CITB FUNDING AGREEMENT
VARIATION REQUEST

CITB Reference Number:	**NFRC-17-01c**
Lead Organisation:	**National Federation of Roofing Contractors**
Start Date:	**01/07/2020**
End Date:	**30/04/2022**
CITB Project Funding (Total £)	**£939,763**
Match Funding (Total £)	
Overall Project Value (Total £)	**£939,763**

HOW CITB MANAGES VARIATIONS TO CONTRACT

1.1 CITB acknowledges that on occasion it may be necessary to vary a Funding Agreement with a provider

1.2 Variations may be triggered by, for example, significant changes in:

- The date that the agreed outputs will be delivered
- The number or scope of those outputs/outcomes
- Changes to the evidence that will be submitted in relation to those outputs
- The amount of CITB funds required to deliver the project objectives
- The value of match funding contributions
- Any other substantial or significant change

1.3 Please review this document and sign section 4.3, before returning it to your designated Commissioner. The Commissioner will then send you a copy of the Variation, signed by both parties, for your records.

1.4 Please note that Variations will not be put into effect until CITB has:

- Undertaken necessary discussions with any other interested stakeholders
- Received a signed and dated Variation from the provider/fund holder
- Signed and dated this Variation and Revised Delivery Schedule
- Returned the Variation to the provider/fund holder, signed by both parties.

1.5 **The Variation and Revised Delivery Schedule will only amend the original Funding Agreement in line with the changes referred to in this document. All other Funding Agreement Terms remain unchanged.**

DETAILS OF VARIATION TO CONTRACT

Start Date	01/07/2020
End Date:	30/04/2022
CITB Project Funding (Total £)	£989,763
Match Funding (Total £)	
Overall Project Value (Total £)	£989,763

2.1 In relation to **Project Reference: NFRC-17-01,** and as agreed between [redacted] at NFRC **and** [redacted] at CITB on October 2021, CITB wish to implement a Variation Proposal (resulting in a Revised Delivery Schedule) to the original Funding Agreement.

2.2 Reason for the Variation to Contract:

To allow for an additional £50k for the pilot of 100 operatives for Rainscreen with £35k going to the training delivered by Proqual/Pagabo and £15k going to monitoring, assessment design and evaluation from NFRC.

2.3 Summary of the Variation to Contract and the Revised Delivery Schedule:

Detailed in P5.6 ad P5.7 below in 3.2

CHANGES TO THE SCHEDULE FOR EVIDENCE-BASED PAYMENTS

3.1 Original Payment Schedule

Project Code	NFRC-17-01c
Start	01 Jul 2020
End	30 Apr 2022
CITB Award	£939,763

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
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	31 December 20	31 January 21	£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	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			£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	
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	
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
	Period 2 Activity to 31 December 2020 total			£136,785			
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	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			

P4.1	Direction and Programme Management	31 June 2021	31 July 2021	£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	253 candidates successfully completing Phase 1 (knowledge skills test)			£21,821	Copy of invoice or timesheets	Record for candidates Record of achievement	
P4.3	202 Candidates successfully completing Phase 2 (Qualifications and Accreditation)			£34,845	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	Experienced Worker Route Pilot			£25,000	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.	
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			£142,666			
P5.1	Direction and Programme Management	30 September 2021	31 October 2021	£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	500 candidates successfully completing Phase 1 (knowledge skills test)			£46,965	Copy of invoice or timesheets	Record for candidates Record of achievement	
P5.3	500 Candidates successfully completing Phase 2 (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 only]	Individual data - age, gender, ethnicity, occupation, subsector
P5.4	Exerienced Worker Route - Pilot			£25,000	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	
P5.4	Rainscreen Report			£5,000	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			£184,215			

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	500 candidates successfully completing Phase 1 (knowledge skills test)			£86,250	Copy of invoice or timesheets	Record for candidates: Record of achievement	
P6.3	600 Candidates successfully completing Phase 2 of programme (Qualifications and Accreditation)			£103,500	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]	Individual data - age, gender, ethnicity, occupation, subsector
P6.4	Sustainability & Quarterly Report			£8,000	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
	Period 6 Activity to 31 December 2021 total			£202,750			
P7.1	Direction and Programme Management	31 March 2022	30 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	400 candidates successfully completing Phase 1 (knowledge skills test)			£69,000	Copy of invoice or timesheets	Record for candidates: Record of achievement	
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P7.4	Final 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
	Period 7 Activity to 31 March 2022 total			£161,250			
			Total	£939,763			

3.2 Proposed Variations to payment schedule (Please insert Proposed Variations to the original ONLY)

Project Code	NFRC-17-01
Start	01 Jul 2020
End	30 Apr 2022
CITB Award	£989,763

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.
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P5.6	Rainscreen 100 Operatives Pilot			£35,000	Copy of invoices with the delivery partner	To provide funding to the pilot programme on instalments based on cohorts of learner starts (as this is a restricted 100 learner pilot at £350 per start, we will determine value for money as part of the evaluation/completions data). SLA with Proqual/Pagabo which 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, 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	Number of successful operatives through the pilot
P5.7	Monitoring, assesssment, design and evaluation of the Rainscreen 100 Operatives Pilot			£15,000	Copy of invoice or timesheets	Evidence of reviewing the 'skills scan' to ensure it has feedback or recommendations (if required), Evidence that NFRC has established 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 (preferably in one day London based) to review provider delivery of the training programme(s). Develop a knowledge based assessment 25-35 questions to support independent evaluation of the learning and attainment/ retention of key cladding role functions with specific focus on installation / fire safety. Deliver the knowledge assessment through independent invigilation to a minimum of 50% of successful candidates.	
Period 5 Activity to 30 September 2021 total				£234,215			

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.	
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	Period 7 Activity to 31 March 2022 total			£161,250			
			Total	£989,763			

VARIATION TO CONTRACT - SIGNATURES

4.1 In agreement with [redacted] of NFRC, and CITB both parties wish to implement a Variation to Contract, ref **NFRC-17-01**, as outlined in Table 3.2 above.

4.2 I confirm that our organisation will not consider any Variation as agreed until CITB has:

- Confirmed agreement of the Variation
- Received our signed and dated copy
- Returned a copy of the variation to us which is signed by both parties

4.3 **Any agreed variation will only amend the original Funding Agreement in line with the changes detailed in this document. All other Funding Agreement terms remain unchanged.**

For and behalf of	NFRC
Name	[redacted]
Job Title	Head of Qualifications and Standards at NFRC
Signed	
Date	

FOR CITB USE ONLY

Variation	Agreed	
	Rejected	
Name	[redacted]	
Job Title	Commissioning Manager	
Signed		
Date		