

**EC  
ITB\***

**Grant Policy**  
2019/20





## **Grant Policy**

### **Purpose**

1. The purpose of this policy is to provide definition and direction to all relevant stakeholders, as to the principles for the grant aiding of training and testing related activities in the Engineering Construction Industry (ECI) through the use of ECITB levy funds. This policy reflects the ECITB's statutory purpose and powers to make grant payments, which are described in the Industrial Training Act 1982.
2. Grants can be paid to a variety of parties in pursuance of the ECITB's statutory purpose and powers. However, in the main, grants are paid to employers in the ECI which train their workforces (both employed and labour-only contractors). However, the ECITB is also empowered to pay grants to other parties who are involved in the provision of training (for example, parties involved in the delivery of training and testing services, and the development of training courses and tests or qualifications) which meet the needs of the industry.
3. The Board has delegated authority and responsibility for decisions to approve grant schemes and to make arrangements for the payment of grants to the ECITB's Operations and Grant Committee (OGC).
4. This policy lays out the main objectives, principles and arrangements which guide the OGC in making its decisions concerning grants payments. The processes relating to the management and payment of grants are set out in the annexes.

### **Main Objectives**

5. The ECITB's main objectives in making decisions relating to grant are to ensure that payments are:
  - permitted by the Industrial Training Act 1982;
  - in pursuance of the Board's strategic objectives and operating plans;
  - meet the required standards in terms of regularity and propriety;
  - demonstrate value for money; and
  - subject to appropriate decision-making criteria and controls.

### **Eligibility for ECITB grant**

6. The OGC will make decisions to pay grant to support training and training related activities, provided that the objectives described above are fulfilled. However, this means that the OGC has the authority to select the types of training and training related activities for grant funding, and to reject other activities, depending on the strategic aims of the Board.
7. The OGC may select individual areas of training activity for grant aid which meet a specific industry need, or pay grant to recipients in different industry sectors, or pay grants to assist different categories of employers (for example, SME's) to ensure training needs are being addressed.
8. Training and training related activities which relate to the areas defined in paragraph 2 of Annex A are the priority areas of focus for grant aid. The training outlined in paragraph 3 of



Annex A are specifically excluded from ECITB grant aid, unless the OGC considers that there are justifiable reasons to pay grant to support this type of training activity.

9. Grant to support training activities is primarily awarded to employers which operate “leviable establishments,” and which appear on the ECITB’s Register of Leviable Establishments (i.e. “in-scope employers”). Training grant is awarded to support the training of workers within the employer’s establishment. This includes labour-only contractors as well as employees. However, the ECITB can award grant to employers, training providers, individuals and other institutions which may not be in-scope employers but are within the ECI.

10. The Board may pay maintenance and travelling allowances to persons attending courses provided or approved by the Board.

### **The relationship between levy and grants**

11. The decision to pay grant to an in-scope employer will not be influenced by the quantum of the industrial training levy for which the employer may be liable. Some small and medium sized employers (SME’s) are exempt the levy but will be eligible to receive training grants. Grant payment decisions are made based on the nature of the training or training related activities to be undertaken.

### **Budgetary Considerations**

12. All grant aid decisions are taken having regard to budgetary considerations. The ECITB will endeavour to ensure that all grant claimants have a reasonable opportunity to apply for grant to support their training and training related activities within the principles set out in this policy. The ECITB’s operational plan and budget will reflect the ECITB’s strategic objectives and how they will be addressed.

### **Claiming Grant**

13. In the normal course of business it is incumbent on all grant recipients to reach agreement with the ECITB and to secure a “commitment” for grant ahead of the activity for which grant is sought. Subject to the provisions below, once a “grant commitment” has been made, the agreed grant will be paid following the submission of confirmatory evidence that the activity has occurred. Further details on the process for securing commitments and the provision of evidence are in Annex B.

### **Grant Rates**

14. ECITB’s grant rates (i.e. the quantum of a grant payment) are set by the OGC having regard to the following main factors:

- Balance between a claimant’s costs and value for public money.
- Current training fees set by third party providers.
- Incentivising and leveraging desired training behaviours within the industry.

The OGC will periodically review market training fees and adjust prevailing grant rates as and when necessary.



## **Interface with other policy areas**

### **ECITB – Contractual obligations and liabilities during Insolvency**

15. From a legal perspective all training grants are discretionary in nature, and any indication that grants are available or an agreement to pay may be withdrawn at any time. The only exception to this rule is when the ECITB has made a contractual commitment to pay grants. Therefore, this policy sets out the principles of grant support that are likely to be available to eligible parties following prior discussions with the ECITB. This policy does not form a contractual offer or a contract between employers and the ECITB. Nothing in this policy affects the ECITB's legal rights or duties, including its rights to introduce new services, alter existing arrangements or withdraw the availability of grant support and services at any time and for whatever reason.

16. In the case of an employer entering into insolvency proceedings or arrangements, or in the case where an employer may no longer be operating a leviable establishment and is under review, the ECITB operates a separate policy which deals with such situations, which will affect grant commitments and payments.

### **Review of Policy**

17. This Policy will be reviewed at least every three years or sooner if necessary.

### **Challenges and Appeals**

18. Any challenges to any aspect of this policy or appeals against any decisions taken concerning grants will be considered by the OGC in the first instance. If dissatisfied with the outcome, the complainant may refer the matter to the Board for review.

19. Any such complaints or appeals should be made either through the complaints process set out on the ECITB website and attached at Annex C or directly to the Chief Executive of the ECITB.

### **Annexes:**

- A. ECITB Approved Training – Key principles and priorities
- B. Grant aid process – Key principles
- C. Complaints and Appeals concerning ECITB Grant Decisions

### **Appendix:**

- 1. Appendix 1 to Annex A, Regional Discretionary Funding Key Principles.