

The assessor will advise on how to gather the necessary evidence from the workplace and how to build a portfolio to achieve the NVQ. It is important to remember that the learner must be working on single ply roofing projects during the OSAT to generate the evidence and are performing a role where the mandatory units are achievable.

Once you have gained your Level 2 NVQ, you will then be able to apply for a blue Skilled Worker CSCS card which demonstrates your competence to work on site.

WHAT DOES IT INCLUDE?

- Induction meeting with the candidates
- Registration of candidate for the NVQ
- Provision of portfolio and assistance with evidence collection
- On site assessment/observation of each candidate monitor and review the candidate's progress
- Complete claim form for achievement of NVQ Units
- Internal verification of portfolio assessments
- Application for certificate of NVQ achievement on completion

IS A OSAT RIGHT FOR ME?:

On Site Assessment & Training is aimed at those installers who are experienced in single ply membrane installation, but who have no formal qualification.

OSAT is the perfect route for installers of single ply

membranes to not only obtain the Level 2 NVQ, but to also have access to a blue CSCS Skilled Worker card. The installer must be able to demonstrate their knowledge and skills in line with the Single Ply Membrane Level 2 NVQ through:

- On site assessments by a trained assessor, and
- by creating a portfolio of evidence

(The CITB definition of an Experienced Worker is someone who has been working in a specific occupation for at least 1 year in the past 3).

THE BENEFITS OF OSAT

- Mimimal disruption to your work
- Little or no time spent away from work
- Employees existing administration systems used to produce evidence of work competence
- Employees more comfortable with completion of portfolio and no written test
- Part funded for CITB registered companies
- Level 2 NVQ Applied Waterproof Membranes
 Single Ply Roofing
- Access to a Blue Skilled Worker CSCS Card

N.B. Please note that you will need to have a valid Health & Safety CSCS Test when you are applying for your CSCS Card.

HOW DO I APPLY FOR OSAT?

Email SPRA at training@spra.co.uk with your contact details and potential candidate details. The SPRA Training Manager or a SPRA Assessor will be in contact to profile the candidate and ensure that the OSAT is correct for them, and begin the application process or advise on alternative training options.





APPROVED BASIC TRAINING WITH A BCP

WHAT IS A BCP?

The Basic Competency Programme (BCP) for single ply roofing is based on BCP-approved manufacturer training courses which has been derived from the Minimum Technical Competency (MTC) and mapped to the national occupational standards and the vocational qualification by the Single Ply Roofing Association (SPRA). It is only available through SPRA manufacturer members.

The main objective of the programme is to support operatives who do not have an appropriate CSCS card, nor an official qualification to obtain one. The programme will also help those who currently hold a Green CSCS Card, to convert it to a Blue Skilled Worker Card (Level 2).

The BCP is endorsed by the CITB and the Competent Roofer Scheme as well as the CSCS. Operatives successfully attending the BCP are able to apply for a Red Experienced Worker CSCS card (Valid for 3 years) which will put them on the path to becoming competent and qualified.

WHAT IS THE AIM OF A BCP?

It is to give the operative a certificate of competency in the knowledge and understanding of system products, health, safety and welfare at a recognised level in the industry.

IS THERE A QUALIFICATION AT THE END OF A BCP?

No, but there will be a BCP certificate of successful completion following an end test, which counts towards a Vocational Qualification (VQ) Level 2 in single ply roofing.

WILL I BE ELIGIBLE TO ATTEND THE BCP AND APPLY FOR THE 3 YEAR RED EXPERIENCED WORKER CSCS CARD?

If you have at least 1 years' experience in roofing in the last 3 years, then you are eligible to attend a BCP approved course.

If you have less than 1 years' construction site experience and you are looking to undertake further training and achieve a qualification, you should consider the SPRA Specialist Applied-Skills Programme (SAP).

WHO WILL DELIVER THE BCP?

The BCP is only delivered by approved SPRA BCP manufacturers.

WHICH TYPICAL ELEMENTS OF A BCP CAN BE MAPPED TOWARD A VQ?

The elements on health & safety, safety & welfare plus the interpretation of information and instructions are examples of areas which can be mapped on the BCP. On practical training, items on PPE, use of tools and equipment and communication are some of the elements which can be used as contributing evidence towards a VQ.

IS THERE A COST FOR A BCP?

Please check with the approved BCP Manufacturer when booking a place on the course.

IS THERE CITB FUNDING FOR A BCP?

Yes, if you are CITB levy registered.

CERTIFICATION

On completion of the BCP you will be asked to take an end test. Subject to successfully passing this, you will be issued with a Basic Competency Programme Certificate valid for 3 years.

At this point you will then be able to contact the CSCS team and apply for the 3 year Red Experienced Worker CSCS Card.

N.B. Please note that you will need to have a valid Health & Safety CSCS Test when you are applying for your CSCS Card.

WHEN CAN I GET A ROOFING QUALIFICATION?

You have 18 months from the time when you are issued with the 3 year Red Experienced Worker CSCS Card to become registered for an NVQ Level 2 Roofing Qualification.

If during the 18 month period you fail to register, you will be contacted by a representative from SPRA to offer you advice and guidance.

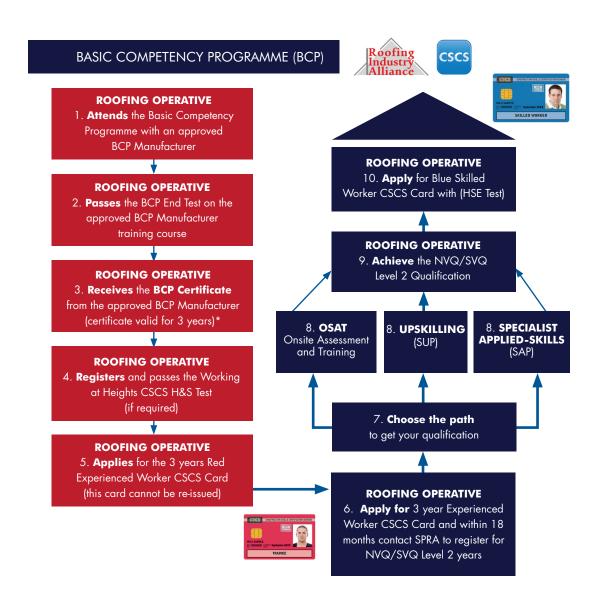
N.B. Red Experienced Worker CSCS Card are non renewable.

WHAT BENEFITS WILL THERE BE FOR AN EMPLOYER WITH THE BCP?

- Additional benefit when attending a manufacturer's training course
- Saving time and money
- A more knowledgeable and competent employee
- An employee committed to going on to obtain a VQ
- Recognition within the industry and by the CITB and CSCS
- Training by a team of approved providers
- Time to achieving a VQ is reduced by completing a SPRA OSAT (subject to individual appraisal)
- Employees will have an enhanced CV which is likely to increase business opportunities

WHAT BENEFITS ARE THERE FOR THE INDIVIDUAL?

- Get on site with a 3 Year Red Experienced Worker CSCS Card
- The gaining of generic knowledge that can be taken into other roofing sectors
- The completion of a recognised training programme with a certificate at the end
- A contribution towards the assessment criteria of a vocational qualification with the mapping of specific elements across the programme
- Give the individual a better understanding of the roofing industry
- Ensuring a more competent operative when installing the manufacturers' products
- Improving the operative's CV
- An incentive to obtain the VQ



TRAINING ROUTES FOR SINGLE PLY ROOFING SECTOR

Costs and grants are accurate at June 2018. Please check SPRA and CITB websites for up-to-date figures.

Course	Type of Candidate	Duration	Delivery	Training & Assessment	Cost	CITB Grant
Specialist Applied Skills Programme (SAP)	New entrants with no previous experience Aged 16+	18 months	5 x 5 days of training delivered within the first 12 months plus a manufacturers training programme of the employers choice	6 month assessment period The apprentice must complete a portfolio	SPRA members £5,760.00 Non SPRA members £6400	TOTAL GRANT £5560
Specialist Up-Skilling Programme (SUP)	Individuals who are experienced but have no formal qualifications or those returning to the trade after a gap of several years.	Variable dependent on training requirements			Cost dependent on course requirements	VARIABLE CITB Short Course Grants may be available see citb. co.uk/grant/ grants-for- training
On-Site Assessment and Training (OSAT)	Experienced individuals who would like to achieve an VQ Level 2 or Level 3.	Little or no time away from work Typically 4-5 assessor visits over 4 – 9 months depending on experience	On site assessment and training	The employer must allow for on-site assessment. The operative must complete a portfolio	£950 (member) or £1200 (non- member) plus expenses	NVQ/SVQ achievement grant £600

For further information about the single ply training courses or OSAT programme, please contact our training manager Mark Thornton mark.thornton@spra.co.uk

For further information on CITB grant funding visit www.citb.co.uk

FURTHER TRAINING AND DEVELOPMENT

The Single Ply Roofing Association (SPRA) can organise a range of training and development courses in areas such as Asbestos Awareness, Ladder Safety and Working at Height.

For those who are keen to develop and progress in the workplace, whether operative or manager; there are several general courses available through third party trainers, including Health and Safety and Leadership and Management courses.

Health and Safety courses including the Site Safety Passport Suite and NEBOSH can help create a safer, more efficient working environment which could help businesses to mitigate risks and stay compliant with legislation.

Leadership and Management courses include the VQ Level 4 Construction Site Supervisor, the VQ Level 6 in Construction Contracting Management and short duration courses in Management. These courses have several benefits including increasing motivation and productivity which can have a positive effect on the business.

For details of the training courses currently available from SPRA, please visit www.spra.co.uk

SPRA TRAINING FOR PROFESSIONALS

SPRA offers the three-day course 'Awareness Training for Construction Professionals working in Single Ply Roofing' which is aimed specifically at supervisors, inspectors, specifiers and other professionals. Please contact the SPRA training manager or email training@spra.co.uk for more details.

MEMBRANE MANUFACTURERS' TRAINING

Further training to upskill existing operatives is available from our sector manufacturers, a full list of which can be found on the SPRA website, along with their contact details.

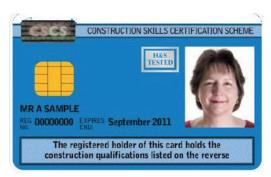
BASIC COMPETENCY PROGRAMME (BCP)

The Basic Competency Programme (BCP) is an industry wide collaborative project. It provides the first step into achieving a Level 2 VQ and allows the trainee to access a special red Experienced Worker CSCS card allowing them three years to get on site and achieve the full Level

2 qualification – and therefore access a blue Skilled Worker CSCS card.

SPRA manufacturer member training is formalised by approval from SPRA. It is of benefit to both employer and employee raising standards and employability within the industry. For more details on the BCP, go to the SPRA website or email training@spra.co.uk





The BCP project supports training, competencies and qualifications via the approved BCP manufacturer training in all roofing disciplines: flat, metal and pitched roofing.

Grant funding may be available. Contact CITB or SPRA for information on funding to support the BCP.

CSCS CARDS

CSCS cards provide the construction industry with a means of identity and proof of competence for individuals working on site. There are nearly 1.8 million card holders in the UK and most major contractors and local authorities require employees and sub-contractors to hold a valid CSCS card before allowing them access to site. There are a range of CSCS cards available which reflect the variety of occupations in the industry.

Identifying the Right Card

- New Entrants who have been registered on to the Specialist Applied-skills Programme (SAP) to achieve the SVQ/NVQ can obtain the red CSCS Apprentice card
- Operatives successfully completing a manufacturer BCP can apply for a special 3 year Experienced Worker CSCS card. This card is not renewable, so the operative should complete required training and achieve the SVQ/NVQ Level 2 Diploma in Applied Waterproof Membranes (Construction)-Single Ply Roofing and obtain a blue Skilled Worker CSCS Card
- Qualified operatives in the Single Ply Roofing sector should hold the SVQ/NVQ Level 2 Diploma in Applied Waterproof Membranes (Construction) -Single Ply Roofing and obtain the blue CSCS Skilled Worker card
- Experienced Operatives working towards the VQ can obtain a red CSCS Experienced Worker card.
 This is valid for one year from the date of issue and cannot be renewed. By the time the card expires, the operative must have achieved the VQ to obtain a Skilled Worker card
- Further information can be found in the following table, and also on the CSCS website:
 www.cscs.uk.com/applying-for-cards/types-of-cards





Occupation	CSCS Card	Qualification (S/NVQ)	Health, Safety & Environment Test	Card Validity	Card Illustration
Operative on work experience or on probation	Provisional (Red)	None	Operative	6 months (Non-renewable)	CONSTRUCTION SOLIS CONTROLATION SOCIAL MES S INIT WE CONSIST SOME Revender 2912 The replaced backer of this card holds the connection qualifications blead on the revense
Labourer	Labourer (Green)	Level 1	Operative	5 Years (Renewable)	SOUTH STEED OPERATIVE
Apprentice	Trainee Single Ply Roofer (Red)	Working towards Level 2	Operative & Working at Height	4 years and 6 months (Non- renewable)	CONSTRICTION SMALLS CENTERATION SCHEME
Trainee	Trainee (Red)	Registered for and working towards Level 2	Operative & Working at Height	5 years (non- renewable)	CONCRUCTION SOULS CERTIFICATION SCIENCE TO CONCRUCTION SOULS CERTIFICATION SCIENCE TO CONCRUCTION SOURCE SOURCE TO CONCRUCTION SOURCE SOURCE To CONCRUCTION SOURCE SOURCE TO CONCRUCTION SOURCE SOURCE TO CONCRUCTION SOULS CERTIFICATION SCIENCE TO CONCRUCTION SCIENCE TO CONCRUCTIO
Experienced Operative (No Qualification)	Experienced Worker – Single Ply Roofer (Red)	Working towards Level 2	Operative & Working at Height	1 Year (Non-renewable)	CONSTRUCTION SOLLS CERTIFICATION SOLING IN S. LINE IN S. LINE In separate based and the care holds the construction qualification is less on the revenue.
Experienced Worker BCP (No qualification)	Experienced Worker BCP Single Ply Roofer (Red)	Working towards Level 2	Operative & Working at Height	3 year (Non-renewable)	CONSTRUCTION SOLES COSTINUATION SCIENCE TO CONSTRUCTION SOLES THE CE SAME THE CE
Experienced Operative	Skilled Worker – Single Ply Roofer (Blue)	Level 2	Operative & Working at Height	5 Years (Renewable)	CARGINACION MILLA CATIFI ACATON SORDICE MAR A SAMPLE 10 0000000 10000 September 2011 The registers hader at this card body the construction qualifications lated as the reverse
Site Supervisor / Foreman	Advanced Craft / Supervisory — Construction Site Supervisor (Gold)	Level 4	Supervisor & Working at Height	5 Years (Renewable)	MR. SCARCE To positive Southward 2013 To positive Southw
Site Manager / Contracts Manager	Construction Site Manager (Black)	Level 6	Manager	5 Years (Renewable)	CONSTRUCTOR ORDER CONTROL SOUTH SCHOOL SOUTH
Senior Manager / Director	Professional (White)	Member of approved professional body	Manager	5 Years (Renewable)	MA A MADE TO SELECT SECURITY OF THE SECURITY O

The Health, Safety and Environment Test

There is a £30 administration charge for each CSCS card. To obtain a CSCS card within the Single Ply Roofing sector, an individual must pass the Health, Safety & Environment Working at Height test. When preparing for the test, the individual should ensure that they use the range of revision materials available, including the latest edition of the 'Question and Answer' book and practice DVD. To book a test, which costs £21.00, and order revision materials, call 0344 994 4777 or visit www.citb.co.uk/cards-testing/health-safetyenvironment-test/booking-the-test/

How to obtain a Card

- Contact a training provider to register for the SVQ/ NVQ if not already held
- 2. Pass the relevant CSCS Health, Safety and Environment test
- 3. Either:
 - a. Call 0344 994 4777 and pay £30 using a credit or debit card, or
 - b. Download the CSCS application form at www.cscs.uk.com Complete the CSCS application form for the appropriate card and submit it to CSCS along with a passport photo and payment of £30.00
- 4. Await the issue of the CSCS card, which should take 10-20 days depending on the payment method.

CITB GRANTS

Companies registered with CITB can claim grant for carrying out training and obtaining qualifications for their employees and labour only sub-contractors – even if they don't pay a levy contribution due to the Small Business Levy Exemption.

If you are carrying out training for your workforce, you should be claiming CITB grant for attendance and achievements on a wide range of courses including:

- Apprenticeships
- VQ achievements
- Site Safety Plus
- Technical and professional courses
- Short duration off-the-job training.

Details of the grants available as at June 2018 can be found on the CITB website: www.citb.co.uk/grant/

How to claim

From April 2018, CITB registered contractors no longer complete an annual training plan, but access training and grant funding through new online portals. The amount of funding available will depend on the type of training. Full details can be found on the CITB website citb.co.uk/grant/grants-for-training/training-development-grant/

USEFUL CONTACTS

SPRA

Representing specialist organisations in the Single Ply Roofing sector.

T: 0845 154 7188 W: www.spra.co.uk

SPRA Training Manager

Mark Thornton M: 07764533448

E: mark.thornton@spra.co.uk

CITB Levy and Grant Team

For all CITB levy and grant enquiries.

T: 0344 994 4455 W: www.citb.co.uk/levy

CSCS Health, Safety and Environment Test

Booking centre for the Health, Safety and Environment Test.

T: 0300 456 4488

W: www.cscs.uk.com/applying-for-cards/health-and-safety-test

CSCS Helpline

For all CSCS card enquiries.

T: 0344 994 4777

W: www.cscs.uk.com/contact/

