Course Clock. CITB desk checklist for a practical training centre.

Pin this beside the coordinator desk before you upload achievements.

Upload achievements within 10 working days. Weekends are excluded.

From April 2026, SMSTS and SSSTS funding uses the CITB Employer Networks route.

April 2026 is the Employer Networks funding route. It is not the date the short-course grant ended.

Employer Network funding is a fixed amount for the course, not a percentage of the fee.

SMSTS and SSSTS are £115. The refresher for each is £55. Check the current CITB sheet before you quote.

The file has 25 columns. It has no photo-ID column.

Keep ID type and the last 4 characters on the delegate record.

Dates must be DD/MM/YYYY. Do not let Excel turn a date into a serial number.

Keep leading zeros on a Levy or registration number.

Do not let Excel save a long number in scientific notation.

Quote every field. An unquoted comma shifts the columns.

Do not leave a blank line after the last delegate.

Do not delete the blank columns. The first entry will not import and will be lost.

You upload the file under your own CITB login. Course Clock does not store that login.

Single Centre is £349/mo ex VAT. Multi-Centre is £549/mo ex VAT. All prices exclude VAT at 20%.

£0 setup. £0 per delegate.

Course Clock is independent and is not affiliated with or endorsed by CITB.