
Apprenticeship Task Group

Strengthening Support for Apprenticeships – Deb Madden – Engagement Director - CITB



Background – The Challenges

- Construction companies have told us they need more support with:
 - Understanding apprenticeships
 - Knowing how to support an apprentice or trainee in work
 - Finding the right provider for them
- To increase apprenticeship/construction training uptake and to support you - we've launched a new service to help with these challenges: **The New Entrant Support Team – part of the Apprenticeship Task Force**

Recruiting an Apprentice: The team can support employers to:

- Register vacancies on portals including Talent View, Apprenticeship Service, Go Construct, training providers and other key influencers of potential applicants
- Determine if employers can deliver the scope of the selected apprenticeship / training programme
- Ensure employers understand their responsibilities in the delivery of the apprenticeship including the role of the workplace mentor
- Setup of the apprenticeship digital account to secure funding
- Access CITB grants and funding to support an apprentice (£2500 per year for attendance and £3500 for achievement)
- Access Travel to Train funding if accommodation and travel is required for the apprentice

Retaining an Apprentice: The team can support employers to:

- Link employers to local provision for their apprentice
- Signpost and link employers to local and regional organisations who support employers with the pastoral needs of learners
- Monitor progress by conducting regular check-in visits to employers with apprentices and liaising with the training providers accordingly
- Support with apprentice progression on completion of programmes
- Support with grant claiming
- **You can also self serve, using the employer toolkit: [apprenticeship-support-leaflet.pdf \(citb.co.uk\)](https://www.citb.co.uk/apprenticeship-support-leaflet.pdf)**

Retaining an Apprentice: The team can support employers to:

The team can also help to:

- Support employers with dealing with complaints and issues with apprentices and providers
- Make appropriate Safeguarding decisions around escalation of incidents as appropriate (the provider will still be taking the lead on this)
- Support Work based mentor training – to help you to support your apprentice through to completion – bite sized modules delivered by our team – or a half day grant funded course.

Some FMB Members we have supported so far:

Small Joinery Company – supported them in sourcing a Training Provider as they were dissatisfied with the one used previously – supporting in finding an apprentice and then the set up of grants. This company has opted for regular check ins by CITB including the delivery of bite-sized mentoring modules

Building and Preservation company using several different TP's who needed support to put together their claim and enjoy that extra layer of support we now provide, previously used CITB for Apprentices and had no issues but had lately struggled with everything from attendance grants to achievement grants, CUITB were able to get them up to date with all of their grant claiming

Some FMB Members we have supported so far:

Maintenance company with issues/queries with historic apprentices – CITB helped with advice and support on what they could appeal for backdated achievement grants and attendance grants and for new starts

Tiling company – Required support on how to claim grants for existing apprentices, and also had not been aware of Travel to train, so CITB supported them in submission of travel claims and setting up accommodation for 5 apprentices (they had been paying for accommodation themselves – so this was a big saving)

Numerous other FMB member companies who weren't aware that they could still claim grants for apprentices have been supported by CITB to access funding to help them to support their apprentices. Many of them will be taking up our free offer of bite-size workplace mentor training too.

Thank You

To get help from the team or refer another company- email
newentrant.team@citb.co.uk

Useful Links

[Apprenticeship grants – CITB](#)

[Apprenticeship travel and accommodation funding - Travel to Train | CITB – CITB](#)

<https://talentview.org/construction>

[apprenticeship-support-leaflet.pdf \(citb.co.uk\) \(Toolkit\)](#)