



CITB IN PARTNERSHIP

Apprenticeships in Wales

**A guide for
construction
employers in Wales**

**Up to £15k
in grants**



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 £120,000 (PAYE and Net CIS) 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?

As a one man band, can I still access CITB support?

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**.

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 [p6-8](#).

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 [p12](#).

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 [p16](#).

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 [p18](#).

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! See our case study on [p20](#).

5



TRUE OR FALSE?

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

False

1. FIND AN APPRENTICESHIP PROVIDER - LEVEL 3 APPRENTICESHIPS

	Bridgend College Bridgend Training Hub Cardiff & Vale College Barry Cardiff & Vale College Cardiff Coleg Cambria Coleg Ceredigion Coleg Gwent Blaenau Coleg Y Cymoedd Newport Coleg Y Cymoedd Caerphilly Coleg Y Cymoedd Nantgarw Coleg Y Cymoedd Rhondda/Aberdare Coleg Y Cymoedd Ystrad Mynach CSG Ammanford GLLM Coleg Llandrillo GLLM Coleg Menai GLLM Coleg Meirion-Dwyfor Gower College Swansea HCT NPTC - Brecon NPTC - Neath NPTC - Newtown NPTC - Swansea Pembroke College Tydfil Training																									
Bricklaying	✓		✓		✓	✓		✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Carpentry	✓		✓	✓	✓	✓		✓		✓		✓	✓			✓	✓		✓	✓	✓	✓	✓	✓	✓	
Civil Engineering BTEC	✓									✓										✓	✓					
Construction & Built Environment					✓																					
Construction Technician BTEC										✓																
Drylining									✓																	
GCO (Ground Construction Operative)		✓												✓							✓					
Joinery					✓	✓		✓						✓	✓	✓			✓	✓			✓			
Land Based Services Engineer																										
Painting & Decorating			✓		✓		✓				✓	✓	✓	✓	✓	✓	✓			✓						
Plastering			✓		✓							✓	✓	✓	✓		✓		✓			✓			✓	
Site Management															✓						✓	✓	✓			
Wall & Floor Tiling			✓	✓																						

LEVEL 2 & SPECIALIST APPRENTICESHIPS









































	Bridgend Training Hub	CWIC	GLLM Coleg Menai	Gower College Swansea	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 Cladding					✓					
Roof Sheeting & Cladding					✓					
Roof Slating & Tiling						✓				
Steel Fixing					✓					
Steeplejack					✓					

LEVEL 4 & 5 HIGHER APPRENTICESHIPS

	Bridgend College	Cardiff & Vale College Barry	Cardiff & Vale College Cardiff	Coleg Cambria	Coleg Sir Gar	Coleg Gwent Newport	GLLM Coleg Llandrillo	Gower College Swansea	NPTC - Afan	NPTC - Brecon
LEVEL 4 APPRENTICESHIPS										
BTEC HNC Construction of Built Environment	✓	✓	✓		✓					
Construction & Built Environment BTEC HND		✓	✓		✓		✓	✓		
Civil Engineering HNC									✓	
Quantity Surveying HNC									✓	
Site Management HNC				✓		✓	✓			
LEVEL 5 APPRENTICESHIPS										
Construction & Built Environment BTEC HND					✓		✓	✓		
Const Mang / QS Const Mang (Sustainability) HND				✓						

Not sure which apprenticeship is right for your business? Why not discuss your requirements with the CITB team, see [p16](#) for your local contact.



<u>Bridgend College</u>  Deb Kingman  apprenticeship@bridgend.ac.uk  01656 763233	<u>Cardiff & Vale College - Barry & Cardiff</u>  Stewart Woodward  swoodward@cavc.co.uk  07463275966	<u>Coleg Cambria</u>  employer@cambria.ac.uk  0300 303006	<u>Coleg Ceredigion</u>  Tanya Collins  tanya.collins@ceredigion.ac.uk  07900164133	<u>Coleg Gwent</u>  Kate Walker  kate.walker@coleggwent.ac.uk 01495 333294	<u>Coleg Sir Gar Ammanford</u>  Gareth David  gareth.david@colegsirgar.ac.uk  01554 748000	<u>Coleg Sir Gar CWIC</u>  Caitlin Reed  caitlin.reed@colegsirgar.ac.uk  01792 482022	<u>Coleg Sir Gar</u>  Beverly Bovett  beverly.bovett@colegsirgar.ac.uk  01554 748000
<u>Coleg Y Cymoedd</u>  Mike Winter  michael.winter@cymoedd.ac.uk  01433 633163	<u>GLLM Coleg Llandrillo</u>  Jennifer Jones  jones30j@gllm.ac.uk  07515 329078	<u>GLLM Coleg Meirion-Dwyfor</u>  Iona Owen  i.owen@glim.ac.uk  07775 571173	<u>GLLM Coleg Menai</u>  Iona Owen  i.owen@gllm.ac.uk  0775571173	<u>Gower College Swansea</u>  Leanne Evans  Leanne.Evans@gowercollegeswansea.ac.uk  01792 284395	<u>HCT</u>  Craig Davies  c.davies40@hctceredigion.org.uk  07929750921	For all Level 2 and specialist apprenticeships, please contact the New Entrant Team on p13.	

2. 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 Wales
peter.carey@citb.co.uk
07778 429151

Alexandra Morris – North Wales
Alexandra.morris@citb.co.uk
07384 876722

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.

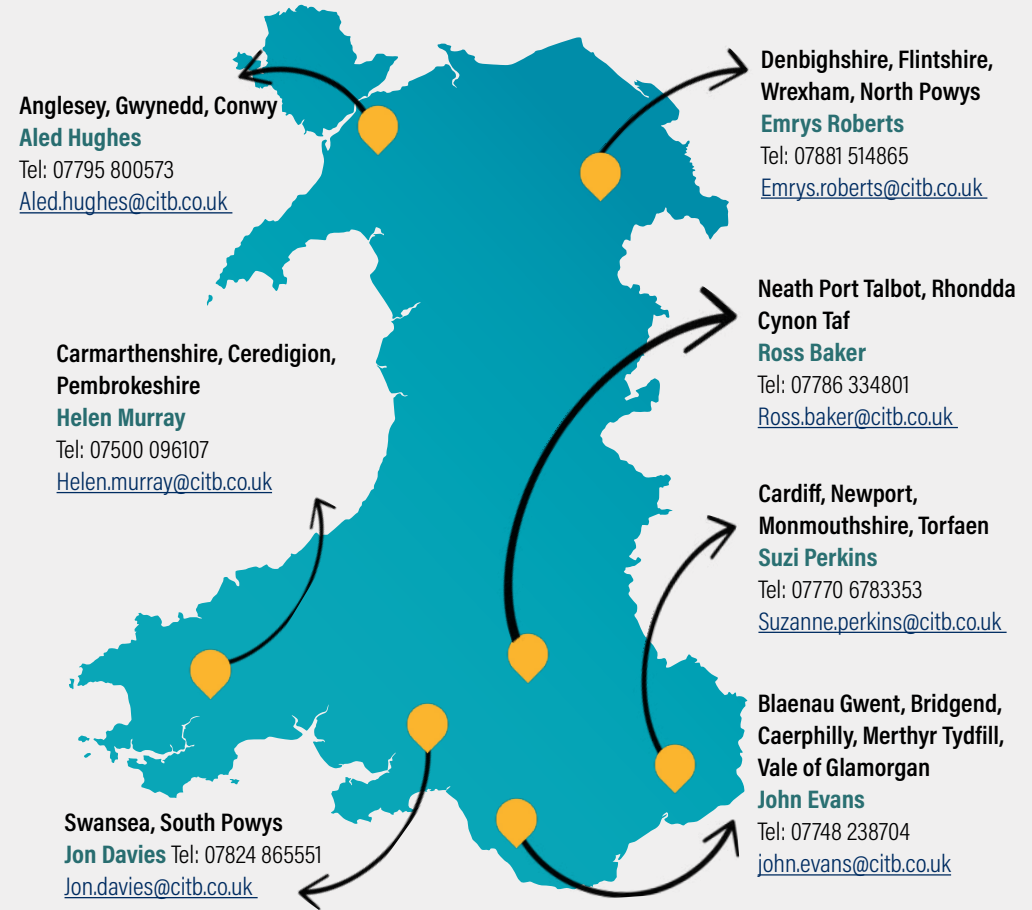
A CITB advisor serves as a valuable resource, providing in-depth insights into industry trends, best practices, and emerging technologies within the construction sector.

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



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



Apprentices paving the way for business growth

with Richard Mansfield, Operations Manager, V&C (SW) Ltd

V & C (SW) Ltd are a leading South Wales based family run company, specialising in quality interior finishing systems including drylining, wall and floor tiling and painting and decorating. The company considers apprenticeships in all three trades as being a key component of its continuous growth.

V&C registered with CITB in 2014 with less than 10 staff, classing themselves as a micro company. Over the years, their commitment to skills development and training, has helped transform them into an industry leading SME in South Wales.

Boasting a number of awards, including 'Apprentice Contractor of the Year' and recently celebrating one of their tiling apprentices representing Wales at the Skill Build National Final 2023, V&C now have a workforce of over 100 employees. This allows them to tender for and manage contracts on new build sites across the South Wales M4 corridor.

Richard Mansfield, Operations Manager of V&C (SW) Ltd said:

"V&C (SW) Ltd introduced its apprenticeship program over 5 years ago after recognising that one of the biggest constraints to growing the business was going to be sourcing suitably qualified and skilled tradespeople that could develop with the business.

*This program has subsequently developed to V&C (SW) Ltd employing as many as **25 apprentices** at any one time across the three trades. Something that **would not have been possible without the support of the CITB Team, the financial***



support received through the **apprentice attendance grants** and then the ongoing skills and personal development of individuals through the **Skills and Training Fund** and employers network.

CASE STUDY

At V&C (SW) Ltd we believe in actively participating in college presentations and employer open days, being a valued member of the local training group, and being a proactive advocate for ensuring high standards in training provision at local colleges.

This helps to ensure apprentices are supported and receive the right levels of training throughout their course. This in turn then ensures the best candidates progress through the industry.

CITB's support has been invaluable to V&C's journey, providing funding, advice, and guidance to develop our business for sustained growth."

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.