

ALL EMPLOYEES

10. New recruits, retirees and employee turnover

	Site based employees working in Great Britain	All other employees working in Great Britain
If possible, please state the total number of new employees recruited during the year to 5 April 2010.		
If possible, please state the total number of employees who retired during the year to 5 April 2010.		
If possible, please state the annual employee turnover as a percentage of annual headcount.	%	%

11. Overseas employees

If possible, please state how many of your employees were mainly (i.e. more than 50% of their time) working overseas during the year to 5 April 2010.	
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DECLARATION

Before signing the Declaration, please check the Return to ensure that:-

- the name and address of the establishment being assessed have been correctly identified
- all boxes have been completed
- contact details have been included below in case there is a query with the information declared

Please then sign below to confirm that you are authorised to complete this Return and that the information given has been verified and is complete to the best of your knowledge. **The declaration must be signed by a Director, Company Secretary or someone in a similar position of authority.** The figures declared will form the basis of the levy to be paid. ECITB reserves the right to audit the information that has been declared in this Return.

Signed	Date
Name	Phone
Position	Email

Employers who fail to complete this Return may be liable on summary conviction to a fine.

Employers who knowingly or recklessly furnish false information or who willfully make a false entry may, under Section 6 (5) and (6) of The Industrial Training Act 1982, be liable on summary conviction to up to 3 months imprisonment.

All information declared on this Return is kept confidential and will only be disclosed if there is a legal requirement to do so.



Engineering Construction Industry Training Board

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2009/10 STATUTORY MANPOWER & PAYROLL RETURN

This Return must be completed and returned to the address above by

30 JUNE 2010

When completing this Return please refer to the Guidance Notes supplied. These are also available at www.ecitb.org.uk

1. Establishment being assessed

Details of employer (if different from establishment being assessed)

Please check these details and insert or correct anything that is missing or wrong. See also page 10 of Guidance Notes.

2. Activities of the establishment

Please provide a brief description of the main activities carried out by the establishment during the year to 5 April 2010

SITE BASED WORKERS

3. Numbers of site based workers and payments made (see page 11 of Guidance Notes)

Please state the total number of the establishment's employees who mainly worked on sites in Great Britain at any time during the year to 5 April 2010 and their total gross wages.	No. of employees	Total gross wages (£)
Please state the total number of the establishment's labour-only personnel who mainly worked on sites in Great Britain at any time during the year to 5 April 2010 and the total gross payments made in respect of such personnel.	No. of personnel	Total payments (£)

4. Occupations and average ages of site based workers (see page 12 of Guidance Notes)

	Occupation	Number of males	Number of females	Estimated average age
Craftpersons	Pipe fitters			
	Mechanical fitters			
	Welders			
	Electricians			
	Steel Erectors			
	Platers			
	Riggers			
	Scaffolders			
	Tray fitters (columns and vessels)			
	Any other craftpersons			
Supervisors	Electrical supervisors			
	Mechanical supervisors			
	Instrumentation supervisors			
	Other supervisory workers			

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