

The Steeplejack and Lightning Protection Training Group

Short Duration Course Achievement Grant Claim Advice



Course	Course Date	Approved Training Organiser (ATO)	Claim Deadline	Claim Responsibility
Anchors for Steeplejacks	21 June 2018	No	8 November 2018	Employer
Anchors for Steeplejacks	17 September 2018	No	4 February 2019	Employer
Anchors for Steeplejacks	7 November 2018	No	21 November 2018	Employer
IPAF – 3a & 3b	21 May 2018	Yes	4 June 2018	ATO
IPAF – 3a & 3b	23 May 2018	Yes	6 June 2018	ATO
IPAF – 3a & 3b	19 July 2018	Yes	2 August 2018	ATO
IPAF – 3a & 3b	15 October 2018	Yes	29 October 2018	ATO
PASMA – T Levels	22 May 2018	Yes	5 June 2018	ATO
PASMA – T Levels	8 June 2018	Yes	22 June 2018	ATO
PASMA – T Levels	20 July 2018	Yes	3 August 2018	ATO
PASMA – T Levels	16 October 2018	Yes	30 October 2018	ATO
Working at Height for Lightning Conductor Engineers	19 June 2018	Yes	3 July 2018	ATO
Working at Height for Lightning Conductor Engineers	30 October 2018	Yes	13 November 2018	ATO
Working at Height for Lightning Conductor Engineers	15 November 2018	No	4 April 2019	Employer

Notes

- Courses delivered before 1 April are not eligible for the Short Duration Course Achievement Grant
- All of the above courses are eligible for a Tier 1 payment of £30 per candidate
- Short duration courses undertaken with a non-ATO must be submitted manually through CITB online. Details of how to claim are available [here](#). If you fail to receive payment, please contact the CITB Grant Department directly by [email](#) or by telephone on 0344 994 4455 (option two then option three).
- Short duration courses undertaken with ATOs should receive automatic payment within 20 working days of the course date. If you have not received an automatic payment by this time, please contact [Lauren Sweeney-Fenton](#) to follow this up. In order to track submissions to the Construction Training Register, and hence payments from the grant system, Lauren will need: the course title and date, each candidate's full name and either their date of birth or National Insurance number
- All grant payments should be received within 10 working days of submission.