



# Training and Qualifications in **External Wall Insulation**

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# Contents

<b>Introduction</b>	<b>2</b>
<ul style="list-style-type: none"><li>• The need for Training and Qualifications</li><li>• The role of INCA</li></ul>	
<b>Checklist for Qualifying your Workforce</b>	<b>3</b>
<b>Choosing the Right Training</b>	<b>4</b>
<ul style="list-style-type: none"><li>• Obtaining the S/NVQ</li><li>• Manufacturer Training</li></ul>	
<b>External Wall Insulation Training Routes</b>	<b>5</b>
<b>CSCS Cards</b>	<b>7</b>
<ul style="list-style-type: none"><li>• Identifying the right card</li><li>• EWI CSCS Occupations</li><li>• The Health, Safety and Environment Test</li><li>• How to obtain a card</li></ul>	
<b>CITB Grants</b>	<b>8</b>
<ul style="list-style-type: none"><li>• How to claim</li><li>• Grants 2013/2014</li></ul>	
<b>INCA Membership</b>	<b>10</b>
<b>Useful Contacts</b>	<b>11</b>



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# Introduction

This guide has been produced by the Insulated Render and Cladding Association (INCA) in partnership with industry training body CITB and Build UK to help you identify the appropriate training to qualify your workforce. Ensuring that all your employees have achieved the relevant qualifications and hold the right CSCS cards can assist you in achieving PAS 2030 certification for Green Deal and Energy Company Obligation (ECO) work as well as gaining access to sites.

## The role of INCA

INCA is the recognised trade association for the EWI industry, representing the major system designers, a nationwide network of specialist installers and the key component suppliers. INCA and its dedicated Training Committee have worked closely with CITB to develop the framework for training and qualifications in the sector.



# Checklist for Qualifying your Workforce

- |            |   |                          |
|------------|---|--------------------------|
| <b>01.</b> | Develop a Training and Development Plan to identify and map out the training needs of all your employers <ul style="list-style-type: none"><li>• Look at the <b>CITB website</b> to identify what training grants you are eligible to claim for. You should also discuss these with your CITB Adviser</li></ul> | <input type="checkbox"/> |
| <b>02.</b> | For each operative, find a training provider that delivers the appropriate training and register them for the S/NVQ – see page 04   | <input type="checkbox"/> |
| <b>03.</b> | Identify the CSCS card that the operative requires, book the relevant Health, Safety and Environment Test and make sure that they pass it – see page 07   | <input type="checkbox"/> |
| <b>04.</b> | Complete and submit the CSCS application form for the appropriate CSCS card – see page 07   | <input type="checkbox"/> |
| <b>05.</b> | Support the operative to carry out the training and obtain the S/NVQ  | <input type="checkbox"/> |
| <b>06.</b> | Claim CITB grant for the achievement of the S/NVQ – see page 08   | <input type="checkbox"/> |
| <b>07.</b> | Complete and submit a new CSCS application form for a Skilled Worker card in <i>External Wall Insulation Installer</i>  | <input type="checkbox"/> |
| <b>08.</b> | To achieve the appropriate S/NVQ endorsement of Boarder, Finisher or Boarder/Finisher on the CSCS card, send copies of the full NVQ certificate and unit credit achievements with the CSCS application form   | <input type="checkbox"/> |
| <b>09.</b> | Identify and plan refresher training as required  | <input type="checkbox"/> |
| <b>10.</b> | If the operative progresses to a supervisory or management role, review their training and qualification requirements by contacting the <b>National Specialist Accreditation Centre (NSAC)</b>  | <input type="checkbox"/> |



# Choosing the Right Training

Operatives qualified in the EWI trade should hold the Level 2 S/NVQ in *Insulation and Building Treatments (Construction) – External Wall Insulation* and obtain the blue CSCS Skilled Worker Card in the occupation *External Wall Insulation Installer*.

There are three different S/NVQ routes available:

- EWI Boarder (Certificate)
- EWI Finisher (Certificate)
- EWI Boarder/Finisher (Diploma)

## Obtaining the S/NVQ

Depending on the level of experience and competence of the operative, there are a number of training routes available to obtain the S/NVQ:

- **New entrant with no previous experience in construction** – Framework Apprenticeship (SASE). There is also a Specialist Apprenticeship Programme (SAP) available; however, at present it is only offered by a limited number of training providers
- **Operatives with construction experience but little or no knowledge of EWI** – Specialist Upskilling Programme (SUP)
- **Experienced EWI operatives** – On Site Assessment and Training (OSAT).

When registering an operative for the S/NVQ, a training provider will usually carry out a pre-course interview to assess and profile the operative's existing skills and assign them to the appropriate training route.

Details of the different training routes, including duration, cost and grant available, can be found on page 05.

For a list of providers of S/NVQs please [click here](#)

## Manufacturer Training

Some manufacturers of EWI systems have cross-mapped the content of their product/system specific training courses to the EWI National Occupational Standards (NOS), which are the baseline standards used to establish the NVQ and SVQ.

When booking a training course with a manufacturer, they should be able to confirm whether the course will contribute towards the achievement of the S/NVQ.

For a full list of INCA System Designer members, visit the [INCA Website](#)

For a list of providers of Manufacturers Training please [click here](#)

# External Wall Insulation

## Training Routes

Course	Type of Candidate	Duration	Delivery	Training & Assessment	Cost	CITB Grant
<b>Framework Apprenticeship (SASE)</b>	New entrants with no previous construction experience  Aged 16+	Minimum of 18 months	15 - 20 weeks off-site training in 2, 3 and 4 week blocks  On-site assessment	The employer must allow for off-site training and on-site assessment and provide a mentor for the apprentice  The apprentice must complete a portfolio	Free to CITB-registered employers	£6,000 + 10% Supplementary Payment (if eligible) TOTAL GRANT = £6,600  <i>DON'T FORGET: A £50 grant will automatically be paid with your first quarter of attendance grant. You do not need to submit a claim form</i>
<b>Specialist Apprenticeship Programme (SAP)</b>  * Limited provision at present *	New entrants with no previous construction experience  Aged 16+	24 months	21 days off-site training  On-site training  On-site assessment	The employer must allow for off-site training and on-site assessment and provide a mentor for the apprentice  The apprentice must complete a portfolio	Depends on numbers and location but should not exceed CITB grant available	£7,650 + 10% Supplementary Payment (if eligible) TOTAL GRANT = £8,415  <i>DON'T FORGET: A £50 grant will automatically be paid with your first quarter of attendance grant. You do not need to submit a claim form</i>
<b>Specialist Upskilling Programme (SUP)</b>	Operatives with construction experience and transferable skills but little or no knowledge of EWI  Require a minimum of 5 days occupational training	12 months	5 - 13 days off-site training  On-site assessment	The employer must allow for off-site training and on-site assessment  The operative must complete a portfolio	Depends on numbers and location but should not exceed CITB grant available	5 - 9 days off-site training = £2,525 10 - 13 days off-site training = £2,775  + 10% Supplementary Payment (if eligible)
<b>On-Site Assessment and Training (OSAT)</b>	Experienced EWI operatives without the S/NVQ  Must be working on the installation of EWI systems  Require 4 days or less of occupational training	Typically 4 - 5 assessor visits over 6 months	Up to 4 days off-site training (if required)  On-site assessment	The employer must allow for off-site training (if required) and on-site assessment  The operative must complete a portfolio	Depends on numbers and location	NVQ Achievement Grant = £400 + 10% Supplementary Payment (if eligible) TOTAL GRANT = £440

# CSCS Cards

CSCS cards provide the construction industry with a means of identity and proof of competence for individuals working on site. There are nearly 1.8 million cardholders in the UK and most major contractors, homebuilders and local authorities require employees and sub-contractors to hold a valid CSCS card before allowing them access to site. There are a range of CSCS cards available which reflect the variety of occupations in the industry.

## Identifying the right card

**Qualified operatives** in the EW1 trade should hold the Level 2 S/NVQ in *Insulation and Building Treatments (Construction) - External Wall Insulation* and obtain the blue CSCS Skilled Worker Card in the occupation *External Wall Insulation Installer*.

**Experienced operatives** working towards the S/NVQ can obtain the red CSCS Experienced Worker Card. This is valid for one year from the date of issue and cannot be renewed. By the time the card expires, the operative must have achieved the S/NVQ level in order to obtain a Skilled Worker Card.

**New entrants** who have been registered onto an appropriate training course to achieve the S/NVQ can obtain the red CSCS Trainee Card.

The green CSCS Labourer card is available to labourers or workers who carry out basic site skills only. This card should not be used as an alternative to the red Experienced Worker card to gain access to site.

To help INCA members understand how the card scheme can assist contractors to assess the competence of construction workers, along with their eligibility to work on-site, Build UK have developed the **Training Standard**

Build UK has also published an easy to follow **Flowchart** to help Specialist Contractors identify the right cards for their workforce.



# CSCS Cards

## EWI CSCS Occupations

Occupation	CSCS Card	Qualification (S/NVQ)	Health, Safety & Environment Test	Card Validity
New Entrants, Potential Apprentices & Work Experience Candidates	Provisional Card – Red	Working towards Level 1 or 2	Operative	6 Months (Non-Renewable)
Apprentice	Apprentice – Red	Working towards Level 2	Part of apprenticeship framework	4 Years (Non-Renewable)
Trainee	Trainee – Red	Working towards Level 2	Operative	5 Years (Non-Renewable)
Labourer	Labourer – Green	Level 1	Operative	5 Years
Experienced Operative (No Qualification)	Experienced Worker – External Wall Insulation Installer – Red	Working towards Level 2	Operative	1 Year (Non-Renewable)
Experienced Operative (Qualification)	Skilled Worker – External Wall Insulation Installer – Blue	Level 2	Operative	5 Years
Site Supervisor / Foreman (Relevant Industry Qualification)	Advanced Craft / Supervisory – Gold	Level 3 or Level 4	Supervisor	5 Years
Site Manager / Contracts Manager (Relevant Industry Qualification)	Manager – Black	Level 4, Level 5, Level 6 or Level 7	Managers and Professionals	5 Years
Senior Manager / Director (Relevant Industry Qualification)	Academically or Professionally Qualified Person – White	Academic qualification or member of approved professional body	Managers and Professionals	5 Years

## The Health, Safety and Environment Test

To obtain a CSCS card, an individual must pass the Health, Safety and Environment Test relevant to the CSCS occupation – see table above.

When preparing for the test, the individual should ensure that they use the range of revision materials available, including the latest edition of the ‘Question and Answer’ book and practice DVD.

To book a test, which costs £19.50, and order revision materials call **0344 994 4488** or to book online visit the **CITB website**.

## How to obtain a card

1. Download the **CSCS application form**
2. Contact a training provider to register for the S/NVQ if not already held
3. Pass the relevant Health, Safety and Environment Test
4. Complete the CSCS application form for the appropriate card and submit it to CSCS along with a passport photo and payment of £30.00
5. Await the issue of the CSCS card, which should take 10 - 20 days depending on the payment method.



# CITB Grants

Companies registered with CITB can claim grant for carrying out training and obtaining qualifications for their employees and labour only sub-contractors – even if they don't pay a levy contribution due to the Small Business Levy Exemption.

If you are carrying out training for any of your workforce, you should be claiming CITB grants for attendance and achievement on a wide range of courses including:

- Apprenticeships
- S/NVQ achievements
- Site Safety Plus
- Technical and Professional courses
- Short Duration off-the-job training.

Details of all the current grants available from 01 August 2016 – 31 July 2017 can be found on page 9.

## How to claim

You can claim for planned attendance on training courses that meet all your business needs through a **Training and Development Plan**. The grant is £50 per person for each full day (6 hours or more) and £25 per person for each half day (3 hours or more) of training completed and you will receive payment in instalments throughout the year. This is available for a maximum number of days, based on the numbers of PAYE staff and labour-only sub-contractors you have declared on your CITB Levy Return. Grant is also available for training of 30 minutes or more which forms part of an approved **Modular Training Programme (MTP)**.

If you do not have a Training and Development Plan, you can claim grant for **Short Duration off-the-job training**. The grant is £50 per person for each full day and £25 per person for each half day of training and you will need to complete and submit a claim form after each training course or qualification. This is also available for a maximum number of days, based on the numbers of PAYE staff and labour-only sub-contractors you have declared on your CITB Levy Return, up to a maximum of £5,000 per employer per Grants Scheme year.

A claim form can be downloaded from the **CITB website**.

Please note that you cannot claim grant for both a Training and Development Plan and Short Duration off-the-job training in the same CITB Grants Scheme year.

For advice and guidance on claiming grant, contact your local CITB Adviser, **visit the CITB website** or call the grants helpline **0344 994 4455**

# CITB Grants

## Grants 2016/2017

CITB-registered companies that pay the levy and submit their Levy Return on time may be eligible for a Supplementary Payment of 22% on the grant rates below.

Training or Qualification	Grant Code	Amount of Grant	How to Claim
<b>Apprenticeship – Traditional Framework (2 years)</b> <ul style="list-style-type: none"> <li>• 1st year attendance</li> <li>• 2nd year attendance</li> <li>• VQ Level 2 achievement</li> <li>• Framework achievement</li> </ul>	A02 A03 A31 A04	Total of up to <b>£6,000</b> <ul style="list-style-type: none"> <li>• £1,965 paid in 4 quarterly instalments</li> <li>• £1,660 paid in 4 quarterly instalments</li> <li>• £400</li> <li>• £1,975</li> </ul>	Automatic payment of attendance grants on receipt of CAS deeds (where CITB is managing agency)  Claim form automatically sent by CITB for VQ and framework achievement grants
<b>Apprenticeship – SAP</b> <ul style="list-style-type: none"> <li>• 1st year attendance</li> <li>• 2nd year attendance</li> <li>• VQ Level 2 achievement</li> <li>• Completion incentive</li> <li>• Contribution towards training costs</li> </ul>	A08	Total of up to <b>£7,650</b> (VQ Level 2) <ul style="list-style-type: none"> <li>• £1,125 paid in 4 quarterly instalments</li> <li>• £1,125 paid in 4 quarterly instalments</li> <li>• £400</li> <li>• £2,000</li> <li>• £3,000</li> </ul>	Claim form automatically sent by CITB for both automatic payment of attendance grants on receipt of CAS deeds and VQ achievement and completion grants
<b>S/NVQ Level 2</b> <ul style="list-style-type: none"> <li>• Achievement – via OSAT</li> </ul>	A31	<b>£400</b>	Claim form automatically sent by CITB  (Claim form should be submitted if not received within 3 months of achievement)
<b>Short Duration off-the-job training</b> <ul style="list-style-type: none"> <li>• Attendance – 1 day or more courses (Minimum of 6 hours per day)</li> <li>• Attendance – ½ day courses (Minimum of 3 hours per day)</li> </ul>	B201	<b>£50</b> per day  <b>£25</b> for ½ day	Submit claim form on completion of training
<b>Site Safety Plus</b> <ul style="list-style-type: none"> <li>• Directors Role for Health &amp; Safety</li> <li>• SMSTS</li> <li>• SSSTS</li> <li>• Health and Safety Awareness</li> </ul>	A29	<b>£50</b> per day	Claim form automatically sent by CITB  (Claim form should be submitted if not received within 3 months of attendance)
<b>Specialist Upskilling Programme (SUP)</b> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• VQ Level 2 achievement</li> <li>• Completion incentive</li> </ul>	A08	5 - 9 days off-site training <b>£2,525</b> 10 - 13 days off-site training <b>£2,775</b>	Claim form automatically sent by CITB
<b>Training &amp; Development Plan</b> <ul style="list-style-type: none"> <li>• Attendance on any appropriate training course – minimum of 3 hours duration (Shorter training sessions can be applied for)</li> </ul>	B102	<b>£50</b> per day	Contact your CITB Adviser

# INCA

## Insulated Render and Cladding Association



Representing the major system designers, a nationwide network of specialist installers, and the key component suppliers in the external wall insulation (EWI) industry.

Using an INCA member provides clients with confidence that they are working with a reputable Specialist Contractor that meets recognised standards of competence.

### Exclusive range of benefits

- High level representation and first point of contact for Government and other key stakeholders
- Members with a proven track record of financial and technical delivery
- Commitment to health and safety and a qualified workforce
- Wide-ranging business support
- Up to date guidance and information
- Forum for sharing best practice
- UK member of the European Association for External Thermal Insulation Composite Systems (EAE)

## Join INCA today!

**t: 0844 249 0040**

**e: [info@inca-ltd.org.uk](mailto:info@inca-ltd.org.uk)**

**w: [www.inca-ltd.org.uk](http://www.inca-ltd.org.uk)**



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# Useful Contacts

## CITB Adviser Support

A local point of contact to advise employers on training and grants

**INCA Lead Contact:**  
**David Wake 07770 420170**

**INCA Support Contact:**  
**Jessica Quansah 07778 781044**

## CITB Levy and Grant Team

For all CITB levy and grant enquiries

**0344 994 4455**  
[levy.grant@citb.co.uk](mailto:levy.grant@citb.co.uk)  
[www.citb.co.uk/levy-grant/](http://www.citb.co.uk/levy-grant/)

## National Specialist Accreditation Centre

Provides qualifications and guidance for the Specialist Sector

NSAC works across all four nations in the United Kingdom

**England, Wales and Northern Ireland:**  
**0300 456 5561**  
[enquiry.nsac@cskills.org](mailto:enquiry.nsac@cskills.org)

**Scotland:**  
**0300 456 8728**  
[NSAC.Scotland@cskills.org](mailto:NSAC.Scotland@cskills.org)

## CSCS Health, Safety and Environment Test

Booking centre for the Health, Safety and Environment Test

**0344 994 4488**  
[www.citb.co.uk/Cards-testing](http://www.citb.co.uk/Cards-testing)  
[www.citb.co.uk/cards-testing/health-safety-environment-test/booking-the-test/](http://www.citb.co.uk/cards-testing/health-safety-environment-test/booking-the-test/)

## CSCS Helpline

For all CSCS card enquiries

**0344 994 4777**  
[www.cscs.uk.com](http://www.cscs.uk.com)

## INCA

Offers a dedicated training advisor for all training enquiries

**0844 249 0040**  
[info@inca-ltd.org.uk](mailto:info@inca-ltd.org.uk)

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