National Federation of Roofing Contractors NFRC 17 01 -Revised Payment Schedule

Project Code	NFRC-17-01
Start	01 Jul 2020
End	15 July 2023
CITB Award	£1,047,826

Key Outputs	Success Criteria
National Accreditation for roofing including an accredited roofing register	A standard for contractors recognised by construction industry with a reference register for industry stakeholders. 2000 existing workforce trained and achieving Approved Roofer qualification.
Skills Matrix for sector disciplines and recognition of non-technical skills	Ability to compare learning and experience across industry disciplines and also focus on softer skills required to do a good job through CPD learning.
Scheme structure documentation and Pilot Rainscreen cladding scheme	Scheme structure to support Rainscreen cladding sector including scheme rules. Running a Pilot scheme with three rainscreen contractors in 2021 and developing a 'proof of concept' for an accreditation structure and related technical and behavioural training modules that have the ability to significantly reduce industry failures rates on inspections and improve the build quality of rainscreen cladding installation.
Sustainability Report	A sustainability report generated detailing the pricing model and approach to industry.

Reference	Output	Output to be completed by	Claim Date	CITB Funding	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P1.1	Direction and Programme Management	30 September 2020	31 October 2020	£20,000	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	Report of Key Deliverables achieved by Delivery and Programme Directors in this quarter.	
P1.2	Messaging creation for industry elements post COVID-19 impact, enabling programme reset			£8,000	Copy invoice or timesheets showing work completed.	Proof of messaging circulated.	
P1.3	39 candidates successfully completing Phase 1 (knowledge skills test)			£6,728	Copy of invoice or timesheets	Record for candidates: Record of achievement	
P1.4	45 Candidates successfully completing Phase 2 (Qualifications and Accreditation)			£7,763	Copy of invoice or timesheets	Record for candidates: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector

Reference	Output	Output to be completed by	Claim Date	CITB Funding	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P1.5	Rainscreen project set up and initiation			£7,000	Copy of invoices and/or timesheets	Project set up documentation Draft Scheme rules Recruitment of key partner for pilot Code of Conduct development	
P1.6	Quarterly Report			£1,000	Copy of invoice or timesheets	Quarterly progress report towards outputs and against information to be included in final report, any problems encountered in this period.	Aggregate of data collected in Period Progress against Benchmark data
Period 1 Activity to 30 September 2020 total				£50,490			
P2.1	Direction and Programme Management			£20,000	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	Report of Key Deliverables achieved by Delivery and Programme Directors in this quarter.	
P2.2	48 candidates successfully completing Phase 1 (knowledge skills test)			£8,280	Copy of invoice or timesheets	Record for candidates: Record of achievement	
P2.3	8 Candidates successfully completing Phase 2 (Qualifications and Accreditation)			£1,380	Copy of invoice or timesheets	Record for candidates: Record of registration Record of achievement Employer name CITB Levy Registration number (Payment to be made if candidate works for Levy Registered employers	Individual data - age, gender, ethnicity, occupation, subsector
P2.4	Systems integrations			£10,000	Copy of invoice or timesheets for work completed	RoofCERT development of new online booking and testing system and integrations required to continue during Covid lockdown/restrictions and beyond	
P2.5	Rainscreen project - pilot scheme and on-going scheme development	31 December 20	31 January 21	£32,000	Copy of invoices and/or timesheets	Pilot set up ready to commence (once Covid restricitons allow) Develop online knowledge test research to support refinement of pilot	

Reference	Output	Output to be completed by	Claim Date	CITB Funding	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P2.6	Sales & Marketing Advancement			£64,125	Copy of invoices	Advancement to cover: Recruitment of Sales Manager Facebook ad campaign CSCS Direct Mail Marketing Campaign to 7,700 VQ holders	Separate invoice was raised
P2.7	Quarterly Report			£1,000	Copy of invoice or timesheets	End of year progress report towards outputs and against information to be included in final report including any problems encountered in this year.	Aggregate of data collected in Period Progress against Benchmark data
P2.8	Legacy Payment from Previous project			£28,913			
Period 2 Activity to 31 December 2020 total				£165,698	Missing legacy 28,913, added as P2.8		
P3.1	Direction and Programme Management	31 March 2021	30 April 2021	£20,000	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work	Report of Key Deliverables achieved by Delivery and Programme Directors in this quarter.	
P3.2	35 candidates successfully completing Phase 1 (knowledge skills test)			£3,019	Copy of invoice or timesheets	Record for candidates: Record of achievement	
P3.3	15 Candidates successfully completing Phase 2 (Qualifications and Accreditation)			£2,588	Copy of invoice or timesheets	Record for candidates: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P3.4	Rainscreen project - pilot scheme and on-going scheme development			£35,000	Copy of invoices and/or timesheets	Run first knowledge tests and review early research findings Recruitment underway for two pilot partners Development of site assessment criteria for stage 2 of pilot	
P3.5	Quarterly Report			£1,000	Copy of invoice or timesheets	Quarterly progress report towards outputs and against information to be included in final report, any problems encountered in this period.	Aggregate of data collected in Period Progress against Benchmark data
Period 3 Activity to 31 March 2021 total				£61,606			

Reference	Output	Output to be completed by	Claim Date	CITB Funding	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P4.1	Direction and Programme Management			£20,000	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	Report of Key Deliverables achieved by Delivery and Programme Directors in this quarter.	
P4.2	15 candidates successfully completing Phase 1 (knowledge skills test)			£1,294	Copy of invoice or timesheets	Record for candidates: Record of achievement	
P4.3	16 Candidates successfully completing Phase 2 (Qualifications and Accreditation)	31 June 2021	31 July 2021	£2,760	Copy of invoice or timesheets	Record for candidates: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P4.4	9 x Experienced Worker Route Pilot			£4,500	Copy of invoices (£500 per candidate to be paid following successful completion of profiling stage)	Record for candidates: Outcome of assessment - with an overall success target of between 75-85% of candidates passing the assessment with 85% being seen as optimal.	
P4.5	Rainscreen project - pilot scheme and on-going scheme development			£40,000	Copy of invoices and/or timesheets	Launch the three pilots Training materials to support supervisor model Industry engagement and research to evidence recommendations	
P4.6	Quarterly Report			£1,000	Copy of invoice or timesheets	Quarterly progress report towards outputs and against information to be included in final report, any problems encountered in this period.	Aggregate of data collected in Period Progress against Benchmark data
		Period 4 Activity 30 June 2021 total		£69,554			
P5.1	Direction and Programme Management			£20,000	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	Report of Key Deliverables achieved by Delivery and Programme Directors in this quarter.	
P5.2	53 candidates successfully completing Phase 1 (knowledge skills test)			£4,571	Copy of invoice or timesheets	Record for candidates: Record of achievement	

Reference	Output	Output to be completed by	Claim Date	CITB Funding	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P5.3	12 Candidates successfully completing Phase 2 (Qualifications and Accreditation)	30 September 2021	31 October 2021	£2,070	Copy of invoice or timesheets	Record for candidates: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P5.4	0 x Exerienced Worker Route - Pilot			£0	Copy of invoices (£500 per candidate to be paid following successful completion of profiling stage)	Record for candidates: Outcome of assessment - with an overall success target of between 75-85% of candidates passing the assessment with 85% being seen as optimal. Learnings from pilots	
P5.4	Rainscreen Report (delayed, see period 7)			£0	Copy of invoice or timesheets	Presentation/report on recommendation on 'proof of concept' for Rainscreen accreditation structure.	
P5.5	Quarterly Report			£1,000	Copy of invoice or timesheets	Quarterly progress report towards outputs and against information to be included in final report, any problems encountered in this period.	Aggregate of data collected in Period Progress against Benchmark data
Period 5 Activity to 30 September 2021 total				£27,641			
P6.1	Direction and Programme Management	31 December 2021	31 January 2022	£5,000	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	Report of Key Deliverables achieved by Delivery and Programme Directors in this quarter.	
P6.2	42 candidates successfully completing Phase 1 (knowledge skills test)			£3,623	Copy of invoice or timesheets	Record for candidates: Record of achievement	
P6.3	10 Candidates successfully completing Phase 2 of programme (Qualifications and Accreditation)			£1,725	Copy of invoice or timesheets	Record for candidates: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector

Reference	Output	Output to be completed by	Claim Date	CITB Funding	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P6.4	Sustainability & Quarterly Report (delayed to p7) quarteley report complete			£1,000	Copy of invoice or timesheets	End of year report on the approach to industry required to ensure sustainability into an installer-paid model reviewing the specific areas of roofing industry pathways.	Aggregate of data collected in Period Progress against Benchmark data
P6.5	Rainscreen 100 Operatives Pilot	30/10/21	15/11/21	£35,000	Upfront cost for launch	The pilot will; 1. Establish a 'skills scan' type pre assessment such that their starting knowledge and skills could be assessed and recorded. 2. Engage 100 existing / new entrant (the majority would be existing operatives) and train, support, asses them through the qualification. 3. Undertake a mid-pilot assessment and provide a report 4. Undertake an end pilot assessment including completion interview to again assess knowledge to be compared with the starter interview outcomes. 5. Provide a pilot report and presentation of the pilot's outcomes	Progress report to cover updates in relation to outputs and Remediation project plan/Roadmap.
P6.6	Monitoring, assesssment, design and evaluation of the Rainscreen 100 Operatives Pilot	30/10/21	15/11/21	£15,000	Upfront cost for launch	To provide funding to the pilot programme on instalments based on cohorts of learner starts (as this is a restricted 100 learners) Agreement with Proqual/Pagabo will target the following outputs and will for part of the SLA between NFRC and Proqual/Pagabo. • A desktop review of the skills scan being used. • Establish contact (in an advisory only capacity) with the EQA deployed by Proqual to consider the training methodology used and any benefits / disbenefits beyond the pilot to mainstream this delivery approach. • Conduct a min of 2 visits to review provider delivery of the training programme(s). • Develop a knowledge based assessment to support independent evaluation of the learning and attainment/ retention of key cladding role functions with specific focus on installation / fire safety. • Deliver the afore mentioned knowledge assessment through independent invigilation • Support CITB evaluation of the pilot including providing recommendations to scale up from pilot to a mainstream programme.	Progress report to cover updates in relation to outputs and Remediation project plan/Roadmap.

Reference	Output	Output to be completed by	Claim Date	CITB Funding	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P6.7	Defer to next quarter Completion of the Rainscreen 100 Operatives Pilot	30/11/21	30/12/21 (flexibility on payment date based on performance assurance from third Party)	£0	Copy of invoice or timesheets	The pilot will; 1. Establish a 'skills scan' type pre assessment such that their starting knowledge and skills could be assessed and recorded. 2. Engage 100 existing / new entrant (the majority would be existing operatives) and train, support, asses them through the qualification. 3. Undertake a mid-pilot assessment and provide a report 4. Undertake an end pilot assessment including completion interview to again assess knowledge to be compared with the starter interview outcomes. 5. Provide a pilot report and presentation of the pilot's outcomes Any unspent monies on the Operative pilot will not be claimed so will in effect be clawed back at end point. Agreed by both parties.	Final report to cover updates in relation to outputs and Remediation project plan/Roadmap.
P6.8	16 Exerienced Worker Route - Pilot	30/10/21	15/11/21	£8,000	Copy of invoices (£500 per candidate to be paid following successful completion of profiling stage)	Record for candidates: Outcome of assessment - with an overall success target of between 75-85% of candidates passing the assessment with 85% being seen as optimal. Learnings from pilots	
Period 6 Activity to 31 December 2021 total				£69,348			
P7.1	Direction and Programme Management	31 March 2022	15 April 2022	£5,000	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	Report of Key Deliverables achieved by Delivery and Programme Directors in this quarter.	
P7.2	150 candidates successfully completing Phase 1 (knowledge skills test)			£12,938	Copy of invoice or timesheets	Record for candidates: Record of achievement	
P7.3	50 Candidates successfully completing Phase 2 of programme (Qualifications and Accreditation)			£8,625	Copy of invoice or timesheets	Record for candidates: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only and completing process commenced pre-July 2021	Individual data - age, gender, ethnicity, occupation, subsector
P6.4	Sustainability Report			£7,000	Copy of invoice or timesheets	End of year report on the approach to industry required to ensure sustainability into an installer-paid model reviewing the specific areas of roofing industry pathways.	Aggregate of data collected in Period Progress against Benchmark data

Reference	Output	Output to be completed by	Claim Date	CITB Funding	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P7.4	Quarterly Report			£1,000	Copy of invoice or timesheets	Final quarterly progress report towards outputs including any problems encountered in the period.	Aggregate of data collected in project against benchmark data End of project overview of data: Individual data - age, gender, ethnicity, occupation, subsector, Employer data - large/SME, location, subsector
P7.5	Diversification of RoofCERT Structure			£0	Creation of CPD - aligned to CITB training standards		
P7.6	Rainscreen Report (Supervisor Pilt NFRC)	31 March 2022	15 April 2022	£5,000	Copy of invoice or timesheets	Presentation/report on recommendation on 'proof of concept' for Rainscreen accreditation structure.	
P7.7	Completion of the Rainscreen 100 Operatives Pilot	Payment on completiton of the project by no later than June 2022 in line with original requirements with Cent Gov. (subject to change)	15 April 2022 (flexibility on payment date based on performance assurance from third Party)	£35,000	Copy of invoice or timesheets	The pilot will; 1. Establish a 'skills scan' type pre assessment such that their starting knowledge and skills could be assessed and recorded. 2. Engage 100 existing / new entrant (the majority would be existing operatives) and train, support, asses them through the qualification. 3. Undertake a mid-pilot assessment and provide a report 4. Undertake an end pilot assessment including completion interview to again assess knowledge to be compared with the starter interview outcomes. 5. Provide a pilot report and presentation of the pilot's outcomes Any unspent monies on the Operative pilot will not be claimed so will in effect be clawed back at end point. Agreed by both parties.	Final report to cover updates in relation to outputs and Remediation project plan/Roadmap.
P7.8	Legal costs CITB to pick up for the variation of contract on Ranscreen Pilots following the £35k Funding	31 March 2022	15 April 2022	£2,820	Invoice from the legal team on cost w/ VAT	Invoice from the legal team on cost	Invoice from the legal team on cost
Period 7 Activity to 31 March 2022 total				£77,383			
P8.1	Direction and Programme Management			£0			
P8.2	200 candidates successfully completing Phase 1 (knowledge skills test)			£17,250	Copy of invoice or timesheets	Record for candidates: Record of achievement	

Reference	Output	Output to be completed by	Claim Date	CITB Funding	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P8.3	200 Candidates successfully completing Phase 2 of programme (Qualifications and Accreditation)	20 june 2022	31 July 2022	£34,500	Copy of invoice or timesheets	Record for candidates: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only and completing process commenced pre-July 2021	
P8.4	37 Exerienced Worker Route - Pilot			£18,500	Copy of invoices (£500 per candidate to be paid following successful completion of profiling stage)	Record for candidates: Outcome of assessment - with an overall success target of between 75-85% of candidates passing the assessment with 85% being seen as optimal. Learnings from pilots	
P8.5	Report			£0		High level summary	
		Period 8 Activity to 30 June 2022 total		£70,250			
P9.1	Direction and Programme Management	30 September 2022	15 October 2022	£0			
P9.2	300 candidates successfully completing Phase 1 (knowledge skills test) 161 @ £86.25, and 139 @ 172.5			£37,864	Copy of invoice or timesheets	Record for candidates: Record of achievement	
P9.3	300 Candidates successfully completing Phase 2 of programme (Qualifications and Accreditation)			£51,750	Copy of invoice or timesheets	Record for candidates: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only and completing process commenced pre-July 2021	
P8.4	38 Exerienced Worker Route - Pilot			£19,000	Copy of invoices (£500 per candidate to be paid following successful completion of profiling stage)	Record for candidates: Outcome of assessment - with an overall success target of between 75-85% of candidates passing the assessment with 85% being seen as optimal. Learnings from pilots	

Reference	Output	Output to be completed by	Claim Date	CITB Funding	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P9.5	Report			£0		High level summary	
			Period 9 Activity to 30 September 2022 total	£108,614			
P10.1	Direction and Programme Management	31 December 2022	15 January 2023	£0			
P10.2	300 candidates successfully completing Phase 1 (knowledge skills test)			£51,750	Copy of invoice or timesheets	Record for candidates: Record of achievement	
P10.3	300 Candidates successfully completing Phase 2 of programme (Qualifications and Accreditation)			£51,750	Copy of invoice or timesheets	Record for candidates: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only and completing process commenced pre-July 2021	
P10.4	Report			£0		High level summary	
			Period 10 Activity to 31 December 2022 total	£103,500			
P11.1	Direction and Programme Management			£0			

Reference	Output	Output to be completed by	Claim Date	CITB Funding	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P11.2	317 candidates successfully completing Phase 1 (knowledge skills test)	31 March 2023	15 April 2023	£54,683	Copy of invoice or timesheets	Record for candidates: Record of achievement	
P11.3	500 Candidates successfully completing Phase 2 of programme (Qualifications and Accreditation)			£86,250	Copy of invoice or timesheets	Record for candidates: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers	
P11.4	Report			£0		High level summary	

Reference	Output	Output to be completed by	Claim Date	CITB Funding	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
			Period 11 Activity to 31 March 2023 total	£140,933			
P12.1	Direction and Programme Management	31 June 2023	15 July 2023	£0	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work	Report of Key Deliverables achieved by Delivery and Programme Directors in this quarter.	
P12.2	188 candidates successfully completing Phase 1 (knowledge skills test)			£32,430	Copy of invoice or timesheets	Record for candidates: Record of achievement	
P12.3	408 Candidates successfully completing Phase 2 of programme (Qualifications and Accreditation)			£70,380	Copy of invoice or timesheets	Record for candidates: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only and completing process commenced pre-July 2021	
P12.4	Report			£0	Copy of invoice or timesheets	High level summary	
			Period 12 Activity to 30 June 2022 total	£102,810			
			Total	**£1,047,826**			

Reference	Output	Output to be completed by	Claim Date	CITB Funding	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data

Rainscreen costs £114,000.00

Output			Cost
Delivery of Knowledge Tests and Full Accreditations	225	38812.5	
	544	93840	£132,652.50
Monitoring and programme management			£318,717.00
Sales and marketing			£64,125.00
Reporting			£119,504.00
Research			£60,000.00
Development and implementation			£545,001.50
Experienced worker route pilot			£50,000.00
		total	£1,290,000.00

National Federation of Roofing Contractors NFRC 17 01 -Original Payment Schedule

Project Code	NFRC 17 01
Start	1 Jan 2018
End	31 Dec 2021
CITB Award	2,892,616

Key outputs	**Success Criteria**
4 research reports and action plans resulting from research	One research project commissioned from each Activity Group, to investigate various aspects of Roofing Industry including provision, qualifications, professionalisation and recommendations taken forward within Activity Groups and Roofing Skills Partnership
Approved Roofer programme System to track and monitor candidate progress	A fit for industry programme, designed and developed by industry A fit for purpose system for monitoring and tracking
5000 Approved Roofers qualified 200 Work Based Recorders 10 Skills Auditors 60 Instructors	5000 existing workforce trained and achieving Approved Roofer qualification, with key findings of what worked, what didn't and what mitigations were used to improve achievement rate.

Reference	Output	Output to be completed by	Claim Date	Financial value	CITB contribution	Match contribution	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P1.1	Set up of RSP	31 March 2018	30 April 2018	£20,456	£15,750	£4,706	Minutes of the first RSP meeting, attendance list of first meeting	Set up of Roofing Skills Partnership group, including Terms of Reference, list of members, roles within the Partnership.	
P1.2	Direction and Partnership Management			£17,085	£13,163	£3,922	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	Copy of project plan detailing completed Direction and Partnership Management work. Set up of first Activity group, including Terms of Reference, list of members, roles within the Group	
P1.3	Accreditation development started			£26,856	£19,375	£7,481	Copy of the requirements of the accreditation development Copy of the procurement/tender process and selection criteria Copy of timesheet for 12 weeks Project Management work	Copy of the accreditation development contract Copy of project plan detailing completed Project Management work. Copy of the project plan covering all aspects of the next quarter of the project Set up of second Activity group, including Terms of Reference, list of members, roles within the Group	
P1.4	Project set-up			£16,015	£13,438	£2,577	Administration: Timesheets of 12 weeks work on project Copy of invoice or timesheets	Copy of project plan detailing completed Administration work. Set up of third Activity group, including Terms of Reference, list of members, roles within the Group Agreement of press protocols with CITB from supplied contact details. Copy of specification for External Evaluation [or confirmation from Rachel Iredale on involvement with the process], and 3 quotes to show value for money. List of 'roofing industry' that backing will be sought from, including Federations, Trade Associations, and other key players. Evidence of agreement with CITB of what 'Buy-In' looks like, with wording and quantitative measure/s in consultation with Mark Noonan	Benchmark data titles that will be used throughout the project to ascertain progress [from the original research, as agreed with Mark Noonan] Agreement of evaluation criteria from above with RI
Period 1 Activity to 31 March 2018 total				£80,412	£61,726	£18,686			

National Federation of Roofing Contractors NFRC 17 01 -Original Payment Schedule

Reference	Output	Output to be completed by	Claim Date	Financial value	CITB contribution	Match contribution	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P2.1	Industry Buy-In			£20,456	£15,750	£4,706		**Copy of Industry buy in from evidence in P1.4, indicating support of this RSP approach and agreement on general content of Approved Roofer accreditation.** **Agreement from Mark Noonan that Buy-in has been achieved, further to a meeting between NFRC and CITB before 30 June 2018.** **If not reached, this project will not progress beyond this quarter.**	**Review point - proceeding past this point needs to be agreed with Mark Noonan in association with CITB Executive**
P2.2	Direction and Partnership Management			£17,085	£13,163	£3,922	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management	Copy of deliverables assigned to Director and Partnership Manager for next 6 months	
P2.3	Development of software and platform for tracking candidates started			£20,625	£15,000	£5,625	Copy of the requirements of the software development Copy of the procurement/tender process and selection criteria	Copy of the contract	
P2.4	33 Work Based Recorders trained	30 June 2018	31 July 2018	£65,681	£39,075	£26,606	Copy of invoice or timesheets showing work on training 33 Work Based Recorders	**Copy of the Profile/Job Description for Skills Auditors - if not received we cannot fund skills auditors.** Record for 33 Work Based Recorders: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P2.5	10 Instructors trained.			£10,830	£5,000	£5,830	Copy of invoice or timesheets showing work training 10 instructors	Record for 10 Instructors: Record of registration Record of achievement Employer name	Individual data - age, gender, ethnicity, occupation, subsector
P2.6	Quarterly Report			£16,015	£13,438	£2,577	Copy of invoice or timesheets	Quarterly progress report towards outputs and against information to be included in final report, any problems encountered in this period. Copy of specification for Research Project A, and proof of value for money [include 3 quotes].	Benchmark data as agreed in P1.4
		Period 2 Activity to 30 June 2018 total		£150,692	£101,426	£49,266			

Reference	Output	Output to be completed by	Claim Date	Financial value	CITB contribution	Match contribution	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P3.1	Direction and Partnership Management	30 September 2018	31 October 2018	£37,541	£28,913	£8,628	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	Report of Key Deliverables achieved by Director and Partnership Manager in this quarter.	
P3.2	Approved Roofer programme developed			£40,625	£35,000	£5,625	Copy of invoice from supplier showing programme development	Copy of the programme, to include finished modules evidenced in the procurement and selection process documentation. Programme to include all aspects of Roofing, including Flat Roofing, Pitch Roofing, Lead Roofing, Single Ply and Ancilliaries.	
P3.3	33 Work Based Recorders trained			£65,681	£39,075	£26,606	Copy of invoice or timesheets showing work on training 33 Work Based Recorders	Record for 33 Work Based Recorders: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P3.4	5 Skills Auditors			£15,000	£7,500	£7,500	Copy of invoice or timesheets showing work training 5 Skills Auditors	Record for 5 Skills Auditors Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P3.5	10 Instructors trained.			£10,830	£5,000	£5,830	Copy of invoice or timesheets showing work training 10 instructors	Record for 10 Instructors: Record of registration Record of achievement Employer name	Individual data - age, gender, ethnicity, occupation, subsector
P3.6	Quarterly Report			£16,015	£13,438	£2,577	Copy of invoice or timesheets	Quarterly progress report towards outputs and against information to be included in final report, any problems encountered in this period.	Aggregate of data collected in Period Progress against Benchmark data
P3.7	Research Report A			£25,000	£20,000	£5,000	Copy of invoice or timesheets showing work on Research Project A	Research Report A	
Period 3 Activity to 30 September 2018 total				£210,692	£148,926	£61,766			

Reference	Output	Output to be completed by	Claim Date	Financial value	CITB contribution	Match contribution	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P4.1	Direction and Partnership Management	31 December 2018	31 January 2019	£37,541	£28,913	£8,628	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	**Copy of deliverables assigned to Director and Partnership Manager for next 6 months** **Report of Key Deliverables achieved by Director and Partnership Manager in this quarter.** **Agreement with Mark Noonan that NFRC have delivered sufficiently on Key Deliverables.**	**Review point - proceeding past this point needs to be agreed with Mark Noonan in association with CITB Executive**
P4.2	Development of software and platform for tracking candidates			£40,625	£35,000	£5,625	Copy of the invoice from supplier showing work on software development	Copy of the minutes of the meeting to show CITB the software and platform Proof of engagement throughout with CITB [Braden and/or Trung] and sign off from CITB that the software meets requirements. Printout of all candidates currently registered on tracking platform.	
P4.3	33 Work Based Recorders trained			£65,681	£39,075	£26,606	Copy of invoice or timesheets showing work on training 33 Work Based Recorders	Record for 33 Work Based Recorders: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P4.4	5 Skills Auditors			£15,000	£7,500	£7,500	Copy of invoice or timesheets showing work training 5 Skills Auditors	Record for 5 Skills Auditors Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P4.5	10 Instructors trained.			£10,830	£5,000	£5,830	Copy of invoice or timesheets showing work training 10 instructors	Record for 10 Instructors: Record of registration Record of achievement Employer name	Individual data - age, gender, ethnicity, occupation, subsector
P4.6	End of year report			£21,015	£18,438	£2,577	Copy of invoice or timesheets	End of year progress report towards outputs and against information to be included in final report, any problems encountered in this year.	Aggregate of data collected in Period Progress against Benchmark data
Period 4 Activity to 31 December 2018 total				£190,692	£133,926	£56,766			

Reference	Output	Output to be completed by	Claim Date	Financial value	CITB contribution	Match contribution	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P5.1	Direction and Partnership Management	31 March 2019	30 April 2019	£37,541	£28,913	£8,628	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	Report of Key Deliverables achieved by Director and Partnership Manager in this quarter.	
P5.2	500 new workers accredited			£297,231	£172,375	£124,856	Copy of invoice or timesheets showing work on 500 Accredited Roofers	Record for 500 Accredited Roofers: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P5.3	33 Work Based Recorders trained			£54,450	£29,700	£24,750	Copy of invoice or timesheets showing work on training 33 Work Based Recorders	Record for 33 Work Based Recorders: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P5.4	10 Instructors trained.			£10,830	£5,000	£5,830	Copy of invoice or timesheets showing work training 10 instructors	Record for 10 Instructors: Record of registration Record of achievement Employer name	Individual data - age, gender, ethnicity, occupation, subsector
P5.5	Quarterly Report			£16,015	£13,438	£2,577	Copy of invoice or timesheets	Quarterly progress report towards outputs and against information to be included in final report, any problems encountered in this period.	Aggregate of data collected in Period Progress against Benchmark data
		Period 5 Activity to 31 March 2019 total		£416,067	£249,426	£166,641			

Reference	Output	Output to be completed by	Claim Date	Financial value	CITB contribution	Match contribution	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P6.1	Direction and Partnership Management	30 June 2019	31 July 2019	£37,541	£28,913	£8,628	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	**Copy of deliverables assigned to Director and Partnership Manager for next 6 months** **Report of Key Deliverables achieved by Director and Partnership Manager in this quarter.** **Agreement with Mark Noonan that NFRC have delivered sufficiently on Key Deliverables.**	**Review point - proceeding past this point needs to be agreed with Mark Noonan in association with CITB Executive**
P6.2	500 new workers accredited			£297,231	£172,375	£124,856	Copy of invoice or timesheets showing work on 500 Accredited Roofers	Record for 500 Accredited Roofers: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P6.3	33 Work Based Recorders trained			£54,450	£29,700	£24,750	Copy of invoice or timesheets showing work on training 33 Work Based Recorders	Record for 33 Work Based Recorders: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P6.4	10 Instructors trained.			£10,830	£5,000	£5,830	Copy of invoice or timesheets showing work training 10 instructors	Record for 10 Instructors: Record of registration Record of achievement Employer name	Individual data - age, gender, ethnicity, occupation, subsector
P6.5	Quarterly Report			£16,015	£13,438	£2,577	Copy of invoice or timesheets	Quarterly progress report towards outputs and against information to be included in final report, any problems encountered in this period. Copy of specification for Research Project B, and proof of value for money [include 3 quotes].	Aggregate of data collected in Period Progress against Benchmark data
	Period 6 Activity to 30 June 2019 total			£416,067	£249,426	£166,641			

Reference	Output	Output to be completed by	Claim Date	Financial value	CITB contribution	Match contribution	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P7.1	Direction and Partnership Management	30 September 2019	31 October 2019	£37,541	£28,913	£8,628	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	Report of Key Deliverables achieved by Director and Partnership Manager in this quarter.	
P7.2	500 new workers accredited			£297,231	£172,375	£124,856	Copy of invoice or timesheets showing work on 500 Accredited Roofers	Record for 500 Accredited Roofers: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P7.3	35 Work Based Recorders trained			£57,750	£31,500	£26,250	Copy of invoice or timesheets showing work on training 35 Work Based Recorders	Record for 35 Work Based Recorders: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P7.4	10 Instructors trained.			£10,830	£5,000	£5,830	Copy of invoice or timesheets showing work training 10 instructors	Record for 10 Instructors: Record of registration Record of achievement Employer name	Individual data - age, gender, ethnicity, occupation, subsector
P7.5	Quarterly Report			£16,015	£13,438	£2,577	Copy of invoice or timesheets	Quarterly progress report towards outputs and against information to be included in final report, any problems encountered in this period.	Aggregate of data collected in Period Progress against Benchmark data
P7.6	Research Report B			£25,000	£20,000	£5,000	Copy of invoice or timesheets showing work on Research Project B	Research Report B	
Period 7 Activity to 30 September 2019 total				£444,367	£271,226	£173,141			

Reference	Output	Output to be completed by	Claim Date	Financial value	CITB contribution	Match contribution	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P8.1	Direction and Partnership Management	31 December 2019	31 January 2020	£37,541	£28,913	£8,628	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	**Copy of deliverables assigned to Director and Partnership Manager for next 6 months** **Report of Key Deliverables achieved by Director and Partnership Manager in this quarter.** **Agreement with Mark Noonan that NFRC have delivered sufficiently on Key Deliverables.**	**Review point - proceeding past this point needs to be agreed with Mark Noonan in association with CITB Executive**
P8.2	500 new workers accredited			£297,231	£172,375	£124,856	Copy of invoice or timesheets showing work on 500 Accredited Roofers	Record for 500 Accredited Roofers: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P8.3	End of year report			£21,015	£18,438	£2,577	Copy of invoice or timesheets	End of year progress report towards outputs and against information to be included in final report, any problems encountered in this year.	Aggregate of data collected in Period 8/Year 2
	Period 8 Activity to 31 December 2019 total			£355,787	£219,726	£136,061			
P9.1	Direction and Partnership Management	31 March 2020	30 April 2020	£37,541	£28,913	£8,628	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	Report of Key Deliverables achieved by Director and Partnership Manager in this quarter.	
P9.2	500 new workers accredited			£297,231	£172,375	£124,856	Copy of invoice or timesheets showing work on 500 Accredited Roofers	Record for 500 Accredited Roofers: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P9.3	Quarterly Report			£16,015	£13,438	£2,577	Copy of invoice or timesheets	Quarterly progress report towards outputs and against information to be included in final report, any problems encountered in this period. Copy of specification for Research Project C, and proof of value for money [include 3 quotes].	Aggregate of data collected in Period 9
	Period 9 Activity to 31 March 2020 total			£350,787	£214,726	£136,061			

Reference	Output	Output to be completed by	Claim Date	Financial value	CITB contribution	Match contribution	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P10.1	Direction and Partnership Management	30 June 2020	31 July 2020	£37,541	£28,913	£8,628	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	**Copy of deliverables assigned to Director and Partnership Manager for next 6 months** **Report of Key Deliverables achieved by Director and Partnership Manager in this quarter.** **Agreement with Mark Noonan that NFRC have delivered sufficiently on Key Deliverables.**	**Review point - proceeding past this point needs to be agreed with Mark Noonan in association with CITB Executive**
P10.2	500 new workers accredited			£297,231	£172,375	£124,856	Copy of invoice or timesheets showing work on 500 Accredited Roofers	Record for 500 Accredited Roofers: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P10.3	Quarterly Report			£16,015	£13,438	£2,577	Copy of invoice or timesheets	Quarterly progress report towards outputs and against information to be included in final report, any problems encountered in this period.	Aggregate of data collected in Period Progress against Benchmark data
P10.4	Research Report C			£25,000	£20,000	£5,000	Copy of invoice or timesheets showing work on Research Project C	Research Report C	
Period 10 Activity to 30 June 2020 total				£375,787	£234,726	£141,061			
P11.1	Direction and Partnership Management	30 September 2020	31 October 2020	£37,541	£28,913	£8,628	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	Report of Key Deliverables achieved by Director and Partnership Manager in this quarter.	
P11.2	500 new workers accredited			£297,231	£172,375	£124,856	Copy of invoice or timesheets showing work on 500 Accredited Roofers	Record for 500 Accredited Roofers: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P11.3	Quarterly Report			£21,015	£18,438	£2,577	Copy of invoice or timesheets	Quarterly progress report towards outputs and against information to be included in final report, any problems encountered in this period.	Aggregate of data collected in Period Progress against Benchmark data
Period 11 Activity to 30 September 2020 total				£355,787	£219,726	£136,061			

Reference	Output	Output to be completed by	Claim Date	Financial value	CITB contribution	Match contribution	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P12.1	Direction and Partnership Management	31December 2020	31 January 2021	£37,541	£28,913	£8,628	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	**Copy of deliverables assigned to Director and Partnership Manager for next 6 months** **Report of Key Deliverables achieved by Director and Partnership Manager in this quarter.** **Agreement with Mark Noonan that NFRC have delivered sufficiently on Key Deliverables.**	**Review point - proceeding past this point needs to be agreed with Mark Noonan in association with CITB Executive**
P12.2	500 new workers accredited			£297,231	£172,375	£124,856	Copy of invoice or timesheets showing work on 500 Accredited Roofers	Record for 500 Accredited Roofers: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P12.3	End of year report			£21,015	£18,438	£2,577	Copy of invoice or timesheets	End of year progress report towards outputs and against information to be included in final report, any problems encountered in this year. Copy of specification for Research Project D and proof of value for money [include 3 quotes].	Aggregate of data collected in Period Progress against Benchmark data
	Period 12 Activity to 31 December 2020 total			£355,787	£219,726	£136,061			
P13.1	Direction and Partnership Management	31 March 2021	30 April 2021	£37,541	£28,913	£8,628	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	Report of Key Deliverables achieved by Director and Partnership Manager in this quarter.	
P13.2	500 new workers accredited			£297,231	£172,375	£124,856	Copy of invoice or timesheets showing work on 500 Accredited Roofers	Record for 500 Accredited Roofers: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P13.3	Quarterly Report			£16,015	£13,438	£2,577	Copy of invoice or timesheets	Quarterly progress report towards outputs and against information to be included in final report, any problems encountered in this period.	Aggregate of data collected in Period Progress against Benchmark data
P13.4	Research Report D			£25,000	£20,000	£5,000	Copy of invoice or timesheets showing work on Research Project D	Research Report D	
	Period 13 Activity 31 March 2021 total			£375,787	£234,726	£141,061			

Reference	Output	Output to be completed by	Claim Date	Financial value	CITB contribution	Match contribution	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P14.1	Direction and Partnership Management	30 June 2021	31 July 2021	£37,541	£28,913	£8,628	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	**Copy of deliverables assigned to Director and Partnership Manager for next 6 months - note that at the start of the project, there are no actual deliverables for the last 6 months, so NFRC need to agree deliverables for all 4 work areas prior to continuing.** **Report of Key Deliverables achieved by Director and Partnership Manager in this quarter.** **Agreement with Mark Noonan that NFRC have delivered sufficiently on Key Deliverables and to agree forthcoming deliverables** **If continuing, insert new key deliverables into P15 and/or P16**	**Review point - proceeding past this point needs to be agreed with Mark Noonan in association with CITB Executive**
P14.2	500 new workers accredited			£297,231	£172,375	£124,856	Copy of invoice or timesheets showing work on 500 Accredited Roofers	Record for 500 Accredited Roofers: Record of registration Record of achievement Employer name CITB Levy Registration number [Payment to be made if candidate works for Levy Registered employers only]	Individual data - age, gender, ethnicity, occupation, subsector
P14.3	Quarterly Report			£16,015	£13,438	£2,577	Copy of invoice or timesheets	Quarterly progress report towards outputs and against information to be included in final report, any problems encountered in this period.	Aggregate of data collected in Period Progress against Benchmark data
	Period 14 Activity to 30 June 2021 total			£350,787	£214,726	£136,061			
P15.1	Direction and Partnership Management	30 September 2021	31 October 2021	£37,541	£28,913	£8,628	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	Report of Key Deliverables achieved by Director and Partnership Manager in this quarter.	
P15.2	Project Management			£11,231	£9,375	£1,856	Project Management work: Timesheets of 12 weeks work on project	**Report of Key Deliverables achieved by Project Manager in this quarter as agreed by Mark Noonan. If all objectives have been achieved, project to skip this quarter and proceed to Final Project report.** **If continuing, insert new key deliverables below:**	
P15.3	Quarterly Report			£16,015	£13,438	£2,577	Copy of invoice or timesheets	Report of Key deliverables achieved by Administration in this quarter Quarterly progress report towards outputs and against information to be included in final report, any problems encountered in this period.	Aggregate of data collected in Period Progress against Benchmark data
	Period 15 Activity to 30 September 2021 total			£64,787	£51,726	£13,061			

Reference	Output	Output to be completed by	Claim Date	Financial value	CITB contribution	Match contribution	Evidence of Financial Expenditure	Evidence of Activities & Outputs	Data
P16.1	Direction and Partnership Management			£37,541	£28,913	£8,628	Timesheets of 12 weeks Direction work on project Timesheets of 12 weeks Partnership Management work on project	Report of Key Deliverables achieved by Director and Partnership Manager in this quarter. Agreement with Mark Noonan that NFRC have delivered sufficiently on Key Deliverables.	
P16.2	Project Management			£11,231	£9,375	£1,856	Project Management work: Timesheets of 12 weeks work on project	Report of Key Deliverables achieved by Project Manager in this quarter as agreed by Mark Noonan.	
P16.3	End of Project Final Project report	31December 2021	31 January 2022	£32,515	£28,438	£4,077	Copy of invoice or timesheets showing work on final project report	Report of Key deliverables achieved by Administration in this quarter Refer to 'Guidance for Final Project Reports' as provided in your Welcome Pack. Final report to include: Project description Socio-demographic profile of beneficiaries Profile of participating organisations Comparison to initial benchmark and success criteria Press Articles and Case Studies Analysis of what approach worked and with whom, in any/which sector or region Work with other Roofing Federations and what approaches worked Lessons Learned Fit with CITB 3 strategic objectives Final Sustainability Plan covering 2022-2025 Participation in Final Evaluation and Case Study with CITB Evaluation Manager	Aggregate of data collected in project against benchmark data End of project overview of data: Individual data - age, gender, ethnicity, occupation, subsector, Employer data - large/SME, location, subsector
	Period 16 Activity to 31 December 2021 total			£81,287	£66,726	£14,561			
			Total	**£4,575,572**	**£2,892,616**	**£1,682,956**	**Match**	**37%**	

Direction and Partnership Management	£228,717
Quarterly reports	£112,504