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Dear Employer

Over the past few months CITB has held meetings with Inverness College to discuss the delivery of the Modern Apprentice Programme. Following these discussions, it has been agreed that as of Monday 17 June 2019, the situation with Inverness College regarding contracting with CITB for apprentices, is as follows:

- From August 2019 Inverness College will only be taking apprentices under its direct management and contract. This means that it will not take any new apprentices from CITB from the new 2019 recruitment intake. It is CITB's understanding that Inverness College feels that, following changes to the qualification delivery requirements, it will achieve better financial control and business security by dealing directly with Skills Development Scotland (SDS) for funding and contracting individually with Employers that want to have apprentices trained and assessed.
- This decision also extends to both second and third-year apprentices. Depending on employer and apprentice preference and availability, CITB will either support the transfer of apprentices so that they contract directly with Inverness College or will ensure that they can remain on a CITB contract and assist them to transfer to an alternative college.
- Fourth-year apprentices are unaffected.

Your CITB Area Delivery Manager (Billy Baxter) and your local Apprenticeship Officer are on hand to provide as much support as possible.

I understand it has been perceived that CITB is reducing its commitment to apprenticeships in Scotland. This is most definitely not the case. CITB remains committed to working with colleges and training providers in Scotland to provide the very best support and outcomes for employers and apprentices. I recognise that the approach CITB has taken in addressing the changes in Scottish apprenticeships has not reflected that commitment and has contributed to the situation where employers do not have the choice of a CITB apprentice attending Inverness College. This is a matter of regret for CITB and I wish to apologise to you for this.

CITB is fully committed to providing the support that you and your apprentices need. Our discussion with Inverness College about the support they would welcome is ongoing, but this should not in any way prevent you from contacting CITB directly or receiving its support.

I wish to be completely clear that this situation does not change the high regard in which CITB and Inverness College hold one another.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Braden Connolly', with a horizontal line underneath.

Braden Connolly
Director of Products & Services