

Application for payment

Short Duration Off-the-Job Training Grant Claim form (GC3/1)



2010/2011 CITB-ConstructionSkills
Grants Scheme

This form enables you to apply for CITB-ConstructionSkills Grant for construction-related short duration off-the-job training courses attended between 1 August 2010 and 31 July 2011.

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

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

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

Glasgow (Scotland South)

4 Fountain Avenue
Inchinnan Business Park
Paisley
PA4 9RQ
Tel: 0344 994 8800
email: scotland.south@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

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

To claim Attendance/Achievement grants prefixed "A" in the CITB-ConstructionSkills Grants Scheme, please use claim form GC1

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 e-mail addresses are on the front of this form).

Details of the type of courses eligible for 2010/2011
CITB-ConstructionSkills Grants are available at www.cskills.org/grant or contact your local ConstructionSkills office.

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

Remember to complete the names and occupations of the delegates in Section D on the reverse of the form. The occupation of candidates must relate directly to the construction industry. Claims can also be made for:

- Environmental Sustainability in construction.
- Sales and marketing courses for sales staff employed by house builders or kitchen and bathroom fitters to sell new houses or kitchens and bathrooms respectively.
- Construction-related courses for customer service staff employed by Plant and Equipment Hire businesses.
- Supervisory and management courses for technical and site management occupations.
- Record Scheme for Scaffolders. ConstructionSkills/ NASC-approved training.



2010/2011 CITB-ConstructionSkills Grants Scheme

Application for payment Short Duration Off-the-Job Training Claim Form (GC3/1)

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Office use only
[] [] [] [] [] [] [] []

SECTION A Employer's details

Employer's name: An Employer
 Postcode: SA6 2 3NH
 Tel. No.: 01234 456789
 Fax No.: 01234 456789
 Email address: 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 Training details

Name of course: Course Title
 Course provider's trading name: Course Provider Name
 Postcode: PS37 6RH
 Start date: 23/10/10
 End date: 25/10/10
 Number of delegates who attended: 3
 B201 - Course duration: 3 days

Remember to complete Section D on the back of this form or your claim will be rejected.

SECTION C Employer's declaration

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.

Signature: A. Sample
 Print name: A. SAMPLE
 Position: DIRECTOR
 Date: 01/11/10

CITB-ConstructionSkills Levy & Grant Department use only

No. of training: [] No. of days: [] Coded by: [] Input by: []

SECTION D - Enter name and occupation of delegates who attended. (Do not include apprentices for whom CITB-ConstructionSkills Grants A02, A03 and A05 are payable).

	Initials	Surname (please print)	Occupation (please print)	Number of days attended Whole
1	AJ	Person	Bricklayer	3
2	PT	Jenkins	Electrician	3
3	RS	Putlake	Plasterer	3
4	[]	[]	[]	[]

Registered Charity Number 264289

You will find your registration number on previous correspondence from us.

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

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

Please note that these grants cannot be claimed in conjunction with Training and Development Plan Grant (B102). Short Duration full day training grant will be payable for a maximum of 3 days per PAYE employee, declared on your 2010 Levy Return. This maximum number of days can be used to claim for training for both PAYE and LOSC employees.

- 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 any 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"/>
Email address	<input type="text"/>	@	<input type="text"/>

SECTION B Training details

Name of course	<input type="text"/>	Number of delegates who attended	<input type="text"/>
Course provider's trading name	<input type="text"/>	B201 - Course duration	<input type="text"/> days
Postcode	<input type="text"/>		
Start date	<input type="text"/>	End date	<input type="text"/>
	D D M M Y Y		D D M M Y Y

Remember to complete Section D on the back of this form or your claim will be rejected.

SECTION C Employer's declaration

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.

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

For CITB-ConstructionSkills Levy & Grant Department use only

No. of trainees	<input type="text"/>	No. of days	<input type="text"/>	Coded by	<input type="text"/>	Input by	<input type="text"/>
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SECTION D – Enter name and occupation of delegates who attended. (Do not include apprentices for whom CITB-ConstructionSkills Grants A02, A03 and A05 are payable).

	Initials		Surname (please print)	Occupation (please print)	Number of days attended
					Whole
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
16	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
17	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
21	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
22	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
23	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
24	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
25	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
26	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
27	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
28	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
29	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
30	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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