



SUPPLEMENTARY SKILLS PROGRAM INDUSTRY SKILLS – SCHEDULE OF SUPPORT

The Industry Skills Program is a funding program provided by the Building and Construction Industry Training Board. The program introduces a subsidy for non-trade skills training courses to address the broader range of skill needs which exists within the industry.

The objective of the program is to contribute to the overall operational and business effectiveness of the industry by supporting training relating to the management, business, technology, communication and semi-professional skills used in the industry.

Funding is available for all people who are actively involved in the day-to-day operations within the construction industry.

Criteria for Course Eligibility

To be eligible for funding, the objective of an industry skills course must be to develop, maintain or improve skills relevant to employment in the building and construction industry.

- The training must be delivered by a registered training provider.
- The training must be structured before it is delivered.
- There must be no other significant objective of the course, such as recreation or general interest courses.
- The program should support skills training in one or more of the following areas:

Relevant Industry Skills Categories

- Communication skills
- Business Management relevant to the industry
- Costing/Estimating/Ordering
- Contract Formation & Administration
- Supervision
- Relevant Computer Skills
- Specification Writing
- Project Management
- Relevant Frontline Management Training
- Negotiation and Conflict Resolution
- Tender & Contract Management
- Sales in the construction industry

Ineligible Industry Skills Categories

Funding will not be provided for courses which are considered to be generic in nature and do not address a specific skill requirement of the building and construction industry.

Courses in this category would include:

- ☒ General selling and sales techniques
- ☒ Motivational, stress control or other personal development training
- ☒ Generic computer skills such as spreadsheets, word processing and data base applications
- ☒ Seminars and conferences
- ☒ Generic training activities or general business training run by management focussed institutes
- ☒ Training resulting in Para-professional or professional qualifications

The program does not extend to funding of any program or course that is subject to the Higher Education Contribution Scheme or any courses that do not attract HECS but are substantially supported by public funds, such as TAFE courses.

How to Apply for Course Eligibility

In order to ascertain the suitability of a course for Industry Skills program funding, the Board requires the following information to be supplied for each course:

- A brief course overview, indicating which of the Eligible Industry Skill Categories the course addresses.
- Who the course is recommended for.
- A Brief outline of content, including how the content has been tailored to meet the needs of the building and construction industry.
- The learning objectives of the course and a direct comment about the relevance these objectives have for the industry.
- The accreditation standing of the course. A course accredited with the Training Accreditation Council (TAC) is considered adequate. *If a course is not yet accredited, the Construction Training Fund may assist in gaining TAC accreditation.*
- Cost and duration of the course.

All of these matters will be considered in the course approval process.

The course information must be prepared by the training provider.

Construction Training Fund Subsidy Of Course Cost

Trainees attending approved courses will be provided with a subsidy against the course cost. The subsidy rate is 80% of the median course cost. The maximum subsidy provided by the Fund is \$825 irrespective of the course cost.

Eligible Trainees

To receive the Construction Training Fund training subsidy a trainee must be currently employed in the building and construction industry in Western Australia.

Unemployed persons are not eligible under the Industry Skills Program.



Training providers with approved “bulk billing” arrangements will be required to confirm the eligibility of trainees for all courses. Sufficient records must be maintained by training providers for audit purposes.

Applications for Construction Training Fund Subsidy

Training provider’s and/or individual trainees must apply for funding approval prior to the commencement of the course.

If the course is approved for Construction Training Fund subsidy, the training provider or individual will be notified and the course will be added to the eligible course list. Claim forms will be provided after course approval.

Approved Subsidy Rates

The Construction Training Fund will establish the list of approved courses in consultation with those working in or representing the industry, over time. In the initial period of program establishment a schedule of approved courses will be developed.

Reimbursement Process

Subsidy claims should be made on completion of each course. The subsidy provided by the Construction Training Fund must be passed on in full to the trainee irrespective of the actual fee charged for the course.

The Construction Training Fund subsidy will not be paid for trainees who fail to complete the course in full.

Reimbursement - Direct Employer and Individual Trainees

On completion of an approved course a direct employer or individual trainee must complete a *Training Assistance Claim* form and *Individual Attendance Advice* (for each trainee attending the course) and forward these forms to the Board, together with a copy of the receipt for the course fees. Please note that when making a claim employers can only apply for employees that are currently employed with them.

Direct employers and individual trainees will be reimbursed at the Construction Training Fund Course Subsidy Rate.

Reimbursement of Training Provider Bulk Billing Claims

Training providers and employers with bulk billing arrangements must complete the *Bulk Billing Payment Claim* form and *Course Participant Schedule*.

Individual *Attendance Advice* forms are not required however training providers and employers must complete the certification on the *Course Participants Schedule* and retain sufficient trainee information to support an eligibility audit.

The amount of the claim is to be calculated on the Construction Training Fund scheduled course rate or 80% of the actual fee charged for the course, whichever is the lower.

CONSTRUCTION TRAINING FUND INVESTIGATION RIGHTS

The Board reserves the right to use the powers granted it under section 28(7) of *The Building and Construction Industry Training Fund and Levy Collection Act 1990*, to conduct an examination or inquiry considered necessary to validate claims made for financial support by training providers and trainees.

Note: Government employees and employees of building supply companies are not eligible for Construction Training Fund training subsidies as are employees of companies working in the mining, gas and petroleum sectors and the employees of companies who install, maintain or repair lifts and escalators.