Application Form

Please carefully read the whole application form and ensure you fully understand the definitions and criteria before submitting.

Once all sections have been completed, please sign, and email your completed application form to onsite.experience@citb.co.uk, with the subject “APPLICATION:” followed by your organisation’s name.



 **Section 1:** Before you Apply

Before submitting your application, please:

* **Read the fund Guidance Notes**
* **Read the fund Terms of Bidding and Terms of Funding**
* **Please ensure you fully understand the following definitions, which are integral to the Onsite Experience fund and this opportunity:**

**“Employment and site-ready”** – the status of being considered by the recruiting employer as ready to start employment.

**“In-scope occupations”** – occupations defined as in-scope to construction and within CITB’s industry footprint as defined by the [Industrial Training (Construction Board) Order 1964 (Amendment) Order 1992 ("Scope Order")](https://www.legislation.gov.uk/uksi/1992/3048/schedule/1/made).

**“Onsite Experience”** – a site-based work trial to expose the candidate to aspects of their desired role/occupation in a live construction environment. The placement should take place with a recruiting employer to enable the individual to move quickly into employment once the employer has signed them off as employment and site-ready. The length of the placement must be dictated by the recruiting employer and can be as long or as short as the employer needs to assess the candidate’s suitability for employment in construction. The typical onsite experience placement duration is one week.

**“Onsite Experience hub”** – the configuration of training provision, referral partners, recruiting employers, training facilities, and the coordination provided by the contracted organisation to deliver pre-employment interventions to enable construction employment outcomes.

**“Under-represented groups**” – this refers to people with [protected characteristics as defined in the Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/section/4). For guidance on this requirement, please contact the CITB Commissioner at onsite.experience@citb.co.uk.

* **Only in-scope occupations will be considered eligible** for CITB funding through this programme. For example, the legislation linked above defines Electricians and Plumbers as out of scope to CITB, whereas Painting and Decorating and Plastering are defined as in-scope. The recruiting employer does not have to be CITB-registered, provided that the role they are recruiting for is within CITB’s scope. The CITB Commissioner can provide advice on alignment of specific occupations to the Scope Order.
* **CITB may need to conduct a site visit** to assess the suitability of your delivery location/s and training facilities prior to commencement of delivery. If CITB considers it necessary to undertake a site visit, you **must** accommodate such a request in order to be eligible for the Funding.



**Section 2:** Applicant Details

Please tell us about you and your organisation. As the applicant you must be directly employed by the named business.

|  |  |
| --- | --- |
| Company name  |   |
| Your name  |   |
| Your email address |   |
| Your contact number |   |
| Company address |   |
| Postcode |   |
| Amount of funding requested |   |

Section 3: Application Questions

Q1) CITB requires that at the end of this project a minimum of 90% of those achieving employment and site-ready status have gone on to secure employment in-scope to CITB. We also require that a minimum of 80% of those securing employment go on to achieve continuous sustained employment for at least 3 months (84 days). Appropriate evidence, defined by CITB, will be required to demonstrate the achievement of these objectives.

Making people employment and site-ready will likely involve working with local partners to provide pre-employment training, short duration construction courses, CSCS or other cards appropriate to enable candidates to undertake onsite experiences (work trials in live construction environments) and assist them to secure employment in their chosen area of construction. The components of your pre-employment programme must be developed in conjunction with the recruiting employers and must include Onsite Experience work placements to qualify for the CITB funding.

Please confirm that you are able to achieve the desired employment outputs within these conversion and delivery parameters.

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| Select from drop down. |

Q2) In order to be considered employment and site-ready, before progressing into employment, every candidate must have completed an onsite experience work trial. Please confirm your acceptance and understanding of this requirement.

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| Select from drop down. |

Q3) CITB requires that hub delivery commences on 1st April 2025 (the “Commencement Date”), and that your hub will be fully operational at full capacity (based on a delivery profile which CITB will agree with you) from the Commencement Date, with dedicated and experienced project staff working full time on the delivery of the project. Please confirm that you are able to commence delivery and can satisfy the above conditions as of the Commencement Date.

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| Select from drop down. |

Q4) During the delivery of the project, CITB will require quarterly submission of an extensive set of data relating to the candidates, (personal information, employment history, socio-economic information, education history, diversity information), the training and interventions delivered, the employers and the employment outcomes. Evidence relating to candidate recruitment, training interventions, employment and site-readiness sign off, employment outcomes and achievement of sustained employment will be requested at the end of each quarter. It is essential that dedicated administrative staff are in place to manage the data and evidence requirements from the outset of the project. Please confirm you have the capability to comply with the extensive data and evidence requirements of this project.

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| Select from drop down. |

Q5) For the duration of the project, the successful applicant will be required to provide CITB with a minimum of four case studies or ‘good news stories’ which can be used by CITB to develop content to promote the impact of the investment and your success. Please confirm that you will be able to provide this information.

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| Select from drop down. |

Q6) Please confirm that:

1. you have the required buildings, facilities, equipment and any other assets required to deliver the project;
2. the CITB funding will not be used for any form of capital expenditure, including equipment, fixed assets and technology.

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| Select from drop down. |

Q7) Are you currently delivering a CITB Onsite Experience hub? If Yes please go to Question 9. If No, please go to Question 8.

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| Select from drop down. |

Q8) Please provide a written response describing:

1. your previous experience in delivery of a hub model;
2. details to evidence that you have the personnel with appropriate skills and experience to deliver the project, and how you would staff the hub;
3. your ability to engage a wide range of construction employers with recruitment requirements, and to grow that network;
4. your ability to engage candidate referral partners and work with them to ensure suitable people are referred to similar pre-employment and recruitment programmes you have been involved in;
5. your ability to identify and map training to the requirements of candidates and the needs of recruiting employers, along with your ability to design and deliver construction pre-employment programmes leading to sustained employment outcomes;
6. your experience in managing complex data and evidence sets linked to your ability to deliver this type of funded project;
7. how you will commence delivery at full capacity on 1st April 2025.

Maximum of 2 pages of A4 (font: Arial, size: 10 point)

In addition to your written response, please attach a maximum of 3 supplementary documents to evidence:

1. performance against KPIs for a similar construction pre-employment work experience programme;
2. a testimonial from a previous client, evidencing successful completion of a similar funded construction pre-employment programme;
3. an example of a complex data and evidence set which you have managed (e.g. screenshots of data sheets and evidence items, redacted as appropriate, and collated into a single document.

Maximum score of 10

Please see page 3 of Guidance Notes for details of how your response will be scored

Q9) Please provide a written response detailing an example of your previous performance against similar candidate selection, pre-employment, work experience and employment KPIs.

Maximum of 1 page of A4 (font: Arial, size: 10 point)

Maximum score of 10

Please see page 3 of Guidance Notes for details of how your response will be scored

Q10) Please complete the table below with details of the funding and area you are applying for (selecting from the areas being targeted by CITB), and the number of outputs you will deliver:

|  |  |
| --- | --- |
| **Project Proposal Table** |  |
|  |  |
| Hub location (select from drop-down) | Choose an item.  |
| Amount of funding requested | Click or tap here to enter text. |
| Project management costs (maximum of 10% of total CITB funds requested) | Click or tap here to enter text. |
| **KPIs to be delivered** |  |
| Candidate registrations (starts) | Click or tap here to enter text. |
| Employment and site-ready individuals | Click or tap here to enter text. |
| Job Starts | Click or tap here to enter text. |
| Total Sustained employment outcomes (including people from Under-represented groups) | Click or tap here to enter text. |
| Sustained employment for people from under-represented groups | Click or tap here to enter text. |

Your Project Proposal will be used to compare your project against other proposals. CITB will select the proposal which offers the highest number of employment outcomes and sustained employment outcomes, which in CITB’s opinion offers the best average cost and value for money.

Section 4: Declaration

Place an ‘x’ in the box to indicate your agreement to the following statements:

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|[ ]  You understand and accept that any false or misleading information provided in this application form will invalidate the application, and may result in funding being revoked, withheld or recovered  |
|[ ]  You are not in breach or default of any other agreement with or obligations to CITB |
|[ ]  You confirm that you have reviewed, understood and will comply with the obligations placed on the applicant including any directors, employees, agents, subcontractors etc. under the Terms of Funding |
|[ ]  You confirm that you will provide evidence that you hold the following minimum levels of insurance cover as provided for under clause 9 of the Terms of Funding |
|[ ]  You will cooperate with all CITB monitoring and evaluation purposes, including independent evaluation of the Onsite Experience Fund. |
|[ ]  You will keep all evidence of project deliverables (CITB will provide you with templates) and expenditure and agree to submit this evidence to CITB |
|[ ]  You confirm you are happy for CITB to use your company name and project details for promotional purposes |
|[ ]  You confirm you have read and understood the Terms of Bidding, Terms of Funding and all associated guidance and agree to deliver the project in accordance with your funding application as approved by CITB and confirm:* your application does not involve a project that is already funded through existing public or other non-CITB funding;
* you have read and understood the warranties as set out in clause 19 of the Terms of Funding;
* CITB may disclose detailed information relating to any individuals or parties to whom CITB choose to share the information; and
* you understand that CITB will retain the intellectual property rights of any funded assets produced.

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|  [ ]  | You understand that any failure by you under the Terms of Funding (including by way of example, poor performance or other failings) may impact any future funding for which you apply. |
|  [ ]  | You confirm that all information contained within this application is accurate and complete to the best of your knowledge and that you have the authority to complete and sign this application for funding on behalf of the business (applicant) for which you are applying. |

**Signature**

Electronic signatures will be accepted.

This must be signed by the lead applicant.

Please sign to confirm the accuracy of the application contents.

|  |  |  |
| --- | --- | --- |
|  | **Signed:**  | **Date:** |
| Signature of lead applicant | *Click here to sign.* | *Click to enter today’s date.* |

|  |  |  |
| --- | --- | --- |
|  | **Signed:**  | **Date:** |
| Second signature required if applicant is a partnership | *Click here to sign.* | *Click to enter today’s date.* |