

# Sector Skills Plan Fund Guidance Notes

## Purpose of this guidance

This guidance is for applicants who wish to apply (submit a bid) to CITB for funding from the Sector Skills Plan Fund (the “Fund”). The guidance is intended to help you complete an application (the Application Form), understand what’s fundable and give you a clear idea of the information you need to submit with your application.

Prior to applying, you must speak with the CITB representative for the relevant Sector Skills Plan to check that your proposal aligns with the aims of this Fund. The CITB representatives are:

Sector Skills Advisory Group	CITB Representative	Email
Homebuilding	Juliet Smithson	<a href="mailto:juliet.smithson@citb.co.uk">juliet.smithson@citb.co.uk</a>
Infrastructure	Laurence Stone	<a href="mailto:laurence.stone@citb.co.uk">laurence.stone@citb.co.uk</a>
Repair, Maintenance & Improvement (RMI)	Kelly Britton-Hawes	<a href="mailto:kelly.britton-hawes@citb.co.uk">kelly.britton-hawes@citb.co.uk</a>
Commercial, Public & Industrial (CPI)	Anthony Frayne	<a href="mailto:anthony.frayne@citb.co.uk">anthony.frayne@citb.co.uk</a>

## Contents

- Part 1:** [Available funding and who can apply](#)
- Part 2:** [Aims of the fund](#)
- Part 3:** [Sector Skills Plans](#)
- Part 4:** [What we do and don’t support](#)
- Part 5:** [Fund criteria](#)
- Part 6:** [Application form overview](#)
- Part 7:** [Submitting your application & funding decisions](#)
- Part 8:** [Fund governance](#)
- Part 9:** [Monitoring and evaluation](#)
- Part 10:** [Final checklist](#)

## Part 1

### Available funding and who can apply

The Sector Skills Advisory Group are responsible for determining which activities are funded through each Sector Skills Plan.

CITB registered businesses with a live project under a separate CITB fund (e.g. Skills & Training) are able to apply.

There is no limit to the funds you can apply for. However, each Sector Skills Plan has an allocated budget for their respective plans which covers the period 2024 to 2028. It is up to the Sector Skills Advisory Group to determine how those funds are allocated within their plan. Once all the funds have been allocated in each plan no further funding will be available. CITB will assess the value for money that this represents for the construction industry.

For successful applications for funding, the funded activity cannot commence until there is a signed funding agreement in place between CITB and the recipient of the funding. Retrospective activity will not be funded.

All proposed solutions should be valued by industry; therefore applications must be accompanied by prior written approval from the Sector Skills Advisory Group.

### **Proposed delivery partners**

We understand that a company may be supported by a delivery partner when completing the application, however, please be aware that if successful, the funding agreement will be between CITB and the lead company as listed on the application form, who will be solely accountable for the full funding amount and the overall delivery of the project outlined in the application form.

## **Part 2**

### **Aims of the fund**

The Fund is aimed at making a positive difference to the construction industry by developing solutions to key challenges faced by the workforce across the UK.

Sector Skills Plans are designed to address the specific needs of different sectors within the construction industry - outlining clear actions and interventions to the skills challenges in each sector. They are owned and shaped by construction industry stakeholders, and it is intended that, when implemented, they will give employers a much greater say in how and where CITB support and funding is directed.

The Sector Skills Plans should also align to the three key pillars in the 24/25 CITB business plan:

- Inform and enable diverse and skilled people into construction
- Develop a training and skills system to meet current and future needs
- Support the industry to train and develop its workforce

This Fund has been created to allow CITB to support the initiatives identified through the Sector Skills Plans.

## **Part 3**

### **Sector Skills Plans**

CITB are currently working with the construction industry on developing four Sector Skills Plans:

- Homebuilding
- Infrastructure
- Repair, Maintenance & Improvement
- Commercial, Public & Industrial

Each plan will identify the skills needs of an overall construction sector and relevant sub-sectors. They will also identify specific actions, interventions and investments needed to address the specific skills needs identified. The plans will be guided by the stakeholder Sector Skills Advisory Groups and will cover the plans for the sector between 2024 and 2028. CITB is ultimately responsible for all decisions on and awards of funding.

Initial development of the Sector Skills Plans will be spread over a two-year period with all four overarching Sector Skills Plans in place by April 2025. Moving forward, the plans will be

working documents that will be revised, managed, and implemented on an ongoing basis. More information on the Sector Skills Plans will be posted [here](#) when available.

## Part 4

### What we do and don't support

Below are some examples of the types of things we would not consider.

- Activity that allows potential access to double funding through other routes (e.g. CITB Grants Scheme or other CITB funds)
- Activity or projects that are already or due to be funded as part of an existing CITB commission or any other public funding
- Projects that are not focused on skills and training
- Projects that fail to demonstrate ability to deliver
- Projects that do not have approval from the Sector Skills Advisory Group
- Projects where CITB will not own the intellectual property rights of assets developed through the funded project
- Projects with no tangible or trackable outputs or outcomes
- Projects with excessive costs that are disproportionate to the outputs produced
- Projects where outputs will only benefit the applicant and initial direct recipients
- Projects where outputs cannot be sustained beyond the initial funding period
- Operating costs of existing partnerships, industry bodies or training suppliers
- General recruitment or careers campaigns/events

#### Areas to consider:

**Project management** costs should not exceed 15% of the total project value. Project management can include (but is not limited to) activities such as: project planning; project reporting; governance; project meetings; preparation of claims and evidence; coordination of training and activity, and so on.

**Match funding** is expected for this Fund, any departure from this is at CITBs absolute discretion. Whilst there is no minimum % of total cost expected, match funding should be representative of the applicant and size of project. Applicants should explain all items or activities that are being funded by the applicant.

**Performance Measurements** should as a minimum have a least one KPI that would contribute to one of CITBs three key outcome measures:

- +15% increase in the number of new entrants to the industry
- +14% increase in the number of employers supported to train and upskill their workforce
- +13% increase in the number of individuals supported to train and upskill

## Part 5

### Fund criteria

All applications will be reviewed against the following criteria:

<b>Value for Money</b>	<p>The output(s) generated by the funded activity must be clearly defined and represent value for money.</p> <p>Examples of output(s) could include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• Assets that are created and made available for wider use</li> <li>• Creation of a sustainable ongoing product and/or service</li> <li>• Learning and insights that can inform future activity</li> <li>• Other outputs e.g. data or alternative approaches</li> </ul>
<b>Confidence</b>	<p>The application provides credible evidence of capability to deliver.</p> <p>Confidence levels will be assessed in the following areas:</p> <ul style="list-style-type: none"> <li>• Deliverables will be created to a high level of quality</li> <li>• KPIs and targets are defined, achievable and aligned to CITBs three pillars in the 24/25 business plan</li> <li>• Timelines are detailed and realistic</li> <li>• Clear explanation how impact will be achieved</li> </ul>
<b>Sustainability and scalability</b>	<p>The output(s) of the funded activity must be:</p> <ul style="list-style-type: none"> <li>• Sustained beyond the initial CITB funding period</li> <li>• Available to the wider construction industry</li> </ul>

## Part 6

### Application form overview

#### Section 1 – Before you apply

Contains information that should be read and understood before you submit your application.

#### Section 2 – Company details

This section is for you to provide your company information which allows us to check that you are eligible to receive funding.

#### Section 3 – Application questions

Please complete all six questions in full using the text boxes provided. Questions 4, 5 & 6 also include a table to be populated with a high-level project plan, full breakdown of costs, and KPIs/targets that you plan to achieve. Please read the additional guidance provided alongside each question, which explains the type of information you must include in your response.

#### Section 4 – Declaration

All statements should be read and marked with an X to confirm your acceptance. Signature and date are required.

## Part 7

### Submitting your application & funding decisions

Prior to applying, you must speak with the CITB representative for the relevant Sector Skills Plan to assist you in putting your proposed project forward to the correct Sector Skills Advisory Group. Once the Sector Skills Advisory Group has accepted your proposed project in principle and provided written confirmation, you can complete the Sector Skills Plan Fund Application Form and submit it back to your relevant CITB representative. They in turn will forward it to the review panel for progression.

The CITB representatives are:

Sector Skills Advisory Group	CITB Representative	Email
Homebuilding	Juliet Smithson	<a href="mailto:juliet.smithson@citb.co.uk">juliet.smithson@citb.co.uk</a>
Infrastructure	Laurence Stone	<a href="mailto:laurence.stone@citb.co.uk">laurence.stone@citb.co.uk</a>
Repair, Maintenance & Improvement (RMI)	Kelly Britton-Hawes	<a href="mailto:kelly.britton-hawes@citb.co.uk">kelly.britton-hawes@citb.co.uk</a>
Commercial, Public & Industrial (CPI)	Anthony Frayne	<a href="mailto:anthony.frayne@citb.co.uk">anthony.frayne@citb.co.uk</a>

**Please note**, the progression of your proposal to the application stage is not a guarantee of funding.

Applications must be submitted directly from the lead business named in the Application Form. We will only discuss applications with, or in the presence of, the lead applicant.

To expedite the assessment process, please respond to additional information requests as soon as possible.

## Part 8

### Fund governance

Each Sector Skills Plan has an allocated budget for the entire plan. It is up to the Sector Skills Advisory Group to determine how those funds are allocated within their plan.

CITB will assess the value for money that your project represents for the industry via its internal investment group approval process.

## Part 9

### Monitoring and evaluation

If your application is successful, once the Funding Agreement has been signed and returned, your funded project can start.

Payments will be made in regular instalments every quarter against achievement of milestones, once sufficient and acceptable evidence of spend has been provided. Your funding agreement will detail indicative amounts and dates of payments.

Please remember to keep all relevant records and evidence of expenditure, activities and outputs (such as invoices, timesheets, work plans, copies of training blueprints, etc) as you will need to submit these to CITB to clearly demonstrate how the project is progressing and in order for milestone payments to be released. Your funding agreement will detail the expected evidence for expenditure, activities and outputs.

We will continue to keep in touch at regular intervals for the duration of your funding agreement and as a minimum will contact you when a payment milestone is reached. Once acceptable evidence has been received, CITB will review and confirm payment (or request further information should that be necessary).

You will be expected to provide evaluation updates against the progress and success of your project throughout the timeline. Evaluation guidance and templates will be provided.

### **CITB Evaluation**

CITB may undertake evaluation of this fund to measure its impact and help shape future offers, your participation in any post-funding evaluation activity is compulsory.

## **Part 10**

### **Final checklist**

- The application must be approved by the Sector Skills Advisory Group
- The proposed solution must have a large-scale beneficial impact on the wider industry (not just benefit the recipient and their supply chain)
- The solution focuses on a skills and training solution
- The solution directly links to one of the Sector Skills Plans
- The application does not include any items in [part 4](#)
- The application does not include any retrospective activity
- Terms of Bidding and Funding must be read and understood
- The proposed solution can be sustained beyond the funding period and will be available beyond the initial direct recipients
- The proposed solution offers good value for money and will be of high quality