

Building and Construction Industry Training Levy (Training Plan) Approval 2012

Notifiable instrument NI2012–552

made under the

Building and Construction Industry Training Levy Act 1999, s 25 (1) (Approval of Training Plans)

1 Name of instrument

This instrument is the *Building and Construction Industry Training Levy (Training Plan) Approval 2012*.

2 Commencement

This instrument commences on the day after notification.

3 Approval

I approve the *2013 Training Plan* of the ACT Building and Construction Industry Training Fund Authority set out in the schedule.

Dr Chris Bourke
Minister for Education and Training
29 October 2012



ACT BUILDING AND CONSTRUCTION INDUSTRY



**TRAINING FUND
AUTHORITY**



2013 Training Plan

ACT BUILDING AND CONSTRUCTION INDUSTRY
TRAINING FUND AUTHORITY

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Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

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(the website also links to tradeswomen in building and construction - www.tradeswomen.com.au)



Prime Minister Andrew Fisher standing between Lord and Lady Denman and King O'Malley (right) during the playing of the national anthem at the Canberra naming ceremony, 12 March, 1913. *Photo by permission of the National Library of Australia.*

Cover: New Parliament House. The foundation stones (on the cover and pictured above) were relocated and rededicated on 12 March 1988.

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unless otherwise acknowledged.

COMMENTS REGARDING THE ANNUAL Training Plan AND ITS DEVELOPMENT ARE WELCOME.
Co-ordinator Colin McLennan – colin@trainingfund.com.au



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ACT Building and Construction Industry training

The ACT Building and Construction Industry Training Fund Authority (*the authority*) is an ACT Government authority, with a governing board consisting of an independent Chairman, two employer representatives and two employee representatives. The Chief Executive Officer is on the board as a non-voting member.

The Minister for Education and Training may appoint a member of the board for a term of up to three years, and members may be re-appointed.

The responsibilities, governance and powers of *the authority* are set out in the Building and Construction Industry Training Levy Act 1999 and the Financial Management Act 1996.

The authority was established in May 1999 to administer an industry training fund and to make

payments for industry training, in accordance with the annual Training Plan.

The authority was previously known as the ACT Building & Construction Industry Training Fund Board; the change of name and status took place on 1 December 2006.

The authority is also a member of the Australian Forum of Construction Industry Training Funds (AFCITF), which is an informal alliance of industry training funds operating in Queensland, South Australia, Tasmania, Western Australia and the ACT.

Together they administer around \$85 million annually to meet the training needs of the building and construction industry. The AFCITF web site is www.afcitr.com.au

The authority's board:

Independent Chairman

Mr James Service

Employee Representatives

Mr Jason O'Mara
Mr Neville Betts

Employer Representatives

Ms Alison Just
Mr John Hailey

The authority's staff:

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Minister's statement



Dr Chris Bourke MLA

As Minister for Education and Training, I am pleased to approve the 2013 Training Plan of the ACT Building and Construction Industry Training Fund Authority (*the authority*). This approval is in accordance with Section 25 of the Building and Construction Industry Training Levy Act 1999.

I note that widespread industry consultation took place to develop the 2013 Training Plan, and I thank industry stakeholders for their comments and advice in the formulation of the 2013 Training Plan.

The Building and Construction Industry Training Fund was established in May 1999, and the liability to pay the training levy commenced in November 1999.

Since that time, *the authority* (and its predecessor the Training Fund Board) has produced 14 annual Training Plans. Since its establishment, *the authority* has funded \$13,748,234 for the training of existing workers and \$8,879,316 for entry level training.

During the past 10 years, *the authority* has made incentive payments to employers and group training organisations to assist them in the employment of apprentices in areas of skills shortages.

As in past years, the 2013 Training Plan will provide a policy framework for the funding of training for entry level and existing workers in a wide range of occupations; it will also provide funding for other training, promotional and research related activities within the industry.

Also in 2013, *the authority* will continue to fund the Trades Women in building and construction campaign that was launched in September 2008 to encourage women to seek a career in the industry.

Details are provided in the access and equity section of the Plan on page 21, and at the campaign website www.tradeswomen.com.au

I am pleased to note that under the 2013 Training Plan, *the authority* expects to provide \$3,090,000 in funding for training in the industry and funding of incentives to employers and group training organisations that will employ and train apprentices in the industry.

These incentives will assist the industry overcome skills shortages, and will also provide employment opportunities for young people seeking a career in the building and construction industry.

It is also pleasing that *the authority* has re-affirmed its commitment to the funding of Work Health and Safety training for workers in the industry.

I recommend the 2013 Training Plan to all stakeholders who are keen to participate in training for the ongoing development of the building and construction industry in the ACT.

DR. CHRIS BOURKE MLA
Member for Ginninderra
MINISTER FOR EDUCATION and TRAINING
OCTOBER 2012

Chairman's report



JAMES G SERVICE

The 2013 Training Plan provides a policy framework for entry-level and existing workers to access funding for training in a wide range of occupations.

The Plan also provides advice on other training, promotional, research and access and equity related activities within our industry.

The authority greatly appreciates the advice and contributions made by many industry stakeholders, including employers, employees, group training organisations, industry training advisory bodies, trades groups, registered training organisations, government agencies, industry associations and unions, in the development of the 2013 Training Plan.

In the financial year 2011-12, 11,296 industry workers attended approved training programs funded by *the authority*. In 2013, it is estimated that around 12,000 industry workers will attend approved training courses funded by *the authority*.

During the financial year 2011-12, *the authority* provided \$3,308,943 to fund activities in its five key areas of – Entry Level Training, Existing Worker Training and Professional Development, Promotion and Marketing, Research and Development, and Access and Equity. At the time of preparing the 2013 Training Plan, *the authority* has budgeted \$3,090,000 for activities during 2013. *The authority* will continue to provide incentive payments to employers of Apprentices who are engaged under an ACT Contract of Training in trades identified as having a skills shortage.

During the past four years these financial incentives have been extremely successful. In the calendar year 2012, incentive payments were provided in the trades of Refrigeration and Air-Conditioning, Painting and Decorating, Stonemasonry and Signage. The trades where these incentives will be offered in 2013 will be announced in January 2013. *The authority* will also provide incentive payments to employers of Apprentices, who are Indigenous, Women in a non-traditional vocation (our Trades Women in building and construction campaign) and persons with a disability.

The authority will continue funding ACT Colleges who provide Vocational Education and Training (VET) in Certificate II Construction training programs.

In 2013 funding will continue to be provided to some employers and group training organisations that will employ and train an estimated 495 Apprentices in the industry in 2013.

As in past years, *the authority* will continue to provide funding for training in the following key areas and activities in 2013:

- Entry Level Training
- Existing Worker and Professional Development Training
- Promotion and Marketing
- Research and Development
- Access and Equity

Also, *the authority* re-affirms its commitment to fund Work Health and Safety (WHS) training for workers in the industry so as to provide for safe workplaces.

Included in the 2013 Training Plan are examples of training courses funded in 2012, the names of the Registered Training Organisations who delivered the training and their contact details. If the training course you wish to undertake is not listed in the Training Plan, please contact *the authority* for further information. Additional information is available on *the authority's* website at www.trainingfund.com.au where application forms, our annual report and the Training Plan can be downloaded.

I would like to record my thanks to the Board members of *the authority* for their assistance and advice and to the staff of *the authority* for their commitment to *the authority* and its stakeholders.

The Board of *the authority* commends this Training Plan to all stakeholders who have an interest in training for the future development of the building and construction industry in the ACT.

JAMES G SERVICE
CHAIRMAN OCTOBER 2012



Administration of the Fund

Mission statement

The ACT Building and Construction Industry Training Fund Authority (*the authority*) may fund up to 70 per cent of the cost for the training of eligible workers (see page 25 for criteria) and for the development of skills identified as being in short supply within the industry in the ACT.

Through the funding of such training, *the authority* strives to improve the culture, level and access to training and to support the entry of new people into the building and construction industry.

Overview

Subject to funds being available, *the authority* will allocate funds for training on the following terms:

- Payments for training are intended to achieve additional training outcomes, and are NOT to substitute for existing workforce training.
- Allocation of funds will be needs based against predetermined priorities.
- Funding is for the delivery of training and must NOT be used to cover capital expenditure costs.

Training

Funding for training is targeted at developing new skills for entry level (Apprentices) and existing workers in the industry. For example:

- Apprentices under an ACT Contract of Training are eligible for business skills training.
- Injured workers on rehabilitation are eligible for training to assist their return to the industry.
- Existing workers are eligible for training in new fields and management techniques relevant to the industry.

Training Plan

This Training Plan applies to the calendar year 2013.

Applications

Employees, apprentices, employers, group training organisations (GTO's), industry bodies and associations and registered training organisations (RTO's) may lodge an application form seeking funding. Application forms can be downloaded from *the authority's* website www.trainingfund.com.au.

Applicants' responsibility

The applicant must demonstrate to the satisfaction of *the authority* that any individual covered by a request for funding of training is an eligible worker (see page 25 for criteria).

How are training funds allocated?

The authority will assess all applications against the following criteria:

1. NO retrospective applications will be considered.
2. Funding will be provided for skills training and activities identified in the Training Plan. Training and activities not covered by the Plan may be funded on their merits.
3. Training must be provided by a registered training organisation (RTO).
4. The training course must be accredited under the Australian Quality Training Framework (AQTF), or is a course of training approved by *the authority*.
5. There must be an identified training outcome for each participant.
6. Participants, other than injured workers on rehabilitation, will be required to contribute to the cost of the training course.
7. Participants must be carrying out work that makes them eligible – either as an employee, employer or an independent contractor (see page 25 for criteria).
8. Product specific training courses will not be funded. Training courses must be generic.

Administration of the Fund cont

9. *The authority* will monitor the cost of training courses and may set a maximum amount to be funded per participant. *The authority* will also evaluate the delivery of training courses and may audit the outcome of funded courses.
10. *The authority* may withhold payment for training where an individual fails to successfully complete all components of the approved training course.

Registered training organisations (RTO's) and accredited courses

RTO's are registered by state and territory accreditation

agencies, usually within the relevant Department of Education.

This registration recognises that the RTO has the ability to deliver, assess and issue qualifications that are recognised under the national quality system.

The benefit of using RTO's and accredited courses is that competencies gained can combine to form nationally recognised qualifications.

Accredited courses are assessed under the AQTF as satisfying industry needs and having appropriate outcomes, competency standards, structure, delivery, articulation, credit transfer and monitoring and evaluation.



Development of the 2013 Training Plan

The Training Plan identifies five key areas and activities that will continue to be funded in 2013 -

- **Entry Level Training**
- **Existing Worker Training and Professional Development**
- **Promotion and Marketing**
- **Research and Development**
- **Access and Equity**

The development of the 2013 Training Plan involved research and consultation with industry participants, and the Plan reflects the training priorities identified during this process.

The consultation and research process to develop the 2013 Training Plan was done in the following manner:

1. The ACT Regional Building and Construction Industry Training Council Inc. (CITC) was commissioned to provide reports to *the authority* based on surveys, meetings and interviews with stakeholders and information from CITC members. Information was also provided to CITC through meetings with the Office of Regulatory Services, WorkSAFE ACT and the Chief Minister's Department on High Risk Licensing and Asbestos Awareness Training programs and Assessment processes. CITC invited 120 organisations to contribute to the 2013 Plan. These included industry associations and unions, residential and commercial builders, individual companies, civil sector, GTO's, RTO's, and regulatory and planning bodies. The information collected in this manner was collated to assist in the production of the 2013 Training Plan.
2. The ACT Utilities and Light Manufacturing Industry Training Board (ULMITB) was commissioned to provide information from the electrotechnology, electrical supply, refrigeration and air-conditioning and building services sectors, based on surveys, telephone interviews and individual consultations. This information was collated and used in the production of the 2013 Training Plan.
3. Through its industry liaison activities (see page 24), *the authority* receives information from stakeholders regarding training issues. Also, *the authority* notes training needs and trends by reviewing the courses funded.

Work, health and safety — emerging technology

Workplace health and safety (WHS) training continues to be the most discussed and reported issue that arises during the consultation process in the development of the Training Plan.

In recognition of this, *the authority* has included WHS as a stand-alone topic since the 2007 Training Plan.

WHS training issues identified by stakeholders include:

- ACT Construction Induction Card
- Asbestos Awareness/Identification
- Lead Paint Awareness/Identification
- Safe Work Method Statement and Risk Assessment
- Environmental issues and site controls
- How to devise a Site Emergency Plan
- How to control dangerous/hazardous substances
- Scaffolding and Fall protection, handrail heights, height safety and rescue at heights
- Elevated Work Platform and Scaffolding training
- Manual Handling
- Electrical awareness and Test and Tag of electrical equipment
- Confined Space training
- First Aid at various levels
- Certificate IV in WHS, Diploma in WHS
- WHS training for Managers and Supervisors
- Drug and Alcohol Awareness
- Fatigue Awareness training
- Sun Protection training
- Nutrition Awareness training
- Explosive Power Tools training
- Use of Ladders/Trestles/Planks and the Scaffolding

and Lifts Regulations

- Responsibilities of Managing a return to work for injured employees
- COAG initiatives that encompass High Risk Licensing

The authority is once again pleased to be a sponsor for a specifically written Safety Handbook, compiled by ACT WorkCover ACT Building and Construction Industry Safety Handbook for the building and construction industry (and related sectors).

This handbook has been widely provided to industry and is available from ACT WorkCover, free of charge.

The authority will continue to work with training providers to ensure that any WHS training funded by *the authority* for the building and construction industry (and related sectors) complies with regulatory requirements.

Further information should be obtained from ACT WorkCover on 02 6205 0200 or email workcover@act.gov.au or use the WorkCover website www.workcover.act.gov.au

The authority re-affirms its commitment to the funding of WHS training programs for workers in the industry.

The application of such training and programs will apply to both entry level and existing workers.

For a list of WHS training and other courses funded in 2012, refer to pages 27-30 of the Plan.



Entry level training

Entry-level training funded under this program only applies to persons who are under an ACT Contract of Training in an occupation or an activity considered relevant to the building and construction industry, or

are persons employed as entry-level workers in general construction. See Schedule of Work on page 26 for the types of work and activities associated with the industry.

Objectives	Strategies	Outcomes
To increase the number of apprentices entering the industry under an ACT Contract of Training, especially in trades or occupations where a skills shortage exists.	Provide financial incentives to group training organisations and individual employers to employ and train Apprentices in areas of skills shortages.	Increase the number of new entrants to the industry under an ACT Contract of Training, especially in trades where a skills shortage exists.
To improve the retention rate of apprentices.	Research industry trends and provide advice to government regarding the retention of Apprentices. Continue to inform and promote career opportunities within the industry.	Improve the retention rate of apprentices.
To increase the number of students undertaking construction training at ACT schools and colleges.	Provide special funding options to schools and colleges that will increase the number of students undertaking construction training.	Increase the number of students who wish to pursue a career in the industry.

Entry level training cont

The consultation process to develop the objectives on strategies and outcomes is described on page 9.

Offering financial incentives to trades with skills shortages has been quite successful during the past nine years, with increases in the intake of Apprentices to the trades of - bricklaying, tiling, plastering and refrigeration and air-conditioning.

In 2012 *the authority* offered financial incentives in the trades of Refrigeration and Air-Conditioning, Painting and Decorating, Stonemasonry and Signage. The trades where these incentives will be offered in 2013 will be announced in January 2013.

The authority will continue to work with industry sectors, government and group training organisations to identify areas of skills shortages at entry level to the industry.

The authority will, where and when appropriate, provide financial incentives to group training organisations and individual employers, to employ and train Apprentices in occupations where skills shortages exist.

A number of organisations voiced their strong support for ongoing financial support to individual employers who employ Apprentices within their own business.

The authority will continue to provide financial incentives to ACT Schools and Colleges that provide construction training.

Entry Level training needs and issues identified by stakeholders in the electrotechnology and electrical services supply sector included the following:

- Historically, this group of entry level workers are usually school leavers, although in recent years mature age (over 21 years) persons are entering Apprenticeships in traditional trades within the

Electrotechnology and Electricity supply industry. Any training delivered to these entry level workers should be industry relevant, specific and encourage lifelong learning. A lack of numeracy and literacy skills was identified in both school leavers and mature age workers.

- Business skills, electrical testing, electrical controls, first aid, WHS, basic computer skills relevant to the industry, sustainable/renewable energy, presentation and interpersonal skills, lineworking and cable jointing, post-trade courses and on-the-job training and presentation skills.
- Development of industry awareness and knowledge, particularly in regard to new techniques in instrumentation and controls, and new and emerging technology such as renewable energy systems.
- Fault finding abilities, Testing skills and the methodical processes involved.

Entry Level training needs and issues identified by stakeholders in the building and construction sector and civil construction included the following:

- Lack of Literacy and Numeracy skills continues to be reported as a major issue for RTO's and individual organisations. Industry stakeholders and relevant organisations proposed that a strategy be developed to address this issue, recognising that the Department of Education and Training will need to be a key participant in this strategy.
- The Civil Construction sector reiterated the need to encourage individual companies to employ 'Trainees', either directly or through a Group Training Organisation, for a two year on-the-job Traineeship utilising a Log Book. Industry should aim to employ 15 Trainees per year.



Entry level training cont

Stakeholders requested that some of the Training programs from the 2012 Plan be incorporated in the 2013 Plan and these are set out below:

- Strategies to deal with bullying, harassment and sexual harassment.
- Restricted height scaffolding.
- Power tool awareness and basic tool use and maintenance.
- Identification and safe handling of asbestos.
- Basic computer skills. MYOB, Excel and Word training. Writing skills.
- Certificate IV in Building and Construction, Contract Administration and Estimation and Site Management.
- Basic Licensing requirements.
- Encourage individual companies, in civil construction, to employ trainees, either directly or through a Group Training Organisation.
- Need to support employers, host employers and trainers in understanding young people, together with teaching and training techniques and basic business skills.
- Pre-apprenticeship programs whereby students will receive 'job-ready skills.'
- A major industry focus on school-based apprenticeships in high schools and colleges to offer alternative opportunities to be exposed to the

construction industry.

- Ongoing Kids at Risk programs within the high school system.
- WHS training, including construction industry induction card and first aid.
- Height safe training, manual handling and electrical awareness.
- Skills shortage funding to be provided in trades as nominated by *the authority*.

Additional programs for the 2013 Plan should include:

- Pole Top Rescue.
- Ground Live Voltage Rescue.
- Elevated Work Platform.
- Better information and education to potential participants who are seeking a traditional Apprenticeship.
- Polarity.
- Environmental Code of Practice.
- Electrical Access Permit Confined Space.
- Trench Safety.
- Traffic Management.
- Work safely near live Electrical Apparatus for non-electrical Workers.

2012 CITC Awards



2012 CITC Graduating Apprentice and Industry Encouragement Awards

The authority is a Gold Sponsor of these awards.



Existing worker training and professional development

The following information sets out some of the initiatives to assist existing workers and businesses to undertake training courses and programs. Details of

approved training courses that were funded by *the authority* during 2012 are outlined on pages 27-30.

Objectives	Strategies	Outcomes
To provide financial assistance for the training of existing eligible workers.	Maintain a system for monitoring the quality and effectiveness of training funded by <i>the authority</i> , and audit training course results.	Ensure that the training meets the criteria established by <i>the authority</i> .
Increase worker and employer awareness of <i>the authority</i> and improve access to training programs funded by <i>the authority</i> .	Continue to present a high profile to the industry through the use of industry journals and sponsorship. Maintain a register of RTO's who deliver approved training programs to the industry. Enhance the cost effectiveness of approved training within the industry.	Increase the number of existing workers who undertake training.
Promote training and skills development as a means of improving business and individual performance.	Liaise with industry sectors on emerging technology and any new legislative requirements in the industry, to ensure that existing workers can access contemporary and relevant training courses.	Increase the number of existing workers who access training and professional development.

The consultation process to develop the abovementioned objectives, strategies and outcomes is described on page 9.

The authority will consult on a regular basis with stakeholders to determine training issues arising out of new technology and legislation.

In cases where an existing worker seeks to attain a formal qualification through skills recognition, and requires additional training to attain that qualification, *the authority* may fund up to 70% of the cost of that training.

However, *the authority* cannot under its legislation fund the skills recognition process itself. For further information and advice on skills recognition, contact the ACT Regional Building and Construction Industry Training Council Inc. on 02 6241 3977.

Existing worker training needs and issues identified by stakeholders in the electrotechnology and electrical services supply sector included the following:

- Training gaps exist in - Sustainable and Renewable Energy, Risk Assessment and Management, Business Skills and Bookkeeping, Diagnostics and

Existing worker training and professional development cont

Schematics, Professional Development on New Technologies, Managerial Skills and Leadership, Asbestos Courses, Dual Qualifications, Literacy and Numeracy, Post Trade Qualifications and Trainer Professional Development.

- Existing workers require training in Information Technology, Networking, Professional Development and Updating of Rules and Regulations, Data Communication, Basic Cabling (Austel), WHS, Fault Finding Skills, Computer Skills, Fibre Optics, Smart Wiring, Electronics, Systems Electricians and Industry Knowledge.
- It was widely reported that there are severe shortages of fully qualified Electricians, Lineworkers (distribution), Cable Jointers, and Electronics Trades persons. Skills in demand include Broadband and Internet Services, E-commerce skills, Mobile Phone Technologies, Multimedia Content Development, Wireless Technology, Voice Over Internet Protocol (VoIP), Traditional Network Skills, NBN Broadband Rollout and Energy Efficiency Assessment. There also remains a severe shortage of Electrotechnology and ESI Trade Teachers.
- Preferred training delivery methods were identified as - Evening training, Block release or full day courses.
- In view of the training issues reported in this sector, it is vital that local employers continue to employ and train staff against the following Certificate III qualifications: Electrotechnology Electrician, Electrotechnology Refrigeration and Air-Conditioning, ESI – Distribution (Lineworker), ESI – Cable Jointing, Renewable Energy ELV, Telecommunications (Customer Premises, Cabling and Equipment).

Existing Worker training needs and issues identified by stakeholders in the building and construction sector and civil construction include the following:

- There was general discussion regarding High Risk Licensing where it was stated that some existing workers had little knowledge of their certificates expiring and that they then did not meet the

Licensing requirements.

- How to utilise Technology effectively and efficiently, including how SMS messaging can be used by Regulators to help with information flows.
- Mentoring and managing others, particularly Generation Y.
- Site Supervisors courses, people management and communication, leadership skills and time management.
- Web maintenance and setup for work sites.
- Seminars on new products in the building industry and their possible impact on WHS.
- Thermal Assessment Energy Rating.
- Asbestos Removal.
- Waterproofing.
- WHS Risk Management.
- Traffic Management and Traffic Control Plans.
- HSR Training.
- HR Management.
- Changes to Building Code of Australia (BCA) and BCA Awareness.
- Awareness training in Site Environmental Management and implementation of controls.
- Competency assessments for load shifting plant not covered by High Risk Licences (such as excavators and bobcats).
- Qualifications from Cert IV to Advanced Diploma in Building and Construction.
- New programs to meet changing technologies and legislation in all sectors of the industry, including Environmental, Energy Efficiency, Resource reuse and Renewable Energy. A particular focus needs to be placed on management and supervision.

Existing worker training and professional development cont

Stakeholders requested that some Training programs from the 2012 Plan be incorporated in the 2013 Plan and a summary is set out below:

- Up-to-date refresher programs on WHS.
- A suite of programs for cost control and forecasting, program management, tendering and Project administration.
- Ongoing, new and upgraded First Aid training programs.
- Additional Courses and Programs for Certificates II, III, IV and V and Cadetship Programs to meet the new qualifications within the Training Package.
- New programs designed specifically for Asbestos awareness training.
- Ongoing Training and Professional Development Courses for persons seeking to meet the ACT requirements to obtain a Builder's Licence (various classes).
- Regular updates on WorkCover issues and requirements.
- A Training Program to cover the roles and responsibilities of every individual worker, and Employer/Employee responsibilities.
- Computer courses in Excel, Microsoft Word, Outlook and MYOB.
- People management and communication, Leadership skills and Time management.
- WHS Accreditation and Auditing.
- Workplace Training in Assessment Certificate IV and Diploma.
- Frontline Management Certificate IV and Diploma.
- Environmental Awareness – Green Smart – Green Living.
- Elevated Work Platform.
- Testing and Tagging of electrical equipment.
- Restricted Electrical Licencing.
- Human Resources Management.



Provisional Parliament House, with workers on the front steps, March 1927.
Photo courtesy of private collection

Promotion and marketing

The following information sets out some of the initiatives *the authority* will use to promote and market its operational role.

Objectives	Strategies	Outcomes
Increase the awareness among stakeholders as to the authority's funded programs.	Liaise with stakeholders to promote access to <i>the authority's</i> funded programs, with an emphasis on funding incentives to address skills shortages in specific occupations.	Increase access to <i>the authority's</i> funded programs and address skills shortages.
Promote education and training as a means of improving business and personal performance.	Design and distribute material to inform industry of the benefits and availability of training.	Increase numbers of workers participating in training funded by <i>the authority</i>
Promote the employment and career opportunities in the building and construction industry.	Design and distribute material to prospective entry-level workers to promote the employment and career opportunities in the industry. Support awards for training and 'Best Practice', in collaboration with group training organisations, industry and government.	Increased numbers of entry-level workers and new apprentices under an ACT contract of training. Improved retention rate of New Apprentices.

The consultation process to develop the above mentioned objectives, strategies and outcomes is described on page 9.

The authority, through its compliance and liaison activities, provides information to, and consults with, a wide range of stakeholders.

The authority produces a bi-monthly newsletter, and uses direct mailing, industry functions, and a website, to promote the role of *the authority*. *The authority's* website offers a comprehensive range of information, including - the annual report, the Training Plan and application forms. The website is www.trainingfund.com.au

The authority will continue its ongoing relationship

with the Construction Industry Training Council and other training advisory bodies, registered training organisations and group training organisations, by consulting on a regular basis and undertaking joint partnership ventures that meet objectives of *the authority*.

The authority will continue to market and promote the building and construction industry and associated sectors to the general public, to develop a better understanding of the employment and excellent career opportunities in the industry.

The authority will support organisations in these sectors to increase awareness and achievements of the industry through training outcomes and the promotion of 'best practice'.



Promotion and marketing cont

The authority will sponsor special events and training outcomes that enhance and recognise the role of industry workers, especially those under an ACT contract of training.

During the consultation process for the 2013 Plan, issues identified by stakeholders included the following:

- Promote the building and construction industry as an excellent career choice. This can be done through existing programs in schools and colleges by promoting trades and cadetships.
- Market the benefits to small businesses and sub-contractors of employing an Apprentice direct or through a Group Training Organisation, and advise employers of training funding available from *the authority*.
- Develop opportunities for employer engagement and partnerships with schools and colleges through schemes such as 'Adopt a School'.
- Promote the role of Group Training Organisations and Registered Training Organisations (RTO's) and advise stakeholders on the courses delivered by RTO's.
- Encourage all trades to work on a Community project that includes third and fourth year Apprentices. This will foster a better appreciation among Apprentices of the skills in all trades and develop team work skills. Parent organisations should be encouraged to become involved.
- Continue to encourage the entry of women into the industry by promoting, through various events and activities, the career paths available.
- Offer financial assistance to individuals and/or their employers to allow them to participate in competitions such as World Skills.
- Assist and support industry to establish promotional stands at Career Advice functions.
- Advertise through professional journals of other sectors such as accounting, human resources and procurement.
- Continue to host an annual industry breakfast.

Research and development

The following information sets out the initiatives *the authority* will adopt in research and development during 2013.

Objectives	Strategies	Outcomes
Liaise with stakeholders and identify changes in building technology, methods, materials and legislation that will require new training courses.	Ensure stakeholder involvement with the development of <i>the authority's</i> Training Plan.	<i>The authority</i> responds promptly by providing funding for the development of these new training courses.
Ensure <i>the authority</i> has the funding required to develop these new courses.	Continual liaison with industry sectors to keep informed of training issues.	<i>The authority</i> provides relevant and innovative resources to industry and government for the training needs of the industry.

The consultation process to develop the above mentioned objectives, strategies and outcomes is described on page 9.

The authority believes that its Research and Development strategy will continue to involve stakeholders in the development of the Training Plan, and have ongoing liaison with industry sectors, especially those organisations concerned with developing and delivering new training packages and courses to the industry.

To enhance this liaison role, *the authority* (or its agent) will initiate collective meetings with group training organisations, registered training providers and industry associations, to discuss matters of mutual interest regarding training for the industry. This strategy will recognise privacy and copyright issues.

The authority will consider funding requests for research projects regarding new training needs in the industry.

The authority will consider applications for funding from registered training organisations to develop both training and assessment resources that will deliver relevant and innovative training outcomes not currently being provided.

During the consultation process for the 2013 Plan, training issues identified by stakeholders included the following:

- Stakeholders suggested forming an industry consultative committee, with all sectors represented, to examine where research and development matters should be focused.
- The MBA is liaising with the University of Canberra to look at research options and the development of research projects relevant to the construction industry.
- Need to develop specific WHS training courses for the construction industry.
- It is noted that the Diploma in Research and Development developed by the EEAB, with the support of training and adult education, continues to be successfully delivered by ANU College and the qualification has been incorporated into the electrotechnology training package (UEE09) and is generic enough to be utilised by all enterprises from all industries.



Access and equity

The following information sets out some of the initiatives *the authority* will adopt to promote access and equity during 2013.

Objectives	Strategies	Outcomes
Enhance training opportunities for: <ul style="list-style-type: none">• Women in industry• Workers with special language and literacy needs• Aboriginal and Torres Strait Islander workers.• Workers with an injury or disability.• Young workers identified at risk.	<p>Provide supplementary funding for the training of identified groups.</p> <p>Market the benefits of training to workers with special training needs. Provide high quality literacy and numeracy training courses as required.</p> <p>Provide financial incentives to employers to train indigenous Australians. Alter interview techniques to accommodate cultural differences.</p> <p>Fund re-training programs for injured workers returning to the workforce.</p> <p>Fund special skills development programs for young workers at risk.</p>	<p>Increased participation of individual workers and organisations in language, literacy and numeracy programs.</p> <p>Increased participation in training by workers in identified groups.</p> <p>Increased satisfaction from identified workers in training outcomes.</p>

The consultation process to develop the above mentioned objectives, strategies and outcomes is described on page 9.

In addition, funding may be available from ACT Training and Adult Education to assist Apprentices in literacy and numeracy. *The authority* may provide additional funding to eligible workers, depending on individual circumstances.

During the consultation process for the 2013 Plan, issues identified by stakeholders included:

- Better use of older workers in a mentoring role.

- Numeracy, language and literacy programs for migrant workers.
- Encourage the safe integration of disabled workers.
- Continued funding of the Tradeswomen in Building and Construction campaign to encourage women to seek a career in the industry.
- Research by the EEAB confirms that all target groups (mature age, youth, women, indigenous, disabled workers and people from a non-English speaking background) have access to training at a local level.

Governance, finance and administration

Objectives	Strategies	Outcomes
Ensure <i>the authority</i> and the training fund are administered in accordance with the Act, the Training Plan and any other relevant legislation.	Carry out all functions of <i>the authority</i> and administer the training fund in accordance with the Act, the Training Plan and any other relevant legislation.	Obtain an unqualified audit opinion from the Auditor-General in respect to the operation of <i>the authority</i> and the administration of the Training Fund.
Ensure that applications for funding comply with the Training Plan, and that there is a consistent and transparent assessment of applications.	Applications will only be considered on merit, and must comply with all criteria set down in the Training Plan. Ensure applicants are made aware of <i>the authority's</i> policies in assessing applications.	Continued high level of compliance with the Training Plan criteria from applicants.
Ensure the efficiency of the administration of <i>the authority</i> , and the use of Training Funds.	Continual review of internal administrative procedures.	Continued efficient operation of <i>the authority's</i> administration and effective and targeted use of training funds.
Establish measures to assess the effectiveness of training delivered.	Conduct audits of <i>the authority's</i> funded training courses.	Training delivery and outcomes meet the expectations of participants and industry.
Ensure compliance with the requirement to pay the Training Levy.	Administer the approved compliance policy of <i>the authority</i> .	Compliance is maintained to the satisfaction of <i>the authority</i> .

The authority is responsible for maximising compliance with the Act and for the effective use of the Fund. Stakeholders have requested funding for certain tasks, which *the authority* cannot fund or contribute to due to the nature of the legislation governing *the authority*.

However, *the authority* has included these tasks in the 2013 Plan because they have been requested by stakeholders.

A compliance program and policy has been in place for

10 years and is monitored by the Board of *the authority* on the basis of regular staff reports.

The effectiveness of *the authority's* funded training programs is monitored and audits of *the authority's* funded training are conducted to ensure the accountability of expenditure and training outcomes.

Internal procedures are regularly assessed to ensure ongoing efficiency to deliver the most effective use of *the authority's* training funds.



Compliance activity

The authority is established under the *Building and Construction Industry Training Levy Act 1999*, and the purpose of the Act is to provide a 'levy to fund training in the building and construction industry'.

The Act can be downloaded online from www.legislation.act.gov.au

Project Owners, who are defined as the owner of the land or the owner of the work, are required to pay a Training Levy of 0.2% on the value of the work. The type of work that is subject to the Levy is described in the Schedule of the Act, which is reproduced at page 26.

Work that is exempt from the Levy includes work valued at less than \$10,000 and work carried out by the staff of a public authority.

Collection of the Levy

The Levy on work that is subject to the issue of a building approval by the ACT Planning and Land Authority (ACTPLA) must be paid prior to the issue of the building approval.

ACTPLA is authorised to collect the Levy on such work, acting as an agent for *the authority*.

The payment of the Levy on non-building approval work, such as civil works, landscaping, utilities and telecommunications, is arranged between *the authority* and the Project Owner.

This is usually done through the mechanism of a written agreement which allows the Project Owner to self-assess the Levy liability and make a single annual retrospective Levy payment.

Where work is carried out by or for a Project Owner not covered by a written self-assessment agreement with *the authority*, the work is monitored to determine if a Levy liability exists.

The authority will then contact the Project Owner to achieve compliance. *The authority* has a statutory obligation to ensure that the requirements of the Act are observed.

Self-assessment of the Levy

The authority has written self-assessment agreements with a wide range of stakeholders, including Private Sector Estate Developers, the ACT Land Development Agency, ActewAGL, TransACT, Telstra, the Australian National University, Private Hospitals, Retail Shopping Centres and Clubs (including Golf, Bowling and Racing Clubs). The practice of ACT Government Departments and Agencies is to make a single annual Levy payment at the end of each financial year.

These self-assessment agreements are an important source of Levy for *the authority* and account for about 20% of income. They are also a useful arrangement for Project Owners, as they provide a simple solution to comply with the Act, by way of a single annual payment calculated on the value of non-building approval work.

Other Levy collection arrangements

Since 2003, *the authority* has had in place written agreements that authorise major Kitchen Manufacturers (Joinery Shops) to act as an agent for *the authority* and collect the Levy on kitchen refurbishment work in existing homes, where the work does not require a building approval from ACTPLA.

Promotion and education

The authority works closely with industry stakeholders, industry bodies, businesses and Government Agencies to promote the role of *the authority* and this assists in achieving a high level of compliance with the Act.

Refund of Levy

Where a building approval project does not commence and the Levy has been paid, the Project Owner or agent may apply, in writing, to *the authority* for a refund. Where a civil project is abandoned after commencement and after the Levy has been paid, the Project Owner may seek a partial refund of the Levy.

Colin McJannett
Compliance Manager

Industry liaison activity

To promote employment and funding of training in the five key areas of the Training Plan, *the authority* has regular contact with stakeholders such as:

- building and construction employers
- group training organisations
- unions and employer organisations
- schools and colleges
- registered training organisations
- ACT Government

The authority also liaises with stakeholders on matters such as:

- apprenticeships and entry level training
- group training
- school-to-work transition
- skills shortages.

The authority collects statistical data to determine priorities for the funding of training, particularly in relation to skills shortages.

This is an ongoing activity and *the authority* works with stakeholders to provide funding incentives in trades that have been identified as having a skills shortage.

To assist *the authority* communicate to a wide range of stakeholders, *the authority* uses its own website, a bi-monthly newsletter, direct mail, meetings with industry, functions and advertising in industry journals.

The authority also produces documents and brochures to inform the community of its statutory responsibilities, governance and powers, and to provide information for Entry Level and Existing Workers, RTO's and GTO's.

Information available from *the authority* includes:

- Building and Construction Industry Training Levy Act 1999.
- Australian Apprenticeships in the ACT Building and Construction, Electrical and Horticulture Industries brochure.
- Australian Forum of Construction Industry Training Funds brochure.
- ACT Building and Construction Industry Training

Fund – Training Incentives brochure.

- Annual Training Plans.
- Annual Reports.
- ACT Building and Construction Industry Safety Handbook.
- Professional Development Information brochure.
- Additional On-the-Job Training Incentives Flyer – Skill Shortage Trades.
- Funding for Training brochure.
- 'Women in Building and Construction' brochure, posters and DVD.
- *The authority's* own website is www.trainingfund.com.au

All of *the authority's* information, including its website, is regularly amended or updated to ensure it contains up-to-date and relevant information.

Additional information can be downloaded from the website and all hard copy material is freely available from *the authority's* office.

The authority has also produced a range of promotion and marketing material, including a DVD designed to increase the awareness and participation rate of females in apprenticeships in the construction, electrotechnology and horticulture industries in the A.C.T.

An independent website has been established and more information can be found at www.tradeswomen.com.au

The authority also provides advice on training choices for existing worker training and professional development.

The authority has developed partnerships with public and private organisations to promote an awareness of *the authority* and its programs, to support school-to-work programs, identify skills shortages, promote Australian apprenticeships and encourage young people to make a career in the industry.

Ray Stowers
Industry Liaison Officer



Eligible person criteria

This section sets out the eligible person criteria and provides some examples of eligible and non-eligible employment.

An **ELIGIBLE PERSON** is any person usually working in or in connection with the Building and Construction Industry in the ACT, who is substantially (at least 80 percent) performing work as set out in the *Schedule of Work* in the Act (see page 26), or is a person deemed as an Eligible Person on application to *the authority*. An eligible person can be an employer, employee, or an independent contractor.

Examples of an Eligible or Non-Eligible Person include:

Example	Eligibility	Rationale
<u>Any</u> person working for a company or organisation that is substantially (at least 80 percent) engaged in carrying out work described in the <i>Schedule of Work</i> in the Act, within the ACT.	Yes	The company or organisation is substantially (at least 80 percent) engaged in the building and construction industry and therefore ALL employees and/or contractors working for the business are eligible.
A maintenance electrician / plumber / carpenter or similar occupation who is substantially carrying out their trade or occupation (at least 80 percent) but working for a non-building company in the ACT.	Yes	The activity of the occupation is work covered by the <i>Schedule of Work</i> in the Act.
A NSW or other interstate worker who works in the ACT.	Conditional	The worker must be substantially engaged (80 percent) in the ACT, in work covered by the <i>Schedule of Work</i> in the Act.
An ACT industry worker seeking training to qualify for a NSW licence or certificate.	Conditional	The worker must be substantially engaged (80 percent), in the ACT, in work covered by the <i>Schedule of Work</i> in the Act.
An Apprentice under a NSW Contract of Training.	Conditional	The apprentice must be substantially engaged (80 percent), in the ACT, in work covered by the <i>Schedule of Work</i> in the Act, and is only eligible for existing worker funding.

Eligible Person Criteria

Work liable for the Training Levy

Project owners are liable to pay the levy on work set out in the Schedule of the Act: which is reproduced below.

1. The construction, erection, alteration, repair, renovation, demolition, maintenance or removal of a building or structure.
2. The construction, alteration or repair of a road, street parking area, footpath, thoroughfare (for pedestrians or vehicles), kerbing, guttering, roundabout, median strip, or the performance of other road works.
3. The construction, alteration, repair, demolition or removal of a railway or part of a railway, or of any platform, signal or other structure connected with a railway.
4. The construction, alteration, repair, demolition, or removal of an aircraft runway or helicopter-landing pad.
5. The construction, alteration, repair, demolition, or removal of a bridge, viaduct, aqueduct or tunnel.
6. The construction, alteration, repair, demolition, or removal of a harbour, breakwater, retaining wall or marina.
7. The performance of excavation work.
8. The construction, alteration, repair, demolition or removal of a dam, reservoir, weir or other embankment or structure for the catchment, collection, storage, control or diversion of water.
9. The laying of pipes and other prefabricated material in the ground.
10. The construction, erection, installation, alteration, repair, demolition or removal of any system or plant associated with the conveyance, collection, storage, treatment or distribution of water or gas, or the disposal of sewage or effluent.
11. Electrical, electronic, communications or data networks or mechanical services work, including work that is related to the construction,

erection, installation, alteration, repair, servicing or dismantling of any plant, plant facility or equipment.

12. The on-site construction, installation, alteration, repair, renovation, demolition or removal of (a) a lift or escalator, (b) any air conditioning, ventilation, or refrigeration system or equipment.
13. The construction, repair, alteration or removal of a playing field, golf course, racecourse, stadium, swimming pool or other sporting or recreational facility.
14. Landscaping or the construction, alteration or removal of a park or garden.
15. Work to improve the drainage of land.
16. Any site preparation work (including pile driving) preliminary to the performance of any construction work.

Exempt work

Exempt work is that:

1. The value of which does not exceed \$10,000.
2. Work carried out by a public authority using its own staff.



Training courses funded in 2012 and contact details

Course	Provider/Coordinator	Contact
Asbestos Awareness	Creative Safety Initiatives (CSI) Housing Industry Association (HIA) MBA-Group Training (MB-GT) Capital Training Institute (CTI)	02 6230 1320 02 6285 7300 02 6280 9119 02 6247 2839
Dogging	CIT Solutions (CIT) MB-GT CSI	02 6207 3188 02 6280 9119 02 6230 1320
Scaffolding	CIT MB-GT CSI	02 6207 3188 02 6280 9119 02 6230 1320
Rigging	CIT CSI	02 6207 3188 02 6230 1320
Building Code of Australia (various courses)	HIA MB-GT	02 6285 7300 02 6280 9119
Cable Hauling	Electro Skills Centre (ESC)	02 6163 6608
Cable Jointing (Basic and Advanced)	ESC JB Hunter Technology (JBHT)	02 6163 6608 1800 672 933
Teledata - Open Registration	ESC	02 6163 6608
Teledata - Optical Fibre	ESC JBHT	02 6163 6608 1800 672 933
Teledata - Open Registration Restricted and Upgrade	ESC JBHT	02 6163 6608 1800 672 933
Teledata - Structured Cabling (Category 5/6)	ESC JBHT	02 6163 6608 1800 672 933
Structured Cabling (Category 5/6)	ESC JBHT	02 61636608 1800 672 933
Cert IV - Workplace Health and Safety	CTI CSI MB-GT	02 6247 2839 02 6230 1320 02 6280 9119

Training courses funded in 2012 and contact details cont

Course	Provider/Coordinator	Contact
Cert IV - Workplace Trainer and Assessor	CSI MB-GT HIA CTI	02 6230 1320 02 6280 9119 02 6285 7300 02 6247 2839
Cert IV - Building and Construction (Building)	MB-GT HIA CTI	02 6280 9119 02 6285 7300 02 6247 2839
Cert IV - Gasfitting/Drainage/Sanitary Pipework/Water Services/Business Principles	Master Plumbers' Association (MPA)	02 6241 7127
ACT Workplace Health & Safety Representatives and ACT Workplace Health & Safety Representatives (Refresher)	Workwatch	02 6249 1099
Computer Software Training (Excel/Word/PowerPoint/Microsoft Project/Project Management)	Wizard Computer Training	02 6162 2929
Computerised Accounting Software	HIA MB-GT MPA	02 6285 7300 02 6280 9119 02 6241 7127
Confined Space Training and Confined Space Training (Refresher)	ActewAGL CSI MPA MB-GT	02 6293 5111 02 6230 1320 02 6241 7127 02 6280 9119
Drug and Alcohol Awareness	CSI	02 6230 1320
ALERT - Suicide Awareness	CSI	02 6230 1320
Elevated Work Platform Training	MB-GT CIT CSI MPA	02 6280 9119 02 6207 3188 02 6230 1320 02 6241 7127
Environmental Awareness and Greensmart Training	HIA CSI MB-GT	02 6285 7300 02 6230 1320 02 6280 9119



Training courses funded in 2012 and contact details cont

Course	Provider/Coordinator	Contact
Explosive Power Tools	CSI MB-GT	02 6230 1320 02 6280 9119
Working Safely at Heights	CSI MB-GT ActewAGL CTI MPA	02 6230 1320 02 6280 9119 02 6293 5111 02 6247 2839 02 6241 7127
Manual Handling	CSI MB-GT CTI MPA	02 6230 1320 02 6280 9119 02 6247 2839 02 6241 7127
Nutrition Training	CSI	02 6230 1320
ACT Construction Induction Card	CSI ESC HIA MPA MB-GT CTI	02 6230 1320 02 6163 6608 02 6285 7300 02 6241 7127 02 6280 9119 02 6247 2839
WHS for Supervisors and Managers	CSI HIA MB-GT CTI	02 6230 1320 02 6285 7300 02 6280 9119 02 6247 2839
WHS Committee Member Training	CSI CTI	02 6230 1320 02 6247 2839
WHS Risk Management for Managers and Supervisors	CSI MB-GT HIA CTI	02 6230 1320 02 6280 9119 02 6285 7300 02 6247 2839
Plant Operator Training - Civil	CIT	02 6027 3188
Heavy / Medium / Light Rigid/ Truck Training	Transport Industry Skills Centre	02 6297 7187

Training courses funded in 2012 and contact details cont

Course	Provider/Coordinator	Contact
First Aid Course and First Aid Course (Refresher)	CSI HIA MPA MB-GT Parasol EMT St John's Ambulance	02 6230 1320 02 6285 7300 02 6241 7127 02 6280 9119 1300 366 818 02 6282 2399
Bullying and Harassment and Racial Vilification Awareness Training	CSI MB-GT	02 6230 1320 02 6280 9119
SunSmart Training	CSI	02 6230 1320
Testing and Tagging of Electrical Equipment	CIT HIA MPA	02 6207 3188 02 6285 7300 02 6241 7127
Traffic Management : Apply Traffic Control Plans (TCP)/ Design and Inspect TCP/Select & Modify/Stop-Slow	CSI MB-GT MPA	02 6230 1320 02 6280 9119 02 6241 7127
Wet Area Waterproofing	HIA MB-GT	02 6285 7300 02 6280 9119



In May 1912, Walter Burley Griffin won the competition to design Australia's capital city. His wife Marion Mahony Griffin collaborated in the design work. They are pictured here at Castlecrag, Sydney, July 1930. *Photo by permission of the National Library of Australia.*