

Application for payment

Attendance/Achievement Grants Claim form (GC1)



2010/2011 CITB-ConstructionSkills
Grants Scheme

This form enables you to apply for attendance and achievement during the period
1 August 2010 to 31 July 2011 for the following CITB-ConstructionSkills Grants:

A08	Craft Non Apprenticeship Grant completion/incentive
A09	Technical and Professional attendance/incentive
SQA_T	Technical and Professional attendance grant (for SQA Advanced Craft attendance in Scotland only)
A25	Approved Technical and Professional achievement
SQA-A	Technical and Professional achievement grant (for SQA Advanced Craft attendance in Scotland only)
A42	CPCS Technical Test (theory element)
A43	CPCS Technical Test (practical element)

If Construction Awards Alliance is the awarding body for the following achievements a pre-populated claim form should automatically be sent to you for the following grants:

If you do not receive a pre-populated claim form within 3 months of the achievement date please claim using this form.

A04*	Certificate of a Foundation Modern Apprenticeship/National Traineeship or VQ Level 2 with core skills
A06*	Certificate of an Advanced/Modern Apprenticeship
A08	Craft Non Apprenticeship Grant VQ level 2/3 achievement
A31 - A33	VQ Level 2, 3, 4 and 5 achievements**

* If you do not use ConstructionSkills Apprenticeships, you will have to complete this form for these achievements.

** This grant reference is not applicable for Craft Non Apprenticeship Grant (A08).

The closing date for claims for the 2010/2011 CITB-ConstructionSkills Grants Scheme is 31 October 2011. 2010/2011 claims received after 31 October 2011 will be rejected.

If you have any queries regarding the completion of this claim form, please contact your local ConstructionSkills office which is listed below.

Local ConstructionSkills offices

**Inverness
(Scotland North)**
Marr House, Beechwood Park
Inverness IV2 3JJ
Tel: 0300 456 5260
email: scotland.north@cskills.org

**Glasgow
(Scotland South)**
4 Fountain Avenue
Inchinnan Business Park
Paisley PA4 9RQ
Tel: 0344 994 8800
email: scotland.south@cskills.org

**Morley
(North East, North West
and Yorkshire & Humber)**
Milton House, Queen Street
Morley, Leeds LS27 9EL
Tel: 0344 994 4411
email: northeast.office@cskills.org
email: northwest.office@cskills.org
email: yorkshire.humber@cskills.org

**Loughborough
(Midlands and East)**
Belton Road Industrial Estate
20 Prince William Road
Loughborough, Leicestershire
LE11 5TB
Tel: 0344 994 4411
email: midlands.office@cskills.org
email: east.office@cskills.org

**Eastleigh
(South East, South West
and Greater London)**
Eastleigh House, 1st Floor
Upper Market Street, Eastleigh
Hants SO50 9FD
Tel: 0344 994 4411
email: southeast.office@cskills.org
email: southwest.office@cskills.org
email: london.office@cskills.org

**Bridgend
(Wales)**
Units 4 & 5 Bridgend Business Centre
David Street, Bridgend Industrial Estate
Bridgend CF31 3SH
Tel: 0344 994 7000
email: wales.office@cskills.org

**For Short Duration off-the-job course attendance (CITB-ConstructionSkills grant B201),
please use claim form GC3/1.**

www.cskills.org/grant

Completion instructions

If you have any queries regarding the completion of this claim, please contact your local ConstructionSkills office (telephone numbers and email addresses are on the front of this form).

Enter CITB-ConstructionSkills Grant reference number from the list overleaf. Details of the 2010/2011 grants are available on www.cskills.org/grant or contact your local ConstructionSkills office.

Please indicate which route you have followed to gain your VQ achievement. e.g. for a Plant VQ achieved through on-site assessment tick OSAT/EWPA and Plant boxes.

Enter details of the Course/Achievement for which you are claiming CITB-ConstructionSkills Grant e.g. BTEC HNC year 1 Building Studies or VQ Level 3 Plumbing.

Enter 1st, 2nd, 3rd or 4th year or 3rd year etc. as appropriate.

If claiming CITB-ConstructionSkills Grant A09 or SQA_T (Scotland only) enter number of days attended.

An authorised person for the employer must sign the employer's declaration.

Application for payment Attendance/Achievement Grants Claim Form (GC1)

This form enables you to apply for training undertaken and qualifications achieved between 1 August 2010 and 31 July 2011 only. The closing date for claims for the 2010/2011 CITB-ConstructionSkills Grants Scheme is 31 October 2011. 2010/2011 claims received after 31 October 2011 will be rejected.

SECTION A Employer's details

Employer's name: An Employer
 Postcode: SA62 3NH
 Tel. No.: 01234 56789
 Fax No.: 01234 56789
 E-mail address: a.sample.name@anemployer.co.uk

CITB-ConstructionSkills Levy & Grant registration number: 1234567
 CITB-ConstructionSkills Levy & Grant Establishment number: [] [] [] [] [] []
 Your ref.: ABC123
 CITB-ConstructionSkills Grants Scheme Year: 2010/2011

SECTION B Claim/trainee's details

1 CITB-ConstructionSkills Grant reference number: A09
 Please indicate which route you have followed to gain your VQ achievement. Tick all that apply.
 Craft Non Apprenticeship Apprenticeship
 OSAT/EWPA Plant

Title: Mr Initials: A Surname: Trainee
 Date of birth: 05/05/1984
 VQ registration number: 1234567
 Course/Achievement title: Example - BTEC HNC Year 1 Building Studies
 Year of training (e.g. 1st): 1st Year
 Date trainee joined employer: 01/01/05
 Date examination/test passed: [] [] [] [] [] []
 Start date of course/achievement: 30/09/10
 End date of course/achievement: 12/06/12

SECTION C Employer's declaration: Please read and sign

Before completing this declaration you should read the current CITB-ConstructionSkills Grants Scheme requirements including details of eligibility, terms and conditions and closing dates for grant claims. The scheme requirements can be found at www.cskills.org/grant

By submitting this application I declare that:

- I am authorised by the employer making this claim to complete and submit this application
- the information supplied is true, accurate and complete
- this claim is for employee(s) of this business (or other individual(s) eligible under the scheme requirements)
- I have read, understood and accept the scheme requirements and confirm that this application is made in accordance with them
- I have not made any other claim in respect of the same course attendance dates or achievement to which this claim relates.

I also confirm that I/we:

- will keep the information detailed in the scheme requirements for the period required
- will promptly provide such information as is reasonably requested by ConstructionSkills (and/or its agents or auditors) and understand that such requirements will involve visits in the business' premises and/or written or verbal requests for information in support of claims made
- will promptly notify ConstructionSkills of any material change to the information provided in the claim
- will repay any sums requested by ConstructionSkills (and/or its agents or auditors) in the event of overpayment or ineligible claims.

Finally, I understand and agree that ConstructionSkills (and/or its agents or auditors):

- reserves the right to carry out checks to ensure the claim is valid and made in accordance with the scheme requirements
- may process personal data contained in this claim including disclosure to third parties as may be reasonably necessary (and to the extent that such data relates to employee(s) or individual(s) I confirm that they have expressly consented to such processing)
- may withhold payment of future grant claims or reclaim grant paid under the claim if I or my employer is in breach of this declaration and that this may involve legal proceedings to recover such sums.

Signed: A. Sample
 Print name: A. SAMPLE
 Position: DIRECTOR
 Date: 01/07/11

For CITB-ConstructionSkills Levy & Grant Department use only Coded Entered

The closing date for claims for the 2010/2011 CITB-ConstructionSkills Grants Scheme is 31 October 2011. 2010/2011 claims received after 31 October 2011 will be rejected.

Registered Charity Number 264289 GC1 07/2010

You will find your registration number on previous correspondence from us

If you're claiming for one of your establishments that has been allocated its own CITB-ConstructionSkills Levy & Grant registration number enter the registration number here.

The reference you enter here will be quoted on any correspondence sent by CITB-ConstructionSkills Levy & Grant Department to help you identify your claim.

Enter NVQ/SVQ registration number if available.

If claiming for a CITB-ConstructionSkills Achievement Grant, enter the date that the examination/test was passed.

- Once you have completed this form:**
- Check all the details are correct and you have not left information out.
 - If in doubt, check your details with your local ConstructionSkills office as your claim could be rejected.
 - You should keep a copy of this claim form and proof of posting to confirm this claim was sent in the event of a dispute.
 - Send the original claim form to:
 CITB-ConstructionSkills
 Levy & Grant Shared Services
 Bircham Newton
 King's Lynn
 Norfolk
 PE31 6RH

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Office use only

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SECTION A Employer's details

Employer's name	<input type="text"/>	CITB-ConstructionSkills Levy & Grant registration number	<input type="text"/>
Postcode	<input type="text"/>	CITB-ConstructionSkills Levy & Grant Establishment number	<input type="text"/>
Tel. No.	<input type="text"/>	Your ref.	<input type="text"/>
Fax. No.	<input type="text"/>	CITB-ConstructionSkills Grants Scheme Year	<input type="text" value="2010/2011"/>
E-mail address	<input type="text"/>	@	<input type="text"/>

SECTION B Claim/trainee's details

1 CITB-ConstructionSkills Grant reference number Number of days attended
(for grant A09 and SQA_T)

Please indicate which route you have followed to gain your VQ achievement. Tick all that apply.

Craft Non Apprentice	<input type="checkbox"/>	Apprenticeship	<input type="checkbox"/>
OSAT/EWPA	<input type="checkbox"/>	Plant	<input type="checkbox"/>

Title Initials Surname N.I. No.

Date of birth
D D M M Y Y Y Y

VQ registration number

Course/Achievement title

Year of training (e.g. 1st)

Date trainee joined employer
D D M M Y Y

Date examination/test passed
D D M M Y Y

Start date of course/achievement
D D M M Y Y

End date of course/achievement
D D M M Y Y

SECTION C Employer's declaration: Please read and sign

Before completing this declaration, you should read the current CITB-ConstructionSkills Grants Scheme requirements including details of eligibility, terms and conditions and closing dates for grant claims. The scheme requirements can be found at www.cskills.org/grant.

By submitting this application I declare that:

- I am authorised by the employer making this claim to complete and submit this application
- the information supplied is true, accurate and complete
- this claim is for employee(s) of this business (or other individual(s) eligible under the scheme requirements)
- I have read, understood and accept the scheme requirements and confirm that this application is made in accordance with them
- I have not made any other claim in respect of the same course attendance dates or achievement to which this claim relates.

I also confirm that I/we:

- will keep the information detailed in the scheme requirements for the period required
- will promptly provide such information as is reasonably requested by ConstructionSkills (and/or its agents or auditors) and understand that such requirements will involve visits in the

business' premises and/or written or verbal requests for information in support of claims made

- will promptly notify ConstructionSkills of any material change to the information provided in the claim
- will repay any sums requested by ConstructionSkills (and/or its agents or auditors) in the event of overpayment or ineligible claims.

Finally, I understand and agree that ConstructionSkills (and/or its agents or auditors):

- reserves the right to carry out checks to ensure the claim is valid and made in accordance with the scheme requirements
- may process personal data contained in this claim including disclosure to third parties as may be reasonably necessary (and to the extent that such data relates to employee(s) or individual(s) I confirm that they have expressly consented to such processing)
- may withhold payment of future grant claims or reclaim grant paid under the claim if I or my employer is in breach of this declaration and that this may involve legal proceedings to recover such sums.

Signed	<input type="text"/>	Print name	<input type="text"/>
		Position	<input type="text"/>
		Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> D D M M Y Y

For CITB-ConstructionSkills Levy & Grant Department use only	Coded	<input type="text"/>	Entered	<input type="text"/>
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