



# LEVY & PROGRAM GUIDELINES

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## Key objectives of the Construction Training Fund

The Western Australian Parliament passed legislation in 1990 to establish the *Building and Construction Industry Training Fund and Levy Collection Act 1990* (the Act).

This Act was established to improve the quality of training and to increase the number of skilled persons in the building and construction industry.

The Construction Training Fund (CTF) administers the Act and is managed by the Building and Construction Industry Training Board. The (CTF) is committed to increasing training opportunities for people working in, or seeking a career in, the building and construction industry.

Revenue raised from the training levy supports:

- Apprenticeships and other forms of entry level training for employment in the industry.
- Supplementary training for those already qualified to work in the industry.
- Training in technology used in industry and in the occupational, safety and health areas of the industry.
- The recognition and support of persons with existing skills, knowledge and aptitude to develop skills and enhance their employability within the industry.
- The accreditation of training courses for employment in the industry or that are otherwise appropriate to the industry.
- Innovations in industry training and research relating to competency levels and the training needs of the industry.

## The training levy

### *Building and Construction Industry Training Fund and Levy Collection Act 1990*

The BCITF levy is calculated at 0.2% of the value of construction work (inclusive of GST) where the total estimated value of the work is more than \$20,000.

The project owner (person required to hold a building permit in respect of that construction work and/or the person/people receiving direct benefit of the construction work) is responsible for payment of the levy, which is to be made prior to the issue of a building permit.

**Where a permit for building work is not required as per terms prescribed in the *Building Act 2011*, the project owner must pay the levy directly to the CTF prior to commencement of construction work.**

The total value of construction for the purposes of the levy is the contract price of the construction works and is required to include:

- The sum of the value of all goods (including manufactured goods) forming part of the construction work
- Fees payable (not including building permit)
- Overheads to be met, profit margin and GST
- Labour
- Services necessary

### **The meaning of construction work**

The Act refers to the *Construction Industry Portable Paid Long Service Leave Act 1985* in outlining the meaning of 'construction work' to which the levy applies.

'Construction work' means the processes -

- (a) of carrying out on a site the construction, erection, installation, reconstruction, re-erection, renovation, alteration, demolition or maintenance of or repairs to any of the following
  - i buildings;
  - (iia) swimming pools and spa pools;
  - ii roads, railways, airfields or other works for the passage of persons, animals or vehicles;
  - iii breakwaters, docks, jetties, piers, wharves or works for the improvement or alteration of any harbour, river or watercourse for the purposes of navigation;
  - iv works for the storage, or supply of water or for the irrigation of land;
  - v works for the conveyance, treatment or disposal of sewage or the effluent from any premises;
  - vi works for the extraction, refining, processing or treatment of materials or for the production of extraction of products and by-products from materials;
  - vii bridges, viaducts, aqueducts or tunnels;
  - viii chimney stacks, cooling towers, drilling rigs, gas holders or silos; ix pipelines;
  - x navigational lights, beacons or markers;
  - xi works for the drainage of land;
  - xii works for the storage of liquids (other than water) or gases;
  - xiii works for the generation, supply or transmission of electric power;
  - xiv works for the transmission of wireless or telegraphic communications;

- xv pile driving works;
- xvi structures, fixtures or works for the use on or for the use of any buildings or works of a kind referred to in subparagraphs (i) to (xv);
- xvii works for the preparation of sites for any building or works of a kind referred to in subparagraphs (i) to (xvi); or
- xviii fences, other than fences on farms.

(b) of carrying out of works on a site of the construction, erection, installation, reconstruction, re-erection, renovation, alteration or demolition of any buildings or work of a kind referred to in paragraph (a) for the fabrication, erection or installation of plant, plant facilities or equipment for those buildings or works.

(c) of carrying out of work performed by employees engaged in the work referred to in paragraph (a) or (b) and that is normally carried out on-site but which is not necessarily carried out on-site.

But does NOT include:

- (d) the carrying out of any work on ships;
- (e) the maintenance of or repairs or minor alterations to lifts or escalators; or
- (f) the carrying out of maintenance or repairs of a routine or minor nature by employees for an employer, or another person under an arrangement with a labour hire agency who is not substantially engaged in the industry described in this interpretation.

## Exclusions

There are several exclusions for the purposes of collecting the levy from the definition of construction work in Regulation 3 of the *Building and Construction Industry Training Fund and Levy Collection Regulations 1991*.

The main exclusions from application of the levy are

- Work below \$20,000 in value
- Agricultural work (does not include work for which a building permit is required)
- Government work undertaken by Government employees
- Mining and petroleum work other than residential and commercial buildings
- Foreign missions and consulates

## Resources industry

Engineering construction works undertaken in the resources industry are not subject to the BCITF levy. The levy is applied to construction on **residential** and **commercial** buildings in the resources sector and penalties may apply if construction work commences prior to payment of the training levy.

The regulations define the resources industry as any operation under the:

- *Mining Act 1978*
- *Petroleum and Geothermal Energy Act 1967*
- *Petroleum (submerged lands) Act 1982*
- *Petroleum Pipelines Act 1969*

**Residential construction** is defined in the regulations as:

- Construction work on or resulting in a building that is intended to be used predominantly for residential purposes

**Commercial construction** is defined in the regulations as construction work that:

- is not engineering work; or
- is carried out on, or results in, a rigid fixed structure that is intended predominantly for the use of, or to contain:
  - people; or
  - plants; or
  - machinery; or
  - goods; or
  - livestock

The following engineering construction works in the resources industry do not attract the levy:

- a road, railway, airfield or other structure for the passage of persons, animals or vehicles;
- a breakwater, dock, jetty, pier, wharf or other structure for the improvement or alteration of any harbour, river or watercourse for the purposes of navigation;
- any structure for the storage or supply of water or for the irrigation of land;
- any structure for the conveyance, treatment or disposal of sewerage or of the effluent from premises;
- a structure for the extraction, refining, processing or treatment of heavy industry materials or for the production or extraction of heavy industry products and by-products from materials;
- a bridge, viaduct, aqueduct or tunnel;
- a chimney stack that is over 15 metres in height and is not part of a building included in the description of the housing sector or the commercial sector, a cooling tower, drilling rig, gas holder or silo;
- a pipeline;
- a navigational light, beacon or marker;
- a structure for the drainage of land;
- a structure for the storage of liquid or gas;
- a structure for the transmission of wireless or telegraphic communications;
- a fence, other than a fence on a farm;
- a grandstand, stadium or swimming pool; or
- a structure for the generation, supply or transmission of electric power.

The regulations also specifically exclude levy for the following construction works carried out in the resources industry:

- earthworks associated with the construction or maintenance of any temporary water supply or temporary access track for any purpose associated with any mineral or petroleum exploration activity and any other earthworks associated with any such exploration activity;
- any excavation work associated with exploration for, or the extraction of, any minerals or petroleum;
- any work directly related to the fabrication of a pipeline system used in mineral or petroleum production or processing and any subsequent repair work that involves welding or coating a pipeline system (or part of a pipeline system) used in mineral or petroleum production or processing;

- the construction or maintenance of any haul road or track that is -
  - (i) in or around a mine or other mineral or petroleum production facility; and
  - (ii) directly used in a mineral or petroleum production operation.
- the maintenance of an airstrip or landing pad used in conjunction with any mineral or petroleum production operation;
- work associated with an environmental clean-up or environmental restoration;
- work associated with a mine back-filling operation;
- repair or maintenance work carried out on any plant or equipment directly associated with mineral or petroleum exploration, production or processing, or for piloting.

## NOTE

The *Building Act 2011* enables certain types of construction work to commence without the requirement for a building permit. Project owners and contractors should be aware that the obligation to pay the BCITF levy remains for all construction work that is more than \$20,000, regardless of the requirement for a building permit.

## Payment of levy

All project owners are required to complete and submit a standard **levy form** at the point of payment. The levy form contains all the required details in relation to the construction works and carries a unique project identification number.

The BCITF levy must be paid prior to the commencement of construction of any project to which the levy applies, whether or not a building permit is required. In the absence of a fixed price contract, the amount of levy due prior to the commencement of a construction project is calculated based on the estimated value of the construction works. Adjustment payments, where the final value of the project has varied by more than \$25,000, are reconciled upon completion of the project.

The BCITF levy is paid to a Local Government Authority by every project owner when an application for a building permit is made. Where a building permit is not required for works to which the levy is applied (eg maintenance work, engineering construction work such as bridges or roads), the person or organisation responsible for executing the project is required to notify the CTF of the project and its estimated value and at that time, pay the full value of the levy to the CTF prior to the commencement of construction work.

## Penalties

Failure to pay the BCITF levy for construction works to which the levy applies or providing false or misleading information to the Board in respect of the training levy is an offence.

Penalties are as follows

- a) \$20,000 for a single person
- b) \$50,000 for a body corporate

Where construction work is commenced before the project owner has paid the levy due in respect of that work, the project owner may be liable to pay 100% of the unpaid levy, in addition to the original levy amount.

## Methods of levy payment

**Online:** Construction project details can be lodged together with levy payment via credit card or EFT online by visiting [bcitf.org](http://bcitf.org) Project ID details and a receipt will be issued upon confirmation of payment.



This receipt can be presented to Local Government Authorities or other permit issuing authorities as proof of payment of the training levy.

**Local Government Authorities (for construction work that requires a building permit):** All Local Government Authorities are collection agents for the CTF. Levy forms are available at all Local Government Authorities and the levy can be paid at the time of submitting an application for a building permit. A receipt of payment will be issued by the Local Government Authority together with a copy of the levy form.

**Post:** Levy payment forms can be obtained by contacting the CTF. Return the completed form with cheque made payable to the "Construction Training Fund". A receipt will be issued by the CTF.

**CTF office:** 104 Belgravia Street, BELMONT WA 6104. Payment can be made direct to CTF by cash or cheque (EFTPOS facilities are not available) between the hours of 8.30am - 4.30pm, Monday to Friday.

### **Final construction value – adjustment of levy paid**

If upon completion the final construction value of a project has varied by \$25,000 or more (including GST) from that which is nominated on the original levy form, the project owner is required to advise the CTF.

The final construction value of a project must be calculated based on all elements included in the original estimated value of the project, which are

- The sum of the value of all goods (including manufactured goods) forming part of the construction work
- Fees payable (not including building permit)
- Overheads to be met, profit margin and GST
- Labour
- Services necessary

The project owner is also required to account for inflation in the normal manner in calculating the final construction value based on the following rates, as nominated by the BCIT Board in accordance with the Act.

2010-2011	3.1%	2013-2014	1.3%
2011-2012	2.5%	2014-2015	2.5%
2012-2013	1.9%	2015-2016	1.9%

Where the final construction value is **\$25,000 or more higher** than the original estimated value, the project owner is required to pay an additional sum of levy to CTF. Where the final construction value is **\$25,000 or more lower** than the original estimated value, the project owner is entitled to a partial refund of the original levy paid to the CTF.

### **Refund of levy payment**

If a project is cancelled or did not commence, the project owner (the person nominated as such on the levy form and to whom a receipt for payment is issued) can apply for a full refund of the levy paid.



The refund application can be downloaded from the CTF website at <http://bcitf.org/upload/documents/LevyRefundForm.pdf>

In order to receive a refund of the levy paid, proof of building permit cancellation/notice of cessation in the form of a letter from the Local Government Authority/permit issuing authority along with a refund application should be submitted to the CTF.

If a permit for the project was not required as per the *Building Act 2011*, a statutory declaration (obtained by contacting the CTF) along with a refund application should be submitted by the project owner to the CTF to obtain a refund for works that did not commence and/or that were partially completed.

#### Transfer of building permit

If construction works are transferred to a new builder under an existing building permit, a refund of the BCITF levy may be issued to the original builder depending on the value of construction works completed at the time the transfer is finalised.

The new builder to whom the permit is transferred is responsible for paying the BCITF levy based on the estimated value of construction works required to complete the project, prior to commencing the construction works. The new builder will assume responsibility for any adjustments to the levy based on final construction value.

## General conditions of eligibility for CTF grants and subsidies

Eligibility for CTF **grants, subsidies** and **additional benefits** is dependent on an individual's or company's ability to demonstrate primary and substantial, direct involvement in WA's construction industry, specifically in on-site construction, installation and/or fabrication activities.

Eligible individuals must be:

- Directly employed in the building and construction industry in Western Australia
- Directly employed by residential and/or commercial construction companies undertaking relevant projects in Western Australia
- Self-employed and undertaking work which is directly involved in the construction process

The CTF may seek evidence of eligibility via review of a detailed, recent work history and/or evidence of employment to assist in determination of eligibility.

Ineligible companies/individuals include:

- Government departments, agencies and Government employees
- 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 after completion of the construction process
- Companies that perform minor maintenance, repairs and/or inspection of elevators and escalators
- Companies that provide maintenance or repairs of a minor nature after the construction phase
- Carpet laying or floor covering companies and contractors

### Unemployed participants

If an individual is unemployed at the time of undertaking a short course recognised by the CTF, they must be able to:

- Demonstrate that they were directly employed in the construction industry in Western Australia **for a minimum of six months**, within 12 months prior to the date of course commencement; or if no recent work experience is involved
- Have written evidence of a relevant employment offer from an eligible company or contractor in the construction industry prior to commencement of the training course

Unemployed participants may be required to provide additional documentation to assist the CTF to process a claim.

### Other

Although the definition of construction refers to 'on-site' activities, under certain conditions subsidies may also be provided to workers whose normal duties may not always require them to attend site on a daily basis. Service providers to the building and construction industry may be eligible for subsidised training in occupational health and safety.

**The final determination regarding eligibility rests with the CTF.**

## Direct Indenture grants for employers of apprentices and trainees

CTF **Direct Indenture grants** are available to eligible employers of apprentices/trainees in specific qualifications for the building and construction industry. Apprentices/trainees must be employed under training contract arrangements that are registered with the Department of Training and Workplace Development and have an “active” status.

The grant for employers is intended to defray the costs incurred by the employment and training of an apprentice. A list of the qualifications recognised and the grant amounts available to employers is listed further in this document and is also available on the CTF website at [bcitf.org](http://bcitf.org)

### Grant amounts

**The following information is current for all eligible employers with apprentices and trainees that commence on or after 1<sup>st</sup> April 2015.**

The direct indenture grant from the CTF has a base rate, dependent on the apprenticeship/traineeship qualification. **Base grants** range from \$3,000 to \$10,000 depending on the occupation and term of indenture.

The base rate of the grant attached to each qualification is determined by the Board. The base rate is available to employers of apprentices or trainees resident in the metropolitan area, which covers the region within an 80km radius of the Perth GPO.

### Bonus payments

- **Pre-apprenticeship/Certificate II Building and Construction (Trades Pathway) WACE bonus** - A bonus incentive of \$2,000 is available to eligible employers for new apprentices commenced on or after 1 April 2014 that have successfully completed a recognised pre-apprenticeship or the Certificate II Building and Construction (Trades Pathway) qualification as part of a Western Australian Certificate of Education (WACE) program during full time enrolment in a WA secondary school. Pre-apprenticeship/Certificate II graduates must be employed in a recognised trade within 12 months of completing the qualification for payment of the bonus to an employer.
- **Employment of women** - If the new apprentice/trainee is female, the employer may be eligible to claim an additional supplement of up to \$2,000, depending on the nominal term of the indenture.

### Supplements

There are a number of additional supplements or special support subsidies which may be available to eligible employers of apprentices and/or trainees.

- **Regional supplement** - An employer may be eligible to claim an additional supplement of 10% of the base rate of the grant if the indentured apprentice/trainee has a residential address in a region outside the metropolitan area and south of the 26<sup>th</sup> parallel.

If the apprentice/trainee has a residential address in a region outside the metropolitan area and north of the 26<sup>th</sup> parallel, the employer may be eligible to claim an additional supplement of 20% of the base rate of the grant.

- **Indigenous supplement** - If the apprentice/trainee is indigenous, the employer may be

eligible to claim an additional supplement of 30% of the base rate of the grant.

## Samples

An employer has indentured a female apprentice with a residential address in Albany in a Certificate III Carpentry & Joinery (48 month) qualification. The new apprentice completed a Certificate II Building and Construction Trades Pathway qualification as a VET in Schools course. The employer may be eligible for a grant based on the following:

Cert III Carpentry & Joinery (base grant)	\$10,000.00
Regional loading (10%, south of 26 <sup>th</sup> parallel)	\$1,000.00
Pre-app/VET in-Schools bonus	\$2,000.00
Employment of women bonus	\$2,000.00
<b>Total potential grant available</b>	<b>\$15,000.00</b>

An employer has indentured a female, indigenous apprentice with a residential address in Broome in a Certificate III Plastering (48 month) qualification. The new apprentice completed a pre-apprenticeship course. The employer may be eligible for a grant based on the following:

Cert III Plastering (base grant)	\$10,000.00
Regional loading (20% loading, north of 26 <sup>th</sup> parallel)	\$2,000.00
Indigenous supplement (30% of base rate)	\$3,000.00
Pre-App/VET in-Schools bonus	\$2,000.00
Employment of women bonus	\$2,000.00
<b>Total potential grant available</b>	<b>\$19,000.00</b>

## Making a claim

All claims for direct indenture grants must be made directly to the CTF.

For apprentices/trainees that have commenced on or after 1<sup>st</sup> April 2015, the sum of the total grant available is made to an eligible employer in three instalments of equal value.

The first instalment is paid to an employer when the apprentice/trainee has successfully completed six months of continuous, full-time employment (including probation) with the employer; the second instalment is paid at the half-way point of the indenture and the final payment is made when the indenture has been successfully completed.

When making an application for payment of each instalment, an employer is required to submit a relevant application form (available from the CTF website) together with any supporting documentary evidence required by the CTF relating to the employment and training status of the apprentice/trainee, such as a work history or current payslip.

Applications for direct indenture grants should be made to the CTF during the time the apprentice is employed. CTF, however, may provide the grant to an eligible employer up to 12 months after the apprentice has successfully completed the qualification or from cancellation of the training contract\*.

## A grant for employers, not an entitlement

The grant provided to employers is not an entitlement and CTF reserves the right to determine eligibility and the value of the grant to be paid to an employer.

The CTF may be required to make adjustments to the value of direct indenture grants, which may affect the amount, if any, paid to an eligible employer during the term of indenture.

Adjustments to grant amounts are likely to result if

- there is a reduction in term of the training contract
- the employer is not the original employer of the indentured apprentice/trainee;
- \*the apprentice/trainee did not reach the scheduled payment instalment point

An employer in receipt of the grant may be required to repay to the CTF a portion of the grant, if the apprentice/trainee successfully completes the training contract and is issued a qualification in a timeframe that is less than 50% of the nominal term of the indenture. The amount to be refunded to the CTF will be calculated as the value of the grant already paid which exceeds the grant equivalent to the amount of time the apprentice/trainee has actually served in the training contract.

Apprentices and/or trainees indentured with an eligible employer in one of the listed apprenticeships/traineeships may be eligible to claim the CTF **Accommodation Allowance, Supplementary Skills and OH&S Program** subsidies as long as their status with the Department of Training and Workforce Development is recorded as **active**.

Please refer to information on **general conditions for eligibility** for further details.

### Construction apprenticeships

Qualification	Code	Term months	Base grant (\$)	Pre-app bonus (\$)	Female bonus(\$)
Cert III in Bricklaying/Blocklaying	CPC30111	36 - 48	10,000	2,000	2,000
Cert III in Bricklaying (Housing)	52660WA	24	8,000	2,000	1,000
Cert III in Carpentry	CPC30211	36 - 48	10,000	2,000	1,000
Cert III in Carpentry and Joinery	CPC32011	36 - 48	10,000	2,000	2,000
Cert III in Carpentry (Housing)	52662WA	24	8,000	2,000	1,000
Cert III in Concreting	CPC30313	24	8,000	2,000	1,000
Cert III in Fire Protection	CPC32813	36 - 48	10,000	2,000	2,000
Cert III in Joinery (Housing)	CPC31912	24	8,000	2,000	1,000
Cert III in Painting & Decorating	CPC30611	36 - 48	10,000	2,000	2,000
Cert III in Painting (Housing)	52659WA	24	8,000	2,000	1,000
Cert III in Plumbing & Gasfitting	CPC32413	48	10,000	2,000	2,000
Cert III in Roof Plumbing	CPC32612	48	10,000	2,000	2,000
Cert III in Roof Tiling	CPC30812	48	10,000	2,000	2,000
Cert III in Solid Plastering	CPC31011	36 - 48	10,000	2,000	2,000
Cert III Plastering (Housing)	52661WA	24	8,000	2,000	1,000
Cert III in Stonemasonry (non-monumental)	CPC32313	42	10,000	2,000	2,000
Cert III in Stonemasonry (monumental)	CPC32313	42	10,000	2,000	2,000
Cert III in Wall & Ceiling Lining	CPC31211	36 - 48	10,000	2,000	2,000
Cert III in Wall & Ceiling Lining (Housing)	52664WA	24	8,000	2,000	1,000
Cert III in Wall & Floor Tiling	CPC31311	36 - 48	10,000	2,000	2,000

### Other construction related apprenticeships

Qualification	Code	Term months	Base grant (\$)	Pre-app bonus (\$)	Female bonus (\$)
Cert III in Cabinet Making	MSF31113	42	8,000	2,000	2,000
Cert III in Electrotechnology (Electrician)	UEE30811	48	8,000	2,000	2,000
Cert III in Electronics and Communications	UEE30911	48	8,000	-	2,000
Cert III in Engineering Fabrication Boilermaker	MEM30305	42 - 48	8,000	2,000	2,000
Cert III in Engineering Fabrication Heavy Welding	MEM30305	42 - 48	8,000	2,000	2,000
Cert III in Glazing & Glass Processing	MSF30413	36	8,000	2,000	2,000
Cert III in Engineering Fabrication Welding	MEM30305	42 - 48	8,000	2,000	2,000
Cert III in Engineering Fabrication Sheetmetal	MEM30305	42 - 48	8,000	2,000	2,000
Cert III in Engineering Mechanical Plant Mechanic	MEM30205	42 - 48	8,000	2,000	2,000
Cert III in Engineering Mechanical Refrigeration & Airconditioning	MEM30205	42 - 48	8,000	2,000	2,000
Cert III in Gas Supply Industry Operations	UEG30114	36	8,000	2,000	2,000
Cert III in Security Equipment Installation	UEE31411	48	8,000	2,000	2,000

### Construction traineeships

Qualification	Code	Term months	Base grant (\$)	Pre-app bonus (\$)	Female bonus (\$)
Cert II in Building Maintenance	CPC20211	12	4,000	-	500
Cert II in Building & Construction Pathway - Para-professional / Business	52825WA	12	4,000	-	500
Cert II in Building & Construction Pathway - Trades	52824WA	12	4,000	-	500
Cert II in Construction	CPC20112	12	4,000		500
Cert II in Civil Construction	RII20715	12	4,000		500
Cert II in Drainage	CPC20712	18	8,000		1,000
Cert III in Civil Construction	RII30915	24	8,000		1,000
Cert III in Civil - Bituminous Surfacing	RII30915	24	8,000		1,000
Cert III in Civil - Bridge Construction & Maintenance	RII30915	24	8,000		1,000
Cert III in Civil - Foundations	RII31215	24	8,000		1,000
Cert III in Civil - Plant Operations	RII30815	24	8,000		1,000
Cert III in Civil - Road Construction & Maintenance	RII30915	24	8,000		1,000
Cert III in Civil - Road Marking	RII30915	12	4,000		500
Cert III in Civil - Traffic Management		24	8,000		1,000
Cert III in Civil - Trenchless Technology	RII31615	24	8,000		1,000
Cert III in Civil - Tunnel Construction	RII30915	24	8,000		1,000
Cert III in Demolition	CPC30413	24	8,000		1,000
Cert III in Dogging	CPC30511	12	4,000		500
Cert III in Pipelaying	RII30915	24	8,000		1,000
Cert III in Rigging	CPC30711	24	8,000		1,000
Cert III in Scaffolding	CPC30911	12	4,000		500
Cert III in Steelfixing	CPC31111	18	8,000		1,000
Cert IV in Building & Construction - Estimating	CPC40308	24	8,000	2,000	1,000
Cert IV in Building & Construction - Site Management	CPC40508	24	8,000	2,000	1,000
Cert IV in Civil - Supervision	RII40715	18	8,000		1,000
<b>Other Construction Traineeship</b>					
Cert II in Glass & Glazing	MSF20413	12	3,000	-	500

## Group training organisations

Group training organisations (GTOs) employing relevant construction apprentices/trainees are eligible to receive the CTF employer grants. The grant amounts are identical to those received by direct indenture employers, but are paid in monthly instalments as opposed to the three payment structure for direct indenture employers. GTOs use this funding to reduce costs incurred from employing and training apprentices and trainees, effectively reducing hire-out costs to an eligible host employer.

To be eligible for funding under the CTF GTO program, the GTO must meet the criteria contained in the Group Training Organisations Funds Management Agreement document, available from the CTF on request.

Funding is only available for host employers of apprentices and trainees who are actively and directly involved in on-site construction, installation or fabrication activities in WA's construction industry. Final interpretation of this requirement, and therefore eligibility determination, rests with the CTF.

### Funding structure

Funding is provided for each apprentice/trainee employed by the GTO, according to the CTF's determination of the grant amount and based on the apprentice/trainee's qualification. These grants are paid in arrears on a monthly basis whilst the apprentice or trainee remains employed by the GTO according to the CTF eligibility criteria.

CTF reserves the right to determine eligibility and the value of the grant to be paid to a GTO for individual apprentices/trainees, particularly in situations involving a reduction in term and/or if the GTO is not the original employer of the indentured apprentice/trainee.

Apprentices/trainees employed by a GTO may be eligible to claim the CTF Accommodation Allowance and benefit from the CTF Supplementary Skills and OH&S program.



## Information for apprentices & trainees

### Accommodation Allowance

The CTF **Accommodation Allowance** program can help eligible regional apprentices and trainees to reduce costs they incur as part of their training.

To be eligible, regional apprentices/trainees must be registered with the Department of Training and Workforce Development full-time in one of the apprenticeships/traineeships recognised in the CTF employer grants program, with an active training status.

The Accommodation Allowance provides regional apprentices/trainees with up to \$1,400 to assist with commercial accommodation costs incurred if they are required to travel more than 100km (200km round trip) from their residential address to complete their off-the-job training at with a Registered Training Provider (RTP). This is based on the shortest possible road distance from the apprentice/trainee's usual place of residence in WA to the closest approved training venue.

The accommodation allowance applies to weekday stays only and does not apply to extra costs incurred during the accommodation period (ie internet, linen, meals, etc).

Eligible apprentices/trainees can claim up to \$70 per day, to a maximum of \$1,400 per financial year.

**To make a claim**, eligible apprentices/trainees are required to submit the following documents to the CTF, within sixty days of the date of the last day in the training period:

- Completed claim form (can be downloaded from the CTF website).
- Tax invoice from the accommodation provider and proof of payment.
- Verification from RTO of complete attendance during training.

### NOTE

The CTF Accommodation Allowance **is supplementary** to that provided to eligible apprentices/trainees by the Department of Training and Workforce Development (DTWD). The final amount of assistance made available from the CTF to an eligible apprentice will be based on the amount paid for accommodation as noted on the invoice, less the amount of the allowance provided by DTWD and will not exceed \$70 per night's accommodation.

### Samples

Accommodation invoice	\$130/night
DTWD allowance	\$70/night
Difference	\$60/night

### Training Fund allowance **\$60/night**

Accommodation invoice	\$150/night
DTWD allowance	\$70/night
Difference	\$80/night

### Training Fund allowance **\$70/night**

Please refer to **general conditions of eligibility** and **Supplementary Skills Program** for further information.



## Supplementary Skills and Occupational Health & Safety Programs

The CTF Supplementary Skills and Occupational Health & Safety Programs provide subsidies to eligible construction industry workers (including apprentices and trainees) who undertake training in a range of CTF approved short training courses to obtain or upgrade the skills essential for their work role.

The main areas covered in the Supplementary Skills program are:

- **Construction Skills**
- **Industry Skills**
- **Software Skills**
- **Occupational Licensing**
- **Higher Qualifications**
- **Occupational Health & Safety**

Courses recognised in the CTF Supplementary Skills program have direct benefits for the skills and/or knowledge base of workers in the construction industry. Training in these courses is delivered under the authority of a RTP recognised by the WA Training Accreditation Council (TAC) or similar authority.

Only training delivered by **private RTPs and conducted in Western Australia** is recognised in the Supplementary Skills and OH&S Program. Courses delivered by TAFE Colleges in the metropolitan area are not included in the CTF Supplementary Skills and OH&S Program.

In some circumstances, trainees in regional areas may claim for an approved course delivered by the nearest regional TAFE College in the absence of a suitable private RTP, subject to prior agreement between the regional TAFE and the CTF.

The **Construction Skills, OH&S, Industry Skills** and **Software Skills** areas within the Supplementary Skills program offer a subsidy to eligible trainees of \$31 per hour (to a maximum of \$248 per eight hour day, or 70% of the actual course cost, whichever is lower) for a wide range of courses delivered by **metropolitan** private RTPs. The maximum amount that can be claimed per employee, per course, is \$1,300.

### **Metropolitan Rebates:**

<b>Course Type</b>	<b>Description</b>	<b>Hourly Rate</b>	<b>% of course cost</b>	<b>Max Day Rate</b>	<b>Max per course</b>
<b>Short Courses</b>	Courses to upgrade the skills essential for employee work roles e.g. rigging, first aid, scaffolding, plant operations, excel	\$31	70%	\$248	\$1,300

For training undertaken at **regional** private RTPs, the CTF can provide a subsidy of \$34 per hour (to a maximum of \$272 per eight hour day, or 80% of the actual course cost, whichever is lower) towards an eligible course. The maximum amount that can be claimed per employee, per course, is \$1,700.

### Regional Rebates:

Course Type	Description	Hourly Rate	% of course cost	Max Day Rate	Max per course
Short Courses	Courses to upgrade the skills essential for employee work roles e.g. rigging, first aid, scaffolding, plant operations, excel	\$34	80%	\$272	\$1,700

### Sample calculation

Details	Metropolitan Delivery	Regional Delivery
Advertised course cost	\$850	\$900
Hours of training	16	16
Subsidy @ hourly rate	\$31 x 16 = \$496	\$34 x 16 = \$544
Subsidy @ % rate	70% x \$850 = \$595	80% x \$900 = \$720
<b>Subsidy to be paid</b>	<b>\$496</b>	<b>\$544</b>

Claimants successfully completing training courses via on-line delivery and assessment may be eligible to claim up to 70% of the course cost, to a maximum of \$1,100

### Higher Qualifications and Occupational Licensing – metropolitan rebates

CTF can provide a subsidy of up to \$15 per hour (to a maximum of \$120 per eight hour day, or 70% of the actual course cost, whichever is lower) for recognised training courses delivered by **metropolitan** private RTPs.

The maximum amount that can be claimed per eligible trainee per Occupational Licensing course is \$500.

The maximum amount that can be claimed per trainee for a completed Higher Qualification is \$1,300.

Course Type	Description	Hourly Rate	Max Day Rate	Max per course
Occupational Licensing	Courses undertaken that result in or lead to a recognised trade or occupational license	\$15	\$120	\$500
Higher Qualifications	Courses undertaken that result in or lead to a recognised Certificate IV / Diploma qualification	\$15	\$120	\$1,300 \$1,100*online

### Higher Qualifications and Occupational Licensing – regional rebates

For training undertaken at **regional** private RTPs, the CTF can provide a subsidy of \$16 per hour (to a maximum of \$132 per eight hour day, or 80% of the actual course cost, whichever is lower) towards an eligible course.

The maximum amount that can be claimed per eligible trainee per Occupational Licensing course is \$550.

The maximum amount that can be claimed per trainee for a completed Higher Qualification is \$1,700.

Course Type	Description	Hourly Rate	Max Day Rate	Max per course
<b>Occupational Licensing</b>	Courses undertaken that result in or lead to a recognised trade or occupational license	\$16	\$132	\$550
<b>Higher Qualifications</b>	Courses undertaken that result in or lead to a recognised Certificate IV / Diploma qualification	\$16	\$132	\$1,700 \$1,100*online

#### NOTE

Subsidies for completion of a Higher Qualification are capped at \$1,300 (metro), \$1,700 (regional) and \$1,100 (on-line). Eligible trainees can claim subsidies for completed modules in their study towards a recognised higher qualification to a maximum of the stated cap.

#### Sample calculation – occupational licensing

Details	Metropolitan Delivery	Regional Delivery
Advertised course cost	\$850	\$900
Hours of training	40	40
Subsidy @ hourly rate	\$15 x 40 = \$600	\$16 x 40 = \$640
Subsidy @ % rate	70% x \$850 = \$595	80% x \$900 = \$720
Maximum claim	\$500	\$550
<b>Subsidy to be paid</b>	<b>\$500</b>	<b>\$550</b>

#### Sample calculation – higher qualifications

Details	Metropolitan Delivery	Regional Delivery
Advertised course cost	\$4,000	\$4,000
Hours of training	200	200
Subsidy @ hourly rate	\$15 x 200 = \$3,000	\$16 x 200 = \$3,040
Subsidy @ % rate	70% x \$4,000 = \$2,800	80% x \$4,000 = \$3,200
Maximum claim	\$1,300	\$1,700
<b>Subsidy to be paid</b>	<b>\$1,300 (\$1,100 on-line)</b>	<b>\$1,700 (\$1,100 on-line)</b>

## Claiming a Supplementary Skills and OH&S rebate

An eligible trainee can claim a Supplementary Skills and OH&S rebate directly from the CTF, by submitting **the following documentation:**

### Individuals

- Individual claim form (available from the CTF website at [bcitf.org](http://bcitf.org))
- Proof of payment (receipt from RTP)
- Proof of successful course completion (statement of attainment and/or certificate)

### Employers

- Employer's claim form (from [bcitf.org](http://bcitf.org))
- Copy of the training provider's paid invoice/receipt for payment of course
- Proof of successful course completion (statement of attainment and/or certificate)
- Invoice from employer to CTF for subsidy (plus GST)
- Completed survey forms

Claims must be received by the CTF within 12 months of successful completion of the course.

A number of RTPs have bulk billing arrangements with the CTF. A bulk biller will determine the eligibility of a trainee and once established, will charge the trainee the retail cost of the course, less the subsidy approved by the CTF. The bulk biller will claim the difference from the CTF when the trainee has successfully completed and paid for the training course.

A bulk biller will include reference to the CTF subsidy on the trainee's invoice as per the following example:

Elevated Work Platform fee	\$300.00
Less Construction Training Fund Subsidy	\$180.00
<b>Total fee payable</b>	<b>\$120.00</b>

Industry stakeholders have expressed concern about the validity of on-line training and assessment methodologies in some circumstances. As a result, the Construction Training Council conducts a review of the relevance of new courses not previously subsidised by the CTF prior to acceptance and allocation of subsidies.

On-line courses may be subsidised for eligible trainees if:

- The qualification or training outcome is recognised and/or accredited by an appropriate accrediting authority
- The RTP can demonstrate robust assessment procedures for on-line trainees

Please refer to **general conditions of eligibility** for further information about eligibility.

## Registered training providers (RTPs) and Supplementary Skills & OH&S

The CTF Supplementary Skills and OH&S Program provides subsidies to eligible construction industry workers who undertake training in a range of CTF approved short training courses to obtain or upgrade the skills essential for their work role.

Courses recognised in the CTF Supplementary Skills and OH&S program must have direct benefit for the skills and/or knowledge base of workers in the construction industry. Training in these courses must be delivered under the authority of a private RTP recognised by the WA Training Accreditation Council (TAC) or similar authority.

The CTF requires the training to be undertaken by a person with a Certificate IV qualification in workplace training and assessment or a relevant qualification in the case of non-accredited courses. Training must be conducted in Western Australia.

The Supplementary Skills and OH&S program provides a subsidy of up to \$31 per hour (to a maximum of \$240 per eight hour day, or 70% of the actual course cost, whichever is lower) for a wide range of courses undertaken by eligible employees at metropolitan RTPs. The maximum amount that can be claimed per employee, per course, is \$1,300.

For training undertaken at regional RTPs, the CTF can provide a subsidy up to of \$34 per hour (to a maximum of \$264 per eight hour day, or 80% of the actual course cost, whichever is lower) towards an eligible course. The maximum amount that can be claimed per employee, per course, is \$1,700.

The subsidy provided by the CTF is calculated on the amount charged to the trainee by the RTP, inclusive of any discounts or rebates from other sources. The CTF rebate, as calculated, must be passed on in full to the trainee, irrespective of the actual fee charged for the course.

Subsidy claims cannot be paid for trainees who fail to complete the course in full.

CTF regularly reviews the list of approved courses and may update these throughout the year. Bulk billing RTPs will be issued with a list of identification codes for the approved courses they deliver.

### Course approval

In order to ascertain the suitability of a course for Supplementary Skills and OH&S funding, the CTF requires the following information for each course for which the RTP is seeking recognition:

- A detailed course outline for training and assessment components, including:
  - course content and how the content has been tailored to meet the needs of the building and construction industry
  - learning outcomes and their relevance to the industry
- Training and assessment methods
- Duration of the course
- Accreditation details, if the course is more than 24 hours in duration
- Target or recommended client group
- Maximum retail cost of the course as advertised and promoted by the RTP

## Guidelines to skill areas

The main areas covered in the Supplementary Skills and OH&S program are:

Construction Skills	Occupational Health & Safety
Industry Skills	Software Skills
Occupational Licensing	Higher Qualifications

The objectives of courses in the Supplementary Skills and OH&S program must be to develop, maintain or improve skills relevant to employment in the building and construction industry.

Courses must:

- Be directly related to the building and construction industry
- Be structured in terms of training and assessment methods
- Have no other significant objective, such as recreation

Courses with content relating to the following are not recognised for funding:

- Generic skills, such as general computer skills
- Motivational, stress control or other personal development seminars
- Seminars and conferences
- Courses resulting in a qualification higher than Diploma level

CTF subsidies are limited to training courses accredited by the Training Accreditation Council (TAC) or similar authority ( where required) and delivered by a private RTP, or be delivered under the auspices of a private RTP by appropriately qualified training personnel.

## Construction Skills

Courses in this category are designed for the acquisition of practical skills and may result in a certificate of competency or a 'ticket' to operate machinery or plant. An eligible trainee must be able to demonstrate successful completion of qualification prior to claiming a subsidy.

Courses may cover, but are not restricted to:

- Trade skills (other than courses that benefit from Government funding).
- Technical skills
- Sub-trade skills

## Industry Skills

The objective of the Industry Skills category is to promote operational and business effectiveness within the construction industry. Courses within this category support training relating to the management, business, technology, communication and semi-professional skills used in the industry.

Courses may cover, but are not restricted to:

Communication skills	Specification writing
Business management relevant to the industry	Project management
Costing/estimating/ordering	Relevant frontline management



Contract formation & administration  
 Supervision  
 Relevant computer skills

Negotiation & conflict resolution  
 Tender & contract management  
 Sales in the construction industry

**Software Skills**

Courses within the Software Skills area provide eligible individuals, builders and small contractors who manage building and construction businesses with the skills required to meet onsite commitments and compliance requirements under the Australian Building Codes.

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

Courses may cover, but are not restricted to:

Microsoft Excel  
 Microsoft Project  
 MYOB and other accounting software packages

Microsoft Access  
 Microsoft Outlook

**Higher qualifications**

CTF recognises the following Certificate IV/Diploma courses within the Supplementary Skills and OH&S program:

- Certificate IV Work Health & Safety (formerly Occupational Health & Safety)
- Certificate IV Project Management Practice.
- Certificate IV in Leadership & Management (previously Frontline Management).
- Diploma in Work Health & Safety (formerly Occupational Health & Safety)
- Diploma in Builder’s Registration.

Trainees completing individual or component units of these higher qualifications can only apply directly to the CTF for training subsidies upon successful completion of each unit or component. The maximum subsidy available for successful completion of these Certificate IV qualifications (or part thereof) is \$1,300 (metropolitan delivery) or \$1,700 (regional delivery).

The maximum subsidy available to eligible trainees successfully completing a Higher Qualification via on-line training and assessment is \$1,100.

**Trade and occupational licensing**

Eligible trainees that successfully complete all components of training for a range of occupational licenses may claim a maximum subsidy from the CTF of \$550. (Please refer to the rates quoted elsewhere in this document). Occupational licenses recognised in the program include but may not be limited to

Electrical contractor’s license\*^  
 Painter’s registration  
 ACMA open cabling registration\*  
 Coaxial cabling\*

Restricted electrical license\*  
 Plumbing contractor’s license^  
 Fibre optics\*  
 Gas servicing

^Maximum available funding inclusive of any components completed that contribute to other/full licenses

\*Qualified, eligible electricians and apprentice electricians only



## Exclusions

The Supplementary Skills and OS&H program does not extend to funding of any program or course that is subject to the Higher Education Contribution Scheme (HECS) or any courses that do not attract HECS but are substantially supported by public funds, such as STP courses, with the exception of regional STPs where no private RTPs are delivering courses.

## Verification of competency

The CTF does not subsidise the cost of verification of competency assessments (VoC). The only support provided for assessment is a subsidy for the cost of recognition of prior learning (RPL) assessments relating to trade apprenticeship and traineeship qualifications.

## Bulk billing

RTPs delivering courses recognised by the CTF in the Supplementary Skills and OH&S program can apply to the CTF for bulk billing status.

Bulk billing enables an RTP to offer the CTF subsidised rate to eligible clients, upfront. The RTP then claims back the appropriate subsidy from the CTF after the client has successfully completed and paid for the training course.

A bulk billing RTP must determine the client's and/or their employer's eligibility to receive funding prior to the commencement of the course. Final determination of individual/employer eligibility however, rests with the CTF.

Reference to the CTF subsidy showing the value of the subsidy as a reduction against the course cost should be included in a prominent way on the invoice issued to the trainee for the training delivered, as per the example below

Elevated Work Platform fee	\$300.00
Less Construction Training Fund Subsidy	\$180.00
<b>Total fee payable</b>	<b>\$120.00</b>

For detailed information about becoming a bulk biller with the CTF, visit the CTF website and download a Bulk Biller Application Form, available on the Downloads page. The RTP should complete, sign and submit the application form to the Supervisor of Programs at the CTF.

## Non-bulk billing RTPs

Non-bulk billing RTPs offering courses which are recognised for subsidies under the Supplementary Skills and OH&S program are welcome to inform clients of a possible subsidy and provide them with claim forms by directing them to the CTF website, or provide them with the claim forms if in stock.

Final determination of course approval for training subsidies rests with the CTF.

## TAFE Colleges

Trainees completing courses delivered by TAFE colleges are not eligible to claim the CTF Supplementary Skills and OH&S subsidies; however, trainees in regional Western Australia may be eligible for training subsidies for courses delivered by a TAFE College where the CTF has prior agreement with the RTP and:



- No private training provider is available to deliver similar training courses within the region; or
- A regional TAFE College delivers approved courses in collaboration with a private training provider.

### **Accountability requirements**

The Board reserves the right to use the powers granted 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 persons undertaking subsidised training.

## Additional benefits

CTF can provide a range of additional benefits according to eligibility.

### Recognition of prior learning (RPL)

An individual that has successfully completed a RPL or Skills Assessment process towards a recognised qualification normally completed through an apprenticeship pathway may be eligible to claim up to \$400 towards the cost of assessment.

Application forms for RPL subsidies are available for download from the [bcitf.org](http://bcitf.org) website.

General assessments and/or verifications of competency (VoC) are not recognised for subsidy by the CTF.

Please refer to **General Conditions of Eligibility** for more information.

### Schools2Skills program

The CTF Schools2Skills program supports career education for construction with access to quality information materials, guest speakers and a range of other services.

#### Try-A-Trade

The Try-A-Trade program is wholly funded by the CTF and is available to year 9 and 10 students throughout Western Australia. The program is designed as a first step into a career in building and construction by giving students a taste of different trade areas in a trade training environment, helping them to make better informed choices about entry level training in the building and construction industry.

Registered Training Organisations (RTOs) that deliver construction trade training to current apprentices are contracted by the CTF to coordinate and deliver Try-a-Trade programs using qualified lecturers. Where possible, each course is attended by a CTF Industry Training Advisor who delivers a careers presentation to the group with relevant information about the next steps in their career and education.

Each Try-A-Trade course focuses on 2 or 3 specialist trade areas, depending on the RTO. They include but are not limited to;

- Bricklaying, plastering & tiling
- Carpentry, wall & ceiling lining and Painting & Decorating
- Electrical and Air Conditioning mechanics

RTOs interested in delivering the Try-a-Trade program should contact the Industry Training Advisor team by emailing [tso@bcitf.org](mailto:tso@bcitf.org)

#### Career information presentations

Schools can arrange to have a guest speaker address groups of students about the variety of career opportunities in the construction industry. The speaker can provide expert knowledge of the industry, the apprenticeship and traineeship system, the span of careers available in the industry and can have some great stories to tell about career development.

The CTF Schools2Skills program can also provide nominal funding to reduce some costs associated with student participation in school-based construction qualification programs that include a construction site-based work experience component.

Up to \$150 per student can be made available to support students in the Certificate II Building and Construction Pathways and Cert II Civil Construction VET qualifications delivered for WACE as part of the Schools2Skills program. The qualifications are endorsed by the School Curriculum and Standards Authority and can account for 4 units towards WACE upon completion.

The Certificate II qualifications recognised for support in the Schools2Skills program are

- Trades Pathway (52824WA)
- Business Pathway (52825WA)
- Certificate II Civil Construction (RII20713)
- Certificate II Plumbing (52700WA)

The funding attached to this program is provided to the RTO delivering training to the students to support costs incurred in equipping students with personal protective equipment (PPE) required for the site-based work experience component of the course. A single payment of \$150 per student enrolled in the course will be paid to the RTO upon confirmation of student enrolment. RTOs in auspice arrangements are not eligible to apply for this funding.

### **Pre-apprenticeship and Schools2Skills scholarships**

An individual that has successfully completed one of the recognised Pre-Apprenticeship qualifications (below) via a full-time enrolment with an RTP may be eligible to receive a scholarship of \$250 from the CTF.

Certificate II Building and Construction (52824WA) streams

- Bricklaying & Blocklaying
- Carpentry
- Painting & Decorating
- Plastering
- Roof Plumbing
- Roof Tiling
- Wall & Ceiling Fixing
- Wall & Floor Tiling

Certificate II Electrical Mechanic Career Start (UEE code)

Certificate II Plumbing & Gasfitting

Certificate II Refrigeration & Air Conditioning (MEM code)

Individuals that successfully complete the Certificate II in Building and Construction (Trade or Business Pathways), Certificate II in Civil Construction (RII 20713) or the Certificate II in Plumbing (52700WA) whilst enrolled in a Western Australian secondary school, as part of a recognised WACE program, may be eligible to receive a scholarship of \$250 from the CTF.

Application forms for both scholarships are available from the [nolimits.com.au](http://nolimits.com.au) website.

**Claims for RPL subsidies, Pre-Apprenticeship and Schools2Skills Scholarships must be submitted to the CTF within 12 months of the date of completion of the qualification.**

## Contacts

Further details about the information provided in this document can be obtained from the CTF.

Phone 08 9244 0100  
Fax 08 9244 0199  
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Web [bcitf.org](http://bcitf.org)

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For information on careers in construction visit [nolimits.com.au](http://nolimits.com.au).

[facebook.com/ConstructionTrainingFund](https://facebook.com/ConstructionTrainingFund)



**Please note:**

The information contained in this document is intended as a guide to the Construction Training Fund's levy and support program areas and may not cover every individual's or company's circumstance.

Specific inquiries should be directed to the CTF via email or telephone.

Information contained in this document was correct at the time of publication and is subject to amendment from time to time.

12 December 2017