

Australian Capital Territory

Building and Construction Industry Training Levy—Training Plan Approval 2003

Notifiable instrument NI2003—234

made under the

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

I approve the Building and Construction Industry Training Plan 2004 set
out in the schedule.

Katy Gallagher
Minister for Education, Youth and Family Services
27 June 2003

Training Plan 2004

ACT Building & Construction Industry Training Fund Board

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In accordance with Section 25 of the Building and Construction Industry Training Levy Act 1999. The Board of the Australian Capital Territory Building and Construction Industry Training Fund Board (TFB) is pleased to present to the Minister of Education Youth & Family Services the TFB's 2004 Annual Training Plan. This is the fourth Training Plan produced by the TFB and builds on the achievements of previous Training Plans.

The TFB acknowledges the contributions made by the various employers, group-training schemes, registered training organisations, trades groups, industry associations and unions in the development of this Training Plan. These participants along with many individual workers and companies operating in the industry are vital to the continuing success of the TFB. Their enthusiastic and straightforward contributions made to the Training Fund Board are greatly appreciated.

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

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

To ensure that our processes are continually improved and enhanced, we have established and determined a number of objectives, strategies and outcomes that the TFB will progress through the life of this Training Plan. These are clearly articulated in each of the above categories.

Included in the Training Plan are the Courses, Registered Training Organisations and contact details for training programs that have been conducted during 2003. With this information, Industry should find the Training Plan an excellent resource for their current and future training requirements. However, if the training program that you wish to undertake is not listed in this Training Plan, please contact the TFB for further information.

I would like to record my thanks to members of the Board for their assistance and advice, and also to the staff of the TFB for their commitment to the Fund and its stakeholders.

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 2003**

– EXECUTIVE DIRECTORS REPORT –



The ACT Building and Construction Industry Training Fund Board's (TFB) 2004 Training Plan will see a record commitment of \$1,226,000 to support the long and short term skills development of construction workers and entry level training in the ACT building and construction industry

Funding for entry-level training will be provided to support the on and off the job training of approximately 430 apprentices employed in trades essential to the ACT building and construction industry, additionally some 90 students who are undertaking VET in Schools Certificate I in Construction will also be funded.

Each year businesses operating in the building and construction industry find themselves facing new advances in technology, changes to legislation and work practices and growing pressures to continue productivity improvements. This along with competition and changing consumer demands reinforces the need for the ACT building and construction industry to have access to a highly trained workforce. To provide for this workforce the TFB will provide funding assistance to approximately 3000 construction workers currently employed in the ACT building and construction industry so that they can enhance and maintain their skills and knowledge by attending an industry based training program or activity.

The Training Plan also sets out the outcomes the TFB is seeking to achieve on behalf of the ACT building and construction industry. It also sets out broad strategies that will be applied to achieve these outcomes, along with a set of clear objectives. The Training Plan has been refined to build on the achievements of past Training Plans, whilst still accommodating the broad range of skills development needed by the ACT building and construction industry. The Training Plan also retains the flexibility, to ensure the TFB can respond to any unforeseen training needs, and the ability to address skill shortages within the industry.

The development of such a comprehensive Training Plan cannot be achieved without the assistance and willing contribution of the stakeholders in the industry. Therefore, I extend my appreciation to those stakeholders who have given their time freely to assist in the development of the TFB's 2004 Training Plan.

Gary Guy
Executive Director

– GLOSSARY OF TERMS –

ACRONYM	DESCRIPTION
ACT	Australian Capital Territory
AQTF	Australian Qualifications Training Framework
BEPCON	Building, Electrical and Plumbing Control
CITEA	Construction Industry Training and Employment Association
CITC	ACT Regional Building and Construction Industry Training Council
EGT	Electro Group Training
HIA	Housing Industry Association ACT/Southern NSW
ITAB	Industry Training Advisory Body
MBA	Master Builders Association of the ACT
MBA GT	MBA Group Training (ACT) Incorporated
NESB	Non English speaking background
OH&S	Occupational Health and Safety
PALM	Planning and Land Management
RGT	Regional Group Training
RTO	Registered Training Organisation
VET	Vocational Education and Training
TAE	Training and Adult Education
TFB	ACT Building and Construction Industry Training Fund Board
The Act	Building and Construction Industry Training Levy Act 1999



12 March 1913 – Kurrajong (Capital) Hill: Minister for Home Affairs, the Hon. King O'Malley, drives the 1st survey peg, watched by the Hon. Charles McDonald, Speaker of the House of Representatives (right foreground). Photo by permission of the National Library of Australia.



First land auction in the Federal Capital Territory, held near the surveyor's camp Kurrajong (Capital) Hill on 12 December 1924. Woodgers & Calthorpe of Queanbeyan and Richardson & Wrench of Sydney conducted the auction. Photo by permission of the ACT Heritage Library.

The development of the 2004 Training Plan involved widespread research and consultation with industry participants, government contributors and the community.

The 2004 Training Plan will reflect the priorities identified during the rounds of research and consultation. It will also provide details and updates of training programs funded by the Board during the 2003 period.

CONSULTATION:

The research and consultation process for the first time involved a dual approach with the TFB engaging an external consultant to focus on the traditional areas of the industry through consultation and a survey of key stakeholders, while the CITC focused on the Statutory and Regulatory parts of the industry.

The survey was conducted using questions drafted by the TFB and the CITC. The survey sought views and information under the following headings:

- Knowledge and role of the TFB
- Training outcomes – entry level
- Training outcomes – existing workers
- Training outcomes – skill shortages
- Training outcomes – training delivery
- Quality and related issues
- Major training issues

The consultation process included discussions with:

- Industry Associations
 - HIA
 - MBA
 - Property Council
- Unions
 - AMWU
 - CEPU
 - CFMEU
- Utilities and Light Manufacturing Industry Training Board
- Registered Training Organisations
 - ActewAGL
 - CIT
 - CITEA
 - Electro Skills Centre
 - HIA
 - MBA

- Group Training Companies
 - CITEA
 - EGT
 - MBA - GT
 - RGT
- Statutory and Regulatory Authorities
 - ActewAGL
 - ACT Housing
 - ANU
 - BEPCON
 - Gungahlin Development Authority
 - Kingston Foreshore Development Authority
 - National Capital Authority
 - PALM
 - WorkCover
- Individual organisations within
 - Civil Sector
 - Commercial Sector
 - Housing Sector

A summary will be included in each of the sections as to the responses received through the consultation process.

It is our intention that the 2004 Training Plan becomes a valuable resource for you and strongly recommends that you retain it for future use.

THE FUND:

Throughout the consultation process, a clear message was expressed by all sectors of the industry to include information for the following areas;

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

Detailed sections have been included to cover all of the above points. The following page sets out 'The role of the TFB' 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 Training Fund Board provides funding for the development of skills identified by co-operative 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.
- Allocation of funds will be needs based against determined priorities.
- The funds are allocated principally for training delivery and **NOT** capital expenditure costs.
- The TFB has a compliance function under the Act to ensure that the training levy is paid by the project owner.

The TFB operates under the Building & Construction Industry Training Levy Act 1999 and the liability to pay the levy commenced on 21 November 1999.

The TFB is financed by a levy of 0.2% on the cost of Owners work as defined in the Act.

TRAINING:

Training is targeted at new skills and up-skilling for current and former construction workers, rather than basic skills for new workers, for example:

- Apprentices are eligible for business and other skills training not contained in the formal apprenticeship program.
- Unemployed former workers are eligible for training to aid their return to the industry
- Injured workers returning to the workforce 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 2004.

APPLICATIONS

Employees, employers, RTO's, organizations and associations may lodge an Application seeking funding.

APPLICANT RESPONSIBILITY

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

HOW ARE TRAINING FUNDS ALLOCATED?

All funding is subject to the TFB 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 must be provided by a Registered Training Organisation.
4. The course is accredited under the Australian Quality Training Framework (AQTF), or is a course approved by the TFB.
5. Participants, including the self-employed, are employed in Eligible Employment, *(refer to Eligible Person Criteria and /or Building and Construction Work on pages 18 & 19.*

6. There is an identified training outcome for each participant.
7. Participants may be required to contribute at least 20% of the course costs.

The TFB has discretion to fund placements, subject to overall availability of funds.

The TFB does **NOT** guarantee any particular application, and may request that participants 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 under a national quality system.

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 Quality Training Framework (AQTF) as satisfying industry needs and having appropriate outcomes, competency standards, structure, delivery, articulation, credit transfer and monitoring and evaluation.

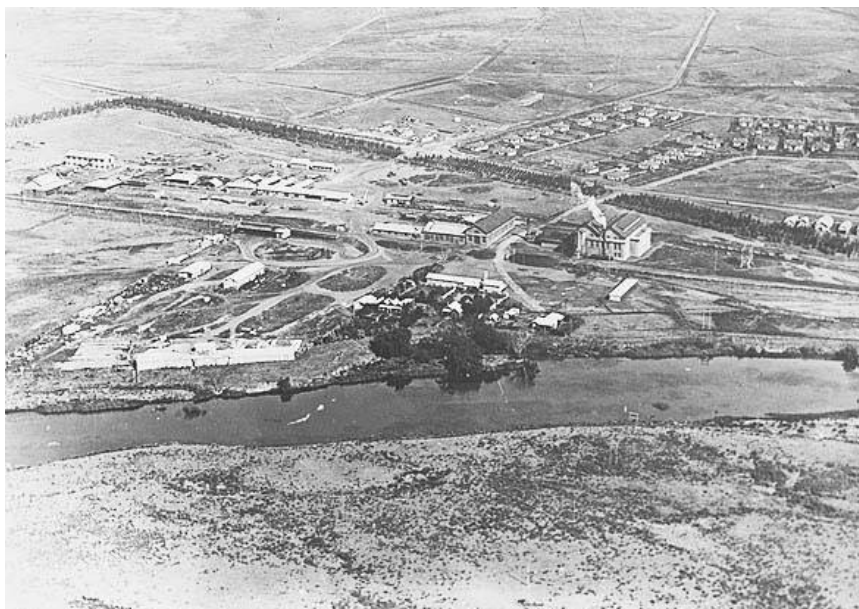


1928 – Civic under Construction. Photo by permission of the National Library of Australia.

- ENTRY LEVEL TRAINING -

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.

- OBJECTIVES -	- STRATEGIES -	- OUTCOMES -
<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>Increase the number of students undertaking Certificate I in Construction at ACT High Schools and Colleges.</p>	<p>Provide support to eligible organisations in accordance with TFB 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>An increase in the number of new entrants under contracts of training in accordance with sector targets.</p> <p>Introduction of alternative pathways into the industry.</p> <p>The establishment of contracts of training for new training package qualifications.</p> <p>Support for building and construction VET programs to be provided in schools and colleges.</p> <p>Produce and distribute promotional materials and career information.</p>



1924: Aerial view of Kingston, the Power House and Molonglo River.
Photo by permission of the National Library of Australia.

SUMMARY OF CONSULTATION PROCESS

An industry survey has indicated that individuals are seeking traditional apprenticeships as their first choice. The survey also indicated that this is being reflected in their overall positive attitude and dedication to work.

School based programs are seen as very successful and a continued focus for the future. It is recognised that further promotion and industry support needs to be targeted at Career Advisors and Teachers within the school system together with students, parents and/or guardians.

The overwhelming sentiment from this small survey was that group training was the way forward and should be given every encouragement by governments.

It was suggested that structured and flexible training be developed for the Civil Sector.

Skill shortages were highlighted across all trades but Bricklaying, Wall & Floor Tiling and Plastering were seen as significant. It was also pointed out that while the focus and publicity is directed at the traditional trades, significant skill shortages are being experienced in the commercial sector for project managers and site foreperson.



11 December 2002: Building Trades Group launch of the 2nd edition of “A Deadly Mix – Drink, Drugs, Driving & Working.” The book was launched by the Minister for Urban Services, Bill Wood MLA assisted by CITEA apprentices Kim Charley and Leigh Bason. The TFB provides financial support to the Drug and Alcohol Awareness Program run for the building and construction industry. Photo TFB.



Canberra 1920's - Road Making. Photo by permission of the National Library of Australia.



Minister for Education Katy Gallagher MLA launches the Building Industries – Skills Enhancement Program (BI-SEP), at Kambah High School, 19 March 2003. The BI-SEP Training Program is funded by the TFB, in partnership with MBA Group Training and Tuggeranong Valley Combined High Schools. The Program is aimed at students at risk of not achieving year 10 accreditation, and have demonstrated an interest in the building and construction industry. Photo TFB.



1 November 2002: CITEA 2002 Excellence Awards. From left – Erica Hodge CITEA Board Member, Gary Guy Executive Director TFB, Danny Agnello receiving the Commendable Award; Mark Southwell Executive Director CITEA. These annual awards recognise outstanding achievements of trainees and apprentices in the building and construction industry. The TFB provides financial support to Group Training companies such as CITEA. Photo TFB.

– ENTRY LEVEL TRAINING – Continued

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 TFB will fund Organisations, employers and RTO's, who provide apprentices, trainees, and persons acknowledged by the TFB as eligible for funding under the Building and Construction Industry Training Levy Act 1999 with additional knowledge and skills through supplementary training programs.

The TFB will provide annual funding to Group Training Schemes who take on apprentices.

Promotional Programs:

The TFB 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 TFB will create and distribute promotional material to schools, colleges, careers advisors and through careers markets and industry representatives. It will undertake and support presentations, aimed at encouraging school leavers to consider a career in the building and construction industry at trade, technical or professional level.

The TFB will consult with industry regarding the provision of on-the-job training incentive(s) in trades that are deemed as having a skill shortage.



MBA Group Training Apprentice Awards for 2002: Best Host Employer Country Builders Pty Ltd (David Cavanagh and Richard Martin) with Colin McJannett TFB Compliance Manager and MBA Executive Director David Dawes. Photo MBA.



MBA Group Training Apprentice Awards for 2002: Outstanding Apprentice Jeremy Masters and Colin McJannett TFB Compliance Manager. Photo MBA

- UPSKILLING 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 are outlined on page 17.

- OBJECTIVES -	- STRATEGIES -	- OUTCOMES -
<p>To improve training opportunities for existing eligible workers.</p> <p>Increase the awareness and use of TFB funded 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 TFB.</p> <p>Establish a register of Preferred Registered Training Organisations for the industry.</p> <p>Develop and promote TFB criteria for the requirements of the Fund.</p> <p>Develop Strategies to enhance the cost effectiveness and value of the funding grants provided by the TFB.</p>	<p>Audit Training course outcomes to meet criteria established by the TFB.</p> <p>Increase numbers of skilled workers appropriate for the industry.</p> <p>Increase the profile of the TFB's training activities.</p> <p>Increase numbers accessing training through the Fund.</p>



1913 - Construction of the Cotter Dam. Photo by permission of the National Library of Australia.

SUMMARY OF CONSULTATION PROCESS

A range of new and emerging technologies, legislation and innovation were highlighted throughout the consultation process. These areas were many and diverse but the major areas included:

- 'Hebel' installation
- Thermal Wall Systems (TWS)
- Timber developments
- Variety of new cladding installations
- Data cabling
- Photonics/Fibre Optics/Wireless Technology
- Heritage restoration (craft trades)
- Smart housing installation
- Material reuse
- Legislation changes including
 - Environmental
 - Energy efficiency
 - Land Act (DV 200 Clauses)/Bld. Codes/Design siting
 - Workers Compensation
 - Wiring rules
 - OH&S

Responses to training needs varied from sector to sector and organisation to organisation. However, all parties expressed concern over training for persons undergoing the transition from tradesperson to supervisory and/or management positions. Skill shortages included:

- Computer skills particularly in the use of Excel and Word software packages
- Report writing
- Project management
- General supervision/management
- Human Resources

A number of significant changes are highlighted for implementation on some major projects towards the end of 2004. These changes will see innovative ideas and new technologies for water re-use, craft restoration and other initiatives being introduced. This will require rethinking of some training delivery strategies and techniques.



Workmen's camps were established near major construction sites, such as the Cotter Dam, Yarralumla Brickworks and the Kingston Power House. This photograph is the No. 1 Sewer Camp, also known as the Outfall Camp. In 1924, there were about 100 men in this camp. The single men lived under canvass and used hessian for the tent walls and tin for the fireplaces. Photo courtesy of Ann Gugler.

IMPLEMENTATION

Provision of Training Funds:

The TFB may provide funding to assist:

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

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

Monitoring:

The TFB 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 TFB 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.

Registered Training Organisation funded programs:

The TFB will fund training provided by a Registered Training Organisation who can demonstrate their ability to meet TFB criteria. The RTO's would be invited to apply to deliver the necessary training.

Audit process:

The TFB will arrange periodic audits of organisations receiving TFB grants in accordance with TFB policy and guidelines. Audits will seek to verify that training delivered is in accordance with the provisions of the grant.

Training Rebates:

The TFB will provide rebates for eligible participants who complete structured or approved training in specific skill areas.

Rebates will normally be paid to the Registered Training Organisation upon the participant's successful completion of the training program.

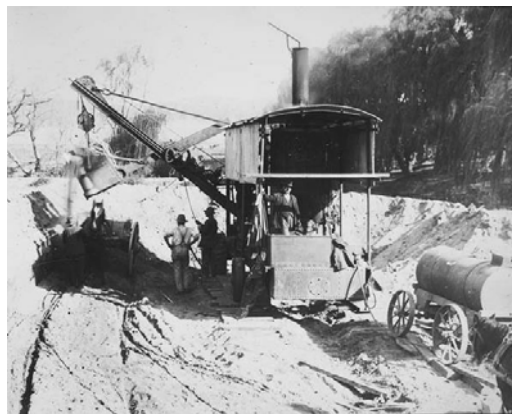
Communication:

The TFB will communicate in writing, the outcomes of Board decision(s) regarding grant application(s).

Promotional Program:

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

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



1928 - Steam Shovel on the approaches to Commonwealth Avenue.
Photo by permission of the National Library of Australia.

APPROVED TRAINING COURSES in 2002/2003

- **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
 - Civil Construction Cert II
 - Civil Construction Cert III
- **General Construction Sector**
 - Wet Area Water Proofing
 - Confined Space Training
 - Confined Space (Refresher)
 - 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
 - OH&S Induction in ACT (Blue Card)
 - OH&S Induction in NSW (Green Card)
 - Senior First Aid Level 2
 - Senior First Aid Refresher
 - Chemical and Biological Agents
 - Pole Top Rescue
- **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 (BCL)
 - Teledata BCL endorsed Category 5
 - Teledata BCL endorsed Co-axial cabling
 - Teledata BCL endorsed Fibre Optics
 - Restricted Telecommunications
 - Cable Hauling
 - Basic Pipe Jointing
- **Financial, Business & Management**
 - Basic Financial Management
 - Basic Estimating & Tendering
 - Building Legislation updates
 - Business Administration & Management
 - Certificate IV for ACT Builder's Licence
 - Computer Software (Basic)
 - Computer Software (Intermediate)
 - Computer Software (Advanced)
 - Computerised Accounting
 - 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
- **1**

- PROMOTION AND MARKETING -

- OBJECTIVES -	- STRATEGIES -	- OUTCOMES -
<p>Increase the awareness and use of TFB funding programs.</p> <p>Promote training and skill enhancement as a means of improving business and personal performance.</p> <p>Promote the building and construction industry as a worthwhile and life long career.</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, industry associations and governments.</p> <p>Use computer enhancing communication networks to disseminate information about the TFB, its roles, functions and programs.</p>	<p>Increased recognition of the TFB's training activities.</p> <p>Increased compliance by industry in levy obligations.</p> <p>Increased numbers in industry accessing training through the TFB.</p> <p>Increase the number of workers staying in the industry who see it as a worthwhile career.</p>

SUMMARY OF CONSULTATION PROCESS

The great majority of those surveyed indicated that they have a reasonable or good knowledge of the TFB. However, respondents had a better knowledge of the TFB than of its operations.

Many respondents believed that existing marketing arrangements were most effective in relation to the major organisations but lacked real penetration for smaller builders and sub-contractors. Most suggestions to address this perceived problem relied on greater use of the training intermediaries (industry organisations and RTOs) as the vehicle for disseminating information.

Almost all respondents thought that it was a good idea to have major information sessions once a year so that the TFB could report to its constituents, provide a forum for discussion of issues and an opportunity for networking.

IMPLEMENTATION

The TFB will implement a promotional plan covering 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 Web-site including Training Application Forms. The Web-site is www.trainingfund.com.au

- OVERVIEW -

The TFB will continue its ongoing relationship with the Construction Industry Training Council and Stakeholders by consulting on a regular basis and undertaking strategic joint ventures that meet TFB objectives.

Promotional/Marketing/Sponsorship Program:

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

– RESEARCH AND DEVELOPMENT –

- OBJECTIVES -	- STRATEGIES -	- OUTCOMES -
<p>Identify emerging issues affecting the training needs of the industry.</p> <p>Ensure the involvement of industry stakeholders in the TFB planning process.</p> <p>Development of the TFB's Annual Training Plan which will provide quality advice to government on the training needs of the industry.</p>	<p>Finance research activities in accordance with the TFB objectives.</p> <p>Fund the development of courses, assessment materials and resources where these do not exist.</p> <p>Establish and maintain consultative mechanisms involving all industry stakeholders.</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>Increase the range of structured training programs.</p>

SUMMARY OF CONSULTATION PROCESS

New and emerging technologies together with new and revised Acts, Codes and Legislation are impacting on all sectors of the industry. Predictions for 2004 suggest that new knowledge and skill levels will be required to address the impact of all these changes.

It is envisaged that new course content will need to be developed together with new training delivery strategies to accommodate these changes.

It was identified that these areas will impact on the full range of work activities undertaken within the industry including:

- Apprentices
- Trades people
- Administrative
- Supervisors
- Managers
- Directors

IMPLEMENTATION

Proposals:

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

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 exist.

The TFB will ensure the involvement of all industry stakeholders in the development of the Training Plan, and will determine an appropriate procedure to maximise the consultation process for the development of the Training Plan.

Application Guidelines:

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

- ACCESS AND EQUITY -

- OBJECTIVES -	- STRATEGIES -	- OUTCOMES -
<p>Enhance skill development opportunities for:</p> <p>Women in the industry.</p> <p>Those with special language and literacy needs.</p> <p>Aboriginal and Torres Strait Islander people.</p> <p>People with disabilities</p> <p>Youth at risk with an emphasis on 15 to 18 year olds</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>

SUMMARY OF CONSULTATION PROCESS

One of the major issues raised was that literacy and numeracy was significant and the industry needed to develop strategies to help overcome the problem.

General consensus received from discussions with all persons was that the Training Plan captured all Access and Equity issues.

IMPLEMENTATION

Funding:

TFB funding to 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 TFB will be required to ensure language is inclusive and appropriate for the level and nature of the work.

IMPLEMENTATION

Access and Equity Program:

This program is targeted at identified groups and people who have special needs seeking work in the Building and Construction Industry and associated sectors 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

Additional Funds:

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

Integration:

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

- COMPLIANCE ACTIVITY-

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

- OVERVIEW -

All owners of building and construction work (work as defined in the Schedule to the Act) are required to pay a Levy of 0.2% Levy. The Levy is assessed 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 of the land, or the owner of the work.

Collection of the Levy:

The Levy is collected on building work, at the time of lodging a building approval application with PALM/BEPCON. The Building Controller is authorised to act as an Agent for the TFB.

The payment of the Levy on non-building approval work (such as civil works and landscaping, telecommunications and utilities) is arranged between the TFB and the project owner. This is usually done through a written agreement (a Memorandum of Understanding or an Exchange of Letters) that allows the project owner to self-assess the Levy liability, and make a single Levy payment, annually, in arrears.

As at May 2003, the TFB held self-assessment agreements with ACT Government Departments, Agencies and Statutory Bodies such as ACT Housing, Kingston Foreshore Development Authority and Gungahlin Development Authority; Estate Developers, ActewAGL, Telstra, the Australian National University, Retail Shopping Centres, Private Hospitals and Clubs (including Golf, Bowling, Sports and Racing Clubs).

In 2003, the TFB negotiated a standard agreement that authorises Kitchen Installers (Joinery Shops) to act as an Agent for the TFB, and to collect the Levy on refurbishment work in existing homes, where the work is not subject to building approval from PALM/BEPCON.

The TFB researches and monitors work activity to determine if a Levy liability exists, and then negotiates with the project owner(s) to achieve compliance. The TFB has a statutory obligation to ensure that the requirements of the Act are met, and staff of the TFB are appointed as Inspectors under the Act, with appropriate powers to secure the observance of the legislation.

Promotion and Education

The TFB works closely and continuously with industry stakeholders, industry bodies, businesses, Government and Agencies to promote the role of the Training Fund and to achieve a high level of compliance with the legislation.

- GOVERNANCE, FINANCE AND ADMINISTRATION -

- OBJECTIVES -	- STRATEGIES -	- OUTCOMES -
<p>Monitor the performance of the TFB.</p> <p>Ensure the Board and the TFB 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 and effectively use the funds of the TFB.</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 TFB funded training.</p>	<p>Applications are considered on their merits within the constraints of the Act, TFB policies and budgets.</p> <p>Annual reports are provided on the effectiveness of the various training programs.</p> <p>Compliance by project owners is maintained to the satisfaction of the TFB.</p> <p>Unqualified audit opinion is obtained by the Auditor General.</p> <p>Increased levels of satisfaction in training from participants and enterprises.</p>

IMPLEMENTATION

The TFB is responsible for maximizing compliance within the ACT and for effective use of the Fund.

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

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

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

OVERVIEW:

The TFB 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 substantially performing work as set out in the Schedule of Work in the Act – see page 24 or is a person deemed as eligible on application to the TFB.

Other examples of eligible employee 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.
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 listed in the Eligible Occupations schedule of the policy on eligible persons.
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 occupations listed in the Eligible Occupations table.
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.

This schedule of the Act is used to identify projects that pay the Levy.

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. Electrical, electronic, communications or data networks or mechanical services work, including 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) 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. 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.
17. Any site preparation work (including pile driving) preliminary to the performance of any construction work.

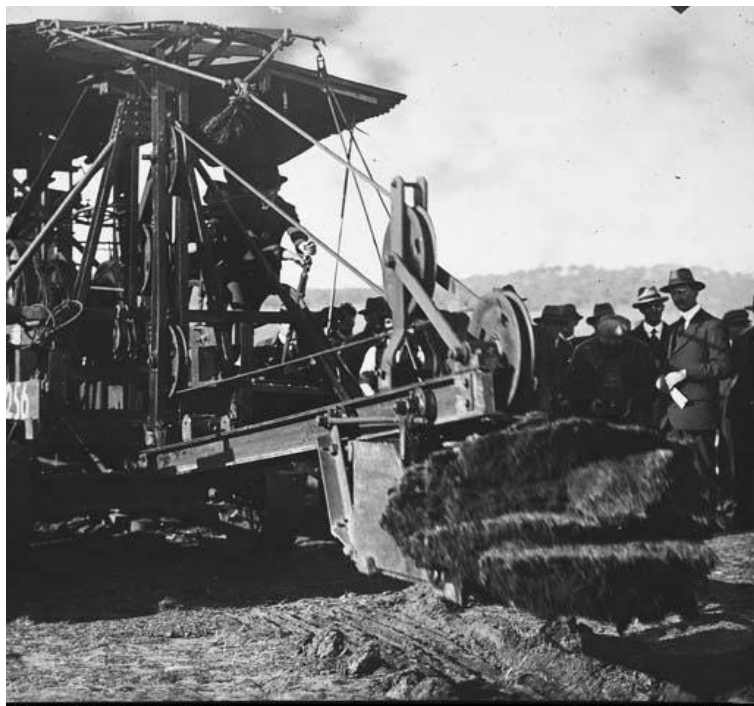
EXEMPT WORK

Exempt work is that:

- 1) For which a Building Approval was issued before 21 November 1999
- 2) For which a written tender or offer was made before 21 November 1999
- 3) The value of which does not exceed \$10,000
- 4) Work carried out by a public authority using its own staff

– COURSES AND CONTACT REFERENCE DETAILS –

Course	Provider	Contact Number
ACT House Energy Rating Scheme	HIA	6249 6366
Backflow Prevention Device Servicing	CIT Solutions	6207 4441
Building Codes Update	HIA MBA	6249 6366 6247 2099
Computer Software Training	Electro Skills Centre HIA Capital Careers MBA	9736 1777 6249 6366 6253 0682 6247 2099
Confined Space Training	Actew/AGL MBA	6270 7566 6247 2099
Confined Space Training (Refresher)	Actew/AGL MBA	6270 7566 6247 2099
Conflict Resolution	Electro Skills Centre MBA HIA	9736 1777 6247 2099 6249 6366
Contract Administration	HIA MBA	6249 6366 6247 2099
Contractors Management Certificate IV	MBA	6247 2099
Drug and Alcohol Awareness	CITEA Electro Skills Centre	6257 8344 9736 1777
Electrical Power Tool Testing	Electro Skills Centre CIT Solutions	9736 1777 6207 4441
Estimating Software Programs	Electro Skills Centre HIA MBA	9736 1777 6249 6366 6247 2099
Explosive Power Tools	CITEA MBA	6257 8344 6247 2099
Gas Appliance Servicing	CIT Solutions	6207 4441
Induction to OH&S (Blue Card)	CITEA	6257 8344
Induction to OH&S (Green Card)	CITEA MBA HIA Electro Skills Centre	6257 8344 6247 2099 6249 6366 9736 1777
Microsoft Project 2000	MBA	6247 2099
MYOB Accounting	MBA HIA	6247 2099 6249 6366
OH&S for Electrical Workers	CIT Solutions Electro Skills Centre	6207 4441 9736 1777
OH&S for Supervisors	Work Watch Parasol EMT	6249 1099 6280 9880
OHS&R and Environment Pre-qualification	MBA	6247 2099
Quickbook Accounting	HIA	6249 6366
Restricted Electrical Licence for Plumbers	Electro Skills Centre CIT Solutions	9736 1777 6207 4441
Senior First Aid Level 2	St Johns Ambulance MBA	6282 2399 6247 2099
Senior First Aid Level 2 (Refresher)	St Johns Ambulance MBA	6282 2399 6247 2099
Thermostatic Mixing Valve Servicing	CIT Solutions	6207 4441
Timber Framing Code	MBA	6247 2099
Trench and Ground Support	MBA	6247 2099
Value for Money Tendering	MBA	6247 2099
Wet Area Waterproofing	MBA CITEA HIA	6247 2099 6257 8344 6249 6366



28 August 1923. Using a Keystone Excavator to turn the first sod for the Provisional Parliament House. Photo by permission of the National Library of Australia.



1927 – Construction of the main outfall sewerage tunnel. Photo shows the joining up of two tunnels, possibly under old Westlake. Many of the tunnel workers came from mining towns such as Captain's Flat, Araluen and Major's Creek. Photo by permission of the National Library of Australia.