



Approved Training Organisation Status

We are a CITB Approved Training Organisation (ATO)

The CITB changed the way it supports training across the construction industry, part of this was the introduction of Approved Training Organisations (ATO). To become an ATO, training providers must be able to demonstrate that they deliver training to a defined industry standard.

The CITB has determined which courses are eligible for grants, if you're an employer in the construction industry you'll want to be able to claim grants when your employees attend these courses. To be able to do this, your organisation must be registered with CITB and you need to book your training with an ATO. Otherwise, in future, you will not be able to claim for eligible courses delivered by companies who are not ATOs.

Approved Training Organisations are required to upload delegate achievements to the Construction Training Register within 10 days of successful completion of an eligible training course. This upload then triggers your grant payment.

To upload the achievements, we will require the following delegate information listed below, we recommend that this information is recorded at the time of booking...

- Name Address
 - DOB
- Email address
 - NI number
- Company CITB Levy number

Candidates are also required to complete the course paperwork at the start of the course and include all the above information.

When the person has completed the course, the provider will update the Construction Training Register and you should automatically receive the grant payment.

How much is it?

The CITB pay grants at three tiered rates. The tier is determined by the duration and content of the course:

Tier 1 is £30

Tier 2 is £70

Tier 3 is £120

You can only claim once for renewal training within the required time period.

Refresher courses

Refresher courses update knowledge and understanding in a shorter duration training course than the original, full training course. The grant available for refresher training is 50% of the Tier 1, 2 or 3 rates given for the original full-length course.

You should make your application through your CITB Approved Training Organisation (ATO) in the Construction Training Directory, supplying them with the relevant details of the person taking the qualification and your 7-digit CITB registration number.

Unfortunately, ATO's are not currently able to do this for all courses that are grant eligible. In these instances, employers need to complete a claim themselves. On our website we've identified which courses we will upload achievements for and which you will need to claim yourself.

Have you sent the CITB your bank details so that they can pay out on your grant claim?

Grants are only paid by bank transfer.

If you want to talk about your grant claims in more detail please contact us.