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Dear Gillian Keegan

Congratulations on your appointment to one of the most exciting and important ministerial briefs in Government! You may remember we met previously when I was interim Chief Executive at the Institute for Apprenticeships, in 2018.

I was delighted after I retired from the Civil Service to be appointed as Chair of the Construction Industry Training Board, one of two remaining bodies dating back to the Industrial Training Act in 1964 which administer a training levy on behalf of employers. Our role, to support the skill needs of the construction industry, is fundamental to the Government's ambitions to level up investment and prosperity in parts of the country that have felt left behind.

Your predecessor, Michelle Donelan, wrote to me last autumn to set out the Government's priorities for the CITB for 2019-20 and I attach a report which sets out the progress we have made.

There are three points I would particularly like to highlight:

- The industry decides every three years whether to continue with the levy system. This process is known as Consensus and is due to be launched shortly. The decision is very much in the balance – and one factor that weighs with large firms is that they are now double levy payers – to the industry levy and the apprenticeship levy. We will know the result by the end of September;
- Apprenticeships remain the lifeblood of skills in construction and CITB will be increasing support for apprenticeships this year using industry funds. But the constraints on non-levy funding for 16-18 apprenticeships pose a challenge. We are keen to work with Government and further education colleges to sustain and enhance the apprenticeship route into construction.
- We are managing for the Government the £22m Construction Skills Fund which provides vital opportunities for adults to retrain for the construction industry and get real site experience. We would be delighted if you were able to visit one of the hubs which have been set up with a target of 13,000 site ready individuals, with 45% from non-traditional backgrounds.

DfE and CITB colleagues are already looking to arrange an early opportunity for my Chief Executive, Sarah Beale, and I to meet you to brief you on these and other important developments. I look forward to working together to deliver great skills in the construction industry.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Lauener', with a stylized flourish at the end.

**Peter Lauener**  
**CITB Chairman**