



CITB IN PARTNERSHIP

Apprenticeships in Wales

A guide for
construction
employers in Wales
2024/25

NEW
DEGREE
APPRENTICESHIPS





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APPRENTICESHIPS

There has never been a better time to recruit an apprentice with support from the Construction Industry Training Board, known as CITB. This booklet will explain all you need to know about the process of hiring an apprentice, and how CITB can support you along the way.

What is an apprenticeship?

An apprenticeship provides the perfect blend of learning at a college or training provider, with on-site experience. This gives apprentices the right mix of learning and technical skills, quickly adding value as an employee to your construction business.

New apprenticeship qualifications, written by Welsh construction employers, were launched in September 2022. Aiming to reduce complexity, improve learning, and ensure learners are fit for the modern workplace.



Apprenticeships help future-proof the industry and provide an excellent way to secure a skilled, diverse future workforce.

CITB Financial Support

A 'levy return' is completed by ALL construction companies registered with CITB.

This funding is then redistributed to construction firms as grants, funding and support available through CITB.

If your wage bill is below £135,000 (PAYE and Net CIS) for the 2025 Levy Return, you will pay no levy, but still have access to all of the following grants and additional funding.

"The levy form isn't as scary as it looks, with the help of my CITB advisor it was done in no time - and no levy bill!"

TRUE OR FALSE?

The grants go a long to help us recruit during this financially difficult period

True

- CITB attendance grant of **£2,500 per apprentice per year**.
- CITB achievement grant of **£3,500 per apprentice**, awarded on successful completion of the apprenticeship.
- If an apprentice completes a 3-year apprenticeship programme you could receive **£11,000 in CITB grants alone**.
- You must use an approved apprenticeship provider see [p6-9](#).

EXCITING NEWS FOR SEPTEMBER 2024!

CITB will now be grant aiding Degree Apprenticeships

In partnership with Welsh Government, the University of South Wales, Wrexham University, and the University of Wales Trinity Saint Davids, CITB will be supporting a fully funded pathway from school to scholar, in the following areas:

- Quantity Surveying
- Surveying
- Construction Management
- Civil Engineering BSc & BEng

The duration of the program is up to four years, depending on prior qualifications. Throughout the apprenticeship, you will be employed, paid, as well as being supported by a local training provider.

There's never been a better time to advance your studies and career. For more information, please [visit CITB website](#).

For enrolment details, please contact:

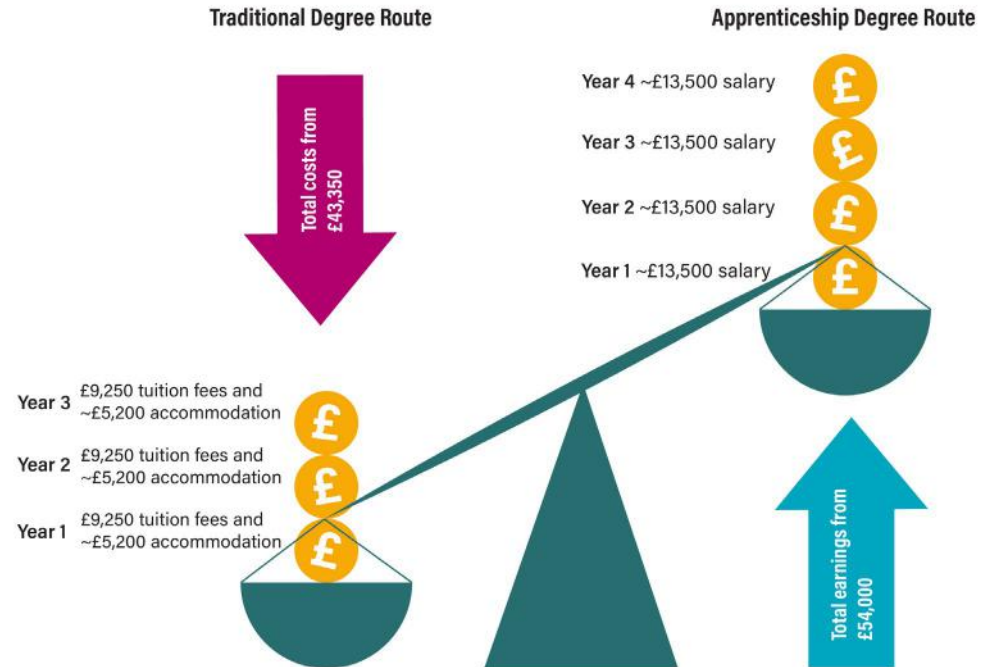
University of South Wales:
Louise Pennel
Louise.pennell@southwales.ac.uk

Wrexham University:
Louise Duff
Louise.Duff@wrexham.ac.uk

University of Wales Trinity Saint Davids:
Gareth Evans
Gareth.w.evans@uwtsd.ac.uk

WEIGHING UP THE DEGREE OPTIONS

Whether you hire a qualified graduate who attended university full-time or opt for the Degree Apprenticeship path, both options lead to the same qualification. However, the financial impact on the student and their family is significant. If you choose to take on a Degree Apprentice as an employer, there are substantial grants available, up to £13,500, to support your business during the training period.



SETTING UP AN APPRENTICESHIP

1. Finding an approved apprenticeship provider

There is a network of Work Based Learning training providers approved by the Welsh Government across Wales, see [p18-21](#).

1

2. Finding a candidate

As a business, you are in the driving seat. We are here to help you find, recruit, and train the ideal candidates see [p10](#).

2

3. Support from CITB

We can help with costs, advice, and assistance by assigning one of our New Entrant Support Advisors or Customer Engagement Advisers, see [p14](#).

3

4

4. Setting up the grants

Save time by accessing one of our Customer Engagement Team to help you find talented candidates and complete the paperwork, see [p16](#).

5. Additional Support

As a CITB registered employer, our advisors can help you tap in to additional support - at least £5,000 to plan and fund the training your company needs!

5



TRUE OR FALSE?

I can still get the grant if my apprentice is self-employed.

False



FINDING A CANDIDATE

When you are looking for that ideal candidate, remember some important benefits apprenticeships can offer you:

- ✔ Future proofing your business by creating a steady stream of skilled workers.
- ✔ A cost-effective way to develop a skilled workforce.
- ✔ Ensures the next generation of construction workers learn directly from experienced mentors, passing down not only skills but industry insights and best practices.



Need help with Recruitment?

Recruiting in the right way is critical to keeping and developing the people you want in your business.

The **Apprenticeship Vacancy Service** allows you to advertise for any future apprenticeship opportunities, setting up an employer profile is very easy, and allows potential apprentices to research the benefits and opportunities you have to offer.

You will find some fantastic guidance before putting an application live [here](#).



Congratulations, you have a new apprentice!

Additionally, CITB has the **New Entrant Support Team** who provide an enhanced support service to employers already employing or considering employing apprentices.

Within Wales your support network is:

Peter Carey - South West Wales
peter.carey@citb.co.uk
07778 429151

Alexandra Morris - North & Mid Wales
alexandra.morris@citb.co.uk
07384 876722

Caryl Hobby - South East Wales
caryl.hobby@citb.co.uk
07776 541038

Starting an apprenticeship can be both exciting and daunting, especially if it is their first experience in the world of work.

Help them to feel **included** in the team and make sure they are familiar with their training course and what is **expected of them**.



**Fairness, Inclusion
and Respect**

Prioritising FIR to transform your construction business and attract top talent

The Supply Chain Sustainability School (SCSS) provide free Fairness, Inclusion & Respect (FIR) resources which aim to make the workplace better for everyone. See <https://www.supplychainschool.co.uk/about/membership>

Access the FIR
toolkit for
employers
using the QR code

- CPD Accredited Modules
- Virtual & Face to Face workshops
- Guidance and Tools
- Case Studies
- Video Toolbox Talks



SUPPLY CHAIN SUSTAINABILITY
Not yet a SCHOL member?

Register for free and gain access to 100s of free training sessions
and 1000s of free e-learning modules & resources.

HELPING YOUR BUSINESS TO GROW

A CITB advisor acts as your dedicated partner in the construction industry, offering a personalised touch to help your company thrive. They are there to help your company grow by helping you identify exactly what skills your team needs.

Beyond that, advisors are your go-to resource for securing support, funding and grants tailored for your construction training needs.

It is not just about advising on the broad spectrum of CITB products available, but pointing you towards external agencies that can make a real impact. The approach is all about what suits YOUR business best.

A CITB advisor serves as a valuable resource, providing in-depth insights into industry trends, best practices, and emerging technologies within the construction sector.

The advisor's well-established contacts within the construction industry opens doors to networking opportunities, potential partnerships and collaborations.

We encourage you to reach out to your dedicated, local CITB advisor today, you can find all the contact details on the next page.



GET GRANT ADVICE & SUPPORT FROM YOUR CITB ADVISOR

Anglesey, Gwynedd, Conwy
Emrys Roberts
Tel: 07881 514865
Emrys.roberts@citb.co.uk

Denbighshire, Flintshire, Wrexham, North Powys
Emrys Roberts
Tel: 07881 514865
Emrys.roberts@citb.co.uk

Carmarthenshire, Ceredigion, Pembrokeshire
Jon Davies
Tel: 07824 865551
Jon.davies@citb.co.uk

Neath Port Talbot, Rhondda Cynon Taf, Blaenau Gwent, Torfaen
Ross Baker
Tel: 07786 334801
Ross.baker@citb.co.uk

Cardiff, Newport, Monmouthshire
Suzi Perkins
Tel: 07770 6783353
Suzanne.perkins@citb.co.uk

Swansea, South Powys
Jon Davies Tel: 07824 865551
Jon.davies@citb.co.uk

Bridgend, Caerphilly, Merthyr Tydfil, Vale of Glamorgan
John Evans
Tel: 07748 238704
john.evans@citb.co.uk

FUNDING AND GRANTS

| TYPE OF GRANT | DESCRIPTION OF FUNDING |
|-------------------------------|--|
| APPRENTICESHIP GRANT | £2500 per year attendance grant paid every 13 weeks £3,500 achievement grant on successful completion *Additional funding for a Drylining Apprenticeship Click here |
| INTO WORK GRANT | Grants for completed work experience for an individual on an approved further education course, where work experience started after September 2023 and subsequent grant for 3 months completed direct employment. Click here |
| SKILLS & TRAINING FUND | Supports employers with their training programme including Leadership & Management Small & Micro sized company - click here Medium sized company - click here |
| SHORT COURSE GRANTS | Grants for the achievement of approved short courses, which last from 3 hours to 29 days including Leadership & Management. Click here |
| SHORT QUALIFICATION GRANTS | Grants for the successful completion of approved short qualifications (NVQ, NEBOSH etc) which take less than one year. Click here |
| LONG QUALIFICATION GRANTS | Grants for approved higher level qualifications (HNC, HND, degree etc) which take more than one year to complete on a part time basis. Click here |
| TRAVEL TO TRAIN GRANT | Travel - pay grant when the travel costs are more than £20 per week Accommodation - reimbursed at a rate of 80% of the total cost. Click here |
| NATIONAL CONSTRUCTION COLLEGE | Open and ready to provide vital and valued training for you/your business. 3 locations, nationwide. Click here |
| SITE SAFETY PLUS (SSP) | Designed to give the skills needed to progress through the industry. There's a range of courses available through classroom/remote delivery or the CITB eCourses platform. Click here |



FIND AN APPRENTICESHIP PROVIDER - LEVEL 3 APPRENTICESHIPS

| | <i>Bridgend College</i> | <i>Bridgend Training Hub</i> | <i>Cardiff & Vale College Barry</i> | <i>Cardiff & Vale College Cardiff</i> | <i>Coleg Cambria Bersham</i> | <i>Coleg Cambria Deeside</i> | <i>Coleg Ceredigion</i> | <i>Coleg Gwent Blaenau Gwent</i> | <i>Coleg Gwent Newport</i> | <i>Coleg Y Cymoedd - Caerphilly</i> | <i>Coleg Y Cymoedd - Nantgarw</i> | <i>Coleg Y Cymoedd - Rhondda/Aberdare</i> | <i>Coleg Y Cymoedd - Mynach</i> | <i>CSG Ammonford</i> | <i>GLLM Llandrillo</i> | <i>GLLM Llangeini</i> | <i>GLLM Meirion-Dwyfor</i> | <i>Gower College Jubilee Court Forestfach</i> | <i>HCT</i> | <i>Niche - Myerscough</i> | <i>NPTC Brecon</i> | <i>NPTC Neath</i> | <i>NPTC Newtown</i> | <i>NPTC Swansea</i> | <i>Pembroke College</i> |
|-------------------------------------|-------------------------|------------------------------|---|---|------------------------------|------------------------------|-------------------------|----------------------------------|----------------------------|-------------------------------------|-----------------------------------|---|---------------------------------|----------------------|------------------------|-----------------------|----------------------------|---|------------|---------------------------|--------------------|-------------------|---------------------|---------------------|-------------------------|
| Bricklaying | ✓ | | ✓ | | ✓ | ✓ | ✓ | | ✓ | | ✓ | | ✓ | ✓ | ✓ | | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Carpentry | ✓ | | ✓ | ✓ | ✓ | ✓ | | ✓ | | ✓ | | ✓ | ✓ | | | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Civil Engineering BTEC | ✓ | | | | | | | | | ✓ | | | | | | | | | | | | ✓ | ✓ | | |
| Construction & Built Environment | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | | | | |
| Construction Technician BTEC | | | | | | | | | | ✓ | | | | | | | | | | | | | | | |
| Drylining | | | | | | | | | ✓ | | | | | | | | | | | | | | | | |
| (GCO) Ground Construction Operative | | ✓ | | | | | | | | | | | | | | ✓ | | | | | | | ✓ | | |
| Joinery | | | ✓ | | ✓ | ✓ | | ✓ | | | | ✓ | ✓ | ✓ | ✓ | | ✓ | | | | | ✓ | | | |
| Land Based Service Engineer | | | | | | | | | | | | | | | | | | | ✓ | | | | | | |
| Painting & Decorating | | | ✓ | | ✓ | | | | | | | ✓ | ✓ | ✓ | ✓ | | ✓ | | | | | ✓ | | | |
| Plastering | | | ✓ | | ✓ | | | | | | | | ✓ | ✓ | ✓ | | ✓ | | | | | ✓ | | ✓ | |
| Wall & Floor Tiling | | | ✓ | ✓ | | | | | | | | | | | | | | | | | | | | ✓ | |

LEVEL 2 & SPECIALIST APPRENTICESHIPS

| | Bridgend Training Hub | CWIC | GLLM C Llangeinïe | Gower College - Jubilee Court Forestfach | Niche - Myerscough | Niche - NCC East | Niche - NCC Inchinnan | Niche - Walsall | NPTC - SIMIAN | Pembroke College |
|------------------------------|-----------------------|------|-------------------|--|--------------------|------------------|-----------------------|-----------------|---------------|------------------|
| Accessing and Rigging | ✓ | | | | | | | | | |
| Built Up Felt Roofing | | | | | | | ✓ | | | |
| Ceiling Fixer | | | | | ✓ | | | | | |
| Flooring | | | ✓ | | | | | | | |
| Form Worker | | | | ✓ | | | | | | |
| General Maintenance | | ✓ | | | | | | ✓ | ✓ | |
| Highways Maintenance | ✓ | | | | | | | | | |
| Interior Systems | | | | | ✓ | | | | | |
| Land Based Services Engineer | | | ✓ | | | | | | | |
| Lightning Conductor Engineer | | | | ✓ | | | | | | |
| Roof Sheeting & Cladding | | | | | ✓ | | | | | |
| Roof Slating & Tiling | | | | | | ✓ | | | | |
| Steel Fixing | | | | ✓ | | | | | | |
| Steeplejack | | | | ✓ | | | | | | |

LEVEL 4 & 5 HIGHER APPRENTICESHIPS

| | Cardiff & Vale College Barry | Cardiff & Vale College Cardiff | Coleg Cambria Beresham | Coleg Sir Gar | Coleg Gwent Newport | GLLM Coleg Llandrillo | Gower College - Jubilee Court Forestfach | NPTC - Afan | NPTC - Brecon |
|-------------------------|--|--------------------------------|------------------------|---------------|---------------------|-----------------------|--|-------------|---------------|
| LEVEL 4 APPRENTICESHIPS | | | | | | | | | |
| Site Supervision | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ |
| | Within the Level 4 Site Supervision route, learners can choose their pathway from the following options: -Construction Site Supervision -Civil Engineering | | | | | | | | |
| LEVEL 5 APPRENTICESHIPS | | | | | | | | | |
| Construction Management | | | ✓ | | | ✓ | | | |
| | Within the Construction Management route, learners can choose their pathway from the following options: -Quantity Surveying -Construction Management | | | | | | | | |

Not sure which apprenticeship is right for your business?

Why not discuss your requirements with the CITB team, see [p16](#) for your local contact.



For all Level 2 and specialist apprenticeships, please contact the **New Entrant Team** on [p13](#).

Bridgend College

Deb Kingman
apprenticeship@bridgend.ac.uk
 01656 763233

Cardiff & Vale College - Barry & Cardiff

Stewart Woodward
swoodward@cavc.co.uk
 07463 275966

Coleg Cambria

employer@cambira.ac.uk
 0300 303006

Coleg Ceredigion

Tanya Collins
tanya.collins@ceredigion.ac.uk
 07900 164133

Coleg Gwent

Kate Walker
katewalker@coleggwent.ac.uk
 01495 333294

Coleg Sir Gar Ammanford

Gareth David
gareth.david@colegsirgar.ac.uk
 01554 748000

Coleg Sir Gar CWIC

Beverly Bovett
beverly.bovett@colegsirgar.ac.uk
 01554 748000



Coleg Y Cymoedd

Mike Winte
michael.winter@cymoedd.ac.uk
 01433 633163

GLLM Coleg Llandrillo

Jennifer Jones
jones30j@gllm.ac.uk
 07515 329078

GLLM Coleg Meirion-Dwyfor

Iona Owen
i.owen@gllm.ac.uk
 07775 571173

GLLM Coleg Menai

Iona Owen
i.owen@gllm.ac.uk
 07775 571173

Gower College Swansea

Leanne Evans
Leanne.Evans@gowercollegeswansea.ac.uk
 01792 284395

HCT

Craig Davies
c.davies40@hctceredigion.org.uk
 07929 750921

Neath College

Lisa Rees
lisa.rees@nptcgroup.ac.uk
 07500 489700

Pembroke College

Chris Curtis
chrisc@pembrokeshire.ac.uk
 07896 836771

With thanks to our supporters:



For further support and more information, connect with CITB: [citb.co.uk](https://www.citb.co.uk)



Create. Collaborate. Connect.