



Engineering Construction Industry Training Board

2009



GUIDE TO TRAINING PROGRAMMES,
GRANTS AND THE TRAINING LEVY



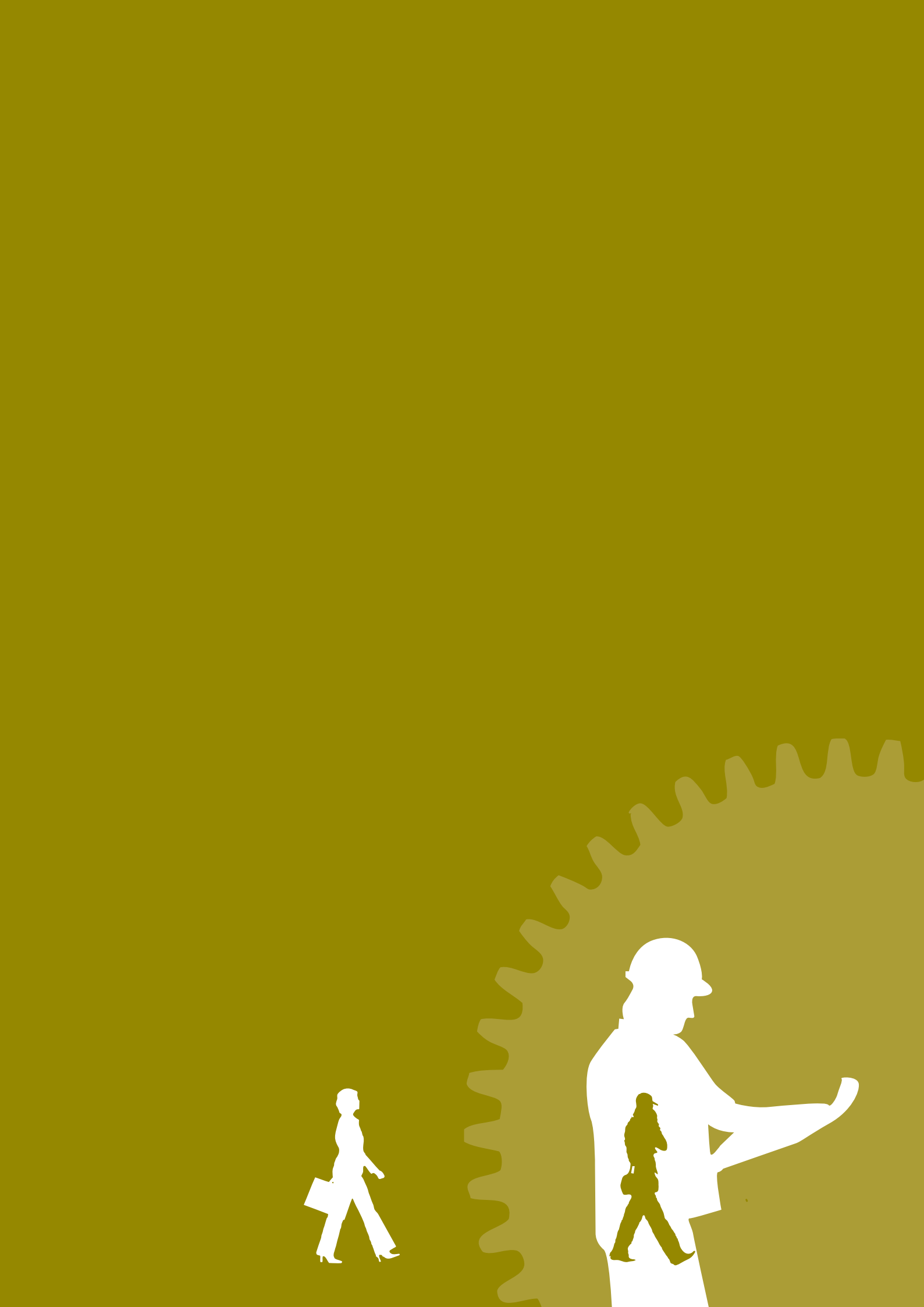
CONTENTS

Introduction to ECITB	5
Management & Professional	9
Skills & Technical	21
Apprenticeships	25
Awards & Qualifications	29
Industrial Training Levy	35
ECITB Head Office contact information	40
Regional map	42
Regional contact information	43
Useful websites	44

NOTE:

Our commitment to our registered companies is to provide the agreed funding to enable those individuals who have started an agreed programme to complete that programme, provided that the overall conditions for the scheme are met.

Nothing in this guide affects ECITB's legal rights and duties, including its right to introduce new services, alter existing arrangements and withdraw the availability of grants and services at any time and for whatever reason. This guide does not form a contract between you and ECITB. It may be necessary to limit or withdraw a grant or training programme, but if this occurs ECITB will give as much notice as possible.



INTRODUCTION

ECITB is totally focused on helping employers to attract, develop and qualify the people needed to meet work demand and create a sustainable, competitive workforce. This is being achieved through grant supported training programmes and the award of qualifications for assuring competence, delivered by a regional network of over 100 accredited training providers.

We provide a unique, integrated programme of grant-supported standards-based training and qualifications built within a three strand strategy.

Attract: To better inform and influence more suitable people to enter the industry from schools, universities and other industries in a comprehensive careers awareness programme.

Develop: Ensuring that entrants to, and existing people in the industry, are supported by relevant and easy to use training programmes that are quality assured.

Qualify: Ensuring that the people entering and remaining in the workforce have their skills recognised, to assure and maintain competence to agreed standards.

Apprenticeships and up-skilling programmes exist in 20 key engineering and technical skills areas vital to the engineering construction industry. Support is also available for further skills development in supervisory programmes and project management and control.

A very important project is underway to develop a sector qualification strategy for engineering construction. It is part of the UK wide overhaul of training and qualifications being carried out in partnership with Sector Skills Councils. The overall aim is to create a framework of qualifications, linked to accredited training, that provides bridges and pathways for new entrant and existing worker development from craft to project management skill levels.

Our programmes are grouped in the following sections:

Management & Professional

A suite of programmes designed to support key skills development and professional development in supervisory, project management and towards chartered status for engineers.

Skills & Technical

A suite of programmes for existing and new entrant personnel to increase their knowledge and skills in the craft, engineering and project skills areas. Most programmes are modular and lead to recognised qualifications.

Apprenticeships

Our training combines college learning with site experience to ensure learners have the right balance of technical skills and practical experience resulting in a properly qualified and competent employee.

Awards & Qualifications

A suite of employer designed and recognised National and Scottish Vocational Qualifications in engineering construction that are portable across the industry and give assurance of competence.

How to access ECITB courses and training

Outline information can be found in this guide. For further information on the programmes and training available and how to access them, please visit www.ecitb.org.uk or discuss with your local Account Manager (see p43).

Skills & Training Report 2008

During 2008 we made improvements and achieved a 25% increase in training, the ECITB will have supported over 8,000 learners this year.

Programme	Planned	Achieved
Apprenticeships	600	750
Craft re-skilling & up-skilling	650	800
Technical, Supervisory & Management	2,600	2,000
Project Management & Project Control	1,000	1,000
ACE/VQ (Competence Assurance)	2,000	2,000
Regional Discretionary Grants	800	1,600
TOTAL	7,650	8,150

Over the next five years the challenge is to expand delivery in every region by working closely with employers to increase the volume of people entering the industry from schools, colleges and universities and ensuring that the necessary training pathways are in place and supported. To achieve this, ECITB is continuing to work together with the industry and its associations, improving communication and alignment of skills priorities.

The Regional Forums worked very well throughout 2008 and, as well as driving existing programmes, led to the design and introduction of new initiatives including:

- A Design & Draughting programme to meet a critical need, with 112 learners starting the programme from September 2008.
- Project Control and new e-learning programmes in response to employers needs.
- New Plant Layout and Estimating programmes.
- New routes to help BEng graduates to progress to Chartered Status.

Working parties of employers are also reviewing the project management suite and the introduction of high level programmes at Masters level.

Overall:

- Investment in 2008 was circa £18 million across a balanced programme that delivered another 750 apprentices to the industry and up-skilled a further 800 people.
- Over 3,000 people were supported in the technical, supervisory and management programmes.
- 1,600 learners were supported in the Regional Discretionary programmes.
- 2,000 people achieved a recognised ECITB VQ during the year and 50,000 CCNSG Safety Passports were awarded.

The schools programme 'Construct your life, Engineer your future' was delivered nationally and reached over 35,000 young people with information about the industry, influencing them in their subject choices towards maths, science, technology and engineering.



New Qualifications Strategy

A very important project is underway to develop a sector qualification strategy for engineering construction. This is part of a national drive in all sectors to prepare a new qualifications framework that will define the programmes for which the Government will provide financial support.

Consultation has confirmed very strongly that ECITB's qualifications are fit for purpose and need to be retained and augmented with new qualifications that recognise entry-level craft skills at VQ Level 2 with progression options to level 3 and beyond. Over the next 2 years, the project will create the new qualifications, translate the existing qualifications into the new framework and brief employers and providers on how to deal with the new systems that will operate from 2011.

Other developments:

- Project Control Apprenticeships were developed and launched
- Non Destructive Testing (NDT) was reintroduced.
- ECITB's class-leading Supervisor Programme was restructured and updated.
- The 14-19 Diploma in Construction and the Built Environment was developed and launched.
- A new Training Provider Accreditation and Monitoring Framework was developed and implemented in 2008 to improve training quality and effectiveness across all ECITB programmes.
- New work based learning pathways for BEng graduates to achieve Chartered status via accredited postgraduate programmes were developed in partnership with the Engineering Council and universities.
- An employer led working party overhauled the Project Management suite of programmes for introduction in 2009.

Longer Term 2009 – 2014

The regional model of stimulating employer demand and identifying needs has been a great success and forms the backbone of our approach going forwards, as well as establishing employer led working parties to define new programmes.

Consultation shows the outlook for the industry to be positive in terms of work demand, and challenging in terms of the availability of people with the necessary skills, despite recent economic changes.

Across the whole industry – off-site design, engineering and project management, site-based, construction, repair and site management – 30,000 new people need to be attracted and trained. 14,500 existing personnel need substantial up-skilling between now and 2014 in order to meet the skills volume and capability needs.

14,000 people will need to enter the industry via an apprenticeship and 7,000 will be graduates. 9,000 will need to be sourced from other industries or sectors that have similar skills patterns.

ECITB's plan of training programmes and grants without changing the levy rates will support the development of 40% of the need. Employers are investing to meet a further 20% currently and so the challenge is to influence the industry as a whole, including clients and Government, to further support growth and investment to bridge the remaining 40%.



MANAGEMENT & PROFESSIONAL

A suite of programmes designed to support key skills development and professional development in supervisory, project management and towards chartered status for engineers.

Supervisory Management Training & Development	
Foundation Module	3 days
Managing Teams & Individuals	2 days
Achieving the Task	2 days
Health & Safety	3 days
Presentation Skills	2 days
Support Training for Chargehands and TU Representatives	2 days
Project Management	
Introduction to Project Management	
APM Introductory Certificate	
Operational Project Management	4 days
Tactical Project Management	5 days
Technical Project Leadership	5 days
Strategic Project Management	5 days
APM Practitioner	5 - 7 days
Principles of Project Control	5 days
ECITB ACTIVE Cup	3 day competition
Project Management Master Classes	
1 Day Interactive Training Events	
Technical Leadership	
Maintenance Strategy	
Train the Coach / Occasional Trainer	
Interpersonal Skills	
Site Safety Awareness	
Post Graduate Courses	
MSc in Project Management	
MPhil in Engineering for Sustainable Development	
MSc in Professional Engineering	

Supervisory Management Training & Development (SMTD)

This programme is ideal for new and experienced supervisors. The training modules have also proved valuable to graduate engineers, middle managers and others wishing to improve and formalise their knowledge, understanding and awareness of relevant topics.

- The programme is mapped to the latest National Occupational Standards in Management and Leadership, and in total contains 7 training modules.
- Some people may only be required to complete selected modules to satisfy their individual training needs.
- Completion of each module is certificated by ECITB.
- Delegates who successfully complete the entire programme will gain:
 - ECITB Certificate in Supervisory Management
 - ECITB Silver Card, confirming that the holder has gained knowledge and understanding that meets at least 7 units of the National Occupational Standards in Management and Leadership
 - ECITB / IOSH Managing Safely Award

Outline Content

Module Title and Duration	Aimed at	Outline Content	Grant and Support Available
1. Foundation Module (3 days)	The programme is aimed at new and experienced supervisors and first line managers who have little or no previous training	<ul style="list-style-type: none"> • Managing self, others and resources • Effective communication • Health, safety and essential employment law 	£270 per person attendance grant £100 on receiving Certificate of Achievement
2. Managing Teams and Individuals	As above		
Module 2A (2 days)		<ul style="list-style-type: none"> • Leadership and leadership styles • Team performance • Persuading and influencing people 	£180 per person attendance grant £100 on receiving Certificate of Achievement
Module 2B (2 days)		<ul style="list-style-type: none"> • Team selection • Effective business reporting • Performance management • Getting the message across 	£180 per person attendance grant £100 on receiving Certificate of Achievement
3. Achieving the Task	As above		
Module 3A (2 days)		<ul style="list-style-type: none"> • Planning and monitoring • Managing quality • Managing change 	£180 per person attendance grant £100 on receiving Certificate of Achievement
Module 3B (2 days)		<ul style="list-style-type: none"> • Project control cycle • Understanding costs and budgets 	£180 per person attendance grant £100 on receiving Certificate of Achievement
4. Health, Safety and the Environment	As above	Tailored to the needs of our industry's sectors, this module is also accredited by IOSH for the Managing Safely Award	£360 per person attendance grant £100 on receiving Certificate of Achievement
5. Presentation Skills	As above	<ul style="list-style-type: none"> • Developing and structuring presentations • Using audio / visual aids • Understanding your personal style • Practical work 	£180 per person attendance grant £100 on receiving Certificate of Achievement

A further grant of **£500** will be paid by ECITB in respect of each employee who successfully completes all the SMTD modules and is issued with an **ECITB SMTD Silver Card**.

Attendees will receive an ECITB Certificate of Attendance following each module, including each of modules 2A, 2B, 3A and 3B.

An **ECITB** Certificate of Achievement is issued to each person who also successfully completes the Task Assignment associated with the module.

Online Supervisory Management Training & Development

This programme has won a prestigious National Training Award. It is designed for those individuals who would prefer to use an online method of study and/or those for whom access to conventionally delivered training courses is difficult, e.g. offshore workers, people working overseas.

The content, aims and outcomes of the programme are the same as those described for the conventionally delivered SMTD. Accordingly, it is possible to blend online training for some modules with attendance at conventionally delivered training courses for other modules.

Engineering Construction Industry Approved Supervisor (ECIAS) Silver and Gold Card Scheme for Supervisors

This scheme enables supervisors to gain recognition for the job they do by having their knowledge and skills validated. A Silver Card is issued when the supervisor's knowledge in the role is assessed and confirmed.

Supervisors can gain a Silver Card by undergoing assessment through professional discussion with a qualified assessor from an Approved Centre or completing all the Task Assignments associated with the SMTD programme to a standard that is accepted by a qualified assessor from an Approved Centre.

A Gold Card is issued when competence is demonstrated and assessed against National Occupational Standards, whereupon the supervisor is awarded the N/SVQ Level 3 in Management.

Individuals who currently hold an N/SVQ Level 3 in Management – 2004 Standards – from any other Awarding Body, can submit their certificate for immediate assessment for Gold Card certification.

Associated Management & Professional Short Courses / SMTD

Course Title and Duration	Aimed at	Outline Content	Grant and Support Available
NAECI Industrial Relations Course for site managers, supervisors and shop stewards – 2 days	The programme is aimed at new and experienced supervisors and first line managers who have little or no previous supervisory training	The overall aims of the workshop are to develop and promote within delegates: <ul style="list-style-type: none"> • An awareness of the 'high level' aims and provisions of the NAECI, including why it is important to the UK ECI • An understanding of the scope of the NAECI and its main substantive and procedural provisions • An appreciation of the important interpersonal behaviours in 'first line' employee relations and the skills required to apply those behaviours • Recognition of the responsibility that all employees have to their employers and the projects on which they are employed 	£180 per person attendance grant
Joint Training for supervisors and workplace safety representatives – 2 days	As above	The overall philosophy of this programme is to encourage joint co-operation and discussion to achieve improved Health & Safety in the workplace	£180 per person attendance grant
Chargehand / Team Leader Training – 5 modules delivered separately or consecutively 6 days in total	As above	Tailored to the ECI, each module deals with the essentials of issues that a working team leader may face	£90 per person per training day



Training Grants and ECITB Funding for SMTD Modules and Associated Short Courses

From 29th March 2009:

- SMTD modules and short courses will be provided by ECITB approved training providers.
- Employers will be able to contract directly with approved training providers of their choice.
- Grants payable for SMTD training are:
 - Successful completion of the module and the associated Work Based Task Assignment; £100 per delegate per module
 - Attainment of Silver Card; £500 per delegate
 - Attainment of Gold Card; £1,500
 - Attendance at each module / short course; £90 per delegate per day

Notes:

1. *Successful completion of an SMTD module means that the person has fully attended the module and has completed the associated Task Assignment and gained a mark for the assignment which is 50% or greater. Accordingly, an ECITB Certificate of Achievement for that module will be issued.*
2. *A Silver Card will be issued to each individual who has gained an ECITB Certificate of Achievement for each SMTD module and has also been awarded the IOSH / ECITB Certificate in Managing Safely as a result of attending module 4, Health & Safety.*
3. *A Gold Card is issued on the attainment of the ECITB NVQ Level 3 in Management.*
4. *It is recognised that the per head training fee for employers in the Offshore Region is higher, influenced by the difficulties in releasing sufficient numbers of people per course from offshore work rotas. Accordingly, an 'Offshore Supplement' will be paid to the Attendance Grant of £35 per delegate per day, bringing the total to £125 per delegate per day.*
5. *An Offshore Region employer, for the purposes of the supplement referred to above, is an employer whose main office is based in the ECITB Offshore Region, and pays levy from that office.*

Between 1st January and 28th March 2009:

- All SMTD and associated short courses are free of training fees to ECITB registered companies.
- A grant of £75 per person will be paid in respect of each employee who successfully completes an SMTD module and is issued with a Certificate of Achievement for that module.

Project Management and Project Control Short Courses

ECITB Project Management short courses exist to broaden the knowledge base and enhance the effectiveness of project practitioners and others whose role is associated with projects within the engineering construction industry (ECI). Some courses will provide delegates with the opportunity to sit appropriate professional examinations and gain certification. Preparation for these examinations will be part of the training.

Course Title and Duration	Aimed at	Outline Content	Grant and Support Available
APM Introductory Certification Project Management (ICPM) – 2 days	The programme is aimed at anyone who works in a project team, or needs to interface with a project team	This course addresses the principles of project management techniques including planning and scheduling, communications, quality management, teamwork, resource management, risk management, handover, and review On completion of the course, candidates will be assessed by means of a 1-hour exam paper. Assuming successful completion of this assessment, candidates will receive a formal certificate of achievement accredited by the Association for Project Management	Free of training fees for all ECITB Registered Companies
Operational Project Management – 4 days	This course is designed for anyone, regardless of their experience or background, who wish to increase their understanding of the principles of project management	The programme will provide individuals with a practical appreciation of the principles, tools and techniques of project planning and control. It will also teach individuals how to relate to various project management philosophies in a variety of client and business environments	Free of training fees for all ECITB Registered Companies
APMP 5-Day Training Programme	This course is intended for personnel who already have a good understanding of the basic principles of project management and wish to advance their knowledge and understanding, and gain the APMP Certificate	This course is the next level up from the APM Introductory Certificate Course The syllabus will cover a wide breadth of topics, from the essential management tools required to monitor and control a project through to the wider context in which the project is being managed in terms of social and environmental issues, finance, organisation, procurement and people management	Free of training fees for all ECITB Registered Companies
Tactical Project Management – 5 days	The programme is aimed at lead engineers, senior project engineers and individuals moving towards managing a project team for the first time. It is suitable for anyone who requires a working knowledge and appreciation of project management	The programme is designed to provide further training in the advanced practices, procedures and processes of project management and aspects of assembling and running teams effectively. It has been successfully delivered to a number of multi-national companies as part of a project management development programme. Successful completion prepares all individuals for the APMP examination and certification processes	Free of training fees for all ECITB Registered Companies
Technical Project Leadership – 5 days	The programme is aimed at newly promoted and aspiring project managers, project engineers, project supervisors and project leaders as well as other team members who wish to increase their knowledge of, and performance in the management of projects	Uses an interactive computer based simulation to provide the opportunity to hone project and people management skills	Free of training fees for all ECITB Registered Companies
Strategic Project Management – 5 days	The programme is aimed at existing or designated project managers who have already had, or who are about to have, exposure to managing the project process from start to finish and who wish to gain exposure from more advanced and strategic methods and approaches	A high level course for existing or designated project managers dealing with a range of subjects from bid preparation through to on-project interface with the client	Free of training fees for all ECITB Registered Companies
Principles of Project Control – 5 days		Provides a comprehensive and detailed insight into the fundamentals of project control including planning, estimating and cost engineering. It is equally applicable to either onshore or offshore environments	Free of training fees for all ECITB Registered Companies

Companies, or a consortium of companies, may arrange for courses to be presented in-house, subject to a guarantee of minimum numbers.

These courses will be free of training fees. However, prior consultation with the appropriate ECITB Account Manager is required to establish budget availability.

ECITB Project Management ACTIVE Cup Competition

This is a highly successful and rewarding competition-based learning event in project management run in partnership with Cranfield University School of Management. Teams of 5 people manage a fixed price construction project, from inception to completion, financed by negotiated loan capital on behalf of an external client.

The competition is aimed at project management practitioners, team members and support / service staff, e.g. HR and accounts personnel who interface with, and provide services to, project teams.

There are significant opportunities for teams to engage in the negotiation of claims for client-driven scope changes and in the resolution of disputes.

The exercise is highly time-pressured, enjoyable and rewarding.

In 2009, there will be two competitions run over the weekends of 23rd to 25th January and 3rd to 5th July. The event commences with a series of short project management tutorials on Friday morning. After lunch, teams finalise execution plans and profit estimates prior to the simulation commencing. Teams benefit greatly from background reading and preparation prior to the event.

ECITB will pay for the tutoring fees and cost of entry for each team. The employer is responsible for other costs including travel and accommodation for the team members.

Project Management Master Classes

The Project Management Master Classes consist of an internationally recognised master class programme led by 'world class' experts in their field. They are offered in partnership with the European Construction Institute (ECI) and provide an opportunity for experienced project and construction managers and engineers to benefit from ECI knowledge and research, and to exchange and develop their expertise and ideas with their peers.

The classes are provided at various locations and subjects include:

- Claims management
- Managing people and projects
- Project development and definition
- Global safety
- Fast track projects
- Risk analysis and management
- Whole life value
- Partnering and alliancing

Regular e-mail bulletins are sent to industry advising of schedules, subjects and venues of the ECI Master Classes. If you would like your name added to the distribution list, please advise sheila.sorley@ecitb.org.uk

Prior to booking a course place, consultation with the appropriate ECITB Account Manager (see p43) is required to establish budget availability.



One-Day Interactive Workshops

The following one-day interactive workshops have been developed in response to training needs identified by ECITB registered companies and their representative User Groups.

- **Maintenance Strategy**

The workshop is aimed at graduate engineers and can form part of a Graduate Training Programme; existing engineering managers who wish to improve asset performance; engineering managers from different industries and other experienced personnel moving into maintenance management and planning.

- **Interpersonal Skills**

The workshop is intended for individuals for whom the effectiveness of their interactions with others is a significant factor for achievement of results. It is likely to be of value to a wide range of people, and not just to those in managerial or supervisory roles.

- **Train the Coach / Occasional Trainer**

The workshop is aimed at individuals who might need to coach others or who have an occasional need to deliver training to small groups. It is applicable to personnel at all levels and in all operational environments.

- **Site Safety Awareness**

The workshop is intended for individuals who have the occasional need to visit engineering construction sites. It may be used to compliment the knowledge provided by the ECITB Safety Passport Course, or as a stand alone input if the Safety Passport is not required.

- **Technical Leadership**

The workshop is intended for lead engineers and others with responsibility for technical staff, in particular those who are new to team leadership roles or those with little or no formal training in the subject.

Please visit www.ecitb.org.uk or contact sheila.sorley@ecitb.org.uk for more detailed information on the aims and content of each workshop.

A schedule of open courses will be published and updated on the website, www.ecitb.org.uk

Open courses will be free of training fees for all ECITB registered companies.

Companies, or a consortium of companies, may also arrange for courses to be presented in-house. These courses will also be free of training fees. However, prior consultation with the appropriate ECITB Account Manager is required to establish budget availability.

Part-time MSc in Project Management

ECITB supports the part-time MSc programmes at Manchester, Aberdeen and Robert Gordon Universities. All provide a programme that is taught in a flexible manner, combining work-based and distance learning with, in some cases, occasional attendance at specific workshops.

Modules can be taken as stand alone credit bearing units for Continuing Professional Development.

There is also a choice of attainment options:

- Postgraduate Certificate
- Diploma
- MSc qualification

Students will normally complete 4 modules per academic year.

MSc in Professional Engineering

ECITB supports the MSc in Professional Engineering provided by Kingston University and the University of Northumbria. The programmes follow a tailored work-based learning plan with support from supervisors and mentors. Typically this will take 2 to 3 years.

Satisfactory completion will lead to the award of an MSc which will be submitted for professional recognition as Chartered Engineer with the IET or IMechE.

Programme content will contain the following specific elements:

- The application of technology
- Problem analysis and solution construction
- Engineering design
- Interpersonal & leadership skills
- Professional & ethical management of technology
- Risk management

Masters in Business Administration (MBA)

In order to promote the attainment of a recognised Masters Degree for company employees in the engineering construction industry, ECITB are able to offer a grant of up to £20,000 towards the costs of a candidate attending and successfully completing MBA.

To qualify, companies must first seek ECITB approval to register candidates by discussing the matter with their ECITB Account Manager (see p43).

Master of Philosophy in Engineering for Sustainable Development

ECITB has established a cooperative arrangement with Cambridge University Engineering Department.

The Master's Degree provides engineering professionals with a broad understanding of sustainable development issues such as resource efficiency, waste minimisation, community participation and environmental responsibility.

The programme is offered as a full-time course and leads to the award of an MPhil degree. It lasts for 11 months (October – August inclusive).

The aims of the programme are to:

Develop engineering leaders with the understanding and skills necessary to conceive and deliver fitting solutions to:

- Society's needs
- Address global challenges within a sustainability framework

Develop strong business awareness and foster an understanding of the foundations of management theory in all areas of:

- Strategy and organisation
- Marketing and finance
- Connections between management and technology
- The introduction of change within organisations

For more information, please visit www.ecitb.org.uk

Training grants for all Masters Degree programmes

Employers pay the student fees direct to the university. An ECITB grant of 75% of the fees is available per student for each completed module. The grant will be increased to 100% of the fees if the module is completed successfully.

In all instances, ECITB budget availability for the learning must be discussed between the employer and the appropriate ECITB Account Manager prior to the student being enrolled on the programme.

Grants for Chartered Engineers and Engineering Technicians through in-company schemes

Under this newly developed scheme, registered companies may claim a grant of £3,000 for each employee who attains Chartered Engineer Status through a company scheme accredited by a recognised Professional Engineering Institution (PEI).

Similarly, a grant of £1,000 per candidate can be claimed for Technicians who achieve Engineering Technician (Eng Tech) status through a company Scheme accredited by a recognised PEI.

To qualify for this grant, companies must first seek approval from their ECITB Account Manager (see p43).

SHORT COURSES

Primavera and CAD Training Courses.

The range of Primavera and Computer Aided Design (CAD) training approved for financial support is detailed on ECITB website, www.ecitb.org.uk

Primavera™ Courses

ECITB has arrangements with 1st Milestone UK Ltd for the provision of Primavera™ training.

Places can be booked on ECITB approved public courses delivered at various locations including West London, Northern England and Aberdeen. Alternatively, single company or consortium company courses can be presented in-house or at venues arranged by the training provider.

Courses approved for funding are detailed on our website www.ecitb.org.uk

Further information on courses can be seen on the Milestone website www.milestoneuk.com

CAD Training for Designers

ECITB has arrangements with two providers for CAD 3-D modelling software PDS, Smart Plant 3 and PDMS.

PDS / Smart Plant 3D courses are offered by Intergraph at their Swindon location.

PDMS courses are offered by AVEVA in Cambridge.

Alternatively, single company or consortium company courses can be presented at employer premises subject to a suitable venue with appropriate hardware being available.

Courses approved for funding are detailed on our website www.ecitb.org.uk

Further information on courses can be seen at www.aveva.com or www.intergraph.co.uk

Course booking and funding for Primavera™ and CAD training

Contact details and course booking information is provided on the training provider's website and also on our ECITB website.

In all instances, ECITB budget availability for the training must be discussed between the employer and the appropriate ECITB Account Manager prior to the training being arranged.

Once ECITB funding has been secured, please contact the training provider directly to arrange for the approved training. ECITB will liaise with the training provider regarding direct payment of the course fees.

TERMS AND CONDITIONS OF BOOKING

A responsibility of ECITB is to ensure value for money in the provision of training programmes and associated short courses. We keep the number of people booked onto courses under review and reserve the right to cancel a course where value for money will not be achieved.

Our cancellation policy for courses provided and paid for directly by ECITB is as follows.

Timeframe	Status	Action
21 days prior to course commencement	The course becomes 'at risk' if fewer than 12 delegates are nominated to attend	<ul style="list-style-type: none"> The Training Provider will advise ECITB Course Administrator The Training Provider will also commence activities to recruit more nominees
	<ul style="list-style-type: none"> 12 or more delegates are nominated 	<ul style="list-style-type: none"> Course arrangements proceed as normal
14 days prior to course commencement.	<ul style="list-style-type: none"> Between 8 & 12 delegates are nominated 	<ul style="list-style-type: none"> The Training Provider will discuss course viability with ECITB Programme Manager
	<ul style="list-style-type: none"> 7 delegates or fewer are nominated 	<ul style="list-style-type: none"> The Training Provider will discuss course viability with ECITB Programme Manager – cancellation likely
	<ul style="list-style-type: none"> More than 12 delegates are nominated 	<ul style="list-style-type: none"> Course arrangements proceed as normal
10 days prior to course commencement.	<ul style="list-style-type: none"> 8 – 12 delegates are nominated 	<ul style="list-style-type: none"> The Training Provider will discuss course viability with ECITB Programme Manager
	<ul style="list-style-type: none"> 7 delegates or fewer are nominated 	<ul style="list-style-type: none"> The Training Provider will discuss course viability with ECITB Programme Manager – cancellation likely
	<ul style="list-style-type: none"> More than 12 delegates are nominated 	<ul style="list-style-type: none"> Course arrangements proceed as normal
<p>The above assumes that sufficient time is available for the Training Provider to cancel the course and venue arrangements without financial penalty to ECITB and the employers. If for any reason there is not sufficient time, the timeframes shall be changed accordingly by the Lead Provider.</p>		

Cancellation by the employer/employee

In the event of a delegates' non attendance of a course booked, the following charges will apply:

- More than 14 days notice**
no charge
- More than 7 days, but less than 14 days notice**
£35 per person per course day, i.e. £175 for a 5 day training course
- 7 days notice or less, including 'no shows'**
£70 per person per course day, i.e. £350 for a 5 day training course

Please note that replacement delegates from the employer or another organisation can be accepted at any time up to course commencement.

In addition to the above, the course venue may also have their own cancellation charges policy.

Cancellation by the employer in respect of courses not provided directly by ECITB

- Courses such as Primavera and CAD training, which are paid for directly by ECITB:**
In the event that cancellation of a course or course place by the employer results in ECITB being invoiced by the training provider for cancellation charges, this cost will be passed on to the employer.
- Courses arranged and paid for directly between the employer and the training provider:**
ECITB will have no liability for any cancellation charges.



SKILLS & TECHNICAL

ECITB offers a suite of programmes for existing and new entrant personnel to increase their knowledge and skills in the craft, engineering and project skills areas. Most programmes are modular and lead to recognised qualifications.

Skills enhancement via work-based learning (TECSkills)

Design & Draughting	Welding (Pipe)
Electrical Maintenance	Moving Loads
Non-Destructive Testing (NDT)	Mechanical Maintenance
Electro-Technical (Installation)	Pipefitting
Erecting	Plating
Instrument & Controls	Mechanical Fitting
Instrument Pipefitting	Project Control
Specialist Critical Bolting units	Welding (Plate)
Supporting Engineering Activities	

Engineering and Technical Courses

CAD Training for Designers
PDS/Smart Plant 3 and PDMS

Project Planning and Management

Project Planning (Primavera)	Various courses / levels
Introduction to Project Management	
APM Introductory Certificate	5 - 7 days
Operational Project Management	4 days
Technical Project Management	5 days
Tactical Project Management	5 days
Strategic Project Management	5 days
Principles of Project Control	5 days
Project Management Masterclasses	
ECITB Active Cup (Project Management Competition)	

1 Day Interactive Training Events

Interpersonal Skills
Safety Awareness Workshop for occasional visitors to sites
Train the Coach / Occasional Trainer
Maintenance Strategy Workshop – Optimising the Maintenance Plan
Technical Leadership

Skill enhancement via work-based learning

The training scheme developed for this purpose by ECITB is TECSkills (Training in Engineering Construction Skills). It is a flexible modular system and full details can be found at www.TECSkills.org.uk

Grants will be payable subject to the following conditions:

- Learners must be employed by an ECITB registered company.
- Enrolled with ECITB prior to commencement of training.
- An occupationally competent registered coach must be nominated for each learner at the time of enrolment.
- Training must be provided in accordance with an Individual Training Plan endorsed by the registered coach.
- Training must be provided to TECSkills unit specifications, and must be endorsed as satisfactorily completed, both by the coach and ECITB monitor.
- The learner must have:
 - completed the NVQ Level 3 qualification within 3 years of registration on TECSkills
 - completed the NVQ Level 2 qualification within 1 year of registration on TECSkills for on-shore learners and 18 months for offshore learners
 - completed the Training Unit/s within 1 year of registration on TECSkills

Other than for training linked to the Specialist Critical Bolting units and skill enhancement of existing craftspersons, training must have led to the award of one or more N/SVQ units before any related grant is payable.

Completion Grants

The following grants are available for learners who have not yet attained craft status or are not being paid at craft/technician grade (ECITB N/SVQ Level 3).

N/SVQ qualification (All N/SVQ Level 3 unless stated)	Maximum TECSkills Completion (N/SVQ) Grant
Supporting Engineering Activities NVQ Level 2	£2,000
Project Control NVQ Level 2	£2,000
Moving Loads	£6,000
Erecting	£6,000
Plating	£7,000
Pipefitting	£7,000
Mechanical Fitting	£7,000
Instrument Pipefitting	£7,000
Electrical Installation	£7,000
Welding Pipe	£8,000
Welding Plate	£8,000
Electrical Maintenance	£8,000
Mechanical Maintenance	£8,000
Instrument & Controls	£8,000
Non-Destructive Testing	£6,000
Project Control	£5,000
Design & Draughting	£5,000

Training Grants

Unit against which TECSkills grant claims may be made	TECSkills completed unit grants	Maximum claim under TECSkills
Specialist Critical Bolting units**	PF 18	£200
	PF 19	£200
	HS01 or HS02	£200
Skill enhancement of existing craftspersons**	Up to 5 on the job units	£200
<p>** Any on the job units may be used for skills enhancement of existing craftspersons. Under such circumstances a grant of £200 will be paid for up to any 5 satisfactorily completed units.</p> <p>Grants are no longer available for NAECI Stages A & B Units</p>		

TECSkills Knowledge Courses (for potential coaches and centre co-ordinators)

Courses for coaches will be delivered at various locations throughout the UK and will be free of training fees to ECITB registered companies.

Companies that are unable to provide their own coaches may utilise peripatetic coaches, available through ECITB TECSkills accredited centres.

ECITB monitors will be allocated to support the coaches and to review the progress of learners.

Further Information

The above is only intended as a brief overview of the work-based learning programme. If you would like further information regarding any of the above, please contact us for a copy of our information leaflet, talk to your local ECITB Account Manager (see p43) or visit our website at www.TECSkills.org.uk



SHORT COURSES

The following short courses attract ECITB funding or are provided directly by ECITB with no training fees charged to ECITB registered companies.

Principles of Project Control

This five day course provides a comprehensive and detailed insight into the fundamentals of Project Control including planning, estimating and cost engineering. It is equally applicable to either onshore or offshore environments.

Further information is provided on p13.

NAECI Industrial Relations Course

This two day course is aimed at site managers, supervisors and shop stewards. The content will cover the 'high level' aims and provisions of the NAECI, it's scope and procedures. It will also address key issues related to important interpersonal behaviours related to 'first line' employee relations.

Further information is provided on p11.

One Day Interactive Workshops

The following one day interactive workshops have been developed in response to training needs identified by our registered companies and their representative User Groups.

- Maintenance Strategy
- Interpersonal Skills
- Train the Coach / Occasional Trainer
- Site Safety Awareness
- Technical Leadership

Further information is provided on p15.

Primavera™ and CAD Training Courses.

The range of Primavera and CAD training approved for financial support is detailed on our website www.ecitb.org.uk

ECITB has arrangements with 1st Milestone UK Ltd for the provision of Primavera™ training.

ECITB has arrangements with two providers for CAD 3-D modelling software PDS, Smart Plant 3 and PDMS.

PDS / Smart Plant 3D courses are offered by Intergraph at their Swindon location.

PDMS courses are offered by AVEVA in Cambridge.

Further information on Primavera™ training and CAD Training is provided on p18.

APPRENTICESHIPS

Our apprenticeships combine college learning with site experience to ensure learners have the right balance of technical skills and practical experience resulting in a properly qualified and competent employee.

We offer apprenticeships in the following skills:

Engineering & Design

Design & Draughting

Project Control

Craft

Moving Loads

Pipefitting

Instrument Pipefitting

Plating

Mechanical Fitting

Steel Erecting

Welding (Pipe & Plate)

Technician

Electrical Maintenance

Non-Destructive Testing

Electro-Technical (installation)

Instrument & Controls

Mechanical Maintenance

Specific Apprenticeships for the Oil and Gas Industry (Offshore)

Instrument & Controls Maintenance

Electrical Maintenance

Mechanical Maintenance

Process Operator

Apprenticeships

All apprenticeship programmes supported by ECITB require that the supporting company shall either employ the apprentice during the whole of their apprenticeship or at the very least for a significant part of it.

ECITB will only fund those programmes which include or have previously included a minimum period of 26 weeks off-the-job training.

- **Full Grant**
Full Employment Apprenticeships - the apprentice is employed throughout their apprenticeship
- **Part Grant**
Part Employment Apprenticeships - ECITB funds the apprentice through their off-the-job training period (typically 12 months). The apprentice is then employed throughout the remainder of their apprenticeship for the on-the-job training and assessment period (typically 24 months)

Options	Grants (Paid To The Employer)
Full Grant (employed from the outset of training)	Up to £5,000 upon completion of Further Education, Key/Core Skills and fundamental skills training necessary to prepare the learner for their N/SVQ Level 3 qualification
	The amount of the grant will depend upon the duration of the off-the-job training period. £5,000 assumes a 12 month off-the-job period. Employers will receive a pro-rata grant payment where the actual period is less than 12 months
	Where completion of Further Education, Key/Core Skills and fundamental skills training lasts 12 months in total but is carried over into a second or third year, then the payment of the grant shall similarly be spread over this period
	£5,000 upon completion of an Advanced/Modern Apprenticeship Framework
Part Grant (employed throughout the on-the-job period of the apprenticeship)	£5,000 upon completion of the Advanced/Modern Apprenticeship Framework <i>(Note: if the Apprentice is not employed immediately upon commencement of the on-the-job period, the grant will be reduced at the rate of £250 per month, or part thereof)</i>

Note: ECITB registered companies can also claim grants as described above in respect of those apprentices who complete an Advanced or Modern Apprenticeship in Electrical Installation via an Awarding Body other than ECITB. To qualify for grant the apprentice must have:

- Been employed by the company throughout the training
- Been registered as an apprentice with the appropriate body, progress and have completed a recognised Advanced or Modern Apprenticeship

Note: The above grants apply to the training of an apprentice for whom no other ECITB funding has been accessed.

If an apprentice loses employment during their apprenticeship through no fault of their own, ECITB will, in collaboration with the employer, make every effort to find alternative employment and, as a last resort, will provide a learner allowance to assist such candidates in the completion of their Apprenticeship Framework.

Note: The above grants apply to the training of an Apprentice for whom no other ECITB funding has been accessed.

The amount of the grant will depend upon the availability of funding for the apprentice. Where ECITB's contribution to the training provider in respect of an apprentice is significantly above the norm, then ECITB may upon agreement with the employer seek to reduce the grant applicable.





AWARDS & QUALIFICATIONS

ECITB delivers National and Scottish Vocational Qualifications through a network of over 50 approved centres in England, Scotland and Wales. It has a Quality Assurance Framework that ensures quality and satisfies the statutory regulatory requirements of the Office of Qualifications and Examinations Regulator (OfQual) and the Scottish Qualifications Authority (SQA).

We offer a suite of employer designed and recognised National and Scottish Vocational Qualifications in engineering construction that are portable across the industry and give assurance of competence.

Craft	
Fabricating Steel Structures (Plating)	Level 3
Installing Plant & Systems Pipefitting	Level 3
Installing Plant & Systems Mechanical	Level 3
Installing Plant & Systems Instrument Pipefitting	Level 3
Welding (Pipework)	Level 3
Welding (Plate)	Level 3
Constructing Capital Plant Steel Structures – Erecting	Level 3
Moving Loads	Level 3
Installing & Commissioning Electro-Technical Systems & Equipment (Plant)	Level 3
Non-Destructive Testing	Level 3
Supporting Engineering Activities	Level 2
Constructional Steelwork Site Operations	Level 2 NVQ Only
Maintenance Technicians	
Maintaining Plant & Systems – Mechanical	Level 3
Maintaining Plant & Systems – Electrical	Level 3
Maintaining Plant & Systems – Instrument & Controls	Level 3
Design Technicians	
Design & Draughting	Level 3
Management & Engineering Management	
NVQ in Management	Level 3
SVQ in Management	Level 3
NVQ Project Control	Level 3
NVQ Project Control	Level 4
NVQ Project Control Support	Level 2

AWARDS & QUALIFICATIONS APPROVED CENTRES

The Vocational Qualifications relevant to the engineering construction industry are available through organisations approved by ECITB's Awarding Body to assess individual units or qualifications on our behalf.

Approved Centre status is awarded to organisations (employers or training providers) that can satisfy us that they have the necessary management and quality monitoring systems in place. Their assessment and verification procedures must also meet the criteria laid down by the Office of the Qualifications Regulator (of qualifications) and / or the Scottish Qualifications Authority (SQA).

If your organisation is interested in becoming an Approved Centre, please contact ECITB for a copy of our 'Guide for potential Approved Centres'.

To properly assess and verify N/SVQ's on our behalf, approved centres must nominate appropriate numbers of qualified assessors and verifiers who must be occupationally competent and certified to national standards. These standards have been set by the Employment National Training Organisation (ENTO), which has published units of competence relevant to the roles of assessors and verifiers. To meet the criteria for approved centre status, an organisation's nominated assessors and verifiers must hold, or be working towards the following units:

- **Assessors – A1**
Assess Candidates using a range of methods or A1 update from D units achieved
- **Verifiers – V1**
Conducting internal Quality Assurance of the Assessment Process or V1 and A1 update from D units achieved

Note: courses are being developed that will offer training to assessors and verifiers in the N/SVQs and ECITB's assessment processes. These will be available in Spring 2009.

National Occupational Standards and Training Structure

ECITB sets both occupational and training standards for the engineering construction industry. These form the basis of both the content of learning to reach competence and the optimum learning pathway.

N/SVQs in Engineering Construction

Craftspersons

Qualification	Level	QCA Reference	QCA Accreditation & Registration End Date	SQA Reference
Fabricating Steel Structures (Plating)	3	100/3328/2	31.8.08	G787 23
Installing Plant & Systems				
- Pipefitting	3	100/3330/0	31.8.08	G78C 23
- Mechanical	3	100/3331/2	31.8.08	G78A 23
- Instrument Pipefitting	3	100/3332/4	31.8.08	G78F 23
Welding (Pipework)	3	100/3325/7	31.8.08	G78K 23
Welding (Plate)	3	100/3326/9	31.8.08	G78G 23
Constructing Capital Plant Steel Structures – Erecting	3	100/3329/4	31.8.08	G786 23
Moving Loads	3	100/3327/0	31.8.08	G78H 23
Installing & Commissioning Electro-technical Systems & Equipment (Plant)	3	100/3564/3	31.1.09	G79L 23
Non-Destructive Testing	3	100/3324/5	31.8.08	G78J 23
Supporting Engineering Activities	2	100/3563/1	31.1.09	G79M 22
Constructional Steelwork Site	2	100/5885/0	31.9.10	N/A

Maintenance Technicians

Qualification	Level	QCA Reference	QCA Accreditation & Registration End Date	SQA Reference
Maintaining Plant & Systems				
- Mechanical	3	100/3334/8	31.8.08	G789 23
- Electrical	3	100/3335/X	31.8.08	G78D 23
- Instrument & Controls	3	100/3333/6	31.8.08	G78E 23

Off-Site Technicians

Qualification	Level	QCA Reference	QCA Accreditation & Registration End Date	SQA Reference
Design & Draughting	3	100/3323/3	31.8.08	G788 23

Management

Qualification	Level	QCA Reference	QCA Accreditation & Registration End Date	SQA Reference
ECITB NVQ in Management	3	100/6206/6	31.8.08	N/A
Management	3	N/A	N/A	G87Y 23
Project Control	3	100/5860/6	30.10.10	N/A
Project Control	4	100/5861/8	30.10.10	N/A
Project Control Support	2	500/2051/1	31.8.12	N/A

ECITB CARD SCHEMES

Engineering Construction Industry Approved Supervisor (ECIAS) Silver and Gold Card Scheme for Supervisors

This scheme enables supervisors to gain recognition for the job they do by having their knowledge and skills validated. A Silver Card is issued when the supervisor's knowledge in the role is assessed and confirmed.

Supervisors can gain a Silver Card by undergoing assessment through professional discussion with a qualified assessor from an Approved Centre or completing all the Task Assignments associated with the SMTD programme to a standard that is accepted by a qualified assessor from an Approved Centre.

A Gold Card is issued when competence is demonstrated and assessed against National Occupational Standards, whereupon the supervisor is awarded the N/SVQ Level 3 in Management.

Individuals who currently hold an N/SVQ Level 3 in Management – 2004 Standards – from any other Awarding Body, can submit their certificate for immediate assessment for Gold Card Certification.

Assuring Competence in Engineering (ACE)

ACE is an industry initiative which is supported by all areas of engineering construction in the UK: Clients, Contractors (ECIA), the National Joint Council (NJCEC), The Engineering Construction Industry Training Board (ECITB) and the trade unions.

The ACE card proves that an individual can perform their job in a safe and competent manner.

Assessment is carried out by an Approved Centre and takes approx 15-20 weeks. A local ECITB Account Manager will liaise with your company's training manager to start the registration process.

ACE currently covers the following disciplines:

Erecting – Fabricating Steel Structures (Plating) – Mechanical Fitting (including Maintenance) – Pipefitting (including Instrument) – Plating – Rigging – Welding (Pipework & Plate). ECITB administer this initiative through a network of approved centres and by processing card applications. We hold a national database of cards issued.

Benefits include:

- Recognition and validation of existing skills
- Top-up training increasing individual skills
- Enhanced employment prospects
- Reduces reliance on supervision
- Potential Assessor opportunities

Client / Contractor National Safety Group (CCNSG) Safety Passport scheme

The Passport to Safety is the agreed safety qualification needed for access to process plant sites in the UK.

After successful completion of a two-day training course and test, individuals are awarded a Safety Passport which is valid for three years. ECITB administer this initiative through their network of approved training providers and by holding a central database of all cards issued.

The main purpose of the CCNSG Safety Passport Scheme is to ensure that all site personnel and individuals going on-site have a basic knowledge of health and safety, after appropriate site induction, to work more safely to lower risk to themselves and others.

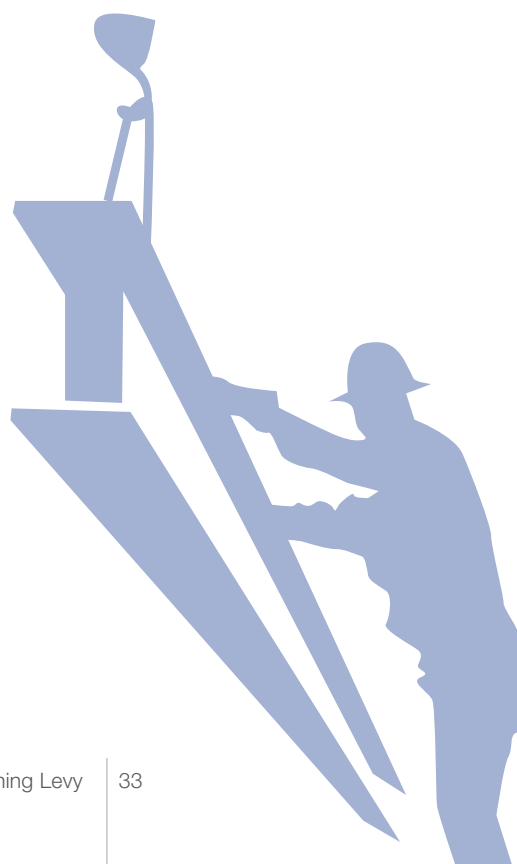
The scheme is aimed at all site personnel. There is an additional day for supervisors, outlining the key role that supervisors have in securing health and safety in the workplace.

There are three CCNSG Safety Passport courses National, Renewal and Supervising safety.

The national course runs for two days and consists of four sessions:

- Safe behaviour at work
- Safe place of work
- Safe systems of work
- Safety problems and safe solutions

Upon successful completion of the course a Safety Passport is issued which is valid for three years. After three years individuals can come back and complete a one-day renewal course. The one day Supervising Safety course is available to individuals holding a valid Safety Passport.





INDUSTRIAL TRAINING LEVY

ECITB is a statutory body that acts on behalf of industry in collecting a levy from all liable engineering construction employers.

This collection of levy helps us to provide assistance in all aspects of attracting individuals, developing and qualifying the workforce.

Introduction

To enable ECITB to provide for the training needs of the engineering construction industry, employers in the industry are required to pay an annual training levy (unless they are exempted from levy because their wages and labour-only payments fall below the relevant threshold levels).

If you do pay a levy but choose not to get directly involved in training, you are still helping maintain the industry's training and recruitment levels, as well as ensuring a safe and competent workforce.

Statutory Manpower and Payroll Returns

Employers are required by law to complete an annual Statutory Manpower and Payroll Return. The information requested in the Return is required in order to assess the amount of training levy payable. The breakdown of skills information requested in the Return also provides ECITB with valuable data concerning employment needs and trends in the industry.

The Returns are generally sent out in April together with guidance notes. Should you have any difficulty completing the form please contact either your local ECITB Account Manager or ECITB's Registration and Validation Account Manager (see p43).

The Returns must be completed, signed by an authorised signatory and returned to ECITB by 30th June. Failure to provide the information which has been requested is a criminal offence. Any director, secretary, manager or other officer of a company who is responsible for the failure to submit information may be personally liable in criminal proceedings.

ECITB will endeavour to assist employers to complete the Return. However, in cases where the required information is not provided, ECITB will either calculate the training levy due based on an estimate of the employer's wages and payments, or commence proceedings, or both.

ECITB also reserves the right to audit the information provided in the Returns.



The assessment of levy liability

The levy payable by an employer is based on the wages and payments made under labour-only agreements during the tax year which expired in the year immediately preceding the January in which the levy is paid. For example, in 2009 the levy payable in January is based on the wages and labour-only payments made in the year 6th April 2007 to 5th April 2008.

Training levy rates

Following consultation with employers, ECITB recommends the rates of the training levy to the Secretary of State. There are approved by Parliament. The current levy rates are as follows:

For employees and contract staff mainly working on site	1.5% of the total wages and net labour-only payments provided that these exceed £275,000 in the tax year.
For all other employees and contract staff	0.18% of the total wages and net labour-only payments provided that these exceed £1,000,000 in the tax year.

Payment of the training levy

Provided that ECITB has received a Statutory Manpower and Payroll Return and a levy is payable, a Training Levy Assessment Notice will be issued in January which shows the due. Unless an appeal is lodged within one month of the date of service of the Notice, the levy must be paid within one month and in one instalment.

Appeals procedure

An employer cannot appeal against the levy rate because these are approved by Parliament. However, an employer can appeal against the assessed levy within one month of receiving a Training Levy Assessment Notice if:

- The activities of the establishment being assessed do not fall within the scope of the legislation which defines the activities of the engineering construction industry; or
- The amount of the assessment is incorrect

Details of the appeals procedure are contained in the Training Levy Assessment Notice.

Ultimately an Employment Tribunal will determine a levy appeal. However, it is not always necessary for appeals to result in Employment Tribunal proceedings. ECITB will review both the registration of an establishment or the levy assessed if there appears to be valid grounds for so doing, and provided the matter is brought to ECITB's attention within the prescribed period.

WILL YOUR ESTABLISHMENT PAY A LEVY?

FOR ON-SITE PERSONNEL

Were the total payments made during the year to 5th April 2009 to your employees and labour-only contractors working on-site the majority of their time equal to or greater than £275,000?

NO

No levy to pay in respect of site staff.

YES

You will have to pay a levy in January 2010 calculated as follows:-

- 1.5% on all payments to site employees
- plus
- 1.5% of payments made for labour-only contractors (less receipts from the supply of their services on a labour-only basis) if this is greater than zero.

FOR OFF-SITE PERSONNEL

Were the total payments made during the year to 5th April 2009 to your employees and labour-only contractors working off-site for the majority of their time equal to or greater than £1,000,000?

NO

No levy to pay in respect of off site staff.

YES

You will have to pay a levy in January 2010 calculated as follows:-

- 0.18% on all payments to off site employees
- plus
- 0.18% of payments made for labour-only contractors (less receipts from the supply of their services on a labour-only basis) if this is greater than zero.

TOTAL LEVY



Timetable of events

Early January 2009	We send out Training Levy Assessment Notices in respect of the year to 5 April 2008
Early April 2009	We send out the Statutory Manpower and Payroll Returns in respect of the year to 5 April 2009
30 June 2009	Completed Statutory Manpower and Payroll Returns must be received by this date Where an employer fails to submit the Return, ECITB will estimate the wages of the establishment and calculate the training levy due based on the estimate
Early January 2010	We send out Training Levy Assessment Notices in respect of the year to 5 April 2009

Note – Important

If the S1M form is not returned to us by 30 June 2009 we will send out Estimated Training Levy Assessment Notices for the period 6 April 2008 to 5 April 2009 in September. This estimated training levy must be paid as a lump sum within one month of the date of this Estimated Training Levy Assessment Notice.

ECITB CONTACT INFORMATION

Head Office Details

Engineering Construction Industry Training Board (ECITB)

Blue Court
Church Lane
Kings Langley
Hertfordshire. WD4 8JP

Tel: 01923 260000 (general enquiries)

Fax: 01923 402138

E-mail: ecitb@ecitb.org.uk

Website: www.ecitb.org.uk

Directorate

David Edwards

Chief Executive

Tel: 01923 402121

Tony Featherstone

Director of Operations

Tel: 01923 402133

Peter Hill

Director of Finance/Board Secretary

Tel: 01923 402124

Nigel Spencer

Director of Development & Quality

Tel: 01923 402132

Research & Development

Andy Brown

Head of Research & Development

Tel: 07973 416149

Nikki Timson

Project Manager

Tel: 07779 246791

Chris Mann

Project Manager

Tel: 07896 416434

Gill Lea

Project Manager

Tel: 07977 224419

Jenny Mercer

Project Manager

Tel: 07977 463304

Skills & Qualifications Strategy

Richard Dodd

Head of Skills & Qualifications Strategy

Tel: 07976 752295

Accreditation & Monitoring

Ruth James

Head of Provider Accreditation & Monitoring

Tel: 01923 402150

Head of Programmes

Jim Kinnell

Head of Apprenticeships

Tel: 07989 671310

Blair Barclay

Head of Skills & Technical

Tel: 07976 753152

Brian Marchant

Work Based Learning Manager

Tel: 07971 860104

Norman Harrison

Head of Management & Professional

Tel: 07773 347672

Jason Riley

Head of ACE

Tel: 07967 653556

Colin Grimes

Head of Careers

Tel: 07976 200458

Training Levy

Caroline Clifford

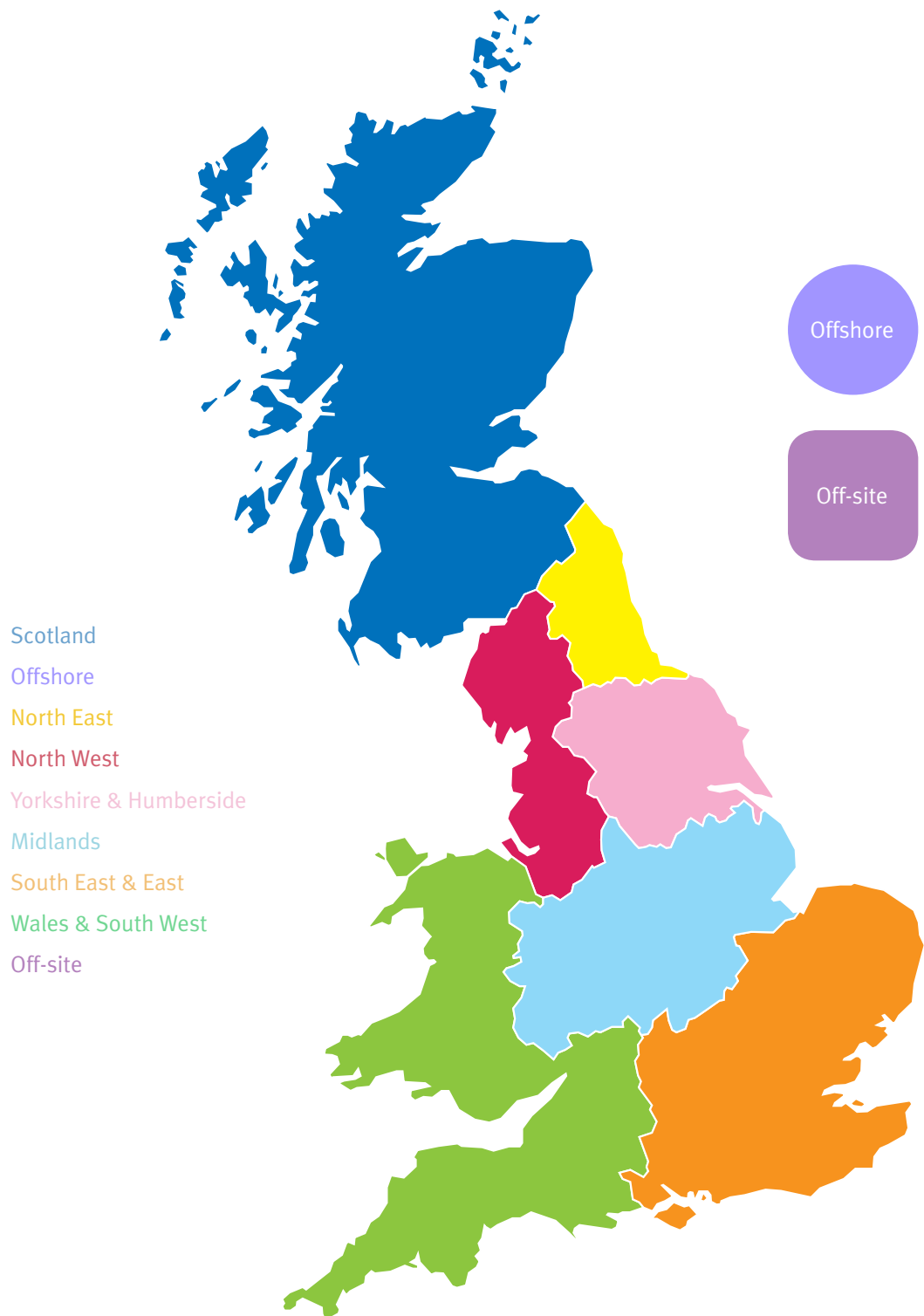
Registration & Validation

Tel: 07812 036425

ECITB CONTACT INFORMATION

Name	Role	Contact Number
Avril Goodenough	Secretary to Directors	01923 402123
Shirley Murphy	Secretary to Directors	01923 402119
Jacqueline Biddle	Receptionist & Administrator	01923 402122
Angela Ensten	Human Resources	01923 402127
Linda Wilson	IT & Facilities	01923 402137
Paul Norwood	Accounts Department	01923 402110
Grace Otegbade	Accounts Department	01923 402128
Dini Rajakumar	Accounts Department	01923 402126
Richard Meager	Accounts Department	01923 402125
Angie Day	Levy & Scope Administrator	01923 402134
Sue Collins	Administrator Skills & Technical	01923 402151
Alison Tridgell-Wyatt	Regional Admin (South East & East & Off-site)	01923 402136
Matthew Day	Awarding Body	01923 402117
Alison Tavener	Awarding Body & D&Q Administrator	01923 402118
Maureen Munro	Awarding Body	01923 402130
Theresa Bisgrove	Apprenticeships Claims	01923 402114
Linda Tarry	CCNSG Administrator	01923 402150
Sheila Sorley	Administrator Management & Professional	01923 402115
Miranda Hall	Marketing & Communications	01923 402120
Rakhee Gadhia	Research & Statistics	01923 402152

ECITB CONTACT INFORMATION



NOTE:

Our commitment to our registered companies is to provide the agreed funding to enable those individuals who have started an agreed programme to complete that programme, provided that the overall conditions for the scheme are met.

Nothing in this guide affects ECITB's legal rights and duties, including its right to introduce new services, alter existing arrangements and withdraw the availability of grants and services at any time and for whatever reason. This guide does not form a contract between you and ECITB. It may be necessary to limit or withdraw a grant or training programme, but if this occurs ECITB will give as much notice as possible.

ECITB CONTACT INFORMATION

Regional Contacts

Region	Name	Phone	Mobile
Offshore – enquiry line 0845 300 6111			
Chair	George Beattie	N/A	N/A
Regional Account Manager	Susan Smart	01224 289734	07896 416625
Account Manager	Carol Sinclair	01224 289734	07890 895890
Account Manager	Vince Dutch	01224 289734	07970 412848
Account Manager	Anne Marie Wilson	01224 289734	07896 416582
Regional Administrator	Allison Ballantyne	01224 289734	N/A
Scotland – enquiry line 0845 300 7111			
Chair	John Mellon	N/A	N/A
Regional Account Manager	Joanne McAlpine	01555 870949	07929 352573
Account Manager	Richard Stewart	01324 558345	07976 755181
Regional Administrator	Mandy Weir	01324 492733	N/A
North East – enquiry line 0845 900 6888			
Chair	John Hornby	N/A	N/A
Regional Account Manager	Don Atkinson	01642 777713	07971 438720
Account Manager	To be confirmed	01642 777713	N/A
Regional Assistant	Linda Young	01642 777752	N/A
North West – enquiry line 0845 900 7888			
Chair	Tom Jones	N/A	N/A
Regional Account Manager	Mark Bullock	01257 426107	07976 753150
Account Manager	Rachael Sewell	0161 4747363	07971 860107
Regional Assistant	Diane Greenwood	01254 505080	N/A
Yorkshire and Humberside – enquiry line 0845 900 5888			
Chair	Mike Jex	N/A	N/A
Regional Account Manager	Jason Riley	01469 552852	07967 653556
Account Manager	Val Porteous	01469 552850	07791 709982
Regional Administrator	Susy Shields	01469 522852	N/A
Regional Administrator	Emma Mitchell	01469 552852	N/A
Midlands – enquiry line 0845 270 1630			
Chair	Martyn Fletcher	N/A	N/A
Regional Account Manager	Colin Grimes	01788 575933	07976 200458
Account Manager	Alan Edmunds	01788 575933	07870 153071
Regional Administrator	Marilyn Tovey	01788 575933	N/A
Wales and South West – enquiry line 0845 300 9555			
Chair	John Jones	N/A	N/A
Regional Account Manager	Martyn Johnson	01443 218681	07870 153070
Account Manager	Roger Sage	01453 791081	07976 752307
Regional Administrator	Sue Pickett	02920 663812	N/A
South East and East – enquiry line 0845 300 8555			
Chair	Tim Millard	N/A	N/A
Regional Account Manager	Dug Harrison	01493 789168	07971 687862
Account Manager	Tracey Shelley	01622 736193	07896 416312
Account Manager	Duncan Weeks	01329 664989	07937 020434
Regional Administrator	Alison Tridgell-Wyatt	01923 402136	N/A
Off-site – enquiry line 0845 300 8555			
Chair	Richard Leamon	N/A	N/A
Regional Account Manager	John Edwards	01202 672705	07976 752298
Regional Administrator	Alison Tridgell-Wyatt	01923 402136	N/A

USEFUL WEBSITE ADDRESSES

BCECA	www.bceca.org.uk
COGENT	www.cogent-ssc.com
CITB – Construction Skills	www.citb.org.uk
DIUS	www.dius.gov.uk
ECIA	www.ecia.co.uk
GMB	www.gmb.org.uk
Go Engineer	www.goengineer.co.uk
Investors in People UK (IIP)	www.investorsinpeople.co.uk
LANTRA	www.lantra.co.uk
Learning & Skills Council	www.lsc.gov.uk
National Skills Academy – Nuclear	www.nuclear.nsacademy.co.uk
National Skills Academy – Process Industry	www.process.nsacademy.co.uk
Offshore Contractors Association	www.ocainternet.co.uk
Opito	www.opito.com
QCA	www.qca.org.uk
SQA	www.sqa.org.uk
Sector Skills Development Agency	www.ssda.org.uk
SEMTA	www.semta.org.uk
Scottish Enterprise	www.scottish-enterprise.org.uk
TECSkills	www.tecskills.org.uk
Upstream Technician Training	www.oilandgastechicians.com
UNITE	www.unitetheunion.com



Engineering Construction Industry Training Board

Blue Court, Church Lane, Kings Langley, Hertfordshire WD4 8JP
Tel: 01923 260000 Fax: 01923 270969 Email: ecitb@ecitb.org.uk www.ecitb.org.uk

