

Training Plans

All employers in the construction industry should follow the Principles of Sound Training. Methods of applying the principles will vary depending on the size of the firm, whether professional training and personnel staff are employed, and the type of training and development that is undertaken.

CITB and Training Plans

A Training and Development Plan Grant (B102) is available to CITB registered employers.

CITB registered companies can claim for planned attendance on training courses that meet their business needs, for all employees including NET (taxed) CIS (Construction Industry Scheme) sub-contractors. The grant is £50 per person for each full day of training and is paid in instalments throughout the year for construction and non-construction employees.

This is available to a maximum number of days, based on the number of PAYE staff employed and NET (taxed) CIS (Construction Industry Scheme) sub-contractors engaged.

The Grants are available for:

- training of more than three hours in all subjects, including Health & Safety, management, administration, sales, environmental and sustainability
- approved e-Learning courses of more than three hours
- training of 30/45 minutes – e.g. ToolBox Talks which form part of an approved Modular Training Programme (MTP)
- distance learning and evening courses
- CPC driving courses

Principles of Sound Training

- The ultimate responsibility for training and development within a firm rest with senior management. The training and development of workers should be seen as a responsibility of every individual who is in a supervisory position
- Training and development should be based on an assessment of the performance required of individuals. In order to be cost-effective, it should take account of the abilities they possess before any training starts
- Training and development programmes should be designed to enable individuals to acquire necessary skills and knowledge to carry out work safely, and to an agreed and measured level of performance
- The performance of individuals during their training and development should be monitored, reviewed at intervals and recorded, with any necessary actions taken
- Training and development policies, plans and programmes need to be evaluated, reviewed and updated if necessary
- All training and development should lead to a National Vocational Qualification (NVQ/SVQ) or credit towards one, where possible