

# Building and Construction Industry Training Levy - Training Plan Approval 2002

**Notifiable instrument NI2003—12**

made under the

***Building and Construction Training Levy Act 1999, s 25 (1) (Approval of training plans)***

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I approve the Building and Construction Industry Training Plan 2003 set out in the schedule.

Simon Corbell  
Minister for Education, Youth and Family Services  
[20] December 2002

## Training Plan 2003

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## **- PREFACE -**



The Board is pleased to present the 2003 Annual Training Plan for the Australian Capital Territory Building and Construction Industry Training Fund Board (ACT BCITFB). This is the third Training Plan produced by the ACT BCITFB and builds on the achievements of our other Plans.

The contribution in the development of this Training Plan by the various employers, trades groups, industry associations and unions must be acknowledged. These groups, along with many individual workers and companies operating in the industry, are vital to the continuing success of the ACT BCITF. Their enthusiastic and up-front contributions to the Training Fund Board are greatly appreciated.

The Training Plan has identified the following key areas within a budget framework;

- ❖ Entry Level Training
- ❖ Up-skilling and Cross-skilling
- ❖ Promotion and Marketing
- ❖ Research and Development
- ❖ Access and Equity and
- ❖ Governance, Finance and Administration.

To ensure that our continuous improvement processes are enhanced, we have established and determined a number of objectives, strategies and outcomes that the ACT BCITFB will progress through the life of this Plan. These are clearly articulated in each of these categories.

For the first time, the Plan has included the Courses, Registered Training Organisations and telephone numbers for training programs that have been conducted during 2002. However, if the training program that you wish to undertake is not listed in this Plan, please contact the ACT BCITFB for further information.

Industry should find the Plan an excellent resource and a help for current and future training requirements.

The board commends this Training Plan to all who have an interest in the future development of the Territory and all those who operate in the building and construction industry.

**JAMES G SERVICE**

**CHAIRMAN  
JUNE 2002**

## **- INTRODUCTION -**

**Welcome to the ACT Building and Construction Industry Training Fund Board 2003 Training Plan.**

This review involved widespread consultation with industry, government and the community. The 2003 Annual Training Plan has also benefited from the conduct of extensive research undertaken by the Building and Construction Training Council (CITC).

It is our intention that the 2003 Training Plan becomes a valuable resource for you and strongly recommends that you retain it for future use.

The following information will provide you with a quick guide to the Training Plan.

We have included an overview of Construction Training Australia's (CTA's) national strategy together with a number of key local strategic areas including;

- ❖ Entry Level Training
- ❖ Up-skilling and Cross-skilling
- ❖ Promotion and Marketing
- ❖ Research and Development
- ❖ Access and Equity [and](#)
- ❖ Governance, Finance and Administration.

### **The Fund:**

Throughout the consultation process, a clear message was expressed by all sectors of the industry regarding the following areas;

- ❖ The role of the Fund
- ❖ Eligibility criteria
- ❖ Examples of eligible employment
- ❖ Schedule of the Act.

### **Compliance of stakeholders**

Several detailed sections have been included to cover all of the above points. The following page sets out 'The role of the Fund' but please refer to your index for other page numbers regarding sections that may be of interest to you.

## - ROLE OF THE FUND -

The ACT Building and Construction Industry Fund Board makes training grants for skills identified by cooperative ACT industry research as being in short supply to people in eligible occupations and eligible employment.

Importantly, at the outset, the principles underlying the allocation of funds to programs are:

- Training subsidies are intended to achieve additional outcomes, and **NOT** substitution of existing workforce training levels.
- The Training Fund is **NOT** a "labour market program".
- Allocation of funds will be needs based against determined priorities.
- The funds are allocated principally for training delivery and **NOT** for capital expenditure costs.
- The BCITFB has a compliance function under the Act to ensure that all parties who are responsible to the Act pay the training levy.

*The BCITFB operates under the Building & Construction Industry Training Levy Act 1999, which commenced on 22 November 1999.*

The BCITFB is financed by a levy of 0.2% on the owners of eligible building and construction work.

### TRAINING:

Training is targeted on the up-skilling and cross-skilling of current and former workers, and to provide additional skills for entry level workers for example:

- Apprentices are eligible for business skills training
- Unemployed former workers are eligible for up-skilling to aid their return to the industry
- Returning injured workers are eligible for re-training suitable to their ability
- All workers in the industry are eligible for training in new field(s) and management techniques.

### TRAINING PLAN

This Training Plan will apply in 2003.

### APPLICATIONS

Employees, employers or trainers (RTO's) may lodge an Application Form.

### APPLICANT RESPONSIBILITY

The applicant is responsible for demonstrating and confirming the eligibility of any particular individual before seeking a grant.

### HOW ARE TRAINING GRANTS ALLOCATED?

All grants are subject to the BCITFB having sufficient money in the Fund. Applications are assessed against the following criteria.

1. **No** retrospective applications will be considered
2. Training will provide skills from the Annual Training Plan. *Non-Plan skills may be assessed on their merits.*

3. Training is provided by a Registered Training Organisation.
4. The course is accredited under the Australian Qualifications Framework (AQF) and/or approved by the BCITFB.
5. Participants, including the self-employed, who are in one of the Eligible Occupations, identified within the schedule of the Act.
6. There is an identified training outcome for each participant.
7. Participants may be required to contribute a minimum of 20% of the course costs.

The BCITFB has discretion to cancel the funding grant, subject to overall availability of funds.

The BCITFB does **NOT** guarantee any particular application, and may request that participants and/or organisations contribute more than the 20% minimum.

### REGISTERED TRAINING ORGANISATIONS (RTO's) AND ACCREDITED COURSES

RTO's are recognised by State and Territory Training Agencies as having the capacity to deliver, assess and issue qualifications for nationally recognised training.

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

Accredited Courses are assessed under the Australian Qualifications Framework (AQF) as satisfying industry needs and having appropriate outcomes, competency standards, structure, delivery, articulation, credit transfer and monitoring and evaluation.

## **- ENTRY LEVEL TRAINING -**

The following information is targeted at those for which a contract of training exists relevant to the building and construction industry.

| <b>- OBJECTIVES -</b>  | <b>- STRATEGIES -</b>  | <b>- OUTCOMES -</b>  |
|--|--|--|
| <p>To increase the number of people entering the industry under contracts of training.</p> <p>To ensure that a pool of skilled workers continue to enter the ACT Building and Construction Industry.</p> | <p>Provide support to eligible organisations in accordance with BCITFB policy.</p> <p>Support alternative entry level pathways into the industry.</p> <p>Provide support to schools and individuals regarding training pathways for the industry.</p> <p>Establish an information and promotion program targeted to potential new entrants.</p> <p>Provision of on-the-job training incentive(s) in trades that are deemed as having a skill shortage.</p> | <p>An increase in the number of new entrants under contracts of training in accordance with sector targets.</p> <p>Feasibility of alternative pathways examined for possible implementation.</p> <p>The establishment of contracts of training for new training package qualifications.</p> <p>Support for VET programs in construction skills provided in schools and colleges.</p> <p>Produce and distribute promotional materials and career information.</p> |

## **IMPLEMENTATION**

### **Definition:**

Entry Level Training arrangements supported under this program are those for which a contract of training exists in a field or occupation considered relevant to the building and construction industry.

The BCITFB will provide grants to Organisations and RTO's, who provide apprentices, trainees, new apprentices and persons acknowledged by the BCITFB as suitable for funding under the Building and Construction Industry Training Levy Act 1999 with additional knowledge and skills through supplementary training programs.

Additional grants may also be funded as an incentive to employers of apprentices, trainees and new apprentices in occupations nominated by the BCITFB.

### **Promotional Programs:**

The BCITFB will continue to assist in the promotion and implementation of new training packages in line with national developments under the New Apprenticeship System, and in promoting the industry to attract quality new entrants to targeted industry sectors.

The BCITFB will create and distribute promotional material to schools, through careers markets, careers advisors and presentations, aimed at encouraging school leavers to consider a building and construction industry career at trade, technical or professional level.

The BCITFB will provide on-the-job training incentive(s) in trades that are deemed as having a skill shortage.

## - UP-SKILLING AND CROSS-SKILLING -

The following information sets out some of the strategic initiatives to assist individuals and enterprises in undertaking short training courses and programs. The details of these training courses and contact telephone numbers are outlined on pages 16.

| - OBJECTIVES -   | - STRATEGIES -  | - OUTCOMES -  |
|--|---|---|
| <p>To improve training opportunities for existing eligible workers.</p> <p>Increase the awareness and use of BCITFB funding programs.</p> <p>Promote training and skill enhancement as a means of improving business and individual performance.</p> | <p>Establish and maintain a system for monitoring the quality and effectiveness of training funded by the BCITFB.</p> <p>Establish a register of Registered Training Providers for the industry.</p> <p>Develop and promote BCITFB criteria for the requirements of the Fund.</p> <p>Develop Strategies to enhance the cost effectiveness and value of the funding grants provided by BCITFB.</p> | <p>Audit Training course outcomes to meet criteria established by the BCITFB.</p> <p>Increase numbers of skilled workers appropriate for the industry.</p> <p>Increase the profile of the BCITFB's training activities.</p> <p>Increase numbers in the industry accessing training grants through the fund.</p> |

## IMPLEMENTATION

### Provision of Training Grant:

The Fund may provide a grant to assist:

- eligible persons to undertake training in prescribed skill areas.
- individuals and organisations to undertake training courses and programs.
- Registered Training Providers to deliver training in accordance with the priorities set by the Plan

The contribution will be determined by the Board and will be dependent on the nature of the training.

### Monitoring:

The BCITFB will implement a monitoring and assessing system to ensure that the courses funded meet industry expectations in terms of content, quality, cost and effectiveness.

The BCITFB will continue to modify, refine and trial new mechanisms to meet the training demanded by industry to ensure that training responses are flexible and appropriate and that funds are applied effectively.

### Provider funded programs:

The Fund will purchase training from a schedule of RTO's who can demonstrate their ability to meet BCITFB criteria. The BCITFB RTO's would be invited to apply to deliver the necessary training.

### Audit of Training Grant:

Audits will be undertaken in accordance with BCITFB policy and guidelines.

### Training Rebates:

The Fund will provide rebates for eligible individuals to undertake structured training in specific skill areas.

Rebates will normally be paid to the Registered Training Provider upon successful completion of the training program.

### Promotional Program:

The Executive Director will develop strategies to enhance the cost effectiveness and value of the funding grants provided by BCITFB.

Additional promotional activities will be undertaken in accordance with BCITFB's objectives.



## **- UP-SKILLING AND CROSS-SKILLING -**

### **APPROVED TRAINING COURSES**

- **Civil Engineering Sector**
  - Civil Plant Operator training
  - Light Rigid Truck course
  - Medium Rigid Truck course
  - Heavy Rigid Truck course
  - Vehicle Mounted Crane course
  - Load Securing course
  - Forklift course
  - Dangerous Goods Driver's course
  - Trench and Ground Support System
  - Civil Construction Cert II
  - Civil Construction Cert III
- **General Construction Sector**
  - Wet Area Water Proofing
  - Confined Space Training
  - Graffiti Removal
  - Concreting
  - Steel fixing
  - Lead Paint Management
  - Elevated Work Platforms (EWP)
  - Explosive Power Tools
  - Rigging
  - Dogging
  - Scaffolding
  - Manual Handling
  - Demolition
  - Traffic Control Management
- **Commercial and Housing Sector**
  - Bricklaying/Blocklaying
  - Carpentry
  - Cabinet Making
  - Painting and Decorating
  - Solid Plastering
  - Wall & Ceiling Lining
  - Wall & Floor Tiling
  - Structural Cladding
  - Roof Tiling
  - Kitchen Manufacturing & Installation
  - Bathroom Design & Installation
- **OH&S**
  - Drug & Alcohol Safety Awareness
  - OH&S for Supervisors
  - OH&S for Electrical Workers
  - Introduction to OH&S in ACT (Blue Card)
  - Introduction to OH&S in NSW (Green Card)
  - Senior First Aid Level 2
  - Senior First Aid Refresher
  - Heat Stress Safety Awareness
  - Laser Safety
- **Plumbing Sector**
  - Backflow Prevention Awareness
  - Backflow Prevention Device Servicing
  - Gas Appliance Servicing
  - Hot Water Service Maintenance & Servicing
  - Operative Drainers
  - Restricted Electrical Licence
  - Thermostatic Mixing Valve Servicing
  - Trench & Ground Support System
- **Electrotechnology Sector**
  - Electrical Power Tool Testing
  - Electrical self-test A Class
  - Teledata Basic Cable Licence
  - Teledata BCL endorsed Category 5
  - Teledata BCL endorsed Co-axial cabling
  - Teledata BCL endorsed Fibre Optics
- **Financial, Business & Management**
  - Basic Financial Management
  - Basic Estimating & Tendering
  - Building Code of Australia (BCA) updates
  - Business Building Legislation updates
  - Business Administration & Management
  - Certificate IV for ACT Builder's Licence
  - Certificate IV in OH & S
  - Computer Software (Basic)
  - Computer Software (Intermediate)
  - Computer Software (Advanced)
  - Computerised Accounting Software
  - Contract Administration
  - Conflict Resolution
  - Environmental Awareness
  - Negotiation & Mediation Skills
  - Project Management
  - Small Business Management (1)
  - Small Business Management (2)
  - Train the Trainer
  - Workplace Assessor Training

## - PROMOTION AND MARKETING -

| - OBJECTIVES -  | - STRATEGIES -   | - OUTCOMES -  |
|---|--|---|
| <p>Increase the awareness and use of BCITFB funding programs.</p> <p>Promote training and skill enhancement as a means of improving business and personal performance.</p> <p>Development of BCITFB Annual Training Plan.</p> | <p>Develop and distribute material using a range of media to inform industry of the benefits and availability of training.</p> <p>Support awards for 'Best Practice' in collaboration with industry associations and governments.</p> <p>Use computer enhancing communication networks to disseminate information about the Fund, its roles, functions and programs.</p> <p>Consult with stakeholders on an ongoing basis.</p> | <p>Increased recognition of the Board's training activities.</p> <p>Increased compliance by industry in levy obligations.</p> <p>Increased numbers in industry accessing training through the Fund.</p> |

### IMPLEMENTATION

The BCITFB will implement a promotional plan covering the use of elements such as:

- Newsletters
- Direct mailing
- Posters
- News releases
- Trade and industry association displays
- Functions
- Web-site

#### Web-site:

A comprehensive range of information is available on the TFB's Web-site including Training Grant Application Forms. The Web-site is [www.trainingfund.com.au](http://www.trainingfund.com.au)

### - OVERVIEW -

The Board will continue its ongoing relationship with the Construction Industry Training Council and its industry partners by collaborating on a regular basis and undertaking strategic joint ventures that meet BCITFB objectives.

The Board will continue its ongoing relationship with the ACT Government and its Agencies by collaborating on a regular basis.

#### Promotional/Marketing Program:

The aim of this program is to promote and market the Civil Engineering and Building and Construction Industry to the general public in a positive manner. The BCITFB would support organisations within these sectors that would develop marketing strategies that would increase awareness and achievements of the industry and that would also promote "best practice".

## **- RESEARCH AND DEVELOPMENT -**

| <b>- OBJECTIVES -</b>  | <b>- STRATEGIES -</b>  | <b>- OUTCOMES -</b>   |
|--|--|---|
| <p>Identify emerging issues affecting the training needs of the industry.</p> <p>Ensure the involvement of industry in the BCITFB planning process.</p> <p>Provide the BCITFB and industry with information of the effectiveness of various training programs.</p> | <p>Finance research activities in accordance with the BCITFB objectives.</p> <p>Fund course and assessment materials development where these do not exist.</p> <p>Establish consultative mechanisms consistent with national developments.</p> | <p>Improved information is available to interested parties regarding skill shortages, training needs and other relevant issues.</p> <p>Increased participation in training by eligible workers</p> <p>Greater range of structured training programs.</p> <p>Consistency in assessment outcomes.</p> |

### **IMPLEMENTATION**

#### **Proposals:**

The Board will assess proposals for research projects and resource development on an individual basis.

#### **Application Guidelines:**

Application guidelines for research and development funding are available from the BCITFB.

#### **Research and Development Program:**

The aim of this program is to assist organisations that identify emerging issues affecting the training needs of the industry and address those needs by funding the development of course and assessment resources where these do not currently exist.

The BCITFB will ensure the involvement of the local industry in the development of the Training Plan and establish local consultative mechanisms that have an understanding of and are consistent with national developments.

## - ACCESS AND EQUITY -

| - OBJECTIVES -  | - STRATEGIES -   | - OUTCOMES -  |
|---|--|---|
| <p>Enhance skill development opportunities for:</p> <p>Women in the industry.</p> <p>Youth at risk with an emphasis on 15 to 18 year olds.</p> <p>Those with special language and literacy needs.</p> <p>Aboriginal and Torres Strait Islander people.</p> <p>People with disabilities.</p> | <p>Include access and equity requirements in contracts with training providers.</p> <p>Provide supplementary funding for training of identified groups.</p> <p>Market the benefits of training directly to identified groups with special needs.</p> <p>Fund re-training programs for injured workers.</p> | <p>Increased participation of individuals and organisations in language, literacy and numeracy programs.</p> <p>Increase participation in training by individuals in identified groups.</p> |

## IMPLEMENTATION

### Grants:

BCITFB grants with RTO's will include conditions that address access and equity issues in their training programs and promotional materials.

Similarly, course and material development activities funded by the BCITFB will be required to ensure language is inclusive and appropriate for the level and nature of the work.

### Additional Funds:

Additional grant funds may be provided to eligible candidates, depending on their individual circumstances.

### Integration:

Access and Equity is integrated with other BCITFB funded activities and will be monitored by the BCITFB representative.

### Access and Equity Program:

This program is targeted at identified groups and people who have special needs seeking work in the Civil Engineering and Building and Construction Industry including:

- Persons needing literacy & numeracy training
- Persons from NESB
- Women in the industry
- Aboriginal & Torres Strait Islander People
- Workers returning to the workforce following an injury
- People with disabilities

## **- COMPLIANCE ACTIVITY -**

The following information is provided to assist stakeholders in understanding the compliance activities undertaken by the BCITFB.

### **- OVERVIEW -**

All owners of building and construction work, as defined in the Schedule to the Act, are required to pay a 0.2% Levy on the value of work.

The Building and Construction Industry Training Levy Act 1999 requires the Levy to be paid by the project owner, who is defined as the owner (lease holder) of the land. From 10 September 2002, an amendment to the Act will require a person (business or organisation) who carries out the work (owns the work) on land that they do not own (lease), to pay the Levy.

#### **Collection of the Levy:**

The Levy is collected on building work, at the time of lodging a building application with PALM/BEPCON. The payment of the Levy on non-building work is arranged between the Board and the project owner.

Due to the complexity of land use and works approval jurisdictions in the ACT, a variety of stakeholders are not obliged to obtain approval for building work and construction work. Consequently, it has been necessary to develop a compliance strategy to target a wide variety of agencies, organisations, businesses and industry bodies to achieve a high level of voluntary compliance.

This involves working with industry stakeholders, liaison with industry bodies and working with Government and Agencies to market and promote the role of the Training Fund.

It also involves identifying work activity that is not subject to the works approval process through PALM/BEPCON; and then negotiating with those project owners to establish agreements for self-assessment and payment of the Levy to achieve compliance with the Act.

## - GOVERNANCE, FINANCE AND ADMINISTRATION -

| - OBJECTIVES -  | - STRATEGIES -  | - OUTCOMES -  |
|---|---|---|
| <p>Monitor the performance of the Fund.</p> <p>Ensure the Board and the Fund are administered in accordance with the Act and other relevant legislation.</p> <p>Ensure compliance with the requirements to pay the levy.</p> <p>Ensure compliance of applications for funding.</p> <p>Ensure consistent and transparent assessment of applications.</p> <p>Maximise the effective use of the Fund.</p> <p>Maximise the efficiency of administration.</p> <p>Establish qualitative and quantitative measures by which to assess the effectiveness of training.</p> | <p>Prepare and publish application criteria and application forms and processes.</p> <p>Analyse participants' course evaluation forms and reports.</p> <p>Continued refinement of internal administrative procedures.</p> <p>Conduct audits of BCITFB funded training grants.</p> | <p>Applications are considered on their merits within the constraints of the Act, Board policies and budgets.</p> <p>Annual reports are provided on the effectiveness of the various training programs.</p> <p>Compliance by the industry is maintained to the satisfaction of the Board.</p> <p>Unqualified audit opinion is obtained by the Auditor General.</p> <p>Increased levels of satisfaction in training from participants and organisations.</p> |

### IMPLEMENTATION

The Board is responsible for maximising compliance within the ACT and for effective use of the Fund.

A compliance program and a program to assess the effectiveness of the BCITFB funded training programs has been implemented and monitored.

Internal procedures are regularly assessed for their efficiency to ensure the most effective use of BCITFB funds.

Regular reports in relation to compliance, funded training outcomes and internal policies will be provided to the Board.

### OVERVIEW:

The Board will ensure that its ongoing responsibility for compliance within the Act will be maintained at all times.

## - ELIGIBLE PERSON CRITERIA -

This section sets out and explains the eligible person criteria together with some examples of eligible employment and the eligible Building and Construction Work for the purposes of the Act.

### **ELIGIBLE PERSON**

*An 'Eligible Person' is any person normally working in the Australian Capital Territory Building and Construction Industry who is reasonably and substantially in Eligible Employment (See examples below), or any other person approved on a special application to the Fund.*

### **ELIGIBLE EMPLOYMENT**

Examples of the application of the 'Eligible Employment' criteria are:

| Example   | Eligibility | Rationale   |
|---|-------------|---|
| A receptionist for a building company based in the ACT  | YES         | The company is substantially in the ACT Building and Construction Industry and therefore all employees in the business unit are eligible.   |
| A receptionist in an ACT regional office of a national building and construction company  | YES         | The business unit is substantially in the ACT building and construction industry and therefore all employees in the business unit located in the ACT are eligible.  |
| A receptionist in the Sydney office of an ACT based building and construction business  | NO          | Individual not working in the ACT   |
| An unemployed person  | Conditional | Unless there is demonstrated evidence of employment within the industry in the three years preceding the date of the application or evidence of an Eligible Employment commitment from an ACT building and construction business unit.                                    |
| An apprentice or trainee directly employed or with a Group Scheme   | Conditional | The apprentice or trainee is employed either with an ACT Group Scheme for the industry, or their employer is a business unit within the ACT building and construction industry. Conditions may apply depending on the nature of the training.                             |
| A maintenance carpenter working for Westfield Shopping Town   | YES         | The company is not in the ACT Building and Construction Industry, but the occupation is an eligible occupation under the Schedule of the BCITL Act 1999.  |
| A person who installs domestic kitchen cabinets for a company that supplies and installs domestic kitchen cabinets  | YES         | The business is performing on-site work that is consistent with the occupational eligibility as defined within the Schedule of the BCITL Act 1999.  |
| A cabinetmaker employed as a salesman with a firm supplying goods only to the building and construction industry. The person is seeking training in sales management. | Conditional | The firm is not performing building and construction work as defined in the Schedule of the BCITL Act 1999 and the nature of the work performed by the individuals is not within the scope of work performed by the occupations listed in the Eligible Occupations table. |
| A trainer in a building and construction training company in the ACT seeking training in business management  | YES         | The company complies with the 80% rule.   |

## **- ELIGIBLE BUILDING & CONSTRUCTION WORK -**

*(for the purpose of the Act)*

This schedule of the Act is used to identify projects that pay the Levy, and the 'Eligible Work' of business units under the '80% rule'

### **SCHEDULE**

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, repairs, 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. On-site electrical, electronic, communications or data networks or mechanical services work, including on-site work that is related to the construction, alteration, repair, servicing or dismantling of any plant, plant facility or equipment.
12. The on-site construction, alteration, repair, renovation, demolition or removal of –
  - a) A lift or escalator.
  - b) Air conditioning, ventilation or refrigeration system or equipment.
  - c) The construction, alteration, or removal of a playing field, golf course, racecourse, stadium, swimming pool or other sporting or recreational facilities.
13. Landscaping or the construction, alteration or removal of a park or garden.
14. Work to improve the drainage of land.
15. The removal of material that is asbestos for the purposes of the *Building Act 1972* from a building or any machinery, plant or equipment located in or on a building.
16. Any site preparation work (including pile driving) preliminary to the performance of any construction work.

### **EXPLANATORY DEFINITIONS**

'*Building*' includes a portion of a building, a temporary building and a moveable building.

'*Structure*' includes a tank or other apparatus for the catchment, collection, storage or supply of water other 'structures' may include

- a chimney stack or cooling tower
- a radio, television, communications or lighting mast
- a mast or tower associated with the transmission of electricity
- a silo
- a dock, jetty, pier, terminal, wharf or mooring
- a pipeline (including a pipeline placed in the ground).
- any apparatus/structure, plant or facility associated with the production, storage, conveyance or distribution of oil, gas, coal or other minerals.

### **EXEMPT WORK**

**Exempt work is that:**

- 1) For which a Building Approval was issued before 22 November 1999 (*the date of commencement of the Act*).
- 2) For which a written tender or offer was made before 22 November 1999
- 3) The value of which does not exceed \$10,000 which is carried out by a public authority, not being work awarded to the public authority as the result of a public tendering process [*i.e. own work carried out by the authority's own staff*].



## **- GLOSSARY OF TERMS -**

### **ACRONYM**

### **DESCRIPTION**

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|                     |   |
|---------------------|---|
| <b>ACT</b>          | <b>Australian Capital Territory</b>                           |
| <b>BCITFB</b>       | <b>Building and Construction Industry Training Fund Board</b> |
| <b>CTA</b>          | <b>Construction Training Australia</b>                        |
| <b>CITC</b>         | <b>Construction Industry Training Council</b>                 |
| <b>AQF</b>          | <b>Australian Qualifications Framework</b>                    |
| <b>OH&amp;S</b>     | <b>Occupational Health and Safety</b>                         |
| <b>ITAB</b>         | <b>Industry Training Advisory Body</b>                        |
| <b>VET</b>          | <b>Vocational Education and Training</b>                      |
| <b>RTO</b>          | <b>Registered Training Organisation</b>                       |
| <b>NESB</b>         | <b>Non English speaking background</b>                        |
| <b>FBT</b>          | <b>Fringe Benefits Tax</b>                                    |
| <b>PALM</b>         | <b>Planning and Land Management</b>                           |
| <b>BEPCON</b>       | <b>Building, Electrical and Plumbing Control</b>              |
| <b>Total Budget</b> | <b>Funds available after operating costs</b>                  |

**- Courses and Contact Details -**

| <b>Course</b>                              | <b>Provider</b>                 | <b>Contact Number</b>                    |
|--|---------------------------------|--|
| Accounting/Bookkeeping                     | HIA                             | 6249 6366                                |
| ACT House Energy Rating Scheme             | HIA                             | 6249 6366                                |
| Estimating Software Programs               | Electro Skills<br>HIA<br>MBA    | (02) 9736 1777<br>6249 6366<br>6247 2099 |
| Small Business Management                  | HIA<br>MBA                      | 6249 6366<br>6247 2099                   |
| Building Codes Update                      | MBA<br>HIA                      | 6247 2099<br>6249 6366                   |
| Computer Software Training                 | Electro Skills<br>HIA<br>CITEA  | (02) 9736 1777<br>6249 6366<br>6257 8344 |
| Conflict Resolution                        | Electro Skills<br>MBA<br>HIA    | (02) 9736 1777<br>6247 2099<br>6249 6366 |
| Contract Administration                    | MBA<br>HIA                      | 6247 2099<br>6249 6366                   |
| Quickbook Accounting                       | HIA                             | 6249 6366                                |
| MYOB Accounting                            | MBA<br>HIA                      | 6247 2099<br>6249 6366                   |
| Explosive Power Tools                      | CITEA<br>MBA                    | 6257 8344<br>6247 2099                   |
| Wet Area Waterproofing                     | MBA<br>CITEA<br>HIA             | 6247 2099<br>6257 8344<br>6249 6366      |
| Confined Space Training                    | Actew/AGL                       | 6270 7566                                |
| Confined Space Training (Refresher)        | Actew/AGL                       | 6270 7566                                |
| Drug and Alcohol Awareness                 | CITEA                           | 6257 8344                                |
| Induction to OH&S (Blue Card)              | CITEA                           | 6257 8344                                |
| Induction to OH&S (Green Card)             | MBA                             | 6247 2099                                |
| OH&S for Electrical Workers                | CIT Solutions                   | 6207 4441                                |
| OH&S for Supervisors                       | Work Watch<br>Parasol EMT       | 6249 1099<br>6280 9880                   |
| Senior First Aid Level 2                   | St Johns Ambulance              | 6282 2399                                |
| Senior First Aid Level 2 (Refresher)       | St Johns Ambulance              | 6282 2399                                |
| Trench and Ground Support                  | MBA                             | 6247 2099                                |
| Backflow Prevention Device Servicing       | CIT Solutions                   | 6207 4441                                |
| Gas Appliance Servicing                    | CIT Solutions                   | 6207 4441                                |
| Restricted Electrical Licence for Plumbers | Electro Skills<br>CIT Solutions | (02) 9736 1777<br>6207 4441              |
| Thermostatic Mixing Valve Servicing        | CIT Solutions                   | 6207 4441                                |
| Electrical Power Tool Testing              | Electro Skills<br>CIT Solutions | (02) 9736 1777<br>6207 4441              |

**- Budget -**

| <b>Funded Program</b>                  | <b>2003 Budget</b>    | <b>2002 Budget</b>    | <b>Variance 2002/03</b> |
|--|-----------------------|-----------------------|-------------------------|
| Entry Level                            | \$375,000.00          | \$230,000.00          | \$145,000.00            |
| Up and Cross Skilling                  | \$480,000.00          | \$450,000.00          | \$30,000.00             |
| Promotion and Marketing                | \$80,000.00           | \$60,000.00           | \$20,000.00             |
| Research and Development               | \$60,000.00           | \$40,000.00           | \$20,000.00             |
| Access and equity                      | \$10,000.00           | \$35,000.00           | -\$25,000.00            |
| Governance, Finance and Administration | \$295,000.00          | \$285,000.00          | \$10,000.00             |
| Reserve Fund                           | \$100,000.00          | \$100,000.00          |                         |
| <b>TOTAL FUNDING</b>                   | <b>\$1,400,000.00</b> | <b>\$1,200,000.00</b> |                         |