



SUPPLEMENTARY SKILLS PROGRAM CLAIM FORM – INDIVIDUALS

ELIGIBLE APPLICANTS

As a general principle the Construction Training Fund will strive to support as many people as possible in undertaking training and developing skills. To receive a Construction Training Fund training subsidy a trainee must be:

- Currently directly employed in the Building and Construction Industry in Western Australia and on the completion of this course intending to continue working in the building and construction industry; or

If Unemployed

Be able to demonstrate employment in the Building and Construction Industry in Western Australia on a full time basis, within the previous 6 months from the date of course commencement

INELIGIBLE APPLICANTS

Construction Training Fund training subsidies are not available to the following:

- Employees or individuals working on construction or maintenance projects on mining, gas or oil exploration sites.
- Employees of Government agencies and departments
- Individuals or the employees of companies, who manufacture, supply/deliver building products, provide/install non building products or repair/ do maintenance work during or on completion of the construction process.
- The employees of companies, who install, maintain and repair lifts and escalators.
- Employees or individuals who intend to work in the resources sector on completion of their training.
- Employees of Telstra or Optus cannot claim subsidy.
- Carpet laying or floor covering contractors.
- Professional workers such as Architects and Engineers are not recognised. The only exception will be limited to Occupational Health and Safety training and training which assists the person to undertake their work on building sites. Each area to be proved on it's merits and approved by the Fund before hand.

MAXIMUM TRAINING SUBSIDY

Metro

Applicants attending approved courses will be provided with a subsidy of up to 80% of the median course price or 80% of the actual course cost, whichever is the lower. The maximum subsidy available irrespective of the median or course cost is \$1800.

Regional

Subsidies for supplementary skills and OSH training courses delivered in regional locations will be funded at a maximum of 90% of the median course cost or 90% of the actual course cost, whichever is the lower. The maximum subsidy available irrespective of the median or course cost is \$2300. Regional is defined as 80 kilometer radius of the Perth CBD.

Apprentice/Trainees

Apprentices and trainees attending approved courses will be provided with a subsidy of up to 100% of the median course price or 100% of the actual course cost, whichever is the lower. The maximum subsidy available irrespective of the median or course cost is \$1800 for courses completed in metropolitan area and \$2300 for regional training.

Professional training and training at Certificate Level 5 or above will not be eligible for Construction Training Fund subsidies.

Training courses must be delivered by or under the auspices of a registered private training provider. Courses delivered by regional TAFE Colleges in collaboration with a private training provider will be subsidised, subject to prior approval by the Executive Director. The Construction Training Fund will fund short training courses delivered by Regional TAFE Colleges for subsidies where no private provider is delivering the training. Courses delivered by metropolitan TAFE Colleges are not eligible.

Reimbursement Process

- Subsidy claims should be made immediately on completion of each course.
- The subsidy provided by the Fund must be passed on in full to the trainee irrespective of the actual fee charged for the course.
- Subsidy claims will not be paid for trainees who fail to complete the course in full.
- All claims are to be submitted at least within twelve months of completing the course.



SUPPLEMENTARY SKILLS PROGRAM CLAIM FORM – INDIVIDUALS

APPLICANT DETAILS		
Name	Daytime Contact	
Address	Suburb/Town	P/Code
Apprentice (Yes/No)	Trade	TRS ID

COURSE DETAILS <i>(Construction Training Fund subsidies will only be paid on completion of the course)</i>	
Course	Course Provider
Course Start Date	Duration
Course Cost (As per attached receipt)	Subsidy (Office use only)
Nominate the building and construction sector in which you are primarily involved (please circle)	
Housing Commercial Engineering Mining/Resources Other	

EMPLOYMENT DETAILS	
Employers name	Position/Role
Description of work/Duties	
Self Employed (please complete this section ONLY if you are self employed)	
Business Name	Description of Business

DECLARATION		
<ul style="list-style-type: none"> I declare that the information detailed in this claim form is a correct record of the training undertaken. Having completed this course, I intend to continue working in the building and construction industry. 		
		/ /
NAME	SIGNATURE	DATE

CHECKLIST			
<input type="checkbox"/>	Completed Claim Form	<input type="checkbox"/>	Copy of the receipt from the Training Provider
POST TO		FAX	
Construction Training Fund PO BOX 746 WEMBLEY WA 6913		or	9244 0199

