	Grant
Tier1	£30
Tier 2	£70
Tier 3	£120

Finding a short duration course and claiming the grant for achievement

Find a course using the CTD

Search by:
ATO
keyword
Training

Standard

Contact Provider
to check
availability and
book delegates
Provide CITB
Levy and
delegate details
NI DOB

Delegate attends course

On Achievement ATO provider uploads onto CTR within 10 days

Achievement will show on the CTR

If ATO and an approved standard

GRANT

PAID AUTOMATIC If grant not received speak with your ATO for them to process

Check if achievement is on the CTR, if not make sure ATO processes You can check the standards and grant tiers on the CITB website

Stds & Quals section of CITB site

Grant paid into your Short Duration Grants section of grants online

If your current provider is **not** an ATO

Contact Provider to check availability and book delegates

Provide CITB Levy if booking SS+ or CPCS

Delegate attends course

On Achievement make a manual claim using the next step in the process

Course details not uploaded on CTR as not a QA course www.myportal.citb.co.uk Grant

Information

Make SD Ind Grant Claim

Make Bulk Claim

Short Duration Claim

(no need to make manual claim for SS+ or CPCS)

as long as provider has your CITB levy number

You must be registered for Grants Online to do this

Search for learner to add claim (this is similar to the CTR section)

Need Surname, NI, DOB, ID/Reg number If no record found you

will need above plus the following to create a record

Home address, postcode and first name

The Whole Process will only work if.....

Your Levy return and payments are up to date

You have given your bank details to **CITB**

You have registered for Grants Online

You give your CITB number to the provider

Levy

regularly check the Authorise **Automated** Claim section under Grants

You

This section will include **Apprenticeship** Attendance & Achievement Grants - you need to action!

Make sure you are claiming other available grants that are not short duration

These can include: NVO **Achievements** BTEC, HNC, HND **Apprentice YNET S&T Fund**

To improve the Whole Process can you.....

Encourage your **Training** Providers to become an ATO

If you deliver inhouse training that fits to industry standards you need to register as an ATO to be able to claim grant

> You do not need to load your courses on the CTD

Ask your ATO to make sure they are listing all the courses they have available on the CTD

Make sure providers have relevant candidate info to upload on to the **CTR**

If you think a standard is missing - suggest a course via CITB website

If you have any issues with the quality of provision report this to CITB