

Training Updates during Coronavirus

updated daily



Dear Valued Members, Partners and Providers

It's business as usual here at NAS in regards the help and support available to you.

Please see below today's update, a One Stop Shop for help and advice;-

- ✓ Training (incl. current alternatives, i.e. e-learning/Virtual Classrooms etc.)
- ✓ CITB **New streams of funding available**
- ✓ Apprenticeships
- ✓ Funding
- ✓ Industry Accreditation Cards (CSCS/SICCS etc.)
- ✓ T-Levels Updates
- ✓ City & Guilds latest info.
- ✓and more......

On May 11 2020, the UK Government published *Working safely during COVID-19 in construction and other outdoor work* a document to help employers, employees and the self-employed in the UK understand how to work safely during the COVID-19 pandemic. The guidance emphasises the importance of keeping as many people as possible two metres apart from those they do not live with. You can <u>DOWNLOAD IT HERE</u>.

Stay Safe, Stay Well.

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16	Apprenticeships Helpful info. For Employers & Apprentices (including funding & grants)



Subject	Question	Answer(s)		
CSCS Cards & Partnership Scheme Cards (i.e SICCS Shopfitters card)	What's happening re. the test centres where you take your Health, Safety & Environment touchscreen test (for CSCS/SICCS cards etc.) Are centres still CLOSED?	Following the government's announcement Sunday 10 May 2020, CITB has taken the decision to begin the process of reopening Health, Safety and Environment test centres. All Pearson centres will be reopened from Monday 18th May. Independent test centres will be phased in one by one once they have confirmed that they are implementing social distancing measures. For further information, please see the HS&E Test section of the CITB Coronavirus communication updates page.		
	I'm still working on site, is there currently any leniency if my card has expired?	Those responsible for live sites should use their discretion towards workers whose cards have expired since mid-March 2020 onward. This is at the employer's discretion until the situation has stabilised. CSCS & SICCS have extended the grace period for card renewals from 6 months after the card expires to 12 months. This means that the card can be renewed, once the CITB HS&E test has been passed, up to one year from the card's expiry date		
CITB Site Safety Plus Courses	Are any of the 12 CITB Site Safety Plus courses available online?	Yes. CLICK HERE and scroll down to 'Site Safety Plus' for the current list. Contact NAS Training Manager Lorraine Shepherd lorraine.shepherd@shopfitters.org / 07935 755460) for Approved Training Providers who can deliver these courses (at preferential rates for NAS Members), alternatively, CITB have approved delivery of these courses through remote learning for Site Safety Plus training centres. Click here for CITB Training Providers		
	Are IOSH & NEBOSH	Yes.		
IOSH & NEBOSH Courses	courses available online?	IOSH Remote Courses: Click here for IOSH Courses NEBOSH Remote Courses: Click here for NEBOSH Courses		
Asbestos Awareness Courses (UKATA)	Are UKATA Asbestos Awareness available online?	Yes. NAS recommends UKATA e-learning courses in the absence of face to face training. Click here for UKATA courses		



DAILY CITB UPDATES: https://www.citb.co.uk/urgent-messages/

Important CITB Update 14.05.2020: Click Here for CITB CEO Sarah Beales update video from 14.05.2020 (3 mins 9 secs)

COMMUNICATING WITH CITB:

Following the Government's recent announcement (10 May 2020), CITB remain unable to support the telephone lines, you are asked to email as follows;

For Levy & Grant enquiries: levy.grant@citb.co.uk

For General enquiries: welcome@citb.co.uk

SITE OPERATING PROCEDURES/COVID-19 site safety checklists and forms

CLICK HERE and scroll down to Site Operating Procedures / COVID-19 site safety checklists and forms.

The following is detailed within it:-

The <u>Construction Leadership Council (CLC) guidance (External link - Opens in a new tab or window)</u> is intended to introduce consistent measures on construction sites of all types and sizes in line with the Government's recommendations on social distancing and ensure employers and individuals make every effort to comply.

Examination of lifting equipment - CLICK HERE

COVID-19 - Site safety checklists and forms - CLICK HERE

CC01 COVID-19 - Site operating procedures compliance checklist (PDF file, 2.7MB)

CC02 COVID-19 - Health safety and environment risk assessment template (PDF file, 2.1MB)

CC03: COVID-19 - A toolbox talk for construction workers (PDF file, 325KB)

CC04: COVID-19 – Weekly site operating procedures checklist (PDF file, 1.8MB)

Additional resources: CITB have also released our complete library of 98 interactive checklists and forms from our GE700 Construction Site Safety publication for free download. The comprehensive range of checklists and forms are designed to help with the day-to-day management of construction sites. Link: <u>GE700 - Checklists and forms</u>



On May 11 2020, the UK Government published *Working safely during COVID-19 in construction and other outdoor work*, a document to help employers, employees and the self-employed in the UK understand how to work safely during the COVID-19 pandemic. The guidance emphasises the importance of keeping as many people as possible two metres apart from those they do not live with. You can download it here (External link - Opens in a new tab or window).

CITB APPRENTICESHIPS: Please refer to the very last page of this document

DO YOU KNOW WHO YOUR 'CITB LOCAL ADVISOR' IS?:

Need help from your local CITB Advisor but cannot locate them?

If you cannot locate your local CITB advisor please contact NAS Training Manager lorraine.shepherd@shopfitters.org

LEVY:

Late 2019 payments:

All levy bills, raised before 2020, should have been paid by this point. Employers in arrears should contact CITB at levyaccountsteam@citb.co.uk to discuss payment options.

2020 Levy:

CITB has, like many others in construction, had to make some tough decisions to reduce their costs during the COVID-19 lockdown. The decision to Click Here for details on the recent CITB decision to SUSPEND LEVY COLLECTION. For example, it provided much-needed financial relief to employers, but as well as this delay in income, CITB are planning for a significant reduction in 2020/21 income overall. After careful consideration, CITB believes that prioritising funding to give employers maximum support during the COVID-19 crisis is the right thing to do in these testing times. For this reason their focus in the year ahead will be on direct funding for employers' immediate skills and training activity, and support for apprenticeships. This means CITB needs to stop or suspend many of their other funded programmes and projects. CITB are also talking to the **Department for Education** about options that may be available to reduce this year's Levy bills. Details on the outcome of those discussions, and CITB's funding decisions, will be included in their revised 2020/21 business plan, the Stability Plan, to be published in June 2020.

A few words from CITB CEO Sarah Beale:

"I am keenly aware of the potential impact funding cuts will have on our customers. However, I believe the tough decisions we have made will help employers during these extraordinary times and get the best value from the industry's levy right now. I hope this update and the accompanying video above explains why cuts have to be implemented".



GRANT:

CITB are continuing to process Grant applications as a priority in order to pay claims as quickly as possible.

They have frozen the 20-week processing rule, to allow employers to claim grants later as a result of the disruption caused by the pandemic.

CITB 'Grant Online' service

CITB has created a short document outlining how you can access CITB's **Grant Online** service: <u>CITB Online - Grant Online top tips</u> (PDF file, 513KB). <u>CITB urges employers to check their Grant Online accounts for claims which need authorising</u>.

Apprenticeship attendance grants

<u>Apply here</u> for advanced payment of apprenticeship attendance grants for 2nd and 3rd year apprentices plus higher apprentices in their final year to help ensure future skills are retained in the construction industry amid the coronavirus outbreak.

As of 14 May, approximately £3.3m has been paid to over 1,940 employers, supporting 3,600 apprentices.

Following industry feedback, we extended the <u>Advanced Grant support to Higher Level Apprenticeships</u> on 7 April 2020. Over £212k has been paid to 73 employers to support 339 apprentices since then.

Apprentice achievement grants

CITB are aware that due to the current situation there is a delay in Apprenticeship completion certificates being issued by centres. As a result of this, we are currently accepting email confirmation of achievement from the awarding body, in lieu of the certificate, when applying for Apprenticeship achievement grant.

This applies to Apprenticeship achievements, Short period qualifications and Long period qualifications.

COMMISSIONED FUNDING:

CITB understands progress of commissions will currently be affected, and you may need to pause, postpone or change the work you are doing and adjust targets and reprofile payments accordingly. Your local CITB Advisor will be directly contacting you all shortly.

NATIONAL CONSTRUCTION COLLEGE:

CITB's National Construction Colleges (NCCs) in Bircham Newton, Erith, Kings Norton and Inchinnan r temporarily closed.



CITB SITE SAFETY PLUS Courses

CITB Site Safety Plus Delegate telephone line: 0344 994 4133.

Delegates looking to check which Site Safety Plus training centres are delivering remote courses please <u>Click Here</u> If you have an urgent query please email <u>sitecourses@citb.co.uk</u>

Click Here for Site Safety Plus Courses
Click here for CITB Training Providers

Remote Training for Site Safety Plus Courses

To continue to support industry and maintain a level of health and safety awareness, CITB have introduced a **remote learning and examination option** for a selection of our Site Safety Plus Courses.

- HSA (Health and Safety Awareness) course
- NEW SSSTS Site Supervisor Safety Training Scheme
- NEW SMSTS Site Management Safety Training Scheme
- SSSTS-R –Site Supervisor Safety Training Scheme Refresher
- SMSTS-R Site Management Safety Training Scheme Refresher
- TWGATC Temporary Works General Awareness Training Course
- TWSTC Temporary Works Supervisor Training Course
- TWCTC Temporary Works Coordinator Training Course.

Remote learning for the above detailed courses is available through many of the CITB Site Safety Plus training centres.

If you are an NAS Member your first port of call for booking courses is: NAS Training Manager lorraine.shepherd@shopfitters.org

The first ever Site Safety Plus remote learning course took place in early April 2020, new courses are being registered every day, contact your local SSP training centre or use the SSP course locator tool to find a suitable date and time for your course.



England, Scotland and Wales

CITB HS&E TOUCHSCREEN TEST CLICK HERE FOR UPDATES Health, Safety and Environment testing operations in England

If you have any concerns or queries, please email: HSEtestdev@citb.co.uk

Following the Government announcement Sunday 10 May 2020, CITB has taken the decision to begin the process of reopening Health, Safety and Environment test centres. All Pearson centres will be reopened from Monday 18th May.

Independent test centres will be phased in one by one once they have confirmed that they are implementing social distancing measures. For further information, please see the HS&E Test section of the CITB Coronavirus communication updates page. (Scroll down and click on HS&E Test).

For those outside of England, CITB have the following temporary LITE testing products as well as some suggested test delivery guidelines (PDF file, 178KB) to help employers run their own in-house interim testing to give a level of local assurance that an employee is safe to work on their site.

Please note: The following LITE tests cannot be used to apply for a CSCS or CPCS card. Permission to allow the employee on site is at the discretion of the employer. This is an interim measure only. The candidate must pass a HS&E test in a Test Centre once temporary restrictions on Test Centres have been lifted.

CITB: LITE Operatives and Specialist HS&E TEST ONLY

- Apple iOs version (External link Opens in a new tab or window)
- Android version (External link Opens in a new tab or window)
- PC download version (External link Opens in a new tab or window)

CITB: LITE Managers and Professionals HS&E TEST ONLY

- Apple iOs version (External link Opens in a new tab or window)
- Android version (External link Opens in a new tab or window)
- PC download version (External link Opens in a new tab or window)

Employers can use the app and/or the windows PC/Laptop download to 'test' their employees in a controlled environment.

CITB supporting revision products are still available on Apple iOS (External link - Opens in a new tab or window), Android (External link - Opens in a new tab or window).



England, Scotland and Wales

Impact of renewals

CITB understand this decision will have an impact on card applications and renewals, so we have been liaising with card scheme providers to agree how to tackle this challenge. We are supportive of calls for employers to provide flexibility on recently expired cards. You can find more on this by following the links below

- CSCS (External link Opens in a new tab or window)
- CPCS (External link Opens in a new tab or window)
- NPORS (External link Opens in a new tab or window)

Candidate support

CITB are working closely with Pearson Vue to ensure support is in place to reschedule or refund a candidates test.

In addition, they continue to work alongside Pearson Vue to understand ways of maximising testing capacity for when the test centre network reopens.



England, Scotland and Wales

NEW @ 01.04.2020

NEW @ 14.04.2020

SKILLS AND TRAINING FUND:

Need help from your local CITB Advisor but cannot locate them?

If you cannot locate your local CITB advisor please contact Training Manager lorraine.shepherd@shopfitters.org



Application Deadlines:

CITB have suspended ALL deadlines for Skills & Training applications, please be assured that you are able to submit these at any time.

Any Employers that have a live Skills and Training Fund project, but due to current circumstances need to change the content of the planned programme, should contact CITB at skills.training@citb.co.uk

Click here for a 2 minute video from CITB re. FUNDING

No. of directly	You could receive up to this	Full Details & How to Apply
employed staff	amount in CITB Skills and	
	Training Fund Grant	
Up to 100	Up to £10,000	<u>Click Here</u>
100 - 249	Up to £25,000	<u>Click Here</u>
100 - 249	Click Here for more info.	

LEADERSHIP AND MANAGEMENT DEVELOPMENT FUND: Available until April 2021 only

Click Here for Short Video

Click Here For Full Details

Apply for this fund here

This new fund is aimed at larger CITB registered businesses, those with over 250 employees.

The fund will support either in-house, distance and e-learning - as well as support for bespoke training resources.

Companies can apply from £5k up to £100k, with funding available in stages for a year whilst CITB review the COVID-19 situation.

Deadline for applications is 12 June 2020

NVQ / SVQ SUPPORT: Continue to complete and send in your work-based evidence in the normal way (recorded delivery, if by post) as instructed by your training college instructor or on-site assessor. For additional support assessment@citb.co.uk



DAILY CSCS CORONA VIRUS UPDATES:

https://www.cscs.uk.com/applying-for-cards/covid-19/

CONTACT: A **live web chat** customer support option is available online https://www.cscs.uk.com/ Telephone service is temporarily suspended, until further notice.

CSCS Cards:

Temporary measures:

Those responsible for live sites should use their discretion towards workers whose cards have expired since mid-March 2020 onward.

This is at the employer's discretion until the situation has stabilised.

CSCS has extended the grace period for card renewals from 6 months after the card expires to 12 months.

This means that the card can be renewed, once the CITB HS&E test has been passed, up to one year from the card's expiry date.

ALTERNATIVES TO THE CITB HS&E TOUCHSCREEN TEST IN ORDER TO GAIN CSCS Cards:

Free of charge products have been developed to help employers determine if an employee is safe to work on their site.

Please refer to the CITB info. pages within this document

For further details: https://www.citb.co.uk/urgent-messages/ and select "HS&E Test"



SICCS Maintaining standards

Cards

SICCS Cards: Business as Usual c/o National Association of Shopfitters

The Shopfitting and Interior Contracting Competence Scheme (SICCS) card is a virtual card specifically for those in the Shopfitting & Interior Contracting/Fit Out industry. It is in **partnership with CSCS** (and displays their hologrammed logo).

This digital card will appear on your smart phone (or the device of your choice).

For further details: https://www.shopfitters.org/industry-accreditation-cards/ Contact; lorraine.shepherd@shopfitters.org/ industry-accreditation-cards/

ALTERNATIVES TO THE CITB HS&E TOUCHSCREEN TEST IN ORDER TO GAIN CSCS Cards:

Free of charge products have been developed to help employers determine if an employee is safe to work on their site.

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For further details: https://www.citb.co.uk/urgent-messages/ and select "HS&E Test"



REGULAR CITBNI CORONA VIRUS UPDATES:

<u>Click Here for regular Covid-19 CITB NI updates</u> <u>Click Here for info. on the Business Support Grant Scheme</u>

CONFIDENTIAL MENTAL HEALTH AND WELLBEING TELEPHONE SUPPORT: Click Here

CITBNI CONTACT: CITBNI Office phoneline (028 9082 5466) are closed. Please monitor CITB NI's social media outlets for updates also. info@citbni.org.uk — General enquiries / grants@citbni.org.uk — Grant enquiries / levy@citbni.org.uk — Levy enquiries

LEVY: CITB NI will delay collection of the levy for the next 3 months (until the end of June 2020) and then review the situation accordingly. FYI: CITB NI calculate and issue the annual levy in two instalments, October and February with invoices issued at that stage.

The window for providing the CITB NI Levy Return will open on 06 April 2020 as planned. Information on this will follow and applications should be done on-line as postal applications may be disrupted over this difficult period.

Most employers have already paid the 2019-2020 years Levy but some have elected to take up "Option" and have yet to be invoiced for the second instalment of levy, others are still outstanding their levy payment or paying by Direct Debit.

CITB NI are legislatively obliged to collect the Levy however they do understand that many will have difficulties with this.

Payment issues?: If you are unable to make your regular monthly Direct Debit payments/invoices in full please contact levy@citbni.org.uk
LEVY 'Option': Some employers in NI take up the "Option" which means they can have their Levy calculated in accordance with activity within the current year (and not the previous tax year as in most cases). This means providing a six month return in October, and a further 6 month return in April. The second call for figures from those electing the Option has just gone out. CITB NI understand that companies in shutdown may not be able to access the paperwork to complete their return at the moment. CITB NI will extend the deadline for those who cannot obtain the necessary information due to office closures.

GRANTS & SUPPORT: All Grant applications over the coming period should be made on-line. Any postal Grant applications will be dealt with as soon as practicable. CITB NI will be relaxing their three-month condition of grant for training undertaken in 2020 to ensure they can continue to support the industry.

• CITB NI will pay the "employment" portion of the Apprenticeship Grants in two instalments (at 6 months & 12 months) instead of the end of the year. This is to allow those employers with apprentices to receive support over this period. CITB NI estimate that this could release a much needed £200k worth of grants early to the industry. CITB NI will continue to make fortnightly payments for grants approved.

TRAINING: All scheduled training has been postponed. Please monitor CITB NI's social media outlets for updates.

CITB NI have launched an Online Training web page and have uploaded a series of videos on their recent employer event topics - BIM, GDPR & Cyber Security as well as some guidance on Display Screen Equipment which is relevant to the home worker at the moment.

Click Here for Online Training Options

APPRENTICESHIP FRAMEWORK: Click Here - Apprenticeship Framework Reviews — Employer Surveys

REGULAR CITY & GUILDS CORONA VIRUS UPDATES:

General daily updates; https://www.cityandguilds.com/covid-19 Click Here for Wales, Scotland and Northern Ireland updates



CONTACT:

City & Guilds have enabled all team members to work from home, so please contact the usual phone numbers and email addresses. **0844 543 0033** (Lines open: Monday to Friday 08.00 to 18.00) Calls cost 7 pence per minute plus your telephone company's access charge.

OFQUAL:

Ofqual statement on Vocational and Technical Qualifications in 2020 (09 April 2020) Click Here to read the Ofqual Statement

Qualification Wales statement on Awarding of Vocational Qualifications this summer, (09 April 2020) Click Here to read the Qualification Wales Statement

END-POINT ASSESSMENTS:

Click Here for Support and Guidance

Those with apprentices doing end-point assessment c/o City & Guilds can now have FREE access to their web based system that boosts an apprentice's chance of first time success.

<u>Click Here for You Tube EPA Video</u> Click Here for EPA Preparation Tool

APPRENTICES:

The Government announced that furloughed apprentices can still undertake 20% off the job training and other learning associated with their apprenticeship. In addition, learners studying via Adult Education Budgets or loans are still able to study if they do not provide services to or generate revenue for the employer's organisation. Read more about the <u>Government Announcement Here</u>

e-learning

Click Here for GET TO GATEWAY

Click Here for You Tube Get to Gateway Video

Fee's: You can access this with no set up fee. User fees apply.

Home working for Learners - includes 2,000 free of charge digital resources Click Here for Info



T-Levels; are new courses due to be released September 2020.

Click Here for Government Guidance on T-Levels

Click Here for an update from Institute For Apprenticeships

Government Updates can be found here

Find your nearest T Level provider: https://www.tlevels.gov.uk/students/find

City & Guilds update 17.04.2020 Click Here

T-Levels;

- ✓ Will follow GCSEs and will be equ ivalent to 3 A Levels
- ✓ Are 2-year courses have been developed in collaboration with employers and businesses so that the content meets the needs of industry and prepares students for work.
- ✓ Will offer students a mixture of classroom learning and 'on-the-job' experience during an industry placement of at least 315 hours (approximately 45 days). They will provide the knowledge and experience needed to open the door into skilled employment, further study or a higher apprenticeship.

Students will be able to take a T Level in 25 subject areas; Click Here for the full list.

For help, support & advice: <u>Lisa.Begley@cityandguilds.com</u>
You may like to read; Letter to Secretary of State 19.03.2020

WE NEED
YOUR HELP!

City & Guilds in partnership with EAL are looking for employers and representatives from industry to review elements of the draft technical qualifications (they will give you key points to consider) and then answer some questions (probably a survey) relating to key themes we require feedback on.

They need support in scoping one or more of the following areas:-

Construction On-site

• Core content (H&S, Science, Design, Communication, Collaboration, Sustainability, the Built Environment, Technologies and Waste Management) • Bricklaying • Carpentry & Joinery • Painting and Decorating • Plastering

This is an opportunity for you and/or your staff to be involved to really make a difference to the qualifications that will be delivered in 2021 as an entry route to industry.

If you are interested in supporting this please contact qualdevelopment@cityandguilds.com

E-Learning modules / videos / webinars

Name	Торіс	Website	Notes
Supply Chain Sustainability School	Over 2,500 online resources Sustainability / Lean Construction / BIM / Management / Offsite / Fairness, Inclusion and Respect	https://www.supplychai nschool.co.uk/topics/	Register and Free Access
Functional BIM	BIM 14 short-duration e-learning modules	https://www.vincibim.c om/	Register and Free Access
Lean Construction Development Pathway	Lean Development Pathway which includes a self- assessment and a number of videos focused on Lean Construction	https://leanconstructio nschool.com/	Register and Free Access
BCTG Supervisor Development Programme	For anyone new to the supervisors role, or for those who wish to progress or even for CPD for existing supervisors. 20 short e-learning modules on three key areas: construction-based skills, soft skills and digital skills have been devised. Opportunity to attain accreditation with a digital 'badge'	https://hub.bctgconstru ct.co.uk/	Register and free access
BeResilient	To increase awareness and understanding amongst small employers of the importance of organisational resilience; develop the skills and capacity to implement it	http://beresilient.suppo rt/organisational- resilience-support/	Free access to gap analysis tool for organisations to map their resilience and identify training tools to address the gaps



England,
Scotland and Wales

Your first port of call for daily updates is here: https://www.citb.co.uk/urgent-messages/ scroll down to 'Apprenticeships'

Dedicated helpline: A dedicated e-mail helpline for all apprentices and their employers providing advice and signposting during COVID-19 has been set-up by CITB. Please e-mail Apprenticeships.COVID19@citb.co.uk

Advanced Apprenticeship Grant Payments: CITB are making advanced payments for;

- Second or Third year Intermediate & Advanced level Apprentices
- Final year Higher level Apprentices

Download the form here: CITB Apprenticeship Grant Form

Online learning tools: Online learning tools (functional, core and essential skills videos with Welsh language versions) have also been made available to help apprentices continue their studies from home. These videos are available to all apprentices, not just CITB's. Information on how to register and access the videos can be found. On self-registration (External link - Opens in a new tab or window), just pick a letter (surname) and number of your choice.



HMRC furlough and training guidance for apprentices: Click Here for info.

Education & Skills Funding Agency Government advice: The Government has confirmed that apprentices can continue with funded training when employers use the job retention scheme, subject to being paid the apprenticeship minimum wage for all the time they spend training. For HMRC guidance Click Here

Apprentices can be furloughed in the same way as other employees and they can continue to train whilst furloughed. You must pay your Apprentices at least the Apprenticeship Minimum Wage, National Living Wage or National Minimum Wage as appropriate for all the time they spend training. This means you must cover any shortfall between the amount you can claim for their wages through this scheme and their appropriate minimum wage. Guidance is available for changes in apprenticeship learning arrangements because of COVID-19. Click Here



CCATF (Cross-industry Construction Apprenticeship Task Force) CCATF Website have a reciprocal partnership with The CCATF have led the response to COVID-19 by example by being one of the first organisations to champion the adoption of interventions aimed at supporting construction apprentices. Martyn Price MBE (CCATF Chairman) recently wrote to Gavin Williamson MP, The Secretary of State for the Department for Education, seeking to establish flexibilities in the current Apprenticeship Levy system to support all at risk or displaced construction apprentices. The letter also called for future Levy funds to be used to retain at risk apprentices and the creation of an Apprenticeship Taskforce to support and oversee COVID-19 apprenticeship related matters. The Construction Leadership Council have since sought similar considerations concerning the Apprenticeship Levy.