

UKATA/CITB Webinar - NEW Employer Network Funding Webinar

Q&A with Alex McClymont, CITB Engagement officer

Q. When are the EN booking team talking on more staff, as at present they all have out of office on as they are inundated with work?

A. We are currently recruiting for this team and have the infrastructure within CITB to support the employer network team. SLA time is 10 days. SLA for urgent is 3 days.

Q. I noticed NVQ on your list, if an employer goes down this route, I'm presuming they cannot claim achievement grants?

A. Because the full cost of the training is covered up front through the 70/30 split, there is no completion grant. Don't claim the completion grant. Something announced recently which is new, certain courses they have looked at, the employer network is happy to fund them 100% from now until end of March 2025. This includes any net zero, retro skills, green skills and digital skills, they will look to fund at 100%. It is employer led, they don't have a list of training courses, anything that they have looked at and want to do, send over to their local advisor and they can look at funding it. It also includes leadership and management and also NVQ's, level 3 supervisor to Level 7 senior managers. The courses have got to be booked and delivered before 31st March, but NVQ's just need to be booked before this date.

Q. Do the courses have to be completed by the end of March or just booked?

A. For the skills and funding incentive, courses do have to be booked and completed by the end of March. For NVQ's they obviously take longer, so they just need to be booked by the end of March to be eligible for the 100% funding. There is a cap on the employer network for an employer, this is £25k per annum, running April-April. So, if there is 100% incentive, that will have no impact on the cap, so if they have hit the cap already, they can still access this 100%.

Q. Is this available across all of the UK?

A. Yes, all of the UK is covered. All regions throughout England, Scotland and Wales. Each region has their own advisor.

Q. You mention 70/30 funding, my understanding is that this may change depending on how the regions EN steering group decide, so may change to 60/40 or 50/50?

A. Each region, as part of the employer network, will have a steering group. That steering group will consist of a number of employers from industry, different sectors, different sizes. They have quarterly meetings to discuss funding in that particular region. They are trying to identify skill gaps and certain high demand courses, and how they can use the

courses. So, if they can do it on a different sort of split, or this incentive that is running at the moment for 100% funding, I believe that came from the feedback of the steering group meetings. What they try to do, because it's all about future training, skill gaps such as leadership and management, and net zero which is a big one that is coming in that will affect everybody, and people are not aware of it or unsure what training to undertake, so the steering groups will direct this.

Q. Does the 25k per contractor include levy funding?

A. If you mean levy funding as in the skills & training, because the levy is what the employer pays, grant and funding is what they can claim, it is completely separate.

Q. Is there more funding available from 1st April?

A. Not that we are aware of. The current skills and training incentive is to help people focus on those identified skills gaps.

Q. How long is the Employer Network Scheme going to be running for?

A. It is here to stay. CITB have done all the pilots and got all the feedback, and it is definitely more favourable for the employer, it is an easier process. A simpler process for everybody.

Q. As a training provider, other than invoicing is there any more admin involved? Is there anything else we need to do to satisfy CITB for the funding?

A. If you are not part of the employer network as it stands, we just ask basic information. If you are a non-ATO, we just ask for standard information such as company details, contact details, what training you cover and where, and bank details, plus you would need to sign a supplementary agreement. If you are an ATO, you would be required to sign a supplementary agreement. CITB are trying to simplify the whole process to make it easier. The split of the invoice is the only additional administration, invoicing CITB for 70% and the employer 30%.

Q. When does this new process come into effect and they can no longer use the current scheme with the GET codes?

A. Nothing with the grant system is changing. The employer network is just an additional pot of funding that employers can access. There are now three different routes for training: 'skills & training', which is for grant eligible training and it funds the training 100% through an application process; the current 'grant system' where you book a training course and get a grant back and then you have the 'employer network'.

Q. When did the 100% funding start?

A. This initiative came in at the end of January 2025, so this is very recent. CITB have rolled out communications to employers and advisors are now promoting this.

Q. If a client books on to a course that is running at the last minute, can they retrospectively claim?

A. It doesn't matter when the course is running, if the employer gives a couple of days' notice, we have the infrastructure to support that, so we would put it as a high priority booking. We like to book no more than 3 months in advance, but we understand employers do training differently. Some employers are aware of training needs, and some are quite reactive. If an employer comes to us with a last-minute booking, this is something we can accommodate.

Q. If employers engage in training prior to authorisation of fund request, can the training be retrospectively claimed?

A. The employer network is for future training, so if they have already booked it and have attended or are about to attend, we can't reimburse them through the employer network. It has to be booked in advance through the advisor and through the right channels for us to fund it at 70%. If they have booked a course for say in a months' time, then are made aware of the employer network, the employer may need to speak with the training provider and could possibly cancel the training course, then rebook this through the employer network with the same training provider to get the 70% funding.

Q. Can multiple employers be put on the same order number or if I have 3 employers on a course do I send 3 different invoices to the CITB?

A. I believe this can be put on one invoice. The way it will work with invoicing is, I believe we send a purchase order, with a certain value to it, and when somebody has booked through the employer network, you would use that PO number when invoicing CITB. So, I can't see any issue with putting it on one invoice.

Q. If we are in contract with a Company who has gone through a tender process, and they currently use the scheme to claim back funds, will they now need to go through CITB even though they have gone through a tender process?

A. For any courses that are booked through the employer network, this has to go through CITB, it's how we pay the 70%. The employer just needs to send this through to their local advisor.

Q. In regard to the Invoice, I have been asked by CITB to not send the invoice in until the training start date. Our terms are payment before training commences, are we within our rights to hold the certificates for the training until it has been paid by both parties?

A. Yes, that is standard practice for training providers.

Q. Hi, we are both employer and training provider. Currently working for the local authority. We have departments that work in the construction sector. They currently come to us for some but not all training (first aid, IOSH, working at height, asbestos and manual handling etc)- health and safety division training within the local authority. As the payment is internal, would there be any help towards the cost of training for these employees? Or would this not be permitted?

A. As long as the employer is levy registered, all the courses you have listed are being put through the employer network, so cannot see an issue with that.

Q. Do we invoice CITB after the course?

A. You can invoice as soon as you receive the booking. CITB will pay the 70% within 30 days from the first day of the course.

Q. Do you have any materials that we can use to advertise the fact that we can offer this?

A. Each region has its own network so they do have materials, but it will be specific to an area. Contact your local advisor and they will send you all the materials that they have.

Q. Can training providers assist with the booking process, e.g. employer might be busy on site?

A. It does have to come from the employer to their local advisor. This is the process and how we can cover the 70% of the training. There is nothing stopping your though from promoting this employer network, promoting your courses and identifying a training need for the employer for your courses. Once arranged with the employer, get them to send over the details to their local advisor. If you are not already part of the employer network as a training provider, you will have to sign up, it is free to do, but you have to do this before the employer can use you. If you are an Approved Training Organisation (ATO) of the CITB, if an employer says they want to book onto a course with a specific training provider, we will book it with that training provider as long as they are part of the network. If the employer asks for a training course, but they don't have a training provider, or if they are new to training or they are not aware who delivers it in the area, CITB has a policy in which if you are an ATO and you deliver the course the employer is looking for, CITB will proactively approach you and get them on your course.

Q. What are CITB payment terms on receipt of an invoice please?

A. With training providers, CITB pay the 70% within 30 days from the first day of the course, but they do conduct weekly payment runs so it could be earlier than 30 days. Employers are advised to pay the 30% before the start of the course.

Q. If a contractor signs 10 delegates onto a course and pays the 30% and then only 5 turn up to the will CITB still pay 70% for 10?

A. It depends on the course, whether the course is charged on a per person basis or a set price. CITB do conduct after course checks to see if any non-attendance. It depends on the type of course. But they do check and try to get the money back.

Each region has its own CITB Advisor – you can locate your local advisor here:

<https://www.citb.co.uk/about-citb/what-we-do/citb-in-your-local-area/>