



## EMPLOYERS REIMBURSEMENT TRAINING SUBSIDY

The Construction Training Fund will provide a special Employer Reimbursement Training Subsidy of up to \$200 to employers who pay their employees wages whilst attending supplementary skills training courses to improve their industry skills. The subsidy is subject to the employer providing evidence to the Fund that the employee's wages were paid during the absence of the employee from the workplace to attend training.

The subsidy is available for 12 months only and relates to supplementary skills training undertaken between the 1<sup>st</sup> July 2010 and 30<sup>th</sup> June 2011.

To be eligible for the employer reimbursement training subsidy, an employer must be able to provide documentary evidence of the level of their direct involvement in the building and construction industry, including a declaration of the type of work conducted over the previous two years. In any event, final interpretation of this requirement, and therefore eligibility determination, rests with the Construction Training Fund.

### INELIGIBLE EMPLOYERS

- Apprentices funding for supplementary skills (already funded by the Construction Training Fund Grant)
- Government departments and agencies
- Mining, Oil & Gas and mineral exploration companies
- Companies that manufacture, supply or deliver building products
- Companies that manufacture, supply, deliver or install non-building products on the completion of the construction process
- Companies that install, maintain, repair and inspect elevators and escalators

### PAYMENT STRUCTURE

The Employer Reimbursement Training subsidy is based on a base rate of \$50 per half day to a maximum of \$200 per course to a total of \$2,000 per person for the 12 months designated.

Training courses of 3 hours or more duration will be acknowledged as meeting the half day eligibility. Training courses of 1 hour up to 2 hours will attract an employer subsidy of \$25.

Reimbursement will only apply for courses run Monday to Friday between 8.00am – 5.00pm

### APPLICATION PROCESS

All applications **must be endorsed and signed by the Registered Training Organisation** attended before sending the application to the Construction Training Fund for the Employer Reimbursement Training subsidy. Please complete the **Application Form** (page 2) and submit to the Construction Training Fund with evidence of payment of wages by fax on 9244 0199 or by post. Please contact the Construction Training Fund for further details on 9244 0100.



## EMPLOYERS REIMBURSEMENT SUBSIDY CLAIM FORM

EMPLOYER DETAILS		
Business Name	Contact Person	
Address	Suburb/Town	Post Code
ABN No.	Phone	Email
Description of Business		
Nominate the building and construction sector in which you are primarily involved <i>(please circle)</i>		
HOUSING      COMMERCIAL      ENGINEERING      MINING/RESOURCES      OTHER .....		

COURSE DETAILS		
Course	Course Training Provider	
Course Commencement Date	RTO Endorsed Signature (RTO Must Sign)	
Cost Per Head (as per attached receipt)	Duration	Number of Participants
\$		

CONSTRUCTION TRAINING FUND (Subsidy \$50 half per day to a maximum of \$200 per employee)			
Employees Name	Trade	Time Claimed	Total \$ Claimed

CHECKLIST			
<input type="checkbox"/>	Declaration Claim Form (Must be signed by Employer & RTO)	<input type="checkbox"/>	Copy of the proof of wages paid for term of training
<b>POST TO</b>		<b>or</b>	<b>FAX</b>
Construction Training Fund PO BOX 746 WEMBLEY WA 6913			9244 0199

DECLARATION		
<ul style="list-style-type: none"> <li>I declare that the information detailed in this claim form is a correct record of the training undertaken.</li> <li>We confirm that the employees claimed have been paid a full wage whilst undergoing training.</li> </ul>		
		/ /
NAME	SIGNATURE	DATE

Construction Training Fund Use Only:		
Authorised by:	Date:	Subsidy: